

# **BANDERA HIGH SCHOOL CHOIR HANDBOOK 2010-2011**

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## **BHS CHOIR CLASSES**

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At the high school level there are four choirs. All choirs learn music fundamentals, music theory, develop sight reading skills, and study and practice proper singing technique. All choirs are responsible for performing in at least two concerts per year. All choir members are also able to compete in the UIL Solo and Ensemble competition, Region 11 All Region Choir Auditions, Region 11 Treble Region Auditions, and go on the annual Choir/ Band Spring Trip as long as they meet UIL grade eligibility requirements.

- **Varsity Chorale:** This is an advanced women's choir. Members of this choir are auditioned. This choir competes at UIL Concert and Sight Reading Contest at the Varsity level.
- **Tenor Choir:** This is a men's choir. It is a beginner to advanced level choir. They learn songs specifically written for male ensembles.
- **Treble JV Choir:** This is an entry level choir for female students who have never been in choir or need more training and experience with singing.
- **Jazz Choir:** This is an advanced level auditioned small ensemble choir. This choir studies and performs different styles of jazz music written for small vocal jazz ensembles. This group also performs with the Bandera High School Jazz Band on several occasions throughout the school year.

## **CLASSROOM RULES AND STANDARDS**

### *Rehearsal and Performance Guidelines*

- **BE RESPECTFUL AND KIND** to yourself, those around you, and all materials.
- **DO NOT BE TARDY!!** There is a strict policy implemented for tardies. As soon as the bell rings, if you are not in class **you are tardy**. You must go to the office to receive your consequence and get a tardy slip for admittance into class. The tardy is automatically recorded in the office.

**A student is considered tardy to class if he/she enters the classroom after the tardy bell rings. An absence is recorded for the student if the student is more than 15 minutes late to class.**

- **There should be NO EXTRANEIOUS TALKING during rehearsal.** It is appropriate that you ask appropriate questions in class. Raise your hand in order to be called on.
- **NO FOOD OF ANY KIND!!** Since any foreign object in the mouth impedes good diction and choral tone, do not bring candy, gum, food, or snacks (including soft drinks) to rehearsal. A closed container of water is acceptable and appropriate. Do not leave them in the room.
- **NO CELL PHONES AT ALL!!** Cell phones are not allowed to be used in the choir room!
- **Use the restroom BEFORE YOU COME TO CLASS!** After warm-ups you will be allowed one at a time to go to the restroom if it is an emergency. You will sign out to go to the restroom and then sign back in when you return.

- **Please have and use moral and social skills (According to the School Code)**
  - No obscene language.
  - Exercise proper morality.
- **Please sit/stand in your assigned seat/place** (or you will be marked absent)
- **Inform the teacher before class begins if you are unable to sing.**

You will be given another assignment to do in order to earn participation points for class.

- **Homework from other classes may never be done during class time!**

No other notes, pictures, etc should be shared during class time. **Do not expect to use rehearsal time as a study hall.** Since rehearsal time is valuable and cannot be made up once it is lost, If another section is working and yours is not, practice quietly on your part to improve your own skills

- **Have your music and a pencil with you before rehearsal begins.** This will help us begin work in a timely manner.
- **Music will usually be assigned to each student by number.** You will be responsible for any music assigned to you. If, when the music is collected, your copy is missing or damaged, you will be charged the replacement cost for the music. (\$\$\$) No excuses accepted!
- **The choir office phone is for appropriate school business uses only.** Please do not ask to use the phone during rehearsal time. The computer at the teacher's desk is **off limits to students.**
- **Please do not attempt to use the musical equipment without specific permission from the director in charge. This request also includes electronic and well as acoustic equipment and any stereo playback equipment.** Most of it is expensive and calls for special instruction or training for proper use.
- **Rehearsals will run from bell to bell** (in one form or another), therefore do not expect a study period during this time unless written work is assigned in class. Do not ask to leave early.
- One of our primary classroom goals is to develop excellence in vocal music performance, so **you will be expected to try your hardest every day to work to that end.**

### *Concert Etiquette*

Remember that your concert behavior and appearance (both on stage and in the audience) reflect an image of the school and community as well as the choir itself. Choir students are almost always required to stay for a complete concert. Students are never permitted to leave their seats during a performance except at intermission. There should be no talking during a performance. Be courteous and respectful at all times and always put your best foot forward for the public.

