



CLEAR LAKE CHOIR HANDBOOK

2016 – 2017

Raul Dominguez
Director

rdominguez@ccisd.net
281.284.2078

Jade Blakey
Associate Director

jblakey@ccisd.net
281.284.2079

www.clearlakechoir.org

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WELCOME

Welcome to Clear Lake Choir! The following handbook includes essential information about your participation in Clear Lake Choir. Please read it carefully, and keep it for future reference.

EXPECTATIONS

1. Excellence is a daily habit! You are expected to do your best at all times.
2. A positive attitude is the first, most important requirement in choir. Please leave your personal issues at the door.
3. Participate! The more you put into choir, the more you will get out of it!

RULES & PROCEDURES

1. All school district policies will be enforced. (See your CCISD Student Handbook)
2. Respect yourself, and respect others.
3. Keep the choir calendar handy, and refer to it often. Visit the Clear Lake Choir Website often at www.clearlakechoir.org. Choir members are responsible for the information posted.
4. Scheduling conflicts must be discussed/resolved at least 3 weeks ahead of time for rehearsals, and the beginning of the semester for performances. If a student fails to address the schedule conflict in a timely manner, the student will be unable to make-up that grade. Please see the section on Scheduling conflicts & resolutions on pg. 8.
5. Be in your spot, with your folder and a pencil, ready to match the bell's pitch and rehearse when the tardy bell rings.
6. No gum, food or drink will be allowed during rehearsal, except for bottled water.
7. Always be attentive. Complete participation is mandatory. Warm-ups are essential for vocal health and progress, and are not "time wasters."
8. Proper posture is always required when singing.
9. Tardies are not permitted without a pass from a teacher, counselor or administrator.
10. When a director is speaking, you are expected to listen. Of course, this includes guest clinicians and substitutes.
11. The bell does not dismiss you. The director will dismiss you from class.
12. We are so lucky to have the facility in which to rehearse and perform. Always be careful and responsible, knowing that these resources, in most cases, cannot be replaced. Gum goes in the trashcan. Incidents of vandalism will not be tolerated.



FACTS & DAILY SCHEDULE

- CLC Website: www.clearlakechoir.org
- Charms: www.charmsoffice.com
 - School code: clearlakechoir, password: CLHS student ID#

The choir's daily rehearsal schedule is as follows:

Period	Choir	Primary Teacher
1 st Period	AP Music Theory	Mrs. Blakey
2 nd Period	Concert Women's Choir	Mr. Dominguez & Mrs. Blakey
3 rd Period	Concert Men's Choir	Mr. Dominguez & Mrs. Blakey
4 th Period	Symphonic Chorale	Mr. Dominguez & Mrs. Blakey
5 th Period	Soundwaves (with "A" lunch)	Mr. Dominguez & Mrs. Blakey
6 th Period	A Cappella Women's Choir/ Music Theory	Mr. Dominguez / Mrs. Blakey
7 th Period	Conference	Mr. Dominguez & Mrs. Blakey

COURSE DESCRIPTION

All choirs at LAKE are performing ensembles; a critical portion of each student's grade is based on performing in scheduled concerts outside the regular school day. Every student in every choir will perform, as each member is vital to the ensemble. The curriculum includes the study of sight-singing skills and vocal technique. Students are expected to demonstrate an understanding of choral music as performer, critic, and consumer, through the following outcomes (from the Texas Essential Knowledge and Skills):

- The student will academically describe and analyze musical sound and demonstrate musical artistry.
- The student will sing individually & in groups, performing a variety of musical styles and techniques.
- The student will read and write standard Western musical notation.
- The student will create and arrange music, extemporaneously and within specific parameters.
- The student will learn to relate vocal music to history, physiology & physics, literature, and culture.
- The student will respond to and judge music and musical performance using standard parlance and evaluative processes and skills.



THE CLEAR LAKE CHOIRS

CONCERT WOMEN'S CHOIR

...is a choir meant for women building skills in the choral art, grades 9-12. Focus includes healthy vocal technique & music literacy. Members are encouraged to participate in the All-State Choir process, Voice Lessons, and Solo & Ensemble Contest.

