



Craig High School Choir Handbook 2018-2019

Dear Parents / Guardians, and Students,

Welcome to the Craig High School Choir! This handbook is designed to foster the success of the CHS Choir program, inform the students and their parents, and address questions and concerns that may arise throughout the school year.

I am excited to direct the choir at the high school with the support of the students, parents, and administrators of CHS. As a choir student, each of you accepts membership into an organization we will build together upon pride and commitment to excellence. As a choir parent, each of you accepts the responsibility of understanding the expectations of your child in this choir program and supporting his or her endeavors to the fullest extent.

Please take time to read the handbook thoroughly and complete the signed paperwork by the due date, which acknowledges that you have read the handbook completely. Please note that you are responsible for all information presented, *including the schedule as presented on the Choir Calendar (to be handed out by the end of the first week of school), along with all graded participation requirements.*

Due to Ms. Schuermyer by Monday, September 10th, 2018:

- *Acknowledgement Page
- *Consent to Travel / Medical Form

I hope that you will find this handbook a valuable resource for all things “choral” at CHS, but should further questions arise, please do not hesitate to contact me by email or phone:

Monday – Friday from 8:00am to 4:00pm
By email: rschuermyer@craigschools.com
By phone: 907-826-2274

Welcome to the Craig High School Choir!

Sincerely,

Ms. Rachael Schuermyer
Director, Craig High School Choir

Program Goals

- To present students at CHS with the opportunity to learn, sing, and perform music in the CHS choir program
- To offer a quality musical experience through performance and competition of diverse choral literature
- To promote the cultivation of student relationships through teamwork and camaraderie
- To offer aspiring students opportunities for leadership
- To promote and develop good character in each student – including, but not limited to: self-discipline, creativity, self-esteem, and enthusiasm for learning
- To develop an aesthetic appreciation for choral music in students and in the surrounding community

The Purpose of the Ensemble

Music performance teaches students to overcome anxiety and to take risks. They learn poise, composure, and the value of a continued effort to achieve excellence. As a direct result of making music as a team, students have the opportunity to build and cultivate lasting friendships. Above all, music performance students know the satisfaction of the successful result of hard work, and this carries over into every other aspect of their lives.

Required Materials

- Pencils
- Music (to be issued to students in class)
- 1 green music folder (to be issued to students in class)
- Concert Attire (See “Concert Attire” for details)

Students are required to keep the music and music folder in good condition, as it may be used for performance onstage. In addition, the choir folder is a house for expensive music that is loaned to the student. After a concert is over, students will be required to turn their music in. All musical markings on the pieces must be made in pencil. If the music is lost, torn, or returned with permanent markings, students may be required to pay to replace the damaged music.

CHS Choir Attire

Formal concert attire is the property of CHS, is loaned to the student, and must be returned at the end of the year. All CHS Choir students will be issued a part of the formal uniforms during the first semester. **All formal attire must adhere to the CHS Dress Code.**

Full formal attire for women:

- Black and white, nice clothes
- If you are wearing a skirt or dress, it must be knee-length or longer
- Black tights or leggings
- Choir robe

Full formal attire for men:

- White dress shirt
- Black, long pants
- Close-toed, black shoes
- Long, black socks
- Choir robe

Robes will be checked out to students at the beginning of the year

Students are expected to keep choir robes in good condition. Failure to return the robe in good condition and at the appropriate time will result in a fine and / or replacement fee for the uniform.

Unless instructed otherwise, students are expected to wear full formal concert attire for every CHS choral performance. Failure to wear full attire will result in a grade deduction for that performance.

Communication

Students are given ample notice of scheduled rehearsals, performances, and activities so that conflicts are minimal. As students continue their quest to be responsible adults and perfect the art of balancing and organizing activities and calendars, it is their responsibility to inform parents, employers, coaches, sponsors, and other teachers of choir activities.

When conflicts arise between two organizations, such as choir and a sport, students should try to work out the conflict well in advance so the director and the coach are both aware of the conflict. If the student is unable to work out a solution, the parents and directors will then get involved and work out a solution. Learning

to work conflicts out through proper means of communication is an essential life skill, and it is one that the CHS Choir wishes to encourage its students to develop.

