



**AUBURNDALE HIGH SCHOOL  
CHORAL HANDBOOK**

**Rich Hayes—Director  
#1 Bloodhound Trail  
Auburndale, FL 33823  
School : 863-965-6200  
Chorus: 863-965-6241**

## Table of Contents

Forward	Page 1
Philosophy	Page 1
Goals and Objectives	Page 2
Chaperones/Parents	Page 2
Chorus Organization	Page 3
Student Leadership	Page 3
Concert Uniforms	Page 4
Fund Raisers	Page 4
Attendance	Page 5
Rehearsals	Page 6
Public Appearances	Page 8
Grades	Page 9
Grade Distribution	Page 10
Make-up requirements	Page 11
Trips	Page 12

7. While traveling with the chorus, students may talk or sing in an orderly manner, except when going through a town or crossing a railroad track. When crossing a railroad track, absolute quiet must be maintained in buses. When going through a town, students will not sing or shout and **under no circumstances, call out or make remarks to people outside the bus.**
8. Students will ride both ways on a trip on their assigned bus.
9. Do not stand or move around in the bus while it is in motion.
10. While out of town, students will not ride in any private automobile without permission from the director.
11. Use of any alcoholic beverage, drugs or tobacco is absolutely forbidden at all times. Violation will result in being dismissed from chorus.
12. On overnight trips, all students will be in their rooms at or before the designated curfew hour. They will not leave the hotel without permission from the director.
13. While staying at the hotel, the students are to be courteous to all hotel employees and guests. They are to conduct themselves in manner to bring credit to themselves and the organization.
14. While staying overnight, students will not leave their rooms unless dressed to go out. While out of town, students should dress neatly and in good taste at all times. This is evidence of pride in the organization and personal pride, as well.
15. While traveling out of town, be sure to eat properly and regularly. You will be of no use to the chorus and will certainly not enjoy anything about the trip if you are not well.  
Diet is essential to good health and accomplishment.
16. **NO P.D.A. - Public Display of Affection.**
17. **NO** radios or CD's players on buses without headphones.
18. Special rules and instructions will be given to the students just prior to the trip to be taken.
19. Students are not allowed to ride with students at any time.  
**ALL SCHOOL BOARD RULES AND POLICIES ARE IN EFFECT AT ALL CHORUS FUNCTIONS.**  
**If you require special accommodations of any kind, please make me aware of these needs during the first week of school.**

**This handbook is a guide for this course and is subject to change with advanced notice.**

#5 For every piece you would have sung at the concert or rehearsal missed, give the following information:

- a. Name of piece
- b. Composer
- c. Key(s) the piece is in
- d. Time Signature(s) and what they mean
- e. List and define every dynamic, style marking, and vocabulary word used in the piece.
- f. Write out the words of each song (in the language you would have sung it). Under each syllable, write the vowel sound, circle the exaggerated consonants, and, if in a foreign language, tell what the text means to you.

## TRIPS

**The chorus will travel from time to time. Some special regulations are necessary for this type of activity.**

1. Mode of travel will be provided or approved by the school. Students traveling with the chorus must travel with the group in the vehicle provided. Exceptions, in grave emergency, must be approved by the director.
2. The school has a policy that no student may return by any other transportation other than the chorus bus, except the following.
  - a. When written permission is brought **before** departure from school.
  - b. The **PARENT** personally takes custody from the director after the performance. **PARENTS ONLY!**  
**Students will not be released to anyone but the parents of the students leaving.**
3. Students are to be on hand at the point of departure at least 20 minutes ahead of the scheduled time of departure.
4. There will be at least two adult chaperones placed on each bus. They are in complete charge. Respect is imperative. The chaperone will issue instructions and orders regarding conduct and also concerning the appearance and activity ahead.
5. While traveling on buses, you will obey the instructions of the bus driver.
6. Never throw or hang anything out of the bus windows.

## FORWARD

Congratulations on being a member of the Auburndale High School Choral program. As you know, it takes a great many people to produce a high quality choral program. Among those are the director, students, parents, school administration, patrons and community. It is essential that each of these groups do their part to see that the chorus is successful.

As a member of the chorus, you should devote yourself 100% in pride, effort, improvement and enthusiasm to do your part in meeting our goals.

We must have good communication between all the people concerned. We must all keep a positive mental attitude, exercise self-discipline and do all in our power to get our chorus on top.

If you have any questions or problems feel free to contact your director .

## PHILOSOPHY

The Auburndale H.S. Choral department believes that a basic study of music for all interested is important for increasing the relevance of the school curriculum. Education must allow students to build personal identity and self-confidence while learning to work within the group. It must nurture creativity and productivity. A high quality choral music program can contribute substantially to the achievement of these goals.

