



*Building Life Skills Through Choral Excellence*

# **Choir Handbook**

***Jenison Junior***

***High School***

*2019- 2020*

**DIRECTOR**

Mr. Kyle Cain

**Accompanists:**

Mrs. Andrea Pohler

Mrs. Beth Sweers

## Welcome to Choir at Jenison Junior High!

You are now a part of the Jenison Junior High Choir Team and so you are automatically associated with a group of outstanding young people who have the reputation of consistently pursuing personal and musical excellence! Your daily performance will be the mark that you leave on this program. The concerts you perform, and the people with whom you come in contact will be the legacy that you hand to next year's choir students. All will have the opportunity to create exceptional music, wonderful memories, develop lasting friendships, and have a lot of fun along the way!

To begin this process, we have provided you with this handbook. Inside you will find attendance policies, uniform information, **calendar dates**, and information about choir that will help you be successful. Please make sure that **you and your parents** read through this together, mark the dates on your family and personal calendars, sign all forms and **return them by Tuesday, August 20, 2019.** Please make sure you check the dates printed in this handbook against the cover letter you received. Sometimes dates have to be adjusted as the summer months pass due to changes in our school calendar. The most up-to-date source for choir dates is on our website [jenisonchoirs.org](http://jenisonchoirs.org). Just click on the calendar button and you will be taken to a google calendar page. If you or your parents have any questions, please have them contact me at school at 667-3254 or by email: [kcain@jpsonline.org](mailto:kcain@jpsonline.org). Please note that most of the handbook info will also be available on our website at: [jenisonchoirs.org](http://jenisonchoirs.org)

Good Luck!

Your Director,

Mr. Cain

# Policies

## 1. Performance Attendance

- A performance is a culminating activity. In classes such as Math or Language Arts unit tests are given and expected to be taken by every student. In Choir, we do give some written tests/quizzes but our major “unit tests” are the concerts that we schedule for the students. Because we prepare each piece as a group, it is mandatory that everyone in the group is at every performance.
- Unexcused absences result in a loss of credit, with no opportunity to make up the work missed and the 9 week grade being lowered 2 letter grades.
- Babysitting, Little League practices and games, retreats, *rehearsals* for other activities, and your birthday are all examples of UNexcused absences.
- Occasionally, there may be another school-related event or conflict that keeps you from attending a concert. Please let Mr. Cain know immediately when a situation develops. The earlier you communicate this, the better. Mr. Cain will then determine whether the absence will be excused or unexcused. Serious illness or a death in the family are examples of **excused** absences. Please submit a written excuse from the parent to Mr. Cain when the student returns to school.
- Since a performance is considered to be a major exam, students who have excused absences from performances have, under normal circumstances, one week to make up the missed work and submit the written excuse. This make-up work may include, but is not limited to, singing the student’s voice part a cappella and writing a performance critique.
- It is expected that when missing school because of a choir event, homework/test/quizzes, etc. will be completed the day before they are due.
- Please remember that on concert day, we rehearse in the performance hall. It is imperative that students attend so please try not to schedule doctor/dentist/job shadowing type appointments during the day on concert days. **If the student misses the rehearsal on performance day, they will not be allowed to perform that evening but will be allowed to make up the missed performance.**

## 2. Performance

- Uniform required
- No gum chewing, candy, or beverages
- Best behavior on and off the risers
- Use assigned seating and standing position
- No cellphone/digital device usage of any kind during the concert

### 3. Uniforms

Many groups that work as a team wear a designated outfit for a variety of reasons. On the playing field it is to help the players recognize who is on their team so they can work together more effectively. For a school music group, it's to create a visual uniformity so the audience will be focused on the musical product and not be distracted by differences in attire. We encourage you to read the following information carefully and follow it completely. The word uniform means to be exactly alike. One charcoal shirt instead of pure black or a pair of navy blue pants instead of black etc., **really** does stand out on stage and distracts from the performance of the entire group. \*Please be sure your uniform is clean and not wrinkled when you come to a performance so it doesn't look like you just pulled it out of a drawer. Paying attention to these details truly matters to **every** student in the group. Thanks for your help, it DOES make a difference!!!!

