



# INDIAN SPRINGS SCHOOL CHORAL PROGRAM CHOIR HANDBOOK

## Cultural Expectations

**Be Respectful:** The Indian Springs Choir is a safe place for all individuals, where you are encouraged to be your truest self. We strive to maintain a warm, inviting atmosphere, committed to excellence in choral music. Being respectful means being on time, being prepared, having an open mind and heart, and supporting your fellow musicians when needed. Disrespectful or discriminatory behavior towards any individual will not be tolerated.

**Make Music:** In both rehearsals and performances, we encourage all students to be active participants in the music making process. An active participant doesn't wait to be told how to make music, but instead proactively looks for chances to express themselves through the music. This is how we can best communicate the intent of every piece we perform with the audience. This communication between performer and listener is what makes music so powerful.

**Have Fun:** Music is fun! Singing is fun! From the simplest sight-singing exercise to the most complex choral music, having fun is always attainable. While rehearsals can be difficult and tedious, do your best to always remember the bigger picture of why we sing and why we make music.

## Rehearsal and Concert Expectations

**Attendance Policy and Rehearsal Expectations:** Just as with all classes, choir members are expected to attend every rehearsal and performance. Homework, projects, make-up tests, club meetings, extra help, doctor's appointments (when possible), travel arrangements, etc... should be completed/scheduled outside of rehearsal and performance times. Actions to be taken will depend on the number of absences accrued and are listed below. If a student accrues 7 absences of any type, the Director of Choral Music will schedule a meeting with the student and parents/guardians to discuss the student's continued participation in the Indian Springs Choir.

**Unexcused Absences:** From the Read 'N' Heed: "Unexcused absences are greatly discouraged by Indian Springs School as they illustrate a lack of respect for teachers, peers, and the school." Students and their parent/guardian will be notified when they have reached **three (3) unexcused absences**. On the occurrence of the fourth unexcused absence, the Director of Choral Music reserves the right to excuse the student from the choral program. These absences will begin accruing September 5<sup>th</sup>, 2023.

**Tardiness:** Please have your folder, pencil, and be ready to sing by the start of rehearsal. Three late arrivals will elicit an email to the student and parents/guardians, as well as a discussion to help the student prioritize their schedule. If you are late because you were held up in a prior class, please bring a signed note from the teacher. These tardies will begin accruing September 5<sup>th</sup>, 2023.

**All performances are mandatory:** Should a singer need to miss a concert listed on the calendar due to unavoidable circumstances, an email must be sent to the Director of Choral Music no later than two weeks prior to the performance. *We understand emergency and unforeseen situations may arise within the aforementioned two-week margin and ask that these situations be communicated to the Director of Choral Music as quickly as possible.* Students will not be penalized in the event of a verified emergency absence; however, the consequence of an unexcused performance absence will be left to the discretion of the Choir Director and may include the student being excused from the choral program.

### **Rehearsal and Concert Etiquette/Stage Presence:**

Arrive early to every call time.

Arrive in the designated uniform.

Cellphones should be stowed outside of the Concert Hall. Do not bring a cellphone on stage.

When moving into concert formations, move with a purpose, but do not run.

**Do not talk on stage. (This includes when processing or between pieces.)**

Stand nobly with intention. Do not touch your face on stage.

Smiling is a way to show the audience your appreciation for their attendance and applause.

### **Choir Costs**

#### **Concert Attire**

***Any student needing assistance in obtaining concert attire should contact Dr. Wright as soon as possible. Cost is discussed below.***

#### **Casual Concert Attire:**

- Black Choir Polo, *purchased through the school* **\$20**
- Black Choir Fleece, *purchased through the school* **\$30**
- Black Pants - jeans are acceptable as long as they have no rips or decorations, *purchased on own.*
- Black Shoes without heels, *purchased on own.*

## Formal Attire:

- Black Suit (Including coat and pants), purchased through the school **\$95**
  - o If student's already own a black suit, it may be worn with Director permission.
- Black Choral Dress **\$65**

We are moving to a new concert dress this year, which has a similar look as in years past, but is more forgiving than the previous dresses. Any returning student may continue to use well-maintained and well-fitting uniforms purchased in prior seasons. **Students are responsible for purchasing their own black shoes, pants (for casual uniform), belt, etc.** If any student needs financial assistance with concert attire, please contact Dr. Wright to discuss options.

## Choir Tour

Each year, the Concert Choir takes an annual performance tour to a major city within the continental United States. Recent destinations have included Charleston, San Antonio, Orlando, New York City, Washington D.C., San Diego and Los Angeles. All participants in the Concert Choir are expected to travel with the choir for this performance tour.

Costs will vary by destination but will typically total between \$750-\$1,000 per student. Tour costs will be billed home via the Business Office in three smaller increments throughout the Fall, beginning in October. ***Financial assistance is available on a need basis; financial hardship should never discourage a student from participating in the choir.*** For more information regarding financial assistance please contact Ann Hamner in the Business Office directly. Parents/guardians who pass a background check and agree to assume the role and duties of a tour Chaperone will travel at a 50% reduced cost.

