



Your Guide to a Great Year of Choir at NHS!

2019-2020

Dear Students and Parents,

Welcome to the Noblesville High School Choral Music Department! This handbook will serve as a guide for you as you are an important member of the NHS Vocal Music Department. We expect that both the parents and the students will take time to read this handbook as it outlines the policies in our department as well as those of Noblesville Schools. If you have a question, please refer to this handbook first.

We're excited about what this school year holds. We have great things planned and are glad that you are a part of it! Every singer and their parent are important parts of the NHS Vocal Music Department. Hard work during every rehearsal will show on the stage as we perform at NHS and at times off campus at other concerts and competitions.

If you ever have any questions, please feel free to contact us at the information below. Email is the easiest way for us to respond. Once again, we're excited about this year and our possibilities.

Mr. John Neubauer
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Mrs. Kelsey Maxwell
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Department Goal

The overarching goal of the Noblesville High School Vocal Music Department is to provide each student with the finest musical experience possible. Students in this department should be given opportunities to explore and develop their musical talent in pursuit of their goal. Some may want to perform on Broadway! Some may want to teach music or pursue a career in music management and business. Most simply want to experience music with their community and build musicianship that will last a lifetime. All pursuits are admirable and need to be fostered. "I love to sing!" should be a frequent thought for our singers. Developing the work ethic needed to be truly excellent is a sincere goal of the director. This ethic will serve each member well in their lives after high school in a music organization or in other areas of their lives.

NHS CPO

The Noblesville High School Choral Parents Organization needs significant help to keep this program moving in the right direction. We strongly encourage all parents to become involved. Parent participation indicates to the students that you are supporting their efforts to achieve their goals. The success of the choral music program at Noblesville High School is due in no small part to the participation of parents. Behind every successful student organization stands a parent support group willing to serve the students and the director(s) of that organization.

We need chairpersons for committees and parent representatives from each choir. Expertise is needed in every possible area from making phone calls, sewing, building backdrops, gluing rhinestones, nurses / medical staff (prefer to have one at every concert), costumes, security / backstage chaperones, and even social coordinators!

The goals of the NHS Choral Parents Organization are as follows:

- Promote parental understanding of student activities and opportunities as well as the purpose and objectives of the choral program.
- Provide greater communication between parents, students, and the choral director(s).
- Promote music in our community through attendance of concert performances and public support of choral activities.
- Assist in raising funds necessary for realizing the objectives of the Noblesville High School Vocal Department.

Mr. John Neubauer Choral Music Director
Mrs. Kelsey Maxwell – Assistant Choral Director
Mr. Eric Thornbury – Music Department Chairperson

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Choir Concert and Contest Etiquette

As choral directors, it is wonderful to look at the audience during a performance and see smiling faces of those who have come to enjoy the fruits of our labor! Students, as well as directors, appreciate the support you've shown with your presence. We encourage you to continue to be involved in the life of your child by attending their choir concerts. Family members make the best audiences! Our concerts are a culmination of hours of rehearsal, and our students strive to perform to the best of their ability while on stage. In order to make the moment as special as possible for everyone, we would suggest the following audience etiquette guidelines:

- Be on time. Avoid distractions by arriving a few minutes early.
- Applause is the ONLY formal way of showing support to the performers. Be enthusiastic, but do not detract from the most important part of the concert, the students on stage.
- Remain seated during the concert. If you must leave, enter and exit only between choirs.
- Remain quiet while a choir is performing; even whispers can be heard by the people around you during soft passages in the music.
- Please silence all phones. Make certain they are either turned off or are on vibrate.
- Make sure that respect is given to ALL performers on stage during a rehearsal or concert. Speaking badly about people only reflects on those being cruel. We are together to support each other, not insult or hurt someone.

Attendance – Performance and Rehearsals

Every NHS Vocal Music Dept. member is expected to be at every rehearsal and/or performance that involves one's own group. The reason is simple: We are a group, and your group members depend on you!! If you are absent, you may miss vital information, such as choreography changes, changes with vocal score, etc.

