

# Carmel High School Choir Handbook

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## Carmel Choirs Dictionary & Abbreviations

### Ensemble Abbreviations

- **ACC** - Accents (advanced treble concert/show choir) Lead Director - Kouns, Asst. Director - DeBard
- **ALL** - Allegro (intermediate treble concert/show choir) Lead Director - Barker, Asst. Director - DeBard
- **AMB** - Ambassadors (advanced mixed concert/show choir) Lead Director - Barker, Asst. Director - Kouns
- **APM** - Applied Music (Musical Theater Master Class, not a performance ensemble) - Lead Teacher - DeBard, Asst. Teacher - Kouns
- **BG** - Blue & Gold Company (intermediate mixed concert choir) Director - Kouns
- **CP** - Counterpoints (introductory tenor/bass choir) Director - Barker
- **EXP** - Expressions (introductory treble choir) Lead Director - Kouns, Asst. Directors - DeBard & Barker
- **GS** - Greyhound Sound (intermediate tenor/bass choir) Director - Barker
- **NE** - New Edition (intermediate mixed concert/show choir) Lead Director - DeBard, Asst. Director - Barker
- **RHA** - Rhapsody (developing treble concert/show choir) Director - DeBard
- **SS** - Select Sound (advanced mixed pop-acapella/chamber choir) Director - Kouns

**ISSMA** - Indiana State School Music Association - the state music organization that oversees many competitions including show choir and concert choir state finals. Some of our ensembles will participate in the ISSMA concert choir contests in April & May.

### **OVATION** - (Outstanding Volunteers Assembled To Inspire, Organize, & Nurture)

This non-profit organization serves as the boosters for the choirs at Carmel High School. In addition to the choral directors, the OVATION board consists of 1-2 parent representatives from each choir, as well as a treasurer and secretary. There are several committees that need help and take very little time! Speak to any board member for more information.

**Ludus** - ticketing system used by Carmel HS Performing Arts for all performances. All ticketing questions and needs should be directed to the Performing Arts Dept. Administrative Assistant, April Culbertson at [aculbert@ccs.k12.in.us](mailto:aculbert@ccs.k12.in.us)

[Ticket Purchase Link](#)

**Remind** - This is the choir department's main communication tool with students. It allows us to send group texts to all students in a choir. This is mostly used for messages we need the students to view immediately. All students are required to be in their choir Remind Group and have push notifications set up to receive important information immediately. (see class codes later in the handbook). Parents DO NOT need to be in the Remind Group.

**Safe Visitor** - the background check system used by Carmel Clay Schools for all adult volunteers. If you plan on participating in any volunteer opportunities with Carmel Choirs, you MUST have a background check on file with the school. [CCS Safe Visitor Information](#). Contact Performing Arts Dept. Secretary, April Culbertson to check the status of your clearance. [aculbert@ccs.k12.in.us](mailto:aculbert@ccs.k12.in.us)

**SmugMug** - a photo sharing website/app that allows parents to upload pictures they take at competitions to share with other parents and students, and to download photos shared by others for free. We love for parents who enjoy taking pictures to be able to share their talents with others! [Carmel Choirs SmugMug](#)

**Spec** - Holiday Spectacular - our big winter/holiday show which runs Wednesday through Sunday in early December.

## Important Contact Information

Name	Position	Email	Phone
Kathrine Kouns	Lead Director: ACC, SS, BG, EXP	<a href="#">Kathrine Kouns (Staff)</a>	317-846-7721 ext. 7453
Kyle Barker	Lead Director: AMB, ALL, GS, CP	<a href="#">Kyle Barker (Staff)</a>	317-846-7721 ext. 7408
Anna DeBard	Lead Director: NE, RHAP, APM	<a href="#">Anna DeBard (Staff)</a>	317-846-7721 ext. 7842
April Culbertson	CHS Performing Arts Administrative Assistant	<a href="mailto:aculbert@ccs.k12.in.us">aculbert@ccs.k12.in.us</a>	317-846-7721 ext. 7085
Lauren Walawender	OVATION Treasurer	<a href="mailto:chsovationfinance@gmail.com">chsovationfinance@gmail.com</a>	317-626-7997
Heather Judy	OVATION Secretary	<a href="mailto:carmelchoirs@gmail.com">carmelchoirs@gmail.com</a>	317-850-1622

