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The Singing Angels
2018 - 2019 SEASON

**RULES AND REGULATIONS
HANDBOOK
for
PERFORMING CHORUS**

The Singing Angels

3615 Euclid Avenue #4

Cleveland, Ohio 44115

Phone: 216.432.5555

ATTENDANCE LINE 216.432.1954 (follow instructions)

ATTENDANCE EMAIL: attendance@singingangels.org

Fax: 216.432.1964

singingangels.org

Welcome to The Singing Angels Family!

This handbook contains the Rules and Regulations for the 2018 – 2019 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 Acknowledgement Form by **September 15, 2018**.

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 53 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.



Holly K. Harris, Executive Director



Charles Eversole, Artistic Director

IMPORTANT CONTACT INFORMATION

PERFORMING CHORUS (PC)

PC Music Director	Charles Eversole 216.432.5555 x1500 charles@singingangels.org
PC Assistant Music Director	Chrissy Karliak chrissy@singingangels.org
PC Assistant Music Director	Heather Liuzzo heather@singingangels.org
PC Administrator	Karen Harris cell 440.897.0872 216.432.5555 x1200 karen@singingangels.org

DEDICATED ATTENDANCE LINE OR EMAIL(email preferred)

Phone line	216.432.1954 (follow instructions)
Email	attendance@singingangels.org

ARTISTIC

Artistic Director	Charles Eversole 216.432.555.1500
Program and PC Administrator	Karen Harris cell 440.897.0872 216.432.5555.1200

ADMINISTRATIVE

Executive Director	Holly Harris 216.432.5555 x1800 holly@singingangels.org
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SECTION CALLERS

1 st Sopranos	Laurie Keehn	lkmagistra@gmail.com 216.382.6391
2 nd Sopranos	Renee Gigax	rgigax@bcsoh.org 330.541.2310
Altos	Carrie Whitten	sasectioncalleralto@gmail.com 216.970.5028
Basses	Charles Eversole	charles@singingangels.org 216.432.5555.1500

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 (September & January). Instructional fees for the Performing Chorus is \$400.00 per semester. 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 a NSF fee. After two (2) NSF checks have been received for any reason, all payments must be paid in cash, money order or cashier's check.

If you would like to be on a payment plan, please contact Holly Harris, holly@singingangels.org. A \$25 deposit is required for the payment plan which is due by the instructional fee deadline (September & January). Monthly invoices will be emailed until all payments are received.

***All instructional fee deadlines must be adhered to so that your Angel's account is "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. All fees must be paid by November 10, 2018 in order for an Angel to be able to perform at the Holiday Spectacular Concert on November 18, 2018.**

COMMUNICATION

The Singing Angels use email as its primary form of communication. We communicate via Constant Contact. Many of our families have unsubscribed from our Constant Contact email service. Once this happens, it is extremely difficult to sign back on.

In order to avoid being unsubscribed, please follow the directions below:

Do not forward Constant Contact emails on your own. You must use the Constant Contact forwarding procedure located on the bottom left corner of the email. When you forward on your own, this unsubscribes your email account. Please do not forward on your own! Please, follow these directions in order to avoid missing our emails and important information.

SCHEDULE

Each Angel family will receive a preview of the monthly schedule on the 15th of each of month and a monthly schedule at the end of the month. A weekly email update is sent on Thursdays as a reminder of the upcoming weekend and following week's schedule. Please make sure we have your current email address and advise Karen Harris ASAP if you do not receive the schedule October 1st. Schedules are also posted on our website, singingangels.org. If you require a hard copy, please advise Karen Harris. Our main communication is via email. Please read all emails to stay up-to-date on important information.

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 The Singing Angels. All deadlines must be adhered to so that your Angel's account is "In Good Standing", otherwise your Angel will be prohibited from all Singing Angel functions and their Evaluations and / or Promotion Letters will not be mailed.

DRESS CODE FOR REHEARSALS

We would like to remind you that we have children of all ages in our chorus. We encourage our older Angels to be role models for our younger children. Parents please help your child make proper decisions with regard to clothing to implant a lasting positive impression on our younger 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 thru" 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 heel - shoes must have backs.
2. Wearing halters, tank tops, or spaghetti straps, or anything that exposes the midriff and bra straps must not be seen.
3. No sleeveless tops.
4. Tops that reveal chest or 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.
5. Wearing short skirts or shorts (longer shorts are acceptable).
6. Hats, headgear, hair curlers (including bandanas, wraps, scarves, do-rags, caps) this includes "run thrus."
7. Excessive make-up; any visible tattoos.
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.

