

The Singing Angels
2011 - 2012 SEASON

**RULES AND REGULATIONS
HANDBOOK
for
PERFORMING CHORUS**



Make Music. Make Friends. Make a Difference.

The Singing Angels
3615 Euclid Avenue #4
Cleveland, Ohio 44115
Phone: 216-432-5555
Fax: 216-432-1964
www.singingangels.org

Welcome to The Singing Angels Family!

This handbook contains the Rules and Regulations for the 2011 - 2012 season. All Angels must adhere to these rules and regulations. Please read this Handbook prior to the end of the second rehearsal period, and return the signed pink Acknowledgement Form.

You may think we have a lot of Rules. This is because we are a group with an excellent reputation, and each year we try to exceed our past accomplishments. Individual actions are a reflection of the whole group - so all actions must be above reproach. Remember that each Angel represents their family, The Singing Angels, Greater Cleveland, the State of Ohio and even the United States of America.

With your support, we can continue our outstanding program and enjoy a successful season just as we have experienced in the past 47 years. Thank you for your cooperation. If you have any comments regarding this Handbook, we will be pleased to discuss your questions or concerns with you.



Michael Pappas, President and CEO



Charles Eversole, Music Director

IMPORTANT CONTACT INFORMATION

PERFORMING CHORUS

PC Music Director	Charles Eversole	216-432-5555 x15 charles@singingangels.org
PC Assistant Music Director	Barbara Sterbank	216-432-5555
PC Performing Chorus Administrator	Karen Harris	216-432-5555 x12 karen@singingangels.org

ATTENDANCE	Phone line	216-432-5555 x 3
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ARTISTIC

Artistic Director	Charles Eversole	216-432-5555 x15
Program Administrator	Karen Harris	216-432-5555 x12

ADMINISTRATIVE

Finance Director	Robin Johnson	216-432-5555 x10 robin@singingangels.org
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SECTION CALLERS

1 ST and 2 ND Sopranos	Ruthann Pickering	pickjars@aol.com	216-475-1508
Altos and Basses	Jennifer Steffen	jsteffen3303242@roadrunner.com	216-531-9174

PART I GENERAL INFORMATION

Instructional Fee

Instructional fee is due on or before the last day of the month at the start of each semester (January & September). Payments should be made to The Singing Angels office (Preferred methods of payment are checks and credit card). No refund will be made after four (4) weeks after the start of each semester. Any returned checks for non-sufficient funds will be charged \$10. After two (2) NSF checks have been received for any reason, all payments must be paid in cash, money order or cashier's check. Please call the office if you need to make payment arrangements.

***ALL INSTRUCTIONAL FEE DEADLINES MUST BE ADHERED TO keep your Angel's account "In Good Standing", OTHERWISE YOUR ANGEL WILL BE PROHIBITED FROM ALL SINGING ANGELS FUNCTIONS AND THEIR EVALUATIONS and or Promotion Letters WILL NOT BE MAILED.**

ANGEL BOOSTERS

Any funds or Merchandise owed to Angel Boosters is really owed to The Singing Angel Organization, since the Boosters are a unit of TSA . All Deadlines must be adhered to keep your Angel's account "In Good Standing", otherwise your Angel will be prohibited from All Singing Angels functions and their Evaluations and or Promotions will not be mailed

DRESS CODE FOR ANGELS

Our dress code is designed to accommodate individual preferences while ensuring that all Angels wear appropriate, neat, clean and modest clothing. We recommend that the Angels' dress at all times be appropriate for the event in question. The appearance of an Angel must not disrupt the learning environment. "Run through" rehearsals for the Benefit Concerts and the day of the Benefit Concerts are examples of such events and learning environments where Performing Chorus Angels must pay particular care to their appearances.

The following are some guidelines that would constitute a violation of our standards:

1. Bare feet, high heels. **NO FLIP FLOPS AT ANY TIME.** Shoes must have backs.
2. Wearing halters, tank tops, or spaghetti straps, or anything that exposes the midriff Sleeveless tops OK, but bra straps must not be seen
3. Tops that reveal chest are showing any cleavage are unacceptable. In addition, Camisole (and unbuttoned cardigan) showing cleavage are unacceptable. Tops that need to be pulled up to conceal cleavage are unacceptable. When in doubt, bring a cover-up but do not wait to be told to put the cover-up on by staff or a stage manager
4. Wearing short or tight skirts or shorts (Cargo style shorts are acceptable).
5. Hats , headgear, hair curlers (including bandanas, wraps, scarves, do-rags, caps) This includes run-thrus.
6. Excessive make-up; any visible tattoos
7. Wearing pajama bottoms
8. Costumes or specially designed t shirts require staff approval

Questions of taste or appropriateness of attire will be determined at the sole discretion of the Staff. Should the Staff decide that an Angel's clothing violates the Dress Code, the Angel will be provided a large t-shirt to wear during the rehearsal and receive a grooming deduction.

