



Dear Harker Heights High School Member and Parent,

Welcome to the Harker Heights High School Choral Program! The Harker Heights High School Choir has already established itself as an excellent choral program and we are confident that your child will enjoy being a part of this tradition.

Your child's participation in the choir program is beneficial in many ways. In choir, students develop traits such as responsibility, dedication, self-discipline, social skills, confidence, leadership, accountability, commitment, and teamwork. As a member of the choir, students will experience a sense of accomplishment and pride, and will develop musical and personal skills that will enrich their lives.

A member of any performing organization has a responsibility above and beyond that of a student who is not in an extra-curricular organization. The procedures and guidelines contained in this handbook have been adopted to ensure that every choir student has the opportunity to have a challenging and rewarding high school choir experience. Additionally, we are hopeful that careful reading of this handbook by every parent will provide for positive communication between all those who are united on the path of doing right and good by all.

Please examine this packet carefully, as it contains valuable information pertaining to your child's participation in choir.

We are looking forward to a great year as we continue to build on the successes of the Harker Heights High School Choir Program.

Sincerely,

Spencer Wiley, Head Choir Director.  
[spencer.wiley@killeenisd.org](mailto:spencer.wiley@killeenisd.org)  
(254) 336-0821

Amber Moon, Associate Director  
[amber.moon@killeenisd.org](mailto:amber.moon@killeenisd.org)  
(254) 336-0893

## **Rehearsal Rules & Procedures**

Students in choir serve as representatives of the school and school district at many public extra-curricular functions. Choir members will observe all policies set forth by Killeen ISD, in addition to the following, as they pertain to the vocal music setting. Any behavior, which is not representative of good citizenship, as perceived by the choir staff, may result in the student's dismissal from the activity at hand, as well as the choir program. This also applies to the actions of student leaders in both public and private events. Individual behavior during a choir function is a reflection of the entire group.

### **Rehearsal Expectations**

1. Be on-time. Students should be in their assigned spot, ready to start class when the tardy bell rings. This also pertains to students that choose the virtual learning platform. In the event where synchronous learning is expected, students should be logged into the virtual platform (Zoom or Schoology) at the indicated start time.
2. Be respectful to others and yourself.
3. Be prepared for rehearsal.
4. Maintain the highest level of rehearsal behavior and focus.
5. During virtual, synchronous learning, cameras will need to be on all times. Students will need to mute their microphone upon entering virtual rehearsals/class. Students should set their electronic devices up in a place with little to no distractions from others. The learning environment should be a place where students have the freedom to sing and project their voices.
6. During virtual, synchronous learning, and all submitted videos, visible environment and attire should be school appropriate.
7. Students should request permission to speak by raising their hand and waiting to be acknowledged. Virtual learners should use the "Raise Your Hand" icon in Zoom and wait to be acknowledged by the director.
8. To mitigate the congregation of multiple students in one area, students should keep their belongings under their chair during rehearsal. At no point should students' personal belongings be stored or left in the choir room.
9. Always do your best. Remember we are all in this as a team. One singer doesn't make a choir, and every student is held accountable for the success of the group.

### **Consequences**

1. Verbal warning
  2. Student conference
  3. Parent notification/Conference with parent
  4. Referral (Assistant Principal)
  5. No participation in field trips or Knight Club performance
  6. Demotion to a lower choir or removal from choir as your elective
- \*\*\*Serious infractions will result in immediate referral to the assistant principal's office.

### **Materials**

1. Electronic Device with Internet Access (Laptop, iPad, Desktop Computer, etc.)
2. Headphones
3. Choir Binder
4. Pencils

Almost all assignments and assessments will require the use of an electronic device that has internet access. Whether a student chooses face-to-face or virtual learning, all students will need an electronic device with internet access in order to be successful. Headphones will also be needed for recorded assessments throughout the year. Choir binders, pencils, and copies of music will be available to students who are unable to print or obtain these supplies. If a student is unable to provide his/her own electronic device or any other of the materials listed above, please let your director know so that we can let administration know of your need.



