



**Junior High
and
High School
Choirs**

**NORTHMOR
CHORAL
HANDBOOK**

NORTHMOR CHOIR HANDBOOK

Purposes of the Northmor Junior High and High School Choirs

1. To promote the highest possible standards of excellence in performance, professionalism, and pride in oneself, the choir, the school, and community.
2. To provide a constructive and beneficial activity for student participation.
3. To encourage school spirit and pride.
4. To encourage self-discipline, leadership, and responsibility

Singing is the one activity that requires no age limit. It is something you can use and enjoy throughout your lifetime and long after your school days!

I. Rehearsals:

- A. Arrive promptly to class. You must be in your seats with folders by the bell. Tardies are recorded and will affect your grade.
- B. Cooperate with the director, officers, and other members at all times. **No back talking, arguing, or complaining. Be willing to follow instructions.**
- C. Please keep talking to a minimum during rehearsals and raise your hand if you have a question.
- D. **Always have a pencil.**
- E. No one is to be in the storage room and/or music library unless instructed to be there. You are also more than welcome to visit me in my office - my door is always open should you need me for anything. Please remember, however, that the office is not a lounge. No one is to use the door between my office and Mr. Kaschube's unless instructed to do so.
- F. **You and your folder partners are responsible for your folder and the music found in that folder. Folders left out after rehearsal may be held until a fee of .50 is paid. Lost/damaged music will be replaced at cost to you. This includes sight-singing books. DO NOT WRITE IN THE SIGHT-SINGING BOOKS AND USE ONLY PENCILS WHEN WRITING IN THE MUSIC, PLEASE!**
- G. Please stay away from the piano, audio cabinet, projector, and other equipment in the front of the room as well as the computers. **DO NOT TOUCH THE LIGHT BARS AND VENTILATION PIPES!! Also, please sit quietly on the platforms as they will tend to be really loud!**
- H. Please be considerate at all times. No foul language or insinuations. We are all equal in this class. **Please be kind to others.**
- I. **NO GUM OR CANDY!!** See the director ahead of time about cough drops.
- J. Please remain seated until the bell rings. Enter through the east door and exit through the west door.
- K. Bathroom passes will be issued only in extreme emergencies. Please use the facilities between classes. If you become ill during rehearsal, please do not wait to ask, just leave!
- L. **Passes from other classes will not be accepted. (Personal emergencies may occur and excuses will be at the director's discretion.) Choir is not a study hall. You are in here to sing. THIS IS A PARTICIPATION CLASS. If you do not want to sing, take a study hall.**
- M. **Any discipline problems affect your grade and you will be removed from the group. You are here to sing - take another class if you are not interested in singing.******
- N. Do not talk during announcements please. First of all it is rude and second you need to know what is going on and what is expected of you.
****All of the above-mentioned rules and regulations are considered in your weekly/daily points and therefore your overall grade.****

II. Attendance:

A. **MANDATORY ATTENDANCE AT ALL PERFORMANCES!** If you cannot attend our concerts, please take another class. This is a Performance Class! Concerts are our exams and are worth 300 points.

B. The following are excused absences and will not result in a lower grade:

1. Personal or extreme family illness.
2. Death in the family.
3. An **impossible-to-switch** family commitment or conflict.

THOSE NOT LISTED ABOVE WILL RESULT IN A LOWERED GRADE FOR THE NINE-WEEK GRADING PERIOD (AT THE DIRECTOR'S DISCRETION.)

C. Please note that this policy is in force to protect those students that do take their participation in our group seriously. It is in no way meant to punish anyone. Our concerts are considered our major exams and it is important that all attend. There are others relying on you. This is not like a math or English class - this takes teamwork!

D. ALL ABSENCES REQUIRE A WRITTEN EXCUSE TO BE GIVEN TO THE DIRECTOR BY THE END OF THE CURRENT NINE-WEEK GRADING PERIOD. (A PHONE CALL PRIOR TO THE CONCERT IS APPRECIATED.) FAILURE TO TURN IN A WRITTEN EXCUSE BY THE END OF THE NINE WEEKS RESULTS IN A FAILING GRADE FOR THE CONCERT AND LOSS OF ALL CONCERT POINTS.

E. It is your responsibility as young adults to see to it that you attend each concert. You are given ample notice so that you may adjust your work and social schedules accordingly. Please see the director if you need assistance. This includes rides.

