

2019-2020

Bettendorf High School Show Choir Handbook

Dear Parents and team members of the BHS Show Choirs,

Congratulations on being selected to one of the BHS show choirs for the 2019-2020 season! You should be extremely proud of achieving this honor and excited for the experiences that await you this year. TOGETHER, we have the opportunity to continue a standard of excellence in BHS Show Choir. Please understand that it will take a lot of hard work and working as a team (singer/dancers, band members, crew members, parents, directors, etc.) in order for us to reach our goals. Success does not come easily, nor does it happen automatically; however, if you put your very best efforts into the group this year, everything we do over the course of the year will be more than worth it. Through your hard work and dedication this year, you will become a stronger and more confident person who can be proud of putting together a high quality show that will entertain hundreds of people over the season. Most importantly, you will make memories that will last a lifetime!

Philosophy

Our success in show choir this year will come not only from each person's individual hard work and dedication, but working together each week to create the best competitive show possible. It is important that we understand we are in fact a competitive team and will strive for excellence in all areas not limited to vocal performance, execution and performance of choreography, musicianship skills, professional conduct at all times and team building. As a member of the group, you will be expected to give 100% effort at ALL TIMES. It is crucial that you support fellow team members, and in return, receive support from those around you while constantly striving to be the best competitive team we can be. We will celebrate our successes as a team, and when we face challenges, we will overcome them by working together. All members of our team this year are expected to represent their school, families and community in a positive and professional manner at all times, both on the performing stage and off.

Director Contact Information

Surround Sound: Andrea Cooper – acooper@bettendorf.k12.ia.us 309-781-0933

Audio Intensity: Mariah Chapdelaine – mchapdelaine@bettendorf.k12.ia.us 309-235-3106

Directors have provided cell phone information to facilitate communication particularly during competition season and in emergency situations. Please refrain from calling or texting directors if the communication can be made via email. If you have emailed a director and do not receive a response within 24 hours (during the school week) please follow up with another email, we do our best to respond in 24 hours and if you haven't received a response it could be that your message got sent to spam or wasn't delivered.

Please be mindful of time of day, etc. when using cell phone communication.

Communication

Communication will be made via email, twitter, Remind 101 and the Bett Music Department website. We highly recommend that parents and students opt in to receive text messages via Remind 101 (to be used for reminders, cancellations due to weather, etc.) please text @audioin or @surrounds to 81010. Email messages will be sent to the email addresses provided on the contract.

Twitter: Surround Sound - @BHSurroundSound

Audio Intensity - @AudioIntensity

You can receive text messages on your phone regarding tweets that are made by texting **follow @BHSurroundSound** or **follow @AudioIntensity** to **40404**.

Instagram: @BettChoirs

Website: www.bettmusicdepartment.com

Please let a director know ASAP if you have not been receiving emails from your director or if at any point in the season you feel like you are missing some communication. ***It is imperative that you contact directors directly with any questions or concerns you have.*** We greatly appreciate our parent volunteers and don't want to put them in positions where they are fielding questions that should be directed to the director.

Group Members

Singer/Dancers – Singer dancers make up the majority of our team and are the individuals on stage singing and dancing. Singer/Dancers are required to attend every rehearsal.

Show Band – Our band is made solely of students (unless in an emergency situation). The band is a vital part of our team and is crucial to our success. The show band typically starts rehearsal in the fall on a bi-weekly basis and starts rehearsing weekly with the singer/dancers in October.

Crew – Crew is made up of solely students and plays a vital part of our team as well. These individuals support the singers and band, assist with costumes, ensure microphones are ready, help organize items, etc. Crew will attend rehearsal as necessary and attendance requirements will be communicated in advance of rehearsals.

Rehearsal Policies

Surround Sound and Audio Intensity

Mondays 5:30 PM-9:00 PM (unless there is no school or other events on Monday – check the calendar for specific dates)
2nd Thursday of the month from 5:30 PM-8:00 PM (September – November)
Friday Mornings – 7:30 PM - 8:10 PM (September - February)

Additional rehearsals may be added; those dates will be communicated ahead of time and as soon as possible.

