

# Choir Handbook

2021-2022



Herbert Hoover High School  
**CHORAL MUSIC**

ON TORNADOS!

# WELCOME TO CHOIR!

Dear Choir Students and Parents/Guardians:

Welcome to Choir! I hope your summer break was fun and safe! It will be my pleasure to lead you as your choral music teacher at Herbert Hoover High School. I look forward to making wonderful music with you!

I congratulate you on your decision to be a part of a fun and exciting group. It is always a joy to see a student's interest in music, and I know that this year will be a different kind of challenge as we tackle Remote Learning obstacles, but I am confident that we all can use this as an opportunity to develop your/your student's musicianship skills and how we communicate.

It is my hope that during this academic year we will enjoy the wonderful opportunity to practice active learning throughout every school event we have the privilege to participate in. We have plans to return to somewhat "normal" performances and restart our competitions in the spring, while also maintaining high standards to keep all choir members and families as safe and healthy as possible, so please take time to look over the tentative schedule provided in this handbook. I am looking forward to the performing opportunities we will be able to present throughout the coming school year.

Also, I wish to thank you in advance for your involvement and dedication to this growing music program. Every choir member is vitally important. Through hard work, energy, creativity, and enthusiasm of the choir students and their parents/guardians, I am very excited to continue my goal of making a name for our choral program on excellence and fun!

In the following packet, you will find a list of proposed performance dates, required materials and concert attire, my classroom management plan matrix and grading policy, and information about expectations. Please feel free to email me with any questions, concerns, or comments, and be sure to read over this packet carefully and return the signed portion at the end so I can be confident in your support.

Looking forward to a spectacular year!

Sincerely,



**Amy Estep**  
**Choral Director**

E-mail: [aestep@gusd.net](mailto:aestep@gusd.net)

Choir Website: [HooverChoir.net](http://HooverChoir.net)

## **Choir Mission Statement**

The mission of the Hoover Choir Program is to create a safe, fun learning environment for students to explore and develop their physical, emotional, and cognitive artistic abilities through involvement in singing and choral musicianship.

## **The Choirs**

The Aloha Choir is a beginning group, open to all students, grades 9-12, with any level of skill in singing. This choir focuses on the building blocks of good vocal technique, exploration of artistic skills, and development of responsible behaviors. This is a performance-based class, and students are expected to participate in events outside of class.

Hoover Chamber Choir is an auditioned choir, composed of students from grades 9-12. Students are expected to be committed to the program for one academic year. This is an advanced, performance-based class, and students are expected to participate in events outside of class, as well as maintain good standing in all other classes.

All repertoire for the choral program is varied and chosen with care to reflect high standards, but also to challenge and support the vocal needs of the students. We sing in two, three, and four-part harmonies, with genres that span from classical western music to contemporary pop hits, with everything in between. This range of music challenges the students and creates interest and exposure to a variety of artistic styles, thus challenging the students' perceptions of art and culture.

## **Choir Calendar**

<b>Fall Choir Calendar 2020</b>				
(*All events, dates, and times are subject to change)				
<b>Date</b>	<b>Call Time</b>	<b>Attire</b>	<b>Event</b>	<b>Location</b>
Aug 18	-	-	First Day of School (Even periods)	3302 – Per 2
<b>Aug 20</b>	<b>4:00PM</b>	<b>T-Shirt</b>	<b>Football Game</b>	<b>HHS</b>
<b>Aug 27</b>	<b>4:00PM</b>	<b>T-Shirt</b>	<b>Football Game</b>	<b>HHS</b>
<b>Sept 3</b>	<b>4:00PM</b>	<b>T-Shirt</b>	<b>Football Game</b>	<b>HHS</b>
Sept 9	TBD	T-Shirt	Back to School Night	TBD
Sept 27	In Class	-	Cookie Dough Fundraiser	3302
<b>Oct 1</b>	<b>4:00PM</b>	<b>T-Shirt</b>	<b>Football Game</b>	<b>HHS</b>
<b>Oct 8</b>	<b>4:00PM</b>	<b>T-Shirt</b>	<b>Football Game</b>	<b>HHS</b>
<b>Oct 15</b>	-	-	<b>Fall Preview</b>	<b>Website Link</b>
<b>Oct 22</b>	<b>4:00PM</b>	<b>T-Shirt</b>	<b>Football Game</b>	<b>HHS</b>
Nov ____	In Class	-	SnapRaise Fundraiser	3302
<b>Dec 9</b>	<b>4:00PM</b>	<b>Formal</b>	<b>Holiday Concert</b>	<b>HHS/Livestream</b>
Dec 13-16	In Class	-	Period 1/2 Final Exam	3302