CONCERT MEN'S CHOIR

...is a choir meant for men building skills in the choral art in grades 9-12. Focus includes vocal training of the male changing voice, healthy vocal technique & music literacy. Members are encouraged to participate in the All-State Choir process, Voice Lessons, and Solo & Ensemble Contest.

A CAPPELLA WOMEN'S CHOIR

...is a junior varsity level women's ensemble for students in grades 9-12; emphasis is on advancing the understanding and application of vocal technique and music literacy, and the performance of more difficult repertoire. Members of this ensemble are required to participate in the All-Region Honor Choir process, encouraged to participate in the All-State Choir process, Voice Lessons, and Solo & Ensemble Contest. A few after-school rehearsals will be required per concert.

SYMPHONIC CHORALE

...is a varsity level mixed ensemble for women grades 10-12 & men grades 9-12; emphasis will be on advanced vocal, technical, musical, and sight-reading skills, and the performance of high-level repertoire in concert and competition. Members of this choir are very highly encouraged to participate in Voice Lessons and Solo & Ensemble Contest. All women and returning men are required to participate in the All-State Choir process. During UIL season, Symphonic Chorale will perform as our Varsity Mixed Choir and split off and perform at the varsity level as Symphonic Women's Chorale and Symphonic Men's Chorale. After-school rehearsals occur as needed and are always mandatory.

SOUNDWAVES

...is a small vocal jazz ensemble comprised of select men and women (grades 10 – 12) based on advanced vocal technique, sight-reading, academic standing, performance skill, and a deep commitment to a rigorous extra-curricular schedule and a long history of tradition and excellence. This group will perform for school functions, athletic events, community and corporate events, and will serve as ambassadors of our school and program. Members of this ensemble are required to participate in the All-State Choir process, Voice Lessons, and Solo & Ensemble Contest.



CALENDAR

A calendar is included on clearlakechoir.org, and has been sent home with each student; please read the calendar carefully. The directors may schedule additional concerts and/or rehearsals. Students will be notified of any additional curricular activities (i.e. concerts and after-school rehearsals not already on the calendar) no fewer than two weeks in advance out of deference to family and work calendars.

SCHEDULING CONFLICTS & RESOLUTIONS

Rehearsals and performances are graded by participation. Rehearsals are called because they are necessary, not because they are helpful. Performance is the only way to truly demonstrate what a student has learned. If a student cannot be there, how can a grade be given for missing the experience? Rehearsals and performances both count as grades; because they are both experiences, they cannot be made up easily. A student is required to be at the entire length of the rehearsal or performance for full credit. Scheduling conflicts for rehearsals must be discussed/resolved at least 3 weeks ahead of time, and the beginning of the semester for performances.

GRADING

Each student's nine weeks grade will be based on the following:

- 55% Daily Grades: Rehearsals (count as 2), participation, Homework, Skills, Fundamentals, etc.
- 40% Major Grades: Performances and Tests (written and sung)
- 5% Reading and Writing: All high school courses will administer one or more reading/writing assignments for 5% of the nine-week average.

MEMBERSHIP AND ATTENDANCE EXPECTATIONS

Membership in the Clear Lake Choir program and ensemble placement is based upon attendance at all activities, work ethic and level of musicianship.

The rubric for determining ensemble placement will be based on:

1. Eligibility in all classes
2. Attendance at all required rehearsals and performances
3. Positive individual attitude and team spirit
4. Application of basic theory and sight-reading skills
5. Quality of vocal production
6. Following all school rules



MEMBERSHIP AND ATTENDANCE EXPECTATIONS CONT'D

Ensemble placement is at the discretion of the choir director, and is based on the above expectations, as well as the needs of the overall choir program. For example, when balancing a mixed choir, we cannot have 70 girls and 10 boys. Students will always be placed in an ensemble that is appropriate to their skill level.

Absence from any required rehearsal or performance is unexcused (resulting in a zero) except for the following circumstances:

1. Personal illness or accident (written notification from a parent is required).
2. Funeral or death in the family (written notification from a parent is required).
3. School activities with proper conflict resolution.

Each member shall be required to participate in every concert and any other required activity scheduled by the director (according to the CLC Calendar) unless the student is ineligible.

