**2015-2016 Profile School**

**Choir Handbook**



Coming together in Harmony

Music in the Making

 Welcome to the Profile School Music Department. This handbook will provide you with all of the information that you will need to become an active member of the Profile School Choir program. Please read this handbook and have your parents read it. The more you know about your program, the more success you will have in choir.

 The music program depends on individual responsibility. Every person involved in an ensemble also has a responsibility to that ensemble. Listed here are the primary responsibilities of the people necessary to achieve excellence. **The Music Students** are responsible for themselves. They should strive for both music excellence and academic excellence. They should set professional example of behavior, attitude, and appearance. They should have pride in their music, their ensembles, their school, their community, and Themselves! I am **Miss Comeau** and I am responsible for educating and musically inspiring you. I will set and maintain high academic and musical standards ….and create an atmosphere that is conducive to learning. **The Music Parents** are responsible for providing an atmosphere where students can learn and develop. They are responsible for supporting the students as they strive for academic and musical excellence. Each of these items is a piece of the choir puzzle. If any piece is missing, the choir will be incomplete.

 Please read all of the pages thoroughly and make sure you and your parents understand the policies and procedures. If all of the choir staff, students and parents work together, the choir program will continue to be very successful.

Musically,

Miss Alyssa Comeau

Profile School Music Teacher

Profile School
691 Profile Road
Bethlehem, NH 03574

Purpose of the Choir Program

The Purpose of the Profile School Choir program is to serve as a creative outlet for all students with musical ability who might wish to participate, while at the same time serve: the music department, the school and its community, and the student body through its public performances.

Objective of the Choir

1. To support the school and community through performances at Profile, athletic events, and other public events including the musical and local community functions.
2. To project a positive image for Profile School and the Music Department
3. To promote healthy relationships between students, schools, musicians, and the community
4. To inspire students in the enjoyment and enthusiasm of music and performing.
5. To set goals both individually and as a group.
6. To perform at the highest possible level at all time and attain the absolute best out of each individual.
7. To prepare students for lifelong learning and life after school.



**Profile School Choir Syllabus**

**Block:** H (12:52-2:12)

**Teaching Philosophy:**

A choir is a great place for students to develop their skills, engage in the community, actively participate in musical performances, gain leadership experiences that will give them the tools they need to succeed beyond the classroom, and have fun with peers and friends. Choir members will continue to develop their musical ability through performances, rehearsals, extracurricular activities, and daily practice. Students should be practicing a minimum of 20 minutes a day to see continuous improvement. Choir rehearsals happen during the school day. Attendance at all rehearsals and performances is mandatory. Students will be encouraged to take leadership roles and continue to set their standards higher as they strive to attain excellence.

**By the end of high school choir members should:**

1. Be able to effectively warm-up their voices
2. Be able to sing as an active member of the ensemble
3. Be able to count rhythms accurately in various time signatures (4/4, 3/4, 6/8, etc.)
4. Be able to sing expressively and interpret the music
5. Have a working knowledge of music theory
6. Have performed a variety of music literature
7. Have had the opportunity to perform in extracurricular activities (Musical, A Cappella Group)

 **Research Paper:**

Students will be required to write one paper throughout the year. Students will be allowed class time to work on their papers and use the resources available at the school to develop a well written paper. The topic of the paper will be announced the first week of October accompanied by a handout with the guidelines, grading rubric and deadlines. The paper will be due the second week of December.

**The course offers students the opportunity to continue development in the following areas:**

 Tone Production Leadership

 Music Literacy Communication

 Critical Listening Auditory Perception

 Expression Self Discipline

 Ensemble Work Respect

Student Expectations

**Class Materials:**

All students are expected to have the following items every day in class. Missing any of the following items will result in a lower daily participation grade.

