



2024-2025

**Southlake Carroll Senior High
Choir Department Handbook/Syllabus**

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UNIFORMS

Each year members of the Dragon Choirs are issued choir uniforms that are the property of the CISD. Students are responsible for the care and upkeep of all pieces of this uniform for the entirety of the school year. Students are expected to return the uniform cleaned and in good condition. Uniforms will be returned before the last day of school. At that point, the condition of the uniform will be assessed and charges may be made if further cleaning or repairs are needed. Any uniforms not returned before the last day of school will be considered missing and the office will be notified. Students who fail to return specific parts of the uniform will be charged the actual replacement cost for that piece of the uniform. If a student moves out of the district, he should plan to return the entire uniform before attempting to check out of the school.

Please do not make any alterations to school-owned uniforms **that cannot easily be reversed** for the next wearer. Do, however, have dresses and slacks altered in length (but NOT CUT without permission from one of the directors) so that **they touch the top** of the student's black shoes. Uniforms should always be neatly hemmed and pressed.

Dresses are washable, but launder best through Dry Cleaning. Men's tuxedo shirts should be laundered after each wearing. (PLEASE use a product such as Shout or Spray 'n Wash on the necks and cuffs of tux shirts.) Tuxedo jackets and pants should be **dry cleaned** on a regular basis. **UNIFORMS SHOULD ALWAYS BE HUNG ON HANGERS.**

Students are required to supply their own black socks (if applicable) and black dress shoes to wear with the uniform.

In addition, each student will be issued a choir t-shirt for use as their informal uniform. If a student misplaces or stains his shirt, he will need to purchase another.

SUPPLIES

Carroll H.S. Choir binders must be purchased by the student and brought to school for their own personal use. These binders must meet the following specifications:

- Solid black with no markings or decoration of any kind
- 3-ring (with or without pockets)
- No larger than ½".

Students will also need to provide the following for their folders:

- Six (6) pencils – mechanical or classic
- A pencil bag that snaps into the three rings of the black binder
- Color highlighter(s)

The full cost of the above items should not exceed \$20.

Click below for an Amazon list including all the items above for easy purchase.

<https://a.co/2DNczgz>

Each student should come to rehearsal with his folder every day. There is no flexibility in this requirement. Music will be provided to the students at no extra charge (excluding All-State packets).

Music for TMEA All-State auditions may be purchased through the school or www.jwpepper.com.

Likewise, practice recordings of this music are available through the director.

COMMUNICATION

Director communication will most often come in the form of an email. If you need to contact a director, email is best.

We will also be using GroupMe/Remind to give last minute updates and reminders:

REMIND: Parents Only: Text @drgnprnts to the number 81010

GROUPME: Students Only: Click link or Scan QR code in Class:

https://web.groupme.com/join_group/102018915/IGp2HToq

GRADING POLICY

Choir is a performance-based class; **therefore, it is inevitable that students who miss performances for any reason other than a serious emergency will see a significant drop in their grade for that grading period.** For that reason, it is crucial that the student **and their parents** understand that choir requires a commitment that often extends beyond the normal school day. Choir is curricular and extra-curricular simultaneously. Since the students receive major grades for performances, students who miss performances without a director-approved excuse could easily fail the class for that grading period. This statement is not meant to alarm you, but to help you realize that choir involves a commitment not every student is able and/or willing to make. The commitment is not the child's alone, however, and parents should carefully note the dates on the choir calendar marked as mandatory.

Grades for performances are as follows:

100—On time for warm up in complete uniform and modeling proper performance etiquette through the entire activity

90---Tardy and/or in incomplete uniform

80----Excused absence supported by a parental phone call and email or written excuse

60----Unexcused absence supported by a parental phone call and email or written excuse

0----Unexcused absence with no parent communication

**Notification must be received in a timely manner in order to avoid a grade of zero being assessed.

Excused absences include medical emergency or personal injury, death in the family, and other special circumstances approved by the directors. In the case of conflicts with other school activities, arrangements for a compromise between the choral directors and the sponsor of the other activity be made. However, the student is responsible to notify all sponsors of the conflict as far in advance as possible.

