

August 24, 2009

Dear Choir Members and Parents:

Welcome to another year of music-making, voice-building, leadership opportunities and expanding your musicianship. This handbook will help you to get the most out of your choir year, so I encourage students and parents/guardians to read it carefully. The last two sheets (three pages in all) need to be filled out and returned no later than Thursday, Aug. 27. Meeting this deadline will earn an A+ on your first "assignment".

We have two choirs at WHS, Concert Choir meeting 1st period, and Women's Chorus meeting 2nd period. Each student will sing an individual and private audition as part of your first quarter grade. Your audition will be scheduled at your convenience one evening during the first half of October. This audition will help me to know your voice and your level of expertise, which will in turn increase the effectiveness of the time we spend together. Our singers start the year at all levels of experience and vocal skill, but it is always a thrill to watch you work together and to support each other so that everyone rises to the next level and beyond. I hope many of our students will take advantage of Music Parent scholarships that cover half the cost of private lessons in either voice or piano.

Like so many organizations, we thrive because of generous volunteers. The Music Parents Association makes a huge contribution to the success of ALL of the ensembles at WHS. Their income from the Concession Stand at home football games supports our program. Choir parents will join in the fun by staffing the Stand on Friday night, October 16. Parents, as automatic members of the group, please join us for the first meeting Tuesday night, Sept. 1, at 8:00 p.m. in the Band Room. Email me at gilbert.am@wooster.k12.oh.us about your concerns or call **330-345-4000, ext. 8260** and leave a message. Check out our web site (www.whsmusic.nvi.net) often. Look under "Groups" for choir activities and photographs.

Thanks for all the time and energy you are committing to make this a fabulous choir year for every singer.

Sincerely,

Amy Gilbert, Director of Choirs

CONCERT CHOIR sectionals begin Sept. 15

SOPRANOS: Mondays, 3:00-3:30

ALTOS: Thursdays, 3:00-3:30

TENORS: Tuesdays, 3:00-3:30

BASSES: Wednesdays, 3:00-3:30

Parents, please DO NOT schedule routine dental or medical appointments on your student's assigned sectional rehearsal day until 3:45 or later.

WHS CHOIRS SCHEDULE for 2009-2010

Please mark the following dates in all family calendars and adjust schedules to allow for full participation. The Choir needs every member **PRESENT** in order to sound good. Performance dates are highlighted in **bold type**, as attendance is **required**.

Sept. 25	Homecoming
Oct. 16	Choir Parents staff Football Concessions
Oct. 19	Quarter-an-Order
Nov. 11	Veteran's Day
Dec. 7	Rotary Seniors Dinner (Concert Choir only)
Dec. 12	Pancake Breakfast
Dec. 15	Holiday Concert
Jan. 18	MLK Event
Feb. 13	Solo & Ensemble Adjudicated Event
March 5 or 6	Large Group Adjudicated Event
March 24	Jazz Night
March 27	Fine Arts Festival
April 20	Scarlet, Grey & Green Fair
May 18	Spring Sing
May 27	Music Awards Night

EVALUATION

Each term will include a different balance according to the events of that quarter, but over the course of the year, the following percentages provide the approximate basis for your final grade.

Concert Choir

Class participation	40%
Audition, Dictations, Assignments and Tests	20%
Sectional rehearsal attendance	20%
Performance participation (punctuality, uniform, concert etiquette)	20%

Women's Chorus

Class Participation	50%
Auditions, Dictations, Assignments and Tests	20%
Performance Participation	30%

WHAT TO WEAR

All choir members will need to have our official hoodie sweatshirt. If you did not travel to Chicago in April, **please bring in \$20 for your hoodie IMMEDIATELY (check payable to WHS Music Parents)**. Our first PAC performance is Dec. 7, by which time you will need **dark slacks, shoes and socks**.

Choir gowns will be assigned to each member for the entire year, just before our December concerts. After each performance, it is your responsibility to return the gown, zipped, to the hanger with your nametag, with your stole hanging on the same hanger and the hook facing the right shoulder. Allow for time to do it properly after each performance. You have been assessed \$7.50 to cover dry cleaning.

REHEARSAL PROCEDURES

Get a drink, fill your water bottle and go to the restroom BEFORE CLASS.

Discard any gum or food before entering the music wing.

Place your backpack in the left rear corner of the room.

Sit in assigned seat with your folder, pencil and water bottle.

When you hear the major triad, begin listening to the director.

If your music needs to be repaired, see the librarian after class.

Before returning a piece of music, erase your name and all markings.

At the end of class, wait INSIDE the door for the bell to ring.

RULES AND REGS

1. We treat all music with great care so it can be used in subsequent years. Your folder may go home at the end of the day, but must be back for the next rehearsal. You are financially responsible for returning your music in pristine condition. It costs approximately \$1.70 per copy to replace each lost or damaged copy.

2. A student may remove anything from a slot belonging to another student only with Director approval. Use your slot ONLY for the choir folder. Do not place stickers or other decorations on school-owned music folders. Before returning your music, remove all pencil markings.

3. There is to be no food or drink (except for water bottles) in the music area at any time.

4. Never touch an instrument unless it belongs to YOU. The piano may be used WITH PERMISSION from the Director.

5. Enter the Music Office only after asking permission.

6. The phone is used only with a Director's permission.

7. Students may use music practice rooms only with prior permission and when there is a Director present in the music area.

ATTENDANCE POLICY

Choir members have an obligation, not only to themselves, but to their fellow singers. In order to achieve the finest results, attendance at all sectional rehearsals and performances is mandatory. There will be rare occasions when absences due to illness, death in the family, etc., necessitate exceptions being made. The following policy is designed to maximize your success and that of the whole choir.