 Pencils (*PEN IS NOT ACCEPTABLE, not even the erasable kind*)

 Three Ring Binder (1 inch) with lined paper or notebook – for worksheets and class notes

 Agenda

A Positive Attitude

Other suggested materials

 Clear plastic sheets

 Highlighter

**Music Room Expectations:**

The music room is a classroom designed for learning, work and most importantly making music. It is full of delicate and expensive equipment owned by both the school and band members. People and equipment must be safe and respected at all times. Our time and energy cannot be wasted. These rules state the logical expectations of student behavior in the music room:

1. Be in your seat and music out within two minutes of the tardy bell.
2. Warm-up with the usual choir warm-up and assignment for the day (on the board).
3. After the down beat, start and stop with the director. Always use proper rehearsal etiquette. When anyone is talking on the podium, be still, quiet and listen. If anyone is standing behind the podium, it indicates the need for everyone’s attention.
4. Binders and music are to be stored in the appropriate storage areas in the music room.
5. If you are not feeling well during rehearsal, you will be required to fill out a rehearsal assessment sheet as you watch/take notes and listen to the ensemble.
6. **Have fun while learning about and making great music!**

**Examples of inappropriate behaviors during rehearsals:**

 Doing anything besides the task at hand (i.e. homework for another class, talking, ***Using/texting on a cell phone,*** music player, or any type of device.)

**Singing Evaluations:**

All students will be assessed individually during singing evaluations. All exams will be announced and expectations will be clear. Students will be asked to sing music that has been rehearsed during class. The student’s grade for the singing exam will be determined using rubrics, performance scales, or rating scales. Students may also be asked to complete a self-assessment of their singing that will count towards their grade.

**Concert Dress:**

Ladies: slacks, dresses, and/or skirts are appropriate (skirt/dress length must be below the knees) blouses, and open or closed shoes. No flip-flops

Gentleman: pants, dress shirt, tie, shoes, black socks

**NO sneakers, t-shirts, jeans, or flip-flops are to be worn at concerts**.

**Individual and Group Responsibilities:**

Vocal music is a two-fold program. There are activities that are based on the entire ensemble and there are activities that are based on the individual. Students should strive to perfect themselves in both areas. Ensemble activities include pep rallies, public performances, festivals, and concerts. These activities involve the student within the ensemble. Individual activities include All-State, Jazz All State, and other area organization auditions and membership. These activities are extremely important to the musical growth of the student.

**Conduct:**

Any organization is judged, in the eyes of others, by the actions of its individual members. Whenever you dress for a concert or wear any Profile music department shirt, jacket, etc., your actions reflect on the entire choir. ALWAYS conduct yourself in such ways that bring only CREDIT to yourself and your choir. ALWAYS conduct yourself with pride.

**Attendance:**

**Choir members are expected to attend all pre-performance rehearsals and performances.**

As a performance-based class, rehearsals and performances are part of the grading process. Students must be on time for all choir functions. Remember: “To be early is to be on time, to be on time is to be late.” Any student who is habitually tardy or has any unexcused absences from any performance may be removed from the program.

**Inclement Weather Rule:** Unless contacted by Miss Comeau or a school cancellation you should show up for the performance.

**Excused absences from a rehearsal or performance:**

1. Personal illness,(physician’s note required) a parent needs to phone Ms. Comeau directly.
2. A death in the family- parent needs to phone Ms. Comeau directly.
3. Religious Holiday- parent needs to phone Ms. Comeau directly **two weeks PRIOR** to the performance.
4. Pre-excused absence by the director for extenuating circumstances.

**Unexcused absence from a performance:**

Any student receiving an unexcused absence from a performance will receive a **zero** for that performance. An unexcused rehearsal absence may result in the student being removed from the performance. Please understand that full attendance is needed to make both rehearsals and performances a success. The following are a collection of statements that are not acceptable.

**Unexcused Reason/Solution:**

* “I had to work” **Make arrangement with your employer in advance.**
* “I couldn’t get a ride” **Be responsible by asking for a ride the week before a perforamce.**
* “I didn’t know about it” **Check the calendar.**
* “My parents are leaving town” **Let your parents know about your schedule.**
* “I have a big test/lots of homework” **Don’t procrastinate!**
* “I have a doctor’s appointment” **Schedule these around rehearsals and performances.**
* “I had a college visit” **Plan college visits around music schedule.**

**Assessment/Evaluation:**

The key to a successful ensemble is an understanding of individual responsibilities and accountability for the final product. To accomplish this, each student in the ensemble has the responsibility to prepare for and perform to the best of their ability at each rehearsal and performance. Individual progress and abilities will be assessed through singing exams, individual contribution to the ensemble, and attendance/participation at rehearsals and performances. You are responsible for being prepared for each assessment.