We want all students at BHS to be able to participate in as many school activities as they desire, as long as they can maintain academic progress and perform at an acceptable standard in each activity. This means adhering to all attendance, rehearsal and performance policies.

Rehearsal Attendance

Attendance at every rehearsal is required except in extenuating circumstances. This policy also applies to ALL choreography and vocal camp dates (INCLUDING summer dates). When students are missing it negatively impacts the ENTIRE team and our productiveness at that particular rehearsal. *Students who participate in multiple school sponsored activities are expected to share time equally AND this MUST be communicated with directors ahead of time.*

Students will not be allowed any unexcused absences and any unexcused absences WILL result in suspension from performances or removal from the group.

Unexcused absences include but are not limited to: transportation issues, work, babysitting, family or social events not approved in advance by the director, doctor's appointments, forgetfulness or homework.

Absence Form:

If you are going to miss a rehearsal, the absence form needs to be turned in by the Friday prior to the Monday rehearsal. For any other rehearsals (Friday mornings, choreography dates, etc.) the absence form must be turned in at least 48 hours in advance. If in an emergency the form cannot be filled out an email must be sent to the director. If attendance becomes an issue it will be handled via the consequences that could include suspension from performances.

Excused Absence Responsibilities:

If you miss a rehearsal due to an excused absence it is MANDATORY that you get with another group member or the director as well as review rehearsal notes to get caught up on what was missed. If it is evident at the next rehearsal (via director discretion) that you did not complete this requirement your excused absence will be converted to an unexcused absence and you will be subject to the disciplinary action associated with unexcused absences.

Tardy Policies:

If you are 5-20 minutes late to a rehearsal this will be counted as one tardy. If you are 20-60 minutes late to rehearsal this will be counted as two tardies. If you are over 60 minutes late to rehearsal this will count as three tardies which is an unexcused absence. Any combination of three tardies will convert to one unexcused absence and you will be subject to disciplinary action. If you arrive to rehearsal late you **MUST check in with a director upon arrival**, failure to do so will result in an unexcused absence for rehearsal.

School Attendance:

In order to attend rehearsals you must be in attendance at school that day or have an excused (non-illness related) absence and appropriate communication must be made with the school attendance office. School policies dictate excused vs non excused school absences; this is not the discretion of the director.

Rehearsal Expectations

Attire:

It is important that you wear comfortable clothing **appropriate for school and for dancing**. No jeans, sandals, etc. It is crucial to develop correct muscle memory when dancing that you are able to fully execute movements during rehearsals and attire selection is an important part of this. Failure to wear appropriate attire will result in removal from rehearsal and an unexcused absence. Tennis shoes that you can dance and exercise in are expected until we start rehearsal in character shoes.

Behavior:

During rehearsals, team members are expected to act appropriately – giving full attention to the director when instructions are given, having music marked and prepared, respecting student leaders in their respective roles, etc. Students are expected to be prompt at the start of rehearsals as well as returning from breaks. These rules WILL be enforced and established group consequences will be adhered to if they are not followed.

Food/Drink:

Please ensure you have water at every rehearsal. Students should plan accordingly if they have other after school activities to ensure they eat dinner and are not allowed to leave campus to get dinner as this will cause them to be later to rehearsal. Students are NOT ALLOWED to bring meals to rehearsal and are NOT ALLOWED to eat during rehearsal unless there is a medical reason for doing so (this includes chewing gum). Please remember you get out of your body what you put in. Rehearsals require a lot of focus and energy and it is important your body is adequately fueled for rehearsal.

Cell Phone Policy:

Students will NOT BE ALLOWED to have their cell phones out during rehearsal (this includes during breaks). Parents: If there is an emergency please contact the director. Directors will keep cell phones during rehearsal for this purpose. Please see Director Contact Information section on page 1.