## Performance/Concert Rules & Procedures

### Performance Participation Policy

The State Board of Education has defined the course requirements of knowledge and skills for each subject taught in the school curriculum. Included in the requirements for all secondary choir classes are performances related to classroom activities. These performances are clearly a part of the curriculum for choir. Participation by students in these activities is a course requirement, not an optional activity.

- A performance assessment (to include, but not limited to live concert performance, in-class performance, Zoom performance, audio or audio/visual recording) will be administered for all choir students, regardless of face-to-face or virtual format of learning. Due to the current COVID crisis, the performance assessment setting/venue and performance dates may change throughout the year. All changes will be communicated via email and Schoology and updated on the choir website.
- If a student chooses virtual instruction, all methods of assessment (formative & summative) will be done online. In the event that a live group performance, contest, or competition is offered, students will only be able to participate if they have attended face-to-face rehearsals. Virtual learners will be expected to regularly demonstrate their learning through audio and audio/visual recordings.
- If a student chooses face-to-face instruction, assessments will be done both online and in-person. In the event that a live group performance, contest, or competition is offered, face-to-face learners are expected to attend/perform. Face-to-face students will also be expected to complete recorded assignments on Schoology. In the event that a live performance is deemed unsafe by directors, administration, or the district, other forms of virtual summative assessment options will be explored.
- Students shall receive grades for participation in rehearsals and performances which involve their class, including those which take place outside the normal school day.
- Students will be excused from participation in performances in the event of personal illness, family emergency, or dangerous travel conditions. Students will be expected to notify their teachers in advance of all absences from performances. In the case of a sudden emergency which makes prior notification impossible, a letter from the parent explaining the circumstances must be sent with student upon return to school. A determination will then be made by the director whether the absence from the performance is to be excused.
- Performances are graded activities. Students who have unexcused absence from a performance will receive a “zero” for the graded activity, which will be counted as a summative grade for the nine-week grading period.
- Students who are habitually absent from activities for unexcused reasons or due to ineligibility may, at the director’s discretion, be moved to a non-varsity ensemble at the earliest possible time this can be scheduled. Students may be removed from choir at the end of a semester if they are unable or unwilling to participate in activities or are ineligible because of grades on a continuing basis.
- Directors may make additional requirements of students in regard to dress, grooming, personal hygiene, behavior, and preparation for performances. These additional requirements will be communicated to students and parents within a timely manner.
- At the beginning of the school year, students and parents will receive a calendar of rehearsals and performances which have been scheduled at that time. Due to the current COVID crisis, changes to the calendar may need to be made at a moment’s notice. Any changes to the calendar will be communicated via email, posted on Schoology, and sent via the Remind app within a timely matter.
- Each student enrolled in choir will have access to a digital copy of the choir handbook located on the Harker Heights High School Choir homepage at [www.hhhschoirs.com](http://www.hhhschoirs.com). This can be located in the “Students & Parents” section of the website. The “Student & Parent Acknowledgement and Consent Signature Form” can also be found on the “Students & Parents” page. This form will need to be signed by each student and his/her legal guardian and returned to the choir director by **Friday, August 21<sup>st</sup>** or within one week of enrolling in the program.

### Concert Attendance

The Fall, Winter, Pre-UIL, UIL Contest, Major Works Concert, and Jamalot! are required summative assessment events for every choir member, regardless of face-to-face or virtual format of learning. If a student chooses virtual learning, a date for the final summative assignment that serves as the culmination of everything learned in the unit will be on or near the actual

concert date. Absences or inability to complete summative assessments are excused for 1) personal illness with a doctor's note, 2) family emergencies with parent/legal guardian confirmation and a notification to the director as soon as possible. There are no exceptions to this. Each of these performances counts as a summative grade for each student, and each is the culmination of many weeks of hard work. Each student must stay for the entire concert. Any student absent from a concert must submit parent/legal guardian confirmation explaining the absence the following day. The directors will then determine if the absence is excused or unexcused. The directors will then set up a due date for the student to turn in an audio/visual recording of the summative assignment on Schoology.

