

**2022-2023**

*Kaufman Choir*



*Student Handbook*

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## Letter from the Director

Hello! My name is Miss Keisling, and I am the head director of choirs here in Kaufman ISD. Ms. Hyde is the assistant director of choirs here in Kaufman this year. I will be teaching all high school choir classes, and Ms. Hyde will be teaching all junior high school choir classes. We will be working together on all outside choir activities. We are very excited to have this opportunity to work with all of the students and parents in the Kaufman Choir program.

It is our sincere hope that your student's involvement in the choir program (and thereby your involvement) will enhance your love for singing, learning music, and contributing to or creating positive traditions. It is our belief that if your student takes full advantage of the opportunities provided in the Kaufman choral program, he or she will have a musical experience that will enrich their personal life and provide many hours of happiness both this year and in the future. Thank you for allowing us the chance to share our love of music with your students! We are looking forward to a great year!

## Mission Statement and Program Goals

The Kaufman Choir Program is dedicated to creating and cultivating the art of choral music in the lives of its students and in the broader community. This program is designed to enhance each student's musical experience in a variety of ways.

Kaufman Choir students will:

- \*develop their singing voices
- \*learn to read music
- \*learn to sing in a choral ensemble
- \*learn the basics of music history, genres, and styles
- \*develop self-discipline, concentration, and cooperation
- \*develop and execute understanding of performance standards and techniques
- \*be provided with individual activity opportunities such as All-Region choir auditions and solo and ensemble contest opportunities
- \*be provided with group activity opportunities such as local concerts held in the Fine Arts Center at Kaufman ISD as well as choral ensemble contests such as the UIL Concert and Sightreading Competition

It is through these opportunities that the Kaufman Choir program desires to affirm the mission of Kaufman ISD to give each student a sense of preparation, purpose, and pride. We believe these qualities will prepare each student to graduate from Kaufman ISD readily able to function in a rapidly changing world.

## *Choral Opportunities and Descriptions*

It is the desire of the Kaufman Choir program to provide the utmost benefit to each individual student's musical learning experience. To achieve this goal, students will be placed in one of the following choir classes according to their grade level or their talent:

### **Beginner Choir**

All sixth grade students will be placed into this choir. This is the fundamental foundation of our choir experience, and the class where the most basic methods, rhythms, and techniques will be taught on a level that each student will feel successful with.

### **Junior High Choir**

All seventh and eighth grade students will be placed into this choir. It is during this class that we will focus on taking the basic music fundamentals learned in sixth grade and bridging them to the more complicated fundamentals learned in the high school choirs.

### **Chamber Ensemble**

Most ninth grade students will be placed into this class. This will be the class where we take the basic and intermediate fundamentals learned in the beginner and junior high choirs, and begin to intertwine them with the more advanced fundamentals taught in the junior varsity and varsity choirs.

### **Junior Varsity Choir**

Most tenth graders and a select few ninth graders will be placed into this class. This class will delve into the more advanced musical concepts and provide more opportunities for individual and group development of students' singing voices.

### **Varsity Choir**

Eleventh and twelfth grade students who have had choral experience will be placed into this class. It is during this class that we will fully involve ourselves in the most advanced musical techniques, rhythms, and developments.

### **Show Choir**

This class is reserved for the most advanced singers. This class will provide many more opportunities for a student to involve themselves in the most complex musical techniques and concepts. All students enrolled in this class must concurrently be enrolled in one other choir class, and must audition for the All-Region choir.

## *Classroom Expectations*

Each student involved in the Kaufman Choir program will be expected to adhere by the following expectations:

- \***Make choices that help you and others learn**—Do not take part in any activities that will distract or prevent the learning for yourself or others.
- \***Use your resources carefully**—Be careful with the resources you are given during your time in the Kaufman Choir program. This includes, but is not limited to, your music, performance tracks, t-shirts, and anything else provided to benefit your learning of the choral music.
- \***Stay in your seat unless there is an emergency**—Do not get out of your seat without permission unless there is an emergency alarm sounding.
- \***Involve yourself correctly at all times**—Participate in everything the class is working on when they are working on it. Sing when we are singing, write when we are writing, dance when we are dancing—have fun!
- \***Consider others and be kind always**—At no time will it be appropriate to be unkind to anyone. Mistakes will be made, mistakes will be corrected, and learning will happen. Be kind and encouraging to those around you.