ase be sure to keep this calendar in a safe place for reference.

### **Important Spring Semester Dates:**

Jan 31- Feb 3: Hoover	April 4-8: Choir auditions	May 24: Spring Concert
Arts Week (Tentative)	April 29: Block pARTy	June 2: Choir Awards Night
Feb 11: Singing Valentines	May: Spring Trip (TBD)	June 13: HHS Graduation

An official Spring Calendar will be provided to students in January.

### **Classroom Supplies**

Most supplies are provided for the classroom by the choir program with funds that are collected from fundraising, concerts, and donations. These include (but are not limited to):

- All music scores for in-class requirements, required and optional
- All music scores for required performances
- Choir rehearsal folder (these do not leave the choir room)
- Rehearsal tracks/mp3s for outside practice
- A mask (at this time, masks are required for all students/faculty while indoors)

Though many materials are supplied, choir is still a class that involves writing and study, and so it is the student's responsibility to come prepared to every class with the following materials:

- Paper
- Two pencils, sharpened and/or with lead
- Binder to keep notes/papers/etc. together

Failure to come prepared to class with the above materials more than once will result in *negative consequences*, including lowered participation grade for the day and possible call home, if the student is continually unprepared.

### **Uniforms (Chamber Choir Students Only)**

Because choir is an art that emphasizes unity, our use of concert attire is important to signify our professionalism and dedication to excellence. Therefore, every choir member is required\*\* to obtain concert attire. Students who fail to wear the appropriate attire to performances will not perform and be given an alternate, written assignment to make up their grade. **Please note that due to our current pandemic status, that formal concert attire will be made available for purchase later in the 1<sup>st</sup> semester when I am certain we will be able to resume in-person performances.**

Informal Concert Attire requirements:

- Choir T-shirt (\$20) or sweatshirt (\$30) [both may be purchased]
- Blue jeans, no rips (supplied by student)
- Black sneakers/tennis shoes (supplied by student)

Formal Concert Attire requirements:

Ladies:

- Formal Concert Dress (\$75)
- Black dress shoes (\$35)

Men:

- 5-Piece Formal Concert Tux (\$110)
  - Includes pants, shirt, jacket, bow tie, and cummerbund
- Black dress shoes (\$40)

\*\*A student **will never be excluded** from performances or participation if they are financially unable to purchase/obtain concert attire. Please email the director to discuss alternate options, if assistance is needed.

### **Parent/Guardian Volunteers**

In our efforts to build the choral music program, it is vital to have the support and help of our parent/guardian volunteers. Any time you can give to helping the choirs is greatly appreciated and assists the choirs in succeeding both academically and professionally.

Volunteer opportunities include: monitoring students during concerts, assisting with ticket sales both in the classroom and on concert night, organizing fundraisers, assisting with concert attire purchases, chaperoning trips, etc.

We need all the help we can get! If you are interested, please let the director know when you are available to help by checking the box on the bottom of the choir contract (last page of this packet) and writing your general availability below it.

