



Dear Harker Heights High School Choir 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,

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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.
2. Be respectful to others and yourself.
3. Be prepared for rehearsal.
4. Maintain the highest level of rehearsal behavior and focus.
5. Students should request permission to speak by raising their hand and waiting to be acknowledged.
6. Students should keep their belongings in the designated storage area.
7. 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.

Cell Phone Policy

Occasionally we will ask students to use their phones for instructional purposes. At all other times during class, cell phones are not permitted! A student with a phone out during class for any reason, other than instructed, will have the device confiscated and turned into the assistant principal's office. This includes looking at the phone for time. This is our campus policy, and we adhere to it.

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.

- 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 an 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. Any changes to the calendar will be communicated 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. This can be located in the "Students & Parents" section on the main homepage. The "Student & Parent Acknowledgement and Consent Signature Form" can be found on the final pages of the choir handbook document. This form will need to be signed by each student and his/her legal guardian and returned to the choir director by **Friday, August 30th**, 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 attendance for every choir member. Absences are excused for 1) personal illness with a doctor's note, 2) family emergency 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.

Concert Attire

All uniforms are provided for the students by the choir program. Singers must provide black shoes. Gentlemen must also provide black socks; ladies must provide black knee-high dress socks or stockings. 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, one 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:

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|---------------------------------------|-----------|-----|
| 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 a 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.
- 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

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. 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.

We will send out information and reminders of all events. Emails will 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.

We have another very valuable communication tool: **Remind101**. The service is free and takes only seconds to subscribe. All singers and parents should follow the instructions below:

Troubadors (4th period) members and their parents text **@hh-tbsing to 81010**

Cantabile (5th period) members and their parents text **@hh-nvsing to 81010**

Kantorei (6th period) members and their parents text **@hh-jvsing to 81010**

Master Singers (3rd period) members and their parents text **@hh-masters to 81010**

Pitch Black & Iron Maidens members and their parents text **@hh-acapop to 81010**

Ensembles

Troubadors: Non-auditioned group of all-male singers 9-12 not in Master Singers. Meets 4th period. Attendance required at Fall, Winter, Pre-UIL, UIL Contest, and Jamalot! Concerts.

Cantabile: Non-auditioned group of all-female singers new to KISD high school choir for grades 9-12. Meets 5th period. Attendance required at Fall, Winter, Pre-UIL, UIL Contest, and Jamalot! Concerts.

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

Master Singers: Auditioned mixed choir for 10-12 grade students. Meets 3rd 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. Attendance required at Fall, Winter, Pre-UIL, UIL Contest, and Major Works Concerts. Attendance is also required at home football games, plus additional community performances.

Iron Maidens/Pitch Black: Highly competitive, audition pop a cappella ensembles from among Master Singers. Iron Maidens meets 1st period; Pitch Black meets 2nd 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. Members will also have several additional evening, afternoon, or all-day rehearsals and extra performances. Attendance is required at all regional ICHSA events in which HHHS is competing.

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. The cost for each t-shirt is \$12.00. Choir members and parents will also have the option of purchasing additional t-shirts (\$12.00) or hoodies (\$20.00). All money for all options must be turned in to the HHHS cashier no later than Wednesday, September 4th.

Letter Jackets

Choir Letter Jackets are earned by choir students who achieve a series of accomplishments throughout their years in the Killen ISD Choir Programs. The criteria for this achievement are currently under revision by KISD. We look forward to sharing further details with you when the updated information is available.

Travel

The choir will frequently travel on either school buses or commercial buses. 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 for making 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.

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 on or off campus. 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

The choir will frequently travel on either school buses or commercial buses. Student conduct is expected to be at the highest level on any trip.

While on the bus students will:

- Remain seated at all times.
- Sit properly in a forward position.
- 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 LISD 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 the principal (or designee) and may lead to probation or dismissal from the choir.

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. We are also occasionally on TV or in the news. 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 30th**, or within one week of enrollment in the program. Both of these documents can be found on the last two pages of the choir handbook.

Parent Consent Form

Student Name (Printed)

Parent Name (Printed)

Please sign this form below, indicating you have read the accompanying handbook, you understand the information about our choir program, requirements for each choir, concert attire, concert attendance, classroom behavior, and that you will work to ensure that your student attends all required activities and adheres to all guidelines listed in the preceding pages.

Student Signature

Parent Signature

All Master Singers Enrolled in TBI

I understand the requirements for membership in Master Singers and I will work TBI around my ability to attend UIL Contests and other performances throughout the year. If I cannot fulfill this requirement, I will be moved to a JV choir.

Student Signature

Parent Signature

Master Singers/Pitch Black/Iron Maidens Only

I understand the requirements for membership in Master Singers, Pitch Black, and Iron Maidens. I will make sure my singer attends all extra rehearsals and performances, and I will ensure my singer avoids ineligibility and disciplinary problems at on-campus/school-sponsored events.

Student Signature

Parent Signature

All forms (Parent Consent Form, Media Consent Form, Drug Testing Release Form) must be turned in by Friday, August 30th or within one week of enrollment