## *Classroom Consequences*

Should a student make a choice to not adhere to or follow the expectations listed above, the following consequences will occur:

- \***First warning—nonverbal warning**—Teaching will continue, but a “teacher look” will be directed towards the student who is causing a distraction or disruption.
- \***Second warning—verbal warning**—Teaching will briefly stop while the teacher calls the student’s name and asks them to refocus on the task at hand.
- \***Third warning—lunch detention**—A lunch detention will be assigned for the day following the third disciplinary infraction. This may involve detention in the classroom with the choir director or detention in the cafeteria or office with another school employee who is in charge of lunch detentions at that time. Parents will be notified by phone the day a lunch detention is assigned.
- \***Fourth warning—parent conference**—Upon the fourth disciplinary infraction, the choir director will contact the parent or guardian to set up an in-person conference in which methods to help the student correct behavior will be discussed.
- \***Fifth warning—office referral**—The fifth infraction will result in a disciplinary office referral. All discipline at this point will be at the control of the school administration.

The choir director reserves the right to skip to any warning depending on the severity of the infraction.

## Grading Procedures

The Kaufman Choir program is required to adhere to the guidelines set forth by the Texas Education Agency (TEA) and University Interscholastic League (UIL). Most notably, the choir program is bound to teach a list of skills known as the Texas Essential Knowledge and Skills (TEKS) set. This skill set can be found in detail on the TEA website, and may be provided upon request. Due to these guidelines, choir is NOT a class in which a blanket participation grade will be given, nor where a 100 will be given for the nine weeks based solely on attendance at rehearsals and performances. Neither of these scenarios align with TEA expectations or Kaufman ISD grading policies.

The Kaufman Choir program will follow the grading guidelines set forth by KISD. Each class will have formative and summative assignments and grades during each grading period. These can be but are not limited to: performance tests, sectionals (both during school and after school when scheduled), singing assignments, and writing assignments.

These assessments will most always have a deadline. However, students will be presented the opportunity to retest for a higher grade after the deadline or until the end of the grading period. No retests will be accepted after the end of the grading period in which the test was given. Final decisions will be made at the discretion of the choir director.

As well as the aforementioned formative and summative grading assignments, ensemble rehearsal skills may also be included as evaluations during the grading period. These ensemble rehearsal skill evaluations will be made at every rehearsal, including those taking place outside of the school day. Any event outside of the school day will be scheduled with plenty of notice for a student to make arrangements to be present. The ensemble skills that will be evaluated during these assessments include, but are not limited to:

- \*Attendance at all rehearsals and sectionals unless an absence is excused (see absence policy stated in this handbook).
- \*Being in place prepared for the rehearsal with music, pencil, and any other supplies necessary for an effective rehearsal.
- \*Being actively engaged throughout the entire rehearsal
- \*Having your individual part prepared before the rehearsal
- \*Showing effort to become a better singer than you were before rehearsal began.

Per the UIL guidelines for all state contests, any student who has failed any one of their classes at the end of the grading period may not compete in any UIL competition in which an individual or group may advance to the next level of competition. A failing student may regain eligibility if they are passing the failed class at the next progress report time.

## *Concert Attire*

### Beginner and Junior High Choirs

Concert attire for both the beginner and junior high choirs will consist of the following:

**Females**—black dress slacks with a black blouse, polo, or button-up shirt; or a black dress that meets KISD dress code policy. For choir programs and contests, all dresses must touch the top of the kneecap or below to maintain the best modesty on stage. Black socks and black shoes must be worn if black slacks are worn. Black dress shoes must be worn if a dress is worn.

**Males**— black dress slacks, a black button-up shirt or black polo shirt, black socks, and black dress shoes must be worn.

On occasion, the beginner and junior high choir concert attire may consist of blue jeans and the assigned choir t-shirt. Notice will be given in advance stating which uniform will be worn at each event.

### Chamber Ensemble, Junior Varsity, Varsity, and Show Choirs

Concert attire for all high school choirs will consist of the concert uniform provided by the district. The uniform must be clean and wrinkle-free for all performances. On occasion, the high school choir concert attire may consist of blue jeans and the assigned choir t-shirt. Notice will be given in advance stating which uniform will be worn at each event.

