



Spanish Fork High School Choirs Disclosure Document 2017-2018

Instructor: Mrs. Jennifer Heder
Room: Choir
Phone: 801-798-4060
Email: jennifer.heder@nebo.edu
Choir Website: www.sfchoirs.org
Office Hours: 7:30-7:50am, A5, B1, 2:30-3pm, or by appointment

I. Course Objectives

Students in all the choirs at Spanish Fork High School will be participants of a choral program that has the comprehensive objective of helping students become lifelong and literate musicians.

II. Course Learning Expectations

Each student will

- Learn to sing choral music from various musical periods
- Work to sing with a beautiful, focused tone
- Be an independent singer and musician, and learn sight-singing, ear training and note reading skills
- Conduct yourself in a positive manner in rehearsals and performances to be able to work successfully within a group
- Sensitively respond to the conductor's gestures, musical styles, and phrasing

III. Rehearsal Etiquette & Professional Expectations

It is expected that students will comply with both district and school policies as well as additional guidelines outlined below:

- Absolutely NO food, gum, or drink allowed in the choral room, OR its practice rooms. This includes the auditorium. The only exception and recommendation would be a water bottle for use during rehearsals.
- Students will bring a pencil and all choral music to rehearsal every day.
- Students are allowed to use the hall-pass twice per term. Students are encouraged to use the restroom, and are expected to take care of all other needs prior to class.
- Homework or study for other courses is not to be done during class time.
- In order to progress, students are expected to do their best in following directions promptly, and stay on task to facilitate the teamwork necessary to accomplish our goals.
- Students will respect everyone and everything in the choir room and school.
- Cell phones and all other electronic devices are to be silenced and stored in assigned folder slots before rehearsal begins.
- During rehearsal, students will not talk while someone else is speaking, or while another section of the choir is rehearsing.
- Always be ready to sing on the conductor's downbeat.

IV. Daily Participation Points (40% of term grade)

You must attend class everyday. We have no text as such and any missed day means missed information and experience. This is a participation course therefore; grades for the course are based almost entirely on your participation in those rehearsals.

You have 15 participation points per class period.

- 5 points for ON TIME
- 5 points for ON TASK
- 5 points for PREPARATION and POSITIVE CONTRIBUTIONS

Being absent (whether excused or not) will result in a loss of all participation points. Because of this participation policy, students and parents are encouraged to schedule doctor and specialist appointments after school hours, whenever possible. Because choir is a participation class, it is extremely difficult to duplicate a rehearsal experience for students who are absent, whatever the reasons. If you are absent, you are not present to earn the daily participation points. Students are to take responsibility for all class-work, assignments, exams, mastery tests, or information/announcements they miss due to their absence, no matter the cause. This is best accomplished by asking a classmate to inform you of what was accomplished in the rehearsal(s) you are absent for, then taking personal initiative to make-up academic credit due to your absence(s).

Participation points will not be deducted for **School-Excused Absences** caused by school-sponsored activities.

Excused Absences are those excused by a parent/guardian or doctor. If you have an excused absence, you may make up lost points by completing the “Choir Absence Make-up Assignment” found at the back of the classroom.

Unexcused Absences are not tolerated and no make-up opportunities will be provided.

Loss of participation points due to behavior problems can be made up with three consecutive class periods of good behavior. See Choir Participation Points Make-up Document for full details.

Be on time to class. This contributes significantly to individual and group success.

- Attendance is taken at the very start of every class period. The start of class is activated by the bell, which once it rings, and rehearsal begins immediately.
- Late students will please sign the Tardy Sign-In sheet. Honest accuracy on the tardy sheet will ensure your attendance is recorded.
- Late students should quickly and quietly take their seats, without causing interruption or undue attention upon themselves.
- If you have a note from a parent, the office, or teacher regarding the tardy, you still need to sign the tardy log, then place the note on the clipboard with the tardy sign-in sheet.
- Tardy deductions in daily participation points cannot be made up, so plan to be consistently on time.