All choruses must wear closed in shoes with backs at ALL rehearsals. Sandals, backless shoes, and flip flops are a safety hazard when choreography is performed, which could be at any time. This rule will be strictly enforced.

CHANGES IN TELEPHONE NUMBERS, EMAIL AND ADDRESSES

Should there be any changes regarding an Angel's contact information, including telephone, email or address changes, or medical information, the Angel and/or his/her parents shall promptly advise The Singing Angels office (216-432-5555). If this is not done, and the organization is not able to contact the Angel and/or family, missed performances and/ or rehearsals will be unexcused if unreported. Please make sure we have your current e-mail address.

MONEY AND VALUABLES

Angels should not bring large sums of money or other valuables to The Singing Angels rehearsals or other events. Angels are not permitted to carry personal belongings during concerts, and must put personal belongings to the side, and are often asked to put personal belongings to the side of the room during rehearsals. The organization is not responsible if belongings are damaged, lost or stolen.

PARKING AND DRIVING

Please do not block the street with cars when dropping off or picking up Angels from rehearsals or performances. Drivers may need to circle the block while waiting for their Angel. Double parked vehicles are often ticketed. There are likely to be many Angels entering and exiting at the same time, please drive with caution when dropping off or picking up Angels from rehearsals or performances. Tokens for \$3.00 are available at the front desk on the first floor for exiting the parking lot.

FAMILY MEMBERS & FRIENDS

At Concerts

Families are invited to attend any public concert, as an audience member. Family attendance at private concerts is at the discretion of the client. Please come properly attired if you are remaining at a concert location. There should be no family members backstage at a concert, or in any rehearsal room, unless expressly permitted by the Staff. Family members should meet their Angel in the rehearsal room after a concert, if parking permits. When made available at an event, refreshments are available to family members only after all Angels have been served and only when authorized by a Staff member. All pick-up and drop-off procedures are regulated under the authority of the Staff, with no loitering allowed.

At Rehearsals

If you choose to wait at The Masonic Temple during rehearsals, for your convenience we have a Parent Lounge on the 4th floor. To access the Lounge please take the elevator to the 4th floor and proceed straight ahead. Coffee is available at all rehearsals. During Angel breaks we request that you do not search for your Angel to come spend time with you in the Lounge. We encourage them to spend time with other Angels.

General

Standards of behavior, as outlined in this Handbook, will apply to family members as they do to Angels. Behavior that is disruptive or dangerous or which might lead to a substantially adverse effect on the group will not be permitted. In the exceptionally rare case that it might be necessary, it is within the rights of the group to deny the participation of a student on the basis of family members' behavior.

SCHEDULE

Each Angel will receive a schedule by the last Saturday of the month for the following month. Schedules are also posted on our website at www.singingangels.org.

PUBLICITY

Newspaper, radio or any publicity about The Singing Angels must first be cleared with Charles Eversole, Artistic Director at the Singing Angels' office at 216-432-5555 x15. Any activity or publication using the organization's name must be approved in writing in advance through The Singing Angels' office. If at any time an Angel appears in uniform other than at a scheduled concert or appearance, the office must also approve that appearance in writing in advance. Note: Do not loan out your uniform.

THE SINGING ANGELS SPONSORED CONCERTS

All Singing Angel families are encouraged to purchase or sell ten (10) tickets to the Spring Benefit Concert and Holiday Benefit Concert. These concerts are significant fundraisers for the organization.

WEB PAGE

<http://www.singingangels.org/>

Check Performing Chorus Schedules for upcoming events and announcements.

PART II

RULES AND REGULATIONS FOR PERFORMING CHORUS

GENERAL ATTENDANCE REQUIREMENTS (September 1st through August 31st)

We consider punctuality and attendance to be essential to the success of our Angels. It is expected that Angels will attend all rehearsals, performances and other events that apply to the particular Angel. Families must make every effort to ensure that the Angels can meet this requirement.

Absences from our activities fall into two categories: (i) excused absences and (ii) unexcused absences. Please see the discussion in Part II of the Handbook for further explanation of our attendance rules.

We reserve all rights in determining the number, extent and type of absence applicable to each Angel.

All concert and rehearsal absences **must** be phoned in to the office (216-432-5555 x3) in advance. If the phone call is not received in advance, then the absence will be unexcused.

TO REMAIN IN GOOD STANDING - EXCUSED ABSENCES ALLOWED PER TERM ARE AS FOLLOWS:

- 1st Semester (final Spring evaluations through Mid-Term evaluations
10 excused absences
- 2nd Semester (Mid-Term evaluations through final Spring evaluations
10 excused absences

High School Students (9th to 12th grade level): Have two (2) additional excused absences per semester (except summer). **THIS APPLIES TO NON-APPRENTICE MEMBERS ONLY.**

Angels who exceed the excused absences allotted throughout each semester may be put on probation or subject to disciplinary action. A documented warning will be given to the Angel and parent. If there are circumstances that may cause you to exceed the maximum number of allowed excused absences, please call the office to make arrangements (however, the Angel may be prohibited from performing in concerts if s/he does not adequately learn the music and choreography).

