



# 2021-2022 Handbook

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*Ambassadors*  
*Accents\**  
*Blue & Gold\**  
*Select Sound\**  
*Expressions\**  
*Applied Music*

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*Allegro\**  
*Ambassadors\**  
*Counterpoints\**  
*New Edition*  
*Expressions*  
*Greyhound Sound\**  
*School Musical\**

(\* Indicates Teacher of Record)

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*New Edition\**  
*Rhapsody\**  
*Applied Music\**  
*Accents*  
*Expressions*  
*Allegro*

# Choral Music at Carmel High School

The choral music offerings at Carmel High School are both inclusive and exclusive in nature: any student who wishes to participate in a choir may do so, but is assigned to the group where he or she fits best in terms of experience and talent. Such a structure contributes significantly to the efficiency of a multiple choir program. It enables one to group the most experienced singers for maximum musical achievement while serving the needs of the less experienced in choirs whose achievement level closely approximates their needs. Participation in choral music at Carmel numbers approximately 450 students.

## Time Commitment

Students and parents sometimes worry that participation in the choir program will get in the way of other activities, especially sports. We have had students who have played every sport available on this campus in our program. When there are direct conflicts, this is our policy. Games take precedence over dress rehearsals. Concerts take precedence over practices. When concerts and games are in direct conflict, we do our best to find a fair compromise. We feel strongly that athletes bring very valuable work and team ethics to their choirs. We will do everything in our power to keep athletes in our program. With that said, we think it is also true that choices sometimes have to be made. For example - if your student wants to be in the Ambassadors, but works every Wednesday evening when that group will be rehearsing - they will have to choose between the job and the group. Normal participation in the choir can be limited to classroom time, 4-5 dress rehearsals, three main concerts, and one week of Holiday Spectacular. Students in advanced choirs will have several more commitments such as boot camp, mini-retreats, additional rehearsals, competitions, and community performance opportunities. Please remember this is a class with co-curricular requirements. In order to learn the skill of performing, performances are required and should not be missed except for extreme emergencies.

## Choir Placement

Auditions are held during and after school at the end of February. Teachers will distribute audition information in December and help students with their preparation. Students will be asked to prepare the following:

- An assigned song from memory
- Tonal memory
- Sight Reading (rhythmic & melodic)
- Dance audition (*competitive show choirs only*)

## Grading and Assessment

Throughout the year, students will be evaluated in the categories below. Each choir student will be expected to complete an additional "A" Project per quarter. Choosing not to complete this project will result in a grade of 88% or lower. See the Grading Policy for more details.

Skills: Knowledge of music, dances, theory, & sight-reading

Class Participation: Attendance, behavior, accountability, attitude

Performances & rehearsals outside of class: Attendance at all events

## Performance Responsibilities

1. Students are required to attend ALL performances, to be on time for warm up, and to stay for the entire concert (In the case of illness or emergency, parents must contact the teacher via email, telephone, or text PRIOR to the absence).
2. WORK IS NOT A LEGITIMATE EXCUSE TO MISS A PERFORMANCE!!!
3. Under other special circumstances a student may petition the director a minimum of two weeks prior to the concert to be excused from, to be tardy to, or to leave early from the concert. If excused, the student will suffer no penalty and will be **required to complete an alternate assignment**.
4. AN UNEXCUSED ABSENCE FROM A PERFORMANCE WILL RESULT IN THE QUARTER GRADE BEING DROPPED ONE FULL GRADE.
5. Students will be required to complete a written make-up assignment whenever a mandatory rehearsal or performance is missed (*excused or unexcused*).

# Choirs at Carmel High School

## Accents

**Audition Required.** Grades 10 – 12, Treble Voice Ensemble (approx. 40-50 students)

Four major concerts per year, larger time commitments in Holiday Spectacular, spring competitions, Evening of Show Choir, out of state field trips, and weekly evening rehearsals. Advanced musicianship skills in vocal technique and sight-reading are stressed alongside intermediate performance and dance skills. Ensemble occasionally performs at school and community functions. Additional financial requirements for this ensemble.

