**RINCON/UNIVERSITY H.S. CHOIR HANDBOOK**

Welcome to the **2019-20** school year of the Rincon/University High Choral program! You are a member of one of the finest choral music programs in the State of Arizona. During the year, regardless of which choir you are a member, you will experience many different types of music, learn more in the way of music theory and music history, and make some of the strongest friendships of your high school career. We will learn, as a group, to share ideas, goals, and our love for music.

This handbook will provide you with course requirements, expectations, consequences, and responsibilities associated with the RHS/UHS Choral program.

**ATTENDANCE**

Students are expected and required to participate in all classes, rehearsals, and performances relative to the group in which they are a member. All absences **during** the school day must be excused through the Rincon or University attendance office.

Policy highlights **during** the school day:

* Parents must notify the school prior to the absence with date, time, and reason of their child’s absence.
* Teachers will provide all students who are absent (excused & unexcused) from each class with make-up work. Credit will be given for work completed in a timely manner (one day for one day absence, 1-1).

**It is the student’s responsibility to approach Mrs. Boosamra Ball so she can determine the assignment that needs to be completed.**

***TUSD regulations require the activities office to clear absences from school, prior to any competitions. Absences MUST be called in and excused by a parent/guardian. No student can be absent (excused or unexcused) on the day of a* *competition.***

**TARDINESS**

Tardiness is not acceptable in choir. If you are not in your seat with your daily materials (music folder and pencil) by the time the tardy bell rings, you will be considered tardy and lose half of the daily points. On the 3rd tardy, a parent will be called and you will receive a ‘T’ on your report card. On the 4th or more, there will be a parent phone call and the student will be referred to the Assistant Principal in order to develop ways to correct the problem.

**GRADING POLICY**

All students enrolled in any of the choirs offered by Rincon/University High School will receive a grade for each quarter and semester. A choir member’s grade is averaged against the total number of points possible per quarter/semester. Not all choirs will have the same number of points possible, due to different expectations for the level of the choir. The maximum point values and their corresponding activities are as follows:

**500 points – Concerts (Required for all choirs)**

500 points – Written Bio’s on selected composers (Beg. Chorus 2nd sem.)

200 points – Festivals of any kind, includes Solo and Ensemble/Regionals

**200 points – Final Dress Rehearsals (Required)**

50 points - Periodic theory, sight-singing and/or participation forms

25 points - Vocal Memory checks in class

**10 points - Daily Participation (Music & pencil are req. for full pts.)**

**10.1% of grade – Written Concert reports (1 per semester Adv. & Int.)**

*\*If you are an active member of a professional or church/synagogue choir, or take weekly private voice lessons, a report will not be required. You must have a letter written and signed by your director stating that you are a regular participant. This must be done for* ***each semester****. An email from your director/voice coach will also be accepted.* ***(A choir student cannot get an “A” without this report)***

**WRITTEN REPORT CRITERIA (Advanced Choirs only)**

* Your report must be written about a **live** performance that you have attended. It can be any musical genre of your liking.
* Write the report as if you are reporter for a newspaper. Discuss the actual performance and include a discussion about musicality, visual performance, and overall audience acceptance.
* **Only typed, double spaced, 12 font papers will be accepted**.
* The paper must be turned in within **one week** of attending the concert.
* There is only one report due per semester and it must be turned in at least one week prior to the end of the semester. There is a report due EACH semester.

**MISSING GROUP REHEARSAL AND PERFORMANCE DAYS**

* If you have an unexcused absence on a day that other students are counting on you, you will have an alternate assignment to make up your rehearsal points.
* For group projects, if you miss more than half of the time your group has to work on the project; your group and the teacher have the option to replace you.  You will be given alternate assignments for the rehearsal time missed and for the performance.
* If you miss a performance day, you will be given an alternate assignment.

Even if you make up your points through alternate assignments, your participation grade will be affected by unexcused absences during group projects.

