

# Randolph Secondary School

## Choral Handbook

### *Nondiscrimination*

It is the policy of Randolph Field Independent School District not to discriminate on the basis of age, race, religion, color, national origin, sex, marital or veteran status, disability or other legally protected status in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Bruce Cannon, Principal Randolph Secondary Schools  
P.O. Box 2217 Universal City, Texas 78148  
Telephone No. 210 357 2400

## **Foreword**

The purpose of this handbook is to provide parents and students with valuable information about the Randolph Choral Program. The policies and regulations of this handbook are designed and maintained out of fairness to all members of the organization. All members and their parents should read all material and carefully familiarize themselves with this handbook.

## **Table of Contents**

Competitive Events	3 & 4
Chamber Singers	6 & 7
Fund Raising	4
Grading	4 & 5
How to earn a Letter in Choir	5
Music Folders	6
Spring Trip	6
Transportation	6
Uniforms	6
Acknowledgement	8

## Competitive Events

- I. U.I.L Solo and Ensemble Contest
  - a. Solo Contest participation is part of the class curriculum and is graded
  - b. Medium ensembles entered in the U.I.L. Contest will be graded.
  - c. The Choir Budget will pay the entry fee for solo and ensemble contest entries. Once the choir has paid the entry fee, the student must perform in the contest or reimburse the Choir Budget for the paid fee.
  - d. Students are expected to maintain their eligibility
  
- II. U.I.L. Concert and Sight-Reading Contest
  - a. All eligible choir students participate and are graded on their participation
  - b. Students are expected to maintain their eligibility
  
- III. U.I.L. State Solo and Ensemble Contest (High School students only)
  - a. Optional for solo students receiving Division I ratings in Class I events at District.
  - b. Required of ensemble receiving Division I ratings in Class I events at District.
  
- IV. Region Choir
  - a. Any student may audition for Region Choir provided he or she has prepared the music adequately. No grade will be given for the Region Choir participation.
  - b. The Choir Budget will pay the audition fee. Once the choir has paid the entry fee, the student must participate in the audition or reimburse the choir for the paid audition fee.
  
- V. Eligibility
  - a. A student becomes ineligible for contest or paid concerts upon receiving a failing grade in any course during the previous reporting period. A student may regain his or her eligibility after three weeks if passing all coursework.
  
- VI. Choir Council
  - a. Student has to have been in the Randolph Choir for at least one year to be eligible to run for President or Vice-President of the organization.
  - b. All officers are expected to be exemplary choir students during their term in office. Whenever the director feels an officer is not fulfilling his or her responsibilities, a conference will be scheduled and a plan of action will be written to address the concern. The student will then be expected to meet the action plan or resign their position.

## **Fund Raising**

Each choir member will be given the opportunity to participate in the voluntary fund raising activities for the year. A record will be kept of the amount each individual collects and the profit earned by each student. Any student choosing not to participate in fund raising will be required to pay all or part of the cost he or she incurs for the Spring Choir Trip or any other trip in which the choir participates. At the end of the year, remaining funds will be offered as scholarships for students interested in attending Summer Choir Camp. Any unspent funds will remain in the Choir Activity Account for the general use of the Randolph Choir Program in the following year.

## **Grading**

Choir grades will be based upon the following:

1. Attitude and correct choir posture
2. Ability to learn vocal parts, along with correct vowel formation
3. Participation and effort
4. Test Grades
5. Music Theory notebook
6. Attendance and participation at rehearsals and performances, including assigned contests
  - I. Participation grade – each student will be assigned a weekly participation grade based on criteria (1-3)
  - II. Students will have sight-reading, singing and written tests during the six weeks period. The number of tests will vary depending on the performance schedule.
  - III. Choir Music notebook – All students will keep a Choir Music notebook. Notebooks will be graded each six weeks on completeness and neatness. Students will be notified of grading period.
  - IV. Rehearsals and Performances – Before school, after school, and Advisory rehearsals will be kept to a minimum, but when necessary they will be graded.

One participation grade (20%) will be given for a required rehearsal before or after school, or advisory, and for an informal performance.