#### Ladies

- Female Choir members will wear a black floor length gown for a **usage/maintenance/seamstress fee of \$20.00.**
- **Shoes:** Dressy black flats. Provided by students/parents and may be purchased at a place like Meijer. Lace or buckle is fine but NO heels. Please, no obvious extra décor with colors or sparkles.
- **Black tights/socks/knee-high nylons:** Provided by the students/parents.
- **Accessories:** You may not wear jewelry such as necklaces, bracelets and watches, but may wear post earrings. Please, no facial piercings as they compromise the uniformity of the choir. Hair color must be within the general spectrum of "natural" colors (no neon, purple, etc.--If in doubt, please check with Mr. Cain far ahead enough to adjust if necessary). Some students find ways to dye their hair so it isn't visible to the audience during performance. Many times if students can pull the hair back or put the hair up it hides dyed tips or highlights. Students will not be allowed to perform if their hair color or style defeats the purpose of the Choir Uniform. Hair must be secured out of the face so the audience can clearly see your eyes.
- **Make-up:** Please don't wear bright eye-shadow, glitter or shiny lip gloss on concert night.
- **Tattoos:** Please don't wear any kind of artwork (tattoos/drawing/classnotes etc.) where it will be seen by your audience. This is especially a caution for the young ladies since their dresses feature short sleeves.
- Instructions in how to care for the dress will be sent home with students when we issue the dress. **DRESSES THAT ARE LOST OR RETURNED IN DAMAGED CONDITION WILL BE PAID FOR BY THE STUDENT/PARENT.**

Students may use money from their choir account to pay for uniform costs. Please contact Mr. Cain if you need financial assistance.

## Gentlemen

- Shirt: **Black**, pressed, long sleeved dress shirt. Parents please inspect this shirt to make sure it doesn't have stains, etc. No logos, and buttons must be clear or black.
- Pants: Pure black. Be careful that they are NOT navy blue. **Dressy (no cargo pants or black jeans)**.
- Shoes: Black. **Dressy**. A pair of standard dress shoes from Meijer are sufficient.
- Belt: Black, with buckle as inconspicuous as possible.
- Ties: Provided by students. Each person in the male chorus wears their favorite cartoon tie! (Students, please don't abuse this...)
- You may not wear jewelry such as necklaces, bracelets and watches, but may wear post earrings. Please, no facial piercings as they compromise the uniformity of the choir. Hair color must be within the general spectrum of "natural" colors (no neon, purple, etc.--If in doubt, please check with Mr. Cain far ahead enough to adjust if necessary). Some students find ways to dye their hair so it isn't visible to the audience during performance. Many times if students can pull the hair back or put the hair up it hides dyed tips or highlights. Students will not be allowed to perform if their hair color or style defeats the purpose of the Choir Uniform. Hair must be secured out of the face so the audience can clearly see your eyes.

Students may use money from their choir account to pay for uniform costs. Please contact Mr. Cain if you need financial assistance.

#### **4. Daily Rehearsals**

- Best behavior and attitude at all times.
- No put-downs allowed.
- Constant energy/effort.
- No gum chewing, or candy (this is mostly for your safety!)
- Use assigned seating/standing position.
- Have a pencil every day!!
- Bring assignment notebook daily.
- Shape and OPEN mouth when singing.
- Use correct posture.
- Turn in assignments on time.
- Always give the director your attention.
- The pianos and audio/visual equipment are off limits for all students without permission.
- In order to accommodate working parents and busy schedules, if an after school rehearsal finishes prior to the scheduled end time, students are welcome to stay in the choir room until the scheduled end time.

#### **5. Materials**

Have these with you when class begins each day:

1. A pencil for marking music and taking notes. Never use a pen to mark music.
2. Choir Folder/Music
3. Student Assignment Notebook.

#### **Additional information about materials:**

Students will have their own music folder. Be sure to have it with you in class each day. If you take your music home to practice you must bring it back to school the next day.