Excused absences are those that are excused in the NHS Student Handbook for a school day, an NHS sponsored sport (not club sport), academic or performing arts practice / competition, or other direct approved conflict.

Please communicate to the director(s) at least 2 weeks prior to the absence. An alternative assignment could be assigned

- Work is NOT an excuse for missing a performance or rehearsal.
- Babysitting is NOT an excuse for missing a performance or rehearsal.
- Lack of transportation is NOT an excuse for missing a performance or rehearsal.
- If you are not at school due to sickness on the day of a rehearsal, you are excused from rehearsal. If you get sick and will miss a rehearsal or performance on very short notice, your parents MUST call the director(s) and leave a voice mail OR email the director(s) ON THE DAY OF THE ABSENCE. Any absence not reported will be counted as unexcused.
- If a student is absent the practice before a competition or performance, the director(s) reserve the right to have the student sit out that performance.
- A student may be excused for other reasons, however prior approval must be granted by the director(s).
- For each outside performance or scheduled rehearsal missed, the student will not earn the points provided. If the student had an excused absence, they will be able to earn the points by an activity determined by the director. Three or more absences, however, will initiate a conference with student, parents, and director(s) to determine the direction of the student.

Just because a Conflict Form, email, or phone call was made to the director(s), it does not ensure an excused absence. An email will be sent to parent(s) and student once a Conflict Form has been received and reviewed.

For excused absences, students still need to earn the points they missed.

Make-Up Assessments For Excused Absences

Missing a Concert or Contest is much more than missing a test. A test can be made up in the same form as it is given. We cannot recreate the experience of performing for a concert or contest. If the absence is excused, points may be made up by performing in small groups and / or attending band or orchestra concerts, or serving time after school working with the director in filing, straightening, etc. No papers, written assignments, etc. will be given. Make-up work is at the discretion of the director(s). See *Grades* for more information regarding student grades.

Make-Up Assessments For Unexcused Absences

An unexcused absence cannot be made up. The student will zero points for the missed performance.

Cell Phones

Cell phones are not permitted during rehearsals unless specified by the director(s). Misuse of cell phones will result in the student's phone being confiscated. Per the NHS Student Handbook, confiscated phones will be turned in to the main office by the end of the day. Please refer to the NHS Student Handbook for further details.

There will be a box for cell phones during after school / weekend rehearsals. Students will be able to check their phones while on break but will not have them on their person during active rehearsal. Phones will be secured in the choir office during rehearsals.

You are NOT to have your phone on stage for ANY reason. Texting on stage has been a BIG problem. NO cell phones are to be on stage. This is Vocal Music Department policy. Parents will be notified and a referral will be written if this policy is violated.

Choir Property

Please make sure that everything in the choir room or belonging to the Music Department or NHS is to be treated with respect. Folders, music, costumes, props, room equipment (stereo, chairs, tables, etc.) and instruments are expensive. If you are misusing any department equipment or cause damage to our equipment, the replacement or repair of the items will be at the expense of the student / parents.

Communication

It is easiest and most time efficient for the directors to utilize technology. If you have questions about dates, times, etc., please look at the Noblesville High School Music Department website, www.nhscpo.org.

Concerns / Issues

Mr. Neubauer and Mrs. Maxwell strive to have good communication with parents and students regarding schedules, issues, etc. We try to address all concerns personally. We prefer to have parents email/call so that we maybe able to solve any issue. While we understand that sometimes you feel like you need to seek guidance, we would love to speak with you first. Please give us the opportunity to solve the issue first before seeking other advice. If you do not get the desired result, please contact our Department Chair, Eric Thornbury. You may contact Mr. Thornbury at eric_thornbury@nobl.k12.in.us or at 317.773.4680 ext. 12246.

