

Concert Choir Attendance Policy

Revised: August 9, 2010

This document may be found at: www.concertchoir.us

Principles of membership:

- Regular attendance, punctuality and energetic participation strongly affects the choir's performance.
- Singers must stay healthy to be effective contributors and each member is responsible for getting proper rest and maintaining vocal health.
- Members are to provide written explanation regarding absences (previously unapproved) to the Vice President immediately upon return to rehearsals. Complete honesty in communicating with the director and Cabinet is considered the Wheaton norm.
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Expectations regarding your attendance at rehearsals, concerts and events:

- *Absence:*
 - No unexcused absences are permitted.
 - Absence due to illness or emergency is excused when written explanation (email or hard copy) has been given to the Vice President. Try to give prior notification by email when possible, otherwise a written explanation must be given to the Vice President upon return to rehearsals. Verbal notification will be politely considered but will remain unofficial. Please make sure your illness or emergency is legitimate.
 - Absence due to academic conflict is excused when written petition has been submitted to the Vice President *no later than 10 days prior to the conflict* and approved by the Cabinet. No academic absence will be granted for Pre-Dress or Dress Rehearsals, Concerts or Recording Sessions. Moreover, *academic absences that are not submitted in writing at least 10 days prior will be un-excused absences.* Academic absences are considered/approved on a case-by-case basis.
- *Tardy:*
 - Limit of three
 - Early departure is equivalent of tardy
 - 15-minute maximum per occurrence
- *Sitting out* during rehearsal—that is, sitting in front of the choir but not in the choral formation—is permitted *when the member is infectious*. Sitting out is not permitted for a non-infectious condition or simply because of vocal fatigue. In either case, complete attention to the rehearsal is required—with the score open and with pencil in hand.

Consequences of exceeding the limits of this Attendance Policy:

- the member will receive a written notice from the Vice President
- the member will be required to meet with the Director
- the Director will re-evaluate the status of the student's membership status

I understand and agree with the terms of the Concert Choir Attendance Policy

Name: _____

Date: _____