

**TIVY HIGH SCHOOL
CHOIR HANDBOOK
2024 – 2025**



Kerrville ISD Vision Statement:

“...an educational leader in the heart of the Hill Country, inspiring all students to become lifelong learners and productive citizens.”

Choral Staff – Tivy HS

Name	School	Email	Phone (Extension)
Seth Lafler	Tivy H.S.	seth.lafler@kerrvilleisd.net	(830) 257-2212 x3618

KISD Choral Department Mission

The choral music department of Kerrville Independent School District believes in the philosophy that music plays a vital role in the whole educational development of the individual. The goals of the KISD choral department are to afford each student, according to his or her abilities and interests, educational experiences and opportunities to develop his or her highest potential in the performing arts.

The goal of the KISD Choral Department is to create students who...

- are musically literate,
- have a love and appreciation for choral music,
- are prepared upon graduation to gain entrance into a collegiate or community choral program.

Concepts and Competencies

Several different areas are addressed in the classroom during the school year. While all classes utilize the state adopted TEKS, the following concepts and competencies are addressed as core ideals in our classrooms:

- Vocal Techniques
- Choral Techniques
- Music Theory
- Hand-signs and Solfege
- Music History and Literature
- Listening Skills
- Performance Skills
- Mental and Physical Development
- Citizenship
- Self-Expression

Choir Fees

Annual Activity Fee (required; payment made within first two weeks of school)

- \$15 – Students who do not have the choir t-shirt or need a replacement
- \$5 – Students who already have the choir t-shirt and do not need a replacement
- What does it cover? Choir t-shirt, partial defrayment of activity costs

Optional Activities which may require fees

- TMEA Auditions
- UIL Solo & Ensemble
- Voice Lessons
- Social Events
- Choir Banquet

Out-of-Town Trips

- Expenses for out-of-town trips or special engagements must be covered by each individual choir member. No school funds will be used.

Grading Policy

Minor Grades – 50%

- *Participation* grades are based on the student's positive, active cooperation in daily classroom activities and rehearsals
- *Written work* including worksheets and quizzes
- *Deadlines* for turning in forms, uniforms, etc.
- *Late work* will be docked 10 points per class day, up to a maximum of 30 points will be deducted. If not submitted within five days, a zero will be recorded.

Major Grades – 50%

- Singing tests, sight-reading tests, written tests, dress rehearsals, and concerts / performances
- Corrections may be made on written tests at half-credit up to a 70

Semester Exams – 10% of Semester grade

- May not be exempted

Attendance

A student is expected to check with the choir calendar before scheduling any drivers' education lessons, doctor or dental appointments, or work schedules to avoid conflicts.

- *See Attendance under Extracurricular Code of Conduct in the 2024 - 2025 Kerrville ISD Extracurricular Student Participation Handbook for attendance requirements.*

Absences

- Any student who is absent from class on the day of a performance may be asked not to perform.
- Any student with an *unexcused* absence from a dress rehearsal may be cut from the performance. The student is responsible for obtaining and completing any make up assignments from the Director. Students may not earn higher than a 70 for an *unexcused* missed performance.
- Any student failing to make a concert / performance may risk removal from the choir program.
- Students are responsible for making up all work missed while absent for school events.
- Work missed while absent must be made up within 2 days per day absent from school. I.e. 1 day absent = 2 days. 2 days absent = 4 days.

Excused Absences

Absence resulting from illness, serious illness of a family member, or bereavement. A note or email from the parent / guardian must be submitted to the director with as much advance notice as possible for review and consultation with the student and parent. In case of sudden illness, a parental note or email should accompany the student's return. It is the parent's / student's responsibility to clear the absence within 3 class days of the student's return. The student is responsible for obtaining and completing any make up assignments from the Director. Full credit may be awarded following absence / grading policies.

Code of Conduct

Certain standards are necessary for the integrity and reputation of any organization. Each and every choir member should set a good example at all times. Choir members are expected to have and maintain a character above reproach.

Academic Honesty

Choir students at Tivy High School recognize that, to ensure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:

I pledge to uphold the principles of honesty and responsibility at Tivy High School.

Students in the Tivy HS choir program must abide by the 2024 – 2025 Kerrville ISD Extracurricular Student Participation Handbook, in addition to the 2024 – 2025 Tivy HS Choir Handbook.