Two participation grades (40%) will be given for formal concerts and competitions, i.e. Fall Concert, Winter Concert, Concert of U.I.L. Music, End of Year Concert, U.I.L. Solo and Ensemble Contest, U.I.L. Concert and Sight Reading Contest, and Schlitterbahn Sound of Waves Competition.

1. A grade of zero will be given for an unexcused absence from a rehearsal or performance.
2. Ten points will be deducted from the participation grade for an unexcused tardy.
3. Fifteen points will be deducted from the grade for incomplete or improper uniform.

Excused Absences: illness, death in the family, and family emergencies. In the event of illness, the director is to be notified as soon as possible.

Students are required to submit a "Request for Advanced Absence" with a parent signature in advance (minimum five days) when a conflict occurs with a scheduled rehearsal or performance. Serious conflicts can almost always be worked out, but must be done IN ADVANCE AND IN WRITING.

The director may also require any student to perform their music individually if the director feels the student or students do not know their music. In the event of inadequate preparation, the director may decide not to permit the student to perform.

Please note the **Randolph Secondary Choirs are performing organizations**. Randolph Choirs are performing teams that depend on *all* team members being in attendance, participating and performing as a team at **every** team function. The pursuit of excellence in the Randolph Choral Department is a lofty goal that is not negotiable, but expected.

## **How to Earn a High School Letter in Choir**

To earn a High School letter in Choir, the student must complete the following process:

- Be enrolled in Choir for the entire year
- Have participated in both the U.I.L. Solo and Ensemble contest and the U.I.L. Concert and Sight Reading Contest
- Maintain a grade of 70 or better in all courses
- Have the approval of the director

## **Music Folders**

Each student will be assigned a choir folder slot at the beginning of the year. The student is responsible for providing a 3-ring binder to organize their music and other instructional materials. After choir rehearsal or class, students must return their music folder/binder/notebook to their assigned folder slots. Failure to follow this rule will result in points being deducted from the student's weekly participation grade. A continuous problem will result in a choir-duty-assignment before or after school.

## **Spring Choir Trip**

Each year the Choirs take a spring trip to area activities in the San Antonio area. This activity must be scheduled and approved by the choir director and campus administrator each year. It is possible a spring trip may not be approved although not anticipated.

## **Transportation**

All students will travel to and from events in Randolph Field ISD vehicles. All choir students will be expected to follow the bus rules outlined in the Student Handbook.

## **Choir Uniforms**

Each choir member will be assigned a formal choir uniform at the beginning of the year. The student will change into the formal uniform at school before concerts and competitions, and check back in the uniform after the singing occasion. The student will be held responsible for the uniform's care and maintenance while being worn. All of the uniforms will be cleaned by a contracted dry cleaner before uniform assignments are made. A one-time cleaning fee of \$6.00 will be collected from each student to help pay for the cleaning of the formal choir uniforms. The formal uniforms are stored in the Choir Room and only leave the school property when worn to competitions or performances off campus.

An informal choir uniform (a royal blue embroidered polo shirt, black pants, dark socks, and dark shoes) is required of all Choir students in grades 7-12. The Choir polo shirt is the only thing to be purchased from the Choir Boosters Club. The student and parents will choose the store to purchase the required black pants, socks, and shoes.

## **Chamber Singers**

Chamber Singers is a select performing ensemble at Randolph High School and all members are auditioned. All members of Chamber Singers are expected to be exemplary Choir students and are expected to attend once-a-week after school rehearsals. Normally, the members of Chamber Singers are enrolled in the Choral program, but other students may be accepted at the discretion of the Choir Director.

Chamber Singers usually performs at the major choral concerts and sometimes performs complete programs alone. At times, Chamber Singers have competed separately at UIL Competition. However, this is not always the case and the Choir Director reserves the right to decide how competitions will be done.

Auditions will be held during the first few weeks of school. Once a student has committed to be a member of Chamber Singers, he or she is expected to keep the commitment throughout the year

# Acknowledgement

I have read the Randolph Choral Department Handbook and understand the policies and procedures outlined therein.

\_\_\_\_\_  
Student's Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date