**Brownsburg High School Choral Department**

**Student and Parent Handbook**

**2023-2024**

**Directors**

**Mrs. Melissa Stainbrook**[**mstainbrook@brownsburg.k12.in.us**](mailto:mstainbrook@brownsburg.k12.in.us) **(317) 852-2258 x 1831**

**Mr. Chad Strasser**[**cstrasser@brownsburg.k12.in.us**](mailto:cstrasser@brownsburg.k12.in.us) **(317) 852-2258 x 1832**

**Performing Arts Department Admin. Asst.**

**Mrs. Kristi Hartley**[**khartley@brownsburg.k12.in.us**](mailto:khartley@brownsburg.k12.in.us) **(317) 852-2258 x 1826**

**brownsburgchoirs.weebly.com**

**Departmental Goals**

While the instructional activities of each choir may be different, the goals of the department are inclusive for all groups and include the following:

* To develop a thinking, creative being through music
* To collaborate in small groups and learn through self-directed learning
* To encourage and actively promote the highest standards in the learning, teaching, performance, and research of music in the local community
* To develop a sense of community and pride in the ensemble and department
* To instill in all people an awareness of music’s important role in the enrichment of the human spirit
* To respect all peoples and cultures by learning through the arts

Course Offerings

The Brownsburg High School Choral Music Department has a long history and tradition for excellence and high achievement. Available opportunities for students are the following classes:

* Dog Pound- Beginning Bass/Tenor Concert and Show Choir
* Choralaires- Beginning Treble Concert and Show Choir
* Bella Voce- Auditioned Treble Competitive Show and Concert Choir
* Vivace-Auditioned Upper-class Mixed Competitive Choir
* The Blend- Auditioned Upper-class Bass/Tenor Competitive Concert Choir
* Starlight Voices- Auditioned Upper-class Treble Competitive Show and Concert Choir
* Bel Canto-Auditioned Upper-class Treble Competitive Concert Choir
* Madrigals/Spotlight Singers- Auditioned Upper-class Mixed Competitive Concert and Show Choir

Piano/Keyboard, Music Theory, and AP Music Theory are also offered through the Performing Arts Department.

**Departmental Procedures**

**Placements**

* Held each year during January of the 2nd semester
* Auditions are held during class
* Those called back for show choir will have an evening dance audition
* Following completion of all auditions, students and parents are required to wait **at least one full week** before discussing audition results with the directors

**Assessment**

* Rehearsal, performance, and classroom participation
* Written quizzes and tests
* Vocal and Rhythmic tests
* Choreography

Aspects of classroom participation include: rehearsal etiquette (including focus, posture, and effort), preparedness for class (having folder, pencil and any assignments at seat), level of cooperation with director and fellow singers, ability to follow classroom and departmental procedures, and putting forth best effort at all times (includes not singing while chewing gum/eating in the choral classroom)

Grades in the choral department are assessed by total points earned.

**Co-Curricular Expectations**

All Brownsburg High School Choirs are **CO-CURRICULAR, MEANING A PORTION OF EACH CLASS TAKES PLACE OUTSIDE OF THE SCHOOL DAY.**

**ALL Rehearsals and Concerts are a required part of the choral class.**

* Required uniform is worn during the rehearsal and performance. This includes appropriate jewelry, shoes, undergarments, and anything else assigned from the directors
* Arrive on time and report to assigned seats for attendance
* Warm-up is a required portion of all concerts. Must be present and on time
* Cooperate with directors, parents, and student leaders
* All school rules are in effect during co-curricular activities

**Financial Information  
Beginning and Intermediate Choirs**

Fee payment for Choralaires, Dog Pound, Vivace, Blend and Bel Canto is due by August 14, 2021. Families wishing to divide into multiple payments may certainly do so. Please inform the directors if you need to make other arrangements for payment.

**Choralaires**: ***$75.00*** *($40 rental; $25 group shirt; $10.00 cleaning*)

Fee Includes: Rental of performance outfits. Purchase of a choir shirt.