1. Doctor's appointments (unrelated to personal illness), Driver's Education classes, student jobs, and other non-school related activities cannot be considered excused absences from either rehearsals or performances.
2. Any member with an unexcused absence from any rehearsal may be cut from the performance.
3. When a member is absent from rehearsal during the school day, it is his/her responsibility to find out what has been missed and what needs to be done upon return.
4. Any unexcused absence from a performance may result in dismissal from the group.
5. An alternate assignment will be given as make-up work for excused absences. CCISD policy will apply to grading as necessary. Unexcused absences cannot be made up and no alternate assignment will be given.
6. Any choir member who is too ill to sing is still required to observe the rehearsal and to make individual score markings. Prolonged health problems will require written assignments and/or individual tutoring and testing by the director at an agreed time to make up rehearsal work. A doctor's note will be required for chronic absence from rehearsal or sitting out during class.

*Choir members are expected to call the choir room (281.284.2078), as a last minute resort, if they must miss a performance.



CONFLICT FOR FULL CREDIT

Fill out a "schedule conflict" form ASAP; for rehearsals: at least 3 weeks ahead of time; for performances: the beginning of the semester.

- If a student fails to address the schedule conflict within the provided times, the student will only be allowed to make-up the grade for 70%
- If a student fails to address the schedule conflict at all or the day of the event, the student will not be allowed to make-up that grade, resulting in a zero.
- If the absence is for an inexcusable reason, the grade will result in a zero and no opportunity will be given for a make-up grade.

MAKE UP GRADES

If a student has missed a significant number of rehearsals prior to a performance, it is up to the directors' discretion if the student will perform or not. If it is decided that the student will not perform, he or she will be eligible for a make-up grade.

- For a rehearsal, a student will designate a tutorial time to come in and watch a video of the rehearsal, adding markings to be completed within 1 week of the rehearsal. Meeting with a section leader is encouraged.
- For a performance conflict, a student will sing his or her part memorized with the concert recording for the directors AND type a 2-page paper after listening to the full concert recording to be completed within 1 week of the concert.

ELIGIBILITY AND CONCERTS

Choir is an activity that is governed by and subject to the regulations of the University Interscholastic League (UIL). The "No Pass, No Play" rule stipulates that students who fail a course at certain times of year are ineligible to participate in any choir activity that is competitive or charges admission.

In CCISD, pre-AP and AP classes are NOT exempt from the "No Pass, No Play" rules, with the following exception: a student who takes certain AP classes is given one waiver that may be used to exempt one failing grade of 60 or higher on a report card. This waiver may be used only one time the entire year, regardless of how many AP classes the student takes.



ELIGIBILITY AND CONCERTS CONT'D

Once a student is ineligible, they must regain eligibility by passing ALL of their classes by the next grading period. It is the student's responsibility to both understand UIL eligibility and keep track of their own grades by turning in their grade check forms on time, signed by their teachers.

If a student is ineligible and unable to perform in a concert because of it, the student will have to do the above performance make-up assignment AND complete a tutorial sign-in & -out sheet, showing every effort was made to pass his or her classes. If the student fails to turn in the tutorial sign-in & out sheet, only 70% credit will be given. Eligibility can and will keep you from being placed in higher ensembles, as well.

Take this very seriously: pass all of your classes!

WEBSITE & CHARMS OFFICE ASSISTANT

The Clear Lake Choir website is www.clearlakechoir.org. A great deal of information is available at this site, and you will want to check it on a regular basis. There is a link under the Student/Family tab to Charms Office Assistant, an online organizational tool that Clear Lake Choir subscribes to and uses for many purposes. You will be required to enter necessary contact information into this program (which will be accessible by password only). We communicate largely through emails, which are generated from this site, so it is essential that you keep your information updated. An information sheet will be sent home about how to access Charms using your child's school ID number as a password.

CODE OF CONDUCT

Certain standards are necessary for the integrity and reputation of any organization. Each and every choir member should set a good example at all times. Choir members are expected to have and maintain a character above reproach. Not following school rules, whether it happens at a choir function or not, may result in loss of membership.

Please read the district policy, available on Charms, located at www.charmsoffice.com (or you can link to it from the CLC Website: www.clearlakechoir.org). If you do not have internet access, please request a hard copy from either director. All students and parents must sign and return the Parent Acknowledgement Form located on Charms, as well as the other forms found there.



CELL PHONE POLICY

All phones must be turned off during choir class. If a phone is seen or heard during choir, it will be taken up and brought to the Assistant Principal's office.