F. You will be graded on your concert performance. Usually an A is quite easy if you are prepared and perform your very best. Points are taken off for goofing around, being a poor audience member etc. I'm sure none of you will allow these things to occur. You may also be asked to complete a self-evaluation of your performance after the concert.

G. **NO SHOW CONCERT, NO GO ON FIELD TRIP** - at the director's discretion.

H. SHOULD YOU BE ABSENT FROM A CONCERT, YOU WILL NEED TO DO A MAKE-UP ASSIGNMENT. It is only fair that if you are not at a concert, that you make up points from that concert. Please see the director **ASAP** after the concert to receive your make up assignment. This is your responsibility. The director will only remind you once.

**** PLEASE, NO CELL PHONES DURING OUR CONCERTS! ALL GOOD AUDIENCE MEMBERS KNOW THEY SHOULD BE OFF AND PUT AWAY DURING A PERFORMANCE OF ANY KIND! TEXTING IS A NO!!!! IT IS DISTRACTING AND RUDE TO THE PERFORMERS TO USE YOUR CELL PHONE IN ANY WAY DURING A CONCERT!****

Concert Etiquette

We thank you for waiting until an interval of applause before entering or exiting the gymnasium and thank you also for leaving the performance with small children who may become upset. We appreciate your complete attention to the performers and your restraint in talking/texting during the performance. We request that all cell phones and paging devices be turned off during the program. Thank you for staying for the entire concert as well and supporting our young people. The Northmor School District and Northmor High School/Junior High do not sponsor, endorse, or promote any particular religious ideology or group. Any compositions containing religious lyrics are selected on the basis of their musical and educational values rather than the religious context. The omission of sacred music from the repertoire or study of music would present an incorrect and incomplete concept of the comprehensive nature of the art form.

III. Grading Policy:

A. You may earn up to 5 points daily directly relating to your performance in the classroom. The points are based on your attitude and participation each day of rehearsal. *You will also be graded on concerts, theory worksheets, choral workbooks, exams, and sight-singing etc. Points are then averaged at the end of the nine-weeks.

B. Please remember that you are evaluated by me and will be evaluating yourselves on your improvement.

C. Please remember that this is a participation class and you must be here in order to participate and earn credit!

*D. **Make-Up Work/Class Absences:** *All written work missed while absent must be made up.* Please always check Grade Book and the missed work folder should you be absent. All make up work must be turned in one week before the end of the nine weeks. Failure to do so results in a **zero** for the required work missed.

E. You will be receiving a **Choral Workbook** this year. Should you lose it, you will need to pay **\$8.00** to get a new one. Many of your grades will come from this important reference and information workbook. It is yours to keep at the end of the year. Those of you continuing will want to keep yours since all information is cumulative. The workbooks may be stored in a separate folder to be kept in the classroom. We rarely have homework and it is best to keep necessary materials in the room rather than risk losing them.

F. Your mother is not taking this course. Please pick up after yourselves and be responsible with your folder(s) and necessary papers.

G. I am in Grade Book almost daily. Please check the information area, homework area, and your grades. Please feel free to see me if you have a question concerning your grade(s) in Grade Book.

H. This is not a "cake" class. Ask anyone who has been in here before!!! We put in more hours than some normal classes! But I have a job to make you culturally literate young people. Music is a wonderful way to learn about your world and yourself!!! Take advantage of it! We will not only study and rehearse music we will **MAKE MUSIC!**

IV. Concert Dress:

A. Junior High Choir:

1. *Members of the Junior High Choir and Junior High Band will be required to purchase a special insignia shirt that is to be worn at all performances. (\$20.00)*

2. Students are to wear specified pants/skirts (khaki) with the shirt.

3. Part of being a "team" is looking uniform and that is what this outfit will provide our junior high performance groups.

4. Pants/skirts are to be purchased on your own before the first performance. (Christmas Concert)

5. You are responsible for the cost of the insignia shirt.

Directors will take care of ordering the shirts. You would be wise to order a slightly larger size to allow for growth and extended wear.

B. Concert Choir:

1. A dry-cleaning fee is charged to each member. Please make checks payable to Northmor Music Boosters. **(\$10.00)**. This fee must be paid by the first concert (Christmas) in order to participate in the concert and receive the necessary points.

2. **Black dress shoes are preferred for each member.** Style of your choice. (Not tennis shoes, please.)