## Remind

- Remind is a messaging system that allows our organization to send you texts about important information instantly. It is one of the best ways for us to communicate with students quickly. It is a safe method of communication between teachers and students which is approved by our school system. All students are expected to sign-up and receive Remind messages. Parents, you are welcome to join in and receive all Remind messages, however, all communications intended to go to parents will come to you via email, Canvas, or GroupMe's set up by OVATION lead parents. Info will also be posted in Parent Facebook Groups as a secondary form of communication.
- On your cell phone, start a new text message to **81010**
- Put the appropriate choir code in the body of the message, hit send, & reply to prompts accordingly:

Accents - @25acc26

Allegro - @25all26

Ambassadors - @25amb26

Blue & Gold - @25bg26

Counterpoints - @25cp26

Expressions - @25exp26

Greyhound Sound - @25ghs26

New Edition - @25ne26

Rhapsody - @25rha26

Select Sound - @25ss26

Applied Music - @25apm26

# Behavior Rules & Expectations

## **Carmel High School & Carmel Clay School Rules:**

- Carmel Choir Students will abide by all rules and guidelines outlined in the Carmel High School Student Handbook. Any student who receives disciplinary actions from the school should notify their director immediately. [CHS Student Handbook](#)

## **Drugs, Alcohol, Tobacco & Weapons:**

- Any student found in possession of any illegal drugs, alcohol, vaping paraphernalia, or weapons during a choir or school function will be dismissed immediately with no refund of out-of-pocket money given.
- If evidence is found showing students using any illegal drugs, alcohol, vaping paraphernalia outside of a choir or school function, they may also have their membership terminated at the discretion of the directors.

## **Rehearsal Discipline:**

- Students will be expected to facilitate group progress at every rehearsal.
- Students will come to rehearsal with required supplies such as their folder, music, pencil, rehearsal shirt, proper footwear, etc.
- Students will help to facilitate the progress of the rehearsal by refraining from excessive talking out of turn, paying attention, not using their cell phone inappropriately, etc.
- If at any point a student's rehearsal discipline becomes a noticeable problem, a conference will be held with directors, parents will be notified, and participation in rehearsals/performances may be jeopardized.

## **Performance Appearance Standards:**

Each performance is important and is to be the very best experience our audience can have. Be excited and physically involved. Be artistic, expressive, and worth watching and hearing every time you are on stage. **No performance is any more or less important than any other.** Because of that, students should tend to their appearance (hair, makeup, and uniforms) in the same way **every time** they are in front of an audience so that our looks will not in any way take away from the audience's focus on our performance.

- Members are responsible for ALL costume pieces purchased and assigned, and each garment must be clearly labeled with their names.
  - Garments and accessories provided by students must be cleaned and complete for EACH performance. Students will not perform if this condition is not met.
  - All assigned jewelry and garments shall be worn appropriately for performances, and no unassigned jewelry or clothing will be permitted.
  - Hair should be worn out of the face (girls: half up with full-bodied curls, unless assigned otherwise), and girls should wear stage-appropriate makeup.
  - No facial piercings may be worn other than earrings on those in dresses.
  - Hair must be a natural color on stage.
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## Attendance Policy

- It is the responsibility of the student to provide the choir schedule to all coaches, workplaces, and anyone else who requires their time. Events scheduled on top of already planned choral events are not excused given direct permission from the director.
  - All planned conflicts should be communicated to the director via the [Excused Absence Request Form](#) at least 2 weeks prior to the absence. At that time, the director will assess if it will or will not be an excused absence.
  - An emergency (sudden illness, death in the family, car trouble, etc.) should be messaged to the director (not to a fellow student) at the earliest possible chance. If a message is not received by the time the rehearsal or performance begins, participation in future rehearsals/performances may be jeopardized.
  - If students are absent from school and too ill to attend rehearsal, directors should still be notified. Excused tardiness or absences due to a school-sponsored event will be considered. Prior communication with the directing staff is essential in these cases.
  - If an Excused Absence Request Form is not received 2 WEEKS PRIOR to the rehearsal or performance or excused by the director, it is considered unexcused. If the missed event is a graded event, the student will NOT be allowed to re-earn the full grade for the missed event.
  - For all graded events, an alternate assignment will be given if the director has received two weeks notice and approval is given.
  - Communication concerning attendance needs to come directly from the student or their parents. Passing along messages through friends is unacceptable.
  
  - **Excused Absences**
    - Once-in-a-lifetime event
    - Medical procedures
    - Athletic events
    - Illness - doctor's note will be required for chronic/extended illnesses or medical conditions.
  
