

# YOUTH ORCHESTRAS OF CHARLOTTESVILLE-ALBEMARLE

## YOUTH ORCHESTRA & EVANS ORCHESTRA ATTENDANCE POLICY

One of the most important factors in the success of any orchestra is the presence of all its members at each rehearsal. When an orchestra member misses a rehearsal, it means that the material covered in that rehearsal must be rehearsed again, in order that all the musicians will be unified in their interpretation and performance of that music. Absences slow down the rehearsal process and can be the cause of frustration on the part of the musicians who do attend all the rehearsals. The Youth Orchestra Conductor and Manager have developed the following attendance policy:

- 1) There are two types of absences: excused and unexcused.
- 2) Excused absences include serious illness (such that the student was not able to attend school that day); family emergencies; and school trips. Excused absences may be allowed under other circumstances (school homework project, school event conflict, etc.) at the discretion of the Conductor or Manager. In the case of illness or family emergencies, please call the YOCA office at 974-7776 at your earliest convenience. In the case of a school trip or other reasons for an absence, you must submit a completed, absence permission form as soon as possible but at least one week in advance of the anticipated absence.
- 3) You should try to avoid scheduling college visits, family vacation trips, etc. on rehearsal evenings if possible.
- 4) If you do not submit an absence permission form to the manager, your absence will be considered unexcused except in cases of illness or emergencies as described above. In the case of unexcused absences, a three-step procedure will be followed:
  - a) You will be placed on probation following the first unexcused absence of the year.
  - b) After a second unexcused absence, you will be dismissed from the orchestra until the beginning of rehearsals for the following program.
  - c) For a third absence, you will be dismissed from the orchestra for the balance of the year.
- 5) Habitual tardiness to rehearsal or tardiness returning from break may also be considered cause for probation.

## **YOUTH ORCHESTRA/EVANS ORCHESTRA REHEARSAL PROCEDURES**

**We are guests** of the Charlottesville and Albemarle public schools. Every Orchestra member is responsible for the care of the rehearsal space and adjoining areas while we are at Burley Middle School (Youth Orchestra) and Buford Middle School (Evans Orchestra). Any damage to the equipment or facilities by an Orchestra member is the responsibility of his or her family. You should not bring food or drink into either school. Also, both schools are **smoke-free**.

**Arrive on time.** Orchestra members should be warmed-up and ready to play 5 minutes before posted rehearsal start time. You should arrive in the school parking lot in time to walk to the auditorium, unpack and assemble your instrument and get to the stage. Percussionists must allow extra time to transport the instruments from storage to the rehearsal area.

**Bringing necessary equipment** is your responsibility. You should have your instrument, music, black No.1 or No. 2 pencil, and any mutes, rock stops, reeds, percussion sticks, valve oil or other accessories needed.

**Set-up** cannot be accomplished with musical instruments in the rehearsal area. Do not take your seat at rehearsal until all orchestra stands and chairs are in place. Please help the set-up crew if asked.

**For The Youth Orchestra:** Rehearsals will begin promptly at 7 pm and will end promptly at 9:15 pm. There will be a 15 minute break beginning between 8 pm and 8:30 pm. Rehearsals will be in the auditorium at Burley Middle School.

**For The Evans Orchestra:** Rehearsals will begin promptly at 6:30 pm and will end at 8 pm, also with a break. Rehearsals will be in the orchestra room at Buford Middle School, and signs will be posted to direct you at both schools.

**Take-down** at the end of rehearsal is everyone's job. After putting your instrument and music away, you should return to the stage and put away at least one chair and one stand. Percussionists must return their instruments to the proper place.

**Music:** Unless it is a practice copy, all music must be treated with care. Some of the music we use is rented and other parts are borrowed or owned by the Orchestra. Use only black-lead pencils to mark in the music. You will have to pay to replace any music that is lost, damaged, or marked in ink or colored pencil.

**Questions** or problems can be brought up with the conductor or manager before or after rehearsal or during break. Contact the general manager outside of rehearsals:

**YOCA Office:** phone – 974-7776

**Scot Jonte:** cell – 760-3936