



T.A. HOWARD CHOIR

7501 Calender Rd. Arlington, Texas 76001

Dear Parents and Students of T.A. Howard MS Choral Program:

Welcome to the T. A. Howard Choral Department. My name is Karina Kunda and I am the choir director here at T.A. Howard Middle School. First, I would like to thank your continued support of your students music education. I am pleased to have the opportunity to work with each of you and hope that this year will be one of enjoyment and musical excellence.

I am a graduate of Dallas Baptist University with my bachelor's degree in music education. My own love for music, specifically choral music, began during my time as a student in MISD. It's exciting to be back at my former middle school as a teacher!

Music is a vital part of our lives. Your student has chosen to belong to an organization whose main goal is to deepen their appreciation for all types of music through the study of music reading, music literature, music history and music performance. In keeping with the long-standing tradition of excellence, I am pleased to teach the choral music program at Howard that will ensure that your student will receive experience in all of these areas.

This handbook is designed to inform you of the rules and expectations of the choral program, and to help answer as many questions as possible. We will hit the ground running and as the school year progresses, any additions or changes will be provided to you via the students.

Cooperation from ALL involved provides for a successful program. The support and ongoing involvement of every parent is an invaluable asset for both students and myself.

With effort, commitment and enthusiasm, I look forward to a year of continued excellence. If I can be of any assistance, please feel free to contact me by email or phone.

Again, thanks for the opportunity to work with your students!

Sincerely,

Karina Kunda
Director of Choirs
T. A. Howard Middle School

Please read the Handbook and return the “contract” with ALL parent/guardian and student signatures.

DIRECTOR OF CHOIRS:

KARINA KUNDA

KarinaKunda@misdmail.org 682-314-1074



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REQUIRED EVENTS

The choir program is a performance-based class and grades are given based upon student's attendance and participation. **Failure to attend concerts will result in TWO test grades of a zero.** Our major concerts this year (Fall, Winter, UIL, and Spring) are curricular events. This simply means that it is required as a part of our curriculum. Therefore, **ATTENDANCE IS REQUIRED BY ALL CHOIR MEMBERS.** Excused absences will require the same criteria as an excused absence from school -- personal illness and absence from the regular school day, death in the family, or family emergency -- cleared with the director prior to the event, when possible. Excuses for absence or tardiness should be submitted by email, note or phone from the parent directly to the director two weeks prior to the event.

Some events are considered extra-curricular and are provided to enhance the standard curriculum. Participation will be governed by the student's eligibility status and director approval. If eligible, students are required to attend the UIL events. All other extra-curricular events have optional attendance, but students must be eligible to participate. **Please note: participation in extra-curricular events is a privilege, not a right. Eligibility to participate in such events is at the discretion of the director(s), district and campus policies, and the laws of the state of Texas.**

To participate in an extra-curricular events, students must be eligible for the six weeks in which the event occurs. If a student fails one or more classes in a six weeks reporting period, he/she becomes in-eligible for the following six weeks. However, a student can become eligible at the mid-six weeks reporting period if all classes are at a passing (70 and higher) level. This is confusing (to say the least!!!)...please feel free to call with questions as they arise!

Ending times of an event will be published in the detailed information that is sent home prior to each activity. Parents, please make arrangements to have your student picked up at the appointed time. If a student is not met within a reasonable time following, appropriate action will be taken.

GRADING POLICY

Grades will be given according to the following scale

1. Daily Work 60%

- Class rehearsal and participation* Weekly "Choir Skills Grade"
- Before/ After school rehearsals
- Written Assignments, Folder/ Supplies Check, Sight-Reading Quizzes, Written Quizzes

2. Major Grades 40%

- Concerts, Sight-Reading Tests, Projects

3. Infractions

***Participation points are given based upon a student's participation and effort given in class.*
10 points per infraction**

- No participation/ insufficient participation/ Disrupting the learning environment
- Gum/ drinks/ food in class
- Not prepared with materials and in seat by tardy bell
- Poor rehearsal techniques

SUPPLIES

Students will need the following for class:

- 2 Pencils
- Pencil Pouch (optional)
- Highlighter
- All students will be provided with a black 3 ring binder to be kept in class. If you lose or damage your binder \$3 will be due to replace it.

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CONCERT EXPECTATIONS

One aspect of the music education that you will receive is learning appropriate etiquette as an audience member or performer in a “formal” concert setting such as our Fall, Winter, and Spring concerts. These standards of concert etiquette should be displayed by persons of any age. Specific expectations will be addressed prior to each performance opportunity, but in general:

- If you arrive late to a concert, wait until the choir’s performance is complete and the audience is clapping before finding your seat.
- Once in your seat, plan to stay for the full length of the concert. Movement of people during a performance is very distracting for the singers and audience members alike. This is a matter of simple courtesy and respect.
- Never talk, whisper, sing along, play with any item, etc during a choir’s performance.
- The ONLY acceptable response to a performance is applause. Never holler, whistle, wave, etc following a performance.