Classroom Behavioral Expectations

1. Conduct yourself properly at all times.
2. Sing to the best of your ability at all times.
3. Follow directors' instructions the first time they are given.
4. Be on time to all choir activities.
5. Bring all required materials to choir activities.
6. Gum, food, and drinks (bottled water is the exception) are not allowed in any choir area (including practice rooms, ensemble rooms, storage rooms, offices).
7. Do not talk during rehearsals. Raise your hand and wait to be acknowledged before speaking. Maintain the highest level of rehearsal behavior.
8. Take care of all choir equipment and materials.
9. Use the restroom, water fountain and grooming articles before or after class only. You may bring water bottles to use during class time.
10. Do not leave the room without permission.
11. Electronic devices must be off and away in instructional spaces.

Consequences

1. Warning / conference with the student.
2. Teacher assigned consequences may include:
 - Conference with student and / or phone conference with parent
 - Re-assigned seating
 - Lowered choir participation grades
 - Participation in any choir trips revoked
 - Other choir privileges revoked
3. Office referral
4. Removal from choir as your elective

Concert Etiquette

Choir students will exhibit proper concert etiquette during all performances to show knowledge of concert practices, and to show respect for all performers. Students will be graded on their concert etiquette. The following rules should be followed by not only students, but by all people attending formal concert performances.

1. Talking during a performance is not allowed. Talking is disrespectful to other performers and to audience members who wish to hear the performance. Talk in between pieces of music, and stop talking when you see that the music is about to start.
2. Do not leave your seat for any reason other than an extreme emergency. You have ample time to use the restroom and water fountain before concerts begin; therefore, these are not considered extreme emergencies. If you must leave, do so quietly and inconspicuously between pieces or during applause. Make sure the auditorium doors do not slam shut.
3. No food or drink in the auditorium, including the stage and backstage area. Water must be in a closed container.
4. Support your fellow choir members with appropriate applause. Yelling, whistling, and calling names are considered inappropriate during formal concerts. Audience members should never cause attention to be taken off the performers on stage.
5. During serious music, applaud when the conductor lowers his / her arms.
6. During pop or jazz music, you may applaud for a soloist during the piece.
7. In pieces that have more than one movement, applaud after the final movement. This will be noted in the concert program. The conductor will lower his / her arms when the final movement is over.
8. Set a good example for the audience. Other people may not know how to act at a choir concert and will be watching choir students for clues.
9. Cell phones and other devices should be turned off during concerts.
10. Move to the stage carefully and quietly, especially upon reaching the stairs.
11. Enjoy the concert. This is the only time anyone will get to see it!

Concert Uniforms

Students are expected to follow the listed uniform guidelines below, without exception. Students may not be allowed to perform and / or their grade may be affected if the following guidelines are not met.

Informal Uniforms – Current Choir T-Shirt / Jeans

Informal choir uniforms should be worn at informal choir events at the Director's request.

Formal Uniforms – Choir Dress / Tuxedo

KISD provides the formal uniform. Students are responsible for providing the proper footwear.

Formal footwear guidelines are as follows:

Black, closed toe dress shoes. Flip-flops are not acceptable. Large, tall heels are not acceptable.

Failure to adhere to any listed uniform guideline may prevent the student from performing with the ensemble. Students with an extenuating circumstance should see a choir director PRIOR to the day of the concert.

Formal Uniform Guideline

1. Formal choir uniforms will be issued during the Fall of the school year.

2. Choir students are financially responsible for all parts of their formal choir uniforms that they use, including dresses, jackets, vests, pants, ties, and garment bags. Repair and/or replacement costs are the responsibility of the student.
3. Formal choir uniforms and other parts are numbered and will be tracked through the choir department.
4. Uniforms should be treated with pride.
5. Proper shoes and socks should be worn with the uniform at all times.
6. Hair must be pulled back as part of the uniform.
7. Jewelry must not be worn with formal choir uniforms. This includes necklaces, watches, and bracelets. Earrings and rings must be small and inconspicuous and kept to a minimum. We will follow KISD policy for piercings.

Eligibility

Students do not have to be eligible to participate in the required co-curricular concerts. Students in ISS, OSS or DAEP at the time of an evening concert are not allowed to perform in or attend the concert. If a daytime performance or rehearsal causes the student to miss another class, the student is responsible to promptly make up all missed work.

Co-Curricular Choir Activities

Co-Curricular Choir Activities are those choir activities that occur as an extension of the choir class, as designated by Texas State Law and UIL.

- Co-Curricular Choir Activities include graded choir concerts, rehearsals and sectionals.
- Co-Curricular Choir Activities may occur during school, before or after school, or on the weekend.
- Eligibility is not a factor when determining participation in co-curricular choir activities.

Extracurricular Choir Activities

Extracurricular Choir Activities are those choir activities, particularly contests, which occur beyond the regular, required choir activities, as designated by Texas State Law and UIL.

