

MEDINA HIGH SCHOOL CHOIR HANDBOOK

2007 – 2008

Welcome back, or for new members, welcome to the Medina High School Choirs. In order for all of us to function as a successful “team”, it is necessary for you to read these procedures. Make a note of all the important dates, rules, and expectations required of you in order to receive credit for this course. **Please keep this handbook throughout the year** so that you can refer to it should any questions about concerts, grades, attendance or any other items covered in this handbook arise.

The attached student contract and information sheet, medical form, and optional parent help sheet must be completely filled out, signed by both student and parent, and returned by WEDNESDAY, AUGUST 29, 2007.

ATTENDANCE POLICY – CONCERTS

You are required to attend all scheduled concerts and rehearsals scheduled for your choir, in addition to the daily class rehearsals. These events make up a major part of your grade each quarter. You receive one full credit for your participation in this class. Therefore, your attendance at all events scheduled for the group in which you participate is mandatory. **After consulting your family calendar, should you NOT be able to make a scheduled performance or rehearsal, you are to notify Mrs. Bayda or Mr. Skidmore IN WRITING by Wednesday AUGUST 29, 2007. This is required in order for you to have an excused absence from that event.**

Please note that Showtime is scheduled over Memorial Day Weekend.

EXCUSED ABSENCE

Excused absences are a serious illness that would prevent you from singing that day, or a death in the family. In order to make up an excused absence, you must perform your part of all the music that you would have sung at the concert on a cassette tape, CD, or live for your director. This recording must be turned in by ONE WEEK following the concert. In case you do not have a recorder at home, we have several in the choir office and you may make arrangements to come do this make-up work at school in one of our practice rooms using school equipment. **Failure to complete the make-up work ON TIME, even though it is excused, drops your quarter grade two-letter grades per each concert and/or rehearsal missed.**

UNEXCUSED ABSENCE

Unexcused absences are WORK, family vacation, college visitation, and non-sanctioned school events. There is no make-up work and your quarter grade will be dropped two letter grades per EACH concert and/or rehearsal missed.

SCHOOL CONFLICTS

Scheduling conflicts between athletics and other music department events will be avoided whenever possible. However, should a conflict arise, you are to notify BOTH DIRECTORS AND COACHES immediately. Requests must be made in writing. At that time Mrs. Bayda or Mr. Skidmore and your other coaches will come up with a mutually agreed upon solution.

DRIVING TO SCHOOL SPONSERED EVENTS NOT LOCATED AT MEDINA HIGH SCHOOL

Medina High School students are NOT PERMITTED to drive to school sanctioned events not located at Medina High School. This includes students who have reached their 18th birthday. In the event that a student must drive to an event because of another SCHOOL CONFLICT (work, family parties, etc., are NOT school conflicts), a PARENT OR GUARDIAN must send Mrs. Bayda or Mr. Skidmore a note prior to the event, and MUST DRIVE the students to or from the music event.

Students may be released to a parent/guardian at the finish of an event providing a note has been signed and given to a director PRIOR to the day of the event.

In the event a student misses the bus to a school-sanctioned event, s/he has the following options:

1. Miss the event and it will be treated as an unexcused absence.
2. Have a parent/guardian drive the student to the event. Upon arrival the parent/guardian must find and notify the director in charge of the student's arrival.

GRADING

Your daily participation and your quiz grades determine your quarter grade for the first three quarters. Usually the participation and quizzes each account for 50% of the quarter grade. If this percentage will be divided differently for the quarter, you will be advised about this in choir. The fourth quarter is SHOWTIME. 100% of your grade is based on participation during the 4th quarter. IN ADDITION to participation and quizzes, your concert attendance affects your OVERALL quarter grade, as explained previously under "Attendance Policy – Concerts."

Early in September you will receive a written copy of the music department's policy of determining semester grades, due to the fact that MHS has changed to a new policy.

Quiz grades will consist of written work and singing quizzes. You will be tested on your sight-reading skills and how you perform the music that we are currently singing. Each student will be required to sing individually for a tape recorder in a practice room or in small groups or individually for one of the directors. The students will have sufficient time to prepare for these quizzes.