UNIFORMS and Member Dues

There is a Choir Fee that will be **due by Friday, August 30th**. This fee will cover your Uniform Rental, Choir T-Shirt, Music, and Supplies for the entire year. If this is a hardship, please communicate with me and we can work out some sort of payment arrangement.

Beginner Girls’ Treble Choir \$15

Students are responsible for providing their own black dress pants (NO JEANS, JEGGINGS, YOGA PANTS, etc.) or a long dress skirt, black dress top (NO T-SHIRTS), black closed-toe dress shoes (NO TENNIS SHOES). All uniform items must follow school dress code.

Boys’ Choir/ Advanced Boys’ Tenor-Bass Choir \$30.00

Students will be responsible for their own black dress pants (NOT JEANS), black dress socks, black dress shoes (NO tennis shoes), and black belt. Boys will be fitted for their tux shirts, and will be responsible for maintaining them throughout the year. These will need to be returned dry-cleaned at the end of the year.

Concert and Advanced Treble Choir \$30.00

Concert dress (provided). The girls will need to provide their own **solid black** closed-toe dress shoes. You may need to adjust the hem lengths... **DO THAT EARLY!!!** (Do not cut the dress)..These will need to be returned dry-cleaned at the end of the year. No necklaces or bracelets should be worn with concert attire.

STUDENTS WHOSE UNIFORMS ARE NOT TURNED IN ON TIME WILL BE FINED ACCORDINGLY.

MONEY TURN IN PROCEDURE

- Checks should be made to T.A. HOWARD CHOIR and should include the student name.
 - Cash is also acceptable.
- Beginning of the year fees (Choir Fee, T-Shirt, etc.) may be paid in one check.
 - Students will sign a tab sheet when money is collected.
- I will collect Forms and Fees DURING CLASS (not during the passing period!).

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TAH CHOIR DEPARTMENT EXPECTATIONS

Classroom Rules and Expectations

1. Speak, act and treat others and property with respect.

Including, but not limited to:

- Respect others in the same manner that you would like to be given.
- Keep hands, feet and all objects to yourself.
- Get permission to play the piano, use the phone, or use any equipment.
- Throughout the year, you will be given music. To avoid any fines to pay for the cost of music, please take care of your music and return it on time. You may make markings in the music in pencil. If you lose your music, you will be fined for the cost of the music

2. Be prepared each day with your assigned folder, music and a pencil.

- You must be in your assigned seat with your supplies before the bell rings to avoid being counted tardy.

3. No student shall interfere with the teaching or learning process.

Examples of “interference” would include, but are not limited to:

- talking without permission
- grooming (combing hair, applying make-up)
- spraying perfumes/colognes or applying lotions and creams
- rocking in chairs (not using all four legs)
- making any kind of physical contact with another person

4. **No gum, candy, food, or drinks. EVER!!!**

5. Adhere to school dress code at all times.

6. Four hall passes per semester (exception: nurse) will be granted to students. Students are not allowed to leave the classroom for the first or last 10 minutes.

7. Cell phones that are seen or heard will be taken up and given to the assistant principals.

8. Follow all directions as given, the first time they are given.

9. All MISD and HMS rules and policies are in effect when we go on trips. Students who consistently follow the rules and procedures in choir will be invited to go on field trips. Students who do not consistently follow the rules and procedures will not be invited to go on field trips.

10. **You must sing to get a grade. It's choir. ☺**

Consequences

May include but are not limited to the following:

- Verbal warning
- Student/ Teacher conference and phone call home
- Detention assigned
- Parent/ Student/ Teacher conference
- Office Referral
- Removal from class temporarily or permanently.

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CONTRACT FORMS & FEES CHECKLIST AND PAYMENT

Students: Please return this page by AUGUST 30TH

CLASS PERIOD: _____

LAST NAME: _____ FIRST NAME: _____

STUDENT Shirt Size:

Youth Large S M L XL XXL

(Circle One)

Additional Shirts(optional): \$10.00 each

SIZES: YL S M L XL XXL
(Quantity) _____

(3XL and 4XL are an additional \$1.50)

TOTAL AMOUNT: _____

Required Fees

CHECK ONE

Choir Fee (Concert, Advanced Girls, and Boys) \$25.00

OR

Choir Fee (Beginner Girls only) \$15.00

Total amount due (fee plus any additional shirts) : _____

(Cash, Money Order or Check payable to TAH Choir...)

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To be filled out by Director:

DUES COMPLETE: Y/ N

DATE:

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“I have received the T. A. Howard Choir Handbook. I have reviewed the schedule of events and responsibilities of T. A. Howard Middle School Choir members and am willing to participate and support the program in every way I can. In addition, I understand the consequences/rewards for my actions while participating in class or any choral department activity.”

