

*Boles Junior High  
Choral Department*



*Handbook*

*2008-2009*

*Jocelyn Epley & Amanda Maitlen*

# *Directors*

Parents and Students of the Boles Choir Program,

Welcome to the Boles Junior High Choir! We are very excited to have you in choir and look forward to a wonderful and successful year. The following handbook is your introduction to the choral department and has important information for the singers and parents.

The following statement summarizes the mission of our organization:

*The mission of the Boles Junior High Choir Program is to develop a committed choral community of the highest quality so that all members may experience the joy of singing. To achieve this mission the members will:*

- *work to acquire vocal and expressive skills,*
- *demonstrate dedication to the groups' rehearsal efforts,*
- *and commit themselves to the continual pursuit of excellence.*

Music is a very important part of our lives and we hope that our choir members will take away a very uplifting musical experience. The Boles choir program provides an opportunity for the singers to study and perform choral music, study proper vocal techniques, musicality, and sight-reading. Discipline and dedication will be encouraged in order to reach our highest potential in rehearsal, attendance, and performances.

Parent involvement is very important to our organization and their encouragement motivates both the students and directors. We hope that you are able to help this year with our many events.

Please read through the Handbook and sign forms and return them not later than Friday, August 29<sup>th</sup>. If you have any questions please feel free to contact either Mrs. Epley or Ms. Maitlen at 682-867-8000 ([jepley@aisd.net](mailto:jepley@aisd.net), [amaitlen@aisd.net](mailto:amaitlen@aisd.net)).

We look forward to an exciting year!

Jocelyn Epley  
Director of Choirs  
Boles Junior High

Amanda Maitlen  
Director of Choirs  
Boles Junior High

# CLASSROOM PROCEDURES

## Classroom Rules

1. Follow ALL directions the first time given.
2. Show respect for others and property.
3. Be in your place with appropriate materials when the bell rings.
4. No gum, food, or drink in the choir room.
5. Do not play the piano, use the phone, or use any other equipment.
6. Follow all Arlington ISD Code of Conduct Rules.

## Consequences

- 1<sup>st</sup> offense—verbal warning
- 2<sup>nd</sup> offense—teacher/student conference
- 3<sup>rd</sup> offense—separation of student from class and given a written assignment
- 4<sup>th</sup> offense—parent contacted
- 5<sup>th</sup> offense—detention assigned
- 6<sup>th</sup> offense—office referral
- Extreme offense—office referral (inappropriate language, violence, extreme insubordination, etc.)

## Tardy Consequences

- 1<sup>st</sup> offense—verbal warning
- 2<sup>nd</sup> offense—teacher conference
- 3<sup>rd</sup> offense—parent notified
- 4<sup>th</sup> offense—office referral (per school policy)

\*\*For each offense (rule violation or tardy) during a six-weeks grading period, the student's conduct grade will be lowered one level. Choir students begin each six weeks with an A+. For each deduction that results in a conduct grade of C+ or lower, a d-hall (detention) may be assigned at teacher's discretion. D-hall may also be assigned at any point for disruptive behavior. Failure to appear for a d-hall or reaching an F in conduct may result in an office referral.

## Rewards

1. Verbal praise
2. Choir bulldog bucks (individual)

These may be earned by the student for excellent work or effort in choir.

### Earn bucks for:

- Six-weeks grade of 100 and A+ conduct—2
- Six-weeks conduct grade of A+—1
- Semester test grade of 100 – 1
- Rehearsal effort recognition – 1
- Participation in optional events – 2
- Other as deemed appropriate by director - ?

### Spend bucks to:

- Add 5 points to a written work grade—1
- Get a drink/go to restroom – 2
- Buy a pencil – 2
- Remove a tardy or warning – 5
- Study period\* – 5      \*At director's discretion
- Select your seat day\* – 5
- Other privileges or prizes - ?

3. Top Dog Club (individual)

Students may earn membership in the Top Dog Club during a six weeks by receiving a 100 in choir with no tardies or conduct deductions and contributing 10 Box Tops. Club privileges will vary.

