

# GENEVA HIGH SCHOOL CHORAL DEPARTMENT HANDBOOK

## Geneva High School Choir Mission Statement:

With the utmost pride, the Geneva Choirs will continually raise our standard of excellence through unified efforts, mutual respect, shared goals, and the determination to uphold our tradition of success.

## Philosophy of Student Conduct and Character

We believe that choral music students at Geneva High School are ambassadors for our school. They are to exhibit personal integrity, musical excellence, and academic achievement. They are expected to be an example of our school and of our community.

Each choir student is expected to model character traits such as respect, honesty, responsibility, commitment, courtesy, compassion, pride, self-discipline, enthusiasm, and leadership, whether on campus or off. It is both a privilege and a responsibility to perform on our stage and in our community. Insubordination to the director or to any person of authority will not be tolerated. Disrespect and endangerment of classmates will not be tolerated. Any public display of affection is considered inappropriate behavior. Failure to comply with school and/or choir policies may result in immediate removal from a performance. Any choir member in violation of GACS policies governing smoking, alcohol, drugs, or other serious offense will be subject to removal from choir.

We believe that aspiring to standards of musical excellence will foster individual confidence and group loyalty. Working toward these goals will not only perpetuate a choral department of which we can all be proud, but will also mold young men and women into adults who will be successful leaders of tomorrow.

## Choir Expectations

### 1. BE ON TIME

- Be in your assigned seat with choir folder, pencil and other class materials ready to work when the bell rings.
- Have your restroom/grooming needs taken care of BEFORE the bell. When class has started, only emergency restroom use will be permitted (1 per nine weeks).

### 2. BE RESPECTFUL

- Talk only after raising your hand and being called on.
- Take care of hair and make-up needs outside of class.
- Do what you are asked the FIRST time and do not complain.
- Eating and chewing gum is not permitted in the classroom. You may bring a water bottle with you to rehearsals as per the school policy.
- Participate in all aspects of rehearsal and study your music when other sections are working. Do not talk, work on homework, or write notes, etc. during rehearsal.

### 3. BE READY TO GIVE 100%

- Give your very best effort every day in class.
- Encourage those around you when they need encouraging, and support your classmates so that everyone feels comfortable enough to give their best effort.

## PROCEDURES:

1. The pianos, practice rooms, and stereo equipment may NOT be used without permission.
2. The choir office phone may only be used by choir students with permission. "Please" and "Thank you" are expected when you address anyone on the phone.
3. Bags MUST fit under your chair.
4. Sharpen pencils BEFORE class.

5. Any make-up work is the STUDENT'S RESPONSIBILITY and should be handled OUTSIDE OF CLASS within 48 hours.
6. **No food or drink** is permitted in the choir room during class.
7. Please use the restroom BEFORE class begins. Although emergencies occur, plan ahead to avoid them.

### **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR\*:**

**1st Offense:** Warning/student conference.

**2nd Offense:** Phone call to parents, detention assigned, daily grade lowered (participation is a grade).

**3rd Offense:** Referral to Principal.

**\*Severity Clause** - Any behavior which causes a severe disruption to the classroom environment will result in an immediate referral to the Principal.

### **Choir Grading Scale**

**Daily Average** (daily written work, daily participation, and rehearsal efficiency) - 40%

**Quizzes/Tests** (singing & written) - 30%

**Concert Performance and After School Rehearsal Attendance** - 30%

Attendance is required of every choir student at all major choir performances (see calendar). In addition, attendance is required at all sectional rehearsals as well. In addition to losing 30% of your nine-weeks grade, failure to attend a performance or rehearsals may result in removal from future events or activities. Conflicts with employment scheduling are NOT considered to be excused.

Should a MAJOR EMERGENCY (death in the family, etc.) prevent attendance at a required performance or rehearsal, the student MAY be excused by the director if he/she (1) notifies the director IN ADVANCE (if possible), (2) provides a note from a parent/guardian as soon as the conflict arises (or after the missed event, if an immediate emergency) and (3) requests an alternate assignment, due one week after the missed event. THIS IS THE STUDENT'S RESPONSIBILITY.

### **Make-up Work**

Requesting make-up work is the responsibility of the student. Work should be completed within 48 HOURS after returning to school. Tests and quizzes may NOT be made up during class. The student is responsible for making arrangements for a missed test or quiz. Tests and quizzes MUST be made up within one week of returning to school. Any extenuating circumstances must have the approval of the teacher within 48 hours after returning to class.

