

HORN LAKE

# Choir Handbook

2017 - 2018

## Located on the

### website:

[www.hornlakechoirs.org](http://www.hornlakechoirs.org)

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Be sure to review this information online PRIOR to completing the choir contract at the back of the handbook.

## TO PROMOTE HEALTH & SAFETY:

No spray, colognes, hair products, or other aerosol/pump items should be sprayed in the choir room. This is important! This triggers potential serious allergies, asthma, & other respiratory problems!

No Gum! Dispose of gum prior to entering the choir room!  
It is a choking hazard!

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## GRADING PROCEDURE

**Grades will be determined by the following criteria:**

- Class Contribution - daily participation/cooperation, daily attendance, tests (written, aural, singing), class preparation, evaluations, & folder checks.
- Performances - concert/festival attendance & evaluation of concerts

# Concert Attire

## 6th Grade Choir:

- ➔ Black dress pants (no jeans) & black shoes  
*shirt provided by the choral department*
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## Women's Choir (7th & 8th Grade):

- ➔ Black dress pants (no jeans) & black shoes
  - ➔ Plain Black dress shirt, 3 quarter length sleeve or longer  
*accessory provided by the choral department (covered in fee)*
- 

## Advanced Choir Girls (7th & 8th Grade):

- ➔ Formal Dress - ordered through the choral department
    - order forms will be sent home via the choir member in August
    - cost is \$67.00 & includes the dress being hemmed
    - used dresses will be available at a lower cost
  - ➔ post earrings - pearl, silver, or clear-stoned only
  - ➔ Spanx-type of garment to smooth out undergarment lines may be desired
  - ➔ *Shoes will be provided by the choral department*
- 

## Men in Mixed Choir (7th & 8th Grade):

- ➔ Black Dress Pants (plain - no pattern)
  - ➔ Black, Long Sleeved collared dress shirt - no pattern
  - ➔ Undershirt (plain)
  - ➔ Black socks
  - ➔ Black dress shoes
  - ➔ *tie provided by the choral department*
- 

## Girls in Mixed Choir (7th & 8th Grade):

- ➔ Black dress pants (no jeans) & black shoes
- ➔ Plain Black dress shirt, 3 quarter length sleeve or longer  
*accessory provided by the choral department (covered in fee)*

## C O N C E R T   E T I Q U E T T E

### AUDIENCE MEMBERS ARE ENCOURAGED TO FOLLOW SOME WELL-ESTABLISHED STANDARDS FOR FORMAL CONCERT BEHAVIOR:

- Refrain from talking during a performance
- Remain seated for the entire concert. If it is absolutely necessary to do so, move between choirs & exit the nearest door. Wait to re-enter between choirs.
- Applause is the only appropriate form of expressing appreciation for a job well done. A good rule of thumb is to wait until the conductor lowers his/her arms to indicate the completion of the song.
- Please eliminate disruptions by turning off cell phones & removing small children who are crying or speaking loudly
- Students are not permitted to leave until the end of the concert & are expected to observe all performing

## **COST OUTLOOK FOR THE 2017-2018 AUDITIONED CHOIRS\*** (ms)

### **7th & 8th Grade Women's Choir and Mixed Choir Ladies**

**\$60.00 fee - \$45 due by September 1; remaining balance due by January 26**

#### **Cost Breakdown:**

Music & Workbook	\$15.00
Accompanist	\$5.00
Performance Accessory	\$5.00
Riverland Choral Festival	\$15.00
District Choral Festival	\$15.00
Transportation	\$5.00
Performance Outfit	see enclosed information

### **7th & 8th Grade Men in Mixed Choir**

**\$80.00 fee - - \$45 due by September 1; remaining balance due by January 26**

#### **Cost Breakdown:**

Music & Workbook	\$15.00
Accompanist	\$5.00
Male Vocal Symposium	\$25.00
Riverland Choral Festival	\$15.00
District Choral Festival	\$15.00
Transportation	\$5.00
Performance Outfit	see enclosed information

### **7th & 8th Grade Advanced Girls Choir**

**\$80.00 fee - \$45 due by September 1; remaining balance due by January 26**

#### **Cost Breakdown:**

Music	\$5.00
Accompanist	\$15.00
Ole Miss Choral Festival	\$15.00
District Choral Festival	\$15.00
Bluff City Choral Festival	\$15.00
Transportation	\$15.00
Performance Outfit	see enclosed information

**\* ALL MEMBERS OF THE AUDITIONED CHOIRS ARE ASKED TO PARTICIPATE IN A SPECIFIC GROUP FUNDRAISER DURING THE SCHOOL YEAR. IF A CHOIR MEMBER DOES NOT PARTICIPATE, HE/SHE WILL NEED TO PAY A 'FAIR SHARE' FEE OF APPROXIMATELY \$20.00.**

## *How to Turn In Money:*

**ALL MONEY WILL BE TURNED IN TO THE HL CHOIR BOOSTERS.** This would include choir expenses, honor choir registration/lodging, spirit gear, performance attire (if applicable), the choir trip, fundraising, & 'fundraising dues' (if applicable).

The procedure for turning in money to the choir booster account is listed below & is posted on the wall above the deposit box.

- **Find your deposit envelope in the container & complete the front with the deposit information** (date, amount, & what the money is for)
- **Complete the information on the deposit log clipboard** (date, amount, & your name)
- **Have one of the directors verify & sign BOTH the log & the envelope**
- **DO NOT SEAL THE ENVELOPE**
- **Drop the envelope in the deposit box & return the deposit log**

You will receive a receipt for all deposits! It is very wise to keep your receipts on file at home!

It is crucial that all money is paid on time. Choir members who are not current on their account payments will sit out of performances & other activities until their account is caught up!