## Allegro

**Audition Required.** Grades 10 – 12, Treble Voice Ensemble (approx. 40-60 students)

Four major concerts per year. Intermediate musicianship skills in vocal technique and sight-reading are stressed. Students will get the opportunity to learn both concert choir and show choir literature. This ensemble will perform at the ISSMA Concert Choir Competition in the Spring and perform in one show choir competition.

## Ambassadors

**Audition Required.** Grades 10 – 12, Mixed Voice Ensemble (approx. 50-60 students)

Four major concerts per year, larger time commitments in Holiday Spectacular, spring competitions, Evening of Show Choir, and weekly evening rehearsals. Advanced musicianship skills in vocal technique and sight-reading are stressed alongside advanced performance and dance skills. Ensemble frequently performs at school and community functions. Additional financial requirements for this ensemble.

## Blue & Gold Company

**Audition Required.** Grades 10 – 12, Mixed Voice Ensemble (approx. 50-60 students)

Four major concerts per year. Advanced musicianship skills in vocal technique and sight-reading are stressed. Students will get the opportunity to learn both concert choir and show choir literature. This ensemble will also participate in a local field trip and mini tour around Indiana.

## Counterpoints

**Non-Audition Choir.** Grades 9 – 12, Tenor/Bass Vocal Ensemble (approx. 40-60 students)

Four major concerts per year. Basics in musicianship stressed, including vocal training and sight-reading skills. Students will get the opportunity to learn both concert choir and show choir literature.

## **Expressions**

**Non-Audition Choir.** Grades 9 – 12, Treble Voice Ensemble (approx. 100-150 students)  
Four major concerts per year. Basics in musicianship stressed, including vocal training and sight-reading skills. Students will get the opportunity to learn both concert choir and show choir literature.

## **Greyhound Sound**

**Audition Required.** Grades 10 – 12, Tenor/Bass Vocal Ensemble (approx. 30-50 students)  
Four major concerts per year. Intermediate musicianship skills in vocal technique and sight-reading are stressed. Students will get the opportunity to learn both concert choir and show choir literature. This ensemble will perform at the ISSMA Concert Choir Competition in the Spring.

## **Rhapsody**

**Audition Required.** Grades 10 – 12, Treble Voice Ensemble (approx. 40-50 students)  
Four major concerts per year. Developing musicianship skills in vocal technique and sight-reading are stressed. Students will get the opportunity to learn both concert choir and show choir literature. This ensemble will participate in a local field trip and mini tour in the Fall, as well as perform at the ISSMA District Concert Choir Competition in the Spring.

## **New Edition**

**Audition Required.** Grades 10 – 12, Mixed Voice Ensemble (approx. 50-60 students)  
Four major concerts per year. Intermediate musicianship skills in vocal technique and sight-reading are stressed. Students will get the opportunity to learn both concert choir and show choir literature. This ensemble will do 1-2 show choir competitions each year in the “prep-group” category, as well as perform at the ISSMA District Concert Choir Competition in the Spring. Additional financial requirements for this ensemble.

## **Select Sound**

**Audition Required.** Grades 10 – 12, Mixed Voice Ensemble (approx. 16-20 students)  
Five major concerts per year, plus multiple community performances. Advanced musicianship skills in vocal technique and sight-reading are stressed. Students will focus on a cappella literature of all genres including pop, chamber, renaissance, vocal jazz, and more. This ensemble will not include choreography, and will have additional performances throughout the year, including out of state travel which will be an additional fee.