**Practice is when you learn your parts & rehearsal**

**is when you learn everyone else’s part!**

**Assessment Percentages:**

* Daily Class Participation 5%
* Mid-Term (Winter Concert) 40%
* Quizzes (written/playing) 5%
* Tests (written/playing) 10%
* Attendance at performances/pre-performance rehearsals 40% (mandatory)

**Pre-Performance Procedures:**

* Report to the music room **before** the time designated for attendance and announcements.
* Get equipment and music needed for performance.
* Warm-up and Go Time Performance!

**North County Music Festival: (High School students only)**

This festival involves local high schools. The festival is every year in March and includes one full Thursday rehearsal and Thursday night a concert. A choir director from one of the North Country schools participating will conduct the choir. The selection process is completed in October at a director’s meeting, where each school’s band director recommends students for participation based on their musicianship, reliability, and ability. Preference is given to seniors, juniors, sophomores, and then freshman.

**New Hampshire All-State Music Festivals:**

The All-State choirs are audition-based honors ensembles. Interested students are required to audition in the fall. Students may get the audition material from Miss Comeau as early as May of the previous year. There is a student fee for auditioning and an application process. Students need Miss Comeau’s approval prior to auditioning. If a student is selected to participate in the All-State Music Festival, they must be present for all rehearsals and the performance. Unexcused absence from the rehearsals and performance will not allow the student to audition the following year. It consists of three days of rehearsals and one Saturday performance typically the second weekend in April.

**Daily Announcements:**

Announcements will be given each day before and after rehearsals/performances. It is the student’s responsibility to keep him/her-self aware of all information. Since calendars come out so early, it is the responsibility of each member and parent to make sure their activities work around all rehearsals and performance dates. Any student that is absent from school (and misses choir) needs to see Miss Comeau on the day they return to get any pertinent information missed during their absence.

**Choir Leadership:**

This year the choir director and the students will select section leaders and other officers to provide student leadership to the choir. Student leadership is a valuable asset, which can make or break a choir program. Leadership should not be abused by any means. Remember that respect is earned. Being in a leadership position is both an honor and a privilege and should be taken seriously. Choir officers serve as role models and often their actions speak louder than words!

**Section Leaders:**

The section leader’s primary responsibility is to keep up the morale and attitude of their individual section while also being an inspiration and role model to the rest of the choir. In addition, the section leaders will also carry out these duties:

* Take attendance for the section and report to the director with absences
* Help their section in the preparation of music
* Report to the direct any issues with the section, music or behavioral
* Call members of their section if they are absent (Not to interrogate them, to see how they are doing)
* Making sure their section members are learning their music and passing their music by date designed by the director
* Help maintain the choir’s discipline during rehearsal
* Assist in the inspection of individual members before each performance
* Responsible for leading a full sectional (just altos, just tenors, etc.)
* Pass out and collect music for their section.

**Choir Officers:**

Choir Council- This organization is composed of elected choir officers and Miss Comeau. This organization will meet periodically during the year to make decisions for the choir, help performance preparation, plan choir activities for fundraising, trips, etc. Choir officers are the student leadership of the choir and set a good example to others. Criteria for officers includes: maintaining a good academic standing, positive attitude, posses’ leadership skills, and free of any school discipline issues. The term for office is September-June.

**Officer Elections:**

All students in the choir program will vote. Majority vote will decide the winner. A second voting will be necessary in the event of a tie. Any student enrolled in choir may run for an officer position, provided they meet the officer criteria and are in good academic standing.

**President-** Open to seniors. Assists Miss Comeau with the day to day tasks of the program including distributing information, collecting forms, collecting fundraising forms, assists in taking attendance, assists in maintain record keeping for the program.

**Vice President-** Open to juniors and seniors. Assists Miss Comeau with the day to day tasks of the program including distributing information, collecting forms, assists in taking attendance, assists the President in her/his duties.

**Secretary-** Open to all choir members. Takes notes at meetings (kept on file in the music office) and writes any correspondence required (thank you notes, get well cards etc.) Inform the School Board of upcoming performances, assists the President and Vice President in their duties.

**Historian-** Open to all choir members. Keeps scrap book of year and adds pictures, newspaper articles etc. about the choir.

**Website Manager-** Open to juniors and seniors. Works closely with Miss Comeau to update the Profile Music website for the school year.

**Choir Student Information Sheet (Please Print)**

Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent or Guardian:**

Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We have read and understand the Profile School Handbook. We understand that attendance at all choir performances is mandatory and part of each choir member’s grade.**

Student Name (Please Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete, sign, and return both sides of this page**

 **to Miss Comeau by Thursday September 3, 2015.**