****Note: Please refer to EVALUATION ATTENDANCE SCORE section to learn how Attendance Scores are determined. For example, while you are permitted 10 excused absences per semester, absences do affect your final attendance score on your evaluation, even though you are in good standing.***

Doctor's Excuse:

A doctor's signed medical excuse, for serious reason, must be mailed to the office for an Angel to have an excused absence if a call is not received in advance. A doctor or dentist appointment does not constitute a serious medical reason. **Angels that have more than one absence due to hospitalization or communicable disease must submit a doctor's signed medical excuse for the period of time they are unable to attend rehearsal/concerts and will receive one excused absence for the leave period. These Angels are responsible for demonstrating that they have learned the music and choreography that they missed in order to perform with the group.**

Mandatory School/Educational Events:

If an Angel has a conflict due to a Mandatory School/Educational Event such as SAT, ACT, or PSAT tests, Mandatory Science Fairs, Mandatory Choir Concerts for credit, etc, the Angel will not be charged with an absence if the office is provided with written documentation on school letterhead signed by the teacher or event organizer. This applies to one time, important events that do not conflict regularly with the rehearsal schedule. If the event only conflicts with part of the rehearsal, the Angel is requested to attend the rest of rehearsal. **This DOES NOT include end of the year school field trips, school plays or any extracurricular activities you choose to participate in. Please do not abuse this privilege.** If you are unsure please contact the office to discuss.

Small Group Concerts and Bus Trips

In addition to full performing concerts, there are many other opportunities for our Performing Chorus Angels. You will be contacted via phone or e-mail by your section caller inviting you to participate. Mrs. Ruthann Pickering is the section caller for the 1st and 2^{nds} Sopranos. Her e-mail address is: pickjars@aol.com 216-475-1508. Mrs. Jennifer Steffen is the section caller for the Altos and Basses. Her e-mail address is: jsteffen3303242@roadrunner.com 216-531-9174. Angels will be called by evaluation. In other words, they will start with the #1 ranked person IN THE SECTION and move down the list. When you are contacted, please respond within 24 hours to the section caller. If you do not respond within 24 hours the callers will move automatically to the next ranked person.

Any Angel who accepts any (1) small group concert and cancels, will receive an excused absence for this (1) concert. However, if this occurs, Performing Chorus Staff reserves the right to stop calling the Angel for future small group concerts (including but not limited to television appearances, bus trips, and cultural and educational outreach tours). When you accept a small

group concert, this means we are expecting you to participate. Every effort should be made to honor your commitment as this may leave us with unbalanced sections which may affect our performance. Please call the office attendance line in case of an emergency and you cannot attend. **PLEASE DO NOT CALL A CELL PHONE OF A STAFF MEMBER THE DAY OF THE CONCERT TO REPORT THAT YOU CANNOT ATTEND OR THAT YOU WILL BE LATE.** Members with conduct scores less than the acceptable minimum will NOT be invited to participate on bus trips and/or small group concerts.

Vacation Period

Each Angel is allowed up to two weeks of vacation per calendar year (Spring Concert to Spring Concert) This may be taken as one two week vacation (one per year) or as two one week vacations (only one per semester). Each vacation period will count as one excused absence. Any such absences must be communicated to the office (216-432-5555 x3).

Rehearsal Participation

Any Angel who is tardy 30 minutes or more for a rehearsal or returning from a break, or leaving 30 minutes or more early will receive 1/3 of an absence for each violation. Three (3) such incidents will constitute one excused absence. Angels will require written permission from a parent/guardian in order to be dismissed early from rehearsal, and must sign out on the sheet provided before doing so. The parent/guardian must pick up the Angel from rehearsal on the fourth floor when leaving early. If an Angel must leave rehearsal early, staff cannot accompany them downstairs to their ride. Parents or family must come to the rehearsal room to pick them up. Angels who have driven themselves to rehearsal, and Angels who are at least 18 are exceptions, and may leave rehearsal unaccompanied (subject to other attendance requirements.)

Any Angel who attends a rehearsal but is unable to participate due to illness or any other reason will receive an excused absence for that day. After three (3) cumulative excused absences for lack of participation for any reason (as explained above), any further instances may be counted as unexcused absences.

UNEXCUSED ABSENCES

Not contacting the Office attendance line **prior to** a concert or a rehearsal when an Angel will be absent will earn an unexcused absence. An unexcused absence is a major deduction on your attendance evaluation score, and more than three unexcused absences could mean expulsion from the Performing Chorus.

The office will document all unexcused absences and notification will be sent to parents/guardians. If there is a question about the notification received, please contact the office immediately to resolve the discrepancy.

EVALUATION ATTENDANCE SCORE

Angels are evaluated twice a year; Mid-Term evaluations will include Summer Term and 1st Semester attendance records. **ATTENDANCE SCORES ARE DETERMINED ON A PERCENTAGE BASIS.**

1 st Semester	2 Excused Absences allowed before any points deducted
2 nd Semester	2 Excused Absences allowed before any points deducted

Each Unexcused Absence results in a 50% deduction to the attendance score for the semester in which it occurs.