V. Concerts, Performances, & Extra Rehearsals (35% of term grade)

For performing ensembles, concerts are like final exams that provide meaningful opportunities to demonstrate learning and acquired skills. Because concerts happen in real-time, it is impossible to replicate the experience.

Therefore, attendance at concerts, performances and extra rehearsals is absolutely mandatory.

- **School related scheduling conflicts must be communicated with Mrs. Heder upfront and within the first two weeks of the semester.** Conflicts with non-MMHS events will not be considered. Of course extenuating circumstances (i.e. death in the family, serious illnesses, etc....) will be courteously and professionally dealt with on an individual basis.
- Depending upon the circumstance of the conflict, students may or may not be excused from the choir performance and appropriate make-up work may or may not be available for the student to complete.
- Choir students are expected to communicate with their families about choral performances that are outside of the regular school day. Since the choir calendar is available at this time, it is important that the

parent/guardian of students also plan ahead and clear conflicts that could potentially arise causing undue stress or anxiety for our students and their families.

- In preparing for a performance, extra rehearsals are scheduled as needed, most of which are already scheduled and appear on the calendar. Additional rehearsals will be scheduled with as much advance notice as possible and Mrs. Heder will strive to communicate as early as she can with the families of each choral student.
- Extra performances and rehearsals are mandatory. Be on time for each performance call time, dressed in the appropriate performance attire upon arrival, including hair styles and make up.

Points for Performance:

- On Time = 25 points
- Appropriate Concert Attire (including hair, make up) = 25 points
- Concert Etiquette = 25 points
- Compelling Performance = 25 points

VI. Assignments & Exams (25% of term grade)

Throughout the year, assignments will be provided to enhance our comprehension of the choral art we study.

- If you are absent when assignments or exams take place, it is your responsibility to contact the directors upon your immediate return, in order to obtain the assignment/exam.
- Late work is not acceptable, unless extreme circumstances prevail. Under these circumstances, students will contact the director, and together, find solutions to allow late work that will benefit student learning and academic progress.
- Assignments or exams missed due to unexcused absences cannot be made up.
- Occasionally, in the three auditioned choirs, in-class vocal evaluations (“mastery tests”) will provide students with the opportunity to demonstrate their knowledge and acquired skills.

VII. Grooming and Dress Standards (Everyday and for Performance)

Because of the nature of our rehearsal space and the choral experience, it is particularly important that students adhere to the Dress and Grooming Standards set forth by SFHS and Nebo School District. All singers must meet or exceed these standards for performances.

- During performance, all students’ hair must have a natural hair color, with both eyes and forehead visible. Men will be clean-shaven or well-groomed faces, without extreme facial hair.

VIII. Facility and Equipment

We ask that students treat all equipment (chairs, pianos, curtains, risers, etc.) with care and respect. Performing Arts students are expected to keep the building and all of the equipment we use in stellar condition, free from abuse and light-mindedness. Students will be issued a numbered music folder, which is stored in its corresponding numbered slot. Students are held responsible for that folder and the music in it for the remainder of the school year. The folder may be taken home for practice, but students must have their folder at each rehearsal in order to earn full participation points. Failure to do so will result in a reduction of daily participation points. Lost music will be fined \$2 for each piece of music not turned in (including photocopies). Lost or damaged folders will be fined \$10.

IX. Choir Tour

For members of the Concert Choir, Mosaic, and SFHS Singers, choir tour is an integral part of our curriculum. It greatly enhances and positively highlights our learning and builds musical and social unity. As explained during in the audition form for the three auditioned choirs, these students are expected to attend the tour, and are equally encouraged to participate in all fundraising offered by the school. School dress code policy applies to any traveling we do, including choir tour.

X. Financial Obligations Associated with Choir at Spanish Fork High School

Fundraising opportunities are available for ALL students to pay fees.

Participation	\$60	All choir students (only pay once if enrolled in multiple choirs)
Concert Choir Dress	\$95	All women in Concert Choir/Chamber Singers
Suit/Tie	\$180	Men in Concert Choir/Chamber Singers* Pay to Mr. Mac
Mosaic Dress	\$70	All women in Mosaic (A2)
Women's Chorus Red Blouse	\$15	All women who sing in Women's Chorus (B2) Rental only
Men's Chorus Tie	\$20	All men in any choir
Pocket Square	\$10	Men in SFHS Singers
Choir Tour –Seattle	\$775	All students who are enrolled in the auditioned choirs: Concert Choir, Mosaic, and SFHS Singers.

