

Kickapoo High School Choir Handbook

2016-2017

Mr. Nathan Cornelius - Director

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Welcome

Welcome to the Kickapoo High School choral program! It is an honor and a privilege to become a member of our performing groups. We have a fine reputation and we intend to keep it. The Kickapoo Choral Department consists of the following organizations:

Chiefs Chorus– 9th-12th men and women with some or no experience in choir

Concert Choir – 10th -12th advanced men and women with an interest in choral music, audition only

Bel Canto – 10th-12th grade women with advanced skills, audition only

Chamber Choir – Small group of 30 or fewer singers open to members of the Concert or Bel Canto Choirs, audition only

ChiefTones – Acappella men’s and Women’s groups of 12 members, extra curricular, pre-approval/audition only

Objectives

1. To emphasize the development of singing and music reading skills necessary to make an enjoyable contribution to a quality choral organization.
2. To enjoy making music. Music is fun, but there is no fun in mediocrity. To ensure the success of the group, each student, parent, and director must realize his/her responsibilities. Each must be willing to sacrifice individual desires for the betterment of the choir.
3. To have a good attitude about choir. The amount of satisfaction and fun you receive from your choir will be no greater than the amount of hard work and enthusiasm you are willing to consistently contribute. Your attitude will have a direct impact on your achievements.
4. To understand the importance of proper conduct, consideration of others, and courtesy as a vital part of the choir.

DIRECTOR Contact Information:

ncornelius@spsmail.org

417-523-8769

REHEARSALS:

Attend class daily. An absence from class rehearsal can be made up for grading purposes but, in actuality, the rehearsal missed and mastery gained cannot truly be recaptured. The most successful students are those that commit to daily attendance and maximum effort.

Be punctual. Tardiness causes you to miss a portion of warm-up, sight-reading, and/or rehearsal and therefore limits your ability to get the most out of each class (as well as limiting your daily grade for that day.)

Follow directions the first time they are given.

Groom outside class. The passing period and school restrooms are appropriate times and places for combing hair, fixing makeup, applying lotions, etc. We do not do these things in the choir room.

Class time is extremely valuable and our rehearsals greatly benefit by your taking care of personal business between classes or at other non-class times except for *serious* medical emergency.

The nurse does not administer aspirin, antacids, or other remedies for headaches and manageable ailments so it is *usually best to stay in class* rather than ask for a **nurse pass** unless there is a **serious problem with which the clinic can assist**. Do not hesitate to tell Mr. Cornelius **before** the tardy bell if you are experiencing a particular health problem so that we can take your needs into consideration in rehearsal if adaptation is necessary.

THE PIANOS:

The pianos are instruments, not pieces of furniture. **Never** place **anything** on any piano in the room, or in practice rooms, or use any of them as a writing surface for any reason at any time.

Ask before playing any pianos in the room or practice rooms.

CLASS MATERIALS:

Have your materials (music and pencil) ready when rehearsal begins. When warm-ups begin, conversation should cease.

Put away all materials in their proper place(s) at the end of class

Each student is expected to do his part by **keeping all music in his folder, keeping that folder in his assigned folder cabinet slot at all times**. A lack of materials can well affect your daily grade for the day. *Lost folders will be charged to the students personal account at the main office. Our goal is not to take your money but for you to care for and put away your own materials after every rehearsal.*

Have a **sharpened pencil** in your choir folder at **all times**. Expect periodic pencil checks.

Always use only your assigned folder with your assigned materials in it. Both your folder and music is numbered, as is the slot into which your folder is placed daily, so you will always know which materials are yours and where they belong. Do not take materials or folders from other slots for any reason. If you have a question as to a need for or the whereabouts of music, leave a note on the message center addressed to "Choir Secretaries" including a short note about your problem, your name, and your assigned folder number.

FOR YOUR CONVENIENCE:

There is a **water station** in the choir room for your use **before** and **after** class only. This makes the carrying of water bottles unnecessary in almost all situations.

A roll of tissue is in the supplies area for your use **before and after class**.

