

Horn Lake High School Choral Department

# HANDBOOK

August 2023 - May 2024



**Located on the  
website:**

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

Welcome

Objective

What you should expect

Director Biographies

List of choirs

Choir Placement

Rehearsal Expectations

Academic Standards

Behavior

Bus Trips

Conflicts

Contact Information

Calendar

Performance Expectations

Grading Procedure

Make Up Work Procedures

Fundraising

Choir Camps

Honor Choir Opportunities

Spirit Gear

Concert Etiquette

The value of choir for your future

**BE SURE TO REVIEW THIS INFORMATION ONLINE PRIOR TO  
COMPLETED THE FORMS AT THE BACK OF THE HANDBOOK!**

**Concert Attire - pg 2**

**Cost Outlook - pg 3**

**How to Turn In Money - pg 4**

**Tax Deductible Donations - pg 4**

**Ensemble tour - pg 6**

**Contract - pg 7**

**Medical Form - pg 8**

**Updated calendar - pg 9**

## Performance Attire

### TENORS/BASSES:

- ★ Black, long sleeved collared dress shirt-no pattern (can be purchased through the choir)
- ★ Undershirt - plain, no print
- ★ Black dress shoes
- ★ Black socks - no ankle socks
- ★ Black dress pants (can be purchased through the choir)
- ★ Tie provided by the choral dept.

**Hair length is not an issue as long as it is well groomed & out of your face for performances.**

**H  
A  
I  
R**

### The Volunteer Spirit

Please volunteer for anything you see that needs fixing, doing, picking up, etc. . . All help is welcome! It takes ALL of us to get things done, so pitch in whenever you see a need!

### Courtesy Should Be Common

Practice courtesy & respect in dealings with other students & the adults.

Leave all problems & disagreements at the door when you come to rehearsal.

(Rehearsal time will be a welcome relief from those worries & stresses.)

Put everything you use back in it's proper place. Profanity is an unacceptable substitute for more effective communication skills!

### TREBLE SINGERS:

- ➔ Black formal choir dress OR jumpsuit (singer's choice) rented through the choir for \$10 per year
- ➔ No jewelry except stud earrings
- ➔ No tattoos or bra straps should show while in performance attire
- ➔ black, closed toe dress shoes like ballerina flats

**ALL CHOIR MEMBERS WILL RECEIVE A CHOIR T-SHIRT DURING RETREAT IN AUGUST. IT IS THE SINGER'S RESPONSIBILITY TO KEEP THAT SHIRT READY THROUGHOUT THE YEAR FOR VARIOUS INFORMAL PERFORMANCES & EVENTS.**

## STAY IN TOUCH!

Check the **website** often! [hornlakechoirs.org](http://hornlakechoirs.org)



Singers & family members are encouraged to download the "BAND" App & join our group!



**Horn Lake Choirs**

Scan this QR code and join!

# COST OUTLOOK FOR THE AUDITIONED CHOIRS

## Chorale \*

**\$140.00 = minimum of half due by September 13; balance by February 15**

### Fee Breakdown:

Accompanist	fundraising
Local Transportation	fundraising
Bluff City Choral Festival	\$45.00
Treble or Tenor/Bass Festival @ Ole Miss	\$40.00
Riverland Choral Festival	\$55.00
Performance Outfit	see page 2

## Ensemble \*

**\$500.00 = Ensemble members will have a total of 4 payment due dates since their total includes the spring tour cost.** Their total can be paid at once by September 13, or it can be divided up (\$125.00) among the four due dates on the calendar - September 13, November 29, February 15, & balance by April 1. It would be preferred for all balances to be paid in full by the February 15 date if possible since the last date is so close to the tour dates.

### Fee Breakdown:

Chorale fee	\$140.00
Solo & Ensemble Festival	\$10.00
Choir Tour (TN)	\$350.00

\* **ALL CHOIR MEMBERS WILL BE GIVEN A TUNING FORK DURING THEIR FIRST SEMESTER OF CHOIR AT THE HIGH SCHOOL. IF LOST, A NEW ONE CAN BE PURCHASED THROUGH THE CHORAL DEPARTMENT AND \$10.00.**

\* **ALL CHOIR MEMBERS WILL BE GIVEN A BRAND NEW CHOIR FOLDER DURING THEIR FIRST SEMESTER IN CHOIR. HOWEVER, FOLDERS THAT NEED TO BE REPLACED DUE TO LOSS OR DAMAGE WILL COST THE CHOIR MEMBER \$19.00.**