## Choir Costume Information

Concert and show choir costumes will be provided for each student throughout the year. We will be using some costumes that are already owned by the department and purchasing some new costumes specifically for this year. We will assist with alterations and cleaning. In addition to the costumes that will be provided by the school, we ask each student to provide the following items on their own. Students wearing tuxedos will do a group fitting for shoes and allow students to try on the various sizes and order what works best. Then, we will collect payment for the shoes, and do a bulk order. This will ensure that we receive the largest possible discount on the price. Students wearing dresses will order character shoes on their own. All students must follow hair & make-up guidelines for performances which include pulling hair away from the face and out of the eyes, maintaining clean-shaven faces, removing any piercings other than assigned earrings, and keeping hair a “natural” color for performances.

**STUDENTS WEARING DRESSES:** Each student will be required to have the following items

### PERFORMANCE BRA

Flesh-colored, supportive, strapless bra. If students are uncomfortable with a strapless option, they can wear a bra with clear straps. Students in New Edition, Accents, & Ambassadors will also be given a foundational garment to assist with posture and support while dancing, and also to ensure modesty during backstage changes. This garment will be provided.

### PANTY HOSE

Flesh-colored panty-hose or tights (NO CONTROL-TOP) (please match the color of your own skin)  
We highly recommend having multiple pairs.

### BRIEFS

Black briefs/trunks (high cut leg, not a boy short) – Available through Kinney Dancewear & on-line

**Please purchase these on your own in whatever style you like best**

[https://www.amazon.com/iHeartRaves-Electro-Waisted-Shorts-X-Large/dp/B07GFZKTG7/ref=sr\\_1\\_6?keywords=black+high+waist+dance+brief&qid=1563203077&s=apparel&sr=1-6](https://www.amazon.com/iHeartRaves-Electro-Waisted-Shorts-X-Large/dp/B07GFZKTG7/ref=sr_1_6?keywords=black+high+waist+dance+brief&qid=1563203077&s=apparel&sr=1-6)

[https://www.amazon.com/Womens-Waisted-Performance-Bottoms-Dancewear/dp/B01H7LH4OO/ref=sr\\_1\\_4?keywords=black+high+waist+dance+brief&qid=1563203139&s=apparel&sr=1-4](https://www.amazon.com/Womens-Waisted-Performance-Bottoms-Dancewear/dp/B01H7LH4OO/ref=sr_1_4?keywords=black+high+waist+dance+brief&qid=1563203139&s=apparel&sr=1-4)

### CHARACTER SHOES

All students wearing dresses will need flesh-colored, closed-toe, ankle-strap character shoes for performance. The recommended style and color is listed below. Students can purchase these on-line or at a local dance store such as Kinney Dancewear. Competitive level show choirs MUST have the specific shoe found in the link below. All other women in the program can either choose this shoe, or any tan, ankle strap character shoe of their choice. This shoe will run between \$30-\$60 depending upon whether you choose the “comfort-fit” and whether or not you put the “stops” on the heel and ball of the shoe. We highly recommend getting the comfort fit, as well as the “grips” for the ball and heel of the shoe.

[https://www.amazon.com/So-Danca-CH53-Character-Shoe/dp/B07C9JQ7XN/ref=sr\\_1\\_4\\_sspa?keywords=so%2Bdanca%2B3%22%2Bheel%2Bcaramel%2Bcharacter%2Bshoe&qid=1563203270&s=sporting-goods&sr=1-4-spons&th=1](https://www.amazon.com/So-Danca-CH53-Character-Shoe/dp/B07C9JQ7XN/ref=sr_1_4_sspa?keywords=so%2Bdanca%2B3%22%2Bheel%2Bcaramel%2Bcharacter%2Bshoe&qid=1563203270&s=sporting-goods&sr=1-4-spons&th=1)

**SoDanca Ankle Strap Character Shoe - 3” heel, Color – “caramel” suggested, but the shoe should match the student’s skin-tone**

ANY STUDENT WHO ALREADY PURCHASED THESE SHOES LAST YEAR, DOES NOT NEED TO PURCHASE THEM AGAIN, UNLESS YOU NEED A NEW PAIR.

