

**Centerville High School**  
**2016-2017 Choir Handbook**  
[www.centervillechoirs.org](http://www.centervillechoirs.org)



**Choral Director:**

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Dear Choir Parents and Students,

Welcome to the Centerville Choirs! I am so excited to be teaching at Centerville High School and to be a part of this wonderful school district. I have so much planned for the coming year and I look forward to making it a success. The choirs are made up of students with the desire and ability to sing quality music. These students should also be willing to do the work necessary to improve not only their musicianship skills (vocal technique, sight-reading, music theory and history), but also their ability to work with a variety of people, be leaders in the school and community, and improve their self-confidence. I look forward to working with the students to have a productive and enjoyable year!

I have prepared this handbook for your information. The concerts, contests, and special events that are an outgrowth of our classroom activities play an important role in developing musicianship and maturity. In an effort to enhance communication, I will maintain a web page with forms and school handouts at <http://www.centervillechoirs.org>. I will keep parents and students up to date this year through Charms. Information on how you should sign up for Charms will be sent home on the very first day of school. All parents should also be on the lookout for this information. Charms is vital to our book keeping and communication, therefore it's very important that all families fill out their contact information in Charms correctly.

Take special note of the choir schedule – you are responsible for all of those dates.

Please read the handbook carefully and **return the last page** with the necessary signatures. Filling out the last page of the handbook correctly is VERY important in order for you to make sure you get the communication from the program that you need.

Ben Spalding

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## Grading Scale

Grades are determined as follows:

### Quarterly Grades

33% - Concert Grades

33% - Daily Work

33% - Quiz Grades (both written & singing)

### Semester Grades

40% - First Quarter grade

40% - Second Quarter grade

20% - Final Exam

# DAILY WORK AND ATTENDANCE

“It is better to aim for 'excellence' and hit 'good' than to aim for 'good' and hit 'average'.”

## Participation Grade

Each student is awarded a participation grade each day for work in class. The factors considered in the awarding of participation grades are:

- Work habits (including posture & technique)
- Quality of classroom work (accuracy, musicality, preparedness)
- Rehearsal habits and attentiveness in class
- Attitude exhibited in class (attentiveness, responsiveness, energy, enthusiasm)
- Completion of classroom and homework assignments
- Cooperation with teachers and peers
- Classroom behavioral choices
- Proper materials (pencil, paper, folder, and music)
- Classroom notebook
- Promptness to class

## Illness

What to do if illness keeps you from participating in daily work:

- Notify the Director on the way into class by signing the class logbook.
- If you become ill after the class has started and are unable to participate because of illness, you must immediately notify the Director by signing the logbook.
- An ill student may be allowed to forego classroom singing at the Director's discretion for up to a maximum of four days during a school year. After that, a parental note will be required. However, you are still expected to follow along with the work done in class and to complete the designated written and listening assignments. This is not to be used as an opportunity to do work from another class.
- In cases of extended illness or habitual non-participation, a doctor's note may be required. You will only be allowed 5 sick days in class the entire year.

## Classroom Notebooks

- Students will be expected to keep a class journal with all notes, assignments, listening assignments, and quiz papers from class. This is especially important since there is no textbook for choir.
- These journals may be collected without advanced warning at any time and included as part of the daily grade.

# MAKE-UP WORK AND ASSIGNMENTS

## Make-up Work for Excused Absences from Concerts

- Since the concerts for choir are essentially the tests for the material learned in class, it is necessary that these “tests” be made up if an absence should occur.
- Work should be made up within one week of your return to class, unless you have made special arrangements with the teacher.
- It is your responsibility to see the teacher for a make-up assignment for an excused concert absence. See below for more information.

## Make-up Work for Daily Absences

- Attendance in class is necessary to make a significant contribution to the choir. A student will be given a make-up assignment once they have missed more than 4 days of class.