Rehearsal Expectations:

- Students will have their music, pencil and water at rehearsal.
- Students will wear appropriate attire.
- Students will refrain from talking at inappropriate times and will stay focused and engaged throughout rehearsal.
- Students will treat director and other members of the team with respect at all times. Failure to do so will result in disciplinary action as determined by the director and BHS administration that can include suspension/removal from the team.
- Students will not be on cell phones at any point during rehearsal including breaks and transition times.
- Students will ALL help with risers, set up, etc. as assigned. Families will be assigned specific weeks to set up risers. Failure to set up risers prior to rehearsal starting at 5:30 will result in more riser set up assignments.

Performance/Competition Policy

Competitions are extremely important and therefore cannot be missed unless arranged prior to December and approved by the director. Failure to adhere to this policy could result in suspension from competitive events or removal from the team. In an activity that is so team based, it is crucial that we have all members present for competitions. If a judge sees a “hole” in our blocking, due to missing members, this affects every member of the group and can potentially affect our overall score and ultimately our placing at the competition.

IN GENERAL....a team based ensemble requires commitment from everyone involved, which means planning ahead, balancing a busy schedule and making sacrifices on occasion.

Students must arrive at specified call times for each performance. If a student misses a call time they will not be allowed to drive themselves to the competition. It is expected that a parent/guardian will provide transportation for the student to still attend the event. The student will be unable to perform, but is expected to be present to support their team.

Students must watch other groups perform throughout the competition and will be required to fill out performance evaluations via google classroom at the conclusion of the performance for at least two groups outside of BHS throughout the day. It is important out of respect to the performers on stage that you are not on your phone or chrome book during the performance and fill out these forms between groups.

Academic Policy

Show choir is a co-curricular activity which falls under our school’s eligibility guidelines. Please seek out help if academics become a problem, we are more than willing to help you to ensure your individual success both on and off the stage.

Responsibility and Respect

The audition does not end when the student is selected for membership in the group. Each rehearsal and performance is a chance to improve skills and to work in a team environment striving toward the same goal. **Students are not guaranteed a place on the performing stage simply by completing the audition process, but by earning that position through hard work and dedication in each and every rehearsal.**

When a student is not performing up to his/her abilities, several methods of interventions are available including “extra-help” group sessions, peer tutoring, and assistance from the director. A student will receive fair warning that his/her performing status is in jeopardy. In the event that a student’s attendance record and/or performance and/or effort level is lacking, at the discretion of the director, a student may be held out of certain portions of the show until that student’s level of proficiency has improved to a suitable level. It is each student’s individual responsibility to utilize resources to ensure they are performing at their highest potential and to the level required for participation on the competitive stage.

As a general rule, all school rules, regulations and policies apply at all times. Please reference the BHS student handbook for any questions regarding school and district policies. Bad attitude, gossip and general grumpiness will NOT be tolerated.

Social Media Policy

Team members are encouraged throughout the year to promote the show choirs at BHS through Facebook, Twitter, etc. in a positive manner. Social media is a great way to spread the word to friends, family, community and the show choir world of the latest news for the BHS groups. Social media is a great way for us to help create a positive image for our performers and ensembles if used in the proper manner. When posting online, team members must adhere to the following guidelines regarding social media posts:

1. Team members will not post negative or harassing messages/pictures that could damage the respect or integrity of our team, school, or any individuals associated with BHS show choir.
2. Any posts made in regards to another school, team, competition site, or individual outside of our program must be of a positive, constructive nature.

3. Cyberbullying in any nature is unacceptable and students will refrain from making any negative comments directly to or regarding ANY other student (not limited to students in the show choir program). If you are aware of cyberbullying happening (involving OR not involving you personally) it is MANDATORY that you report it to your director immediately.
4. Posting photographs or videos on social media platforms or the internet related to our competition sets (including but not limited to costumes, choreography or musical arrangements is **strictly prohibited** by students and parents/guardians.