You earn 5 points a day for participating in class rehearsals. The following list of items will deduct points from your daily 5 points.

1. absent: – 5 points (both excused and unexcused absence – Excused has the option to do make-up work – see below)
2. not bringing choir music: – 2 points
3. not bringing pencil: – 2 points
4. chewing gum: – 3 points
5. eating food or candy: – 3 points
6. having homework out for another class: – 3 points
7. talking during rehearsal: – 3 points

If you are in rehearsal, but too ill to be singing, you are expected to sit up, hold your music, mark your score, and "mouth" the words along with the choir. Failure to comply will result in you having your class participation grade affected.

MAKE-UP WORK (optional)

5 DAYS OR LESS ABSENT: Choose one of the two. You can earn a maximum of 25 points per each make-up assignment completed.

1. Attend an out of school concert or musical production either here, at another school, at a theatre, etc. Write a two-page paper giving your insights and critique of the performance. The program and/or ticket must be attached to your paper.
2. Write a two-page paper on a composer or style period that we are currently studying.

6 OR MORE DAYS ABSENT: Do TWO of the above items. (One item may be repeated)

You may not do extra assignments because of participation points lost in class. The points lost for not following classroom procedures CANNOT be made up.

CHOIR MUSIC AND FOLDERS

Each student in choir will be assigned his or her own music number to which all music is numbered to match. **Freshmen Chorus, Women's Chorale, and Chorale will need to provide their own two pocket folder to hold their choir music and workbooks.** It is required that the student bring their folder and all its contents to choir each day. The music issued is the property of the Medina High School Choral Music Department. The music will be issued and collected quarterly. Missing or damaged music must be paid for before new music can be issued. The cost of the music is based on the current market price, which is not necessarily the cost printed on the cover of the music.

DEADLINES

Please note that all choir deadlines will be enforced. This includes, but is not limited to, returning forms, returning music, returning uniforms, and any make-up work.

DISMISSAL FROM CHOIR ON RECOMMENDATION OF INSTRUCTOR

Choir is an "elective" course. Our class sizes are extremely large. Students not following guidelines set forth in this handbook and not exhibiting appropriate behavior and respect will be:

1. Given a verbal warning on first offense
2. Parent notified
3. Referred to their principal for disciplinary action and parent notified
4. Parent will be notified and student will be dismissed from the course with loss of credit.

It is a privilege to be a part of any of the Medina High School music organizations. BEHAVIOR GUIDELINES ARE ALSO OUTLINED IN THE STUDENT HANDBOOK. These guidelines will be strictly adhered to.

CONCERT ATTIRE

You are representing Medina High School, your community, and families whenever you perform in public. The following dress code has been adopted for all choirs. Failure to comply with the following will result in you not being permitted to perform or make-up the work you will miss. It will be treated as an UNEXCUSED absence.

UNIFORM RENTAL

The Concert Choir Men, Men's Chorus, Chorale, and Women's Chorale have components of their uniform that are rented from the Choir Department. There is an \$8.00 cleaning/rental fee that is assessed as part of your school fees. This \$8.00 is handled through the HUB. Your uniform is your responsibility at all times. The uniform must be pressed before each performance. Once you are issued your uniform, you MAY NOT leave it at school. If your uniform, or any part of it, is found or left at school, it will cost you and additional \$8.00 (cleaning/rental fee) to get it back. Costs to replace the uniform if lost or damaged are as follows:

- ROBE - \$200
- STOLE - \$25
- GARMENT BAG - \$15
- MEN'S JACKET - \$200
- TIE - \$30
- TUXEDO JACKET - \$100

A late fee of \$8.00 will be assessed if the uniform is not returned on time. You will be notified when the uniform is to be returned. **You must turn in the uniform that was issued to you. You MAY NOT switch uniforms with anyone. You are responsible for the uniform number that was assigned to you.**

CONCERT CHOIR

MEN: A white, wing-tip tuxedo shirt, black tuxedo pants, black tuxedo bow tie, black cummerbund, black socks, and black dress shoes are required to purchase on your own. You will rent the black tux jacket from the choir department.