**PARTICIPATION GUIDELINES**

Attendance, punctuality, participation, cooperation, preparedness, attitude, leadership, and enthusiasm are critical for a successful choral program. These elements will be the criteria for deciding the amount of points given to you by the director. Please read the guidelines provided:

**Participation Guidelines**

|  |  |
| --- | --- |
| **Grade is based on 10 pts per day / per quarter** | **Criteria** |
| Superior: 440 – 411 “A” | Student:  1)       Actively participates in class discussions, is respectful of others’ opinions and ideas, and avoids dominating.  2)       Has no tardies  3)       Has no unexcused absences.  4)       Is alert, involved in and focused on class activities.  5)       Comes to class with proper materials, (music folder and pencil)  6)       Turns work in on time.  7) Follows classroom rules |
| Excellent: 410 – 381 “B” | Student:  1)       Actively participates in class discussions, is respectful of others’ opinions and ideas, but sometimes dominates discussion.  2)       Has only one tardy or less.  3)       Has no unexcused absences.  4)       Is generally alert, involved in and focused on class activities.  5)       Usually comes to class with proper materials, (music folder and pencil)  6)       Turns work in on time.  7) Follows classroom rules |
| Good: 380 – 351 “B-“ | Student:  1)       Participates in class discussions, is respectful of others’ opinions and ideas, but often dominates discussion.  2)       Has two tardies or less.  3)       Has no unexcused absences.  4)       Is generally alert, involved in and focused on class activities, but sometimes is distracted by side conversations or other unrelated activities.  5)       Usually comes to class with proper materials (music folder and pencil)  6)       Turns in work on time, with one exception.  7) Follows classroom rules |
| Fair: 350 – 321 “C” | Student:  1)       Participates in class discussions, but dominates excessively or has instances of disrespecting others.  2)       Has more than two tardies.  3)       Has fewer than 2 unexcused absences.  4)       Is often distracted by side conversations or other unrelated activities.  5)       Sometimes comes to class without proper materials.  6)       Sometimes turns in work late (more than once).  7) Usually follows classroom rules. |
| Poor: 320 – 291 “C-“ | Student:  1)       Rarely participates in class discussions, or does participate often but dominates excessively and tends to disrespect others.  2)       Has more than two tardies.  3)       Has two or more unexcused absence.  4)       Is often distracted by side conversations or other unrelated activities.  5)       Often comes to class without proper materials.  6)       Often turns in work late (more than once).  7) Sometimes follows classroom rules |
| Very Poor: 290 – 261 “D” | Student:  1)       Rarely participates in class discussions, or does participate often but tends to disrespect others.  2)       Has more than three tardies.  3)       Has two unexcused absences.  4)       Is often distracted by side conversations or other unrelated activities.  5)       Often comes to class without proper materials.  6)       Often turns in work late (more than once).  7) Rarely follows classroom rules |

**CLASSROOM CONSIDERATIONS**

The time we spend in rehearsal is limited and being properly prepared for performances is critical. Whenever a group is in rehearsal, each member of the choir must refrain from unnecessary talk, have a pencil, remain attentive, and always sing to the best of their ability. Backpacks will be stored on the side or back table or against the North wall. This will allow the director the freedom to move the singers into different places within the room without clutter or possible safety hazards. **On the last Friday of each month, the table against the North wall will be cleared of all items left behind and they will be donated to charity.**

**INSTRUCTIONAL RULES**

1. Be ready to sing, have your music folder and a **pencil** in class for all rehearsals. Random “Pencil Checks” will occur throughout the week. If your pencil is not on your person, you will lose points for the day.
2. When the Director has begun rehearsal, all conversation will end. Focus must be directed to what the Conductor is having the class work on. No other activity, including homework or test prep, will be allowed.
3. Be ready to sing when the Director is ready to start. Don’t be the person everyone has to wait for, it wastes valuable time.
4. Only sing when you are instructed to do so. If the Director is working with another section or individual, it is your responsibility to be critically listening and mentally thinking through your own part (audiation).
5. Raise your hand if you have a question or need help. Please keep your personal opinions and comments to yourself. Feel free to discuss your thoughts with your section leader, choir officers or Mrs. Boosamra Ball after class.
6. While singing, feet should be flat on the floor, backs off the chair, and sitting up straight. This is called “Choral Posture”.
7. Students may only leave their seat to get a drink of water, when they are not singing. If this privilege is abused it will be taken away. It is preferred that you keep a water bottle by your seat during class. Only covered water bottles are allowed.
8. There is Zero Tolerance Policy for ANY personal technology in the classroom including cell phones and/or any type of MP-3 player during rehearsal. All headphones must be removed before you enter my room. If you are caught using any item, it will be taken and put in my office until the end of the class. If it occurs more than once, it will be turned into the Principal’s office for your parents to retrieve and your grade will be affected.
9. The **Conductor** ends the class period, not the bell. If we are in the middle of a musical phrase or instruction is being given when the bell rings, sit quietly until you are excused. Students will usually be given 1 minute to return their folders and have time for any other questions.