ANGEL CONDUCT

These rules and regulations governing the conduct of Angels reflect our belief that children prosper best in an atmosphere of trust, courtesy and freedom tempered by firm, clear limits for conduct. Our intentions are always to instruct and encourage Angels, never merely to restrict or penalize. Angels are expected to conduct themselves in such a manner that the well-being and rights of other Angels, and the well-being of The Singing Angels, is not violated. Angels should be held accountable for their decisions and actions, and an appropriate disciplinary response is meant as a necessary learning experience.

At the same time, Angels deserve reasonable opportunities to learn from their misjudgments or mistakes. Angels can expect to be listened to, to be respected as individuals and to receive feedback regarding their conduct and/or misconduct. In return, it is expected that Angels will behave responsibly and operate within our expectations.

Honesty, openness and respect constitute the fundamental principles of our program. Maintenance of these principles is the responsibility of our Staff, the families of the Angels, and, most importantly, the Angels themselves. Any incidents or repeated incidents of inappropriate conduct or violations of the items listed below, or similar incidents of inappropriate conduct, will receive prompt attention and appropriate response from the organization. This may result in a variety of consequences including but not limited to probation, suspension and/or expulsion.

1. We expect Angels to use good manners at all times and to show respect for fellow Angels, our Staff, the families that support our organization and clubs, and society.
2. Angels must follow the direction of the staff and parent volunteers at all times.
3. For safety purposes, Angels must remain in designated areas whether for a rehearsal or performance.
4. We expect respect for others in our interactions. We do not tolerate physical or verbal abuse and vulgar or improper language.
5. We insist on respect for property. Theft, vandalism, or other abuse of our property or the property of others, including all places of rehearsal and performance, is not permitted.
6. We highly value the integrity of every individual. Therefore, any form of hazing or severe peer pressure - physical, psychological, social networks such as Facebook or otherwise - will be treated seriously. We are committed to creating and maintaining a learning environment where all individuals are treated with respect and dignity. Each Angel and Staff member has the right to learn or work in an environment free of harassment. Accordingly, The Singing Angels will not permit harassment, and will maintain a positive and supportive environment free from harassment. We expect all persons associated with The Singing Angels to conduct themselves at all times in this spirit. In order for us to enforce this policy effectively and to take prompt, corrective measures, as appropriate, it is essential that any and all incidents of harassment be reported promptly to a Stage Manager or staff person.
7. Angels may not possess or use tobacco or possess, use, transmit, sell, distribute, conceal or be under the influence of alcohol, marijuana, or any other form of non-prescribed drug. We assume jurisdiction with respect to this rule when the Angel is

attending an event sponsored or affiliated with The Singing Angels.

8. Gross misconduct of any kind that has a substantially adverse effect on The Singing Angels, another Angel or our community, will not be permitted.

Although the list is not intended to be exhaustive, it does consist of hard, non-negotiable rules and principles. Obviously, Angels are also expected to obey the laws by which all of us, as citizens of our society, are governed.

Disciplinary Action

These rules and regulations apply to all The Singing Angels events, including rehearsals, performances, and day and overnight trips. When an Angel is in violation of a rule or expectation of conduct, our Staff will explain the violation to the Angel and their parents and/or guardian. Disciplinary action is designed to be appropriate for the violation, and it is designed to change behavior and uphold the integrity of our program. Violations of the standards set forth in this Handbook shall be recorded in the Angel's file and will have an impact upon our evaluation of the Angel.

The organization understands that Disciplinary Action can be stressful and upsetting for Angels and their families. Angels and their families can always discuss disciplinary problems and action taken, with Staff, and if questions or concerns persist, the matter can be brought to the attention of the Board of Directors. Once the problem has been resolved, the decision of the Singing Angels Staff and/or Board of Directors is final.

Suspension/Expulsion

The Singing Angels are committed to maintaining an atmosphere conducive to learning, achievement and growth. In furtherance of that goal, The Singing Angels expects all Angels to conduct themselves in accordance with this Handbook and laws of our society. If an Angel is alleged to have violated a rule or law, or has otherwise acted in a way detrimental to the reputation and integrity of The Singing Angels, The Singing Angels reserves the right in its sole discretion to remove him/her from participation in The Singing Angels' activities. Removal may be in the form of probation, suspension and/or expulsion.

