

Allegro Attendance Policy 2010-2011

Please send an email to attendance@allegrocc.org to report your singer's absence.

Attendance: To protect the self-esteem of each choir member and to protect and maintain forward progression in the choir itself, the following serves as the Attendance Policy for Allegro.

1. Free Absences:

- a. Singers are given 1 "free" absence before each of the Fall, Winter & Spring concerts.
- b. A make-up is required for all whole absences over 1.
- c. An absence is an absence-no matter the reason! If you are not present for any reason – you are considered absent!
- d. Absence count returns to zero after each of the 3 major concerts.

2. Make-Up Lessons:

- a. Make-up Lessons will be offered on Monday nights only as scheduled on the master calendar.
- b. **NO OTHER ADDITIONAL MAKE-UP SESSIONS WILL BE SCHEDULED.** There will only be 2 – 4 opportunities to attend a make-up session before each concert. Please plan ahead.
- c. Singers may attend any Fall make-up for any absence before the Fall Concert (before or after the Fall absence has occurred). The same is true regarding Winter make-ups for the Winter Concert and Spring make-ups for the Spring Concert.
- d. Singers get 1 free make-up before each concert. Cost of each additional make-up is \$10.00 made payable to Allegro. Payment is due at the time of the make-up lesson. If singer forgets payment, singer may attend make-up, and will be billed \$10.00.

3. Attendance Record:

- a. It is the Singer's responsibility to stay informed on his or her own attendance record.
- b. Singers can check their Attendance Record on the website – Choir Forms tab. The Attendance Record is updated weekly.
- c. Remember that every absence counts no matter what the reason.
- d. If there is an error on the Attendance Record, please notify Lori Egan at admin@allegrocc.org.

4. Tardiness/Early Departures:

Recurring tardies or early departures will be treated in the following manner:

- a. Arriving 15 minutes late 3 times will count as 1 absence. Departing 15 minutes early from rehearsal 3 times will count as 1 absence.
- b. Any combination of 3 tardies or early departures will count as 1 absence.
- c. Singers missing ½ of any rehearsal will be counted absent.

5. Retreats:

Retreats are a vital part of the rehearsal process.

a. 3 hour or longer Retreats:

- Arriving 15-30 minutes Late will result in 1/3 of an absence.
- Missing 31 minutes up to ½ will result in 1 absence.
- Missing more than ½ will count as 2 absences.

b. Less than 3 hour Retreats:

- Missing 16 minutes up to ½ will result in 1/3 of an absence.
- Missing more than ½ will count as 1 absence.

6. Small Group Lessons:

- a. Small Group Lessons are considered a part of the regular rehearsal schedule for Moto and for Brio. Attendance is required.
- b. Missing a Small Group Lesson will count as 1 absence.

Allegro Attendance Policy 2010-2011

7. Community Performances:

- a. The choirs may also perform, when asked, at designated community events at the discretion of the director.
- b. You will receive at least one month's notice regarding these performances.
- c. All Community Performances serve as important rehearsal time. Missing a Community Performance will count as 1 absence.

8. Continued Absences or Tardies/Early Departures:

- a. Singers with excessive absences in the Fall due to conflicting activities that cause the Singer to be ineligible to perform in the Fall Concert will result in dismissal from the choir.
- b. Singers with multiple absences, tardies or early departures may be dismissed from the choir at the discretion of the Director.

9. Mandatory Dress Rehearsals:

- a. Singers must attend all dress rehearsals in order to perform in a concert.
- b. There are at least 2 Dress Rehearsals prior to each concert (Fall, Winter & Spring).
- c. To ensure fairness to all singers and consistency in the vocal production of each choir, *please do not ask for special permission to miss a dress rehearsal.*

10. Participation in Performances:

- a. Allegro members are expected to participate in all performances.
- b. Occasionally, extenuating circumstance may cause the singer to miss a performance. As a courtesy to the director and fellow choir members, please notify the director in writing at least one month in advance.

11. Tour Eligibility:

- a. Singers are eligible to perform on tour ONLY if they are in compliance with the Attendance Policy.
- b. No tour refunds are given for any reason.

12. Tour Rehearsals:

- a. Attendance is required at Tour Rehearsals.
- b. Singers will be given 1 "Free" Absence. Singers may not miss more than 1 Tour Rehearsal.
- c. If Singer misses more than 1 Tour Rehearsal, Singer may not perform all songs on tour. This will be determined by Director.
- d. There will be NO MAKE-UPS for Tour Rehearsals

13. Under the Weather:

If a singer has a stuffy nose or scratchy voice and is fever free, he/she should still attend rehearsals and participate in all activities if possible.

14. Polite and respectful compliance to the Attendance Policy is expected.