**FOLDERS AND MUSIC THAT ARE LOST OR RETURNED IN DAMAGED CONDITION WILL BE PAID FOR BY THE STUDENT.**

# Grading Policy

## Letter Grade: “A” = Excellent.

Attention is always focused on the director during rehearsal.  
Exhibits a high level of energy.  
Work ethic is strong.  
Always brings materials to class.  
Sight-singing skills are high.  
Shapes and opens mouth when singing.  
Test, quiz, and homework scores are high.  
Attends all performances and extra rehearsals within the marking period.  
Posture is tall.  
Clearly strives for excellence.  
Uses assignment notebook.  
Turns in forms and homework on time.  
Has their own music, pencil, assignment notebook, and sight-reading book in class daily.  
Exhibits mannerly conduct at all times.  
Respects school and other people’s property.  
Participates in class discussion.  
Does not socialize during rehearsal.  
Does not chew gum, candy, etc. in class.

Choir is a group effort and the majority of the work we do is in class. In most other classes, student behavior and achievement really only affects the individual grade of the student. In choir, everything a student does has an impact on the total product of ALL the students in the choir. Therefore, daily Rehearsal Technique points are earned for being prepared for, and engaged in rehearsal which includes the following:

- Student has pencil, music, and folder when class begins (2 minutes after bell)
- Student has any other assignment that may be due (2 minutes after bell)
- Student is in assigned position and says attendance number on time (2 minutes after bell)
- Student is focused and attentive in rehearsal
- Student opens and shapes mouth appropriately during rehearsal
- Student is respectful of directors, accompanists, and other choir members

On concert day there is much at stake as we make our final preparations for the performance. Therefore, the Rehearsal Technique grade carries even more weight than the regular, daily Rehearsal Technique grade does.

Students have numerous opportunities to earn extra credit points (up to 100 per 9 weeks) and should talk to Mr. Cain for more details.

**JENISON JUNIOR HIGH CHOIRS  
GRADE SCALE**

NAME \_\_\_\_\_ CHOIR: (AC BC MC) FOLDER NO. \_\_\_\_\_

I. QUIZZES (Total Possible: \_\_\_\_\_) POINTS EARNED: \_\_\_\_\_

#1 \_\_\_\_\_

#3 \_\_\_\_\_

#2 \_\_\_\_\_

II. PERFORMANCES (Total Possible: \_\_\_\_\_) POINTS EARNED: \_\_\_\_\_

\_\_\_\_\_ Points

\_\_\_\_\_ Points

\_\_\_\_\_ Points

\_\_\_\_\_ Points

\_\_\_\_\_ Points

III. YEAR-END-PERFORMANCE (Total Possible: \_\_\_\_\_) POINTS EARNED: \_\_\_\_\_

IV. REHEARSAL TECHNIQUE (Total Possible: \_\_\_\_\_) POINTS EARNED: \_\_\_\_\_

Participation Points Based on the following:

- Timely attendance #, on-time-arrival to class and assigned position, no food, gum, or beverages, preparation \_\_\_\_\_

- Appropriate rehearsal procedure \_\_\_\_\_  
(posture, position, focus, teamwork)

Extra credit \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_

(GRAND TOTAL POSSIBLE: \_\_\_\_\_)

PERCENTAGE EARNED: \_\_\_\_\_

MARKING PERIOD GRADE: \_\_\_\_\_



# Jenison Junior High Choirs

## 2019-2020 Calendar of Events

Please note concert day schedules. If students miss rehearsal on concert day they may not perform that evening. Please avoid any appointments on those days.

### AUGUST

- 20 Handbook forms due

### SEPTEMBER

- 06 Uniform fitting day for all girls during their choir hour
- 9 Choir Boosters Meeting @ 7 PM in HS Choir Room
- 13 Entertainment Book fundraiser begins
- 27 Entertainment Book fundraiser ends

### OCTOBER

- 04 Male Chorus members bring uniform to school for check-in
- 9 Picture Day for All Choirs in the JCA during their regular choir hour for the rest of the day. Male Chorus please arrive before 8:00 am at the JCA if possible to get changed into choir uniform. The girl's uniforms will already be at school after fitting and hemming. They will bring them home on picture day with care instructions inside the bag.
- 18 7 am rehearsal for Arietta/Bel Canto choirs (JCA)
- 18 All Choirs rehearse at the JCA during their regular choir hour