## Make-up Assignment after 4 Daily Absences

- Select a topic involving music or musicians that interests you or listen to a classical recording or music broadcast on PBS. Complete a written report, one page in length, on that subject for each day of absence past your allotted 4.
- This assignment is due within one week of your return to school.
- If you have been absent with an extended illness (four or more consecutive missed days), you must see the teacher within your first week back in order to arrange your make-up assignment.

# INDIVIDUAL QUIZ GRADES

- Quiz grades will constitute one-third of the quarterly grade average.
- Areas to be evaluated include: musical notation and terminology, physiological terminology, singing checks over concert music, listening and musical dictation, historical information, and musical literature covered in class.

# CONCERT ATTENDANCE/GRADES

PERFORMANCE AT ALL CONCERTS IS A REQUIRED PART OF THE CLASS.

- A numerical grade is based upon punctuality, correct dress, on-stage and off-stage behavior, and musical contribution.
- If you miss a concert due to an excused absence, a make-up assignment must be completed, as explained below.
- No make-up credit will be given for concerts missed due to work, lack of transportation, or other unapproved excuses.

Concerts are the most critical activity of the choir class. They are a demonstration of the learning that is taking place in the classroom on a daily basis. Your attendance, behavior, performance, and promptness at concerts and dress rehearsals are all considered in the assignment of final grades. Plenty of advanced notice is given so that you can make arrangements to attend.

Since the learning that occurs at a concert is a result of observing other performers in action as well as performing, students are required to remain for the entire length of the concert in order to receive full credit for the concert.

The only exceptions that will be made are in cases of severe illness or when your parent has made arrangements, in writing, at least one week before the concert date. The Director reserves the right to require medical documentation when appropriate or to deny the absence following consultation with the CHS Principal for absences other than illness, funerals, or religious holidays.

- When a student has missed a concert and has an excused absence, they will be given the opportunity to make up the work with a written assignment when the absence has been excused.
- All excused concert absences must be made up to receive proper concert credit.
- Unexcused absences may not be made up and will result in dismissal from the ensemble.

## DRESS REHEARSALS

- In order to sing in the concert, you must have attended the dress rehearsal.
- Dress rehearsals will usually be held after school on the day of the concert, or as announced ahead of time.
- Medical or dental appointments of an emergent nature or unavoidable college visitations are considered an excused absence from a dress rehearsal; although, it is recommended to avoid these if at all possible.
- Other exceptions will be granted only when a parent has made arrangements one week in advance; when the Director, after consulting with the administration, deems that extenuating circumstances were of an unavoidable nature; or in cases of severe illness. The Director reserves the right to require medical documentation to confirm the severity of the illness.

## CONCERT DRESS

- Choral Uniforms for Symphonic Choir, Women's Choir, Men's Choir and Concert Choir are provided and required to wear at each concert. Every student will be fitted at the beginning of the year for their uniform. Cost and the pieces provided vary for each choral group. Symphonic Choir women must purchase the required earrings and a necklace.
- Please note: Every student is required to provide black dress shoes. Black flats are required for women. Points will be deducted from your concert grade for failure to wear the required concert attire. The teacher should be notified in advance of any extenuating circumstances.
- **Uniform pieces MUST be returned the night of the Senior Recognition Concert, with the exception of Symphonic Choir that will use them at Graduation. Students will be responsible for the cost of any items not returned.**

## EXTRA REHEARSALS

- Every attempt will be made to keep additional out-of-school rehearsals to a minimum. They are sometimes necessary, however, to help the students achieve their best performance.
- Notice of mandatory rehearsals will be given at least one week in advance.
- Failure to attend a mandatory rehearsal will cause a loss of points, a decrease in the student's concert grade average, and may prevent the student from participating in the upcoming concert, subject to the Director's discretion.
- The Director reserves the right to lower a student's grade when a rehearsal is missed with insufficient documentation.

## BUS TRANSPORTATION

- When a bus is provided by the school system for a school-related event, **ALL STUDENTS MUST RIDE THE BUS** unless prior arrangements have been made in writing and approved by the Director.
- In addition, students are expected to ride only the bus to which they have been assigned. Any exceptions to this rule are to be made at the Director's discretion only.
- Due to the liability factors involved, students who disregard these rules will be disciplined accordingly.