Student is responsible for providing BLACK FLAT closed toe shoes.

* **Dog Pound***:* ***$80.00*** *($50 rental; $20 group shirt; $10.00 cleaning)*

Fee Includes: Rental of all performance outfits. Purchase of a choir shirt.

Student is responsible for providing black dress shoes, black dress socks, and a plain white t-shirt.

* **Vivace**: ***$75.00*** *($40 costume rental; $25 group shirt; $10.00 cleaning)*

Fee Includes: Rental of all performance outfits. Purchase of a choir shirt.

Student is responsible for appropriate shoes and socks.

**Advanced Choirs**

* **The Blend**: ***$160.00***

Fee Includes: Participation fee, outfit rental, transportation, group t-shirt, dry cleaning fee.

Student is responsible for providing black dress shoes, black dress socks, and a plain white t-shirt.

* **Bel Canto**:***$160.00***

Fee Includes: Participation fee, outfit rental, transportation, group t-shirt, dry cleaning fee.

Student is responsible for black flat shoes.

* Costumes are owned by Parent Voice and rented to the students for their use during the school year. A cleaning fee is also charged so that each student will be issued a clean costume.
* ***Bella Voce, Starlight Voices, Madrigal/ Spotlight fees: provided separately***

Transportation fees are being charged to the choral department by BCSC for each bus trip scheduled. These fees cover fuel and driver hours. Each student is assessed a transportation fee to offset these expenses.

**All checks for fees should be made to PARENT VOICE.**

**Every student will have the opportunity to participate in an ensemble at this school. If a financial problem occurs with any fee required for ensemble participation, please contact the director as soon as possible and an agreement can be worked out. Financial assistance can only be provided if you and your student actively attempt to participate in fundraising, volunteer at choral department events, and clearly communicate financial concerns well before payment deadlines.**

**APPEARANCE OF PERFORMERS**

The appearance of each individual performer makes a big impact toward the appearance of the choir as a whole. While it is necessary to have some guidelines for a uniform ensemble, we also want to remain sensitive to each performer’s own identity and cultural aesthetic. To that end, here are some guidelines for dress rehearsal/concert appearance:

* Hair style (cannot block people from being seen behind or around you) and color (artificial colors that may clash with the costume)
* Personal jewelry (things that may reflect the stage light or be unsafe to the performer or those around them)
* Certain tattoos (if they are not school appropriate or clash with the costume)
* Nail Polish (that may reflect stage light or clash with the costume)

This list is not exhaustive, but it has been created with the intent for each performer to be comfortable while still working together with your choirmates for a uniform appearance. Please do not hesitate to contact your director privately with any questions you may have about specific issues for yourself.

**DEPARTMENTAL POLICIES**

**Attendance**

**The following are excused absences from a performance:**

* **Illness from school**
* **Death or marriage of a family member**
* **Conflict with a previously scheduled school activity that was given to the director at least one week prior to conflict**

UNDER NO CIRCUMSTANCES WILL A JOB OR JOB INTERVIEW BE ACCEPTED AS A VALID EXCUSE FOR MISSING A PERFORMANCE OR REHEARSAL. The directors will provide students needing verification for employers a letter explaining this policy. Students should request this letter from their director. It is the students’ responsibility to inform employers of potential conflicts in a timely manner.

If a student has a valid conflict with a school related activity, they should speak with the director a minimum of one week before a performance or rehearsal.

Conflicts with athletics occur on a regular basis. Since both groups depend on student participation, it is very important that students organize all schedules and inform both director and coach of these conflicts. In 99% of these situations, the directors and coaches are able to come to an agreeable solution for the student.