Academic Eligibility

All choir students are responsible for maintaining high academic standards. Eligibility rules for participation follow the CHS Handbook.

Grading

Grades in choir are earned by assessing each student's knowledge (classroom assignments, quizzes, and exams), skills (sight-reading and mastering repertoire), and participation (attendance, classroom behavior, etc.) in daily rehearsals and required performances.

Grades will be assessed on a percentage system as follows:

- Rehearsals (in class and out of school): 45%
- Classroom assignments and sight-reading quizzes: 25%
- Performances: 30%

Rehearsals:

In a given week, choir will rehearse 5 times, for a total of 100 points per week (20 points per day). Points may be subtracted for an infraction of a choir rule. A rehearsal grade encompasses all daily participation in choir class. The rehearsal grade will be worth a total of 45% of a student's choir grade. Students who miss rehearsals for CHS activities (such as: sports, ACDC, or other academic trips) are still required to make-up missed rehearsals.

Classroom Assignments and Assessments:

Students will be routinely quizzed on sight-reading skills and for knowledge of the performance repertoire rehearsed in class. Assessments are to check for comprehension and to encourage closer study of music and sight-reading materials. Students may also be given brief written assignments or assessments to enhance and drill further study of performance repertoire. Classroom assignments and assessments will be worth a total of 25% of a student's choir grade.

Performance Attendance:

As this is a performance-based class, **attendance at all performances is mandatory**. Why is attendance mandatory at performances?

- Performing for an audience is the primary focus of this class. Concerts provide an experience that cannot be reproduced in the classroom.
- Performances are the means by which the skills learned in class are evaluated.
- Choral singing is a group effort. The performance is weakened by every missing voice. We rehearse together and we perform together.

A student will earn full credit by simply appearing in correct concert attire and performing. If a student is late for the warm-up time or appears after the performance has already begun, points will be deducted from the score (20 points). If a student does not appear at the performance, they will receive a zero. As performance attendance encompasses 30% of a student's choir grade, a student will be in danger of failing choir for the term if they fail to appear at a performance with no valid excuse. See "Attendance Policy" for an explanation of an excused absence.

Auditorium Expectations

1. Students will enter and exit the auditorium through the **front door only**. Students who leave through the backstage door are subject to disciplinary actions according to the CHS Handbook.
2. Students will have no food or drinks (except for a closed water-bottle) in the auditorium.
3. Cell phones will be put in the holder by the front door when students enter the auditorium. Students who fail to surrender their phones or have their phones go off during class will be subject to the disciplinary actions according to the CHS Handbook.
4. Leave the space cleaner than when you came in – pick up any garbage, loose pencils, and other personal items before you leave the stage.
5. Leave the stage clear of chairs and music stands. We share the space with other classes and want to help out any way we can.

Discipline Policy

Our ensemble is a music team. The actions of any individual can help or hinder the entire ensemble in both rehearsal and performance. Self-discipline is not optional; it is required. Repeat offenders may be removed from the class at the director's discretion and asked to complete written assignments to earn their grade.

Students begin each week with a clean slate (100 points). A tally will be taken by the director each day and points will be deducted at the end of each week from the student's weekly grade.

- 10 points: no music / binder
- 10 points: no pencil
- 10 points: chewing gum or eating food
- 10 points: tardy
- 10 points: exiting out the backstage doors
- 5 points: out of seat without permission
- 5 points: each reprimand for behavior (talking or other disruptions) or redirect to participate
- 20 points: failure / refusal to participate in lesson

Attendance Policy

As a member of the CHS Choir, students have an obligation to their ensemble to be at school, at rehearsals, and at performances on time, prepared, and with all necessary materials. Please read the following carefully:

1. All choir students are expected to have good daily attendance at school.
2. Attendance at rehearsals is required and graded. Each member is a vital part of the ensemble, and there are elements of a rehearsal that cannot be reproduced if missed. Students must make the director aware in advance if they will not be at choir rehearsal (due to a doctor's appointment, meeting with counselors, sporting event, etc.). The exception is if the student is ill, and advance notice cannot be given, but a note must still be provided after the missed rehearsal has occurred.
3. Absence from a concert will be excused for special circumstances, such as:
 - a. Medical emergencies or personal injury (requires a handwritten and signed note from a parent or doctor)
 - b. Death in the family

Students or parents must contact the director as soon as possible before the start of a concert if the student will not be able to attend.