## *Absence Policy*

The choir event calendar for the entire year will be given out at the beginning of the year. Any changes to the calendar will be made with as much advance notice as possible. It is the responsibility of each student to be present at all events pertaining to the choir they are enrolled in. Should an emergency arise in which a student will be absent from any event, written notice must be given to the choir director as early as possible. All medically necessary absences will be excused. All other absences will be excused at the discretion of the choir director.

## **Student Leadership Information**

It is the desire of the Kaufman choir directors to allow students to take as much ownership in their classes as possible. To this effect, each of the Kaufman choirs will elect certain student officers whose job will be to assist the choir directors with the day to day tasks of running a successful choir rehearsal. These officers include, but may not be limited to: choir president, vice president, secretary, librarian, uniform manager, and loading crew. These students will ensure that each class is prepared to have the best rehearsal possible for that day.

## **Fundraising Policy**

The Kaufman Choir program will run one fundraiser per semester. These fundraisers are designed to raise funds to provide the most opportunities for a students' learning. These funds will be used towards any event or field trip provided by the choir program to enhance the students' musical experience. A student's participation in these fundraisers will decrease the financial amount required of the student for each event. For example—a student who participates fully in the fundraiser and raises a set funding goal may go to the choir event free of charge, while a student who does not participate at all may need to pay a portion of the ticket charge for that event. Fundraising goals will be set in writing at the onset of each fundraiser.

## **Travel Forms (Permission and Medical)**

For the safety of each student, no choir student will be allowed to take any trips with the Kaufman choir program if the medical form and permission form on the next two pages are not completely filled out, signed, and returned to the choir director. These forms will ensure that each student has permission to be on the field trip with their choir, and that the choir director has the right to notify emergency personnel and begin any medically necessary treatment in the event of an emergency. In the event of a medical emergency, attempts to contact the parent or guardian will be made as soon as the student is stable enough for the choir director to make the notification call. This call will be made as early as possible during the medical emergency. The choir director, assistant director, or another school administrator will stay with the student involved in the medical emergency until a parent or guardian arrives to take over the situation.



## Medical Treatment Authorization Form

This form grants temporary authority to a designated adult to provide and arrange for medical care for a minor in the event of an emergency, where the minor is not accompanied by either parents or legal guardians, and it may not be feasible or practical to contact them. This form should be given to the trip leader or shown to the trip leader and then carried by the designated adult.

### Minor

Full Legal Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Female \_\_\_\_\_ Male \_\_\_\_\_

### Information for Medical Treatment

Physician's Name and Location of Practice: \_\_\_\_\_

Physician's Phone # (if known): (\_\_\_\_) \_\_\_\_\_

Medical Insurer/Health Plan: \_\_\_\_\_ Policy #: \_\_\_\_\_

Allergies to Medications: \_\_\_\_\_

Allergies (Other): \_\_\_\_\_

Please note **all** conditions for which the child is currently receiving treatment:

Note any other significant medical information: \_\_\_\_\_

### AUTHORIZATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S)

I do hereby state that I have legal custody of the aforementioned Minor. I grant my authorization and consent for \_\_\_\_\_ (hereafter "Designated Adult") to administer general first aid treatment for any minor injuries or illnesses experienced by the Minor. If the injury or illness is life threatening or in need of emergency treatment, I authorize the Designated Adult to summon any and all professional emergency personnel to attend, transport, and treat the minor and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state in which such treatment is to occur. I agree to assume financial responsibility for all expenses of such care.

It is understood that this authorization is given in advance of any such medical treatment, but is given to provide authority and power on the part of the Designated Adult in the exercise of his or her best judgment upon the advice of any such medical or emergency personnel.

