



2011-2012
Central High School
Choir Department Handbook

Mrs. Leigh Ann McClure, Director
Mrs. Jennifer Randall, Director

www.centralsingers.com

UNIFORMS

Each year members of the Central Singers are issued choir uniforms that are the property of the KISD. Students are responsible for the care and upkeep of all pieces of this uniform for the entirety of the school year. Students are expected to return the uniform cleaned and in good condition. Uniforms will be returned before the last day of school. At that point, the condition of the uniform will be assessed and charges may be made if further cleaning or repairs are needed. Any uniforms not returned before the last day of school will be considered missing and the office will be notified. Students who fail to return specific parts of the uniform will be charged the actual replacement cost for that piece of the uniform. If a student moves out of the district, he should plan to return the entire uniform before attempting to check out of the school.

Please do not make any alterations to school-owned uniforms **that cannot easily be reversed** for the next wearer. Do, however, have dresses and slacks altered in length (but NOT CUT without permission from one of the directors) so that **they touch the top** of the student's black shoes. Uniforms should always be neatly hemmed and pressed.

(Female members of Chamber Singers and Varsity Treble Choir have the option to purchase their crimson dresses through us if they desire. Please contact one of the directors for more information.)

The ladies' dresses launder best through dry cleaning. Some black dresses are washable, but please check the label. Men's tuxedo shirts should be laundered after each wearing. (PLEASE use a product such as Shout or Spray 'n Wash on necks and cuffs of tux shirts.) Tuxedo jackets and pants should be **dry cleaned** on a regular basis. **UNIFORMS SHOULD ALWAYS BE HUNG ON HANGERS AND STORED IN SCHOOL-ISSUED UNIFORM BAGS.** Students who fail to store uniforms properly may be fined for damages incurred thereby.

The men's uniform consists of the following items supplied by the district: tuxedo jacket and slacks. The students purchase their own tuxedo shirt, tie, and cummerbund on Super Saturday. Price is included in the fees. Students are required to supply their own black socks and black dress shoes to wear with the uniform.

The women's uniform consists of their specific ensemble's dress and black **dress** shoes. (Dress shoes are not provided by the district. Flip-flops are **not** dress shoes and are not acceptable.)

In addition, each student will be issued a choir t-shirt for use as their informal uniform. If a student misplaces or stains his shirt, he will need to purchase another. These shirts are considered a uniform and should be treated as such. Each year's distinctive design is chosen by the directors.

SUPPLIES

Central H.S. Choir binders must be purchased by the student and brought to school for their own personal use. These binders must meet the following specifications:

- Solid black with no markings or decoration of any kind
- 3-ring (with or without pockets)
- No larger than ½ inch in width

Students will also need to provide the following for their folders:

- Six (6) pencils – mechanical or classic
- A pencil bag that snaps into the three rings of the black binder

The full cost of the above items should not exceed \$8.00.

Each student should come to rehearsal with his folder every day. There is no flexibility in this requirement. Music will be provided to the students at no extra charge (excluding All-State packets). Mistakes that are not marked **in the student's own copy of the music** are not corrected and that is not acceptable.

Music for the first round of TMEA All-State Choir auditions (as well as complete All-State packets) may be purchased through the school. Likewise, All-State CDs may be ordered and purchased through the student's director.

CHARMS

www.charmsoffice.com

Charms Office Assistant is our management, communication, and financial system. Here you will find our calendar of events, each student's choir related financial records and important contact information. The directors utilize Charms to disseminate important information; therefore it is crucial that the contact information for each student in thorough and current. Please check Charms regularly for updates.

Your Charms Log-in is: School Code: CentralHSChoir Password: Your student's ID

FUNDRAISING

All choirs participate in one fundraising program per semester through the school. Monies from these fundraising activities are used to support unbudgeted items that benefit the choir program. It is our policy to collect payment for items at the time a fundraising order is placed. Money specifically raised for travel will be distributed to all students who participate in the fundraising activity and not disbursed into individual accounts. No fundraising money will be refunded to individuals as it is against state law.

Students who opt not to participate in fundraisers through the year may choose a buy-out option. The student/parent pays a one-time fee of \$50 and the student will not be required to participate in any student fundraisers throughout that semester.

Students who choose to participate in the fundraisers will be asked to sell the following:

- 5 Entertainment Passbook
- 3 Otis Spunkmeyer items.

GRADING POLICY

Choir is a performance-based class; **therefore, it is inevitable that students who miss performances for any reason other than death or serious illness will see a significant drop in their grade for that grading period.** For that reason, it is crucial that the student **and his parents** understand that choir requires a commitment that often extends beyond the normal school day. Choir is curricular and extra-curricular simultaneously. Since the students receive major grades for performances, students who miss performances without a director-approved excuse could easily fail the class for that grading period. This statement is not meant to alarm you, but to help you realize that choir involves a commitment not every student is able and/or willing to make. The commitment is not the child's alone, however, and parents should carefully note the dates on the choir calendar marked as mandatory.