## DAILY EXPECTATIONS

Good choirs rehearse efficiently. Because each member of the group is important to the choir, it is necessary for each member to contribute positively to the rehearsal. The students will be learning the following rehearsal skills and will be expected to demonstrate these skills at each rehearsal as part of their choir grade.

### Rehearsal Etiquette/Class performance expectations:

Positive Attitude  
Good Posture  
Concentration  
Respect  
Have supplies  
No Gum  
Give 100% to each rehearsal

Students who display proper rehearsal etiquette and meet the class performance expectations listed above will earn a daily skills assessment grade of 100. Points will be deducted from the weekly rehearsal grade each time a student does not demonstrate these skills.

## GRADING POLICY

Each student's six-weeks grade will be derived from:

1. Daily skills assessment and effort, as described in "Daily Expectations" above
2. Extra rehearsals and Concert Attendance (Mandatory)
3. Oral and written work (quizzes, tape grades, etc.)

## MATERIALS

**Each student will need to bring a pencil with eraser to mark their music as well as a colored paper folder (NOT a Notebook!) that corresponds to the student's choir period:**

1<sup>st</sup> –green      2<sup>nd</sup> – red      3<sup>rd</sup> – yellow      4<sup>th</sup> -orange      7<sup>th</sup> – purple      8<sup>th</sup> –blue

The students will keep any written work in these folders. Folders should be left at school and should not be written on. Each student is expected to have their folder at the beginning of each rehearsal and to put their folder back into their assigned slot at the end of each rehearsal. Students will be expected to have one pencil with them in class at all times and should keep the pencil in their folder.



## UNIFORMS

Because we wish to look very professional when we sing, each choir student will be expected to wear a choir uniform for performances. If you already have a choir uniform from prior Boles choir experience, you will not need to purchase a new uniform.

**Ladies:** You will need to rent a black dress through the choir program. You will be responsible for your own black closed-toe dress shoes and black hose to be worn with the dress. (We suggest flats)

**Men:** You will need to rent or purchase a white tuxedo shirt, black bow tie, and black vest through the choir program, and you will be responsible for your own black dress slacks, black dress shoes, and black dress socks.

**New Uniform Fees & Fittings:** Men will need to bring \$40 for their new shirt/vest/tie order. Checks may be made payable to Boles Junior High Choir. They will be measured for uniforms during their choir class. Further details about these fittings will follow.

It is also acceptable to purchase or use a dress from a former Boles choir member if you know someone with a dress from the past eight school years. Currently the choir is in the process of purchasing school-owned uniforms. If renting a uniform from the choir, then you will need to pay the uniform rental fee of \$15.00 per year and covers maintenance of the uniform supply. Loss or damage of a school-owned uniform will be the financial responsibility of the student. School-owned uniforms issued to students must be returned following the final formal performance of the school year. You will be responsible for having it dry-cleaned before returning the uniform.

Each student will be responsible for acquiring the concert attire for his or her choir. We do not wish for the uniform requirement to deter a student from taking choir and ask that if the uniform requirement poses a problem or creates a financial difficulty, please contact us *as soon as possible* so that we work something out. (delayed payment, financial assistance, etc.)

**Men's new uniform fees (\$40) or ladies/men's uniform rental fee (\$15) is due no later than Friday, August 29th. Checks payable to Boles Junior High.**

## OFFICERS

Officers will be elected in each class. There will also be some class officer positions filled by director appointment.

## SHOW CHOIR



The show choir is selected at the end of each school year for the following year. The group is currently made up of 7<sup>th</sup> and 8<sup>th</sup> grade boys and 8<sup>th</sup> grade girls who have been in choir for one year.

## FUNDRAISING

The Boles Choir Booster club works with the choir each year to raise money for various events and needs of the choir program. While no one is required to participate in the fundraising projects, participation by all choir members is encouraged since everyone benefits from these efforts. If you wish to not have your child participate in fundraising but prefer to donate money instead, you may do so. This year our choir students will be selling items from the Sally Foster gift-wrap catalog.