4. If a concert is missed due to an excused absence, a makeup project will be assigned and will be due within one week of the student's return to school. A student's grade may be withheld until the assignment is completed.
5. Examples of unexcused absences include, but are not limited to:
 - a. Work
 - b. Oversleeping
 - c. Transportation issues
 - d. Babysitting
6. Chronic absenteeism from school, multiple unexcused absences from rehearsals or performances, and multiple tardies may result in:
 - a. Grade reduction
 - b. Loss of performance status (in concerts, competitions, or class)
 - c. Removal from choir program

Make-Up Work

Students who miss a regular rehearsal (whether excused or not) must do the following:

- Check in with their section leader about what selections or pieces were rehearsed
- Update markings in their music that were made when they were absent
- Complete a rehearsal make-up assignment

Students who miss a concert (for an excused absence) will be required to make up the grade. Students who miss a concert for an unexcused absence will be able to make up the grade for reduced credit. Students who miss a concert and do not complete a corresponding assignment will be in danger of failing choir for the term. The nature of the assignment is subject to change based on director discretion.

Make-up assignments are intended to reflect the importance of concert preparation and performances, as well as give the director a chance to assess the classroom preparation that occurs before a concert. The concert is a major grade, so the make-up work will reflect that.

Examples of a concert make-up assignment (may include, but not limited to):

- Performing missed music in class or outside of class (as a solo or with a small group)
- Watching and evaluating the concert missed
- Essay and / or project or presentation on specified topic of director's choice
- Scheduling guided practice time after school with the director

Student Leadership

Student leadership is an integral part of any choral program. The leadership of students as section leaders will be vital in promoting the choir program, assisting the director, and serving the surrounding community.

Any CHS Choir student may audition to be a section leader. Section leaders are in charge of making sure the students in their section are staying on task and focused during rehearsal. They lead sectionals in the director's absence and review past rehearsals with students who are absent from rehearsals. Section leaders may change during the year, at the director's discretion.

Concert Etiquette

During CHS concerts, students will watch the CHS and CMS bands perform; therefore, correct concert behavior is an expectation.

The following are some guidelines for general concert attendance for audience members:

1. Enter and exit your seat only between pieces. If possible, wait until the audience is applauding before moving. The only exception is if you need to remove a restless or crying child, or there is a medical emergency.
2. Refrain from talking during a performance. Not only is it inconsiderate of the performers onstage, it is also distracting for your fellow audience members.
3. Please turn cell phones off during a performance.
4. It is customary to applaud when the conductor first comes on stage. They will bow to acknowledge the audience's applause and the concert will begin.

5. Some classical pieces of music are broken down into parts called “movements”. In between these movements, the music will stop for a few seconds. Please refrain from applauding until the conductor has dropped their hands and turns around to address the audience.
6. Whistling, yelling, or screaming for the performers is generally not appropriate behavior for classical concerts.

“What if...”

The following are likely choir scenarios and how to deal with them:

- “... I lost my music.” OR “I forgot my music at home.”
 - Students are responsible for ALL of their music and their music binder. These are required materials for every rehearsal.
 - In the event that a student loses their music, they will be required to pay the replacement cost for each piece they cannot find.
 - Students are responsible for setting up a time with their director to get new copies of music (during rehearsal is not an appropriate time).
 - Students who fail to pick up music BEFORE REHEARSAL STARTS will face discipline/grading consequences.
 - In the event that music is accidentally forgotten one day, the student may ask one of their section leaders for extra copies that MUST BE RETURNED at the end of the rehearsal.
 - Students who are not bringing their music to class will incur grade penalties.