### **Choir Retreat (Chamber Choir Students Only)**

The mandatory Choir Retreat **will not** take place this school year. In a regular school year, this is a tradition for our Chamber Choir, and it is important that every member attend. We use this time to build up the choir as a team, as well as dig into our music to get a more solid foundation for our upcoming concerts, culminating in a mini-performance at the end of the day for family and friends. Water and lunch is provided this day for all choir members. *Please let the director know ahead of time if there are any special dietary needs.*

# **(Virtual) Classroom Behavior Matrix, Expectations & Consequences**

Updated August 2021

*Hoover Ohana is Respectful, Responsible, and Engaged*  
**Choir Classroom Matrix**

	<b>Classroom</b>	<b>Critiques/Grading</b>	<b>Performances</b>	<b>Supplies</b>	<b>Trips/Travel</b>	<b>Uniforms</b>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>✓ Wear mask inside at all times, except when drinking water</li> <li>✓ Keep cell phone and electronics in backpack (away from chair) during rehearsal</li> <li>✓ Follow direction(s) the first time</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use positive language</li> <li>✓ Listen to other's comments with an open mind</li> <li>✓ Wait your turn to speak/be addressed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow directions given by the director</li> <li>✓ Actively listen while viewing or listening to performances</li> </ul>	<ul style="list-style-type: none"> <li>✓ Handle sheet music with care</li> <li>✓ Use supplies for their intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow directions given by the director</li> <li>✓ Abide by all rules given</li> <li>✓ Be kind</li> <li>✓ When in doubt, ask questions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Treat performance attire with importance</li> <li>✓ Keep actions appropriate while wearing performance attire</li> </ul>
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>✓ Be on time to class, inside the choir room and seated at the bell</li> <li>✓ At the start of class, be seated, facing forward, with class materials out</li> </ul>	<ul style="list-style-type: none"> <li>✓ Take steps to remember/recall details of performance(s)</li> <li>✓ Use words to build up, rather than tear down (be positive!)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be aware of posture and breathing</li> <li>✓ Recall stage presence goals and demonstrate them</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep track of sheet music and class notes</li> <li>✓ Study music and class assignments outside of class time</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep others in group accountable</li> <li>✓ Follow check-in procedures</li> <li>✓ Meet all time commitments</li> </ul>	<ul style="list-style-type: none"> <li>✓ Take steps to have attire fit properly</li> <li>✓ Clean and care for performance attire regularly</li> </ul>
<b>ENGAGED</b>	<ul style="list-style-type: none"> <li>✓ Be conscious of good posture</li> <li>✓ Keep your attention on director during rehearsal</li> <li>✓ Be an active listener</li> </ul>	<ul style="list-style-type: none"> <li>✓ Proper use of musical terms and other vocabulary</li> <li>✓ Respond to/elaborate on another person's comment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pay attention to the music being performed (audience etiquette)</li> <li>✓ Use only clapping to express enthusiasm after a song or performance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have music, paper, and pencil easily accessible</li> <li>✓ Work with and study music during sectionals</li> </ul>	<ul style="list-style-type: none"> <li>✓ Apply what you have learned in class to performances</li> <li>✓ Be aware of surroundings</li> <li>✓ Support each other</li> </ul>	<ul style="list-style-type: none"> <li>✓ Check attire for problems before, during, and after a performance</li> <li>✓ Blend in; we are a team!</li> </ul>

## **Incentives/Supportive Feedback**

- Verbal recognition
- Class-wide rewards; i.e. party, no homework, etc.
- Individual reward; i.e. stickers, positive note or call to parent, etc.
- Possible end of the year award, based on outstanding behavior.

## **Negative Behavior Consequences**

For students that are not meeting behavior expectations, the following possible consequences will be carried out. These include, but are not limited to:

- Reminder/Redirection
- Stay after class, Lunch or after school detention with director
- Parent/Student/Teacher phone call and/or conference
- Send to Administrator; P/S/T/Admin conference
- Immediate removal from classroom, and possible class and/or school suspension and ineligibility to participate in performances, fieldtrips, and any other event outside of the classroom.

