

Oliveira Middle School Choir Handbook



Dear Choir Parents and Choir Members,

Welcome to a new school year and to the Oliveira Choir program! We are looking forward to working with you and will be offering many opportunities for success both in group and individual events. This handbook includes important information about this class. Please read carefully.

Supplies needed:

- Each choir member will need a three-ring binder with a hard cover (cardboard). The binder must not be any wider than one inch (Half inch binders are preferred).
- Mechanical Pencil (to be kept in choir binder at all times)
- Oliveira choir shirt (more information provided on attached page)
- Sixth grade uniform: choir shirt and blue jeans.
- Black dress shoes. Boys wear black socks (7th & 8th grade formal concerts).
- Boys in 7th & 8th grade Tenor Bass Choir will be provided with tuxedo shirts, black bow ties, black tuxedo pants and black vests for formal concerts.
- Girls in the Treble or A Cappella choirs will be issued black formal dresses for concerts & competitions.
- ***ALL school issued attire must be checked out and in with the directors on the day of the event! Please plan accordingly.***

Our calendar is included in this handbook (pg 4). Please use the information to plan ahead. Not all of the events listed are required for all students. The dates given are as we know them now. We do not expect changes but check with your child as we get closer to each event date.

If there is ever any way that we can assist you or your child, please let us know (956-698-0801). Our conference period is from 7:45-8:30 am. We look forward to a successful and rewarding school year!

Leo Zamora

Greg Lagerstam

Choir Grading Policy

1. Daily Grade

- A. Participation grade will be 100 points per week (20 points daily)
Points are taken off for:
- *Not participating
 - *Talking or disrupting the learning process (when you do this you are not participating)
 - *Unprepared for class (not having music/pencil or other materials needed)
- B. Written work, quizzes, homework, and/or worksheets may be assigned and will be considered a daily grade of 100 points.

2. Major Test Grades

- A. Each concert/performance counts as a major test (100 points). A full grade is given when students are on time and follow general concert etiquette. Points may be deducted for tardiness and/or behavior that distracts from the performance.
**Making up a missed performance experience is impossible, so it is very important that your child attends each one. (Please refer to the calendar on pg 4.)*
- B. Preparation for UIL Contest and Region Choir (audition) will be requirements of 7th and 8th grade choir students and will be considered a test grade (100 points). Participation in the actual event is strongly encouraged!! *Students who are not eligible at the time of the event(s) will be graded on their rehearsal participation / preparation for the event. (Solo contest is not a graded event and therefore not required. It is however STONGLY encouraged!!)*
- C. Preparation and participation in the 6th grade musical is required of all 6th grade choir students. This event is graded as the semester exam. (Participation is also a pre-requisite for the end of year trip).
- D. Occasionally a written exam which covers choral *essential elements* will be given (100 points)

3. Excused and Unexcused Absences

- A. If you are unable to attend a concert, you must give a valid verbal and written excuse from your parents to the choir director (s). This letter must be turned into the director(s) no less than two weeks before the date of the concert (*choir calendar pg. 4*). A make-up grade may be given only if the above conditions are adhered to.
- B. All other absences will be considered unexcused and will be graded as an incomplete assignment.
- C. Emergency excuses require a teacher/parent conference within a week of the missed concert *if a make-up grade is requested*.
- D. Make-up work will be allowed only for excused absences and will be assigned on an individual basis by the directors.

If you anticipate ride problems to or from concerts, please take care of that prior to the event. (We will be glad to try to help you find another choir student who can give you a ride. Transportation problems are usually not excused.)

Thank you for your support. Have a great year!

4. End of Year trip (Tentatively to San Antonio: Competition/ Six Flags Fiesta Texas)

The end of the year trip is a reward for the students' participation and hard work in choral competitions and events. Grades, fundraising, and participation will determine eligibility (*Please refer to pg. 5:*

**Fundraising/End of year trip information provided on attached sheet).*

*** Please keep this page for future reference. Parent signature required on last page of this choir handbook (this page will be sent home with each choir student; Due on or before Oct. 3rd)**

Oliveira Choir Classroom Policies and Procedures

Be on time, and prepared for class.

- Be in your assigned spot with your binder, music, and sharpened pencil before the tardy bell rings. (Class should begin at that moment).
- The Choir will follow the school's tardy policy.
- Allow the directors to dismiss the class and put your binders away in your correct place so that you can be on time to your next class.

Be Respectful.

- When a director is speaking, do not talk. LISTEN to the instruction.
- Allow others to feel comfortable when singing individually.
- Be part of the team and encourage your teammates.
- Keep YOUR choir room neat and clean.
- Keep YOUR binder neat and in good condition.
- Foul language, profanity, cussing, or derogatory language will not be tolerated.
- Horseplay, roughhousing, wrestling, physical play are outdoor activities that are not permitted inside the choir room.
- Ask questions in an appropriate manner and at an appropriate time. (Raise your hand and wait for the directors before asking).

Participate.

