

## CYC Attendance Policy

The CYC Board has adopted the following attendance policy. It is not intended to be a policy where absences are punished. Instead, it is designed to make CYC's attendance expectations more clear; to lessen the impact of absences on rehearsals and performances; and to make it more equitable for the members who regularly attend rehearsals.

- 1) Each member will be allowed 2 excused absences from rehearsals for each concert session, with the second session of the season commencing with the first rehearsal in January. An absence in this case is considered automatically excused if the director is notified at least 24 hours in advance of the absence; the member is not required to provide a reason for these 2 absences.
- 2) *Only the first two absences in each session can be automatically excused as described above.* Additional absences will need to be approved in advance by the director or his designee. If circumstances prevent the member from contacting the director in advance, she should contact the director as soon as possible after the absence. A sufficient reason for the absence will need to be given to the director.
- 3) After a third absence, the member will be required – at the director's discretion – to arrange an individual session to demonstrate proficiency of the music at the level of the rest of the choir. Failure to demonstrate proficiency can result in any or all of the following: scheduling a second individual session with more specific benchmarks; being withheld from singing a piece or pieces in the concert; being withheld from singing in the entire concert.
- 4) A member with two *unexcused* absences or *four total* absences per session (Sept – Dec and Jan – May) will be referred to the Board for possible further action, which includes the possibility of dismissal from CYC.
- 5) An absence will be considered *unexcused* if:
  - a) The director is not notified in a timely fashion as described above
  - b) Sufficient reason for the absence cannot be given when required.
- 6) Generally acceptable reasons:
  - a) Serious illness, such as fever, vomiting, dizziness, something easily contagious (such as strep throat), or any condition where a doctor has advised missing rehearsal or avoiding contact with other people
  - b) Family or personal emergency
  - c) Required participation in another organization's performances such as school choir, band, etc. Also, required rehearsals just prior to a performance and tech weeks. (The rescheduling of a rehearsal by another organization is generally not an acceptable reason but will depend on circumstances).
  - d) Mechanical or weather related transportation problems
  - e) A group project for school that needs to meet on a rehearsal night
- 7) Generally unacceptable reasons:
  - a) Participation in optional school activities, such as attending sporting events, pep rallies, etc., unless your band or other group is required to be there.
  - b) Attending personal or social events such as parties.
  - c) To catch up on homework
  - d) Mild illness
- 8) NO ABSENCE WILL BE AUTOMATICALLY EXCUSED FOR THE LAST TWO REHEARSALS BEFORE A PERFORMANCE. TO BE EXCUSED FROM ONE OF THESE REHEARSALS YOU MUST RECEIVE EXPLICIT APPROVAL IN ADVANCE, OR IN THE CASE OF EMERGENCY, AS SOON AS POSSIBLE AFTER THE ABSENCE.
- 9) ABSENCE FOR ANY REASON, EXCUSED OR UNEXCUSED, FROM EITHER OR BOTH REQUIRED REHEARSALS CAN RESULT – AT THE DIRECTOR'S DISCRETION – IN WITHHOLDING THE MEMBER FROM PARTICIPATING IN ALL OR PART OF THE PERFORMANCE.
- 10) THE DIRECTOR – AT HIS DISCRETION – MAY EXCUSE AN ABSENCE FROM A PERFORMANCE ONLY IF THE REQUEST IS MADE IN ADVANCE. IF A REQUEST IS NOT MADE IN ADVANCE, THE ABSENCE WILL BE CONSIDERED UNEXCUSED. AN UNEXCUSED ABSENCE FROM A PERFORMANCE WILL RESULT IN AUTOMATIC AND IMMEDIATE DISMISSAL FROM CYC. A DISMISSED MEMBER MAY APPEAL IN WRITING TO THE CYC BOARD FOR REINSTATEMENT.
- 11) A MEMBER WHO HAS BEEN DISMISSED IS NOT RELIEVED OF EXISTING FINANCIAL OBLIGATIONS TO CYC, AND NO FUNDS OF ANY KIND WILL BE REFUNDED TO A MEMBER WHO HAS BEEN DISMISSED. ALL PROPERTY OF CYC MUST BE RETURNED IMMEDIATELY UPON SEPARATION FROM CYC, WHETHER THAT SEPARATION IS OWING TO DISMISSAL, RESIGNATION, OR ANY OTHER REASON.
- 12) THE DIRECTOR MAY ELECT TO DEFER ANY OR ALL ATTENDANCE ISSUES AND REQUESTS TO THE CYC BOARD FOR APPROVAL OR OTHER ACTION.