We stock band-aides, a stapler, tape dispenser, safety pins, and other materials in the file cabinet marked “supplies” for student use. Please use sparingly, before or after class; our supplies are very limited. Please do not use the stapler for *anything* other than stapling pieces of paper together, *not* for mending shoes, fixing heavy projects, etc. If you don’t find what you are looking for in the supplies shelving unit then we are out of it. Always put things away exactly where you found them/where they belong.

TO PROMOTE HEALTH AND SAFETY:

No spray, colognes, hair preparations, or other aerosol/pump items can be sprayed in the choir room, annex, or any parts thereof. THIS IS IMPORTANT! This triggers potentially serious allergies, asthma, and other respiratory problems for some students and staff. There is minimal airflow through the room, and no windows, affording little opportunity for fresh air to enter the choir room. (Because the “fresh air” for our room comes from the hall, it would be highly courteous if you wouldn’t spray things out there as well.)

THE CHOIR ROOM:

Food and drink shall not be brought into the choir room nor consumed therein **at any time**. This includes unopened soft drinks and “the last morsels of breakfast” in the mornings. Specific exceptions may be made for “brown bag lunches” and other workshops held during lunch periods by the director.

THE VOLUNTEER SPIRIT:

Please volunteer for anything you see that needs fixing, doing, picking up, etc. We welcome all help! It takes ALL of us to get things done in the choir room so pitch in whenever you see a need! Thanks!

COURTESY SHOULD BE COMMON:

Practice **courtesy** and **respect** in dealings with other students and the directors.

Leave all problems and disagreements at the door when you come to rehearsal.

Rehearsal time will be a welcome relief from those worries and stresses and they will usually be waiting for you at the door as you leave.

Put anything you use back in its proper place.

Profanity is an unacceptable substitute for more effective communication skills.

THE HALLWAY

We take pride in the hallway shared by the choir and orchestra. Please don’t drop things on the floor and, “if you see it, pick it up.”

Breakfast and lunch should be eaten in the cafeteria. Food is not brought down to and eaten in the choir hallway.

PHONES/ELECTRONICS:

Devices should never be used while a teacher is actively instructing the class whether directly involved with you or not. There will be times when the use of a phone or other device is requested by the teacher. Devices may be used in down time during a class period when no teacher is actively teaching.

STAYING INFORMED:

Listen in class.

Read the boards daily for announcements, additions and changes to rehearsal schedules, meetings, tutoring opportunities, etc. There is always a great deal of information on the overhead, bulletin boards, and various displays for you in the choir room.

Check the calendar on the wall to update your personal datebook of upcoming events. Check with your choir officers and ask questions if you do not know something! We want you to be involved!

BOOKMARK THE CHOIR WEBSITE <http://kickapoochoirs.googlepages.com> as **your homepage**. Check it often, when things change they will be announced there first! Share it with your parents so they can also be informed.

JOIN: The Kickapoo Choir facebook group

Follow on twitter

Join Remind texting groups

HALL PASSES:

Hall passes are for **true emergencies** only. Please care for personal needs between classes. There is only one pass, only one student can leave at a time.

***FUND RAISING:**

The Springfield Public Schools gives each high school choir program a budget used to purchase new music for each school year. This money does not pay for travel, classroom supplies, recording and sound equipment, contest entry fees, and many other expenses incurred by the choir. Taking music and spring trips out, the choir program spends approximately \$30.00 to \$50.00 per student over the course of the year. To cover these costs, we will hold various fundraising activities throughout the year. ***We urge all students to participate.*** Fundraising is done both through the parent booster club and the choir as a body. Thank you for helping us in every way possible.

Many families may choose not to participate in the selling of products for the choral program. If a student or parent **does not** wish to participate we would gladly accept a cash donation to the choir program to help cover expenses for that student.

*Money from donations and fund raising may cover costs for travel, classroom supplies, recording and sound equipment, technology, large group contest entry fees, accompanist fees, and other expenses that will aid the group as a whole.

*Money from donations and fund raising **WILL NOT** pay for choir apparel, amusement park tickets, or hotel room costs on any trips taken throughout the year.