WOMEN: Black character shoes are required. Character shoes may be purchased from the choir department for approximately \$28 a pair. Black concert dresses are required. Dresses will be purchased through the choir department for approximately \$72 each. You are to wear neutral colored pantyhose.

MEN'S CHORUS

White dress shirt, khaki dress pants, black socks, and black dress shoes. You will rent the jacket, tie, and garment bag from the choir department.

WOMEN'S CHORUS

Black character shoes are required. Character shoes may be purchased from the choir department for approximately \$28 a pair. Black concert dresses are required. Dresses will be purchased through the choir department for approximately \$72 each. You are to wear neutral colored pantyhose.

CHORALE

ALL STUDENTS: All will be required to pay a robe rental/dry-cleaning fee of \$8.00 at the beginning of the school year.

MEN: Black dress pants, black socks, black dress shoes, a white dress shirt and a tie are required.

WOMEN: Black character shoes are required. Character shoes may be purchased from the choir department for approximately \$28 a pair. Neutral colored pantyhose are also required.

WOMEN'S CHORALE

Black character shoes are required. Character shoes may be purchased from the choir department for approximately \$28 a pair. Neutral colored pantyhose are required. There is a robe-rental/dry-cleaning fee of \$8.00 at the beginning of the school year.

FRESHMEN CHORUS

MEN: White long sleeved dress shirt, tie, black dress pants, black socks, and black dress shoes.

WOMEN: Black character shoes are required. Character shoes may be purchased from the choir department for approximately \$28 a pair. Women are required to provide their own knee-length or below black skirt, white LONG-SLEEVED blouse, and **black** colored pantyhose. Your shirt **MUST TUCK INTO YOUR SKIRT**. Your skirt must be at your **WAIST**, not your hips.

TICKETS FOR SCHOOL/EVENING CONCERTS

Thousands of dollars are needed to fund the Choral Music program at Medina High School. These funds are used for purchasing music, additional robes and uniforms, equipment, supplies, clinicians, choreographers, scholarships, etc. Consequently, we do charge an admission to each of our concerts. The phone number for the Performing Arts Center Box Office is 330-636-3400.

SHOWTIME

Each spring it has been a tradition for the Medina High School Choirs to gather to present a "full scale musical theater production." Lights, theatrical music, choreography, and a set highlight our end of the year concerts. To our knowledge, no other high school in the state presents this kind of extravaganza for their community. **ALL STUDENTS ARE REQUIRED TO PARTICIPATE IN THIS EVENT.** This is a sell-out every year. **Showtime is held over Memorial Day weekend; please note this on your family calendar.**

CONCERTS

In order for our concerts to run smoothly, we do enforce the following.

1. Stay in your assigned area with adult supervision unless performing.
2. Use restrooms in the music wing **ONLY**.
3. You may be in the halls **ONLY** in going to and from the restrooms and stage. **NO WANDERING!**
4. Musical instruments are not to be played; this includes all band room instruments.
5. You are **NOT** permitted to leave the building to go to your car or to any other part of the building, including your locker.
6. **NON-CHOIR MEMBERS** are not permitted backstage (band, orchestra, or choir rooms and adjacent halls). This includes parents, friends, etc.
7. It is recommended that you **DO NOT** bring valuables or purses to the concerts.
8. Parent chaperones will assist you at concerts and will be identified by a nametag.
9. You **MAY NOT LEAVE** until the entire concert is over.

PLEASE NOTE: Flash photography and video taping of concerts is strictly prohibited. Videotapes and DVD's of the Holiday Concert and Showtime will be available for you to purchase.

PRIVATE LESSONS

You are encouraged to study privately, if at all possible, and improve your musical skills. Skilled vocal instructors are available during the course of the school day and after school. The cost is usually between \$15 - \$20 per ½ hour lesson, depending on the instructor and his/her qualifications. Lesson payment, schedules, and materials will be worked out between you and your instructor. Students looking to pursue music in one of the more advanced choirs are encouraged to study privately. **ALL private lesson teachers expect that you will PRACTICE and IMPROVE YOUR SKILLS.**

A list of private voice teachers in the area is available from the directors.