## PRIVATE VOICE LESSONS

All interested students are encouraged to take private voice lessons! These voice lessons are facilitated through the district by the AMEP (Arlington Music Enrichment Program) and are scheduled before school and during some choir periods. Lessons are \$16.00 each and are given once a week. An application is included with this packet, and students will be accepted on a first-come, first-serve basis. Please do not send payment until contacted by the voice teacher.

Boles voice students will have the privilege of working with professional voice teacher, Mrs. Lexa Rock, who has been teaching through this program for many years. Studying voice privately is extremely beneficial for student vocal development and for the choir. Feel free to call if you have any questions regarding this wonderful program.

## CALENDAR OF EVENTS

The calendar of events included in this handbook lists all of the events in which the choir will participate (that are known at this time). You will be sent home information if your child needs to participate in the different events.

Because performance is included as part the choir curriculum mandated by the state of Texas, our major concerts (fall, winter, spring, etc.) are curricular events, which means that **attendance is required by all choir members.** An unexcused absence from these required events will result in a zero! **Students will receive 3 tests grades for each concert: Concert attendance, audience etiquette and stage presence.**

Excused absences include:

1. Illness (must have been absent from school that day or have doctor's note)
2. Family Emergency
3. Conflicts with another school activity or sport. Do not assume that if your child has a game that night that they will be excused from the concert. We will work it out with the coaches. It is the student's responsibility to inform the director and coach/teacher of the conflict.

**\*\*If the absence is excused, the student will be given an alternative assignment to make up the grades.**

Unexcused absences include:

1. Homework
2. Lack of transportation
3. Athletic events or other events not sponsored by AISD.

**\*\*Unexcused absences will result in zeros. Never assume an absence will be excused. Always communicate with your director.**

# Boles Choir 2008-2009 Schedule

<u>August</u>	28	Parent Meeting @ Boles 7:00 pm in cafeteria
<u>September</u>	13	JH All-Region Camp @ L.D. Bell HS
	26	Choir Lock-In @ Boles 6-9pm
<u>October</u>	9	<b>**Fall Concert @ Martin HS 7:00pm</b>
	14	Fund-Raiser Kickoff
	20	All-City Auditions @ Nichols JH
	24	Cluster Rehearsal @ Martin HS (varsity choirs only)
	25	Cluster Concerts @ Martin 3:00 and 5:00 pm
	28	Fundraiser Due
<u>November</u>	8	All-Region Choir Auditions @ Young JH
<u>December</u>	TBA	Elementary Tour (varsity choirs only)
	11	<b>**Winter Concert @ Martin HS 7:00pm</b>
<i>Jan.-March</i>		<i>UIL rehearsals TBA</i>
<u>January</u>	9	All-Region Choir Clinic @ Wester MS in Mansfield
	10	All-Region Clinic/Concert @ Wester MS in Mansfield 5:00 pm
<u>February</u>	7	Solo & Ensemble Contest @ Young JH
<u>March</u>	6	Show Choir Showcase @ Arlington HS
	24	<b>**Pre-UIL @ Martin HS</b>
	30-31	<b>**UIL Contest @ Birdville HS</b>
<u>April</u>	1	<b>**UIL Contest @ Birdville HS</b>
	18	All-City Clinic/Concert
<u>May</u>	8	Hurricane Harbor Contest @ Birdville HS
	9	Hurricane Harbor Play Day
	14	<b>**Spring Concert (Time and Place TBA)</b>
	21	Boles Show Choir Auditions
	??	Spring Voice Recital

**\*\*Mandatory concerts by ALL choir members. We will send home information for each event.**

Please note:

- TBA=To Be Announced (as soon as information available)
- UIL Combined Rehearsal/Clinics will be held in the weeks prior to contest. This schedule will be announced in late January/early February, and students will be given guidelines to follow regarding their required attendance at these rehearsals
- Individual competitions (All-City choir, All-Region choir, and Solo & Ensemble) will require additional practice time before and/or after school to prepare. Please be aware of the extra time requirements.
- Transportation will be provided for required events held outside of the school district.