Students in violation of this policy are subject to discipline from the director, which could include suspension from competition and/or dismissal from the team.

One single negative post can destroy months and even years of positive promotion of our team and environment!

Stage Appearance

Since appearance is a critical portion of our scoring in a competition setting, team members are expected to conform somewhat to the established “norm” of the show choir world. Any dramatic change in appearance, such as hairstyle/color, may result in a student being held out of a performance.

Men – During competition season (January – March) you are expected to have hair at a reasonable length and out of your face. This means no shaggy haircuts that conceal the eyes. Hair should be above the eyebrows. More importantly, no unnatural hair color can be present in your hair. Failure to follow these guidelines could result in being pulled from the competition. Men are also expected to be clean-shaven at the time of competition.

Women – During competition season (January – March) you are expected to adhere to the hair guidelines established at the start of the season. Hairstyle each year will be dependent upon show style and guidelines will be announced as soon as possible. Uniformity is important at competitions, so this may mean growing or styling your hair different than you may normally do. It is encouraged for women to have their hair shoulder length or longer by the start of January. No unnatural hair color can be present in your hair.

In addition during competition:

No acrylic nails or colored nail polish

No visible tattoos

Facial piercings /gauges must be removed

No personal jewelry

Students who have both contact lenses and glasses are encouraged to wear contacts during performances if at all possible.

Costumes

Each singer/dancer will be provided costume items for the show. Students are responsible for the care of their costume throughout the season. If costume items are damaged due to neglect, or misuse students will be responsible for replacement or repair cost. Costume items range from \$25.00 to \$250.00 an item. If there are costume issues please communicate with the director ASAP, DO NOT wait until close to a performance.

Once you have opened OR worn a personal item (spanx, tights, shoes, etc) they CAN NOT be returned or exchanged.

Costs

Each student is required to pay a participation fee to cover the large costs associated with show choir. A deposit of \$100 (that is put toward the overall fee) is non-refundable and is required to be paid before a student is officially considered a member of the group they were selected for. If the deposit is paid late (see audition information specifics) it will increase to \$150 (the deposit is subtracted from the overall fee). The remainder of these fees can be paid at once via the student’s pay school account or in installments by bringing cash or check to the activities office. ALL FEES MUST BE PAID BEFORE JANUARY 1ST FOR STUDENTS TO PARTICIPATE IN PERFORMANCES/COMPETITIONS. If you are in need of financial assistance it is required that you fill out the financial assistance form and have a meeting with the directors and BHS activities director to determine individual needs and payment plans. Even if you are on a payment plan, it is required that all fees are paid before January 1st for students to participate in performances/competitions.

Bettendorf High School Show Choir Fees

	<u>Base Fee</u>	<u>T-Shirt</u>	<u>Character Shoes</u>	<u>Shoe Change</u>	<u>Tights</u>	<u>Spanx</u>	<u>Make-Up</u>	<u>Earrings</u>
Surround Sound Female	\$400.00	\$10.00	\$45.00	TBD yearly	\$15.00	\$10.00	\$35.00	\$12.00
Surround Sound Male	\$400.00	\$10.00	\$45.00	TBD yearly	N/A	N/A	N/A	N/A
Audio Intensity Female	\$350.00	\$10.00	\$45.00	TBD yearly	\$15.00	\$15.00	\$35.00	\$12.00
Audio Intensity Male	\$350.00	\$10.00	\$45.00	TBD yearly	N/A	N/A	N/A	N/A
Show Band	\$150.00	\$10.00	N/A	N/A	N/A	N/A	N/A	N/A
Crew	\$150.00	\$10.00	N/A	N/A	N/A	N/A	N/A	N/A

Base Fees = This fee covers all of the costumes items that the student does not keep, transportation costs, music (licensing and arranging), choreographer fees, entrance fees, equipment needs, associate directing staff, etc.