- *See Academic Eligibility under Requirements for Participation in the 2024 - 2025 Kerrville ISD Extracurricular Student Participation Handbook for academic eligibility requirements.*

Conflicts with Choir Activities

When a student is involved in more than one activity that requires after school time, conflicts may occur. The student must notify all affected parties (choir director, parents, coaches, employers, sponsors) when there is a conflict so that there is time to determine how to handle the conflict (compromise, miss one or the other activity, work out a ride, etc.). Below is a list of activities a choir student may be involved in and their “priority”.

This list should help students with how to handle commitment conflicts.

- A UIL event takes precedence over any non-UIL event.
- A district level event takes precedence over any non-district, lower level event.
- A performance / district level event takes precedence over a practice.
- A practice for a UIL or district level event takes precedence over a practice for a non-competitive performance / game.
- When there are two activities of equal importance (practices, performances / games, competitions) the student will need to work out a compromise with all parties involved.

- A practice for a one time performance takes precedence over a routine, regularly scheduled practice.
- A school event takes precedence over a non-school event, even if that non-school event is a competition.
- A Varsity level event takes precedence over a Non-Varsity level event.

Students must check event calendars for all of their scheduled activities for conflicts as soon as dates are available.

Sometimes a student will need to make a choice regarding activities that are of equal importance without fear of reprisals or forfeiture of status / position. Family events must be scheduled around required choir activities.

Choir Students with Jobs

- Having to work is not considered an excused absence from any required, graded choir activity. Missing a required, graded choir activity for work is considered an unexcused absence, and will follow the KISD policy for make-up work.
- Students should notify employers well in advance (at least one month or as required by your employer) of all required choir activities.
- Students may request an extra copy of the choir calendar or may request a letter from the choir director to give to their employer regarding required choir activities that may interfere with work. This letter is available in the choir room. The letter must be completed by the student, with a teacher signature, at least two weeks prior to the events listed on the letter.

Choir Contests & Evaluations

UIL Solo & Ensemble Contest

This is an optional contest for students who choose to participate.

- Students are judged based on their individual or small group performance.
- Director / Voice Teachers choose songs from the UIL Prescribed Music List (PML).
- The director / voice teacher will have sole discretion in choosing the appropriate difficulty level for each student.
- Participation in this event will require extra time outside of the school day.
- Students must demonstrate proficiency on the solo before being allowed to participate at contest.
- If a student drops out of the contest process at any time for any reason, their money for fees will not be refunded.
- Students are required to pay the entry fee by the director-designated deadline to be able to participate.

UIL Concert & Sight-Reading Evaluation

This is a required evaluation for all students in select ensembles.

Students are judged based on the overall performance of the choir in which they participate.

- This UIL contest takes precedence over other school activities and any absence from school is considered excused. Students are responsible for any missed work.
- Rehearsals for this contest will take place during class; however, sectionals and other rehearsals before or after school will be required.
 - Any student who missed required UIL rehearsals will not be allowed to participate in the contest, at the director's discretion.

- Students will be asked to demonstrate proficiency on the music before being allowed to participate.

TMEA All-State Choir Auditions

This is an optional contest for students who choose to participate.

To become a member of the All-State Choir, a student must be selected through a series of auditions:

- Region Audition
- Pre-Area Audition
- Area Audition

Cost

Students are required to pay the TMEA Region 29 Vocal Audition fee if they fail to compete for any reason after the registration deadline.

Trips

Local Trips

The Tivy choir takes small trips throughout the year. Parents are encouraged to attend these trips as chaperones. Trips may include:

- Professional musicals at the Majestic Theater in San Antonio
- Local choir concerts
- Retreats
- UIL
- Auditions

Out-of-Town Trips

Tivy choirs take overnight trips at the Director's discretion.

Trip location will be determined by the Director and announced at the beginning of the school year. Students in all choirs are highly encouraged to attend.

- Students and parents must sign a Travel Contract when signing up to attend an out-of-town trip or any trip that costs money.
- Trip refunds are controlled by the tour company. The refund policy will be set out in the trip information letter and the Travel Contract given to each student when signing up for the out-of-town trip. Students will forfeit all or part of the money they paid to attend the trip if they cancel for any reason after the refund deadlines.
- Students are expected to conduct themselves in a manner that reflects positively on Kerrville ISD. Students must follow all KISD Choir and School rules, as well as legal, ethical, and moral requests from directors or chaperones while on the trip.
- Receipts will be issued for all trip payments made that reflect the balance due.
- Parents are invited to attend the trip. Cost for parents is the same as for students, minus festival entry fees.

Chaperones must pass background checks through KISD prior to committing to attend any trips.