If a student misses a performance and it is not an excused absence, no participation points are awarded. No alternative assignments are offered in place of the performance. STUDENTS WHO ARE EXCUSED FROM A PERFORMANCE HAVE THE OPPORTUNITY TO EARN POINTS

**The following are examples of unexcused absences, and will NOT be considered for missing rehearsals/performances:**

* **Drivers Education**
* **Make-up work for other classes**
* **College Visits (unless this is unavoidable and communicated w/ director in advance)**
* **Birthday parties**
* **Out of town trips/family outings**
* **Tickets to concerts, shows, sporting events, etc.**
* **Babysitting**
* **Not being able to find a ride to the rehearsal/concert (directors can help with this!)**
* **SAT/ACT Tests (there are dates that don’t conflict with our events listed on choir website)**

**Special note: Students who are in ISS or OSS the week before/of a concert will be able to make up academic points but may not perform in the concert.**

**Make-up Work**

When a student misses a day of class or rehearsal, they must check the Schoology page to find out what material was covered and what the make-up work will be. **It is the responsibility of the student to communicate with the teacher to turn in all assignments and schedule times to make-up quizzes and tests!**

**Field Trips/Transportation**

Per BCSC policy, no student is permitted to drive to or from any choral activity. Students are expected to ride the bus to and from all choir events. If a situation occurs where transportation with the group is conflicting with another activity, the directors must be notified in writing before the event occurs. Students who violate this policy will meet with the directors and administration and may be removed from the department.

**Eligibility (Academic)**

All students are eligible to audition for the beginning and intermediate level choirs without consideration of an academic component. Students auditioning for competitive choirs must have a 2.0 GPA from the previous semester.

Members of competing choirs must maintain a 2.0 GPA for each quarter and semester and must be passing 70% of their classes to be eligible for the co-curricular component of the class. Students are still expected to attend all rehearsals but will not be allowed to perform until they become academically eligible. Tutoring sessions and study tables are organized by the Choral Department and National Honor Society to assist students with academic eligibility.

Students who have five or more absences from choral class or rehearsals may be removed from performances at the discretion of the directors. Any absence the week of a performance may result in the student being ineligible for that performance(s). This policy exists because even one absence diminishes the group’s level of preparation. Students will also become ineligible for upcoming performances and may also be removed from their auditioned ensemble after a second unexcused absence from a rehearsal or a performance.

**Technology and Social Media**

Members of the Brownsburg Choral Department are expected to represent themselves and the department as a whole with the utmost respect. Actions that reflect on you or the program in a negative manner will not be tolerated. This includes, but is not limited to: finsta, facebook, twitter, instagram, tik-tok, etc. Questionable behavior brought to the attention of the directors will be addressed immediately.

**The choral department follows athletic department consequences. First time offense = missing 10% of the season. Second time = removal from the department. Severe or illegal issues will be sent to the administrative team as a possible violation of the BCSC Acceptable Use Policy.**

**Classroom Policies and Procedures**

Do’s

* Practice good vocal habits: posture, focus, breathing, nutrition, hydration
* Have a pencil and folder everyday
* Be in your seat before the bell rings with all materials present
* Have fun by working hard and listening
* Get to know your classmates and make new friends
* Respect the people you will be working with
* Store cell phones and other electronic devices in backpacks

Don’ts

* No talking during rehearsals
* No eating, drinking, or gum chewing in the classroom
* No personal grooming during classroom hours
* No offensive language
* Disrespectful behavior toward students, teachers or guests will not be tolerated
* No cell phone or other electronic use during class unless directed by teacher

Consequences

* #1-Verbal Warning
* #2-Discussion with the director regarding behavior
* #3- Contact with parent/guardian regarding behavior
* #4-Behavioral referral to administration, parental conference, and possible removal from the class

\*\*If students are removed from the rehearsal and performance activities of the class, no fees will be refunded. Disruptive behavior will not be tolerated in the classroom as it hampers the learning of other students.

**Parent Voice**

Dear Parents,

Welcome to a new school year and to the Brownsburg High School Choral Department! It is wonderful to be back. As parents or guardians of a Choral Department student, you are automatically members of Parent Voice. Parent Voice is a non-profit organization that exists to support the Choral Department directors and students (similar to a sports team booster club).

