

John Hersey High School
Show Choir Handbook



**Your Guide to a Great Year of
Show Choir at JHHS**



2022-2023 JHHS Show Choir Mission Statement

We, the members of OnStage dedicate ourselves toward reaching our full potential in performance, service, and inspiring ourselves and our audiences. Through teamwork, discipline, and communication, we strive to achieve unity within our groups and gain support and respect from our community. We hope to grow as groups and as individuals throughout the year.



Notes from Mizz

Dear Parents & Students,

Welcome to OnStage! Our show choir is a selective and competitive and is an extension of the fine choral program at John Hersey High School. OnStage has been in existence for over 50 years. OS has earned a significant place in the show choir world and is highly respected.

This handbook will serve as a guide for you to navigate what is involved in show choir. You, both parents and students, are an important part of our program. Parents and students should take the time to read this handbook as it outlines the policies regarding being a part of show choir. It is our hope, if you have questions, you will refer to this handbook first.

On the following sheet, you (both parents and students) will be asked to sign acknowledging that you have read this information and are willing to commit to the guidelines listed. This sheet should be turned in by August 15 or scanned and emailed to Mrs. Langley at joann.langley@d214.org.

Our goal is to provide each student with the finest musical experience possible.

If you ever have any questions, please feel free to contact us. Email is the easiest way for us to respond.

Once again, we're excited about this year and our possibilities!!

Sara Michael (Mizz) - Choir/OnStage Director

Show Choir Agreement

This document is to be handed in at the time of audition or scanned and emailed to Mrs. Langley joann.langley@d214.org

I have read the guidelines set forth in this handbook in its entirety and have reviewed the expectations of being a member of show choir at Hersey including the following:

_____ Attendance/Rehearsal Policy

_____ Financial Obligations

_____ Calendar – **complete conflicts and return by 8/15**

_____ Volunteer Expectations

Please initial each of the above statements (parent and student).

I hereby give permission for my child to participate in the 2022-2023 show choir. I will do everything I can to help fulfill these obligations and expectations.

Parent Signature

Date

I will adhere to the expectations and guidelines as outlined in this handbook.

Student Signature

Date

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Contact Information

If there is ever a need to contact Ms. Michael (Mizz) regarding anything show choir related, she can be reached at:

sara.michael@d214.org / 847-718-4942

Please know that Mizz teaches throughout the day and has after school rehearsals and obligations with her own family. She will make every effort to get back to you within 24 hours.

Please do **not** contact Momma with issues relating to your class time. Mizz is the director and you must communicate with her directly.

It is imperative that we have all of the information possible in regard to contacting you as well. You are what keeps our program going and without you being in the know, we cannot be successful.

Throughout the year, you will receive group emails from your parent liaison. This is the addresses you will receive emails from:

onstageliasion@herseychoir.com

Please make sure this address is added to your contacts so the emails don't go to spam. When responding, respond to the person who the email is actually from (ie Momma, Mizz). The liaison is simply forwarding these emails to you. Do not respond to her unless specifically asked to do so.

If you are not receiving emails for the above email address, please contact Sheri Costello (OnStage liaison) at the above email with your Information.

REMIND

Remind is a safe way for teachers to stay in communication with students and parents via text messaging. Teachers never see students'/parents' phone numbers. In turn, students never see the teachers' phone numbers. Although we do have a twitter account and website, www.herseychoir.com, this is the most convenient way for last-minute changes or updates to get sent out to students and parents.

It is **VERY IMPORTANT** that you sign up for the notifications as it will be utilized almost on a daily basis.

OnStage Remind Code: @jhos23

<https://www.remind.com/join/jhos23>

Please remember that even though you are signed up for a choir Remind, you **MUST** also sign up separately for the show choir Remind Code.

GENERAL GUIDELINES

The show choir year lasts throughout the school year beginning at the completion of the successful audition. The dates listed on the attached calendar are those that the students will be responsible for in terms of attendance.

Onstage is an academic class and as such, students receive an academic grade that is averaged into their overall grade point average. The "A" your son/daughter receives in this class is equivalent to an "A" received in any "academic" class (ie: English/Math, etc.).

ELIGIBILITY - Ms. Michael will receive a weekly report on student grades. Students who are receiving one or more grades of D or F will be required to do two mandatory tutoring sessions by the Friday of the respective week. If the student does not complete all tutoring sessions prior to a competition/performance, he or she will not be able to compete.

CODE OF CONDUCT - All students are held accountable for the District 214 Code of Conduct, 365 days a year, 24 hours per day. A violation of the code may result in a student missing a competition or performance. Please review this with your student. It is available on the JHHS webpage.

