



Pittsburgh Youth Symphony Orchestra

Pittsburgh Symphony Heinz Hall
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PYSO Attendance Policy

A guiding philosophy of the Pittsburgh Youth Symphony Orchestra is that professional responsibility is critical to musical excellence. Absences from rehearsals are detrimental to the orchestra's progress and counterproductive to your own personal growth. However, we understand that absences may be unavoidable and have developed the following attendance policy. *Normally, students are permitted a total of 5 absences per season, not to exceed more than 2 in any one rehearsal cycle leading up to a major concert – in the 2018-2019 season.*

- All members are expected to attend all scheduled orchestra rehearsals, sectionals, and performances.
- [Absence Forms](#) are located on the "[For Members](#)" page of the website and need to be filled out and submitted **online** no less than two weeks before the rehearsal date. The PYSO office Staff evaluates absences on an individual basis. If you have excessive absences regardless of the reasons, the PYSO Staff will contact you to discuss your status.
- Reasons for absence will be treated on a case by case basis.
- Normally conflicts with religious holidays and/or mandatory school performances would not be counted as an absence if we are made aware of it in advance.
- Outside gigs (paid or non-paid) are not legitimate reasons to miss rehearsal, nor attending concerts or games that are not required school activity.
- In the case of sudden illness or emergency, please notify the PYSO office [via telephone](#) (412-392-4872); leave a message on v-mail if no one is in the office.
- The [PYSO Calendar](#) located under the "What's Happening" tab on PYSO's website includes the 2018-2019 season schedule and has the most up-to-date information for rehearsals and concerts.
- Notices of last minute changes or cancellations will be sent out via *text message* to students and parents via "Remind". To verify that you are signed up for Remind please see [this document](#).
- Excessive absences and/or missing a dress rehearsal may result in reassignment of parts, re-seating in the section, loss of principal status, not being permitted to play a concert, or in extreme circumstances, being asked to leave the orchestra.
- Continued "forgetfulness" on the part of members to notify PYSO office Staff of their absence(s) can result in reassignment of parts, re-seating in the section, loss of principal status, not being permitted to play a concert, or in extreme circumstances, being asked to leave the orchestra.
- Missing a dress rehearsal or concert is grounds for dismissal.

SUBSTITUTES for Woodwind, Brass & Percussion Players:

If you will be absent from a rehearsal, ASK your section mates to cover your part in your absence. Get their contact information at the first rehearsal so you can set this up BEFORE the rehearsal date you will be absent.

TARDINESS & LEAVING EARLY:

Late arrival to a rehearsal is not acceptable. It is unprofessional, irresponsible and extremely disrespectful to your colleagues. Significant tardiness or leaving early, or regular such occurrences, may count as an absence or partial absence.