TAX-DEDUCTIBLE DONATIONS TO THE CHOIR

Individuals and corporations are reminded that all donations to the Kickapoo Choir are tax-deductible. If you know someone who would like to donate goods, services, or funding to the choir program at any point in the year, please call Nathan Cornelius in the choir office (417-523-9329).

***CHOIR TRIPS:**

The choir competes in a state or national choral contest annually with one or more of its advanced choirs. The choir can only be successful at contest when all students participate. Singers are therefore urged to be with us on these important dates. Students in any traveling choir are encouraged to earn the money they need to participate in the trip through fund-raising so that cost to students and families is minimal if any. There is no reason your choir trip cannot be FREE for you! Non-traveling choirs may have a separate opportunity to do something special closer to school on an alternate date. **THE TRIP TO WORLDS OF FUN FOR THE CONCERT CHOIR AND BEL CANTO WILL COST APPROXIMATELY \$50 PER STUDENT.**

Note that since monies turned-in/earned for trip are spent on trip housing, transportation, and other costs as quickly as they are collected, they are non-refundable.

THE CHOIR BOOSTER CLUB:

The Choir Booster Club is made up of parents who **support** the choir program and its director at KHS and are willing to **get involved** in one of a variety of ways to assist us. Please think of how you, as an individual parent, will be involved! **There is a place and a need for everybody** to lend their talents and ideas. Whether you can make phone calls, input data into a computer, chaperone field trips, write grant proposals for senior scholarships, help check out/in choir uniforms, pin a hem, hand out programs at a concert, hang a sign, build a shelf... **We need you! All are welcome!** We know that most parents work and have very limited free time so if **everybody takes on even a couple of hours' help** on a one-time basis, we will be in GREAT SHAPE! Look for membership information and a volunteer form at our 1st Booster Club Meeting of the year at which time Booster Club Officers will be introduced and all choirs will present a "beginning of the year mini-performance" in the theater

MAKE-UP WORK:

To make up a class period missed, students may solfege two octavos and turn them in to be graded. The procedure for doing this is as follows:

- a) Take two different songs for each day's class rehearsal missed.
- b) Write your name on the cover of each song, which choir you are in, and the date of the class for which you are turning in makeup work. Remember, two songs = make-up for one day's class period rehearsal.
- c) Using pencil only, write out the solfege symbol (Do, re, mi, sol, la, ti) next to or underneath **each note of all vocal parts** in the song.
- d) Do not solfege piano or instrumental parts! This would be a staggering (and unnecessary) task! **Do all vocal parts, not just your own part. Note the clefs!**

UNIFORMS

The school district supplies our students with concert robes. These robes are dry-cleaned each spring and maintained by the choir throughout the school year. Students are to respect their assigned robe as choir property and treat them with care. Many audience members listen with their eyes first, so looking good is important. Students must supply the following for performances:

LADIES:

- * **Black** hose (Standard colored hose, knee-highs, black socks, and bare legs are all unacceptable.)
- * **Simple, solid black closed toe shoes befitting a formal gown.** (Anything but flats or the lowest heels is discouraged for standing for long periods of time on the risers. No sandals, slingbacks, open-toed, or sneaker-type shoes).
- * **Small** earrings and rings are fine, if desired.
- * **Hair** pinned out of the face to avoid the need to fix with the hand during performance.
- * Hair ornaments, if any, must be *black and small*.

GENTLEMEN:

Items to be supplied by the gentlemen themselves are:

- * Solid-**black** socks. (Any other color or lack of socks is unacceptable.)
- * Solid-**black dress** shoes (loafer-type, jazz shoes or standard lace up) *No sneaker-type footwear is allowed, black or otherwise*
- * Solid-black dress pants.
- * Any long hair that hangs in the face needs to be held back in performance to avoid the need to fix with the hand during performance.

MISSING ROBES at the end of the year will result in the student being charged the full new replacement cost of that robe.

*SOLO AND ENSEMBLE CONTEST:

Students who desire an additional challenge may prepare a solo or join a small group called an “ensemble” for this competition sponsored by MSHSAA. Solo and ensemble competition music must be selected from the contest music list, portions of which will be photocopied and made available to students who have a private teacher or other professional who can assist them in preparation for competition. Ensembles will be rehearsed outside class time, with coaching provided by Mr. Cornelius. Entry fees and forms must be turned in to Mr. Cornelius by the stated dateline on our choir calendar. Each solo entry will cost the student \$10.00. Each ensemble will cost the students a collective \$10.00.