WEBSITE - The choir website is: www.herseychoir.com. You will find all pertinent information, copies of forms, and the google calendar, which Ms. Michael keeps updated and you can sync to your own google calendar.

ACADEMIC ELIGIBILITY

Activities & Athletics

Academic success is of the utmost concern, especially for our students who are involved in activities/athletics/performance groups. The points below outline our commitment to keeping students focused on their studies.

1. Participants in school activities/athletics must be passing 2.5 credits (each academic class is equal to .50 credits) in order to remain eligible. Physical Education credit does count towards the total of 2.5 credits. In other words, a student **must be passing** 5 classes including PE (must have at least a “D” in each of the five classes). Further consequences may be assigned by the director/coach in order to maintain appropriate discipline and morale within an organization.

2. Directors/coaches must turn in the list of participants to Ron Kiolbassa, Assistant Principal of Student Activities, so the students can be tracked for grades on a weekly basis. We ask that parents also make a habit of checking school logic on a regular basis. Consequences for weekly failing grades are to be determined.

3. Students in the fine and performing arts who are not passing 2.5 credits will be removed from participation in performances, contests and rehearsals. Students in performance classes that meet for academic credit during the regular school day are not excluded from meeting the requirements of a class. Students who are in nontraditional academic credit performance classes that meet beyond the regular school day (i.e. showchoir/chamber orchestra, etc.) may be withdrawn from those classes at the discretion of the instructor. All of the above would be ineligible for IHSA, IMEA, trips and other “extracurricular” performance opportunities.

For further clarification of the above, please contact Kyle Marquette, Fine & Performing Arts Coordinator at 847-718-4884 or email at kyle.marquette@d214.org or Ron Kiolbassa, Student Activities Assistant Principal 847-718-4818 or ron.kioilbassa@d214.org

STUDENT EXPECTATIONS

This is a class, not an activity. Just as your regular attendance is expected in your other academic classes, the zero-hour class and evening and weekend rehearsals are your class time. Attendance is a portion of your grade.

Attitude is the key in making this experience successful for you. What you get out of your participation is a product of the attitude you bring and the effort put forth and has an impact on those around you.

Respect from others is a reflection of what you give. Support each other and your director(s) in all efforts, both during and outside of rehearsals and performances. In these groups, you are only as good as the person next to you.

Commitment occurs in **EVERY** rehearsal and performance. Please see the attendance/rehearsals section of the Handbook for policies pertaining to absences, tardies, etc. Again, potential absences from major rehearsals and performances should be cleared prior to the student's participation.

Prepare for each and every rehearsal. In order to be your best, you will need to work on individual issues with the material outside of rehearsal to ensure that all time spent with the group is as productive as it can be.

Volunteering – You have already signed (both parents and students), the Show Choir Family Volunteering agreement which requires parents to donate 15 volunteer hours and show choir students to devote 8 hours to volunteering for choir activities.

Each student is responsible for these established guidelines. If, after reviewing these policies, you feel you cannot commit to the program, it is recommended that you not participate at this time.

ATTENDANCE/REHEARSALS

First/Second semester rehearsals – Onstage rehearses Monday, Tuesday, Wednesday and Friday during zero hour from 7:30 AM – 8:20 AM.

You do not rehearse on Thursday mornings. You are also responsible for the dates on the attached calendar. These dates complete your “seat time” or classroom time and are a requirement.

During both semesters we will also meet on one Saturday per month. See calendar with exact dates.

This is your class time.

Attendance at all rehearsals and performances is required with very few exceptions. Though we make efforts to work around student schedules in connection with other activities and sports, the guideline is that all rehearsals and performances are mandatory.

Absences - Students will be allowed two excused absences per semester. These absences must be cleared with the director two weeks prior to the rehearsal. The **Request to Miss Rehearsal form** (see attached), signed by the parent, should be turned in to your respective director or Ms. Langley.

If you are ill, this will count as an excused absence. Parent(s) must communicate with the director about your absence. **Students cannot call and excuse themselves from attending practices. Please do not have another student tell your director of your absence.** If an illness does occur, communication with the directing staff (phone call or email) will help to alleviate potential misunderstandings.

The following are **NOT** acceptable excused reasons for absences:

1. Work
2. Babysitting
3. No ride (call and we can arrange to have someone pick you up)
4. Doctor's/ortho appointments
5. Concert/Show tickets
6. Driving school
7. Vacation

The above are **not** acceptable because you have the dates of our rehearsals and performances well in advance and can plan accordingly. You should give your schedule to your boss as soon as you successfully audition for show choir.

In the event of conflicts with a sport, your show choir director and the coach will resolve the conflict. It is your responsibility to bring it to the attention of both the director and the coach well in advance of the conflict.

Students who miss rehearsals the week of a competition or performance might be removed from a particular number in the show at the discretion of the director.

