

ATTENDANCE POLICY

Membership in the QCSYE is both a privilege and a responsibility. As one of the finest youth orchestra programs in the region, the QCSYE maintains its standing through the commitment and dedication of its musicians. Consistent participation of each individual at weekly rehearsals results in successful performances. The policies below apply to all QCSYE program members.

QCSYE musicians are permitted the following number of rehearsal absences:

- **Two absences** between **August 23** and **November 15**
- **Two absences** between **November 16** and **February 23**
- **Two absences** between **February 24** and **April 25**

All absences are treated equally, regardless of nature, and will be added to your absence total. The only exception to this policy (conflicts with school music program events) is described below. Please plan ahead to avoid exceeding your permitted number of absences for each concert cycle.

Reporting an Absence

If a member will miss a regular weekly rehearsal or Fall Retreat they must complete the online **Rehearsal Absence/Tardiness Form** at least **two weeks in advance** of the absence or tardiness. Forms for absence from dress rehearsals must be submitted at **least one month in advance** (see below for more details). If, as in the case of emergency or illness, a member is unable to give advanced notice of an absence, please send an email to Chelsea Sammons indicating that they will not be at rehearsal or the retreat and giving a specific reason for the absence. In such instances, please also fill out the online form.

Absence Policy Exception: School Music Program Conflicts

If a student will miss a rehearsal due to participation in a school music program event, please indicate so in the description of the absence on the **Rehearsal Absence/Tardiness Form**. At the discretion of the conductors and staff, these absences will not be counted toward the total number of permitted absences.

Dress Rehearsals and Concerts

Rehearsals identified as dress rehearsals in the calendar for each ensemble are especially important for the success of a concert. **Attendance at all dress rehearsals is mandatory.** If an unavoidable conflict will make it impossible to attend a dress rehearsal, students are expected to submit the online **Rehearsal Absence/Tardiness Form** at least one month in advance and notify the conductor in person as soon as possible. Absence from a dress rehearsal may result in a member not being permitted to perform the concert. **Attendance at all concerts is mandatory.** If there is a school music program event on the same date as a QCSYE concert, or if other extraordinary circumstances prevent performing a concert, submit the online **Rehearsal Absence/Tardiness Form** and notify the conductor in person as soon as possible and **at least one month in advance** of the QCSYE concert. Missing a concert without an excuse from your conductor may result in dismissal from the QCSYE program without tuition refund.

Late Arrival to and Early Departure from Rehearsal

QCSYE members are encouraged to begin developing the professional habit of **arriving at least 12 minutes early to rehearsal**. If a member arrives more than ten minutes late to rehearsal or must be excused more than ten minutes early, a half absence will be added to their total absence count.

Excessive Absences

If a member exceeds the maximum number of permitted absences for a given concert cycle, they may be asked to sit out all QCSYE activities (without a tuition refund) until the next concert cycle begins at the discretion of the conductor. A written petition for reconsideration may be submitted in the event of extraordinary circumstances. Any questions regarding absences should be directed toward [Chelsea Sammons](#).