# CLASSROOM EXPECTATIONS

The expectations listed below are provided to help the class to run smoothly. Behavior is always a matter of choice. Often problems can be avoided by thoughtful reflection before acting.

Discipline matters which are violations of the school discipline code will be handled according to the school discipline code and in cooperation with the appropriate administrator.

## Student's Responsibilities

1. Always be quiet and attentive when the teacher is teaching, conducting, or giving instructions.
2. Always give every task your best effort and work only on the assigned musical task, unless otherwise given permission.
3. Always remain in your assigned seat unless otherwise given permission.
4. Bring the following materials every day: music, pencil, and paper. Use only the music that has been assigned to you, unless otherwise given permission by the instructor.
5. No candy, gum, food, or beverages are allowed in class without specific permission.
6. If you are unable to participate due to illness or injury, notify the instructor on the way into the room by signing the logbook near the door.
7. If you have any other needs of a non-emergency nature, notify the instructor without disrupting class by signing the logbook near the door on the way into the classroom.
8. Return homework and any papers requiring parental signatures on time.

## Consequence Levels

- Level 1: Verbal Warning
- Level 2: Last Out (talk to teacher after class)
- Level 3: Call Home
- Level 4: After School Detention
- Level 5: Office Referral

# CHORAL SERVICE AWARDS

Service awards are presented each year at the Senior Recognition Concert. These awards are gained through earning service points beyond the scope of the daily classroom.

The total points for each award is as follows:

- First Level Award - 400 points (Choir Letter)
- Second Level Award - 700 points (Pin)
- Third Level Award - 1000 points (Plaque)
- Fourth Level Award - 1300 points (Baton)
- Fifth Level Award - 1600 points (Special Plaque)\*
- Sixth Level Award - 2000 points (Special Award)  
\* only if 5<sup>th</sup> level was received the prior year

## Service Points List

### I. GENERAL POINTS

Concert Choir and Women's Choir .....	150
Symphonic Choir .....	200
Forte .....	200
Bonus for 4 years participation .....	50

### II. SCHOOL RELATED ACTIVITIES

Contest vocal solo .....	30
Contest small ensemble .....	20
Contest piano solo .....	10

### III. FALL AND SPRING MUSICALS

(150 point maximum per year)

Lead .....	100
Minor, chorus, or stage crew .....	75
Other crew work (each crew).....	25
Pit Orchestra.....	50

### IV. OTHER MUSICAL ACTIVITIES

(Written confirmation from parent or director)

State, regional, or summer choirs.....	40
Church choirs.....	40
(40 point maximum per year)	
Other performances.....	5
(30 point maximum per year)	
Outside Concert attendance .....	5
(30 point maximum per year)	

### V. PRIVATE MUSIC LESSONS

(Teacher Signature Required)

Voice (full year) .....	50
Piano (full year).....	35
Guitar (full year).....	25

### VI. SERVICES

Choir officer.....	40
Section leader or librarian .....	30
Wardrobe.....	30
Aide.....	50
Accompanist.....	15
(45 point maximum per year)	
Choreographer.....	15
(45 point maximum per year)	
Design of program cover.....	15
Usher for musical event.....	10
Fundraiser sales (Quota).....	25

## **2016-2017 Choir Calendar**

Fall Choral and Dance Show (CC/WC/MC/SC) – Friday, September 23<sup>rd</sup> (Dress Rehearsals 6 to 9 the 21<sup>st</sup> and 22<sup>nd</sup>)

Mad River Vocal Arts Festival (Wright State) – Sunday and Monday, October 9<sup>th</sup> and 10<sup>th</sup>

Holiday Walk (Symphonic) – Typically the Sunday before Thanksgiving Break

Kettering A Cappella Festival (A Cappella groups) – November 11<sup>th</sup> and 12<sup>th</sup>