3. Girls may wear dresses or skirts/blouses underneath their robes. Dress pants must be dark-colored. **No jeans!**

4. Guys must wear dark dress pants and socks. A dress shirt

- underneath is fine. No tie required. **No jeans!**
5. NO SHORTS! Regardless of the weather.
 6. You will be assigned a specific robe by number. **You will be held responsible for any damage done to that robe.**
 7. They are to stay at school and are to be used for only Concert Choir performances.
 8. The director and the robe officers reserve the right to issue demerits for any misuse of a choir robe. **Demerits will be subtracted from your concert grade point total.** The list is as follows:
 - a. Robe left out after performance - 10pts.
 - b. Robe not placed on its hanger correctly - 10 pts.
 - c. Drinking or eating while in a choir robe - 15 pts.
 - d. General misuse (lying on the floor, crumpled up etc.) - 20 pts.

****A good deal of a performance is in the appearance. Let's always look our best!****

****Anyone inappropriately dressed will be asked to abstain from the performance and will not receive concert points or possible field trip privileges.**

V. Field Trips:

- A. See classroom teachers about missed work. You need to be responsible. See them before we leave! You must be on time to school the next day or you will not be allowed to travel with us again. Field trips do not excuse you from required school work!
- B. Dress appropriately as instructed.
- C. Be prompt, alert, and polite at all times.
- D. No bus switching.
- E. Cell phones may be brought with you and on low volume. Turned off during all performances!!!!
- F. No drinking or eating on the bus. **State law.**
- G. Field trips are a privilege. DO NOT ABUSE THE PRIVILEGE! We do not have to go anywhere!
- I. The director reserves the right to refuse field trip participation to any member. (Concert absence, excessive school absences or tardies. Placement in AEP automatically takes you out of field trips for the entire semester as does suspension from school.)**

VI. Fund-Raising:

- A. Fund-raisers are used to purchase items for you. They are optional but we appreciate your help.
- B. All order forms will be copied and you will be responsible for monies to be turned in at the close of the project. Receipts will be written for all monies collected.
- C. Please be prompt in returning money! Do not make us come after you.
- D. Any outstanding fees will be turned in to the office at the appropriate times and diplomas are held for seniors for any outstanding fees.

VII. Officers:

- **Officer titles and duties are much the same for the Junior High Choir minus class status. All offices may include some work after school hours. Please keep this in mind should you be nominated.****
- A. *President* - Must be a senior 4-year member. Shows strong leadership qualities and displays a good attitude. Assists director whenever and wherever possible. Attends to members' concerns and serves as link to the director. Is in charge should the director be called away or is not present. (Junior High must be a 2-year member)
 - B. *Secretary/Treasurer* - May be a freshman, sophomore, junior, or senior. Takes attendance in class and at all functions. Collects monies for activities and fees. Assists with all other offices. (One selected per class)
 - C. *Student Council Representative (s)* – May be freshmen, sophomores, juniors or

seniors. Attends all Student Council meetings and reports back to the choir with information gained. Liason with other school clubs and organizations. (1 to 2 selected per class)

D. *Choral Delegate* – May be freshmen, sophomores, juniors, and/or seniors. Will help with music, robes, paperwork, and monetary duties as needed. Selected for leadership skills and responsibility. (2 to 3 selected per class)

****Officers are nominated and voted on by members of the choir. The director reserves the right to make and/or deny any nominations as well as deny or revoke any officers appointed.****

VIII. Awards:

A. Junior High Awards are as follows:

1. 1st year members receive a certificate
2. 2nd year members receive a black and gold ribbon
3. Officers/Office Assistants are recognized
4. Members of the group choose 2 outstanding participants for the school year. *Both must be 2 -year members.* Talent, leadership, and attitude are determining factors. The director reserves the right to make the final decision if warranted.
5. Other awards may be given at the director's discretion.

B. Concert Choir Awards are as follows:

1. 1st year members receive a certificate
2. 2nd year members receive a letter
3. 3rd year members receive a choir pin
4. 4th year members receive a special choral "person"
6. Officers/Office Assistants are recognized
7. Members of the group choose an outstanding *freshman, sophomore, or junior* to receive the **Outstanding Underclass Award**. Talent, leadership, and attitude are determining factors.
The director reserves the right to make the final decision if warranted.
8. Members of the group choose an outstanding *senior* to receive the **National School Choral Award**. Talent, leadership, and attitude are determining factors. The director reserves the right to make the final decision if warranted.
9. The director chooses an outstanding *senior* to receive the **Choral Director's Award**. Talent, leadership, attitude, and participation are determining factors.
10. Other awards may be given at the director's discretion.