All choruses must wear close toed 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.

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 Karen Harris, PC Administrator. 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.

MASONIC TEMPLE ACCESS, PARKING, AND DRIVING

The Masonic Temple will be locked during weeknight and weekend hours and the E. 36th Street doors will be locked at all times. The only access to the building during our rehearsals will be through the **Euclid Avenue doors** (right off the parking lot). For drop off and pick up, we suggest parking in the free lot and either meet your child in the lobby or have them walk to your car in the parking lot. Again, the E. 36th Street doors will not be open for your child to enter or exit.

If you do wait on E. 36th Street, 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.

FAMILY MEMBERS & FRIENDS

At Concerts

Family attendance at public, private or other 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

Our Parent Waiting Lounge is The Learning Center which is located on the 1st floor of the Masonic Temple. Please leave the area clean and clear of all personal items.

Please escort your Angel to the 4th floor for rehearsals and then take the elevator to the lower level. As has been our policy, once an Angel arrives on the 4th floor they are not permitted to leave until the end of the rehearsal. Please make sure your Angel has everything they need for a rewarding rehearsal before you leave the 4th floor. In addition, we ask that you have an arrangement with your Angel regarding pick-up procedures.

They should either meet you on the 1st floor by the Masonic guard station or outside either in the parking lot or on E. 36th Street. Just as a friendly reminder, please be sure to clean up after yourself when you leave the lower level.

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.

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 x1500. 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 BENEFIT 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.

WEBSITE

The Singing Angels website is singingangels.org. The Performing Chorus schedule, forms, upcoming concerts, and events are posted on the website.

PART II

RULES AND REGULATIONS FOR PERFORMING CHORUS

GENERAL ATTENDANCE REQUIREMENTS

(June 1st to May 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.

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. **THIS APPLIES TO NON-APPRENTICE MEMBERS ONLY.**

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).

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.

- 1st Semester 2 Excused Absences allowed before any deduction
- 2nd Semester 2 Excused Absences allowed before any deduction

Every unexcused absence accrued during the year will result in a one-point deduction from your Final attendance score.

For every five small group concerts that an Angel attends each semester, they will receive one additional excused absence to count toward their evaluation attendance score.

New Longevity Point

Starting with the 2019 evaluations, after being in Angels for 3 years, an Angel will receive a .5 point on their evaluation score for Performing Chorus. Each following year, that Angel will receive .5 on their evaluation score. If the Angel take a leave of absence (one semester or two semesters), they do not receive longevity points for that year. After that evaluation year, the Angel will start back up again with the points they have already accumulated.

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. 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 can 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 often, 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.** If you arrive late, a decision will be made regarding an Angel performing. Members with conduct scores less than the acceptable minimum will NOT be invited to participate on bus trips and/or small group concerts.

For every five small group concerts that an Angel attends each semester, they will receive one additional excused absence to count toward their evaluation attendance score.

Vacation Period

Each Angel is allowed up to two weeks of vacation per attendance year (June 1st to May 31st). 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 attendance line 216.432.1954 or email, attendance@singingangels.org.

Rehearsal Participation

Angels shall arrive no earlier than 30 minutes prior to the start of a rehearsal. The organization is not responsible if an Angel is dropped off prior to this time.

Any Angel who is tardy 30 minutes or leaving 30 minutes before a rehearsal is over will receive 1/3 of an absence for each violation. Three (3) such incidents will constitute one excused absence. Angels should advise a volunteer if they will be leaving early and sign the sign-out sheet clearly marked by the exit door. 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, 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, 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 Final attendance score, and more than three unexcused absences could result in dismissal from the Performing Chorus. Please call or email before the rehearsal or concert for accurate recording purposes.

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.

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 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 staff member or volunteer.
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.

Minor violations will be handled in the following manner. The degree of the infraction, however, may warrant further and immediate action by the Staff.

1. Angel will be given a verbal warning redirecting them to the expected appropriate behavior
2. If inappropriate behavior continues, the Angel may be escorted from the rehearsal studio and will be supervised until Staff determines it is appropriate for the Angel to return to rehearsal.
3. The parent/guardian will receive an email and perhaps a phone call. This written disciplinary notice will be placed in the Angel's file and will impact their evaluation.