Winter Concert (CC/WC/MC) – Thursday, December 1<sup>st</sup>

Golden Buckeye – Monday, December 5<sup>th</sup> at 7:00 pm

Holiday Extravaganza (Forte/SC) – Monday, December 12<sup>th</sup>

Noon Optimist – Saturday, December 17<sup>th</sup>

OMEA Solo/Ensemble – Saturday, January 28<sup>th</sup>

CD Release Concert (Forte/Symphonic/Novae) – Saturday, February 11<sup>th</sup>

ICCA/ICHSA (Forte) – Friday and Saturday, February 24<sup>th</sup> and 25<sup>th</sup>

Voices in Harmony Festival (Forte/Novae) – Friday and Saturday, March 3<sup>rd</sup> and 4<sup>th</sup>

OMEA Preview Concert (All Choirs) – Thursday, March 9<sup>th</sup>

OMEA District 12 Contest (All Choirs) – Friday and Saturday, March 10<sup>th</sup> and 11<sup>th</sup>

Forte Tour – Hold all of Spring Break – first week of April 2017

Symphonic Choir Lock-in – Friday, May 5<sup>th</sup>

Senior Recognition Concert – (All Groups) – Wednesday, May 10<sup>th</sup>

# Centerville Choral Boosters Overview

Welcome to the 2016-2017 school year from the Centerville Choral Boosters.

The Centerville Choral Boosters handle most of the financial logistics of the high school choral program. This overview is intended to let you know what to expect with regard to costs, uniforms and booster membership.

We're looking forward to a year of amazing music, opportunities, activities and booster participation.

If you have questions, please contact Mr. Spalding or me. You can also find more information at [www.centervillechoirs.org/boosterfaq](http://www.centervillechoirs.org/boosterfaq).

Sincerely,  
Cheryl Dowd

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**Checks payable to Centerville Choral Boosters**

## **What's New and Important This Year?**

- Symphonic Choir will be working on a commissioned choral work by composer Daniel Elder.
- Choral fees are due **after** the first fundraiser, on Tuesday, October 4th.
- Novae is returning to an extra-curricular group.

## **What's Not New?**

- The Centerville Choral Booster program still handles all financial transactions for the CHS choir classes.
- The Boosters operate on a very specific and "tight" budget.
- We depend on fundraising for "extra" things like end of year awards, scholarships, spirit treats, and large improvement items (generally equipment/classroom improvements).
- We will repeat the Cookie Dough fundraiser in August.
- All parents are welcome at Booster meetings. Check the website for details.
- We always need volunteers!!

## **What You Need to Do Now:**

- Return the signature sheet (last page) to Mr. Spalding, by Monday, August 15th.
- Ask us any questions about the program and (especially) about costs **NOW**, before the due date.
- Mark 10/4/15 on your calendar –that's when your fees are due.

# **CHORAL UNIFORMS**

## **CONCERT CHOIR**

CHS Provides: Black gowns.

You Provide: Black flats.

May wear earrings sized like a nickel or smaller.

No other jewelry

## **MEN'S CHOIR**

CHS Provides: Black tuxedo pants, vest, jacket, tie.

You Provide: Black Shoes.

Black socks.

White dress shirt.

## **WOMEN'S CHOIR**

CHS Provides: Black gowns.

You Provide: Black flats.

May wear earrings sized like a nickel or smaller.

No other jewelry.

## **SYMPHONIC CHOIR - WOMEN**

CHS Provides: Black gowns.

Necklace and earrings (pierced or clip on). \*\*

You Provide: Black flats.

No other jewelry.

## **SYMPHONIC CHOIR - MEN**

CHS Provides: Black tuxedo pants, vest, jacket, tie.

You Provide: Black shoes.

Black socks.

White dress shirt.

\*\*Paid for with your booster fees. Yours to keep.

The choral program at CHS is extremely active and provides a variety of experiences for the choral students. All of this costs money, of course. We have made every effort to control and minimize costs. **We also provide the opportunity for each student to pay for some or all of their expenses through fundraising.** We have had many students pay for their fees and trips through fundraising.