Payment Information

The following procedure should be used whenever any type of payment is made to Tivy Choir:

1. If the payment is cash, you must have exact change.
2. Please make checks payable to Tivy Choir.

-
3. Please include the choir student's name in the "memo" area of all checks turned in.
 4. All payments, especially cash, should be paid before school starts in the morning.
 5. All payments should be turned in to the director.
 6. Payments must be made on time or students may be denied the opportunity to participate in the activity.
 7. Please send all money, and accompanying forms, in an envelope marked with the student's name, class period, Tivy Choir, and what the money is for.
 8. Choir balances must be paid before students are allowed to participate in activities.

Fundraising

- Students will be allowed to earn funds towards any fees through fundraising opportunities throughout the year.
- Students are not required to participate in fundraising opportunities.

Antler Choir Leadership Team

Prospective officers should complete and return the Antler Choir Leadership Team (ACLT) application by the given deadline. The director will consult the outgoing officers on potential officers for the following school year. The director reserves the right to remove any officer not fulfilling their duties, or not having a positive effect on the choir program.

Community Service Hours

All members of the ACLT are required to complete at least 10 hours of community service related to the choir program each year with the following stipulations:

- 5 hours in the Fall semester
- 5 hours in the Spring semester
- If 5 hours are not completed in the Fall semester, students must complete 12 hours in the Spring semester.

Community service opportunities will be posted in the choir room.

Awards Banquet

Organization

- The choir officers will be an aid in organizing the banquet with the director.
- All details, including theme, decorations, menu, location, number of guests, and favors may vary from year to year.

Expenses

- All awards, dinners for invited administrators, decorations, favors, etc. will be paid for by the student activity fund.
- All guests (including parents and dates) will pay for their own tickets.

Private Voice Lessons

Optional private voice lessons are available for all Tivy choir students at the expense of the student. Students will be given information for qualified voice teachers within the Kerrville area, if requested.

Lettering in Choir

To earn a letter jacket award, you must earn 9 points during your *high school* choir career.

Points can be accumulated from the following:

1. Participate in U.I.L. Concert / Sight-Reading Contest (**1 point**)
2. Audition for TMEA All-Region Choir (**1 point**)
3. Be selected as a member of the TMEA All-Region Choir (**1 points**)
4. Be selected to advance to the TMEA Pre-Area Audition (**1 point**)
5. Be selected to advance to the TMEA Area Contest (**1 point**)
6. Be selected as an All-State Choir member (**4 points**)
7. Participate in U.I.L. Solo/Ensemble Contest (**1 Point**)
8. Receive a first-division rating at U.I.L. Solo/Ensemble Contest (**1 point**)
9. Advance and participate in the U.I.L. Texas State Solo / Ensemble Contest (**1 point**)
10. Earn a second-division rating at U.I.L. Texas State Solo / Ensemble Contest (**2 points**)
11. Earn a first-division rating at U.I.L. Texas State Solo / Ensemble Contest (**4 points**)
12. Maintain membership in the Tivy HS choir program for 4 years. (**9 points**)

Additional criteria that must be met to receive a jacket award:

1. Must continue to be enrolled in and participate in the Tivy HS Choir for the school year following receiving points.
2. Not have received an office disciplinary referral from choir for the entire school year in which point accumulation equals or exceeds nine.

Notes:

- *If the “Additional Criteria” are not met, then the award jacket is not earned and the criteria will be re-evaluated at the next jacket order time (the following year)*
- *Being a senior in the organization does not guarantee a letter jacket award. A student must “letter” via the point system as outlined above and meet the outlined criteria.*
- *The choir program will pay for the letter jacket and the school logo “letter.” Any extra patches, etc. are your financial responsibility.*
- *Typically, letter jackets will be ordered once in the fall and once in the spring.*

Tivy High School Choir Code of Conduct Compliance / Handbook Agreement

PARENT/GUARDIAN & STUDENT REQUIRED AGREEMENT: Tivy High School Choral Department

We have read and understand the 2024 – 2025 Tivy High School Choir Handbook, particularly all the rules and requirements, and, as a condition of the Student’s participation in the Tivy Choir, consent to and agree to comply with all rules and requirements therein. We have accessed the handbook on-line or have requested a hard copy from the choir director.

Click [here](#) or visit <https://forms.office.com/r/kGa4q7Ygzq> to fill out the agreement online by August 16, 2024 or complete the document below and return it to Mr. Lafler by August 16, 2024.

Student Signature

Parent/Guardian Signature

Student Name (printed legibly)

Parent/Guardian Name (printed legibly)

Date

Date

The consent and agreement must be signed and dated, as indicated, and returned to the Choir Director.