**SECTIONALS**

All sectionals will take place on a pre-determined day. Concert Choir will meet after school on Thursdays, **every week** beginning on August 9th from 3:25 – 5:00 p.m. unless otherwise noted. These rehearsals are **mandatory** and will be graded.

You will always have a 1 week advanced notice about all additional sectionals. **It will be your responsibility to read the side board daily.**

**RESPECT**

Respect starts with you. Always ask yourself if what you are about to engage in is the way you would want to have someone treat you. This goes for your personal property, respect for the choir room, teachers, accompanists, guest directors, substitute teachers, parents, administrators and your peers. Always remember, regardless of the situation , whenever you say or do anything, it is instant history and there is no taking it back; **it is forever**. Always try to be a positive influence. Smile and be happy as often as possible…it IS contagious!

Any choir member who steals another person’s belongings will be referred to an administrator and possibly the police. The director will also suggest that the student be removed from the choral program.

Profanity, sexual harassment, bullying or lewd behavior of any kind will not be tolerated. One warning will be issued for a first offense, followed by a written referral for a second offense along with a parent call. A third offense will involve an administrator and all of the aforementioned items.

**CHOIR ROOM**

We are very fortunate to be in a state of the art facility. I spend a great deal of time here, as will many of you. Let’s do our best to keep it looking great and clean! When music is not being used, please keep in its folder and in the proper numbered slot in the music folder cabinet. **NO FOOD, DRINKS OR GUM WILL BE ALLOWED IN THE CHOIR ROOM DURING CLASS TIME!** Any garbage must be put into the trash receptacles. Anyone disrespecting this rule or purposely messing up the Choir room will clean it up and lose 50 points. **Please help each other keep our room beautiful!**

**CHOIR ROOM OFFICE**

No one is allowed in the director’s office at any time without permission.

Only department aides and officers will have permission to enter **if** there is a need.

**ELIGIBILITY (Advanced and Intermediate choirs only)**

Chorale, Advanced Women’s Ensemble and Choraliers are all active in various festivals through out the year. Each student must maintain academic eligibility at each grading period in order to participate in the various festivals. The festivals are a required part of the Choir program. **Each student is responsible for staying current with his or her schoolwork. Each student is an integral part of the Choral program. One ineligible student negatively affects the quality of any performance.** Any student, who becomes ineligible by the end of the third quarter, will not be allowed to try out for Choraliers for the next school year. Eligibility reports are every 4 ½ weeks.

**Emergency forms, participation fees, and information**

Each member of the Concert Choir must pay their $50.00 participation fee by Friday, August 23, 2019 or have turned in their application for assistance through the Educational Enrichment Foundation (EEF). Anyone already approved for free or reduced lunches is eligible for assistance if there are no “F”’s on your report card and you maintain a 2.5 GPA. This is to be paid in the Finance office or on-line via your personal In-Touch account. The Emergency forms are now all being done on-line through  [**tucson2.atsusers.com**](file:///\\RINCONDC\Boosamra-Ball007039$\2017-2018%20Main%20Flies\Choir%20Calendar%202017-18\Handbook%202017-2018.docx) for further instruction visit our webpage at: [ruhschoir.weebly.com](file:///\\RINCONDC\Boosamra-Ball007039$\2017-2018%20Main%20Flies\Choir%20Calendar%202017-18\Handbook%202017-2018.docx)

**Failure to do this by the date listed may result in removal from the choral program.**

**COMPETITION FEES**

The Choral Department will cover the cost of all audition fees for the Advanced Choir students participating in the Solo and Ensemble, Regional and All-State Choir Auditions. All members of Choraliers and Adv. Women’s Ensemble are **required** to participate in Regional Auditions and Chorale members are encouraged, but not required. **However,** if a student becomes ineligible due to a failed class, or does not attend the competition due to illness, or any other reason, they will be expected to **reimburse** the choral department.

**CONCERT ATTIRE** **(If there are financial concerns, please contact Mrs. Boosamra directly)**

**A cleaning fee for the dresses and tuxedos is $20.00 for the entire year. Please bring your money ASAP. Checks are to be written to RUHS Choir or cash (preferred).**

**Chorale /Concert Choir (period 5)**

Women: Black Concert Dress **– provided**.