All fees except Choir Tour should be paid to the SFHS Finance Office no later than Wednesday, October 11, 2017. Please speak with Mrs. Heder if you will need additional time.

XI. Grading

Daily Participation Points – 40%

Assignments and Exams – 25%

Concerts, Performances, & Extra Rehearsals – 35%

A = 100-93.5% C = 76-73%

A- = 93.4-90% C- = 72-70%

B+ = 89-87% D+ = 69-67%

B = 86-83% D = 66-63%

XII. Concert Attire

The official concert attire for all SFHS Choirs is outlined below:

Choir	Uniform— What to Wear, and What NOT to Wear
Concert Choir	<p>MEN: SFHS Black Suit. With suit please wear:</p> <ul style="list-style-type: none"> • Solid BLACK uniform dress shoes. • Black socks <p>WOMEN: Concert Choir formal skirt & concert black blouse. With gown, please wear:</p> <ul style="list-style-type: none"> • Solid BLACK, close-toed flat shoes and BLACK socks (or nylons.) NO open-toed shoes.
Men’s Chorus	<p>Men’s Chorus performance assigned tie. With the tie please wear:</p> <ul style="list-style-type: none"> • Solid WHITE, long-sleeved, collared, and button-up dress shirt • Solid BLACK dress pants. NO levi jeans. • Solid BLACK dress-style belt. (Men’s Chorus shirts will be tucked in.) • Solid BLACK, close-toed DRESS shoes and BLACK socks. NO open-toed shoes.
Mosaic	<p>Mosaic gown. With the gown, please wear:</p> <ul style="list-style-type: none"> • Solid BLACK, closed-toed flat shoes and BLACK socks (or nylons.) NO open-toed shoes.
Women’s Chorus	<p>Women’s Chorus performance red dress blouse. With the blouse, wear:</p> <ul style="list-style-type: none"> • Solid BLACK, knee-length skirt. (Provided by student according to guidelines discussed in class.) • Solid BLACK, close-toed flat shoes and BLACK socks (or nylons.) NO open-toed shoes.
SFHS Singers	<p>MEN: All Concert Choir attire with SFHS Singers pocket square</p> <p>WOMEN: Concert Choir attire</p>

Spanish Fork High Choir Calendar (2017-2018)

This calendar is accurate and up to date as of August 17, 2017 but is subject to change. I will do my absolute best to alert parents and students in a timely manner when changes need to take place. Students must make arrangements to their schedules in order to attend all events that involve them. Members of SFHS Singers need to be especially aware of additional invitations to perform in December.

Weekday church activities, family vacations and work are not valid excuses for missing performances. Off-campus practices, clubs, teams, companies and non-UHSAA related events are not valid excuses for missing performances. The only exceptions for missing a performance and receiving a make-up opportunity will be for severe illness, family emergencies, school events, or events such as weddings or funerals, which will be dealt with on an individual basis.

ALL = All Choirs **MO** = Mosaic **WC** = Women's Chorus **MC** = Men's Chorus
CC = Concert Choir **CS** = SFHS Singers **ALL MEN** = All Men (MC and CC)