DISCIPLINE

At Rehearsals (4th Floor, Masonic Temple):

1. Stage Managers, under the supervision of the P.C Administrator, are to enforce all rules so that the Music Directors have the complete attention of the Angels. Discipline for misbehavior will be determined as deemed necessary by the Stage Managers and the Music Directors, and PC Administrator in accordance with the Rules of Conduct & Discipline Plan. Documentation will be sent home following all major or repeated rule violations. A letter will be sent to the Angel's parents/guardian following serious offenses. A copy of the documentation and/or letter will be placed in the Angel's file. Further infractions may mean a meeting with the PC Administrator, any other pertinent staff, parents/ guardian, and the Angel before re-admittance to any rehearsal. Suspension or expulsion from the Chorus for the remainder of the semester will be reviewed at this time. There will be no instructional fee refund.
2. Angels will be in their assigned seats at the Call Time designated. Angels are to proceed to their seats, sit quietly, and prepare for the rehearsal. If more than one section

is rehearsing in the same room an Angel may bring a book to read, do homework, or follow with music only while their section is not rehearsing. At all times, Angels are expected to sit silently during rehearsal. During rehearsals there is to be no talking, gum chewing, or eating. No eating except during breaks.

Call time procedures after break will be the same as the beginning of rehearsal.

3. iPods or MP3 players, radios, walkmans, tape recorders, cameras, cell phones, video games or videos must remain in a book bag or purse throughout the rehearsal and breaks. (Short cell phone calls to a family member are permitted during breaks at the discretion of the Staff.) Angels are prohibited from bringing skateboards, roller blades, roller skates, shoes with inset wheels, and other disruptive toys, as determined at the sole discretion of The Singing Angels organization, to any rehearsal.
4. Breaks are to be used to relax, use the rest rooms, and get a drink of water, or purchase a snack, if available. Angels are not permitted to leave the fourth floor during rehearsals or breaks. Angels are not permitted in any back halls or rooms. Please follow instructions regarding restroom procedures.
5. Angels are expected to remain in their assigned seat at all times during rehearsal. Any Angel who needs to separate from the group due to illness will need to call a parent to be picked up, to prevent any spread of illness. Spending rehearsal on the sideline is unacceptable.
6. Angels are not permitted to solicit for outside fundraisers during rehearsals or concerts.
7. All property of the Masonic Temple used by The Singing Angels must be treated with care and respect. All damages must be reported to a Staff member immediately. Parents are financially responsible in the event of any damage at the rehearsal hall by their child; littering or abuse of the rehearsal hall in any form will not be tolerated. At the end of rehearsal ALL papers and litter must be picked up from the floor.
8. Public display of affection is prohibited at all times. Public display of affection is prohibited at all times. For example, a hug in greeting or departing is acceptable. However, any type of behavior that other people would consider "dating or relationship oriented" is prohibited. This includes but is not limited to:
 1. Kissing
 2. Caressing – including arm(s) around each other
 3. Hand Holding
 4. Sitting on laps
9. There is to be no cell phone use during rehearsals. Refer to #3 for cell phone use during breaks. If an Angel is using their cell phone during a rehearsal, a stage manager will remove the Angel from their section and escort them to the west side of the Studio. They will give them a chair and the Angel will spend the remaining rehearsal time sitting in this area. They may participate in breaks but then return to this area when rehearsal is resumed. The Angel will be responsible for their own cell phone and it should not be seen again or used (including texting) during the rehearsal period. A Parent Notification form will be sent home and the Angel will receive a conduct deduction on their evaluation to be determined by the Staff.

At Concerts:

1. **If an Angel arrives 15 minutes later than call time they will not be allowed to perform in most cases**, with any exceptions decided in advance by the designated

production staff (Music Director, Assistant Music Director, PC Administrator and/or Choreographer if present, ranking artistic staff otherwise). **This decision is final.** If an Angel is not allowed to perform, they will be permitted to stay, with no further action taken against them, provided they: notify the Attendance person they are staying, remain in full concert uniform, watch the entire concert, and follow the concert rules of behavior. The organization and/or Staff are not responsible for an Angel who stays to watch the concert; the Angel is the sole responsibility of the parent/driver. If an Angel chooses not to stay, and leaves with the parent/driver, they will receive an excused absence. This rule is not a punishment; it can be a good learning experience to stay and watch the concert. This rule is necessary because there must be adequate time to set the show prior to the scheduled performance. If parents or drivers have questions, comments, or explanations related to the application of this rule to an Angel, they may contact Staff the next day after the concert during regular office hours to discuss the matter. **Staff is not able to meet or discuss the situation with parents/car pool drivers at any time while at the concert venue. The Singing Angels are hired to put on a professional show and outbursts and arguments are embarrassing and detrimental to the image of the organization.**

2. Arrival to concerts should be no earlier than twenty (20) minutes before Call Time. The organization is not responsible if an Angel is dropped off prior to this time.
3. Once an Angel reports for a concert, they are to remain with the group.
4. No iPods or MP3 players, radios, walkmans, tape recorders, cameras, video games or videos are permitted at concerts by Singing Angel members. Cell phones must be turned off and cannot be used until after a concert. Cell phones, or other small devices, are not to be placed in any pocket of any uniform as they are visible from the audience and are a distraction and/or they may fall out of the pocket during a concert and cause a disturbance. Angels are prohibited from bringing skateboards, roller blades, roller skates, shoes with inset wheels, and other disruptive toys, as determined in the sole discretion of The Singing Angels Staff, to any concert.
5. **An Angel should arrive at and depart from a concert in FULL UNIFORM.** Any Angel not in full uniform may not be allowed to perform, and may be subject to disciplinary action. It is very important for The Singing Angels public image that Angels do not wear the uniform incorrectly when in public (such as untucked shirts, vests with blue jeans, multiple piercings or bowties undone), even after a concert.
6. Public display of affection is prohibited at all times. For example, a hug in greeting or departing is acceptable. However, any type of behavior that other people would consider "dating or relationship oriented" is prohibited. This includes but is not limited to:
 1. Kissing
 2. Caressing – including arm(s) around each other
 3. Hand Holding
 4. Sitting on laps