BATHROOM POLICY

Each student will be given 2 bathroom passes per semester. These are intended for emergencies. If a student asks to go to the bathroom, and does not have a pass, he or she will not be allowed to go. (Please inform your director of any special needs; compensations will be made for any student with doctor-documented issues).

DISCIPLINARY ACTION (for minor offenses, i.e. talking, phone out, etc.)

Level 1: Verbal Warning

Level 2: Verbal Warning AND Participation Grade Affected

Level 3: Phone Call Home AND Participation Grade Affected

Level 4: Phone Call Home AND 30-minute teacher detention

Level 5: AP Office Referral

LOSS OF MEMBERSHIP

Dismissal will result in no participation in any activity for the remainder of the year. A dismissed member must turn in their uniform and all issued items. Choir members may be dismissed from the group for the remainder of the year for the following violations of student handbook policies:

1. Violation of the alcohol and drug policy
2. Violation of the tobacco policy
3. Violation of the fight policy
4. Any act which results in suspension at home
5. Any infraction that the directors and administrators deem detrimental to the group or program
6. Any violation of above regulations will prevent the student from going on the choir trip. There will be no refunds given in these circumstances.



FINANCIAL/FUNDRAISING (see Parental & Financial Obligations Handbook for more details)

1. REQUIRED CHOIR DUES FOR THE 2016-2017 SCHOOL YEAR: \$35. This amount will help to cover the cost of purchasing music, uniform dry-cleaning and alterations, contests, UIL, and other supplies.
2. Fundraising opportunities will be provided to bring down expenses such as spring trips, choir banquet, other activities, and materials as deemed necessary during the course of the year for the program as a whole, not by an individual basis.
3. All students are expected to fully participate in all fundraisers.

There will be times throughout the year when the choir will subsidize or cover costs for students, vis-à-vis accompanists, entry fees, travel, tickets, etc., which normally fall to students and their families. We are happy to be able to occasionally do this. However, if the choir pays for a student to participate in something or go somewhere and he or she does not attend (unless they have an excused absence and their parents have communicated in advance with the directors), they will owe the choir any amount of money that was spent and unused.

* You are responsible for money and products.

**Checks should be made out to Clear Lake Choir, unless otherwise instructed.

PRIVATE VOICE LESSONS

Voice lessons are offered as a supplement to choral instruction. These lessons are weekly, 30 minute sessions in which a professional singer and voice instructor works one-on-one with the student to further improve vocal technique and to prepare additional literature for activities such as All-State auditions, Solo and Ensemble, and Pop Show. Lessons are optional, but highly recommended; to be placed with a teacher, please return the necessary information packet and enrollment form to your choir directors. At LAKE, three highly qualified teachers will be providing lessons:

- Jenny Grundberg - jennygrundberg@yahoo.com (at LAKE)
- Dr. Jimmy White - thepianoguy@att.net (at LAKE + weekly masterclass out of home)
- Janice Robbins - janice.robbins@hotmail.com (out of home)
- Rebecca Pyper-Busselberg - pypersings@sbcglobal.net (out of home)



PERFORMANCE ATTIRE

- **Women**

- Black dress (provided by LAKE)
- Black closed-toed dress flats or heels (1 ½" or shorter)
 - Open-toed shoes, Black sneakers/converse, boots, and sandals are unacceptable
- Hair must be pinned away from face (not tucked behind ears), and nicely fixed.
 - Sloppy ponytails and messy buns are unacceptable
- Concert pearls (provided by LAKE) will be worn for all concerts
- Foundation, lipstick, blush, eyeliner and mascara must be worn for every formal performance

- **Men**

- Black tuxedo jackets and pants (provided by LAKE)
- Black dress socks
 - Casual and/or non-black socks are unacceptable
- Black dress shoes
- White tux shirt
- Hair nicely kept
- Students will be responsible for any damage to the uniform while it is checked out in their name (Dress \$65, Tuxedo \$75)

Jewelry (except for the provided pearl necklace) is highly restricted. To be more specific:

- Stud earrings in ears (no gemstones of any kind)
- No facial jewelry
- No bracelets or rings

*Clean bodies and personal hygiene are a must. Please use deodorant, but omit all cologne, perfume, and scented sprays because many people are allergic to these items.