Neurological studies have reported important links between music instruction and enhanced brain functions such as analyzing, synthesizing, and evaluating both personal experience and objective data. Such skills are required for math, science, engineering and chess. Additionally, research findings indicate that a sequential arts education encourages respect for the cultures, belief systems, and values of their fellow learners.

## GOALS AND OBJECTIVES

- \* To provide, promote, and encourage interest and participation in choral music
- \* To develop the individual voice and an understanding of it's relationship to a choral ensemble
- \* To foster confidence through creative self-expression
- \* To increase musical literacy, skills and knowledge
- \* To channel individual energy to achieve a constructive, valid result
- \* To prepare the student for experiences in college programs, community involvement and a lifelong appreciation of the arts
- \* To strive to best serve the interests of the students, the school and the community

## CHAPERONES/PARENTS

You as a parent are extremely important to our chorus. We have a choral organization called the Auburndale Choral Patrons which meet once a month, dates and times of meetings are scheduled at the first meeting. We need every parent to be involved in the organization which helps the students raise money for trips, music and various other needs of the chorus.

In order to be a chaperone, you must be an approved volunteer for the Polk Co. Public schools and also be put under Auburndale H.S. (See the secretaries in the main office for this procedure) There are several opportunities to be a chaperone, but we need you to be involved with all activities of the chorus, not just the fun trips.

Please come to the meetings to find out how you can be involved. Those parents putting the most time into this organization will be given first choice on chaperone activities.

## MAKE-UP REQUIREMENTS

### Excused absences only

#### Absence from class:

- 5 excused absences allowed each semester without makeup
- 6-8 days absent - 1 make-up required (complete #4 below)
- 9-11 days absent - 2 make-ups required (complete #1 or #3)

#### Absence from performances or after school rehearsals:

All after school rehearsals and performances will be announced weeks before they occur. Any excused absence will have to be cleared by the director first, and then make-up work can be given. If the absence is unexcused, **NO** make-up will be assigned, and the student will receive **0** points for that assignment.

#### Assignment for missing after school rehearsal or performance

- 1st absence: complete #1 and #4 **or** #3 and #4
- 2nd absence: complete #2
- 3rd absence: complete #1 and #3
- Absence from a major performance (Christmas concert, Spring concert, District or State MPA) : complete #5

**Important:** All make-up assignments must be typed or in black ink, placed in a report folder and submitted within 1 week of an absence. Make-ups will count only 85% of the actual extra rehearsal or performance, since written work done individually cannot equate with singing with the group.

- #1 350 word report on a composer of director's choice. Do not copy. Use your own words. List resources at conclusion of report.
- #2 600 word report on the music of one of the 5 major periods: Renaissance, Baroque, Classical, Romantic or Contemporary. Do not copy. Use your own words. List resources at conclusion.
- #3 Attend a rehearsal or performance of another classical music group. Write a 350 word critique in paragraph form on their performance or rehearsal. Attach the program, if one is distributed.
- #4 Write a 100 word essay on the value of every individual to a musical organization.

## GRADE DISTRIBUTION

The emphasis of your weekly grade will be on your active participation and effort, rather than on your voice quality, or how quickly you learn your part.

Weekly grade	100 points per week (20 points per day)
Worksheets/Quizzes/Tests	100 points each
Concerts, including appropriate uniform and promptness	300 points each
After school rehearsals	100 points per hour

**Total number of points earned per semester will vary depending on number of worksheets, tests, extra rehearsals and the number of concerts performed.**

Extra points may be earned by participation in All-state, All-county, district solo and ensemble performances.

### Example:

Weekly grade:	Points earned	Points possible
Week 1 =	100 pts.	100 pts.
Week 2 =	100 pts.	100 pts.
Week 3 =	80 pts.	100 pts.
Week 4 =	100 pts.	100 pts.
Week 5 =	80 pts.	100 pts.
Week 6 =	100 pts.	100 pts.
Week 7 =	100 pts.	100 pts.
Week 8 =	100 pts.	100 pts.
Week 9 =	<u>100 pts.</u>	<u>100 pts.</u>
1 Test =	100 pts.	100 pts.
1—2 hour after school rehearsal (student misses)	0 pts.	200 pts.
1 performance	300 pts.	300 pts.
Total:	1260	1500 pts.

1260 divided by 1500 = **84 B**

## CHORUS ORGANIZATIONS

**Vocal Ensemble:** Designed for the more experienced singers with a concentration on advanced musical performance. The group will perform in concerts and festivals several times yearly. Public performance and after school time are required. Audition required.