Costumes

Not all choirs will have the same costume expenses. Below is a general breakdown of what the choirs will be required to have. The care of costumes is extremely important because we use these from year to year. Any costume not returned, damaged, or stained will be the responsibility of the costume wearer to either fix or replace the costume. The director(s) will determine the appropriate action. Each performer will need to have in his/her garment bag: spare socks (guys), deodorant, and hair product.

Girls

- Flesh colored hose
- Bra with clear straps / convertible (nonShow Choirs)
- Bustier/body suit for showchoir girls
- Briefs (nude or black for concert choirs / specified color for show choirs)
- Tan character shoes (2" heels)
- All girls will be required to have tan character shoes. You need to purchase them on your own. We recommend getting 2" heels from www.discountdance.com item # T3200.
- Or purchase at Amazon.com:
- http://www.amazon.com/AdultHeelCharacterShoesT3200TAN07-0/dp/B00AMPZJTU/ref=sr_1_fkmr0_1?ie=UTF8&qid=1436885365&sr=81-fkmr0&keywords=adult+2%22+heel+character+shoes+T3200

Boys

- Black socks
- Black Lace Up Dress Shoes
- Boys not in show choir can purchase normal black dress shoes from any store as long as they do not have any other color. They must be solid black and not athletic shoes.

Care of Costumes

ALL COSTUMES MUST BE HUNG PROPERLY AT ALL TIMES . Students will check out and check in costumes at every performance. NO costume will leave the building at any time unless by specific special permission. Even show choirs, before and after a competition, will have to check out and check in their costumes. This way we can better maintain our expensive costumes and ensure they are ready for the next performance. **Students are responsible for covering the costs to repair or replace any damaged costumes.**

Food, Gum, Trash

NO FOOD, GUM, OR BEVERAGES OTHER THAN WATER!!! Water is allowed and should be a part of rehearsals. Students will be issued one warning. Additional infractions will result in a referral. This pertains to any and all areas of rehearsals, including classrooms, the auditorium, and the stage. If food is allowed, it will only be in the cafe or where designated by the school or director(s). PLEASE clean up after yourself. Throw away all trash. If the rooms or rehearsal spaces we use have trash on the floor, tables, etc., we will start a trash detail, and we'll ALL stay to clean.

Fundraising

It is very important that every student do his/her part in the fundraising process, not only themselves but for the entire choir program. Fundraising provides many things that our fees cannot cover. It allows our department to purchase items such as a sound system and portable keyboard. Fundraising is crucial to being able to supply costumes, music, etc. for ALL our choirs, and it allows us to make our concerts more creative with lighting, props, backdrops, etc.

Grades

Students will be graded on their growth as a musician and a performer as well as their understanding and application of music theory into their practice. Solid attendance at rehearsals and performances is expected of students pursuing an A in choir. Outside concerts, competitions and performances will be announced far in advance and they are mandatory. Coming late for any reason must be cleared with the director. Remaining at the concert until its completion is also required. A final exam will be administered and will count for 20% of the finals grade.

The rehearsal/performance schedule and much more information is always available at

nhscpo.org

Hair

The director will prescribe hair style needed for the show. Cooperating by looking as assigned for all performances is expected by all performers.

Make -Up

All girls will be required to wear makeup on stage and at all performances. Make -up will be determined for the choir by the director(s). This will be determined by the color costume they have for that year. After makeup has been selected, a list of required makeup will be given by the director(s). Generally, most choirs' makeup will consist eye shadow, eyeliner, blush, and lipstick. Makeup lessons will be given by the director or by a professional stage makeup artist. Show choirs will also use false eyelashes. The make-up kits is included in your fees.

E- Learning Days

E-Learning Days occur throughout the school year. These may be 1/2days or full days.

If their class falls on an E-Learning Day, students will be assigned additional music theory exercises. These additional requirements are due the next class period. Failure to do so may result in the student having to remain at school during the next E-Learning day, per the NHS Student Handbook.

There may still be after school rehearsal on an E-Learning Day.