**STUDENTS WEARING TUXEDOS:** Each student will be required to have the following items

**SHOES**

Black Slip-On Dress Shoes

**We will do a group shoe sizing at school during the first few weeks of classes and have these delivered to school for all those wearing tuxedos.**

ANY STUDENT WHO ALREADY PURCHASED THESE SHOES LAST YEAR, DOES NOT NEED TO PURCHASE THEM AGAIN, UNLESS YOU NEED A NEW PAIR.

**COMPRESSION SHORTS**

Black compression shorts (solid black, no colored waistband)

Example: [https://www.amazon.com/Niksa-Compression-Shorts-Performance-Athletic/dp/B07BPLYK86/ref=sr\\_1\\_1\\_sspa?keywords=mens+black+compression+shorts&qid=1563203370&s=sporting-goods&sr=1-1-spons&psc=1](https://www.amazon.com/Niksa-Compression-Shorts-Performance-Athletic/dp/B07BPLYK86/ref=sr_1_1_sspa?keywords=mens+black+compression+shorts&qid=1563203370&s=sporting-goods&sr=1-1-spons&psc=1)

*(this is just an example, you can choose the kind they prefer)*

**Please purchase these on your own in whatever style you like best**

**WHITE UNDERSHIRT**

All students need to wear a white undershirt, underneath their tuxedo shirt. They can purchase this on their own. V-neck or crew neck is acceptable.

## Carmel Choir Grading Policy

- 40% Music Theory (daily workbook and quizzes), Sight-reading, Vocal & Choreography part checks, and all other written assignments
  - 10% Class Participation – Preparation (folder, pencil, dance clothes, assignments, etc.), Attendance, Behavior, Attitude & Effort, Appropriate appearance for performance, Rehearsal discipline, Zoom Call Check-In
  - 33% Rehearsals and Performances (outside of school time) – Timeliness, Preparation, Behavior, etc.
  - 5% Fees, completing contracts & on-line forms
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12% “A” Project – Choose from one of the below projects, and complete one each quarter. You must complete it **DURING** the quarter for which you seek credit. A typed evaluation must be submitted with each of the following project choices. Written reports must be accompanied by proof of attendance for outside concerts. The evaluation must be one full page, typed and must include thorough content critiquing the performance. A letter grade of an “A” cannot be earned without completing this project.

1. Prepare & perform a vocal audition; submit a typed evaluation of the audition describing the event and evaluating your preparation and performance. (School or community musical, college entrance or scholarship, Great American Songbook, Solo & Ensemble, etc.)
2. Attend and write an evaluation of a high school, college, or professional choral concert. Attach proof of concert attendance to one-page typed evaluation describing and critically evaluating the event. (*Choir concerts at Carmel MS, Clay MS, or Creekside MS will also be approved if you promise to convince at least one eighth grader to take choir in high school*).
3. Attend and write an evaluation of a Carmel High School Band, Orchestra, or Theater Performance. Attach proof of concert attendance to one-page typed evaluation describing the event and critically evaluating the event. (*Football game, half-time performances by the band do not count*).
4. Attend and write an evaluation of a high school, college, or professional Broadway Musical Production. Attach proof of concert attendance to one-page typed evaluation describing and critically evaluating the event. (*Musicals at Carmel MS, Clay MS, or Creekside MS will also be approved if you promise to convince at least one eighth grader to take choir in high school*).
5. Private Lessons - A minimum of 6 half-hour private voice, dance, piano, or other instrument lessons. Your voice, piano, or dance teacher must sign your one-page typed report describing your progress & pieces learned.
6. Extra-Curricular Choirs - A minimum of 6 hours of rehearsal must be completed during the quarter for church, community, or school related choirs or a community musical. Your director must sign your one-page typed report describing your progress, pieces learned or studied. If you attended a music camp over the summer you may use that as your project and submit a one-page evaluation of your camp experience (for first quarter only).
7. CHS Choral Department Service Hours - A minimum of 6 hours of work must be accomplished within the quarter. Submit a typed journal of your activities with dates & amount of time worked outside of class (organizing costumes, making folders, filing music, clerical work, etc.)