Student Name (please print)

Parent/Guardian Name

Student's Signature

Parent/Guardian Signature

D I R E C T O R O F C H O I R S :

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INFORMATION AND MEDICAL RELEASE FORM

Notify the choir office as soon as possible if any changes need to be made to this information.

Student's Last Name: _____ First Name: _____

Home Mailing Address: _____

Mother/ Guardian Name: _____ Mother/ Guardian Phone: _____

Mother/ Guardian Email: _____

Father/ Guardian Name: _____ Father/ Guardian Phone: _____

Mother/ Guardian Phone: _____

Emergency Contact Name _____ Phone (_____) _____

Family Doctor _____ Phone (_____) _____

Student's Insurance _____ Policy Number _____

List any allergies the student has (including drug allergies) _____

List any medications that are being taken _____

List any conditions that may restrict physical activity _____

I do hereby grant the Howard Choir Director, or their designees, the authority to seek medical attention for the above-named student in the event of an emergency or in any situation that requires medical attention.

Parent/Guardian Signature _____ Date _____

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VOLUNTEER

How can I help????!!

And **YES!** I do need your help! Without your participation, some of our events will have to be cancelled. Knowing that Middle School may be a time where you want to allow your students to “spread their wings” a bit, some parents shy away from saying they will help with these extra responsibilities. **However, we do need you...!!!** Thank you in advance for your willingness... ☺

District policy requires that all volunteers working with our students have a criminal background check. Some of you have likely submitted your application at registration. **If you have not, we encourage you to submit an application online at www.mansfieldisd.org if you think you would like to help in some way.** Approval can take anywhere from 2 to 4 weeks to complete. Don't delay!!!

PLEASE CHECK THE STATEMENT(S) BELOW THAT BEST APPLY:

- I am available during the school day to volunteer.
- I am available on nights and weekends to volunteer.
- I can help any time!!!!!!
- My schedule is varied, but please contact me and I'll help if possible.
- I am unable to volunteer this year.

Please be on the lookout for emails requesting help and reply as soon as possible with your availability!

Volunteer Name(s): _____

Email(s): _____

Home Phone #: _____ Work Phone #: _____

Cell Phone #: _____

_____ *“I have already submitted an MISD volunteer form for the 2019-2020 school year.”*

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MANSFIELD INDEPENDENT SCHOOL DISTRICT PERMISSION TO TRAVEL

To: Parents/Legal Guardian of _____
Student Name _____ Choir Period _____

I give my permission for the above student of the Mansfield Independent School District to attend the following district approved trips this school year:

Description of Trip	Date	Means of Transportation
Fall Opera- MISD Performing Arts Center	TBD	School Bus
Elementary Holiday Tour (Advanced Choirs)	TBD	School Bus
Toys for Tots (Select groups)	12/04/2020	School Bus
All Region Lunch (Region Choir Members)	02/08/2020	School Bus
Pre-UIL	03/03-05/2020	School Bus
UIL Concert & Sightreading Contest (eligible students)	03/24-27/2019	School or Charter Bus

Please note that all students may not be participating at all of the listed dates & trips see the choir calendar for detailed information.

The supervising sponsor for the trip(s)listed above is **Karina Kunda**

The local board policies governing student conduct and discipline applicable to all students on all district approved trips and the behavior of all participating students is expected to conform to the standards set forth in such policies. All violations of such code of conduct by any student shall be reported to the principal.

Signature of Parent / Guardian Date _____

Persons to Contact in Case of Emergency:

1. _____
Name Telephone #
2. _____
Name Telephone #

Special information or needs:

Student Cell Phone Number - _____

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PHOTO RELEASE

Howard Middle School Choral Department

I hereby authorize the Howard Middle School Choral Department permission to use my likeness in a photograph in any and all of its publications, including but not limited to: printed publications, newsletters, programs, digital publications, organization and school websites. I understand and agree that any photograph using my likeness will become property of Howard Middle School Choral Department. I acknowledge that I will receive no financial compensation for the use of photographs in my likeness.

I authorize Howard Middle School Choral Department to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing Howard Middle School Choral Department programs or for any other related, lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally I waive any right to royalties or other compensation arising or related to the use of the photograph.

I hereby hold harmless and release and forever discharge Howard Middle School Choral Department from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have reason of this authorization.

Printed Name: _____

Date: _____

Signature: _____

Parent/Guardian Signature: _____

Guardian signature required if under 18 years of age

OR

I **DO NOT** authorize the Howard Middle School Choral Department permission to use my likeness in a photograph in any and all of its publications at this time.

Printed Name: _____

Date: _____

Signature: _____

Parent/Guardian Signature: _____

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