An Angel shall give full cooperation and attention during pre-set and run-thru before concert. Talking or any display of unprofessional conduct while entering, during a concert (including solos and speakers), or returning from the stage will not be tolerated. The Music Director or PC Administrator may not allow an Angel to perform due to misbehavior at any time (and the Angel may earn an excused absence should this occur). An Angel's conduct or appearance should never be detrimental to a performance and/or the reputation of The Singing Angels organization. Stage Managers will also enforce rehearsal rules at concerts with the same or more severe

consequences administered to chorus members.

Please note – An Angel’s performance at Benefit Concerts must be approved by ranking artistic staff prior to the concert (Music Director, Assistant Music Director, and PC Administrator/Choreographer) in order to maintain the performance standards of the organization. Excessive absences or distraction at rehearsals could impede an Angel’s chance to perform. Angels must demonstrate that they know the music and choreography in order to perform with the group.

DROP OFF AND PICK UP

An Angel should not be dropped off at rehearsal or concert locations more than twenty (20) minutes before Call Time, and must be picked up **within 15 minutes** after a rehearsal or concert. The organization is not responsible for anyone dropped off or picked up outside of the above times. If an Angel must leave rehearsal early, Staff can not accompany them downstairs to their ride. Parents or family must come to the rehearsal room to pick them up. Angels who have driven themselves to rehearsal, and Angels who are at least 18 are exceptions, and may leave rehearsal unaccompanied (subject to other attendance requirements.)

NEW LATE PICK-UP PROCEDURES FOR REHEARSALS & CONCERTS

1st 15-minute late period – no penalty (for example 4:10 pm pick-up for a 4:00 pm dismissal)

2nd 15-minute late period – 1/3 (one-third) of an absence. (for example pick-up at 4:25 pm)

After 30 minutes – 1 full absence

After three instances of late pick-up, the Angel may be subject to dismissal. If your Angel is in a carpool, only the carpool driver’s Angel will be penalized.

UNIFORM INSPECTION DAY(s)

All Performing Chorus Angels will be required to be in compliance with all grooming requirements on Uniform Inspection Day. There are two Uniform Inspection Days: before our Holiday Benefit Concert and before our Spring Benefit Concert. Date will be published in our schedule for the appropriate month. This means: hair **MUST** meet our grooming standards on Uniform Inspection Day or a deduction will occur for the day. If hair remains not in compliance, Angel will not accrue deductions for each rehearsal. However, hair must be in compliance for any concert attended or Angel will not be permitted to participate and will receive a deduction for each concert.

CONCERT DRESS CODE

1. Performing Chorus members are to arrive at concerts completely dressed in their uniforms without jewelry and prepared to perform at the scheduled Call Time. Angels are to remain in full uniform until picked up from concert. Wardrobe points will be deducted for missing pieces of uniform or for wearing jewelry or incorrect clothing with uniform. Any Angel not in full uniform may not be allowed to perform.
2. Uniform should be neat, clean and pressed. Name or initials should be clearly marked on all uniform pieces.
3. The tux shirt should be neat, clean, white, and unsoiled. The sleeves should be pressed with a crease. If cuffs hang below wrist, turn them up once and button as a French cuff or move button to get a tighter wrist.
4. Shoes need to be clean. Girls wear flesh-colored pantyhose. Boys wear **black** full

ankle socks.

5. Jewelry of any kind is not permitted with any of the uniforms (i.e. watches, rings, necklaces, and earrings). If you have recently had your ears pierced, and cannot remove your earrings, you will need to cover them up with small bandages. Cell phones, or other small devices must not be kept in any uniform pockets

6. Hair

a. General- The Singing Angels Performing Chorus is an organization with a professional "All American" image to maintain. Our audiences judge us by our appearance: our neat, well maintained, well designed uniforms and our fresh, youthful, wholesome "clean cut" grooming. All conductors have requested that they be able to see Angel's eyes. Extreme, eccentric, or sloppy hairstyles are not permitted. Many hairstyles are acceptable, as long as they are neat and conservative, and enable the chorus as a whole to present a "uniform" appearance. Perhaps it would help you understand our goal if you think about what a "group appearance" looks like. We realize everyone has their individual styles and preferences. However, when performing we must maintain our image.