Meticulous records are kept of the HL Choir Booster Account. You are welcome to visit the choir room to see how the system works for yourself!

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**F U N D R A I S I N G = GROUP FUNDRAISING PROVIDES MANY OPPORTUNITIES & 'EXTRAS' FOR THE CHOIR STUDENTS. THAT IS WHY WE ASK THAT ALL CHOIR MEMBERS PARTICIPATE IN THE GROUP FUNDRAISERS. MEMBERS THAT DO NOT PARTICIPATE WILL PAY 'FUNDRAISING DUES' OF APPROXIMATELY \$30.00 IN ADDITION TO THE CHOIR EXPENSES LISTED ABOVE.**

**WHILE GROUP FUNDRAISERS BENEFIT THE CHORAL DEPARTMENT AS A WHOLE, INDIVIDUAL FUNDRAISERS BENEFIT THE INDIVIDUAL STUDENT & ARE ALSO SCHEDULED DURING THE FALL & WINTER. THESE OPPORTUNITIES ALLOW CHOIR MEMBERS TO EARN MONIES TOWARDS PERSONAL CHOIR COSTS INCLUDING HONOR CHOIRS, SPIRIT GEAR, AND/OR TRIPS.**

**The pages at the back of the handbook are forms that need to be completed & returned by the listed date.** The Choir Contract & the Medical Form should both be NOTARIZED. Many work places have a notary on staff. Your bank will have a notary available as well. These forms also serve as your choir member's PERMISSION SLIP to attend & participate in all choir events throughout the year, including any off campus events. It is also very important that the information on page 7 is completed **AND** correct!

All forms should be completed & turned in by September 11th

Forms to be turned in are:

Choir Contract (notarized) - pg 5  
Booster Enrollment - pg 7

Medical Release/Permission Slip (notarized) - pg 6  
Copy of Insurance Card - attached to Medical Release

# Choir Contract

*All students must be committed to striving for excellence each & every day and in each performance. Choir students are required to attend performances each year in order to remain a member of the choir.*

**I have read the choir requirements, calendar, and the policies and procedures online and in the 2017-2018 Horn Lake Middle School Choral Department Handbook. I will adhere to the policies, rules, regulations, & requirements contained therein, not only to the letter but also to the spirit inherently intended. I understand and agree to the necessary financial and time commitment for all HLMS choir students and the consequences for not following through on these commitments. I pledge to support the HLMS Choral Program through energetic participation in all mandatory and as many optional activities as possible. I have entered all dates on my personal calendar.**

-----  
Choir Member's Signature

DATE

-----  
Parent/Guardian's Signature

DATE

-----  
Notary's Signature - MUST BE NOTARIZED

DATE

Notary Stamp Here

# HORN LAKE MIDDLE CHORAL DEPARTMENT

## 2017-2018 MEDICAL RELEASE & PERMISSION SLIP

Student Name \_\_\_\_\_

Parents Names \_\_\_\_\_

phone #s \_\_\_\_\_

### **EMERGENCY INFORMATION (OTHER THAN PARENT):**

Name \_\_\_\_\_ phone # \_\_\_\_\_

Relation to student \_\_\_\_\_

Please list any health problems or allergies: \_\_\_\_\_

Please list any medications your child must take: \_\_\_\_\_

Family Physician & Phone Number \_\_\_\_\_

Health Insurance & Policy ID# \_\_\_\_\_

### **PERMISSION TO ATTEND/DISCIPLINE EXPECTATIONS:**

My HLMS choir member has permission to attend all choir related field trips/performance trips during the 2017-2018 school year. I also understand that if my child does not follow any of the listed rules or guidelines, a conference call will be made between the principal, choir directors, & myself and could result in my child being sent home immediately at my expense and/or removal from the choir.

### **PERMISSION FOR TREATMENT:**

*My permission is granted for the Horn Lake Middle School Choral Directors, or any official chaperone, to obtain necessary medical attention in case of injury/emergency for my child. I/We the undersigned, do hereby release, remise, & forever discharge all sponsors from any & all claims, demands, actions, or causes of action, past, present, future arising out of any damage or injury while participation in choir events.*

-----  
Parent/Guardian's Signature

DATE

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Notary's Signature - MUST BE NOTARIZED

DATE

Notary Stamp Here

# Information Sheet

**PLEASE PRINT NEATLY!**

NAME OF STUDENT	
PREFERRED ADDRESS	
CONTACT NUMBER(S)	
EMAIL ADDRESS	
CURRENT CHOIR	
STUDENT GRADE	

## Class Schedule

PERIOD 1		TEACHER/ROOM	
PERIOD 2		TEACHER/ROOM	
PERIOD 3		TEACHER/ROOM	
PERIOD 4		TEACHER/ROOM	
PERIOD 5		TEACHER/ROOM	
PERIOD 6		TEACHER/ROOM	
PERIOD 7		TEACHER/ROOM	
PERIOD 8		TEACHER/ROOM	

## Parent Information

PARENT/GUARDIAN 1	
PREFERRED PHONE	
PREFERRED EMAIL	
PARENT/GUARDIAN 1	
PREFERRED PHONE	
PREFERRED EMAIL	

**I am interested in assisting with choir activities. Please contact me concerning**

<input type="checkbox"/>	CHAPERONE A TRIP OR CONTEST	<input type="checkbox"/>	ASSIST WITH A FUNDRAISER
<input type="checkbox"/>	CHAPERONE AN ACTIVITY	<input type="checkbox"/>	DRIVE A DESOTO COUNTY SCHOOL BUS
<input type="checkbox"/>	PARENT HELPER AT A CONCERT	<input type="checkbox"/>	LEADERSHIP WITHIN THE CHOIR BOOSTERS
<input type="checkbox"/>	SERVE/PLATE FOOD	<input type="checkbox"/>	OTHER