Grades for performances are as follows:

- 100—On time for warm up in complete uniform and modeling proper performance etiquette through the entire activity
- 90----Tardy and/or in incomplete uniform
- 80----Excused absence supported by a parental phone call and email or written excuse.
- 60----Unexcused absence supported by a parental phone call and email or written excuse.
- 0----Unexcused absence with no parent communication.

**Notification must be received in a timely manner in order to avoid a grade of zero being assessed.

Excused absences include medical emergency or personal injury, death in the family, and other special circumstances approved by the directors. Unexcused absences include but may not be limited to babysitting siblings, failure to be excused from work, transportation difficulties, family outings, and oversleeping. In the case of conflicts with other school activities, arrangements for a compromise between the choral directors and the sponsor of the other activity be made. However, the student is responsible to notify all sponsors of the conflict as far in advance as possible.

Choir grades will be weighted as follows:

Major Grades – 60%

This includes (but is not limited to): Performances, Quizzes, Tests, Mid Terms

Minor Grades – 40%

This includes (but is not limited to): Daily Participation Grades, Sight-reading

It is at the director's discretion if a grade is taken for a major or minor category.

UIL ELIGIBILITY

Perhaps the most important aspect of grades involves those in the student's other classes. If a student does not maintain a passing average in every class, the state declares them ineligible to participate in any extra-curricular activity for a period of at least four weeks. Maintaining a passing grade in each of the student's classes is crucial to the success of the CHS Choirs and each of its members. Students who are consistently ineligible may be placed on probation for a period of time deemed appropriate by the directors. At the end of the probationary period the directors will review with the student his academic progress and take appropriate action. Academic success is, after all, the most crucial aspect of a student's high school career. See Eligibility Calendar below:

8/22/11	<i>KISD school year begins. All students who have proper credits are eligible.</i>
9/05/11	<i>School Holiday (Labor Day)</i>
9/30/11	<i>End of 1st 6 weeks (First eligibility grade check)</i>
10/03/11	<i>First day of 2nd grading period</i>
10/07/11	<i>(1st 6 wk) Students lose eligibility (or gain) at the time regular school day ends</i>
10/10/11	<i>Staff development day (no students)</i>
10/21/11	<i>Grade check for ineligible students</i>
10/28/11	<i>Ineligible students regain or remain at time regular school day ends</i>
11/04/11	<i>End of 2nd grading period (Eligibility grade check)</i>
11/07/11	<i>First day of 3rd grading period weeks grading period</i>
11/11/11	<i>(2nd grading period) Students lose eligibility (or gain) at time regular school day ends</i>
11/18/11	<i>All students become academically eligible at time regular school day ends (because of break)</i>
11/21 >25/11	<i>Fall Holiday break</i>
11/28/11	<i>First day back after week of fall break</i>
11/28/11	<i>Ineligible students become ineligible at time regular school day begins</i>
12/02/11	<i>Grade check for ineligible students</i>
12/09/11	<i>Ineligible students regain or remain at time regular school day ends</i>
12/16/11	<i>End of 3rd grading period</i>
12/16/11	<i>All students become academically eligible at time regular school day ends (because of break)</i>
12/19/11 >1/02/12	<i>Winter Holiday Break</i>
1/03/12	<i>First day back after two weeks of winter holiday break</i>
1/03/12	<i>Ineligible students from 2nd grading period become ineligible again at time regular school day begins</i>
1/03/12	<i>First day of 4th grading period</i>
1/10/12	<i>(3rd grading period) Students lose eligibility (or gain) at the time regular school day ends</i>
1/16/12	<i>School Holiday (Martin Luther King, Jr.)</i>
1/23/12	<i>Grade check for ineligible students</i>
1/30/12	<i>Ineligible students regain or remain at time regular school day ends</i>
2/17/12	<i>End of 4th grading period</i>
2/21/12	<i>First day of 5th grading period</i>
2/24/12	<i>(4th grading period) Students lose eligibility (or gain) at time regular school day ends</i>
3/09/12	<i>Grade check for ineligible students</i>
3/09/12	<i>All students become academically eligible at time regular school day ends (because of break)</i>
3/12 >16	<i>Spring Break</i>
3/19/12	<i>First day back after Spring Break</i>
3/19/12	<i>Ineligible students become ineligible again at time regular school day begins</i>
3/26/12	<i>Ineligible students regain or remain at time regular school day ends</i>
4/13/12	<i>End of 5th grading period</i>
4/16/12	<i>First day of 6th grading period</i>
4/20/12	<i>(5th grading period) Students lose eligibility (or gain) at time regular school day ends</i>
5/04/12	<i>Grade check for ineligible students</i>
5/11/12	<i>Ineligible students regain or remain at time regular school day ends</i>
5/31/12	<i>End of 6th grading period</i>
5/31/12	<i>All students become academically eligible at time regular school day ends (for summer break) (changes to June 1st if bad weather make-up day)</i>

DISCIPLINE MANAGEMENT

Choir students are expected to exhibit exemplary behavior at all times. Infractions of school rules and rules of the CHS Choir will not be tolerated. Students who interfere with teaching and learning on a repeated basis will be called in for a conference with the directors. If the behavior is not corrected, the parents will be contacted by one of the directors. If the problem persists, the matter will be turned over to the school administration for appropriate disciplinary action. Repeated disciplinary problems may result in a student's removal from the choral music program.