  - **Unexcused Absences**
    - Things which can be scheduled on different days
      - Appointments (doctor, dentist, eye, etc.)
      - College visits that can be done at a different time
      - Birthday celebrations
      - Family dinners
    - Unexplained "family emergency"
    - Concerts (T-Swift, Pitbull, etc.)
    - Repeated or Constant Transportation issues
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## Performance Costume Information:

Concert and show choir costumes will be provided for each student throughout the 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.

### **PROVIDED BY STUDENTS WEARING SUITS:**

- [Black compression shorts](#)
- [Black slip-on dress shoes](#)
- [Tall, black dress socks](#)
- [White v-neck undershirts](#)

### **PROVIDED BY STUDENTS WEARING DRESSES:**

- [Tan, closed toe, ankle strap character shoes](#)
- [Skin-tone sheer-to-waist pantyhose](#)
- [High waisted black dance briefs](#)
- [Strapless Bra](#) (with full torso support, clear straps are optional)

### **PERFORMANCE EXPECTATIONS FOR ALL STUDENTS:**

Hair pulled 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. Tattoos must be covered.

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## Grading & Assessment:

40% Music Theory (daily workbook and quizzes), Sight-reading, Vocal & Choreography part checks, and all other written assignments

10% Rehearsal Technique– Preparation (folder, pencil, dance clothes, assignments, etc.), Attendance, Behavior, Attitude & Effort, Rehearsal discipline, Vocal Technique, Posture, Focus

35% Rehearsals and Performances (outside of school time) – Timeliness, Preparation, Behavior, etc.

10% Arts Enrichment Project

5% Fees, completing contracts & on-line forms

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## Performances Attendance Policy:

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 make-up assignment whenever a mandatory rehearsal or performance is missed (excused or unexcused).

[Excused Absence Request Form](#)

# Google Calendars:

**Before starting, delete unwanted Carmel Choirs Calendars.**

**On iPhone**

- **Settings - Calendar - Accounts** - select your subscribed Carmel Choirs calendars, select **Delete Account**

**In Google Calendar**

- On a computer get to your Google Calendar. Select the settings gear icon. Select the calendar you want to get rid of. On the right-hand side of the screen, scroll down to the bottom, select **Unsubscribe**.

There are two different ways to get choir calendars onto your phone calendar. Please select the option that works best for you.

**Option I:**

**Subscribe to Choir Calendars on iPhone** (best for iPhone users who do not use Google Calendar)

-Open this document on your phone

-Copy the URL for the Google Calendar that you want to add to your iPhone

General Carmel Choir Calendar Link:

<https://calendar.google.com/calendar/ical/carmelchoirs%40gmail.com/public/basic.ics>

or

[https://calendar.google.com/calendar/u/0/embed?src=carmelchoirs@gmail.com&ctz=America/New\\_York](https://calendar.google.com/calendar/u/0/embed?src=carmelchoirs@gmail.com&ctz=America/New_York)

or

[https://calendar.google.com/calendar/embed?src=carmelchoirs%40gmail.com&ctz=America%2FNew\\_York](https://calendar.google.com/calendar/embed?src=carmelchoirs%40gmail.com&ctz=America%2FNew_York)

1. On your iPhone open the **Calendar** app, select **Calendars** at the bottom in red, select **Add Calendar** at the bottom in red, select **Add Subscription Calendar**
2. Paste the Google Calendar URL from above in the “Subscription URL” box and click **Subscribe**.
3. The calendar and events should now be viewable in your calendar app.

**Option II:**

**Add Google Calendar events to Apple Calendar** (best if you use both google calendar and iphone calendar and want choir calendars synced to both)

1. Follow the directions above for subscribing to choir calendars in google calendar.
2. On your iPhone or iPad, open your device settings.
3. Scroll and tap Calendar..
4. Tap **Accounts > Add account > Google**.
5. Enter your email address > **Next**.
6. Enter your password. If you don't have the latest operating system and you use [2-Step Verification](#), enter an [app password](#) instead of your regular password.
7. Tap **Next**.
8. Emails, contacts, and calendar events will now sync directly with your Google Account. To sync only your calendar, turn off the other services.
9. Open the Calendar app on your iPhone to find your Google Calendar events.

To sync with an existing account, tap the account and turn on Calendars.

### **Option III:**

#### **For Androids**

1. Download the Google Calendar app from the app store.
2. Follow directions for Option II: Subscribe to Choir Calendars in Google Calendar

[Google Calendar Help Link](#) If you find better instructions than what we have in this document, please email one of the directors so we can update our instructions. Thanks!

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**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.