Academic Lab Rehearsals

Groups may have rehearsals scheduled sometimes during ACADEMIC LAB. The rehearsals will be on the calendar so students can plan to attend. If a student can't attend the Academic Lab Rehearsal, they need to let the director know why they are unable to attend. There is not a grade penalty for not attending but the rehearsals will be useful and important to the group's advancement.

Missing a Rehearsal

All rehearsals are important. The only reason to miss a rehearsal is illness. If you are going to miss a rehearsal for another reason it needs to be cleared with the director as far ahead of time as possible. School athletic conflicts should be communicated before the rehearsal as far in advance as possible. College Visit or a Family Emergencies can be cleared with a parent contact before the rehearsal.

Some unacceptable reasons for missing a rehearsal are:

Work

No Ride

Personal or Family Birthday

Dental Cleaning

Eye Exam

Rehearsal Etiquette

Be prompt and prepared when the bell rings for the start of class. Unexcused tardiness (late to class without a pass) is unacceptable. Not being prepared for class or afterschool rehearsals delays the start of class thereby interfering with productivity of a rehearsal and may result in a class detention, parent contact, or referral.

Talking in rehearsal, either in class or in an afterschool rehearsal, directly affects the process. If you are distracting class/rehearsal your participation grade will be negatively impacted. We are building great teams of musicians and allowing others to maximize their abilities by not reducing group focus is an important part of being in this organization. Consistent disruptions may cause a suspension from performance privileges! You signed up for choir – please get to work and sing!

If you have an issue and need to speak to your director(s), please wait until after class/rehearsal to address the issue. A pass to your next class will be issued if necessary.

Be respectful of adult and student leaders by quickly getting to your seats and being quiet. Please only speak by raising your hand, and do not interrupt anyone who is speaking.

Listening is important too. Announcements, details about upcoming events, and instructions for any assignments are given at the beginning of class. Failure to listen may result in you missing important information.

Also, if you have an issue with someone in the group, please make sure to speak with your director(s). These problems can be cleared up quickly if they are made known. We are a team. Working with many different personalities is a good challenge and life long lesson. Adapt and accept that people are different than you.

Rehearsal Attire for All Choir Students

Normal school dress code is required for all rehearsals. While it may be easier to dance in shorts, for some they are inappropriate. Shorts and tank tops are allowed, but the tops must cover everything adequately, and the shorts must be long enough that if there is dancing, the shorts do not rise up. Tennis shoes or dance shoes are required for dancing rehearsals, even in class. **NO BARE FEET OR FLIP FLOPS/SANDALS!!!!!!** Show choirs are required to have their dance shoes and rehearsal t shirt at every rehearsal.

Required Travel Attire for Show Choirs

Each show choir student will be required to purchase a travel shirt. These are purchased with your Add On Fess as detailed in the Financial Agreement. They must also wear dark colored jeans (please no jean shorts or jeggings). Spirit wear may be worn in rehearsals, but during competitions, travel attire is required for all day.

School Cancellations

If school is canceled due to weather, all performances and rehearsal will be canceled for that day unless we are given special permission to come in. If school is released early because of weather, all performances and rehearsals will be canceled for that evening.

Staging and Solos

The director and choreographer will determine all staging and solos. Everyone is important, and we are working as a group; therefore, accept where you are placed. Remember that we try to place people who "fit" that solo. If you are auditioning, make sure that you sing the solo as you would perform it. We want the "whole picture". There are no divas or stars! If you do not get the solo you want, keep auditioning!!!! Don't get discouraged or upset. Unfortunately, not everyone can get a solo every time. While a student may be disappointed, please don't let your frustration and disappointment affect your behavior in class. The director's reserve the right to make any changes in staging.

