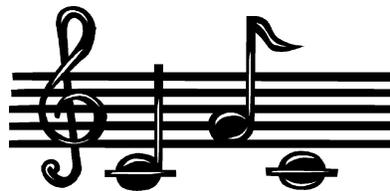


BANDERA HIGH SCHOOL



Choir Handbook

2017 - 2018



Sergio Menchaca, Principal
Catherine Holmes, BHS Choir Director
Marc Laine, BMS Choir Director

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BHS CHOIR CLASSES

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 four concerts per year. All choir members are also encouraged to compete in the UIL Solo and Ensemble competition, Region 29 All Region Choir Auditions, and go on the annual Choir/ Band Spring Trip as long as they meet UIL grade eligibility requirements.

- **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.
- **Tenor/Bass Choir:** This a beginner to advanced level choir. They learn songs specifically written for Tenor/Bass ensembles.
- **Varsity Chorale:** This is an advanced female voice choir. Members of this choir are auditioned. This choir competes at UIL Concert and Sight Reading Contest at the Varsity level.
- **Mixed Jazz Choir:** This is an advanced level small ensemble choir. Members of this choir are auditioned. This choir studies and performs different styles of jazz music and advanced choral music written for mixed voice ensembles. This group may participate in UIL Choir Concert and Sightreading Contest at the Varsity level.

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.**

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 unless the teacher gives special permission.
- **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 not 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 skill.

- **Have your music and a pencil with you before rehearsal begins.** This will help us begin work in a timely manner.
- **Music may be assigned to each student.** 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 For BHS Choir Classes for 2017-2018 will consist of the following:

Test /Concert Performance 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)*
- *Sight reading (singing) tests*
- *Computer music projects*

Participation Grades: 50%

- *Daily / Weekly Participation*
- *Attendance / Tardies*
- *Attitude /Behavior*
- *Homework*
- *In Class Written Assignments*

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. Not completing worksheets or make-up assignments. Missing concerts and rehearsals.

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 can contact Mrs. Holmes at the Choir office (830) 796 – 6309 prior to the performance or email at cholmes@banderaisd2.net.**
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 provide a note from their parent/guardian explaining the reason for the absence. The student will need to complete both parts of the following assignment in order to make up the choir performance grade.

- 1. Receive an alternative written assignment from choir director.**
approved by the instructor, within one week of the missed choir performance.
- 2. Sing the required concert music** for the instructor for evaluation.
This singing test must be completed 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.

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**

- Provide responsible and caring leadership by being an example for the entire organization.
- Preside over the choir in the Director's absence.
- Represent the choir at any necessary school functions.
- Serve as student conductor when necessary.
 - Personally meet any new student to choir and be responsible for setting up an appointment to explain:
 - Uniforms
 - Fundraising
 - Future Choir activities
 - Follow up on new students one week after enrollment to:
 - Answer any questions
-
- Preside over officer meetings.
- Assist other officers when needed.
- Respectfully address the entire choir when issues arise that need to be discussed in
 - class.

b. **Vice-President**

- Preside over the choir in the President or Director's absence.
- Personally meet any new student to choir and be responsible for setting up an appointment to explain:
 - Uniforms
 - Fundraising
 - Future Choir activities
- Follow up on new students one week after enrollment to:
 - Answer any questions
 - Check for uniform fee, signed contract, audition completed, uniform fitted and properly checked out by student, etc.
- Organize and distribute uniforms, including record-keeping, bagging, and labeling of uniforms at the beginning and ending of the school year.
- Help distribute, and store materials as needed.

c. **Secretary**

- Collect, distribute, and store materials as needed.
- Writes down information during officer meetings.
- Takes care of lists, sign up sheets...ect....
- Help distribute, and store materials as needed.
- Keep the choral library organized, neat, and clean.
- Stamp, number, and file new music as it arrives.

Historian

- Collect, organize, and prepare annual Bandera Choir scrapbook.
- Obtain newspaper clippings, photographs, programs, and other memorabilia for the scrapbook.
- Photograph all Bandera Choir events.

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 student choir T-shirt. This \$20.00 choir fee is due by Friday, September 1, 2017.