## **GRADING**

*Grading will consist of the following:*

### Major Grades: 50%

- *Required concerts (counts as two test grades for attendance and performance)*
- *Written Tests / Quizzes*
- *Required memorized music*
- *Singing tests (consists of knowing required music)  
Computer Music Lab*

### Weekly Participation Grades: 30%

- *Participation*
- *Attendance / Tardies*
- *Attitude /Behavior*

### Daily Grade: 20%

- *Daily performance*
- *Homework*
- *In Class Written Assignments*

*Weekly Participation grades will be based on the following:*

90-100 (A) – Ready and responsive; Overall effort and attitude in class is top notch. 100 is the absolute top where a student shows extra effort and consistent wonderful attitude.

80-89 (B) – A willingness to learn with some minor problems, possibly in the area of tardiness or talkativeness. These two things can hinder the learning process greatly.

70-79 (C) – Consistent problems in the classroom. Problems are continually noticeable, such as talking, tardiness, never being ready to participate when asked, slight attitude problems.

60-69 (D) – Noticeable problems that are a constant concern. Possibly one or more “incidents” in the class or an office referral. Also, this person would very seldom be ready to participate when asked.

0-59 (F) – Skipping class, showing absolutely no effort in class to do much of anything. Missing concerts and rehearsals.

\*\*\*Any auditioned choir ensemble member who does not maintain eligibility for two six weeks cycles within a semester may lose their membership with the ensemble at the discretion of the BHS choir director. Any auditioned choir ensemble member who consistently behaves in a negative manner and/or consistently distracts the ensemble in an unproductive manner may lose their membership with the ensemble at the discretion of the BHS choir director.

## **PERFORMANCE ABSENCE PROCEDURE**

Our goals for the year include self-improvement as musicians and public performances in which we can share our musical progress. To share beautiful music we have learned is a privilege, an honor and a responsibility. A look at our calendar shows that you have many opportunities to perform, both individually and with your group. Some of these opportunities are optional, but some are **REQUIRED**. **ALL students in a music group must participate in required concerts.** Unexpected student absences can waste preparation time by creating performance problems and result in an inadequate performance. Important musical factors such as balance and blend are affected by the absence of even a single performer! **You accept the responsibility to be at required concerts when you join a musical group.** A portion of your grade will reflect how well you meet this responsibility.

Keeping in mind that **COMMUNICATION** between parent, teacher and student is a necessity for success in any music ensemble, please do the following:

1. Together with a parent, look carefully over the calendar **NOW**. Note which performances are required and which are not. Consider in which optional opportunities you might wish to be involved.

2. Write appropriate dates on your family activity calendar **NOW**. Keep the full calendar handy as a reference.

3. Note that it is your responsibility to inform parents of changes in the calendar.

**4. WHEN YOU MUST MISS A REQUIRED PERFORMANCE a parent must make every effort to notify the director by written note or telephone as far in advance of the concert as possible. In cases of last-minute illness or emergencies *the student or parent must leave a voice-mail message at (830) 796-6309 prior to the performance.* If this message is left by the student, a follow-up note or call from the parent must be submitted within one week to excuse the absence.**

5. **Excused** absences from required concerts can be made up. Actual make-up for a missed concert is, in practice, impossible. We cannot recreate the performance opportunity or offer the same listening experience.

