

MYSO's Absence Policy

Orchestra Rehearsals

It is imperative that each member of the orchestra attend every rehearsal for the entire rehearsal period in order to develop and produce a musical product of the highest caliber. **Musicians will be required to sign the attendance form at the beginning of each rehearsal.**

MYSO has an absence policy that allows no more than **six (6) absences for the entire season and allocates two (2) per concert period** (see rehearsal/concert schedule).

A musician absent more than two (2) times per concert period may not be prepared to play his/her part(s) for the concert. If the conductor determines that the musician is not prepared for a concert due to excessive absences, the musician may not be permitted to perform in the subsequent concert.

Advance absence forms are available at rehearsals or can be downloaded from MYSO's website or sent electronically via the MYSO website. The form must be signed by the musician's parent. Any member who will be absent from a rehearsal should advise the Dean of Students in advance using the approved form. If an absence surfaces at the last minute, a call should be made to the MYSO Hot Line at 770-972-7388 followed by a signed absence form. **Please note:** If you realize the day of rehearsal that you will not be able to attend you **MUST** call the MYSO Hot Line at 770-972-7388 to inform us that you will be absent and send the form via the website. **Please remember: we do not have Internet access at the rehearsal or concert venues.**

Sectional Rehearsals: Symphony Only

Periodically throughout the season, MYSO hires professional musicians, at professional rates, to work with each section of the orchestra to polish their parts and expand techniques for their individual instruments. Sectional rehearsals provide the musicians with an opportunity to rehearse critical passages designated by the conductor. Due to the fact that a considerable percentage of MYSO's operating income is allocated towards sectionals, it is imperative that each musician can be present at every sectional and come prepared. Therefore, **an absence from a sectional rehearsal will count as one (1) absence and an absence from the orchestra rehearsal will also count as one (1) absence – for a total of two (2) absences for that day.**

Excessive Absenteeism:

With the 7th absence, including the combined total absences from orchestra rehearsals and sectional rehearsals, the musician could be dismissed from the orchestra, unless the musician can demonstrate that extenuating circumstances resulted in his/her excessive absenteeism. It is the responsibility of the musician to keep track of absences. No notification of excessive absences will be given to the musician. With the 7th absence a formal dismissal notification will be sent to the musician. If you have excessive absences in one season you will not be allowed to audition the following season. If there are extenuating circumstances that resulted in the excessive absenteeism, a written appeal may be made to the Dean of Students. The Chairman of the Board of Directors and Music Director will make a review of the appeal. **The Music Director's ruling on the appeal will be final.**

Mandatory Rehearsals:

An absence from a mandatory rehearsal may result in the musician not being seated for the concert, unless the musician can demonstrate that extenuating circumstance resulted in the absence. A written appeal may be made to the Dean of Students explaining the extenuating circumstances. **This must be done prior to the rehearsal.** The Chairman of the Board of Directors and Music Director will make a review of the appeal. **The Music Director's ruling on the appeal will be final.**

Tardiness:

Arriving late to rehearsal is disruptive to the conductor and fellow musicians. Please make every effort to arrive at rehearsal at the time designated on the rehearsal schedule so that instruments can be tuned and ready to play. Leaving rehearsal before dismissal is also disruptive and must be kept to an absolute minimum. The Dean of Students must be informed before rehearsal that a student plans to leave early. **Note: A musician will be marked tardy if he/she arrives fifteen (15) minutes after the posted starting time. Being tardy will result in a ¼ absence. Leaving rehearsal any time before the posted dismissal time will also result in a ¼ absence being assessed.**

ADVANCED NOTICE OF ABSENCE

Hot Line: 770-972-7388

This form must be completed and turned in to the Dean of Students as soon as you are aware of any anticipated absence (excluding extreme emergencies). The Dean will have the forms at each rehearsal or you can get them from the MYSO website. **It is extremely important** that orchestra personnel are informed far enough in advance to allow the Music Director to plan rehearsals to maximize the benefit to the orchestra as a whole.

Student name: _____ Today's Date: _____

Instrument: _____ Date of anticipated absence: _____

Reason for absence: _____

**** Please note: Be specific! MYSO attempts to schedule rehearsals around known competitions and academic requirements (such as SAT's). If an absence affects a large number of musicians in a specific section, sectionals and rehearsal schedules may potentially be altered.**

Parent's Signature: _____ Student's Signature: _____

Website: www.mysoatlanta.com
See absentee policy in handbook for further details.

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