Jewelry: White pearls and earrings –

Men: White, pleated, long sleeve, tuxedo shirt -**provided**

Black bow tie, with strap - **provided**

Black Tuxedo including pants **- provided**

Black dress shoes and black socks

**Advanced Women’s Ensemble (period 6)**

Purple Concert Dress **– provided.**

Black dress shoes – NO flip-flops of any kind

Jewelry: White pearls - **provided**

**Choraliers (period 4)**

Women: Long black skirts **provided**

New blouses are being made/purchased this year. Cost: TBA

Long, solid black dress pants for some of the Jazz concerts. Black dress shoes, closed toed

Men:

Black Tuxedo w/dress pants, - **provided**

Black dress shirt - **provided**

Ties and vests Cost: TBA

**Beginning Mixed Chorus (period 3)**

Ladies: Long (floor-length) black skirts - **provided**

Black dress shoes (no tennis shoes)

White blouse or sweater (no spaghetti straps)

Men: Black dress pants

Black belt

Black dress shoes

Black socks

White dress shirt (no T-shirts)

Long tie (optional)

Shirts must be tucked in for concert

**Dress Code for ALL choirs**

The dress code of our school and TUSD will be followed at all times

While in concert attire and for **all** performances:

* Hair and make-up should be done with good taste (make-up, light)
* No excessive jewelry, no dangling earrings or bangle bracelets.
* Other than earrings, all facial piercings must be removed. Small side nose studs are permitted, if discreet. Please be prepared with clear plastic plugs for concerts for all other facial piercings.
* Perfume, scented hairspray, and after-shave are **not** permitted.
* **Cleanliness is a must. Showered, shampooed, teeth brushed and deodorants are critical; your riser partner will appreciate it.**

For performances or field trips NOT in required concert attire there will be no:

* Skirts shorter than knee length
* Strapless shirts or tops
* Clothing in disrepair (i.e. holes or tears)
* Bare midriffs
* Bare backs
* Excessively baggy or tight fitting pants
* Clothing with inappropriate logos

All choir students who are not properly attired for ANY performance or field trip, will not be allowed to perform and will receive a ZERO for that performance.

**FUNDRAISING**

All fundraising is voluntary, so therefore, not required. However, we hope that every student will participate in at least some of the many fundraising opportunities that will be offered throughout the year. Some will be designated to help fund the entire Choral department, while others will benefit the individual student. Regardless, all students who participate in any of the fundraising programs will be held accountable for all items being sold, as well as all monies being turned in.

All monies will be tracked individually per student, including AZ Tax Credits. If Tax Credits are being donated on-line through TUSD, PLEASE make sure to send in the receipts so we can track it for your student. Get your AZ Tax Credits requests started now!

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This is going to be an AMAZING year for all of us. The musical abilities in this school are beyond the wildest imagination. It will be very important to keep the lines of communication open, so that if problems do arise, we can tackle them quickly and effectively. Students, make sure you know who your class officers are for the Choral department and utilize them to help with any problems that may occur. They will interact with the Mrs. Boosamra Ball and together find solutions to all issues that may occur. With communication, all things are possible!

Please keep the Rincon/University Choral Department at the level we have become accustomed to…SUPERIOR!!! Personal problems need to stay outside the choir room doors so we can make amazing music on the inside. Be proud to be part of the Rincon/University H.S. Choral Department family!

Sincerely,

Mareena Boosamra Ball

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**RINCON/UNIVERSITY HIGH SCHOOL CHOIRS**

**2019-20 INFORMATION AND CONFIRMATION SHEET**

***Please print CLEARLY!***

**STUDENT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP CODE\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOME PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STUDENT CELL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GRADUATION YEAR\_\_\_\_\_\_\_STUDENT E-MAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(circle one) Rincon H.S. or University H.S.**

**Birthday \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_**

**VOICE PART(S,S2,A,T,B)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Check all that apply)**

**Beg. Mixed \_\_\_\_\_\_ Chorale\_\_\_\_\_\_ Adv. Women’s Ens. \_\_\_\_\_ Choraliers\_\_\_\_\_**

**Father’s Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mother’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**We, the undersigned, have read, understand, and accept the elements of the 2019-2020 Rincon/University High School Choir Handbook.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature Date

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Parent/Guardian signature Date

Please sign and return this page of the handbook, your agreement/contract, by Friday, August 9th. This is the first assignment for **all** choir students and is worth **100 points**.