The beginning of the school year can be a very costly time for families. On Monday, August 15<sup>th</sup> at 7:00 pm we will have a very important informational meeting about the program. We would love for everyone to join us! This year's cookie dough fundraiser will start on August 15<sup>th</sup> the same day as the meeting. Your choral fees aren't due to the Choral Boosters until 10/4/16. We hope this helps with your budgeting.

## CHORAL EXPENSES

	Concert	Women's	Symphonic Women	Symphonic Men/ Men's Choir
Uniform Rental	15	15	15	15
Jewelry (if new or need replacement)	0	0	10	0
T-shirt	20	20	20	20
OMEA Regional Competition	6	6	6	6
Music First Software	8	8	8	8
Music Arrangements	15	15	15	15
Accompanist	30	30	30	30
Sound	6	6	6	6
<b>TOTAL</b>	<b>\$100</b>	<b>\$100</b>	<b>\$110</b>	<b>\$100</b>
Already paid	0	0	0	0
<b>AMOUNT DUE TO BOOSTERS</b>	<b>\$100</b>	<b>\$100</b>	<b>\$110</b>	<b>\$100</b>
<b>*FORTE SEE FORTE HANDBOOK</b>				
<b>CENTERVILLE SCHOOLS WILL BILL YOU SEPARATELY FOR CLASSROOM FEES.</b>				
Classroom instructional fee	\$15	\$15	\$15	\$15

# CHS Choir Handbook Signature Sheet

\* PLEASE FILL OUT THIS SHEET AND RETURN IT **BY MONDAY, AUGUST 15th, 2016.**

\* FEES ARE NOT DUE UNTIL **OCTOBER 4<sup>TH</sup>, 2016.**

## PARENT(S) - PLEASE INITIAL THE FOLLOWING:

\_\_\_\_\_ I acknowledge that this handbook is online and available anytime on CHARMS or at  
\_\_\_\_\_ [www.centervillechoirs.orghandbook.html](http://www.centervillechoirs.orghandbook.html).

\_\_\_\_\_ I have read the online or printed handbook outlining the policies of choir participation and will help my  
\_\_\_\_\_ son/daughter to meet those responsibilities as a contributing member.

\_\_\_\_\_ In addition, I give my permission for my child to attend school-sponsored music field trips arranged with  
\_\_\_\_\_ the prior knowledge of Mr. John Carroll, Centerville High School Principal.

\_\_\_\_\_ I understand that I will need to supply part of my student's uniform. This may include shoes, socks,  
\_\_\_\_\_ dress shirt and dress pants, depending upon the group to which my student belongs.

I agree to the following Booster Fee for my student. This cost includes uniform rental fees, shirts,  
accompanist, sound reinforcement, competitions, etc. Cost for every choir has been added up based on  
the exact needs of that group.

\_\_\_\_\_ \$100 Concert Choir      \_\_\_\_\_ \$110 Symphonic Choir (required jewelry)

\_\_\_\_\_ \$100 Men's Choir      \_\_\_\_\_ \$100 Symphonic Choir (Men or Women that already  
have jewelry)

\_\_\_\_\_ \$100 Women's Choir      \_\_\_\_\_ \$1500 Forte (\$500 Due October 4<sup>th</sup>)

Student's name (please print) \_\_\_\_\_

Parent names (please print) \_\_\_\_\_

Parent emails (please print) \_\_\_\_\_

Student email (please print) \_\_\_\_\_

Mom Cell phone \_\_\_\_\_ Wireless Carrier \_\_\_\_\_

Dad Cell phone \_\_\_\_\_ Wireless Carrier \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Student's Signature \_\_\_\_\_

Student shirt (polo/T-shirt) size:      XS   S   M   L   XL   2XL   3XL   OTHER \_\_\_\_\_

Symphonic Women earring preference:    \_\_\_\_\_pierced      \_\_\_\_\_clip-on