### NOVEMBER

- 01 7am Rehearsal Arietta Choir
- 04 Male Chorus Performance at Sunset Manor and then dinner/performance at Shanghai-Ichiban. After school until 7:00 pm
- 06 7am Rehearsal Bel Canto Choir
- 07 Arietta Combined rehearsal 3rd hr (10:08am-11:06am) JH Choir Room
- 07 Arietta Choir to perform at Waterford Place and then dinner/performance at Shanghai-Ichiban afterwards. After school until 7:00 pm.
- 11 Choir Boosters Meeting @ 7 pm HS Choir Room
- 12 Nut Sale begins
- 13 Bel Canto Combined rehearsal 6th hr (1:47-2:45) JH Choir Room
- 13 Bel Canto to perform at Allen Springs Retirement Community after school then dinner/performance at Shanghai-Ichiban. After school until 7:00 pm.
- 26 Nut Sale ends, order forms due
- 26 CHRISTMAS CONCERTS at elementaries during the school day- Bel Canto Choir, Male Chorus come to school in uniform with money for pizza lunch

### DECEMBER

- 4 Arietta Choir performs at Kids First Building for the Early Childhood Center
- 9 7 am rehearsal for Arietta/Bel Canto choirs (JCA)
- 9 Choir rehearsals @ JCA: Male Chorus 1st hour; Arietta 4th hour; Bel Canto 5th hour
- 9 3:00 pm - 4:30 pm am Rehearsal All Choirs at the JCA
- 10 JH CHRISTMAS CONCERT for JH Student Body and Public @ JCA 1:00 pm  
All Choirs bring choir uniform to school and change during lunch
- 10 Evening Performance for the Public 7:00 pm JCA. Students report at 6:30 pm in uniform.

## JANUARY

Rehearsals for Vocal Blast TBD

## FEBRUARY

- 03 7 am rehearsal for Arietta/Bel Canto choirs @ JCA
- 03 Male Chorus rehearse 1st hour @ JCA
- 03 All Choirs rehearse 3:00-4:30 pm
- 04 Vocal Blast at JCA at 7:00 pm
- 10 Choir Boosters Meeting @ 7 pm HS Choir Room
- 20 Auditions for Student Showcase Soloists after school (students will sign up for audition time)

## MARCH

- 12 Student Showcase: Auditioned soloists perform only - TBD

## APRIL

- 13 Cheese and Sausage Fundraiser begins
- 13 Choir Boosters Meeting @ 7 pm HS Choir Room
- 20 Cheese and Sausage Fundraiser ends
- 20 7 am rehearsal for Arietta/Bel Canto choirs @ JCA
- 20 Male Chorus rehearse 1st hour @ JCA
- 23 Choir Clinic day for: Male Chorus 1<sup>st</sup> hour; Arietta Choir 4<sup>th</sup> hour (11:41am-12:39pm); Bel Canto Choir 6th hour (1:47-2:45 pm); ALL CHOIRS after school 3-4:00 pm @ JCA
- 24 Celebration at Craig's Cruisers (3:00 pm-7:00 pm)

## MAY

- 01 Individual Choir Rehearsals at JCA: Male Chorus 1st hour; Arietta Choir 3rd hour (10:08 am– 11:06 am); Bel Canto Choir 5th hour (12:44 pm-1:42 pm) @ JCA
- 02 District 10 Solo and Ensemble Festival (for students who take private lessons)
- 03 **SPRING CONCERT w/Lakewood Area Choral Society 4:00 pm @ JCA**  
**All Choirs report at 2:00 pm**
- 27 Bel Canto Choir Community performance at Waterford Place after school until 5:00 pm
- 28 Arietta Choir Community performance at Sunset Manor after school until 5:00 pm
- 29 Male Chorus Community performance at Allen Springs after school until 5:00 pm

### High School Choir Concert Dates

(extra credit for attendance at these)

- |         |                                    |
|---------|------------------------------------|
| Oct. 17 | Fall Concert @ JCA 7:30 pm         |
| Dec. 13 | Christmas Concert @ JCA 7:30 pm    |
| May 13  | Spring Choir Concert @ JCA 7:30 pm |

Other performance opportunities may present themselves for our students. When these are confirmed a note will be sent home indicating these to you.