# FORMS

The following pages of the handbook contain a variety of forms of many types. While this will require some of your time now, it is our hope that this will take care of the majority of paperwork for the school year. We will keep all of these forms on file and pull them for use as needed. We appreciate your time and prompt attention to this matter.

**\*\*Please return all required forms by Friday, August 29<sup>th</sup>.\*\***

## **Optional Forms:**

1. Enrollment form for Private Voice Lessons
2. Volunteer Opportunities
3. AISD volunteer application/Criminal History Authorization (optional, but required by the district to volunteer)—This form is available (and is processed faster) on-line at: [www.aisd.net](http://www.aisd.net). Click on volunteer under the main menu on the left hand side of the site to access the form.

## **Required Forms:** (please return by Friday, August 29<sup>th</sup>)

1. Permission to Travel  
All activities requiring permission to travel are included. This does not mean that your student will necessarily be attending each activity. We will keep them on file to use for each activity in which your student participates.
2. Acknowledgement of Rules and Fund-Raising Form
3. Medical Authorization form (separate form)  
The district requires that the medical authorization form be notarized. You may have the form notarized by Debbie Martin in the Boles JH front office or by a notary public of your choice.





# Volunteer for Choir!

Please designate all the choir activities for which you are willing to volunteer during the 2008-2009 school year.

- \_\_\_\_\_ Chaperoning at concerts
- \_\_\_\_\_ Chaperoning on bus trips during the day
- \_\_\_\_\_ Chaperoning trips in the evening
- \_\_\_\_\_ Chaperoning at choir parties
- \_\_\_\_\_ Serving pizza
- \_\_\_\_\_ Sewing hems and mending uniforms
- \_\_\_\_\_ Piano Accompanist
- \_\_\_\_\_ Anything during evening hours
- \_\_\_\_\_ Anything during school hours
- \_\_\_\_\_ Help with labeling and distributing t-shirts
- \_\_\_\_\_ You need me.....Call, I'll help when I can!

\*\*\*\*\*

Parents' Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Best Telephone Number to reach you: \_\_\_\_\_

Email Address (please list if you email regularly): \_\_\_\_\_

For your child's safety, AISD requires that all volunteers fill out and submit a volunteer background form and be on the approved volunteer list before you may help. Please apply on-line at: [www.aisd.net](http://www.aisd.net) or return the form if you plan to help **in any way** during the year. You may check the space below if you have already completed a volunteer form for the 2008-2009 school year.

\_\_\_\_\_ *"I have already submitted an AISD volunteer form for the 2008-2009 school year.*

## ACKNOWLEDGEMENT OF RULES AND PERMISSION TO FUND-RAISE

I have read the Choir Handbook (either online or a hard copy) and agree with the policies and procedures contained therein. I realize that my support of these guidelines is essential to my child's participation and success in the choral program.

I am aware of the following information:

1. Attendance requirements for concerts, contests, and rehearsals
2. Grading procedures
3. Uniform requirements
4. Choir supplies

I also know that fund-raising is very important for the choir program to be able to succeed at the many events it performs throughout the year. I understand the fund-raising goes into an account that is used for only choir events, music, supplies, entry fees, uniforms, transportation, or any needs of the choir throughout the year.

Please read and check only one statement below:

\_\_\_\_\_ My child has my permission to fund-raise for the choir for the 2008-2009 school year. I understand my child will be responsible for all money until turned in to the Booster club.

\_\_\_\_\_ My child will not be allowed to fund-raise for the choir this school year.

\_\_\_\_\_ My child will not be allowed to fund-raise for the choir, but I will donate \$\_\_\_\_\_ to help reach the choir's goals.

**\*\*\*\*\*Signatures apply to acknowledgement of rules and fund-raising decision\*\*\*\*\***

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

\*Parent Email: \_\_\_\_\_

\*Please provide if you check this email address somewhat regularly and agree to allow Mrs. Epley and Ms. Maitlen to use this email address as a means to contact you with additional choir information or information about your child. **Thank you for printing neatly!**

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

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

**All required forms are due no later than Friday, August 29<sup>th</sup>. Thank you!**