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. 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 \$20.00 choir t-shirt /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. *A uniform will not be checked out to a student until the \$20.00 choir t-shirt /cleaning/repair fee is paid.*

T-SHIRTS

Choir 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.. *A uniform will not be checked out to a student until the \$20.00 choir t-shirt /cleaning/repair fee is paid.*

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.**
- B. Money Orders to **Bandera High School Choir.**
- C. Exact amount in cash.

- Receipts will be issued for all monies received.

SPRING TRIP & FUNDRAISING GUIDELINES

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 2017-2018 school year will be applied to the Spring Choir/Band Trip scheduled for March 4-5, 2018. For the Spring Trip this year the Choir/Band will be participating in a Music Festival in Dallas, Texas Spending 1 night at a Hotel, and going to Six Flags Over Texas as well as the Medieval Times Dinner Theatre.

The cost of the trip this year per student will be approximately \$250-\$350. **(The final cost will be determined by August 2018)** This money will cover all contest fees, hotel costs, 1 day Theme Park ticket, breakfast each morning, ticket to Medieval Times Dinner Theater, one meal in the park and part of the transportation costs.

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

Fundraiser # 1 Starts in August. (TBA)

Fundraiser \$ 2 Starts in 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 tour account, and may not be used for any other purpose.

2. Students may supplement their account by personal deposits.
3. Money raised via Bandera Choir fundraising activities may not be refunded or used by students for any purpose except the Spring Choir Trip 2018, or the BHS choir t-shirt/uniform repair fee, or other field trips such as attending a school field trip to a concert or musical.
4. Please be aware that individual tour companies set deadlines for refunds that we have no control over. **Because of the contract with American Classic Tours, any non-refundable student 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. **Half of the fee will be due by January 15th 2018 and all trip fees must be paid by April 5th 2018.**
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:
 - *Checks must be payable to **Bandera High School Choir.**
 - *Money Orders to **Bandera High School Choir.**
 - *Or..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.

TRIP POLICIES

The policies for out of town trips for the Bandera High School Choir are the same exact policies listed in the 2017-2018 BISD Student Handbook.

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

CHORAL STANDARDS AGREEMENT

(The BHS Choral Student Handbook and the B.I.S.D. Choir Program Charter may be found online at the BHS Choir Website.)

Student: I have read the Choral Student Handbook 2017-2018 and B.I.S.D Choir Program Charter 2017-2018 and fully understand and agree with its contents. As a member of the BHS choir I understand that I am a representative of the BHS Choir organization and I promise to uphold the highest standards of the BHS Choir organization. I have read and I understand the code of conduct as stated in the 2017-2018 Bandera I.S.D. School Student Handbook and I will conduct my behavior accordingly. I will be supportive and respectful of all other choir members, and the BHS choir organization, as well as all other BHS Fine Arts members, organizations, and directors.

I am aware that as part of the choral curriculum, I will not miss concert performances and mandatory rehearsals. As a pursuit of excellence in my musical training, I will use these standards in my study of choral music to maximize my musicianship and create a positive learning experience.

Student Signature _____ **Date** _____

Parent: I have read the Choral Student Handbook 2017-2018 and B.I.S.D Choir Program Charter 2017-2018 and fully understand and agree with its contents. I have discussed these standards and dates with my son/daughter and will assist him/her to achieve the goal stated above.

Parent Signature _____ **Date** _____

Address (P.O. Box, Street, Apt. #) _____

City, State, Zip _____

Phone Number _____

E-mail address _____

BANDERA ISD
FIELD TRIP PERMISSION FORM

To Mr. Sergio Menchaca, Principal of Bandera High School:

I hereby give my son/daughter, _____

Permission to attend

ALL CHORAL ACTIVITIES during the **2017-2018** school year.

This single permission slip will allow my child to travel to **all activities relating to the choral classes**. I will receive an itinerary relating to the activity so that I will know departure times, schedule of events, and an approximate return time.

It is understood that the student is still under school rules and supervision while in transit and at the event and that all reasonable caution will be taken to prevent accident or injury. However, in the unlikely event that my child is injured or becomes ill, school authorities have my permission to secure emergency medical services.

My signature below attests to the fact that my child either has basic student accident insurance or that I have rejected the insurance offer and accept full responsibility for medical costs due to any injury that may result.

Parent or Guardian Signature

Date

Phone (s) where I may be reached while my child in on field trips:

Home

Work

Neighbor

Other

PLEASE RETURN THIS PERMISSION SLIP TO THE BHS CHORAL
DIRECTOR.