The documents on the following pages are:

- A medical release form for when we go off campus for any performance such as a festival, tour, or rehearsal at a performance site.
- The Choir Contract.
- An informational document for members of the girls choirs for uniform fitting and fees.

These forms and any fees are **due on Tuesday, August 20**. Students will receive 50 points each for the ON TIME return of these forms. Please read carefully, fill out the forms completely in black ink, and return on or before August 20. Thanks for your help!

CONSENT FORM - TRAVEL/MEDICAL TREATMENT

(due on Tuesday, August 20, 2019)

Valid August 20, 2019 - June 3, 2020

Please use **black ink** when filling out all forms

J. J. H. Choirs  
Jenison Junior High  
8295 20th Ave.  
Jenison, MI 49428

(616) 667-3254

I give \_\_\_\_\_ permission to travel by school transportation to various choir events such as concerts and rehearsals off-campus.

Child's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ age \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Mother's Name \_\_\_\_\_

Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

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

Parent email address: \_\_\_\_\_

With whom does student reside? \_\_\_\_\_

In the event parent/guardian cannot be reached, please contact the following person:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Child's Physician \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Emergency Phone \_\_\_\_\_

Allergies, Medications etc.: (please list)

\_\_\_\_\_

Insurance Carrier and Policy Number \_\_\_\_\_

I hereby authorize the medical treatment of my minor child: \_\_\_\_\_

In the event I cannot be reached in a situation that demands immediate medical attention, I also authorize an adult representative of Jenison Junior High to act on my behalf.

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

(parent, legal guardian, or parent with custody)

Hour \_\_\_\_\_ Grade \_\_\_\_\_ Choir \_\_\_\_\_

**Choir Contract**  
**(due on Tuesday, August 20, 2019)**

Parent Agreement:

I have read the Choir Handbook and understand the policies of the Vocal Music Department. I have taken notice of the required rehearsal and performance dates and attendance policy. I give my permission for my son or daughter to be transported in a school approved vehicle to any choir event scheduled at a location other than Jenison Junior High School.

Parent Name (print) \_\_\_\_\_

Parent signature \_\_\_\_\_  
(Date)

Phone number(s) \_\_\_\_\_  
(Home) (Work) (Cell)

Student Agreement:

I have read the Choir Handbook and understand that being a member of a performing group involves commitment and discipline. (It's also lots of fun!) I have taken notice of the required rehearsal and performance dates and attendance policy. I will follow the policies listed and fulfill the responsibilities given to me by the director.

Student Name (print) \_\_\_\_\_

Student signature \_\_\_\_\_  
(Date)

Hour \_\_\_\_\_ Grade \_\_\_\_\_ Choir \_\_\_\_\_

**Office Use Only for Girl Choir Members:**

**Uniform Payment Information**

**pd** \_\_\_\_\_ **amt** \_\_\_\_\_ **acct** \_\_\_\_\_ **ck#** \_\_\_\_\_ **cash** \_\_\_\_\_

# **REMINDER**

## Girls Choir Members ONLY

### Rental Fee for Choir Outfits (and other stuff) (due on Tuesday, August 20, 2019)

- Uniform Fee \$20.00 (includes uniform usage/maintenance/seamstress fee)
- Checks payable to Jenison Public Schools
- 8<sup>th</sup> grade choir members may use money from their choir account. Go to [jenisonchoirs.org](http://jenisonchoirs.org) to check how much you have in your account. If you will be using your account money, please detach, fill out and return the form below.

Lost or damaged uniforms will require parent/student to pay replacement cost of \$65.

=====

### JENISON CHOIR BOOSTERS STUDENT ACCOUNT DISBURSEMENT REQUEST

DATE \_\_\_\_\_

NAME \_\_\_\_\_

CHOIR \_\_\_\_\_

\$ AMOUNT \_\_\_\_\_

REASON FOR  
REQUEST \_\_\_\_\_

SIGNATURE \_\_\_\_\_