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. There will be no instructional fee refund

EXPECTATIONS

At Rehearsals

1. Volunteers under the supervision of the 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 Music Directors and PC Administrator in accordance with the Rules of Conduct & Discipline Plan.
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. There is to be no talking, gum chewing, or eating during rehearsal. Eating is allowed during breaks. Call time procedures after break will be the same as the beginning of rehearsal.
3. iPods or MP3 players, iPads, radios, tape recorders, cameras, cell phones, video games or videos are allowed and must remain in a book bag or purse throughout the rehearsal. (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. During breaks, "horseplay"

(such as running, pushing, etc.) and playing with toys is not permitted. 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 and parents are not permitted to solicit for outside fundraisers at any time.
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. 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

At Concerts:

1. Arrival to concerts should be no earlier than thirty (30) minutes before Call Time. The organization is not responsible if an Angel is dropped off prior to this time.
2. **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 knows they are going to be late to a concert, you may give staff at least 24 hours advance notice and they will save a spot for the Angel while they are setting the show

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.**

3. Once an Angel reports for a concert, they are to remain with the group.

4. No iPods or MP3 players, iPads, radios, 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

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.

LATE PICK UP PROCEDURES FOR REHEARSALS AND CONCERTS

The following is the fee schedule for late pick-ups:

- 0-15 minutes - NO FEE
- 16-30 minutes - \$25.00
- 31-45 minutes - \$50.00
- After 45 minutes, \$50.00 for every 15 minutes

If you incur a fee for late pick-up, this must be paid in order for your Angel to be in good standing. You will receive an invoice from the office

CONCERT DRESS CODE

1. Performing Chorus members are to arrive at concerts completely dressed in the uniform specified in the monthly schedule without jewelry and prepared to perform at the scheduled Call Time. Angels are to remain in full uniform until picked up from concert. Stage Presence 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. 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 pocket.

- 3a. Female Hair Styles – Hair must be natural, clean, well-groomed and simply arranged. 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. 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. We must be able to see your eyes. Beads and bows 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.
- b. Male Hair Styles – Hair must be neatly trimmed and clean at all times. The back should be no longer than the collar of a normal dress shirt. 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. We must be able to see your eyes. 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.
- c. 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.
4. Only clear nail polish is permitted. WHITE (only) French manicures are acceptable. We have had a major problem with Angel's coming to a concert with nail polish. Please remove all nail polish before you arrived. If you arrive with nail polish, there will be a deduction recorded.
5. We ask that you be considerate of your neighbors and to have showered, washed your hair, and have used deodorant. No perfume.
6. 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 bottom and "bloused" out. Undershirts must not be visible outside the polo. Black shoes should be clean or polished.

Winter Uniforms

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

1. **Winter Formal Uniform**

The Winter Formal Uniform consists of full performing gold 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 (clean/polished)

Boys: tux pants, black socks and black performing shoes (clean/polished)

2. **Winter Casual Uniform**

***Please Note: optional shoes/boots should be black, brown or tan.**

The winter casual uniform consists of a white turtleneck underneath The Singing Angel sweatshirt, black uniform pants for boys, black shoes and socks. For girls black uniform skirt (with black leggings underneath-the leggings must be ankle length (not capri length) and not shiny material), pantyhose and performing black shoes. If weather is questionable boys and girls may wear sturdy shoes and or boots.

***Please Note: optional shoes/boots should be black, brown, or tan. Check schedule for details**

If in doubt, wear full performing black shoes and polish or clean afterwards.

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

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.

All uniform pieces must be marked with Angel name (including bow ties and shoes).

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.

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 for 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.

New Longevity Point

Starting with the 2019 evaluations, after being in Angels for 3 years, an Angel will receive a .5 point on their evaluation score for Performing Chorus. Each following year, that Angel will receive .5 on their evaluation score. If the Angel take a leave of absence (one semester or two semesters), they do not receive longevity points for that year. After that

evaluation year, the Angel will start back up again with the points they have already accumulated.

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 –20 points
- **CONDUCT:** Behavior at concerts and rehearsals - 15 points
- **ATTENDANCE:** At rehearsals and concerts –15 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.