b. Female- Hair must be natural, clean, well-groomed and simply arranged. Faddish, extreme hairstyles, including (but not limited to) multi-colored or unnatural colors, sculptured hair, tails, partially shaved heads and dreadlocks are not permitted. Hair color must be naturally occurring on humans. Those who prefer long hair should take special care so that it will not fall forward or over the face while performing. Hair should not fall forward over the entire forehead and bangs must be at least ½" above eyebrows. Beads are not permitted. Shaved patterns in the sides, back or front of the hair are not permitted. Hair color must be naturally occurring on humans and hair ornamentation(s) should be the same color as the hair and not metallic/shiny to reflect off the lights. Bulk: not more than 2" Forehead: combed at least ½" above brows or pulled back

c. Male – A fresh neat haircut is a must. Hair must be neatly trimmed and clean at all times. Styling should be tapered at the sides and back so that most of the ear is visible and the back is no longer than the top of the collar of a normal dress shirt. Hair should not fall forward over the entire forehead and bangs must be at least ½" above eyebrows. Faddish, extreme hairstyles including but not limited to, multi-color or unnatural hair colors, sculptured hair, tails, ponytails, dreadlocks, partially shaved heads are not permitted. Hair color must be naturally occurring on humans. Beads or other ornamentation are not permitted. Shaved patterns in the sides, back or front of the hair are not allowed. No facial hair.
Bulk: not more than 2"
Sideburns: neatly trimmed

PLEASE NOTE: Bobbie pins, hair clips and ornamentation for males are **NOT** ACCEPTABLE. This procedure does not follow our image of an "All American" look.

In addition, if you wish to use hair gel or sprays in order to control or modify your long hair, please know that staff and audiences have noticed that by the end of our shows, the hair has fallen out of the "controlled" look. This is not acceptable.

d. The Administrative Staff will determine any infractions and the Performing Chorus Administrator will notify Angels and their parent and/or guardian of any concerns.
Angels with unacceptable hairstyles will not be permitted to perform at concerts

until they have corrected their hairstyle.

7. Only clear nail polish is permitted. **WHITE** (only) French manicures are acceptable.
8. We ask that you be considerate of your neighbors and to have showered, washed your hair, and have used deodorant.
9. Do not loan any part of your performing uniform.

UNIFORM

PLEASE REFER TO THE SCHEDULE AT ALL TIMES TO DETERMINE WHAT UNIFORM HAS BEEN ANNOUNCED.

Summer Uniform

Girls: Black performing uniform skirt/red logo polo with black performing shoes and nylons.

Boys: Black performing uniform pants/red logo polo with black performing shoes and black socks.

The red polo shirt **MUST** be tucked into your black performing bottoms and "bloused" out. Undershirts must not be visible outside the polo.

Winter Uniforms

There are two (2) different Singing Angel winter uniforms used:

1. Winter Formal Uniform

The Winter Formal Uniform consists of blue vest, tux shirt, black bow tie, (Please note: red bow tie is for the holiday season unless noted in the schedule)

Girls: black skirt, pantyhose and black performing shoes

Boys: tux pants, black socks and black performing shoes

2. Winter Casual Uniform *Please Note: optional shoes/boots should be black, brown, or tan or white tennis shoes.

The winter casual uniform consists of a white turtleneck underneath The Singing Angel sweatshirt, with **any khaki** pants for boys and for girls and appropriate shoes. **DO NOT** wear your performing shoes with this outfit. ***Please Note: optional shoes/boots should be black, brown, or tan or white tennis shoes.**

PLEASE REFER TO THE SCHEDULE AT ALL TIMES TO DETERMINE WHAT UNIFORM HAS BEEN ANNOUNCED.

1. The red polo shirt and the winter sweatshirt are uniform pieces. In order to prevent

them from becoming soiled, stained or torn we ask that they be worn only to designated Singing Angel functions.

2. All uniform pieces must be marked with Angel name (including bow ties and shoes).
3. New uniform pieces can be ordered at the beginning of each semester. The Wardrobe Coordinator will provide ordering information. Please check your uniform periodically to make sure it fits appropriately.
4. Grooming is checked at every concert, points will be deducted for every infraction. *(Please refer to CONCERT DRESS CODE section.)*

EVALUATIONS

The primary purpose of these evaluations is to test each Angel's knowledge of his/her section's music (1st Soprano, 2nd Soprano, Alto, Bass), ability to hold his/her harmony line, and determination of his/her proper vocal section best suited to present vocal range. Stage presence and choreography are strongly evaluated as well. In line with The Singing Angels' high expectations for proper behavior and commitment, conduct, attendance, wardrobe, and stage grooming are also evaluated.

Angels are evaluated twice a year, midterm evaluations are scheduled after the Holiday Benefit Concert and final evaluations are scheduled after the Spring Benefit Concert. Midterm evaluation scores comprise 1/3 and final evaluations comprise 2/3 of the score used to determine an Angel's rank in their section for the next performing season.