Drinking, smoking, the use of illegal drugs, cutting/mutilation, profanity, and unprofessional attire/behavior are all punishable offenses and will be treated as such. Director discovery of any of the above behaviors will result in removal from the program.

HEALTH

The voice is literally an instrument housed in the body. As with any instrument, the voice requires care. To insure good vocal health, choir students should not do anything that would damage their instrument. Because of the negative effects of smoking on the voice, choir students should not smoke!! The voice is most positively affected by drinking lots of water, avoiding tobacco products, and getting plenty of rest (which also reduces stress).

TRAVEL

Every member of the CHS Choir must have a completed "Release and Consent" form on file with the directors. NO student will be allowed to go off campus on trips (local or otherwise) until this form has been signed and returned to the directors.

The CHS Choir will take performance and/or competitive trips on an annual basis. In alternating years the trips will be within the state of Texas and outside of the state.

Guidelines for payment deadlines and/or refund policies differ with each travel company. Once a destination and a travel company have been selected, students will be issued those policies. Once the company's deadlines have passed, no refunds will be issued.

FEES

Fees for entering UIL and TMEA events not involving the entire choir will be paid by the student by the director-designated deadline. Students who fail to participate for **any** reason (**including ineligibility**) will **not** receive a refund once that deadline has passed.

Fees for this school year are as follows:

- TMEA All-State Choir Audition fee: \$15. (Due August 29, checks made payable to Central Singers, can be paid Super Saturday)
- UIL Solo and Ensemble fees: \$8.50 for each solo entry and \$8.50 for each member of each ensemble in which the student performs. (Entry fees will be due on December 14.) Soloists should also expect to pay an accompanists' fee for this activity.

CHS Local Fees are listed below:

- Choir Fee - \$65 (covers all uniform and performance expenses.)

Other optional fees vary by student and will be addressed at Super Saturday.

AUDITIONS FOR TMEA HONOR CHOIRS

CHS Choir members are encouraged to enter what is referred to as the Texas All-State Choir process. The first round of auditions for ladies is September 17. The first round for gentlemen is October 1. True preparation for these auditions requires a commitment to practice at home and to do work with a director and/or private voice instructor on a regular basis. Students who plan to participate in either the all-state process or UIL solo competition are strongly encouraged to take private voice lessons through the KISD Music Enrichment Program.

KISD MUSIC ENRICHMENT PROGRAM

Private voice lessons are offered during the school day at a cost of \$17 per half hour. Payment for voice lessons is made directly to the teacher according to district guidelines and policies. Students who expect to be competitive in the all-state audition process and/or solo contest should plan to study voice. The benefits of private voice lessons are numerous. Students in the KISD are very fortunate to have this opportunity. We highly encourage every student who is able to participate in the music enrichment program.

Scholarships of $\frac{1}{4}$ to $\frac{1}{2}$ of the cost per lesson are available on an extremely limited basis. A scholarship application is included in this packet and should be returned to one of the directors by September 1. Please be very specific about your financial needs when completing the form. Decisions regarding scholarship recipients will be made in a timely manner following the deadline and all applicants will be notified whether or not they receive a scholarship.

CONFERENCES

All parent conferences must be arranged by contacting the director of your student's ensemble. Please do not hesitate to contact us if you have questions or concerns. However, please do not come to the choir room expecting a conference without contacting your student's director and signing in through the front office.

TRANSPORTATION

Students will not be allowed to drive themselves to and from activities outside the KISD district boundaries. All choir members will be transported together on KISD school busses or other district vehicles. In the case of an unavoidable conflict, students may be released to their parents at the conclusion of the performance or audition; **however**, the student's director must be informed *prior* to the date of the event. Such releases **MUST** include a statement releasing the district and the directors from liability for the students once they leave with a parent. The parent must also check the student out through one of the directors (or a designated chaperone) before the student leaves the site of the event.

CALENDAR OF EVENTS

Students will not be given a printed calendar, as per the districts' "Going Green" initiative. The Central Singers' calendar is only available on the Charms website. Once the calendar is submitted, the student becomes responsible for notifying his or her family, employer, and coach/sponsor of any conflicting school activity occurring on these dates. When additions, deletions, or modifications are made to the choir calendar, the students will be notified and the websites will be updated. It then becomes the STUDENT'S responsibility to deliver the information to his parents.

Please sign the "Handbook Acknowledgment and Student Contract" form on the next page and return it to your student's director before September 2, 2011, or on Super Saturday.

Handbook Contract **and Student Contract**

By signing this document, we acknowledge that we have **read (in its entirety)** the 2011-2012 Central Singers' Handbook and agree to abide by the policies set forth therein. A student's failure to abide by the rules and regulations set forth in this handbook may result in the student's removal from the Central High School Choir program.

In addition, all contact information on the Charms website has been updated and calendar dates have been noted and recorded.

Parent Name (print) _____

Parent Signature _____

Student Name (print) _____

Student Signature _____