The choir begins contracting tour vendors and purchasing uniforms in early October. Because the cost of the tour is largely dependent on the number of students enrolled in the choir, it is financially detrimental to the entire organization when students withdraw from the choir after reservations have been made or uniforms purchased. To mitigate this issue, we ask that you make final decisions regarding your participation in the choral program no later than September 11, 2023. For withdrawals happening after the September 11<sup>th</sup> cutoff date, 50% of the reservation costs made on the student's behalf may be billed home.

Preparations have begun for the Chamber Choir European Tour in May/June 2024. Details coming ASAP!!

**To reiterate—it is not our intent for any interested student to be priced out of participation in choir.** If you have concerns about the costs, please contact Dr. Wright with any questions.

## Touring Procedures

**Major School Rules:** Any violation of a major school rule may result in the student being sent home from tour at parent/guardian expense.

- The possession or use of prohibited substances **WILL** result in the student being immediately dismissed from choir tour and sent home at parent/guardian expense.

**Curfew:** Each night on tour, students will be informed of a designated curfew time. Students are expected to be in their assigned rooms, quietly preparing for sleep and the next day's activities by or before the curfew time. Depending on the following day's schedule, curfew will typically be between 10:00 and 11:00pm. ***Chaperones should avoid approaching or entering a student room alone. Please always have another adult with you when checking curfew.***

**Lights-Out:** Each night on tour, students will also be informed of a designated lights-out time. By or before this time, students are expected to be quietly in their beds, with all lights and all screens turned off. The use of laptop computers, cellphones, and other electronic devices is prohibited during the hours between lights-out and 5:00am. ***Chaperones should avoid approaching or entering a student room alone. Please always have another adult with you when checking curfew.***

**Timeliness: *Always be on time.*** Moving 130+ individuals around the country is a daunting task with many opportunities for mishaps. One of the best ways to eliminate unnecessary complications is to arrive early to all call times.

## Officer Roles and Expectations

**Choir Officers** are a peer-elected board of students who assist the choir in managing various essential tasks. Holding an office is first-and-foremost a role of service. Officers are expected to provide a consistent model of exemplary citizenship, demonstrating appropriate respect for all individuals in the choir, respect for the task-at-hand, and appropriate rehearsal demeanor. All Officers are expected to participate in the Fall D-Day Choir-related service project. Some Officer positions are also expected to participate in the Spring D-Day Choir-related service project; those are indicated below. ***The following responsibilities are not yours to delegate; they are yours to do.***

**President:** The role of president is perhaps the most difficult to define. Tasks include...

- Serve as an exemplary role model of commitment and citizenship for the choir.
- Act as a positive mediator between the choir and the director.
- Communicate kindly but clearly what is expected of each choir member.
- Treble Choir President should assist with organizing candles for the Holiday Concert processional.

**Vice President:** Tasks designated to the Vice Presidents include...

- Learn all chorister names in a timely manner and take attendance as quickly as possible.
- Please call any uncertain names at the *end of rehearsal*.
- If a bus is required for a concert event, Vice Presidents are expected take the bus to perform their role-taking duties.
- Serve as President if the elected President must step away from their officer position.
- Discuss attendance with the Choir Director after every rehearsal. The President will fill in to do role when the Vice President is absent.

**Uniform Manager:** Tasks designated to the Uniform Managers include...

- Assisting the Choral Director in choosing merchandise for the current school year.
- Ensuring that all choir members are adhering to the uniform guidelines for each concert.
- Assist in managing stock of spare uniforms components. Spare uniform pieces may be loaned or purchased if a choir member has forgotten or lost theirs.

**Stage Manager:** Tasks designated to the Stage Managers include...

- Coordinate with director the set up and take down of all risers.
- Assist in setting up the keyboard and risers for graduation performance.
- If a bus is required for a concert event, stage managers are expected take the bus to perform any stage-related tasks.

**Business Manager:** Tasks designated to the Business Managers include...

- Coordinate the Choir Tour Fundraiser.
- Communicate with the director the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place prize winners for the fundraiser.
- Work to provide appropriate creative incentives for choir member participation.

**Librarian:** Tasks designated to the Librarians include...

- Work with the director to make sure all folders are stocked with semester repertoire.
- Communicate with director if a member is missing music.
- Librarians should be willing to serve in the choir D-Day project in the fall and spring.

## Indian Springs Choir 2023-24 Important Dates

Choir Retreat	August 18-19, 2023
Samford University Evensong (Chamber)	November 10
Thanksgiving Concert	November 16
Choir to Highlands	December 8
Festival of Choirs @ VHMC (Chamber)	December 10
Holiday Concert	December 14
AMEA Professional Conference (Chamber)	January 20, 2024
Choir to Advent	January 25
National Anthem @ Altamont Home Game	January 30
Concert Choir Tour	February 13-17 (Departing after school)
St. Andrew's Episcopal, B'ham (Chamber)	April 15
Orchestra Concert Rehearsal	April 19
Orchestra/Alumni Weekend	April 20
Homecoming Concert	May 19
Chamber Choir Tour	May 24 - June 3 or 4



# INDIAN SPRINGS SCHOOL CHORAL PROGRAM CHOIR HANDBOOK

## Parent and Student Acknowledgement Form

By signing this you are acknowledging that you have read, understand, and are willing to adhere to the policies listed within this choir handbook.

Please print and return this form signed by Monday, September 11th, 2023.

Student  
Name: \_\_\_\_\_

Parent  
Name: \_\_\_\_\_

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

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

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

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