Date	Choir	Event/Assignment/Fee	Location	Call-Time	Event Time
Thursday 8/24	ALL	Fundraiser and Tour Parent Meeting	Choir Room		7:00pm
Friday 9/1	ALL	Choir Disclosure Assignment Due	Choir Room	3:00pm	
Saturday 9/9	ALL	Mattress Fundraiser	SFHS Cafeteria	8:00am (for set-up)	9:00am-5:00pm
Thurs 9/14	Selected CS	(\$60) Utah All-State Choir Participation Fee Due	SFHS Finance Office <small>(Please leave receipts in Mrs. Heder's office)</small>	3:00pm	
Thurs 9/21	CS, CC, MO	(\$100) Tour Payment Due <u>Non-refundable</u>	SFHS Finance Office <small>(Please leave receipts in Mrs. Heder's office)</small>	3:00pm	
Fri 9/22	CS	National Anthem Performance @ FB Game (wear Rock Solid T-Shirts)	SFHS Football Stadium	6:30pm	7:00pm
Mon 10/2	Selected CS	UMEA All-State Rehearsal	Salem Hills High School		4-6pm
Mon 10/9	Selected CS	UMEA All-State Rehearsal	Salem Hills High School		4-6pm
Thurs-Sat 10/12-14	Selected CS	UMEA All-State Choir Rehearsals and Performance	Taylorville High School	Bus TBA SHHS	
Tues-Thurs 10/3-5	ALL MEN	Morning Munchies (Must attend 2 out of 3)	Choir Room	7:00am	7:00am-7:50am
Wed 10/11	ALL	ALL Choir Costume and Activity Fees Due	SFHS Finance Office <small>(Please leave receipts in Mrs. Heder's office)</small>	3:00pm	
Wed 10/11	ALL	Fall Choral Showcase	SFHS Auditorium	6:00pm	7:00pm
Tues 10/24	<i>Interested Students</i>	Music Sterling Scholar Auditions	Choir Room	Sign-up	3:00pm-5:00pm
2nd TERM BEGINS OCT 30					
Thurs 11/2	CS, CC, MO	(\$200) Tour Payment Due <u>Non-refundable</u>	SFHS Finance Office <small>(Please leave receipts in Mrs. Heder's office)</small>	3:00pm	
Wed 11/1	ALL	Poinsettia Fundraiser Kickoff	Choir Room	In Class	In Class
Wed 11/15	ALL	Poinsettia Order Form and Money Due	SFHS Finance Office <small>(Please leave receipts in Mrs. Heder's office)</small>	3:00pm	

Sat 11/18	CS	ACDA Sound Check, Rehearsal, and Performance	Libby Gardner Hall (UofU)	7:30am	1:00pm-2:20pm
Mon 11/27	ALL	Poinsettia Delivery	Choir Room		2:30pm-3:30pm
Wed 12/6	CC/CS	<i>Temple Square</i> Performance (CS: 2pm JSMB & 6pm NVC, CC/CS: 8:30pm AH)	Temple Square – Salt Lake City	Buses: 12:30pm & 6:00pm	4pm & 7:30pm
Sat 12/9	ALL Students (by sign-up)	<i>Decorating:</i> Christmas Choral Gala	Each student will serve one (1) hour to decorate		10:00am-2:00pm
Tues-Wed 12/2-13	ALL	Combined Christmas Gala	SFHS Auditorium	6:00pm	7:00pm
Thurs 12/14	Selected CS	(\$60) UMEA Honor Choir Participation Fee Due	SFHS Finance Office (Please leave receipts in Mrs. Heder's office)	3:00pm	
3rd TERM BEGINS JAN 16					
Thurs Jan 5	CS, CC, MO	(\$200) Tour Payment Due <u>Non-refundable</u>	SFHS Finance Office (Please leave receipts in Mrs. Heder's office)	3:00pm	
Mon 1/8	Selected CS	UMEA Honor Choir Area Rehearsal	Salem Hills High School	4:00pm	4:00pm-6:00pm
Mon 1/22	Selected CS	UMEA Honor Choir Area Rehearsal	Salem Hills High School	4:00pm	4:00pm-6:00pm
Fri-Sat 1/26-27	Selected CS	UMEA Honor Choir Rehearsals and Performances	TBA	TBA	TBA
Thurs 2/2	CS, CC, MO	(\$200) Tour Payment Due <u>Non-refundable</u>	SFHS Finance Office (Please leave receipts in Mrs. Heder's office)	3:00pm	
Wed 2/7	Selected Students	<i>School Qualifier:</i> Vocal/Piano Solo & Ensemble	Choir Room	Sign-up	Sign-up
Tues-Thurs 2/13-15	ALL MEN	Morning Munchies (Must attend 2 out of 3)	Choir Room	7:00am	7:00am-7:50am
Wed 2/21	ALL	Mid-Winter Choir Concert with DFJHS	SFHS Auditorium	6:30pm	7:30pm
Thurs 3/2	CS, CC, MO	(\$75) Tour Payment Due <u>Non-refundable</u>	SFHS Finance Office (Please leave receipts in Mrs. Heder's office)	3:00pm	
Wed 3/14	CS	Region Chamber Choir Festival	Orem High School	TBA	3-6pm
Wed 3/14	Selected Students	Piano Solo & Ensemble	Orem High School	TBA	3-9pm
4th TERM BEGINS MAR 19					
Thurs-Mon 3/22 – 3/26	CC/CS/MO	Choir Tour	Seattle, WA	Pull out Th. A.M.	Return Mon. P.M.
Fri 3/30	ALL CHOIRS	Fine Arts Assembly	SFHS Auditorium	9:00am	9:30am-11:00am
Wed 4/18	CC, MO, MC	Region 10 Large Choir Festival	Salem Hills High School	TBA	3-9pm
Wed 4/25	WC	Region 10 Training Choir Festival	Payson High School	TBA	3-9pm
Sat 4/28	CS/Selected Students	State Chamber Choir and Vocal/Piano Solo &	Orem H.S.	TBA	TBA