- “... I don’t have a pencil.”
 - A pencil (or 2-3) should be kept in the choir folder at all times.
 - In the event that a pencil is missing from the folder, a student may ask one of their section leaders for an extra pencil that MUST BE RETURNED at the end of the rehearsal.
 - It is not appropriate to get up in the middle of rehearsal to sharpen a pencil. Please take care of this BEFORE REHEARSAL STARTS.
 - Pens, highlighters, markers, sharpies, etc. are not appropriate for marking music.
 - Students who fail to pick up a pencil BEFORE REHEARSAL STARTS will face discipline/grading consequences.
 - Students who are not bringing a pencil to class will incur grade penalties.

- “... I have to go to the bathroom/I need a drink of water!”
 - Students are expected to use the restroom and get water from the water fountain during passing periods.
 - Rehearsal time is not restroom or drink time.

- “... I have to go to the nurse.”

- If a student becomes seriously ill during rehearsal, they should raise their hand and wait for the director to address them.
- If a student feels they will need to go to the nurse in a given class period, they should ask the director for a pass BEFORE rehearsal begins.

- “... I was absent last class.”
 - You are responsible for checking with your section leader and updating any markings that were made in your absence.
 - Do not ask the director, “What did I miss last class?” Your section leader will have that information.

- “... I didn’t get the new music from yesterday.”
 - If you were absent and you know that new music was handed out, you must ask your section leader for copies.
 - Do not come to the director and ask about new music. If you have questions about which piece you need to pick up, ask your section leader.

- “... My cell phone goes off in class.”
 - Cell phones and other electronic devices are not permitted during choir class unless directed by the director & her lesson plans.
 - School policy will be strictly adhered to regarding cell phones.

- “... I’m sick and I can’t sing today.”
 - If you are ill and can still sing (just not at full voice), you must let the director know BEFORE rehearsal starts.
 - If you are so ill that you cannot sing at all, you must let the director know BEFORE rehearsal starts. Failure to let the director know BEFORE rehearsal will result in disciplinary and grade consequences.
 - You will still participate in all of the rehearsal in your assigned seat, and you will be responsible for all of the music markings made that day. You will be required to mouth the words and stand when your section is standing. Students who are too sick to sing for more than 2 consecutive rehearsals will be required to provide a signed parent note or doctor’s note stating the reason for not singing.
 - NOTE: These strict policies are to alleviate students who routinely take advantage of being sick and use it as a catalyst not to participate.

If your child is severely sick and will really not be able to sing for several days, please send a note or an email to the director.

- “... I need a tissue.”
 - During rehearsal, it is not appropriate to leave the rehearsal area to get a tissue.
 - Please bring your own tissues to class and take them with you to your chair if you know you are sick.

- “...I need some hand sanitizer.”
 - During rehearsal, it is not appropriate to leave the rehearsal area to get hand sanitizer.
 - Feel free to utilize your own personal hand sanitizer during your passing period or before class starts.

- “... I love to play the piano!”
 - The piano is off-limits to all students, except when a section leader is given direct permission from the director.
 - The piano is an instrument, not a table for drinks, papers, etc.
 - Do not move the piano unless given direct permission from the director.

- “...I love choir SOOO much, I want to be here all of the time!”
 - When a director is not present and is not in the room (before school, after school, lunch time) the auditorium is strictly off limits. If you come into the auditorium and the director is not there, please leave and wait outside of the room for them to return.
 - The desk / office area is strictly off limits if Ms. Schuermyer is not there.
 - Students who are not in choir (even if they are your best friend forever) will not be allowed to “hang out” in the auditorium.

- “...I love so-and-so and I want to write our names on the board together inside a little heart!”
 - Use of the following items requires director approval:
 - dry-erase board
 - piano
 - stereo & other media components
 - phone

- auditorium office
 - choir library
- “...I was a monkey in another life!”
 - Please refrain from the following:
 - Walking on the chairs
 - Using the chair in front of you as a foot rest
 - Putting several chairs together to lay across them
 - Sharing a chair with your BFF
 - Jumping from chair to chair
- “...my hair is gross/my legs are ashy/but I just got out of PE!”
 - Personal grooming at your seat is unacceptable. This includes:
 - Brushing your hair
 - Spraying deodorizer, colognes, perfumes, or hairspray
 - Applying scented lotions
 - Grooming other people’s hair
 - Applying cosmetics
- “I lost my...”
 - Anything found in the auditorium at the end of the day is gathered up and put into the “Lost & Found Box”.
 - Students are responsible for checking this box to see if their missing items are there.