### Performance Evaluations Should Include the following Information: (1 full page typed)

-Your personal likes & dislikes, evaluation of costume, lighting, sets, vocal tone, blend, style, dynamics, program length, professionalism on stage, etc. This should NOT simply be a synopsis of the plot. Evaluations must also include proof of attendance which can be a program, ticket stub, or photo of the student at the performance.

## **Quarterly “A” Project Due Dates**

Quarter 1 – October 4<sup>th</sup> or 5<sup>th</sup>

Quarter 2 – December 13<sup>th</sup> or 14<sup>th</sup>

Quarter 3 – February 28<sup>th</sup> or March 1<sup>st</sup>

Quarter 4 – May 16<sup>th</sup> or 17<sup>th</sup>

### **Ideas for a project each quarter:**

Quarter 1: Any shows seen over the summer, summer music camps or lessons, helping with the CHS Show Choir Camp, participation in the Carmelfest Parade with the choir program, At least 6 hours of volunteer hours to help the CHS choir program, Symphony on the Prairie, Summer Stock shows, CHS band or orchestra concert, Indy Fringe show, Studio On-Act shows

Quarter 2: Carmel, Creekside, or Clay Middle School Musicals, CHS Band or Orchestra Concerts, Marching Band Community Night, CHS Theater Dept. Fall Play, Jazz A La Mode, Sell at least 20 poinsettias, At least 6 hours of volunteer hours to help the CHS choir program,

Quarter 3: Participation in show choir competition, Attend a show choir competition, Audition for 22-23 CHS Choirs, CHS Theater Dept. Winter Play, CHS Band or Orchestra Concerts, At least 6 hours of volunteer hours to help the CHS choir program

Quarter 4: Jazz Expressions Concert, Ear Candy Concert, Evening of Show Choirs, CHS Spring Musical, At least 6 hours of volunteer hours to help the CHS choir program

\*All projects must be TYPED, and a hard copy must be turned in to teachers. Students may turn in projects anytime throughout the quarter, as long as they are in by the due date listed above. Late assignments will not be given full credit. Performance evaluations & private lesson summaries require proof of attendance (ticket stub, program, teacher signature, etc.). Qualifying options completed during the summer can be applied to the first quarter project requirement, and those completed over Winter Break can be applied toward the third quarter.



# Choir Fee Information

Participation in the Carmel Choir program is a co-curricular activity. Therefore, students will be charged both a regular class / “book” fee along with some additional fees to cover the items listed below.

- Parents/Guardians are responsible for the choir fees shown below, as well as any other non-fee financial liability that results from your member’s actions, such as missing costume pieces.
- If, after reviewing this payment schedule, a Parent/Guardian of any member wishes to discuss alternative payment arrangements or financial assistance, the Parent/Guardian must contact the directors or treasurer by email. For anyone in this circumstance, participation as a volunteer in ALL Carmel Choir fundraisers WILL BE REQUIRED.
- All member fees are due no later than the dates listed below and are 100% non-refundable after September 1.

## Choir fees will cover the cost of the following:

- Multiple costumes for all performances throughout the year
- Costume cleaning and alterations
- Carmel Choirs T-shirt (that students will own)
- Holiday Spectacular T-shirt (that students will own)
- Sheet music throughout the year
- Choir binder
- Theory workbook and sight-reading materials
- Custom arranging costs for music
- Copyright licensing fees
- Opportunities to work with multiple guest clinicians and choreographers
- Props & sets
- Accompanists and professional band members
- Meals during Holiday Spectacular rehearsal, performance, and Choral Showcase

## Students in traveling or competitive choirs will also receive:

- Track jackets (that students will own)
- Competition t-shirt (that students will own)
- Entry fees to all competitions
- Tickets to shows and events during trips
- Local travel (charter buses)
- Hotel accommodations when needed

All choir fees will be payable to the choir booster club, “Carmel HS OVATION”, and can be paid online by credit/debit card, via the Zelle app, or by check (dropped off in the yellow drop box by P118). Specific fee information and payment deadlines for each choir attached.