**Women's Chorus:** Designed for teaching technique and developing singing skills. This group will perform in concerts several times yearly. Public performance and after school time are required. No audition.

**Men's Chorus:** Designed for teaching technique and developing singing skills, as well as small group performance. This group will perform in concerts and festivals several times yearly. Public performance and after school time are required. No audition.

## STUDENT LEADERSHIP

**Section Leaders:** Students will be chosen by their peers to be the leader in their respective section. These students will be responsible for passing out and collecting music, handing out papers and any other job issued by the director.

**Librarian:** These students are chosen by the director to file and keep accurate records of each piece of music.

Other leadership roles may be added as the director sees the need.

## GRADES

**ALL STUDENTS MUST MAINTAIN A 2.0 OVERALL GRADE POINT AVERAGE TO BE ELIGIBLE TO PARTICIPATE IN CHORUS ACTIVITIES.**

Your grade in chorus is an earned one. It **WILL NOT** be based, in any way, on your ability to sing. Rather, it will be based upon the contribution you make to the success of the group. Also, please remember that since you are seldom tested as you are in academic classes, your grade will be based on your attitude, your behavior, your attendance in class and at concerts, and how hard you are willing to work for the excellence of our organization. It will not be enough merely to SAY that you are interested in the group's success, you must demonstrate by your actions that you are dedicated to that goal.

**To earn an "A" in chorus, a student must:**

1. Be in attendance at all concerts and performances, unless illness or family emergency should prevent attendance. (See ATTENDANCE section). Make-up work must be submitted within a week to avoid a zero. (See Make-up section)
2. Be on time to class, in the assigned seat and ready to sing. ***"There is often a reason for not being on time-but it is never a good one!"***
3. Having worked on a daily basis on voice parts, demonstrate knowledge of vocal parts and have music committed to memory at concert time.
4. Demonstrate by a positive attitude and by disciplined behavior that the choir's excellence is of prime importance.
5. Show a willingness to cooperate in every way your talent permits.
6. Return folders and music to proper storage area.

## CONCERT UNIFORMS

**Uniforms must be worn in the appropriate manner at all times. Return the uniform in the same condition as received.**

1. Uniforms will be assigned by the director or his designee.
2. **An annual rental fee of \$30.00 will be collected when the uniform is issued.**
3. Alterations and small adjustments are the responsibility of the student. Do **NOT** cut the material in any way.
4. Uniforms are to be dry cleaned regularly.
5. Uniforms are to be turned in on announced date after having been cleaned!
6. **Never** wear the uniform partially or incorrectly, unless approved by the director. Wear the uniform *correctly or not at all*.
7. Students must provide the following:
  - a. Black closed toed dress shoes
  - b. Black socks (guys) natural colored hose (girls)
  - c. Guys must purchase tux shirts  
(The school will provide the rest of the uniform.)
8. When traveling with the chorus, the uniform is to be carried in a clothes bag on a hanger.
9. The length of the uniform should hit the top of the shoe. Please do not let it drag the ground or show your socks.
10. No necklaces are to be worn and only one ear ring per ear (girls only). No other piercings should be visible.
11. Hair should be of a natural color, no bright colors allowed.

## FUND RAISERS

Chorus members are expected to work and help in various projects the chorus has each year to raise money. Students will be called on to perform various duties and must carry their **Fair Share** of the load. It is not fair for a few to pay or work the way for all. Students who do not carry their share of the load will not receive their award and may be asked to leave the chorus.

## PUBLIC APPEARANCES

1. Students will be in their places 20 minutes ahead of the scheduled time of the start of any performance. It is the duty of each student to determine that all he/she needs for the performance is there.
2. All rules of conduct and order which apply to rehearsals will also apply to public performances.
3. Let your conduct, both before and after the performance, be above reproach at all times. **YOUR CONDUCT REFLECTS ON YOU, FELLOW MEMBERS, THE SCHOOL AND THE COMMUNITY.**
4. On the occasions when we travel to the performance, rules and regulations for such trips will be given out prior to any such trip. There must be a permission-to-travel slip notarized and on file in the director's office prior to any student traveling outside Polk County. Even if a form has been filed with another teacher, the Choral Director must also have a notarized form from each student.