*\*Consistent behavior problems may result in student's removal from the choir program, at the choir director's discretion. Participation in the choral music program is a privilege, not a right.*

## **Fundraising, Volunteering, and Donations**

Fundraising is an important part of our program that help us fund the music program. All fundraising money goes to provide materials for the classroom in the form of sheet music, sound equipment, supplemental texts/videos for curriculum, and lowered costs to every student in the choir which can include lower fees and costs for concert attire, buses for trips, theme park tickets, piano accompanist, and more.

Main Fundraisers:

- Concert Tickets and Concessions
- Movie Nights and Dine-out Nights
- Block pARTy
- Singing Valentines
- Cookie Dough
- Snap!Raise

Donations: Any and all donations to the Hoover Choral Program are welcome and very much appreciated. You can make out checks to *Hoover Choir*.

Payment Plans and Choir Scholarships may be offered to students who demonstrate financial need. Please contact the choir director for more information if you need assistance.

## **Festivals/Travel**

There are two main opportunities for students to travel with choir in the school year. **Due to our 2021-2022 safety protocols, there is a possibility that these trips MAY NOT happen. Please view Spring Calendar when posted in January for confirmation.**

Southern California Vocal Association (SCVA) Festival: This is a non-competitive festival for choirs of the same grade level, where two certified adjudicators evaluate the choirs. The festival is designed so that each choir hears the performances of all the other choirs and receives feedback on their performance in the form of comments and letter grades. More detailed information is given out at the start of the spring semester.

Spring Choir Trip and Festival: As a reward for the hard work students put forth throughout the year, the choir is given the opportunity to perform at an adjudicated festival to showcase their skills and spend the remainder of the trip building relationships with their fellow choir members. More detailed information is given out at the start of the spring semester.

## **Absence and Tardy Policy**

All absences from class (excused and unexcused) will result in a zero for Daily Goals/Participation grade for the missed rehearsal. The student may not make up the rehearsal, as it is a live experience that cannot be re-created. Though a few absences will not truly affect a student's overall grade, excessive absences may result in a lower grade and other consequences if the student cannot be involved with the class consistently.

Excessive tardies will also lower a student's Daily Goals/Participation grade in choir. If a student has 5 or more unexcused tardies in a semester, the result will be a parent/teacher conference.

Quarantine: Students who must stay home to quarantine are expected to practice their music and use the tracks provided on our choir website. All written work may be made up within two weeks of returning to campus.

## **Grading Policy**

Students are graded with Standards-Based Grading scheme with a 4-point scale to help them understand what level of mastery they have achieved, which will be converted to a letter grade at the end of each quarter (see scale conversion below). A variety of assignments will be offered that will allow students to demonstrate their continued mastery of musicianship skills. The breakdown of assignments will look something like this:

<b>GRADED ASSIGNMENTS BY SECTION</b>	<b>GRADE %</b>
Class achievement/goal (daily)	25% of grade
Performances (4-5 per school year)	45% of grade
Sight-Singing Exams (2-4 per semester)	10% of grade
Writing Assignments/Quizzes/Exams (many)	20% of grade

<b>Advanced:</b>	4 pts	( <b>A</b> , 75–100%)
<b>Mastery:</b>	3 pts	( <b>B</b> , 62.5–74%)
<b>Above Average:</b>	2 pts	( <b>C</b> , 50–62.4%)
<b>Exploring:</b>	1 pts	( <b>D</b> , 25–49%)
<b>No Serious Attempt/Effort:</b>	0 pts	( <b>F</b> , 0–24%)

## **Eligibility**

Every student is eligible to participate in the choirs at Hoover. However, as both an academic class and extracurricular club, some students may lose the privilege of performances outside of school, or continuing in choir class if they fail to maintain the high standards set by the director. This can include students who: do not participate in class, fail to maintain passing grades in other classes, receive probationary status in either academics or citizenship, and/or do not follow the rules & guidelines of the Choir Handbook, Hoover High School, or Glendale Unified School District.