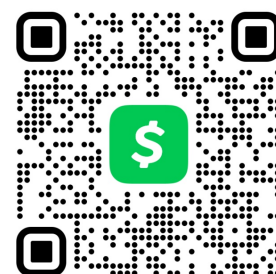
\* **ALL CHOIR MEMBERS ARE EXPECTED TO PARTICIPATE IN FUNDRAISERS. A CHOIR MEMBER WILL NEED TO COLLECT MONETARY DONATIONS TO COVER CHOIR EXPENSES IF HE/SHE CHOOSES NOT TO PARTICIPATE IN FUNDRAISERS.**

## YOUR STUFF

**Piano:** The piano is an instrument, not a piece of furniture. Never place anything on the piano at any time, nor should the piano be used as a writing surface at any time.

**Belongings:** Your belongings should be kept along the mirrored wall. Your belongings **SHOULD NOT** be on the desk, table, piano, risers, or shelves!

Scan to pay with Cash App



**Horn Lake Choirs**  
\$HornLakeChoirs

**+ Choir members may use an iPad or tablet instead of taking a choir folder. All music will be available electronically as well as paper copies.**

## How to Turn In Money

**CASH APP** is available through the choir boosters. If a deposit is made via **CASH APP**, follow the steps about turning in money, but use a **CASH APP** slip so that your payment is on record with the Choir Booster deposit system.

\$HornLakeChoirs

**ALL MONEY WILL BE TURNED IN THE SAME WAY.** This would include fundraising, expenses, honor choir registration & lodging, letterman jackets, spirit gear, performance attire (girls), the choir trips, & 'fair share' (if applicable). The procedure for turning in money for choir members is listed below & is posted on the wall above the deposit box.

- find your deposit envelope in the basket & complete the front with the deposit information (date, amount, & what the money is for)
- complete the information on the deposit log clipboard
- have a director verify & sign BOTH the log & the envelope
- **DO NOT SEAL THE ENVELOPE**
- drop the envelope in the deposit box & return the log.

**You will receive a receipt for all deposits! It is very wise to keep your receipts**

**on file at home!** Some receipts will be from the Choir Boosters, others will be from

Horn Lake High School. This is because both accounts are used - certain trip/travel costs must run through the school, while other activities/needs are covered from the choir booster account.

- 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 current!
- Meticulous records are kept of the HL Choir Accounts (booster & school). You are welcome to visit the choir room to see how the system works for yourself!

**WE WILL BE USING DRAGONFLY AGAIN THIS YEAR. THE MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION REQUIRES ELIGIBILITY TO BE COMPLETED ELECTRONICALLY BY A PARENT/GUARDIAN. IF A STUDENT IS INVOLVED IN A SPORT OR BAND, YOU DO NOT NEED TO COMPLETE THE PROCESS AGAIN. THE PROCESS IS SIMPLE - FOLLOW THE INSTRUCTIONS THAT ARE HANDED OUT WITH THE CHOIR CONTRACTS AND MEDICAL FORMS. YOU WILL BE ASKED TO COMPLETE THE (1) ELECTRONIC SIGNATURE AGREEMENT, (2) MHSAA STUDENT PARTICIPATION CLEARANCE FORM, & (3) CONSENT TO THE DISCLOSURE AND USE OF PERSONAL HEALTH INFORMATION. THERE ARE STUDENT HEALTH INSURANCE APPLICATIONS AVAILABLE IN THE CHOR ROOM IF NEEDED, BUT HEALTH INSURANCE IS NOT REQUIRED FOR CHOIR MEMBERS**

# Bluff City Choral Festival

This event is easily the favorite event of the year for the singers. This competition, that combines Team Building & Community Service along with Choral Performance, is a one day event held on the Senatobia campus of NWCC. This year's competition will be Saturday, April 6th. Detailed information will be sent home & posted on the choir website closer to time.



## Tenor/Bass Festival & Treble Festival at Ole Miss

All singers will participate in one of these amazing one-day events sponsored by the University of Mississippi. All tenors & basses will participate on Saturday, September 23 while the Treble voices will participate on Saturday, March 23. Each event will be on the Ole Miss campus and will end with a concert at the end of the day that is open to the public. Detailed information will be sent home & posted on the choir website closer to time.

