



KLEIN FOREST CHOIR

CHOIR HANDBOOK

2018

KLEIN FOREST HIGH SCHOOL CHOIR

2018–2019

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Men's Choir

Women's Choir

Chorale Men/Women

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Applied Voice

Bella Voce

KF Singers

Middle School Liaison

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KLEIN FOREST CHOIRS

PERFORMING CHOIRS

We have a place and a choir for every interested singer. Students are expected to remain in choir from August through June. Though some consideration is given to those students who have shown a long history of commitment to the program, ensemble placement is not solely connected to grade level. Your skill and ability as a singer will be the deciding factor for choir placement. Some movement within ensembles is possible at semester, but only with director approval. Our current choirs and descriptions are as follows:

Men's Choir: Open to men in grades 9-12. This choir focuses on learning foundational vocal technique, sight reading, and essential knowledge of music. Students are required to participate in school concerts and specially requested programs. This ensemble will include roughly 20-30 men. Members of this choir will participate with Chorale Men to form The Men of Klein Forest.

Women's Choir: Open to women in grades 9-12. This choir focuses on learning foundational vocal technique, sight reading, and essential knowledge of music. Students are required to participate in school concerts and specially requested programs. Some students may remain in this group for one semester and then move to Bella Voce if they are prepared. Will include roughly 40-50 women.

Bella Voce: Open to women in grades 10-12, most of whom have had previous choral experience at the high school level. This will be the select women's ensemble of Klein Forest High School and in many ways will function as a Varsity Women's ensemble. Singers must have advanced literacy skills, mature and developed tone, and a record of consistent eligibility. Women of Bella Voce must either audition for All-State or perform a solo at KISD Solo & Ensemble contest. Will include roughly 30-40 women.

Chorale Men/Women: Open to all students in grades 10-12, most of whom have had previous choral experience at the high school level. This is an advanced mixed ensemble of highly motivated singers. It requires strong knowledge of music including ability to read music and fundamental vocal technique. Singers must have advanced literacy skills, mature and developed tone, and a record of consistent eligibility. All members of the ensemble must commit to Tuesday evening rehearsals from 6-8PM. Students who cannot commit to this weekly rehearsal will not be considered for this ensemble. Members must audition for All-State **and** perform a solo at KISD Solo & Ensemble contest. Will include roughly 30-40 singers. Chorale men also participate in The Men of Klein Forest.

KF Singers: Open to all returning choral students in grades 10-12. Must be a **second** choral ensemble. Students in this ensemble must be concurrently enrolled in one of the choirs above **and** KF Singers. Will include roughly 5-12 singers.

All KF Choirs participate in the *Fall Concert, Dinner Theater, Spring Concert and Pop Show.

The Men of Klein Forest participate in the *KISD Men's Concert.

***Men and Women's Choir may participate in UIL Concert and Sight-reading at the discretion of the directors.**

***Bella Voce and Chorale must participate in UIL Concert and Sight-reading.**

***Chorale must participate in the "World of Song" FACE Concert.**

***All dates of KF Choir performances are available on the Choir Master Calendar.**

CLASSROOM EXPECTATIONS

1. *Be in the choir room ready to begin rehearsal when the bell rings.*
2. *Use appropriate language and respectful behavior toward the director(s) and classmates.*
3. *Be prepared with all necessary materials every day.*
4. *No gum, candy, paper, etc. in your mouth.*
5. *Follow all classroom procedures.*

GRADING POLICY

1. **60% Major Grades:** Weekly Participation, Major Rehearsals, Concerts, Major Projects. Grading rubrics will be sent home for notification.
2. **30% Minor Grades:** Formative Assessments, Quizzes, Singing Tests, Written Tests, Sight-singing Tests
3. **10% Homework:** Materials Checks, Worksheets, Practice Recordings, Letters requiring a parent signature

LATE WORK POLICY

Minor Grades:

1 day late: – 10 POINTS
2+ days late: – 5 POINTS PER DAY
DAY

Major Grades:

1 day late: – 20 POINTS
2+ days late: – 5 POINTS PER

DISCIPLINE POLICY

- 1st Offense:** Verbal Warning and Rehearsal Time Out. Students will fill out a Behavior Documentation Slip (B-Doc). Most likely no parent contact.
- 2nd Offense:** Student will be removed from the choir room with a discipline project and parent contact.
- 3rd Offense:** Student will be removed from the choir room with a discipline project, parent contact and a discipline referral.
- 4th Offense:** A discipline referral will be given thereafter for the rest of the year.

Any physical/verbal violence, major infraction of KFHS or KISD policy, or student refusal to cooperate in discipline procedures or follow the discipline policy will result in an immediate Office Referral.

Steps above include points deducted from daily and conduct grades. Repeated offenses will result in a “U” or Unsatisfactory in conduct for the grading period.

CODE OF CONDUCT

All persons associated with the Klein Forest Choir department should be made aware that we are to represent our school and department to the best of our abilities. We ask that all involved adhere to the following code of conduct:

1. Represent Klein Forest in a positive, mature manner and you will further develop pride in your choral department. You are your biggest advocate for choral music by your attitude about music, your directors, and your performances. Your attitudes are a direct reflection of your directors and the program.
2. Any student participating in an unfavorable, questionable or illegal manner through electronic media (i.e. websites, personal homepages, blogs, Tweets, text messages, chat rooms or similar websites/files accessible through a server or internet) or using electronic communication devices in such a way as to bring discredit on their organization, its members or any student including themselves will be subject to the disciplinary actions determined by appropriate school officials and/or organization/directors, including probation or dismissal from the organization.