		Ensemble			
Tues-Thurs 5/8-10	ALL MEN	Morning Munchies (must attend 2 out of 3)	Choir Room	7:00am	7:00am-7:50am
Fri-Sat 5/11-12	ALL CHOIRS	State Choral Festival (by invitation)	Libby Gardner Hall University of Utah, SLC	TBA	TBA
Thurs 5/16	ALL CHOIRS	Spring Pops Concert with SFJHS	SFHS Auditorium	6:00pm	7:00pm
Wed 5/22	CC/CS	Graduation	UCCU Events Center @ UVU	TBA	TBA

Please input these dates into your personal and family calendars. Great efforts have been made to provide this information in advance to avoid conflicts. Choir students and their families are expected to do all they can to schedule accordingly to make the commitment to their performing group. Thank you in advance for your commitment and support to the SFHS Choir Program!

REMINDER: Additional performances may arise as invitations are extended to our choral department. Additional rehearsals will be scheduled as needed, including early morning, intervention, or lunch rehearsals.

Spanish Fork High School Choirs

Disclosure Signature Page

Please return this page of the disclosure document by **Friday September 1, 2017** for full credit. Partial credit may be earned for late submissions. For your records, please retain the above disclosure for future reference to guidelines and procedures for choir at Spanish Fork High School

Student Name: _____ (please print clearly) Parent Name: _____ (Please print clearly)

Participating Class(es): (Circle all that apply)

Concert Choir SFHS Singers Women's Chorus
Mosaic Men's Chorus

Statement:

As a participant of the Spanish Fork High School Choir Program, I understand and agree to adhere to the information presented in this disclosure. I have reviewed the choir calendar and commit to attend and participate in all of my scheduled performances.

X _____ X _____
Student Signature Parent Signature

Disclosure Document Quiz for Students

(To earn full credit, please cite the page number that contained the answer to that question.)

1. List at least three ways you can contribute to effective, appropriate rehearsal etiquette? **Page # _____**
2. Please describe the uniform and concert attire standards for the choir(s) in which you participate: **Page # _____**
3. Explain the Daily Attendance and Participation portion of your choir grade. What is expected? **Page # _____**
4. What is the SFHS Choir Absence Make-Up Form? When do you use this form, and for what reasons? **Page # _____**
5. After looking through the choral calendar for this year, please list the number of performances you'll be involved in? **Page # _____**
6. Earn full credit on this assignment! Make sure you've completed all of the steps on this worksheet, and have obtained necessary signatures, including your own! Please initial next to the tasks below, indicating your completion of each:
 - ✓ Completed the online Charms communications assignment found @ sfchoirs.org. _____
 - ✓ Completed disclosure document signature page (this page) and obtained all necessary signatures. _____
 - ✓ Reviewed the choir calendar and have communicated important performance dates with my family. _____