**NOTE: If a student does not participate in a required concert the student MUST complete both parts of the following assignment which has been developed to provide a comparable learning experience.**

**1. Attend a musical concert**, approved by the instructor, within three weeks of the missed performance, then write a critique of the concert and submit it to the director. Guidelines for writing your critique will be given to you prior to your doing the assignment.

An excellent source of concerts are: Bandera Band Concerts, Church Concerts, concert performances by Shreiner University School of Music, or other schools or community concerts/ performances approved by the instructor.

**2. Sing the required concert music** for the instructor for evaluation. This singing test must be completed outside of the school day within one week of the missed concert.

**When you are early or on time to an event you will receive full credit.** Being on time is especially important in group situations because the group is not fully formed until all of its members are present. **Students who are late and wish to be excused must submit an excuse request signed by a parent or teacher.** The request must contain sufficient information for the teacher to make an appropriate decision. **If you are late, your grade will be adjusted.**

**BE RESPONSIBLE!! Work is NOT an acceptable excuse!** Please let your managers know well in advance of days you will be unable to work. In the event of any problems give us your employers name and number. We will attempt to contact them.

#### **PLAN AHEAD!!!!**

\*Call time for a late arrival is no later than 1 hour prior to performance. If a call is received later than 1 hour prior to performance than the student will be counted absent.

\*All students must be present, in uniform, and ready to warm up 1 hour prior to the performance.

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### **STUDENT CHOIR OFFICERS**

1. Each choir will be represented on the Choir Council by a student member. The representative will meet with other members of the council to plan choir functions, and will serve as the class officer in charge of that particular choir class. Choir representatives will be nominated and voted for at the beginning of the school year.

2. Job Descriptions for Officers:

a. **President**

1. Provide responsible and caring leadership by being a positive example for the entire organization.
2. Preside over the choir in the Director's absence.
3. Represent the choir at any necessary school functions.
4. Serve as student conductor when necessary.
5. Preside over officer meetings.

6. Assist other officers when needed.

7. Respectfully address the entire choir when issues arise that need to be discussed in class.

b. **Vice-President**

1. Preside over the choir in the President or Director's absence.

2. Personally meet any new student to choir and be responsible for setting up an appointment to explain:

a. Uniforms

b. Fundraising

c. Future Choir activities

3. Follow up on new students one week after enrollment to:

a. Answer any questions

b. Check for uniform fee, signed contract, audition completed, uniform fitted and properly checked out by student, etc.

4. Organize and distribute uniforms, including record-keeping, bagging, and labeling of uniforms at the beginning and ending of the school year.

c. **Secretary**

1. Collect, distribute, and store materials as needed.

2. Write down information during officer meetings.

3. Take care of lists, sign up sheets...ect....

d. **Librarian**

1. Help the Secretary collect, distribute, and store materials as needed.

2. Keep the choral library organized, neat, and clean.

3. Stamp, number, and file new music as it arrives.

e. **Historian**

1. Collect, organize, and prepare annual Bandera Choir scrapbook.

2. Obtain newspaper clippings, photographs, programs, and other memorabilia for the scrapbook.

3. Photograph all Bandera Choir events.

f. **Equipment Manager**

1. Choose and organize crews for setting up and breaking down risers/shell and any other performance equipment needed.

2. Oversee, as well as assist, in the setting up, dismantling, and storage of all equipment.

**\*\*Any choir officer who does not maintain eligibility for two six weeks cycles within a semester may lose their office at the discretion of the BHS choir director. Any choir officer whose behavior is consistently negative and/or consistently distracts the choir ensembles in a negative manner may lose their office at the discretion of the BHS choir director.**

## **CHOIR UNIFORMS / T-SHIRTS**

**Each student will need to pay a \$ 20.00 choir fee which will cover the cost of uniform rental, (cleaning / repair) and their choir T-shirt.**