T-Shirt = Each student is required to purchase a “show shirt” for the year.

Character Shoes = Each singer/dancer is responsible for having a pair of character shoes. Females in both groups will be using the nude Capezio Jr. Footlight shoes that we used during our 2018-2019 season. Men’s character shoes in our price range tend to change styles frequently. We do our best to find shoes each year that closely resemble years prior so students do not have to purchase new shoes, but this varies from year to year and will be communicated asap.

Shoe Change = Depending on the show and costume design we may do a shoe change with our costume change. In the event that this is the case students will be responsible for this purchase (no more than \$45.00).

Tights = We will use the same capezio transition tights from year to year. Students who have tights in **like new condition** from previous years will not be required to purchase new tights.

Spanx = We will use the same capezio briefs from year to year. Students who have spanx in **like new condition** from previous years will not be required to purchase new spanx.

Make Up = All female singer/dancers will be required to pay the make-up fee every year. Make up will be ordered by the directors and distributed to students.

Earrings = All female singer/dancers will be required to purchase earrings every year and will keep them at the conclusion of the season.

All students and parents/guardians will need to fill out the fee worksheet and submit it with your deposit.

We will have spirit wear (jackets, pants, bags, shirts, etc.) available in the fall for purchase. These items are available for parents and students to purchase and are encouraged, but not required.

Students will be required to have money at all competitions for food/drink.

Travel Policies

Traveling with students is an enormous undertaking on the part of the school district and its employees. The purpose of traveling is to provide an educational, motivational, and fun opportunity for students. Of course, the safety of every child is of the utmost importance. In order to fulfill this goal, the following policies and guidelines have been established:

- No student will be allowed to drive themselves to an event. Arrive on time, the busses will not wait for late students.
- All students will help with loading and unloading of equipment.
- Groups will have assigned outfits to travel in depending on the event. This will either be spirit wear/show shirts or dressy attire.
- Students should be mindful of what they bring on trips, the school and show choir program is not responsible for lost, damaged or stolen items.
- Arrival times back to BHS will be communicated via Remind texts. Please ensure students have transportation home upon our arrival.
- If you (your student) holds an intermediate driver’s license there are many competition days that we leave prior to and arrive home after curfew hours. If you (your student) is driving to and from school on these days it is important to have an Intermediate Driver waiver filled out. Intermediate Driver waivers can be found on the www.bettmusicdepartment.com website.
- If a situation arises in which a parent would like to transport a student to or from an event this needs to be discussed with and approved by a director prior to the event.

Bettendorf Fine Arts Boosters

The expenses associated with the show choir season are not completely covered by the fees explained previously. BFAB covers the remainder of the cost for the season (which in the past has ranged from \$10,000-\$20,000). Show choir parents are required to work at least one BFAB event throughout the year to help support these costs. We will have a home football game assigned to the show choir parents to help encourage this effort. Please help out when you can, our programs wouldn't exist without the volunteer efforts of all the parents via BFAB.

Volunteering

Our ensembles would not be possible without the volunteer efforts of each and every parent within the group (singer/dancers, band, and crew). It is necessary for parents to be willing to help provide time and/or donation items at various points throughout the year. This is IN ADDITION to the volunteer requirement at our home competition. Parents will be required to fill out the volunteer form with the handbook contract.

Home Competition

Much more detailed information will be given regarding our home competition on February 8, 2020, but the basic understanding right now is that every student must have a representative volunteering on that day for that event. This is a HUGE undertaking for us this year that will require all hands on deck.

Winter Weather Policy

If rehearsal is canceled due to weather or hazardous road conditions, notification will be sent out via Remind 101, Twitter and email. If rehearsals are canceled on a Monday, due to winter weather, we will rehearse on Thursday of that week.

Important Dates

Please see attached calendar for all rehearsals, competitions, meetings, etc. Mark all these dates on your calendar immediately. Any additional dates will be communicated as early as possible.