Your effort and involvement help keep down the cost of costumes, competitions, and events and helps the students feel like what they are involved in is important to their families. Below is a list of some of the activities for which we provide hands-on assistance and support:

• Concerts (Fall Concert, Winter Concert, Madrigal Dinner, Cabaret, Spring Concert and Finale)

• Competitions (ISSMA Competitions, Bulldog Spectacular and Show Choir Competitions)

• Fundraisers

Please support your student and the choral department by doing the following:

**1.** **Complete and return all forms located in the handbook and fill out the online Corporation Volunteer Information form by Friday, August 18, 2023.** Note: The Corporation requires all parents to complete a Corporation Volunteer Information form to work with students. If you have not previously completed one or if yours has expired, please go to the BCSC website and click on School Visitor/Volunteer Background Check in the Volunteer Connection area (<https://www.brownsburg.k12.in.us/Volunteer>). It is a very quick process.

**2.** **Attend our monthly Parent Voice meetings. More information will be available at the mandatory parent/student meetings on August 14 at 6 PM for Choralaires & Dog Pound, and 7:30 PM for Bella Voce, Vivace, Bel Canto, & The Blend**

**3.** **Chaperone a concert or competition.** All parents are expected to be available for at least one chaperoned event. Without chaperones, these events cannot be held. Chaperones will be able to slip into the auditorium to watch their student perform on the night they chaperone.

**4.** **Sign up for a committee or as an event volunteer.** All parents (grandparents and other family members welcome as well!) are encouraged to chaperone or join a committee. You are truly needed! Watch your email and social media for volunteer opportunities throughout the year.

**5.** **Stay informed of upcoming concerts and events.** Follow us on social media, visit the choir website, and check Parent Square for news about upcoming events and concert information (see below). Also, please check your email regularly since this is how you will be notified for additional volunteer opportunities, concerts, ticket sales, fundraisers and general choir information. Talk with your child on a regular basis about what is going on in choir. Information will sometimes come home through the directors.

Please feel free to contact us should you have any questions.  We look forward to volunteering with you!

Tammy Smith

Parent Voice President 2023-234

**More Contact Information:**

**Email:** [parentvoicebrownsburg@gmail.com](mailto:parentvoicebrownsburg@gmail.com)  
**Website:** brownsburgchoirs.weebly.com

Instagram: @BHSChoirDepartment

**Facebook:** facebook.com/parentvoice

**Twitter:** @parentvoicebhs

To receive tweets as text messages (no Twitter account needed), text “follow parentvoicebhs” to 40404.

# **Student Guidelines for Dress**

# **Rehearsal/Performance**

### Rehearsal:

\*Only enter the doors that your directors have instructed you to enter for building access, you are not allowed to stay in the building after school unless permission is given in advance from your director

\*Change only in the room assigned to your choir(s), do not wander around the building

\*Please sit in the auditorium/performance space in your assigned seat.

\*No FOOD or DRINKS are allowed in the building at any time, you may be sent home and lose performance opportunities if you ignore this

\*Please applaud appropriately for each ensemble. You may not like each song, but please show respect and appreciation for ALL groups.

\*Please cheer only for GROUPS. **No name calling of individuals**. **It is embarrassing for these individuals and will not be tolerated.**

\*Remain seated until you are next to perform.

\*You may not leave the auditorium after 6 p.m. Please take care of restroom needs before the rehearsal.

\*You may certainly bring homework but understand that there will be no lights in the audience section. If you have a small pen light, you may certainly use that to work with.

\*No cell phones or other electronic devices may be on during the rehearsal. This includes on vibrate or silent for texting. Cell phones will be taken immediately. Phones interfere with our sound system. You may also lose performance opportunities and/or be sent home

\*Student chaperones will sit with each group at the rehearsal. These chaperones have been instructed to assist you in any way necessary. If you are asked by a student chaperone to do something, please follow directions without hesitation.