Pending School Board Approval

This Proposed Itinerary for NHS Singers/New Dimension trip to Chicago,, IL, Arlington Heights, IL
March 6-8, 2020

Friday March 6, 2020

4 p.m. – Load Buses and depart NHS

7 p.m.(change of time zone) – Check into Hotel in NW Suburbs of Chicago

8 p.m. Dinner near hotel

10:30 p.m. Lights Out

Saturday, March 7, 2020

7 a.m. – Rise and Shine

8:30 a.m. – Depart for Hersey High School, Arlington Heights, IL Show Choir Competition

9 a.m. – 11 p.m. – Student Performances at Hersey High School

Midnight – Lights out

Sunday March 8, 2020

7 a.m. – Rise and Shine

10:30 a.m. – Depart Hotel and Proceed to Chicago Loop and Theater District

12:00 p.m. – Walking tour of Chicago Loop and Theater District

2 p.m. – Sunday Matinee of touring Broadway show(T.B.A.)

5 p.m. – Load buses and return to NHS

9 p.m. – Arrive at NHS(change of time zone)

The 10 Tips that will make show choir fun and successful for everyone:

1. **Be on time** for all rehearsals, concerts, performances.
2. Have your **3 ring binder** with you with ALL music in it at every rehearsal (even if you think you “know” everything).
3. Wear your **rehearsal shirt** to ALL rehearsals.
4. Wear **assigned shoes**. Barefoot rehearsing as well as rehearsing in sandals is dangerous! Rehearsing in boots is not acceptable because the pointed toe is not easily achieved in boots.
5. Put your **phones** away. They are not allowed in the room during rehearsal.
6. If you **miss a rehearsal**, find a friend and do something to catch up **before** the next one.
7. **Respect** your group with your attention to the director, dance captains, and choreographers.
8. Consult the **calendar** before scheduling events. Competitions are not predictable. The calendar will say all day and evening and we aren’t kidding!
9. Wear all **costume components**, make-up, hair as required. The requirements are not difficult but they are specific.
10. Consult **nhscpo.org** for answers to many, many questions. If it is not answered online, e-mail Mr. Neubauer or Mrs. Maxwell with questions.

Pending School Board Approval
Proposed Itinerary for Optional Choir Trip to NYC
March 30 – April 2, 2020

Monday, March 30, 2020

Early A.M. – Fly from Indianapolis Airport to LaGuardia Airport

Late A.M. – Check into NYC Hotel in Manhattan

Mid afternoon – Tour of Ground Zero and 9-11 Museum

Early Evening – Dinner in Little Italy Neighborhood

Later that Evening – Walking Tour of Times Square

Lights out 11:00 p.m.

Tuesday, March 31, 2020

Early A.M. – Audience members at the Today Show at Rockefeller Plaza

Late A.M. – Walking Tour of Garment District/Fabric Retailers

Early Afternoon – Tour of the Museum of Modern Art

Late Afternoon – Guided Broadway Backstage Tour

Evening – View Broadway Show #1 (Not yet Chosen)

Lights Out 11:30 p.m.

Wednesday, April 1, 2020

Mid A.M. Convene at TKTS Ticket Booth and purchase Broadway Surprise Show Tickets

2 p.m. View Afternoon Matinee Broadway Show #2

Evening – View Broadway Show #3(Not yet Chosen)

Lights Out 11:30 p.m.

Thursday, April, 2, 2020

Mid A.M. – Shop Macy's and other Retail "Legends"

Mid Afternoon – Head to LaGuardia Airport

Late Afternoon – Return to Indianapolis Airport

Mid Evening – Return to Noblesville High School

Cost: \$2000 per person(Student or Chaperone is the same cost)

Breakfasts(T, W, Th) included. Other meals not included.

Payment Schedule:

\$500 by August 31, 2019

\$500 by October 31, 2019

\$500 by December 31, 2019

\$500 by February 29, 2020

Eligibility Requirements:

1. Junior or Senior Show Choir Student in good standing academically (same standard as Athletics)
2. No suspensions for any reason by the school during the 2019-2020 school year

Chaperones will be needed. Their cost is the same as the student cost.

Students can fundraise to pay for the trip however:

1. Show Choir Participation Account must be current in regards to payment
2. Payment schedule must be adhered to closely

If you are interested in this trip, please fill out the Google Form by June 15, 2019.

<https://forms.gle/NVHskkATpUnXsWvj9>