BHS Show Choir Student Code of Conduct Form

THIS FORM IS DUE AT THE TIME OF THE INITIAL DEPOSIT

This form must be completed in its entirety to be a member of the 2019-2020 BHS Show Choir Team

This form is mandatory for ALL students participants (singer/dancer, band and crew). It is important to realize that as a member of the BHS Show Choir Program you represent the ideals and expectations of our choir program and our school. You are expected to set a positive, respectful and supportive demeanor at all times. Parents/Guardians and students please initial below that you all understand each expectation.

PARENT STUDENT

- | | | |
|-------|-------|---|
| _____ | _____ | Student will treat all adults, superiors and fellow students with respect and honesty. |
| _____ | _____ | Student will be responsible for their costume pieces and keep them in good repair. |
| _____ | _____ | Student will come to rehearsal on time and with a supportive and willing attitude. |
| _____ | _____ | Student will refrain from talking at inappropriate times and will stay focused and engaged throughout rehearsal. |
| _____ | _____ | Student will use appropriate language in rehearsal and when on a sanctioned choir activity. |
| _____ | _____ | Student will maintain a positive, supportive outlook at all off-campus events and represent BHS with PRIDE. |
| _____ | _____ | Student will use social media only to contact and support fellow choir members, not to deride, degrade or belittle another person, choir, judge or event. |
| _____ | _____ | Student will adhere to all rules and regulations as defined by the BHS Code of Conduct (drug and alcohol use, eligibility, etc.) |
| _____ | _____ | Student will be loyal to teammates and offer them support and assistance to the betterment of the team. |
| _____ | _____ | Student will bring all materials to rehearsal (appropriate dress attire, water, music, pencil, etc.) |
| _____ | _____ | Student will have transportation immediately following practices and events. |
| _____ | _____ | Student will not use their cell phone during rehearsal. <i>Parents/Guardians: I understand that I can contact the director during rehearsals in the case of an emergency.</i> |
| _____ | _____ | I understand that if I (or my student) is not fulfilling the above requirements that he/she may forfeit his/her right to participate in the BHS Show Choir program. |

Student's Name (Printed) Student's Signature Date

Parent/Guardian Name (Printed) Parent/Guardian Signature Date

BHS Show Choir Handbook Signature/Deposit Information Form

THIS FORM IS DUE AT THE TIME OF THE INITIAL DEPOSIT

Please review all policies that lie within the handbook before signing the form.

I have read and understand the 2019-2020 BHS Show Choir Handbook

Student's Name (Printed)

Student's Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

DEPOSIT INFORMATION

Students will not officially be a part of the BHS Show Choir team until initial deposit and all required paperwork has been submitted.

A non-refundable deposit of \$100 will be due NO LATER than July 8th, 2019. Payment of the deposit can be made online after July 1st via your student's pay schools account or via a check delivered to the activities office.

If this deposit is paid between July 9th and August 1st it will increase to \$150. If this deposit isn't paid by August 1st the student will be removed from the group they have been selected to.

The remainder of the fee will be due by Monday, December 2nd. Full payment after the initial deposit can be made at any time on your student's pay schools account. Partial payments toward the balance can be paid at any time via cash, check or credit card to the activities office. ***If the total balance of fees has not been paid by December 2nd the student will be removed from the competition team.*** Payment plans can be established ONLY by submitting the financial assistance form NO LATER THAN July 1st.

I have read and understand the Deposit Information and Policy

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

FORMS REQUIRED TO BE TURNED IN FOR ACCEPTANCE TO THE 2019-2020 BHS SHOW CHOIR TEAM

BHS Show Choir Handbook Signature/Deposit Information Form

BHS Show Choir Student Code of Conduct Form

Bettendorf Show Choir 2019-2020 Payment/Fee Worksheet

Bettendorf Show Choir Financial Assistance Application (if applicable) **This form is due no later than July 1st**