\*Student chaperones have been instructed to write down the names of individuals who choose not to follow department policies. Participation points will not be earned by these individuals.

\*Dress rehearsals are CLOSED to the public. Only students and designated chaperones may be in the auditorium.

\*HAVE FUN! Enjoy the hard work and efforts of your peers. Dress Rehearsal is just that…DRESS rehearsal. That means you should have EVERY part to EVERY costume you need. This is considered a “performance” for your peers. Hair and make-up are NOT necessary for the rehearsal.

\*Special note: Any student who is unable to follow the guidelines for dress rehearsal will be asked to leave**. If you are unexcused for the dress rehearsal, you will not participate in the performance.**

**Performance:**

\* Only enter the doors that your directors have instructed you to enter for building access, you are not allowed to stay in the building after school unless permission is given in advance from your director

\*Students should arrive on time. Call times are different for each choir. Attendance will be taken ON TIME for each call time. Students not present for attendance will be assumed to be absent. Tardy students will not earn all of the participation points and may be held out of the performance.

\*In most cases, students will warm-up before changing clothes, but be sure you are fully dressed if you must arrive to warm ups in costume. This includes hair & makeup.

\*Students should report directly to their warm-up room or homeroom. No performers should be waiting in hallways etc., before call time.

**\*Students should remain in the homerooms at all times**. A video monitor will be set-up in each room so students can watch the concert. No one shall be permitted to leave the homeroom without an escort.

\*Adult chaperones will be present to monitor classroom behavior and assist in an emergency. Please treat your chaperones with the utmost respect.

**\*Please take care of restroom needs before your call time.**

\* BHS principals will be present for the concert and will be present in the hallways. If you are out of your homeroom, you will be escorted out by a principal.

\***ABSOLUTELY NO FOOD AND DRINKS IN THE BUILDING**. Please eat dinner before you come to the concert.

\*In between concerts, the common area outside the cafeteria will be open for socializing, greeting parents, etc. All students must be back in their homeroom at 8:00 PM for attendance/preparation for the 8:15 PM concert. You MAY NOT LEAVE THE BUILDING (EVEN TO GO OUTSIDE) in between concerts.

Classroom telephones and computers may NOT be used! Any student needing to use a school phone may see a director for assistance. **Cell phones may be used ONLY between or after concerts. They may not be out before or during a concert because the homerooms are also dressing rooms.**

Chaperones will assign a group to assist with clean-up. All rooms must be checked by the chaperone before the clean-up crew may leave. Any items left behind will be held for ONE day, then thrown away. Please take all YOUR things home!

**Special note**: School attendance policy is in effect for rehearsals and concerts. You must be in school at least a half day to be eligible to attend evening events. If you are not in school, you are not eligible to participate.

**Hair & make-up:**

Your hair should be out of your face and styled. We MUST be able to see your eyes. This goes for all performers. Hair should be of a color that will not interfere with the lights. No blue, green, orange, purple, etc. If your hair is permanently dyed, you will need to cover it with temporary hair color. Tattoos must be completely covered.

NO jewelry of any kind is permitted on stage unless it is a part of your assigned costume or OK’d by a director in advance.

Students participating in Choralaires, Bella Voce, Starlight, and Bel Canto MUST wear make-up; Vivace and Madrigals/Spotlight treble voices are also included. Students will wear blush, eye make-up (mascara, shadow, or liner…any of the three) and LIPSTICK. Lipstick must be a shade of red, brown, orange, peach, etc. NO black, blue, green, etc. If you have specific questions on this, ask your homeroom chaperones. They will be there to assist you with hair and make-up tips. Specific problems should be cleared IN ADVANCE with one of the directors.

***Our mission is to provide each student in all choirs with amazing opportunities and lifelong memories. Remember, participation in music activates both sides of the brain and increases retention, improves memory, and maximizes learning! Please help us by supporting the BHS students in their musical endeavors!***