### **Concert Attire**

All uniforms are provided for the students by the choir program. Gentlemen must also provide black socks and black dress shoes; ladies must provide black knee-high dress socks or stockings and black, closed-toe shoes with little to no heel. All uniforms must be cleaned a minimum of once in the middle of the year at the student's expense. Men's shirts must be laundered and starched professionally after each use. Students may wear small earrings, a dress watch, once bracelet, and one ring per hand. Necklaces are not allowed. Jewelry may not be distracting to the audience (discretion of the director). All students' hair should be neat, clean, and should be out of the face. Students must pay for any lost or damaged uniform pieces. All uniforms must be returned immediately following the student's final, formal performance of the year.

### **Concert Etiquette**

There will be a number of concerts where students will both perform and watch other ensembles. Students will be expected to handle themselves responsibly during performances and be respectful while sitting in an audience. Students are representing not only themselves, but also our choir program and our school, and they will be held to high standards. Failure to act appropriately may result in removal from performances/events and possibly from the choir program in general.

### **Students With Jobs**

If a student has a job and is in choir, please keep in mind:

- Having to work is not considered an excused absence from any required, graded choir activity and will result in a grade of "0".
- Students must notify employers well in advance (as required by your employer) of all required choir activities. Students may print a copy of the choir calendar or may request a letter from the choir directors to give to their employer regarding required choir activities that may interfere with work.

## **Grading**

The HHHS choir program has instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS). These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses. Assignments, tests, projects, classroom activities, and other instructional activities are designed so that the student's performance indicates the level of mastery of the instructional objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course. Students will be expected to meet the responsibilities for each choir class as determined by the directors. Since choir is an academic music class with some extra-curricular activities attached, the choir student's grade will reflect achievement in both curricular and extra-curricular areas.

The following will be considered when calculating students' grades:

- |                                       |               |
|---------------------------------------|---------------|
| 1. Attendance at all performances:    | Summative—60% |
| 2. Attendance at extra rehearsals:    | Summative—60% |
| 3. Mid-Term exams:                    | Summative—60% |
| 4. Weekly class performances/quizzes: | Formative—40% |

The following list is provided to give students and parents, examples of items that can be subject to grading. Additional assignments may be given at the discretion of the directors.

- The student will be assessed on their sight-reading skill and knowledge of repertoire via live performance or an online recorded assignment.
- Students will receive a grade for music compositions, aural skills, and written assignments.
- Students will receive a grade for each mandatory before or after school sectional and rehearsal during a grading period. This also includes Zoom rehearsals that are scheduled by the director.
- Students will be evaluated on improvement of individual and ensemble skills during daily rehearsals, and the improvement of his/her performance skills during concerts.
- Students will be expected to demonstrate correct posture, air production, and articulation as monitored during rehearsals.

#### **Retake/Redo Policy:**

- Any student who wishes to redo/retake a failing assignment or assessment must complete a minimum of one intervention session during the teacher's regularly scheduled posted tutorial time.
- The student will schedule an appointment for the actual redoing of the assignment during teacher's regularly scheduled posted tutorial time and should be completed within the duration of tutorial time.
- Redo assignments or assessments will cover the same material, but the new assignment may have a different format.
- No redo shall extend beyond the current grading period.
- The student will receive the average of the two grades earned on the assignment or assessment.
- This opportunity does not extend to semester exams or assessments, or final exams or assessments.
- The redo procedure is not applicable to UIL eligibility concerns.



