

COLUMBIA ACADEMY SHOW CHOIR HANDBOOK 2011-2012

TO: PARENTS AND CHOIR MEMBERS

FROM: MRS. AMY CARLEY

DATE: AUGUST 4, 2011

As your director, I congratulate you on being selected to be part of one of the finest performing show choirs in South Mississippi. I say that because our track record of performances and success at competitions will firmly attest to that fact. We have been very successful over the last few years and made great strides in the show choir community to establish ourselves to be a very tough competitor when we hit the stage! We hope and plan that this year is no different! Of course, that goal will not be reached unless each student and parent works hard and does their part to achieve that goal.

Please take a minute to read the following pages of information. Expectations for each member are firmly stated in this letter and in the attached student contract. Each child has received the contract in class. Please sign and return it to me by Monday, August 8, 2011.

The student will be graded on the following:

Students will receive grades for all rehearsals and performances. They will be tested on sight-singing and other choral objectives presented during class. Each student will also receive a weekly grade based on performance in the classroom. The student will receive 20 points per day to total 100 points at the end of the week. Points for the day will be based on the following criteria:

Posture - points will be deducted for poor posture. When singing, students will sit and stand as directed. When sitting, NO crossed legs while singing. **The student will watch the director.**

Roaming - points will be deducted for failure to stay in the assigned seat or stage position.

Performance capability - points will be deducted for failure to participate, lack of attention, and lack of effort. I do not deduct points for mistakes or serious vocal illness....**only for refusing to try!** Each student will be expected to sing and perform choreography when instructed to the best of his/her ability each day. The student will inform me of his/her illness with a parent or doctor's excuse upon entering the classroom. Proper medications or vocal illness, such as cough drops, will only be allowed with a parent excuse.

Absences - Absences throughout the school year are to be expected due to other school activities or illness. The student is expected to notify the director prior to an absence during the school day if at all possible in order to receive that day's points. Obviously, if a student is not present during a rehearsal, they cannot receive that day's points. It is the responsibility of the child to work out with the director to replace those points for the missed day. The student will have 3 days to make those arrangements with the director upon their return to class. Makeup points may come in the form of a written assignment, afterschool lesson to review the materials missed, or another form

that the director deems beneficial to the student to get them caught up on what has been missed. If no arrangements are made, the student sacrifices that day's points. No assignment is necessary if the absence is due to another school function and the director is notified in advance.

Students must attend all rehearsals in order to participate in performances and receive credit. Absences from any required rehearsal, performance, or activity is excused **ONLY upon a parent written request** (for my records) stating that the illness is severe enough to warrant the absence. In order to receive points for a missed rehearsal OR performance, the student will arrange with the director an appropriate makeup procedure, such as written work or additional after school time to go over the materials missed. It is the responsibility of the student to make these arrangements with the director. Otherwise, the student will receive a zero for that performance or rehearsal grade. Any other absence not previously approved by the director will result in a zero for that event and will jeopardize the student's placement in any upcoming performance. Therefore, students are responsible for working out employment schedules, club meetings, sport activities, etc. that are not directly related to another school function. Both JH and HS choirs will perform regularly throughout the year at various community events, concerts, and competitions. Students will be notified of these dates verbally, with written notices, and posted classroom reminders at least two weeks in advance.

Materials needed for class:

1" **black** binder, paper, pencil (ink WILL NOT be permitted)

Each student must be willing to do his/her portion of the work and accept responsibilities of and to the group. Each student will be expected to set up and break down equipment for performances and rehearsals. Those students not doing so will forfeit from points received for the performance and will be dealt with individually. Punishment will be at the discretion of the director. Remember, "All for one, and one for all!"

Discipline:

Each student must follow the discipline guidelines as stated in the CA handbook and as posted in the choir room. Disorderly behavior that interferes or hinders another student's learning or teaching instruction **WILL NOT** be tolerated.

The choice of soloists and the placement of the show choir members in the individual stage positions are the executive decision on the part of the director. These decisions are made to insure the success of the entire group.

Show choir requires money for uniforms, choreography, music, and other expenses. Raising money through fundraisers is a group effort, but expectations are placed on each individual member to raise their portion of the money needed. A proper number of fundraising events will be scheduled throughout the year to raise the necessary funds for the show choir's expenses.

Your commitment and participation is vital to your child and the choir program. Everyone's help is needed and required to have success.

Each student's/parent's financial responsibility to the group was stated and signed before auditions in May. A \$150.00 deposit should have been secured by the business office at the end of the school year '10-'11. The remaining fees for uniforms and accessories (\$350.00 if deposit has been paid) will be due no later than September 1st, or upon the delivery of the uniforms as they are received. **Uniforms will not be given out to any student until the total payment of \$500.00 is received.**

Parents, I look forward to working with your child this year. We have many exciting things planned for the fall and show choir season. Please encourage your child as much as possible throughout the year, and do not hesitate to call me with any questions or concerns you may have.

Respectfully,

Amy Carley

In an effort to save on paperwork this year's choir handbook will be posted on our web page at cacougars.com. Each student and parent is encouraged to read the handbook carefully. If there are any questions, please do not hesitate to call. Please sign and return that you have indeed gone over and discussed the handbook carefully with your child.

Please return this sheet with your signature by Monday, August 8, 2011.

My child and I have read, understand, and agree to abide by the Show Choir Handbook for the school year 2011-2012.

Parent/Guardian signature _____

Student's signature _____

Date _____