Evaluation days include ALL dress code requirements for rehearsal. Deduction points may occur.

ACHIEVEMENT AWARD QUALIFICATION

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

ANY SINGING ANGELS WHO HAS EXCEEDED THE MAXIMUM NUMBER OF ABSENCES PERMITTED FOR EACH SEMESTER WILL NOT BE ELIGIBLE FOR AN ACHIEVEMENT AWARD.

1. HAS NO UNEXCUSED ABSENCES.
2. HAS NOT taken a leave of absence during the preceding 3 semesters.

Purpose of the Banquet:

- 1) Recognize achievements and present awards to those selected
- 2) Recognize graduating seniors
- 3) Celebration of end of season
- 4) Motivate our Angels

Achievement Award Eligibility:

- 1) Has given devoted and exemplary service to The Singing Angels program.
- 2) Has not exceeded the maximum number of absences permitted for each semester and has no unexcused absences.
- 3) Has not taken a leave of absence during the preceding three (3) semesters.
- 4) All members of each chorus are eligible as noted.

Categories of the Awards:**

- 1) **William C. Boehm Award** – Recognizes the Outstanding Senior. Qualities considered: “Angel Spirit”, leadership, positive attitude, commitment, and in good standing – **PC Award.**

- 2) **High School Awards (2-3 awarded)** – Eligibility grades 10 – 12, personifying “Angel Spirit.” Qualities considered: leadership, positive attitude, commitment, and in good standing - **PC Awards** - presently named **Tom Neal Award, Jim Balaguer Award, Edith DaMert Award.**
- 3) **Section Leader Awards** – One award per section (4 in total) 1st Soprano, 2nd Soprano, Alto, and Bass. Qualities considered: leadership, positive attitude, commitment, and in good standing, presently funded by and named as such – **PC Awards** - **Two Susan E. Mosley Awards, and Two Charley Eversole Award.**
- 4) **Rising Star Awards** - (1-5 awards presented at discretion of committee) - **PC Awards** - Eligibility up through 9th grade. Qualities considered: leadership, commitment, and in good standing.
- 5) **Award for Perfect Attendance** – awarded to as many as those who qualified – **PC, RC, & LA Awards**
- 6) **Reserve Chorus Section Awards** – One awarded per section (2 in total) Soprano, Alto. Qualities considered: leadership, positive attitude commitment, and in good standing.
- 7) **Family Award** – Awarded for involvement and dedication to the Angels Organization
- 8) **Community Service Awards** – Eligibility – Any Angel in good standing who has demonstrated outstanding community service. Up to two given and all applicants receive a certificates.
- 9) **Recognition Certificates** – Presented to Dance Troupe, Apprentices, Seniors, Reserve Chorus & Team Directors, Littlest Angels (helpers).

** The management of The Singing Angels reserves the right to modify these awards and any monetary remuneration at any time and for any reason without notice.

Award Selection Committee:

- For award categories (1,2,3,4,5) PC committee of: PC Music Director, PC Asst. Music Director, PC Administrator – requires majority vote for selection.
- For award categories (6) RC committee of: RC Music Director, RC Asst. Music Directors, RC Administrator – requires majority vote for selection.
- For award categories (7,8) both the PC committee and the RC committee jointly decide – requires a majority vote for selection.
- Ex-officio member of each committee is the Executive Director.

ALUMNI DESIGNATION

Any Angel registered with The Singing Angels for at least one semester, will be considered an Alumni of the organization.

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 an Angel’s membership in the group.

If there is a fee balance on the Angel’s account when they take of leave, the balance must be paid in full before the Angel can return.

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 February. All Angels are eligible including apprentices. In preparation for this audition, we encourage children interested to take independent dance lessons to improve their skills. There may be an independent choreographer to teach the audition dance. Judges will include the independent choreographer, staff choreographer, and guest choreographer for a total of three judges

The 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 Angel 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. In addition, if you cannot attend the run-throughs for our benefit concerts, you may be replaced. Failure to attend these run-throughs does not guarantee your inclusion in your assigned number even if your absences are excused. You will be asked to sign an acknowledgement of dance troupe rules and regulations.

TOURS

Angel members will not be eligible for 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 (e) unable to tolerate group travel as decided by staff and prior history of group travel.

Please refer to the Tour Handbook for specific criteria regarding different types of tours.

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.