## **Communication with Parents and Students**

More than ever before, we need to make sure that the lines of communication are always open among directors, parents, and students. We encourage positive communication, and we are willing to discuss any aspect of a student's progress in choir with his/her parents. The Harker Heights High School Choir webpage has announcements, links, a calendar, and other information regarding choir activities relating to All-Region music, Solo music, handbook with all necessary forms, UIL C/SR Contest, The Knight Club audition preparation, ticket information, and sponsorship information. To access the website, go to [www.hhhschoirs.com](http://www.hhhschoirs.com). Please note that in some cases, you must have a Gmail address/account to access online forms and rehearsal material. This service is free and can be accessed online. Please contact the directors if a student or parent does not have access to the internet. Below is a list of the ways that we will communicate this year:

### **Schoology**

We will be using Schoology as the main portal for assignments, online lessons, and communication. Daily announcements, reminders, and any changes to the calendar will also be found here. Parents, we strongly suggest that you add yourself to your child's Schoology profile so that you are aware of what your child is learning in his or her class.

### **Email**

We will send out information and reminders of all events. All students will need to fill out the 2020-2021 HHHS Choir Contact Information google form located in the "Students and Parents" page on the choir website ([www.hhhschoirs.com](http://www.hhhschoirs.com)). This will help us create a contact information database for both students and parents. Emails may also be sent through **eSchoolPLUS**. Please make sure that the email address that you have on-file with HHHS/KISD is correct and up-to-date or you will not receive these messages.

**Remind**

We have another very valuable communication tool: **Remind**. The service is free and takes only seconds to subscribe. We use this service to send quick reminders and messages directly to your phone via text. All singers and parents should follow the instructions below (make sure to include the @ sign in your initial registration text message):

**Iron Maidens (1<sup>st</sup> Period)** and their parents must send the text **@girlpower3** to **81010**

**Pitch Black (2<sup>nd</sup> Period)** and their parents must send the text **@pbon3** to **81010**

**Master Singers (3<sup>rd</sup> Period)** and their parents must also text **@hh-masters** to **81010**

**Troubadors (4<sup>th</sup> Period)** and their parents must send the text **@hh-tbsing** to **81010**

**Cantabile (5<sup>th</sup> Period)** and their parents must send the text **@hh-nvsing** to **81010**

**Kantorei (6<sup>th</sup> Period)** and their parents must also text **@hh-jvsing** to **81010**

**Ensembles**

**Troubadors**: Non-auditioned group of all-male singers 9-12 not in Master Singers. Meets 4<sup>th</sup> period. Performance required at Fall, Winter, Pre-UIL, UIL Contest, and Jamalot! summative assessments.

**Cantabile**: Non-auditioned group of all-female singers new to KISD high school choir for grades 9-12. Meets 5<sup>th</sup> period. Performance required at Fall, Winter, Pre-UIL, UIL Contest, and Jamalot! summative assessments.

**Kantorei**: Auditioned group of all-female ensemble for 10-12 grade students not in Master Singers. Previous KISD high school choir experience required. Meets 6<sup>th</sup> period. Performance required at Fall, Winter, Pre-UIL, UIL Contest, and Jamalot! summative assessments.

**Master Singers**: Auditioned mixed choir for 10-12 grade students. Meets 3<sup>rd</sup> period. All members must maintain high standards of behavior in and outside of the choir room and on and off campus. Members must maintain passing grades and high attendance at school. All members must audition for All-Region and participate in Solo & Ensemble contest. Students may be removed from Master Singers for excessive ineligibility, frequent school absences, insubordination, or excessive behavior problems in academic classes/on-campus. Performance required at Fall, Winter, Pre-UIL, UIL Contest, and Major Works summative assessments. In the essence of safety, Master Singers will not be singing the National Anthem at home varsity football games. Instead, members of Master Singers will get the chance to audition to sing the National Anthem as a solo.

**Iron Maidens/Pitch Black**: Highly competitive, audition pop a cappella ensembles from among Master Singers. Iron Maidens meets 1<sup>st</sup> period; Pitch Black meets 2<sup>nd</sup> period. Members represent the choir program to the community at large. Members must stay clear of all school violations, school absences, behavior infractions, performance/concert absences, extra rehearsal absences, academic ineligibility, and activities outside of school that are illegal or would reflect poorly on the HHHS choir department and its members. Members must participate in All-Region choir auditions and Solo and Ensemble contest. It is the expectation that members, regardless of face-to-face or virtual learning format, attend weekly in-person rehearsals during their regular scheduled class time during the school day. This rehearsal schedule will be set during the first few weeks of school. These rehearsals are in place in order to prepare for ICHSA audition submission videos in October and competition in February. The expectation is that all members participate in ICHSA and/or any additional pop a cappella workshops or clinics scheduled throughout the year.