Evaluations are mailed to the home of the Angel after all music is returned in acceptable condition. In addition, these evaluations will become a permanent and accurate record of the Angel's performing ability and progress with The Singing Angels. Music from the current repertoire as prepared for the Holiday (midterm evaluation) or Spring (final evaluation) Benefit Concerts will be used for testing. The four evaluation categories are:

MUSICIANSHIP: Knowledge of The Singing Angels' music –50 points

PERFORMING SKILLS (includes concert dress code): Animation, choreography, and stage presence –25 points

CONDUCT (includes rehearsal dress code): Behavior at concerts and rehearsals - 15 points

ATTENDANCE: At rehearsals and concerts –10 points

Total points available:100

*Must receive a minimum of 10 conduct points (out of 15) to be eligible to attend any tours.

**Two points will be deducted from the total score if evaluation is not held on the scheduled date.

FAMILY AWARDS BANQUET

An Angel who meets the following requirements will be considered for Achievement Awards, which are given annually at the Family Awards Banquet.

1. HAS NOT exceeded the maximum number of absences permitted for each semester AND HAS NO UNEXCUSED ABSENCES.
2. HAS NOT taken a leave of absence during the preceding 3 semesters.
3. HAS BEEN a member of the Performing Chorus for three (3) years or more.
4. HAS given devoted and capable service to The Singing Angels program.
5. Expectations of staff for Junior/Senior Class. We encourage you to follow the rules and regulations. We encourage both classes to set good examples, have a positive attitude, be dependable and be supportive of staff and rules and regulations. Please remember, when deciding awards, all of the above are taken into consideration.

In addition, Performing Chorus members, not including Apprentices, with perfect attendance for one year will receive an attendance award.

LEAVE OF ABSENCE

Only one Leave of Absence may be taken during an Angel's membership years. Any Leave of Absence must be taken for at least one entire semester, not including the summer. The Angel may return from absence only at the beginning of the fall semester (in September) following at least one whole semester of leave. The Angel would return as an apprentice. Again, only one leave of absence may be taken during a Angel's membership in the group.

MUSIC

A packet of new music to be learned is passed out to members at the beginning of each semester. Additional music may be distributed throughout each semester as well, in which case it is the Angel's responsibility to properly maintain this music in their music packet. Music is to be brought to EVERY rehearsal. Angels shall bring a pencil to keep in their music folder to mark music. No ink is to be used on any music. On Evaluation Days (both midterm and final evaluations), the packets of music are collected from the Angels. A fee will be assessed for any missing or damaged music.

DANCE TROUPE AUDITIONS

Dance Troupe auditions will be held each January. All Angels are eligible including apprentices. In preparation for this audition, we encourage children interested to take independent dance lessons to improve their skills.

This dance troupe will be rated in the same manner as vocal evaluations. They will be asked to perform in specialty dances at each concert based upon these rankings. Dance Troupe members must follow all The Singing Angels rules and regulations, including conduct and attendance. Also, dances must be performance ready at all times in order to be included in frontal dances throughout the year.

JUNIORS AND SENIORS

Juniors and Seniors are expected to be role models for the Chorus. Class advisors will be assigned to the Junior and Senior classes to assist them with awards evening activities, theme clothing, and any other special projects. Any of these aforementioned activities will require the approval of the Class Advisor and Staff.

TOURS

While on a "bus trip", or a "short tour" or a "summer tour" (in any case, a "tour"), each Angel represents The Singing Angels organization and, accordingly, behavior reflecting badly on The Singing Angels organization will not be tolerated. In order to have a successful and safe tour, all rules and regulations must be followed. Remember that each person on a tour represents their family, The Singing Angels, Greater Cleveland, the State of Ohio and the United States of America. Good manners, courtesy and non-critical acceptance of other people and accommodations while on tour will add to its enjoyment. Permission Slips may be required to be signed by parents/guardians of any Angel going on a "tour".

Angel members will be prohibited from participating on bus or summer performing tours if the following condition(s) exist: (a) member has an outstanding balance for instructional or other fees; (b) conduct score on last evaluation of below 10; (c) history of misconduct on prior tours; (d) recent history of excessive illness/absences, or (e) non-compliance with Small Group Concert and Bus Trips guidelines. Apprentices who began with the Angels in the January semester may not be eligible to participate in tour (depending on availability) the first summer of their membership in Performing Chorus.

The Over-Night Trip and Tour Handbook contains all the information, rules and regulations for traveling with The Singing Angels. Angels will be given the Handbook for any trip or tour and will be required to sign an acknowledgment.

NOTICE

By enrolling in The Singing Angels, every Angel and his/her parents and family are deemed to understand and agree to these procedures.

Under certain circumstances, The Singing Angels may choose a course of action that is different from the ones outlined in this Handbook. We reserve the right to make known to the other Angels and our community any disciplinary action taken by us against an Angel who has violated the Rules and Regulations set forth in this Handbook.

As part of our ongoing review of policies and procedures, changes to this Handbook could take place during the course of the year. In such instances, we will communicate any changes to the Angels and his/her parents and family.