REHEARSAL AND CONCERT EXPECTATIONS

Major rehearsal and concert dates are already listed on the KF Choir Master Calendar. Please be responsible by keeping all dates on the Master Calendar open and clear of any other events, appointments, work, etc. Students are expected to arrive on time with their music, a pencil and a good attitude to all rehearsal/concerts.

Excused Absences: A student will not be penalized for an absence due to severe personal illness or catastrophic family emergencies. Written documentation must be provided (doctor’s note, funeral program, etc.).

Unexcused Absences: Babysitting, work, too much homework, doctor’s or dentist appointments, club meetings, step practice, etc. are considered unexcused absences from required rehearsals. A grade of a ZERO (0) will be placed in the grade book.

ACADEMIC ELIGIBILITY

In order to participate in any **extra-curricular** activity or event, choir students must be academically eligible. All schools must check grades for all participants at the end of the first six weeks of the school year. A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) may not participate in extracurricular activities for three school weeks. The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.

After the first six weeks, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.

We will provide students with a KISD No Pass No Play Calendar. Please refer to these dates for eligibility checkpoints. Your best course of action is to **PASS ALL THE TIME**. It is difficult to understand eligibility rules even as directors. The best advice we can give: Do your **HOMEWORK, ATTEND** tutoring sessions even when you are passing, **RETEST** to earn higher grades on tests, **COMPLETE** assignments, **STUDY** and **TURN YOUR WORK IN ON TIME**.

STUDENT TRAVEL

The Choir Department will occasionally engage in overnight travel for festivals and performances. Details concerning upcoming trips will be discussed early in each school year. Although choir trips are optional, students are strongly encouraged to participate as we will be performing on all trips and need our entire team in order to be successful. Specific regulations concerning student travel will be discussed in detail preceding all trips. These specific guidelines should be kept in mind:

- When traveling with the Choral Department, you are serving as a representative to the public of our choir, school and district. Students will be expected to behave in a way that brings honor to our choir, school and district.
- A trip contract will be required to be signed by all persons requesting to travel with the KFHS Choir.
- Payment schedules will be finalized early in the year. Payment deadlines are final and must be adhered to so deadlines to travel agencies, bus companies, etc. can be met by the department. In almost all cases, trip payments are non-refundable as this money goes directly to tour companies, hotels, buses, etc. Students will be given fundraising opportunities to significantly reduce or eliminate parents' out of pocket costs.
- Consistent discipline problems in school (including multiple assignments to in school suspension) may result in the loss of trip privileges. Any flagrant offense of school policy or KISD Code of Conduct will result in the loss of travel privileges for a period to be determined by the director and school administration.
- **You must be academically eligible for the nine weeks in which the trips occur. No refunds are given due to loss of eligibility.**

CHOIR FEES

The yearly Choir Fee assessed to all choir members is \$55. This fee covers the cost of music, classroom materials, workbooks, uniform rental/cleaning and a yearly “fun” t-shirt. First year members also receive a choir polo (meant to last from year to year).

Payment of the Choir Fee can be made on SchoolCash Online or in the KF Finance Office. The fee is broken into two payments. Payment #1 (\$25)-due by Monday, October 1, 2018. Payment #2 (\$30)-due by Wednesday, October 31, 2018. **All dues need to be paid in full by October 31, 2018. Remaining balances will be become a report card hold in the KF Financial Office.**

*We understand that family finances may require you to budget for choir expenses on a different timeline than our due dates. Should you need to make **alternate arrangements for payment** please contact the choir department. If there are any issues with paying this fee, please contact the choir directors as soon as possible.*

FUNDRAISING

We raise funds in choir to enrich our experiences and daily efforts. We receive limited funds from KISD to operate the Choir Department. Money raised by the Choir Department remains in the choir activity account and does not go into any other accounts belonging to the district or the school. Fundraising money is used to pay for sound equipment, computer equipment/software, transportation to events not paid for by the district, etc. We ask that you participate in fundraising for the benefit of the choir as a whole. We also ask you to fundraise to help underwrite the cost of the Spring Trip. **The KF Choir policy provides that 60% of the profit from fundraising efforts is credited to your personal cost of the Spring Trip.** 40% of the profit will remain in the choir activity account.

UNIFORMS

CONCERT UNIFORMS: KISD provides a uniform for all choral students. **Choir fees include rental/cleaning fee of a district uniform.**

All students will be issued the following pieces by the school:

Girls	Boys
Formal Concert Dress	Tuxedo Jacket & Pants
	Bowtie & Cummerbund Set-Green

- *Students are financially responsible for all uniform pieces issued to them by the school.*
- *Choir Uniforms are to be maintained in the best manner possible and returned at the end of the school year as requested by the director.*
- *Hemming of dresses and tux pants must be done without making any cuts to the material. No permanent alterations are to be made to the garment such as resizing or cutting.*

In addition the following items must be obtained by the student:

Girls	Boys
Black flats (closed toe & closed heel)	Tuxedo Shirt
Black panty hose	Black Dress Socks
Black appropriate undergarments	Black Dress Shoes

CHOIR POLO: Students wear a polo style choir shirt at informal choir performances or events. One polo will be purchased the 1st year a student joins the choir program. In the event that the shirt becomes damaged or no longer fits, another polo will be required to be replaced and purchased at the student's expense.

YEARLY CHOIR SHIRT: Students also have a "fun" t-shirt. A new shirt will be issued every year the student is in the choir program. This shirt is used for fun events and group identification on