### **Materials and Supplies**

**Required daily in class:** SHARPENED pencil with eraser to be kept in your choir folder  
Notebook paper  
Planning calendar (phones work great)

### **Uniforms**

**THE FORMAL CHOIR UNIFORM WILL BE:**

**Women:**

\*Choir Robe  
Sheer nude hose

Black, closed toe dress shoes

**Men's Chorus:**

- \*Black tuxedo coat
- \*Black bow tie
- White laydown collar, long sleeved dress shirt
- Black Dress Pants
- Black dress shoes and tall black socks

**Concert Choir Men:**

- \*Choir Robe
- White laydown collar, long sleeved dress shirt
- Dark Long Tie
- Black dress pants
- Black dress shoes and tall black socks.

\*These items are provided by the school and are to be returned in good condition. They will be stored in the choir room between performances. Other uniform items are to be purchased by the student. Heavily damaged and lost items will be repaid by the student at cost.

**Uniform Cleaning Fee**

A \$15 cleaning fee is due by September 16<sup>th</sup>, 2017. Checks can be made payable to Geneva Music Boosters.

**Personal Grooming**

In addition to the specified uniform, you must adhere to these guidelines in all choir performances:

**Women:**

1. Hair should be clean, neat, and worn away from the face.
2. Any hair ornaments must be hair-colored or black and small, natural hair color only.
3. A modest amount of make-up is desired, no glitter.
4. Nails should be of a conservative length and color.
5. No platform shoes, spike heels, or open toe or open heel styles.
6. No perfume, cologne, or strong smelling lotion or hair spray.
7. Earrings the size of a dime or smaller.
8. Nose, tongue, eyebrow or other body piercing that can be seen when in uniform is not permitted for performance.

**Men:**

1. A single small stud in each ear is acceptable.
2. Hair must be clean, neat, or a conservative style, and worn away from the face.
3. Facial hair should be trimmed.
4. Shirts should be clean and ironed.
5. No cologne.
6. Please shower and use deodorant before dressing.
7. Nose, tongue, eyebrow or other body piercing that can be seen when in uniform is not permitted for performance.

## Performance Behavior

Expectations for behavior at concerts are the same as in the classroom:

1. Be on time
  - a. Arrive at the specified area at the correct call time.
  - b. Be in your spot ready to sing before having to be asked.
  
2. Be respectful
  - a. Talking is NEVER allowed on the risers, or in the audience while other choirs are singing. It is disrespectful.
  - b. Show support and applaud for your fellow classmates.
  - c. You must stay for the entire concert unless there is an emergency.
  - d. Cell phones should NEVER be used by students for texting or calling during a performance.
  
3. Give 100%
  - a. Your performance grade depends on the amount of effort you give before, during, and after your performance.
  - b. Give your best and you will be an example to others to give their best as well. THIS is what makes a choir stand out!

## Deadlines

Because of the large number of students that participate in the Geneva choir program, it is imperative that deadlines set by the director are met. The directors will strictly enforce all deadlines and students who fail to meet them will face consequences. These consequences may include: lowered choir grades, inability to participate in the event, and loss of trip privileges.

## Payment Information

Unless otherwise stated by the director, any payment made to the choir should be made in the following way:

1. Please make checks payable to **Geneva Music Boosters**
2. Please include the choir student's full name in the "memo" area.
3. Place money in a sealed envelope

Include student's name, amount enclosed, and what payment is for on the envelope.

Do not carry large amounts of cash at school. If this is necessary, please have them come to the office prior to 1st period to leave their payment in the office safe until their class period starts.

## Pay to Participate

The Geneva Area City Schools Board of Education has instituted a \$50 Pay to Participate program for all vocal musicians. It is a one-time fee per year and covers as many choirs as you would like to participate in. **The fee must be paid in the high school office on or before Friday, October 6<sup>th</sup>.** Checks are to be made payable to Geneva Area City Schools. Receipt of payment must be shown to the choir director on or before the above date, failure to do so will result in removal from choirs.

## Student Officers

The opportunity for students to serve in leadership capacities is an essential part of the choir experience. These positions of responsibility will assist the director with rehearsals, sectionals, concerts and other choir related activities. Officer positions include Student Director, Section Leaders, and Student Assistant. Procedures for seeking an elected office include a written self-nomination. The director will then select the best qualified person for the position. Each office is important and will have specific duties. By acceptance of the office,

each person elected/selected will agree to fulfill the expected duties to the best of his/her duties.