## REGULATIONS OF POLICIES AND THEIR ENFORCEMENT

*THERE IS A REASON FOR EVERY POLICY. THESE REGULATIONS ARE THE RESULT OF YEARS OF SUCCESSFUL CHORUS PROGRAMS AND COUNTLESS EXPERIENCES.*

The chorus has only two basic rules:

1. Give 100%. Do your best.
2. The Golden Rule: Treat everyone else like you would like to be treated.

Every other policy falls in one of these categories:

1. A penalty will be enforced for all tardies, items turned in late, not picking up items on time, turning in forms late, etc.— **NO MATTER THE REASON.** The general penalty will be loss of points towards your grade, detentions or referrals.
2. In the case of extreme misbehavior or disrespect, for the good of the chorus, the student may be expelled from the chorus program.

## ATTENDANCE

Attendance at all rehearsals, performances, etc. is required. Inasmuch as the chorus works as a finely trained team, it is essential that every member be present for ALL rehearsals and performances. Any member who is absent makes the chorus less effective and also has an adverse effect on the morale of the group. Naturally, sickness and other hardships make it necessary to miss on some occasions. However, **ADVANCE NOTICE OF MISSING A REHEARSAL OR PERFORMANCE IS MANDATORY.**

### Procedures

1. **THE PARENT** must notify the **DIRECTOR in writing** in advance if a student must miss a rehearsal or performance.
2. An unexcused absence to a performance or rehearsal (outside of school hours) will result in a grade of zero.
3. Only reasons of **GRAVE EMERGENCY** should be used for missing a performance. Arrangements for transportation and missing work must be made in advance. Remember, excuses, even good ones, will not produce a good chorus.
4. **WORK**, going out of town, birthday parties, etc. are **NOT** excused absences.
5. Chorus performance takes precedence over practice concerning another school activity.
6. Tardiness will not be tolerated. "To be early is to be on time!"

**IF THE CHORUS PERFORMS, EVERYONE MUST BE THERE!**

## REHEARSALS

THE CHORUS REHEARSES EACH DAY. EXTRA REHEARSALS WILL BE SCHEDULED AND ATTENDANCE EXPECTED.

CHORUS IS NOT A SOCIAL CLUB FOR FELLOWSHIP OR PARTYING . IT WILL NOT BE TREATED THIS WAY BY THE SCHOOL AND STUDENTS ARE EXPECTED TO RESPOND IN LIKE MANNER.

1. Chorus members should have the following materials at all rehearsals:
  - a. Folder
  - b. Music
  - c. Soft lead pencil
  - d. Positive attitude
2. When the tardy bell rings, students should be moving to their seats with the above materials. When the director or designee begins instruction, **ALL ACTIVITY MUST CEASE** and the chorus will begin with a vocal warm up time, move into sightsinging or rhythm exercises followed by the music pieces to be rehearsed for the day. **Please remember to raise hands to ask questions.** We are trying to become a top notch group which will require self sacrifice and self discipline.
3. If the director should leave the room during rehearsal period, the students may converse quietly with their neighbors until his return. However, if the rehearsal is turned over to a student conductor or guest conductor, students will give him/her the same respect as they give the director. Under no conditions are the students to engage in informal singing or other time-wasting confusion during class period. When a moment or two is available for relaxing, merely sit quietly and talk to your neighbor, but be ready to start when the director is ready. Regarding illness, if you are too ill to sing, you should be at home. You are expected to carry your weight even when you are not at your best physically. Please remain alert and helpful.

4. When it is necessary for the director to work for a short time with a section or individual, all others must sit quietly and attentively. **NO TALKING!** Choruses that talk during rehearsals will NOT be superior in quality. You learn NOTHING while talking.
5. Eating, drinking or gum chewing are strictly prohibited during ANY rehearsal or performance. Also, **NO FOOD, DRINK, GUM, CANDY, ETC. IS ALLOWED IN CARPETED AREAS OF THE CHORUS ROOM!** School discipline will be used to correct such behavior.
6. The rehearsal room should be kept neat and in good order at all times. Each student is to clean up around his/her own position. Pick up any trash or paper. Do NOT leave books in the chorus room. Keep music folders in designated places and abide by all rules governing their use. Do NOT touch any property that is not your own.
7. Section rehearsals will be called from time to time. All rehearsal rules will apply in this case.
8. Proper posture is essential to good musicianship. *The very way you sit or stand reflects an attitude!* A singer's attitude is first seen, then heard. Seating will be decided by the director and may change several times each semester to achieve the best performance from each student. Standing on risers or platforms is first based on height and followed closely by vocal characteristics. You are an important part of this chorus. Please do all you can to produce an award winning group.
9. **NO ONE** is to enter the director's office without his permission. The director's office and the library are not to be used as a lounge area.
10. Practice rooms are to be used as rehearsal rooms, not social gathering places. Remember, we are trying to set a standard of excellence.
11. The piano, sound equipment, TV etc. are to be played only with the director's permission.
12. No **PDA**—Public Display of Affection.