EXCUSED ABSENCES

1. In order to be excused from a performance, the student must attend a full-length choral concert by another community or school choir and submit a written report. The concert grade will remain at zero until the report is turned in. The make-up grade will be based on the accuracy and completeness of the student's observations.
2. A note with the student's name, the reason for the absence, the date of the absence, a phone number, and the student's signature must be submitted **BEFOREHAND** to the Director for each absence from a sectional rehearsal. In the case of anticipated absence from a performance, the note must be written and signed by a parent, submitted **TWO WEEKS IN ADVANCE**, and must include a phone number where the parent can be reached for a discussion of the make-up requirements.
3. If a student misses a rehearsal or performance due to an emergency, the student should turn in a note from the parent/guardian with the same information the next day. If a student has an excused absence from school, s/he is automatically excused from sectionals or performances that day.
4. Absences will be excused for reasons of conflicting school activities, illness, a death in the family, or vacation with the parents. **Please do not schedule routine medical/dental appointments on days when you have sectional rehearsal.**
5. When there are direct conflicts with other school activities, a note must be submitted to the Director as far as possible **IN ADVANCE**. See the WHS policy entitled: Guidelines for Students in Multiple Activities.

UNEXCUSED ABSENCES

1. Failure to give advance written notice or, in the case of emergencies, to provide an immediate written explanation.
2. Transportation issues. (You are expected to make arrangements in advance for a ride to and/or from school.)
3. Jobs. (Your first obligation is to your school and its activities. Employers should be notified well in advance of your obligations. Provide them with a copy of your schedule to assist them in scheduling your hours. The director will be happy to phone your employer if necessary.)
4. Observation of other school activities.
5. Vacations without parents.

TARDY POLICY

Concert Choir meets during first period. Students will be considered **TARDY** for class if they are not seated and ready with music and pencil to begin working when the tardy bell rings. Three tardies in one quarter will result in after-school detention, and continuing problems will result in in-school suspension.

Women's Chorus meets during second period. Students will be considered **TARDY** if they are not inside the room when the tardy bell rings. They will have one minute more to take their seats and be ready to sing. Three tardies in one quarter will result in after-school detention, and continuing problems will result in in-school suspension.

CHOIR COUNCIL

Choir Council is made up of volunteers. Each Choir will have its own officers. The Director decides which volunteer will fill which position. Besides the duties listed below, the Council will meet 5-6 times during the year. Please consider the jobs below and submit an application showing your preferences to Ms. Gilbert by Thursday, August 27.

PRESIDENT

1. Remind other Council members about upcoming meetings and obligations.
2. Coordinate with and assist the Director and substitute teachers.
3. Marshall choir members into proper order for performances.

VICE PRESIDENT

1. Plan and coordinate social events and team builders.
2. Collect and distribute assignments.

SECRETARY

1. Help with attendance records.
2. Write thank you notes.
3. Take minutes during meetings and post a typed version on our bulletin board.

STAGE MANAGER

1. Liaison with the Director regarding performance needs.
2. Recruit and coordinate volunteers for stage set-up and tear down.

LIBRARIAN

1. Prepare new music for distribution.
2. Help distribute and collect music.
3. Repair music as needed.

MEMBER AT LARGE

1. Attend Council meetings and add your ideas to discussions.
2. Vote on planning decisions.
3. Assist other officers as needed.

FUNDRAISING OPPORTUNITIES

This is a travel year for Bands and Orchestra, but next year will be the Choirs' turn. All money that singers earn through the Pancake Breakfast and Citrus Sale goes into their individual travel accounts and carries over to pay for our trip in the spring of 2011. Those are the only opportunities this year to build up those travel accounts.

WE NEED YOUR HELP!

Our Music Parent Vice President for Choir this year will be Terri Lynn Brosseau. Please volunteer to help her, the students and me by checking a few of the jobs listed below. You will meet a great group of other parents and help to keep things running smoothly behind the scenes. Thanks so much!

- _____ Work at the Concession Stand on Friday night, October 16
- _____ Work a shift at the Pancake Breakfast on Saturday, Dec. 12
- _____ Bake or buy cookies or squares for Concerts on Dec. 15 & May 18
- _____ Chaperone for PAC Concerts and/or bus trips as needed
- _____ Collect and tabulate fruit orders and money at the end of the Citrus Sale
(a weekday morning in late January)
- _____ Help to distribute fruit at Buehler's warehouse
(an early evening in Feb., date to be determined)
- _____ Help to serve ice cream on May 27
- _____ Be on call for other needs throughout the year

Many thanks to the following parents who will fill essential positions this year:

Terri Lynn Brosseau, Vocal Music Vice President
Charlene Carafelli, Quarter-an-Order Chair & Wardrobe Chair
Sue Chapman, Concert Receptions Chair
Carol Labuza, Chaperone Chair
Cally King, Mike & Lisa Crawford, Sponsor-a-Song Co-Chairs

HANDBOOK ACKNOWLEDGMENT

Student's Name (print) _____

I have read and agree to abide by the policies of the Wooster High School Choral Music Department.

Signature of **Parent or Guardian**

Date

Signature of **Student**

Date

DATABASE INFORMATION (please print legibly in dark ink)

Student's email address _____

Grade _____

Voice Part _____

Home Phone Number _____

Street Address _____

Student's Cell Phone Number _____

Student's email _____

Parent/Guardian's Full Name _____

Work Number _____

Cell Number _____

Email _____

Parent/Guardian's Full Name _____

Work Number

Cell Number

Email