- Sing when you are expected to sing (both in group and individually). Develop courage. Singing individually will help you accomplish this.
- Attendance at all scheduled concerts is expected.
- Take advantage of competitions and events that are offered.
- Please make every effort to attend extra rehearsals that may be needed.

Not Allowed:

- Chewing gum, candy, paper, or anything else.
- All personal belongings (backpacks, purses, electronics, etc.) need to be placed on the shelves. (Only your choir binder with you on the risers).
- Bottled water is the only beverage allowed in the choir room.
- Interruptions during the lesson are not permitted.

Be aware of our choir handbook and policies.

- The directors do follow the handbook policies without exception. Keep your copy available to refer back to.



Choir Calendar of Events 2012-2013

- September 24th** Fall Fundraiser Kickoff for all classes.
- Oct. 3rd** Choir Shirt pre-payment deadline. Choir **Handbook signature page return deadline** (part of first six weeks test grade).
- Oct. 18th & Oct. 19th** Solo rehearsals with accompanist (3:00-5:00 pm)
(Soloists must attend one of the dates). (Check schedule).
- Oct. 20th** Solo contest (Berta Cabaza M.S. San Benito)
- Oct. 24th** (tentative) Panoramic Pictures (Choir shirt/ School uniform)
- *October 25th** Fall Concert at 7:00p.m. *TEST GRADE
- December 18th** Fall fundraiser accounts to be cleared by today (all monies paid or return items are due).
- *December 19th** Winter Concert(s) beginning at 7:00 p.m. in gymnasium
*TEST GRADE
- December 20th** Caroling/ recruiting concerts (*tentative for eligible students*)
- January 8th** Spring Fundraiser kick off (all classes).
- February 20th** Pre UIL Contest (Veterans H.S. Brownsville)
- *March 5th & 6th** UIL Concert and Sight-reading (Lopez H.S.) (Required of all eligible 7th and 8th grade students)
- March 8th** Spring fundraiser accounts to be cleared by today (all monies paid or return items due).
- *April 13th** Region Choir Auditions (Garcia MS Brownsville TX) (Preparation required of A Cappella and Tenor Bass Choir Students)
- April 27th** Region Choir Clinic/Concert (Donna TX).
- *April 29th-May 15th** 6th grade musical rehearsals. (Actual days students are required to attend will be pending character assignments and will be provided to each student in April).
- *May 16th** 6th grade Musical 7:00pm Oliveira cafeteria *(Final Exam for 6th grade)
- May 18th** Spring Trip (tentatively planned for San Antonio TX) (Students must be academically eligible and qualified as per Choir handbook and policies).
- May 20th** Return choir uniforms (7th & 8th grade students if applicable).
- May 28th** Spring Concert (7:00 pm) *Test Grade (Final Exam)

*(Pre-requisite for Spring Trip. Details outlined on pg. 5 Fundraising/ trip page.)

June 10th -14th Summer Camp

Fundraising / End of Year Trip

(The trip is tentatively planned to Fiesta Texas Six Flags)

The following projected plans depend on the students' involvement, success in fundraising activities, and BISD approval!!!

Pre-requisites:

1. Students must have attended both of our scheduled concerts (Oct. 25th & Dec. 19th) or have followed Choir handbook concerning missed performances.
2. In addition to concerts, students must have attended at least one extra choir event (Solo & Ensemble contest, All-City Choir, Region Audition/Concert, or tentative events such as caroling or participation in a musical for the sixth grade students. UIL Concert and Sight Reading Contest may count as an extra event if a first place division or a sweepstakes is awarded to the choir.
3. Students must be academically eligible (end of 5th six weeks or progress report on May 10th).

Students will have two opportunities to raise money for the choir. The money raised will be used for the end of the year choir trip and other events not required by the district (winter caroling, fall recruiting concerts, meals for after school musical rehearsals, end of year incentives etc.)

- The choir will use Express Industries for our two major fundraisers. The margin is 40% profit and 60% expenses paid to Express Industries (normal school fundraising margin).
- Profits from the first major fundraiser (Sept. 24th –Oct. 5th, 2012) will be used for transportation expenses (including the deposits paid for busses). The number of busses we can afford will be determined at the completion of the first fundraiser. Based on previous years' expenses, the average cost per bus is approximately \$4,000.00.
- The projected costs include:
 - A) Two charter busses.
 - B) Choir competition registration fees
 - C) *Competition packages / Spectator packages
 - D) *One evening meal paid for by choir @ approx. \$8.00 per student