*STATE SOLO AND ENSEMBLE FESTIVAL:

Students who receive a Superior rating of “I” on a Class I solo or ensemble qualify to compete in the MSHSAA State Solo and Ensemble Contest held in Columbia Missouri. Students who wish to participate must be entered will return their entry information and fee by the stated deadline, set in advance of the state postmark deadline, and may be expected to

provide their own transportation to Columbia. (Solos are generally \$10 per solo, ensembles are usually \$10 per ensemble.)

FALL MUSICAL:

All students enrolled in any fine arts class are encouraged to audition for this year's Musical which will be produced in late November. This is an outstanding opportunity for interested students to work with vocal, choral, dramatic, technical, theater, and dance professionals on their crafts while making many new friends and memories! Listen and watch for announcements and information on musical.

GRADING:

Students begin each grading period with a grade of 100% and are encouraged to maintain that average by their diligent effort, quality mastery of work, and daily rehearsal participation through regular attendance and punctuality. Daily grades are assessed for each day's rehearsal and may include such areas as class rehearsal attendance, having music and pencil in hand and ready to use, rehearsal focus, consistent positive class participation, promptness in getting on risers, breathing technique, energy and interest in class work, posture, attentiveness in rehearsal, and vowel production.

KHS choir uses participation as a grade. Using participation as a primary grading measure is not intended to punish students who are seriously ill or who have unavoidable emergencies. However, an accumulation of absences and/or instances of ineffective participation will negatively affect the student's grade.

Each Choir class is graded by three separate categories. These categories are: Participation, Performance, and Knowledge. Each grade entry will reflect one of these three categories. The quarterly grading will break down approximately like this:

Participation – 5 Points are received each day that a student is present and follows the rules of the choral rehearsal space:

- No Phone or electronics while rehearsing
- No Coming to rehearsal without your folder
- No Food
- No Disruptions of the rehearsal
- No Leaving the room without permission and a pass

Because these rules directly benefit or hinder the progress of our entire group, breaking any rule will result in loss of participation points for the day and will be notated in the online gradebook as to why points were taken.

Performance –

Assessments – 2 Online Sight Reading assignments per quarter 64 points each; 1 Literature test per quarter 100 points each.

Concerts – 250 points per performance

Concert performances can be made up for the grade on a limited, **pre-approved** basis (see below)

Knowledge/Written work, quizzes, and tests

Approximate breakdown per 1 quarter of grading:

64% Performance 478 pts

29% Participation 220 pts

7% Knowledge 50 pts

Performance and Extra Rehearsals-----NOT AN OPTION.

- **A PERFORMANCE** presented during or after school hours is an extension of the vocal music class. Grading for such an activity is treated as a unit or quarterly exam. Make-up work will not be assigned in lieu of attendance at performances. **An unexcused absence from a performance will lower the student's grade considerably.**
- An extra rehearsal may be scheduled outside the school day or during *Chief Time*. Extra rehearsals are sometimes necessary to prepare for an upcoming performance. Every effort will be made to schedule the rehearsal with plenty of advance notice. **Be present at extra rehearsals to receive full credit.**
- A job conflict is not an excused absence.

An absence from a performance may be excused under the following circumstances:

- **Critical Conflict** – This is considered to be another school activity scheduled at the same time, on the same date. The student should report the conflict to Mr. Cornelius as soon as it is discovered. Mr. Cornelius will meet with the sponsor of the other activity and a resolution can be reached.
- **Sick and unable to attend** – A message for Mr. Cornelius should be left in his office (523-8500) or at his home **prior to the performance**. Do not wait until the next grading period to explain the absence.
- **Emergency** – The student should contact Mr. Cornelius before school the very next morning. A note, phone call, or email from the parent/guardian should follow. The absence may or may not be excused depending upon the seriousness of the emergency. **Do not delay in making contact!**
- **Work is not considered an excused absence.** Plan ahead.....ask off.....
- **Students must be in school ALL DAY on the day of an event in order to participate.**

Kickapoo Tardy Policy

Definition of a tardy: All students are expected to be in the classroom when the bell rings. A student is tardy to class if the student is not in the classroom at the conclusion of the tardy bell. The tardy policy for this class is the same as the school-wide policy.