Acknowledgement Page

Please read the entire handbook, complete this page, detach it, and return it to Ms. Schuermyer by **Wednesday, September 13th**.

I, _____ and my child _____ have received, read, and understand the contents of the Craig High School Choir Handbook. We agree to adhere to all policies, procedures, and rules described therein. These include, but are not limited to: required materials and expenses, the calendar of required events, grading and discipline policy, attendance policy, student responsibilities and expectations, and all performances and contests.

I, the student, understand that my failure to abide by this agreement may result in appropriate action including, but not limited to: teacher / student conferences, teacher / parent conferences, grade penalization (as stated in the grading and conduct policy), discipline referrals, restriction from any choir events, and dismissal from the Craig High School Choir Program.

(Student Signature)

(Date)

I, the parent / guardian, agree to support my child in his / her participation in choir, and to help foster the sense of pride, teamwork, and success that he / she can acquire through such participation.

(Parent / Guardian Signature)

(Date)

Craig High School – Choir
Consent to Travel – Medical Release Form

Student Name: _____

Grade: _____

Name Parent/Guardian: _____

Home Phone: _____

Address: _____

Cell / Work: _____

City: _____ Zip: _____

Name Parent/Guardian: _____

Home Phone: _____

Address: _____

Cell / Work: _____

City: _____ Zip: _____

CRAIG HIGH SCHOOL IS NOT LIABLE FOR INJURY TO STUDENTS. EACH INJURED STUDENT IS RESPONSIBLE FOR PAYMENT OF ALL MEDICAL OR PROFESSIONAL SERVICES.

ALTERNATE EMERGENCY CONTACT:

Name: _____

Phone Number: _____

Doctor's Name: _____

Phone Number: _____

Health Information – Please circle yes or no

- | | | |
|---|-----|----|
| 1. Should there be a limit on his / her participation in this activity? | Yes | No |
| 2. Is he / she allergic to any medication? (aspirin, Tylenol, EpiPen, etc.) | Yes | No |
| 3. Does your child take any medicine on a regular basis? | Yes | No |

If yes, state type, dosage, and time given:

TO WHOM IT MAY CONCERN:

(I) (WE), THE UNDERSIGNED PARENT / GUARDIAN OF _____, A MINOR, GRANT PERMISSION TO TRAVEL WITH THE CRAIG HIGH SCHOOL CHOIR FOR THE PURPOSE OF CONCERTS, SOCIAL EVENTS, AND / OR CONTESTS. AS A PARENT AND / OR GUARDIAN, I AUTHORIZE THE SCHOOL PERSONNEL TO TAKE SUCH EMERGENCY ACTION AS MAY BE DEEMED NECESSARY, INCLUDING THE TRANSPORTATION OF THE STUDENT TO A HOSPITAL OR MEDICAL FACILITY.

I DO HEREWITH AUTHORIZE THE MEDICAL TREATMENT OF THE ABOVE NAMED MINOR IN THE EVENT OF A MEDICAL EMERGENCY; WHICH, IN THE OPINION OF SCHOOL PERSONNEL OR OF THE ATTENDING PHYSICIAN, MAY ENDANGER HIS / HER LIFE, CAUSE DISFIGUREMENT, PHYSICAL IMPAIRMENT OR UNDUE DISCOMFORT IF DELAYED. I WILL ACCEPT RESPONSIBILITY FOR FINANCIAL COST INCURRED IN RELATION TO THE TREATMENT OF MY CHILD.

THIS RELEASE FORM IS COMPLETED AND SIGNED OF MY OWN FREE WILL FOR THE PURPOSE OF AUTHORIZING TRAVEL AND MEDICAL TREATMENT UNDER EMERGENCY CIRCUMSTANCES.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____