## Choir T-Shirts

All choir members are required to purchase a short-sleeved choir t-shirt that will be worn with jeans for informal performances throughout the school year. Choir members and parents also have the option of purchasing hoodies, if they would like. More information about choir t-shirts & hoodies, pricing, and payment/distribution dates will be available in early September.

## Letter Jackets

Choir Letter Jackets are issued to members of all KISD HS Choir programs based on the following criteria. There are no exceptions to these requirements, regardless of conflict.

Students will be eligible for a varsity letter jacket by earning a minimum of 10 points.

For each year enrolled and successfully completed in a competitive high school choir, students will earn:

|                            |                 |
|----------------------------|-----------------|
| <i>1<sup>st</sup> year</i> | <i>1 point</i>  |
| <i>2<sup>nd</sup> year</i> | <i>2 points</i> |
| <i>3<sup>rd</sup> year</i> | <i>3 points</i> |
| <i>4<sup>th</sup> year</i> | <i>4 points</i> |

Additional points will be earned from the following categories:

|   |                 |
|---|-----------------|
| <i>TMEA Region (placement)</i>                | <i>1 point</i>  |
| <i>TMEA Pre-Area (placement)</i>              | <i>1 point</i>  |
| <i>TMEA Area (placement)</i>                  | <i>2 points</i> |
| <i>TMEA All-State Choir</i>                   | <i>5 points</i> |
| <i>UIL S&amp;E Solo (Div. 1 rating)</i>       | <i>1 point</i>  |
| <i>UIL S&amp;E Ensemble (Div. 1 rating)</i>   | <i>1 point</i>  |
| <i>State S&amp;E Solo (Div. 1 rating)</i>     | <i>2 points</i> |
| <i>State S&amp;E Ensemble (Div. 1 rating)</i> | <i>2 points</i> |
| <i>State S&amp;E Outstanding Performer</i>    | <i>3 points</i> |

In addition to the above requirements, all students receiving letter jackets must also meet the standards of citizenship as set forth by the school, the district, and the state.



## Travel

Due to the current COVID crisis, events involving travel may be subject to change, and student/parent waivers may be required by KISD. When and if travel does take place, all students must adhere to the following:

Student conduct is expected to be at the highest level on any trip. In the event a performance causes a student to miss another class, the student is responsible to make up all missed work.

- Students must travel to events and return from events on the bus unless otherwise instructed. Any student wishing to arrive or leave with his/her parent must notify a director in writing with parent signature, prior to the event. Permission will be granted or denied based on the circumstances of the occasion.
- Students must adhere to all local and district mandates regarding social distancing and face coverings.

Special Note - Students are reminded that all performances start and conclude in the choir room. As a member of the choir, you are a representative of your school. Always be on your best behavior. If you are in doubt about an action, do not do it!

Your conduct at all times should be considered a good reflection on the school, the choir, your home, yourself, and the community. In addition to those policies set forth by KISD and HHHS, HHHS Choir members will adhere to the following policies:

- Be on time.
- You are responsible for your own possessions.
- Everyone travels with the group and returns with the group. Special permission to travel in some other manner may be granted if parent/guardian permission is presented in writing to the director at least 24 hours prior to the trip.
- Students will not be released to anyone unless a permission note, signed by the parent, has been turned in and the student has checked out with the director or designated chaperone.
- No changes may be made at any time during a trip without receiving notice of the change in writing.
- Ride the same bus for the entire trip.
- Follow the instructions of the choir directors, staff, bus drivers, and parent chaperones at all times. They are your legal guardians in the absence of your parents.
- For the safety and security of all of our students, the directors and chaperones reserve the right to check all luggage prior to departing and during any choir trip.
- **DRUG, ALCOHOL, AND TOBACCO POLICY:** The use of these items will not be tolerated during any choir activity at home or away from school. School and local authorities will deal with any student found with these items with the same penalties as if the offense occurred during the school day on campus. In addition, the students will be sent home immediately at the parent's expense. Students in violation of the policy will face the penalties set forth by the school and community where the violation occurred, including removal from the HHHS Choir program.
- Students must follow all HHHS Choir and KISD school rules as well as legal, ethical, and moral requests from directors or chaperones while on the trip.
- Bus travel is to be quiet. If students are to be competing on the same day as traveling, they must remain silent on the bus in order to protect the vocal cords from irritation.
- Trip Pick Up - Parents must be prompt when picking up their children from choir trips. Students are encouraged to bring cell phones on choir trips to call parents regarding our arrival time on our way home. We make every effort to return as close to the projected arrival time as possible. The choir directors' time with their families is valuable; please do not abuse our kindness by having your parents arrive late.

### **Chaperones**

Adult chaperones are a great asset for the choir program. Proper respect will be shown to all adults at all times. Chaperones are expected to follow all district and department guidelines.

### **Bus Conduct**

Student conduct is expected to be at the highest level on any trip, including, but not limited to trips taking place on school or commercial buses.

While on the bus students will:

- Remain seated at all times.
- Sit properly in a forward position.
- Adhere to all local and district mandates regarding social distancing and face coverings.
- Keep the bus clear of food, drinks, and debris (At times it may be necessary to eat on the bus. Every effort should be made to keep your area clean.)
- Keep all body parts inside the bus.
- Headsets can only be used with permission from the directors.
- Remain silent when addressed by the person in charge on the bus.
- Refrain from loud, boisterous talking, singing, screaming, whistling, inappropriate jokes, music players with speakers, etc.
- No public or private displays of affection.



## Digital Citizenship

Maintaining a higher standard of conduct will also include ensuring that choir member websites are appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication appearing on the internet is public domain, even if it is marked private. Members are responsible for their personal websites and postings, as well as posting from or on other students' websites. The areas of appropriateness will include but are not limited to profane, foul, or disrespectful language (abbreviated or alluding to), pictures, suggestive poses, clothing, references to alcohol, drugs, and/or tobacco, and postings (either verbal or photos) that could be interpreted as being negative or threatening towards other KISD teaching staff or choir members, or that demonstrate poor sportsmanship or a disrespectful attitude towards other choirs. Any such incident will result in review by administration and may lead to probation or dismissal from the choir. This will be even more vital as we continue with virtual learning platforms.

In addition to considerations listed above under Probation and Dismissal, choir members that violate the above guidelines shall be subject to the following:

- Upon confirmation of a violation, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors, and choir members. Parents/guardians will be contacted and made aware of the offensive behavior.
- If a violation occurs that is deemed to be of a more serious nature, including but not limited to a threat, bullying, inappropriate and/or foul language, or a series of violations, the student may be subject to a higher level of discipline as determined by the director and school administration, such as suspension, probation, or dismissal from the choir.



## Drug Testing/Media Permission Forms

All members of extracurricular activities in KISD must submit to random drug testing. Especially with our virtual learning platforms and the likelihood of virtual performances, students will be much more visible via videos and images. We need permission to broadcast or publish students' images. We must have these forms signed by each choir member and parent no later than **Friday, August 21<sup>st</sup>**, or within one week of enrollment in the program. Both of these documents can be found on the "Students & Parents" section of the choir website at [www.hhhschoirs.com](http://www.hhhschoirs.com).



## Acknowledgement and Consent Forms

Parents and Students, we will need you to please document your acknowledgement and consent for our Choir Handbook, Media, and Drug Testing forms electronically by submitting the "Acknowledgement and Consent Virtual Form" found on the "Parents and Students" section of our website at [www.hhhschoirs.com](http://www.hhhschoirs.com). Please submit this no later than **Friday, August 21<sup>st</sup>**.