## **Fee Reducers:**

- Poinsettias – Students each \$2 from the sale of each plant sold over their quota of 10
- SCRIP participation (100% of earned money will go directly to student account)

## 2021-2022 Yearly Choir Fees

	<u>Annual Choir Fee</u>
<b>Accents</b>	<b>\$1,000</b>
<b>Allegro</b>	<b>\$350</b>
<b>Ambassadors</b>	<b>\$1,050</b>
<b>Blue &amp; Gold</b>	<b>\$280</b>
<b>Counterpoints</b>	<b>\$225</b>
<b>Expressions</b>	<b>\$225</b>
<b>Greyhound Sound</b>	<b>\$325</b> *(\$275 if dual enrolled)
<b>New Edition</b>	<b>\$500</b>
<b>Rhapsody</b>	<b>\$300</b>
<b>Select Sound</b>	<b>\$150</b> *(\$100 if dual enrolled)
<b>Applied Music</b>	<b>\$100</b>

*\*Dual Enrollment - Students are enrolled in more than one choral ensemble. They will pay the full fee for the main ensemble, and the reduced fee for their second ensemble (either Greyhound Sound or Select Sound)*

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Financial Assistance: In this choir program, we are all equal regardless of economic background. No student, who performs to the best of his or her ability, will be denied the opportunity to participate in an activity because of a lack of personal wealth. However, it is the student's and parent's responsibility to communicate directly with the teachers in order to handle this situation when it arises. All requests for financial assistance must be submitted in writing to the directors or OVATION Treasurer, and accompanied by the request form at the link below.

<http://carmelchoirs.org/wp-content/uploads/2015/11/Carmel-Financial-Aid-Agreement-Contract.pdf>

Students who receive financial assistance are expected to participate in all fundraisers and to help the program in a service capacity on a regular basis to give what they can back to the program that is monetarily assisting them. If a student is not contributing to the program in other ways and meeting all class requirements, he or she will risk losing scholarship money or payment extensions. Please contact the directors if you require an alternate payment plan.

# Directions for Processing Choir Fee Payments

You will be sent an invoice from the [CHSOvationfinance@gmail.com](mailto:CHSOvationfinance@gmail.com) after the rosters are finalized. This invoice will have any credits from prior year and / or scrip earnings applied. Please do not make payment until you receive an invoice.

1. Check payment. Please make checks payable to CHS Ovation and submit to the yellow box outside P118. Please put the check in an envelope with your student's name and group.
2. Pay via Zelle directly from your bank account. Our Zelle account is [chsovationfinance@gmail.com](mailto:chsovationfinance@gmail.com). There are no fees for this option.
3. Pay by credit card or bank transfer at <http://carmelchoirs.org/payment>  
A 2.9 % processing fee will be added at the time of payment.
4. Pay via PayPal by sending money to  
[CHSOvationfinance@gmail.com](mailto:CHSOvationfinance@gmail.com)

Please DESELECT the goods and services tab prior to sending. If this box is selected, we incur fees and they will be billed back to you.

**PAYMENT SELECTION FORMS FOR EACH CHOIR CAN BE FOUND IN THE STUDENT'S FOLDER AND MUST BE COMPLETED AND RETURNED TO CHOIR DIRECTORS ALONG WITH FIRST PAYMENT BY SEPTEMBER 1.**

**Carmel High School**  
**William H. Duke Center for the Performing Arts**

**CODE OF CONDUCT**  
**for Music Ensemble Student Members**

Participation in a performing arts music ensemble is a privilege that carries with it varying degrees of responsibility, recognition, and reward. Participating students represent their school and other members of the student body, and it is their duty to conduct themselves in a manner that is positive for themselves, their families, their school, and their community. As rationale for all music ensemble participation rules, see the following statement based in part on The Indiana High School Athletic Association By-Law C-8-1:

*Performers' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the group, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.*

The following rules shall apply to all instrumentalists, singers, color guard members, musical cast members, student leadership staff, student crews or any other Carmel Clay student associated with the ensemble in grades 6 through 12. The following rules apply at all times throughout the school year for music and color guard co-curricular classes and during the "season" for ensembles such as the spring musical cast, student crew, etc. The Director of each group may distribute additional rules that are also valid and must be followed by students involved in the activity.

1. AN ACT WHICH WOULD OTHERWISE BE A FELONY, MISDEMEANOR, ACT OF DELINQUENCY OR STATUS OFFENSE.

Maximum Penalty: Exclusion from all ensemble performances and other related ensemble performances within a specified division (band, choir or orchestra) for 365 days (one calendar year) from the day that the violation is determined. The penalty is to be determined by the Director of the group. Any student arrested or detained as a juvenile on such a charge may be suspended from any participation pending investigation of the incident.

This offense may be included toward the three step consequences stated below for a drug, alcohol, or tobacco violation.

Rationale: See statement above based in part on IHSAA By-Law C-8-1:

1. USE, CONSUMPTION OR POSSESSION OF CONTROLLED SUBSTANCES (DRUGS), ALCOHOL (EXCEPT AS PRESCRIBED MEDICALLY BY A LICENSED PHYSICIAN), OR TOBACCO PRODUCTS (ANY FORM).

Penalty:

**First Violation.** The student shall be excluded from all ensemble performances and other related ensemble performances within a specified division (band, choir or orchestra) for 365 days (one calendar year) from the day that the violation is confirmed.

- a. Rehabilitation. The student may reduce the penalty to 50% of performances within a current or upcoming season by submitting to a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the Student Assistance Coordinator and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardians. The student will serve the remainder of the entire 365-day suspension beginning with notification from the Student Assistance Coordinator that the student has violated any of the stated conditions of the substance abuse program.
- b. Self-reporting. The total penalty will be reduced to 25% of performances within a current or upcoming season if both of the following occur.
  1. The student or the student's parents (or guardians) report the violation to the Director (or an Assistant Director) of the group within 48 hours of the violation or prior to the next performance, whichever occurs first; prior to their independent confirmation of a violation.
  2. The student submits to a substance abuse program as described above.

**Second Violation.** The student shall be excluded from all ensemble performances and other related ensemble performances within a specified division (band, choir or orchestra) for 365 days (one calendar year) from the day that the second violation is confirmed.

**Third Violation.** The student shall be excluded from all ensemble performances and other related ensemble performances within a specified division (band, choir or orchestra) for the remainder of their secondary school years (grades 9 – 12) from the day that the violation is confirmed.

Rationale: The use or possession of controlled substances (drugs) and/or alcohol is prohibited by law. Their use reduces physical and mental performance, and is injurious to one's health. Furthermore, the use of tobacco is injurious to one's health and in many cases is prohibited by law.

#### VIOLATIONS OF SCHOOL RULES.

Penalty: Students may not rehearse, perform or participate in any way with the ensemble during a suspension from school. Less serious violations of school rules are to be handled by the Director of the ensemble.

#### PROBATION.

Any student who violates any provision of this policy may be placed on probation for a period of 365 days (one calendar year) from the day that the violation is confirmed. A student may be placed on probation for a violation of the Music Ensemble Code of Conduct unless it is a drug, alcohol, or tobacco offense. A second or subsequent violation of any rule (not already covered in the Music Ensemble Code of Conduct) while on probation may result in the student being excluded from all performances for up to 365 days from the day that the second or subsequent violation is confirmed.