Choir grades will be weighted as follows:

Summative Grades – 60%

This includes (but is not limited to): Performances, Quizzes, Tests, Mid Terms

Formative Grades – 40%

This includes (but is not limited to): Daily Participation Grades, Sight-reading

DISCIPLINE MANAGEMENT

Choir students are expected to exhibit exemplary behavior at all times. Infractions of school rules and rules of the CSHS Choir will not be tolerated. Students who interfere with teaching and learning on a repeated basis will be called in for a conference with the directors. If the behavior is not corrected, the parents will be contacted by one of the directors. If the problem persists, the matter will be turned over to the school administration for appropriate disciplinary action. Repeated disciplinary problems may result in a student's removal from the choral music program.

Students are expected to adhere to the CISD Code of Conduct.

TRAVEL

Every member of the CSHS Choir must have a completed "Release and Consent" form on file with the directors. NO student will be allowed to go off campus on trips (local or otherwise) until this form has been signed and returned to the directors.

The CSHS Choir will take performance and/or competitive trips on an annual basis. "Four Year Plans" are below:

2024-25: Disney World

2025-26: Show Choir Travel Only

2026-27: Los Angeles

2027-2028: Show Choir Travel Only

Guidelines for payment deadlines and/or refund policies differ with each travel company. Once a destination and a travel company have been selected, students will be issued those policies. Once the company's deadlines have passed, no refunds will be issued.

FEES

CSHS Campus Fees are listed below:

- Choir Fee - \$90 (covers all uniform and performance expenses) - Payable in Skyward.

Fees for this school year beyond the above listed are as follows:

- TMEA All-State Choir Audition fee: \$20 (Due 8/24/24)
- 9/10th Grade Honor Choir: \$20 (Due 9/15/24)
- UIL Solo and Ensemble fees: \$20 per singer (Due 4/15/2025)
- HS Show Choir Fees: \$425 per performer. Due by January 1.

AUDITIONS FOR TMEA HONOR CHOIRS

CSHS Choir members are encouraged to enter what is referred to as the Texas All-State Choir audition process. The first round of auditions is September 21 at LD Bell HS. True preparation for these auditions requires a commitment to practice at home and to do work in sectionals and/or a private voice instructor on a regular basis. Students who plan to participate in either the all-state process or UIL solo competition are strongly encouraged to take private voice lessons through the CISD Music Enrichment Program.

CISD Private Voice Lessons

Private voice lessons are offered during the school day at a cost of \$25 per half hour. Payment for voice lessons is made directly to the teacher according to district guidelines and policies. Students who expect to be competitive in the all-state audition process, solo contest, and/or college vocal auditions should plan to study voice. The benefits of private voice lessons are numerous. Students in the CISD are very fortunate to have this opportunity. We highly encourage every student who is able to participate in the music enrichment program.

If your student is interested in lessons, please fill out the form at www.carrollchoirs.com

Scholarships of $\frac{1}{4}$ (\$6.25) to $\frac{1}{2}$ (\$12.50) of the cost per lesson are available on a limited basis. Please be as specific as possible about your financial needs when completing the form. Decisions regarding scholarship recipients will be made in a timely manner following the deadline and all applicants will be notified whether or not they receive a scholarship.

CONFERENCES

All parent conferences must be arranged by contacting the director of your student's ensemble. Please do not hesitate to contact us if you have questions or concerns. Conferences must be set up at least 48 hours in advance and parents would need to check in at the front office.

TRANSPORTATION

Students will not be allowed to drive themselves related to activities outside the CISD district boundaries during the school day. All choir members will be transported together on CISD school buses or other district vehicles if the event takes place between 8:00am - 3:30pm on a school day. In the event that your student is participating in an individual or group event (auditions and performances) outside the school day, you may be asked to provide transportation for your child. The parent must also check the student out through one of the directors (or a designated chaperone) before the student leaves the site of the event.

CALENDAR OF EVENTS

The Carroll Choirs' calendar is only available on our website. There is an iCal download available if you'd like to sync it with a personal calendar.

PRESTO ASSISTANT

Each family will need a login for our logistics software, Presto Assistant, as this is where extra fees, demographic information and communication happen for our department. You will get a welcome email from the department prior to Super Saturday, please log-in by that time.

Please sign the “Handbook Acknowledgment and Student Contract” form on our website under the “Beginning of the Year” Page.