This authorization is effective through: \_\_\_\_\_ . Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Parent / Legal Guardian Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**Confidential**

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## *Field Trip Permission Form*

I, \_\_\_\_\_, the parent or legal guardian of student \_\_\_\_\_, do hereby give permission for my student to participate in any field trips taken by my student's Kaufman choir class. I understand that advance notice will be given in written format prior to each event that requires my student to take a field trip with their choir class. I also understand that my student will be required to adhere to all Kaufman ISD policies as well as all Kaufman Choir policies while they are on the field trip. Should my student choose to not adhere to these policies while on the field trip, I understand I may be contacted to pick my student up from the trip—after which disciplinary action steps will be taken upon their return to school. Dismissal from a choir event will be at the discretion of the choir director, and will be reserved for only the most extreme circumstances.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Emergency Contact Name

\_\_\_\_\_  
Emergency Contact Phone Number

# 2022/2023 Kaufman Choir Event Dates

## Fall Dates

August 22– (Mon.)	Game Night and Parent Meeting for all Grade Levels Choir Room at KHS Student Game Night 4:00-6:00 (Pizza Provided) Parent Meeting 6:00-7:00
August 27– (Sat.)	High School Region Music Refresher Workshop Sunnyvale High School 7:30 a.m.-3:15 p.m.
September 27– (Tues.)	High School All-Region Auditions Sunnyvale High School 11:00 a.m.-TBA
October 22– (Sat.)	Middle School All-Region Auditions (7th/8th grades only) Canton High School 7:45 a.m.-TBA
October 25– (Tues.)	All-Region Pre-Rehearsal (All students who made all-region) Carter High School (Dallas ISD) After School-9:15 p.m.
November 2– (Wed.)	Pre-Area Workshop (HS Choir only) Sunnyvale High School After School-8:00 p.m.
November 5– (Sat.)	All-Region Clinic and Concert (All students who made all-region) Texas Women's University 7:00 a.m.-9:00 p.m.
November 7– (Mon.)	Veterans' Day Concert (All Kaufman Choirs) FAC at Kaufman High School 6:30 p.m.
December 1– (Thurs.)	Pre-Area Auditions (HS Choir Only) Sunnyvale High School 11:15 a.m.-TBA
December 15– (Thurs.)	Christmas Concert (All Kaufman Choirs) FAC at Kaufman High School 6:30 p.m.

## Spring Dates

January 7– (Sat.)	Area Auditions (HS Choir Only) Texas Women’s University 7:00 a.m.-TBA
February 8-11– (Wed.-Sat.)	TMEA/All-State-Choir (HS Choir Only) San Antonio, TX Time TBA
February 25– (Sat.)	Choir Solo and Ensemble Contest (HS Choir Only) West Mesquite High School Time TBA
March 3– (Fri.)	Epic Waters Music Festival (7th/8th graders only) Epic Waters in Grand Prairie Time TBA
March 30-31– (Thurs. or Fri.)	7th and 8th Grade UIL Concert and Sight-Reading Contest Poteet High School, Mesquite ISD Time TBA
April 1– (Sat.)	North Texas Choral Classic (High School Only) Chisholm Trail High School in Fort Worth; Six Flags over Texas Time TBA
April 18-19– (Tues. or Wed.)	High School UIL Concert and Sight-Reading Contest Sunnyvale High School Time TBA
April 21– (Friday)	Pride of Texas Music Festival (Sixth Graders Only) Pinstack in Plano Time TBA
May 4– (Thurs.)	Choir Awards Banquet (All Kaufman Choirs) 6:30 p.m.
May 16– (Tues.)	Spring Concert (All Kaufman Choirs) FAC at Kaufman High School 6:30-7:30 p.m.

## *Student and Parent Agreement Contract*

I, \_\_\_\_\_, parent or legal guardian of student \_\_\_\_\_, do hereby agree to the terms and conditions set forth in the Kaufman Choir handbook. I understand that my student is responsible for following each of the guidelines described in this handbook, and that I will be responsible for helping my student should the need arise to refocus themselves on the guidelines and expectations as described in this handbook. I understand that the choir director will do everything possible to be helpful in any situation, but that the director is bound to follow guidelines as set forth by Kaufman ISD, the Texas Education Agency, and the University Interscholastic League.

\_\_\_\_\_  
Parent Signature

I, \_\_\_\_\_ (student), do hereby agree to follow all of the guidelines and expectations set forth in the Kaufman Choir handbook. I understand that it is my responsibility to do my best to enhance my musical experience, and not do anything that would distract myself or others from learning to the best of our abilities.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date