## Riverland Choral Festival

All singers will participate in this one day event in Pearl on Saturday, November 4th. We will travel by charter bus to/from the competition. The competition cost covers the festival registration & charter bus cost. The competition is open to the public, but like most festivals, younger children are not permitted in the performance areas. Detailed information will be sent home & posted on the choir website closer to time.

## London, England!

This year's North Mississippi Youth Chorale is comprised of singers primarily from DCHS & HLHS. NMYC will be traveling to London in March to perform in concert as part of a 300+ mass choir featuring the British superstar group, *Voces 8* (the *Pentatonix* of the UK). The concert includes a World Premier of a brand new work.

Although the deadline for registration & deposit have passed, there is a waiting list available for those interested in traveling if a spot becomes available! Go to the choir website for trip details ([hornlakchoirs.org](http://hornlakchoirs.org)). Contact Ms Beck if you are interested in being placed on the waiting list.

# Choir Tour

## CHOIR TOUR - APRIL 17 - 22, 2024\*

*Tennessee - Jackson, Nashville, Knoxville, Gatlinburg, & Cleveland*

Select members will be invited to participate in a performance tour of Tennessee that will include stops in Jackson, Nashville, Knoxville, Gatlinburg/Pigeon Forge, & Cleveland/Chattanooga. We will be performing at local churches & participating in choir swaps at local schools including some colleges (Union, Belmont, Lipscomb & Lee University). We will also be competing at a Music in the Parks festival & spending some time at Dollywood! The cost of the trip is \$350.00 \*\*

The trip includes:

- ★ Festival Registration
- ★ Amusement Park Admission
- ★ a group t-shirt(s)]
- ★ travel by Charter Motor-coach
- ★ lodging (quad occupancy)

For ensemble members, the trip cost is covered as part of your choir expenses! You will simply need money for food or any souvenirs you may wish to purchase while gone. **ALL ENSEMBLE MEMBERS ARE EXPECTED TO TRAVEL.** If there is a scheduling issue, please let your director know AS SOON AS THE CONFLICT IS RECOGNIZED. Do not wait. Also, please be mindful of the rehearsal contract & that missed rehearsals will result in your removal from Ensemble.

*\*dates could be adjusted depending on the State Testing window.*

*\*\* some chorale members who are not part of ensemble may receive an invitation to participate in this trip. Invitations will be given out in December.*



**ALL FORMS SHOULD BE COMPLETED & TURNED IN BY AUGUST 31ST****FORMS TO BE TURNED IN ARE:**

Choir Contract/Permission Slip - pg 7  
Dragonfly eligibility registration - online

Medical Release - pg 8 & in DragonFly  
Copy of Insurance Card - now online in DragonFly

## Auditioned Choir Contract

All students must be committed to striving for excellence each & every day and in each performance. Auditioned choir students are required to attend several performances each year in order to remain an auditioned student.

**I have read the choir requirements, calendar, and the policies and procedures online and in the 2023-2024 Horn Lake High 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 HLHS auditioned choir students and the consequences for not following through on these commitments. I pledge to support the HLHS Choral Program through energetic participation in all mandatory and as many optional activities as possible. I have entered all dates on my personal calendar. I also understand that this contract is the permission slip for all performances and activities throughout the school year.**

-----  
Choir Member's Signature

DATE

-----  
Parent/Guardian's Signature

DATE

**HORN LAKE HIGH CHORAL DEPARTMENT**

## 2023-2024 MEDICAL RELEASE &amp; PERMISSION SLIP

***Please complete this information on this paper AS WELL AS on DragonFly. This paper will be readily available to the choral directors. However, if medical attention is needed, DragonFly is what medical personnel will need to treat your student.***

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 &amp; Phone Number \_\_\_\_\_

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

**PERMISSION TO ATTEND/DISCIPLINE EXPECTATIONS:**

My HLHS choir member has permission to attend all choir related field trips/performance trips during the 2023–2024 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 High 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



Please use the DRAGONFLY instructions on the reverse side of this sheet to complete the needed information for MHSAA (Mississippi High School Activities Association). If your choir member is also part of a sport, ROTC, or Band, you have probably already completed Dragonfly for this school year and may not need to do anything else. If you have **not** already completed Dragonfly for this school year, please do so by August 31st.

The CHOIR CONTRACT & MEDICAL FORM (pages 7 & 8 of the choir handbook) need to be completed and turned in by the August 31st date. No longer do the forms need to be notarized, but must be completed including a parent/guardian signature. With DragonFly, we no longer need the forms notarized.