Actual final expenses will be determined by the number of students who will be eligible and plan to attend this trip. The total cost will be divided equally amongst all participants. (active participation in fundraising will lower this cost significantly!)*
- Directors will record individual student accounts after first fundraiser. Student will be responsible for individual expenses (competition package or spectator package, evening meal, and his /her share of registration fee).
- Students may choose to pay their expenses out of pocket rather than fundraise. Their expenses will be calculated by including their share of bus costs, registration fees, entrance package and meal. Based on previous years' costs, this will be approximately \$120.00 per student. More detailed information will be available at a later date. All of our final expenses must be paid no later than April 1st, 2013; therefore students must pay before this date. ***Please be advised that the transportation and registration fees are not refundable after this date!!!***
 - E) Students who choose to participate in fundraising are expected to follow fundraising guidelines/deadlines (as outlined in choir calendar):
 - Sign for separate guideline letter which accompanies each fundraiser.
 - ***1st fundraiser due day: Dec. 18th 2012(or before)***
 - ***2nd fundraiser due day: March. 8th ' 2013(or before)***
 - ***students may not participate in 2nd fundraiser if not cleared with the 1st fundraiser***

****The parents' signature page of the choir handbook must have been returned to the directors before a student will be allowed to participate in fundraising. (Due on or before Oct. 3rd, 2012).***

***PLEASE RETURN THIS PAGE AT THE TIME PAYMENT IS MADE!**

Period in choir _____

Dear Choir Parent,

The Oliveira Choir dept. is once again offering the Oliveira Choir Shirts. They also have the Oliveira choir logo on the front. These shirts will be used as uniforms during casual performances and when we travel off campus. The cost of the shirt will be \$10.00. Please fill out the order form below if you wish to purchase one for your child and return the bottom portion of this paper with the money for his/her shirt. If you have any questions, please feel free to call us at 698-0801 during the school day. Thank you for your support.

Choir director will order sizes as filled out by students. It will be the responsibility of the student to provide correct size requirements.

****Please note:*** Return this order form along with cash or check by October 3rd, 2012.

A receipt will be given at the time of payment.

Leo Zamora
Choir Directors

Greg Lagerstam

I wish to order my child an Oliveira choir shirt.

Name of Child _____

Choir Period _____ Adult Sizes _____ (extra small, Small, M, L, XL)

Parent Signature _____

If you wish to pay with a check, please make it payable to Oliveira M.S. Choir. Thank you!

Oliveira Choir

IMPORTANT:

Parents, we will need your help at many of our events this school year. **PLEASE, PLEASE** consider applying to be a parent volunteer!!! The process can take the school district some time to complete and it would help us a great deal to begin as early as possible. *You would not be obligated to help us if you do complete the application but it is good to have that option in place.*

****events that we will require volunteers include:***

- 1. Solo contest for 7th & 8th grade (Sat. Oct. 25th, 2012***
- 2. UIL contest for 7th & 8th grade (March 5th and 6th 2013)***
- 3. Region Aud. April 13th, 2013.***
- 4. 6th Grade Musical (May 16, 2013) (make up, costumes, etc.)***
- 4. SPRING TRIP (We will need approx. 8 volunteers!!) May 18th, 2013***



NEW Parent Volunteer process

The parent volunteer application procedure has changed. The volunteer application process is now almost all done online. To get to the application process follow these links:

Classified home page; campus clearance info; then online campus clearance application

Once on the application page (parent/volunteer) will be asked to fill out the required information on line.

Here is a direct link to the opening page of the application process:

<https://hr.bisd.us/AppEntry/AppEntry.exe>

Let us know if you have any questions.

Oliveira choir directors

Leo Zamora Greg Lagerstam

956-698-0801

Choir handbook return page

The Oliveira Choir Dept. has made their choir handbook available online. In order to conserve resources, we ask that you refer to the **Oliveira Choir dept.** on the Oliveira Web page (linked from the BISD Official web site).

<http://www.bisd.us/Oliveira/>

(This page is due back to directors no later than Oct 3rd, 2012)

Part of 1st six weeks grade

Please **sign and return** this page indicating that you are aware of the choir handbook with the following information:

- Introduction to choir/ supplies (Pg. 1)
- Grading policy (Pg. 2)
- Oliveira Choir Classroom Policies and Procedures (pg. 3)
- Choir calendar (Pg. 4)
- Fundraising policy/ End of year trip (your child is not required to help with our fund-raising or attend the end of year trip, however, if he or she chooses to participate please adhere to the dates listed on the choir calendar) (Pg.5)
- Transportation Permission form (Pg. 6) (signed separately)
- Choir shirt order form (Pg. 7) (signed separately)
- Parent Volunteer district requirements (Pg 8).
- Parent signature page (Pg. 9, THIS page)

← If you require a *printed copy* of the choir handbook, please indicate here (checkmark) and we will send one home with your son or daughter, otherwise, thank you for "going green". ☺

Parent signature _____

Date _____

Student signature _____

Date _____

Period in choir _____

Please contact us either in person or call us at 698-0801 if you have any questions. Thanks again for your support and we look forward to a fun and productive school year!

*****Again, Please consider volunteering!! We need your help!! If you are interested in being a volunteer, please indicate that you plan to follow the BISD requirements on the reverse side of this page!! THANKS!!**

____ I plan to become an eligible volunteer

____ I can be contacted at the following phone numbers:

Home phone: _____ Cell phone: _____