C. Awards are usually presented at the annual Spring Awards Concert.

IX. Outside Activities:

A. **Practice at home is encouraged.** Folders must be signed out at the end of the school day. They must be returned by 1st period the following day. A **fee of .50 a day** will be issued if the folder is not returned by this time. Others need to use the music. Please be courteous.

B. Private lessons are encouraged but not required. Please see the director for names of area teachers and teaching facilities. Check the bulletin board as well.

C. Honors Choir: (District X - usually in November)

1. The director reserves the right to nominate deserving students to participate. Decisions are based on talent, seniority, attitude, leadership, and participation. In that order. The director also reserves the right to revoke any nominations if necessary.
2. Please be aware that there may be a *fee for participation and/or music*. Keep this in mind if you are nominated.
3. Information concerning Honors Choir will be posted. See the director if you are interested.

D. Outside Festivals: (State Fair Youth Choir etc.)

1. The director reserves the right to nominate deserving students to participate. Decisions are based on talent, seniority, attitude,

leadership, and participation. The director also reserves the right to revoke any nominations if necessary

2. Please be aware that there may be a *fee for participation and/or music*. Keep this in mind if you are nominated.

3. Information concerning outside festivals will be posted. See the director if you are interested.

E. Workshops/Clinics: (Barbershop Harmony Camp etc.)

1. Please be aware that there may be a *fee for participation and/or music*. Keep this in mind if you decide to participate.

2. Information concerning workshops/clinics will be posted. See the director if you are interested.

****Please be aware that fees for the above-mentioned activities are non-refundable.****

F. Solo and Ensemble Contest: (High School – January/February/Junior High - March or April)

1. **Individual practice is a must!!** The director reserves the right to revoke your participation in the contest if necessary.

2. The Music Boosters will cover your entry fee. **If you do not attend for whatever reason, you are required to repay the Boosters. Fees are non-refundable!!**

3. Expect to pay Mrs. Ruth for accompanying you at contest. Each student will be charged a fee of \$10.00 for extra rehearsals and the time spent the day of the contest.

4. Accompanist fees are due on/or before the day of contest.

5. You are required to provide your own transportation to and from the contest sight.

G. Show Choir Camps of America: July

1. Knightsounds Members with director's approval

2. You are required to pay a deposit with the Music Boosters covering the rest of the amount required.

3. Should you not attend for any reason, you will be required to pay back the Music Boosters the FULL amount for camp. (Obviously, a death in the family is an excuse for not attending and you would therefore not be penalized,)

H. No Choral group may operate in the name of the school or choir without permission of the school and director.

I. Do not be afraid to express an interest in all possible outside activities. The more you sing, the more you will improve. Take advantage of all area concerts, musicals, and other performances. There is no better way to improve and understand your art!

J. Please remember at all times to treat others as you wish to be treated!!! There will be many people in your lives that you may not like or agree with or get along with and this is the time and place to find **positive** ways to handle such situations!!

*****Dates and activities are subject to change!!!*****

Northmor Choir Membership Contract

Member Name _____

Address _____

Phone (____) _____

Grade in school (circle one)

7 8 9 10 11 12

My parents and I have read the Choir Handbook and realize what is expected of me in class and outside of class in order to be a member of the Northmor Choral Program. I agree to abide by the rules set forth in the handbook and also adhere to the stated dress code. (High School: Black Shoes/Dress Clothes and Choir Robes: \$10.00 dry-cleaning fee/Junior High: \$20.00 Insignia shirt and khaki pants/skirts with nice tennis shoes.) I will do my very best to represent Northmor as a member of the Northmor Choirs. I understand that should I choose not to follow these rules and regulations, I may be removed from the group.

***December Holiday Concert – High School and Junior High**

***March Music in Our Schools Month Concert – High School and Junior High**

***May Spring Awards Concert – High School and Junior High**

***Graduation – High School only – 1st Sunday in June**

Student Signature _____

Parent/Guardian Signature _____

Date _____

*Northmor is using Final Forms as the new electronic system for school information. You can now complete medical forms and only have to update from year to year. Fill out the form once and all information is transferable to any activity your son/daughter is involved in at school!

For Choir – students will need to have a completed medical form and BOTH the parents and student need to sign the Choir Handbook.

(Both signatures are required for membership. Please return by Friday, September 12th)