### **LADIES**

Choir dresses are owned by the choral department of Bandera High School. A choir dress will be checked out to each female student to use for concerts throughout the school year. A cleaning/repair fee of **\$10.00 per student** will be assessed for each student. Any interim cleanings you might want for the dress are optional, but encouraged. Dresses are returned following our spring concert in May. At that time, the director will see that all dresses are repaired and cleaned. *A uniform will not be checked out to a student until the \$10.00 dry cleaning/repair fee is paid.*

### **GENTLEMEN**

Tuxedos, shirts, ties, and cummerbunds are owned by the choral department of Bandera High School. These items will be checked out to each male student to use for concerts throughout the school year. Those students need to pay the cleaning/repair **fee of \$10.00**. *A uniform will not be checked out to a student until the \$10.00 dry cleaning/repair fee is paid.*

## T-SHIRTS

Choir T-Shirts will cost the students an additional \$10.00. T- Shirts will be worn at local performances in the community. During the first week of school I will be taking sizes and orders for T-shirts. Monies will be collected for T-shirts at the beginning of the school year. **You will not be able to receive your T-shirt until you turn in your \$10.00 T-shirt fee and \$10.00 uniform fee!** I hope you will also enjoy wearing your t-shirt around school in order to show your pride and support for our choir at BHS.

### **Payment Methods:**

A. Checks must be payable to **Bandera High School Choir** and include **Driver's License # and Date of Birth**. Checks will not be accepted without all required information.

B. Money Orders to **Bandera High School Choir** including all data listed above.

C. Exact amount in cash.

D. Choir Students may use money that is already in their choir student accounts to pay the choir fee.

- Receipts will be issued for all monies received.

## **TRIP FUNDRAISING GUIDELINES**

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1. Fundraising is offered to students by the Bandera High School Choir Department. Monies raised are posted to each student's trip account. Monies raised during the 2009-2010 school year will be applied to the Spring Choir Tour scheduled for March 10-15, 2010. We will be traveling with the BHS Band to Orlando, Florida. The cost of the trip this year will be approximately \$460.00. This money will cover contest fees, hotel, tickets to Universal Studios theme park, and breakfast Saturday, Sunday, and Monday morning at the hotel. Students will also need money for fast food meals, souvenirs, and snacks.

(Along with the fundraisers, I will be setting up a payment plan for students who wish to supplement their trip account throughout the year.)

**This year's 1<sup>st</sup> fundraiser date is in September - (TBA) (Chocolate & Gifts)**

**2<sup>nd</sup> Fundraiser: January – (TBA)**

*No student is required to participate in a fundraising effort or the Spring Choir Tour. All profits from fundraisers go strictly into a student's choir account.*

2. Students may supplement their account by personal deposits, but transfers between students are not permitted with donated money. Students may give their money earned by fundraising to another student for the purpose of paying for the Spring Trip with written consent from the student who wishes to give money along with the written consent of their parent or guardian.

3. Money raised via Bandera Choir fundraising activities may not be refunded.
4. Please be aware that individual tour companies set deadlines for refunds that we have no control over. **Any non-refundable deposit will be forfeited. Students are highly encouraged to maintain eligibility each six weeks.** Students must be eligible according to No Pass/No play guidelines. Fees must be paid by February 1st, 2011.
5. The task of concluding a fundraising project on Money Day is an enormous one, especially in a large class. In order to simplify this procedure, please follow these guidelines:
  - A. Checks must be payable to **Bandera High School Choir** and include **Driver's License # and Date of Birth**. Checks will not be accepted without all required information.
  - B. Money Orders to **Bandera High School Choir** including all data listed above.
  - C. Exact amount in cash.
  - Receipts will be issued for all monies received
6. Students who fail to complete and close out a fundraising project will not be allowed to participate in further projects and will not be allowed to participate in the choir Spring Trip 2011.

#### **TRIP POLICIES**

**The policies for out of town trips for the Bandera High School Choir are the exact policies listed in the 2010-2011 Bandera ISD Student Handbook.**

\*Further Information about our Spring Choir Trip will be given at a later date.