## SUSPENSION

For the purpose of determining the length of a suspension under this policy, a “music ensemble season” shall be defined as the school year unless it is the cast for the musical or a student crew, etc. In that case the “season” will be defined as starting when the individual is assigned to a cast or a crew and ending at the completion of the last performance or ensemble (or crew) meeting. Appropriate percentages shall be rounded to the nearest whole number. Suspensions under this policy will take effect immediately upon the verification of any violation and will include performances in succession, including all concerts on school grounds or at other venues off school grounds, competitions and any other scheduled exhibition or performance. Suspensions which cannot be fully served during the current season, may be carried over to the next season in which the student successfully completes (i.e., a performer may not quit or be removed from the ensemble and count the suspension served during that time). A student who is serving a suspension at the end of any season is not eligible for any award. A suspended student may continue to practice with the ensemble and travel with the ensemble on trips and to performances (in street clothes) at the discretion of the Director of the ensemble. Any suspension enacted at the beginning of the season will include any preseason exhibition performances.

Please note that any violation of the Music Ensemble Code of Conduct could also affect a student’s participation in any related ensemble within that division (Band, Choir and Orchestra).

Here is a practical example of how the Code of Conduct might be enforced: A student is caught drinking at a party and agrees to participate in a substance abuse program. The student (who happens to be a member of a choir) receives a 50% suspension with only 1 performance (approx. 25% of the performance season for that group) remaining in the school year. The suspension would carry over to the first choir performance (25% of the performance season) of the following year. In other words, the student would serve a 25% suspension in any choir in which he or she participates in the following year in order to complete the suspension.

For the purposes of this rule, summer activities considered performances will be deemed so by the Director of the ensemble. Participation in high school summer rehearsals by a student with a confirmed violation will be at the discretion of the Director of the ensemble.

Length of suspensions for a second or subsequent violation may be reviewed and amended by the high school administration if the previous offenses occurred at the middle school level.

I/we understand the policy and guidelines pertaining to the prohibition of hazing and/or dangerous initiation activities. I/we understand that if I am found in violation of the policy I will be subjected to the most serious of sanctions, including suspension from the team and school disciplinary actions.

# REQUEST FOR EXCUSED ABSENCE OR TARDY

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

Which choir are you in? Alleg Acc Amb B&G CP Exp GS NE Rhap SS

Name of event being requested off \_\_\_\_\_

Date of Rehearsal or Performance that you will be missing \_\_\_\_\_

Tardy \_\_\_\_\_ Arriving at what time: \_\_\_\_\_

Leave Early \_\_\_\_\_ Departing at what time: \_\_\_\_\_

Absent \_\_\_\_\_

How many rehearsals/performances have you missed this year? \_\_\_\_\_

State COMPLETELY the reason why this request is necessary:

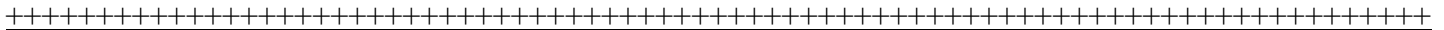
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Attendance at performances has a DIRECT effect on your grade. To be considered, this request must be submitted at least TWO WEEKS before the performance.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_



## PERFORMANCE RESPONSIBILITIES & MAKE UP GRADES

1. Students are required to attend ALL performances, to be on time for warm up, and to stay for the entire concert (In the case of illness or emergency, parents must contact the teacher via e-mail, telephone, or text PRIOR to the absence).
2. WORK IS NOT A LEGITIMATE EXCUSE TO MISS A PERFORMANCE!!!
3. Under other special circumstances a student may petition the director a minimum of two weeks prior to the concert to be excused from, to be tardy to, or to leave early from the concert. If excused, the student will suffer no penalty and will be **required to complete an alternate assignment.**
4. AN UNEXCUSED ABSENCE FROM A PERFORMANCE WILL RESULT IN THE QUARTER GRADE BEING DROPPED ONE FULL GRADE.
5. Students will be required to complete a written make-up assignment whenever a mandatory rehearsal or performance is missed (*excused or unexcused*).