This policy will be strictly enforced.

Academic Honesty Statement

Academic honesty is expected in all classes at KHS. Cheating will not be tolerated. Violations of academic honesty include, but are not limited to, copying, allowing someone to copy your paper, using cheat sheets, using technology to transmit or receive information with the intent to commit academic dishonesty, not grading correctly, plagiarizing, and self plagiarizing. Plagiarism is the theft of ideas, writings, or words of another person and passing this information off as one's own. Self plagiarism is completing an original paper for one class assignment, then turning in that same paper to another teacher for another class assignment without permission. Papers may be checked by the teacher using plagiarism detection software. Any student cheating will be subject to academic and/or disciplinary penalties. Consequences may include: reduction in grade on assignment, repeat assignment, no grade (zero) on assignment or others as deemed appropriate. Academic dishonesty will be reported to a school counselor and a parent will be notified.

ACADEMIC ELIGIBILITY:

Kickapoo Choir students are expected to maintain a passing class average in all courses in which they are enrolled in order to maintain their academic eligibility for full participation in all events and activities throughout the year. Membership in advanced choirs can be jeopardized by continued academic failure and ineligibility. Free tutoring is available at the school by teachers, volunteers, and National Honor Society members.

PRIVATE LESSONS:

Choir students are encouraged to study private voice and piano. Each student will meet privately with Mr. Cornelius one time each quarter for private coaching. Students interested in private lessons are encouraged to identify themselves immediately as private teachers tend to fill up quickly in the fall.

CONCERT BEHAVIOR

Audience members are encouraged to follow some well-established standards for formal concert behavior.

- Refrain from talking during the performance.
- Remain seated for the entire concert if at all possible. If it is absolutely necessary to do so, move only between selections and exit at the nearest door.
- Wait to re-enter the auditorium until the performing group is finished.
- Applause is the only appropriate form of expressing appreciation. A good rule of thumb is to wait until the conductor lowers his or her hands to indicate the completion of the selection or work.
- Please eliminate disruptions by turning off pagers, cell phones, and removing small children who are crying or speaking loudly.
- Students are not permitted to leave until the end of the concert and are expected to observe all performing groups. This is part of the educational process.
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- **CHOIR CALENDAR:**

The dates included on the calendar of choir events, handed out on the first day of school along with this handbook and the medical release form, is accurate. However, some dates are left at TBA (to be announced). This is because the athletic department does not finalize their calendar as early as the fine arts departments and do not consult our calendar in their planning. Therefore, we will wait for winter and spring sports scheduling to complete before finalizing our concert dates. Additional dates may be added to the calendar throughout the year and will be posted on our wall calendar as well as on the web page as scheduled. Please remember that performances and any after school rehearsals are significant summative grades and plan your calendar accordingly. An updated yearlong calendar of events is maintained on the web page that both students and parents may check.

*From the office of Dr. Justin Harrell, Associate Superintendent of SPS:

*“This course has curriculum that is taught during the regular school day and opportunities for participation in competitions/contests that occur outside of the regular school day. The competitions/contests fall under the governance of the Missouri High School Activities Association (MSHSAA) and are considered to be extracurricular activities. The Springfield Public Schools assesses a participation fee for all students who are engaged in extracurricular activities which are governed by MSHSAA. In addition, participation in extracurricular activities may necessitate additional personal expenses for student participants for things such as travel, food, lodging, clothing, etc. Students who participate in the extracurricular component of this course will be provided with opportunities for individual and group fund raising to meet these additional expenses. Students will not be excluded from participation in this course based on their inability to personally contribute to the additional expenses required for the extracurricular component of the course. For more information about additional expenses associated with your activity/athletic event, please consult with your coach, sponsor, director, and/or the Building Activity & Athletic Director.”**