## **Student Leadership & Section Leaders**

Toward the end of the school year, returning students will have the opportunity to nominate and be nominated for various leadership roles for the following school year. All offices, except Section Leader, are held only by returning choir members.

**Section Leaders:** Responsible students who assist the director in the classroom and demonstrate leadership amongst their fellow students. Responsibilities may include collecting and passing out music, meetings before/after school or during lunch/snack, taking note of issues within their vocal section, assisting other students in learning music, take roll for after school rehearsals, etc. Open to any choir member.

**Student Director:** Directs 1-2 songs per school year with help/mentorship from director. Must have excellent vocal skills, large amount of musical knowledge, familiarity with piano/sight-reading. Chosen by Director.

**Publicist/Historian:** Handles advocacy for choir on campus. This can include creating posters for concerts and events, social media management, school-wide announcements, etc. Saves all programs, organizes CDs and choir merchandise, photographs and records all choir events throughout the school year through hard and digital copies. Office may only be held by a returning choir student.

**Secretary/Treasurer:** Keeps records of all meetings, coordinates events with VP, keeps track of information on all outside school choir events, takes attendance. Office may only be held by a returning choir student. Issues receipts to students. Keeps track of student payments. Counts deposits with choir director, assists Wardrobe Officer. Office may only be held by a returning choir student.

**Vice President:** In charge of supporting the President, overseeing all committees, assigning tasks, oversee outside event set-up and tear-down. May assume the duties of President, if he or she is absent. Office may only be held by a returning senior or junior student.

**President:** Liaison between the students and the choir director. Responsibilities include leading all officer meetings when necessary, assisting/overseeing all officers in choir cabinet, bringing concerns to choir members or director, updates choir on important upcoming events, lead warm ups (if needed), write thank you notes, attend choir booster meetings outside of school. Office may only be held by a returning senior student.

(Please remove these last two pages and return to director)

## CHOIR CONTRACT

### STUDENT:

I have fully read and understand the Choir Handbook and realize that my best performance and contribution to my school and the choir will result from following these rules and guidelines. I accept my personal responsibility in following the procedures outlined here; I pledge my support to the other members of my choir in meeting these responsibilities for the 2020-2021 school year.

\_\_\_\_\_  
**Print Student's Name**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

### PARENT/GUARDIAN:

I acknowledge receiving the Choir Handbook and I accept my responsibility in supporting and assisting my student in living up to the duties, responsibilities, and obligations as outlined in the handbook.

\_\_\_\_\_  
**Print Parent/Guardian's Name**

(\_\_\_\_) \_\_\_\_\_  
**Parent/Guardian's phone number and email**

\_\_\_\_\_  
**Parent or Guardian's Signature**

\_\_\_\_\_  
**Date**

Yes, I would like to volunteer to assist the choir at various events (If possible, include your general availability dates and times below.)

**RECORDING PERMISSION FORM**

Dear parents/guardians,

As part of our contribution to the 2021-2022 Choral Music Program, Hoover Choir members may need to record videos and/or present photos and audio recordings to share with our school community. For this reason, I am asking for your permission to use photos, audio, and video recordings of your student’s work that I will collect for possible future virtual performances.

Any video or audio recording of a performance may be posted to the Hoover Choir, Hoover HS, or GUSD website.

As the parent/guardian of (student first & last name) \_\_\_\_\_,

by checking the appropriate box below,

**I give permission** for the above named student’s video/audio recording to be used for virtual/online performances.

**I do not give permission** for the above named student’s video/audio recording to be used for virtual/online performances.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note that all work collected for in-class work and evaluations will be contained to our classroom and **will not** be used in any other capacity without permission. Email the director if you have questions or concerns.