Every JHHS show choir member is expected to be at every rehearsal/performance. 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 vocal or choreography changes, etc.

Rehearsal Attire - Students are expected to wear their rehearsal tank (girls) and t-shirt (boys) to **EVERY** rehearsal. Students should wear comfortable pants or athletic shorts (not short shorts for girls) and athletic or dance shoes. No bare feet, flip flops/sandals or boots!

Tardiness - Tardiness will not be tolerated. Warm-ups begin **promptly at 7:30 AM** for zero-hour class and **6:15 PM for evening rehearsals.** 3 tardies will equal an unexcused absence

Cell phones are not allowed at rehearsals. Phones will either be put in the cell phone cubbies or in a plastic bag in a tub. If parents need to get in touch with your student during rehearsal, please call the choir office at 847-718-4942.

Rehearsal Etiquette - Be prompt and prepared at the start of rehearsal. Not being prepared delays the start of the rehearsal and thereby interferes with productivity.

Talking during rehearsal directly affects the process. If you are distracting during rehearsal (class), your participation grade will be negatively impacted. We are building great teams of musicians and allowing others to maximize their abilities. Maintaining group focus is an important part in this organization. Consistent disruptions may cause a suspension from performance privileges.

If you have an issue and need to speak to your director(s), please wait until after rehearsal to address the issue.

Listening is important, too. Announcements, details about upcoming events, and instructions from the director or choreographer deserve your undivided attention.

Also, if you have an issue with someone in the group, please make sure to speak with your director. 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 a life-long lesson. Adapt and accept that people may be different than you.

Make-ups - In the case of an absence, the student will be required to meet with the dance captain or the vocal section leader to cover what was missed in rehearsal. This make-up must take place prior to the next rehearsal. Failure to make up missed time (excused or unexcused) will result in lowering your class grade.

Parents and students are encouraged to be proactive and compare schedules as soon as they are received. Discussing conflicts with Ms. Michael and the other teacher, coach or sponsor involved is much better than waiting until the last minute to resolve a conflict.



REQUEST TO MISS REHEARSAL/PERFORMANCE

Please fill out this form in its entirety and return to Ms. Michael at least **10 class days** in advance of your absence. Form **must** be signed by both student and parent. Work or appointments are not considered acceptable reasons for absence. **Rehearsals** are equivalent to class period and work must be made up. **Performances** are equivalent to a final semester grade.

Student: _____

Rehearsal/Performance Date you will miss: _____

Please circle above if it is a Rehearsal or Performance

Reason for Absence: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Phone Number: _____



For Office Use Only _____ Absence Excused _____ Absence Unexcused
_____ Other

VOLUNTEERING

Students will be expected to put in a total of **eight (8) hours** during the show choir season of volunteering on set up and re-set of costumes for every performance or competition. Students will be assigned on a rotating basis. Students will also act as hosts for Chicagoland Showcase. On the day they are not hosting, they will be asked to work one (1) additional 4 hour shift.

Parents will be expected to volunteer a minimum of **fifteen (15) hours**. There will be a variety of tasks we will need help with during the show choir season, some of which will take place in the evening, some on weekends and others that can be done from home.

Parents are also expected to work two four-hour shifts each at Chicagoland Showcase.

If parents do not fulfill their volunteer obligations, they will be charged an additional \$150 fee.

“It takes a village” is certainly a statement that applies to show choir. We all have to work together to make this exceptional activity possible.

SHOW CHOIR PAYMENTS

This year's cost will be \$1,500 (last year's fee was \$1,600). If paid in full by July 15, your cost will be \$1,400. This amount covers the cost of costumes, accessories, competition fees, rehearsal shirts, swag (t-shirts/bags/sweatshirts), retreat, transportation, music licensing, and professional clinicians. To ensure that we have money to pay expenses as they occur throughout the year, families wishing to pay in installments must meet the following due dates. We have spread out the payments throughout the entire school year to make it easier for you to pay on time.

<u>PAYMENT</u>	<u>AMOUNT</u>	<u>DUE DATE</u>
\$300	Initial Deposit	5/31
\$300	Costume/Trip Costs	7/31
\$250	Costume/Trip Costs	9/30
\$250	Costume/Trip Costs	10/31
\$200	Costume/Trip Costs	1/31
\$200	Costume/Trip Costs	2/28

Failure to have your balance paid in Full by 4/1/23 will result in an additional \$50.00 late charge added to your student account.

Communication is key. If you are unable to make a monthly payment please contact the treasurer at treasurer@herseychoir.com to avoid late fees.

Multi-Student Discounts

To help offset the costs for families with multiple siblings enrolled in show choir, a 50% discount will be applied to each younger sibling - resulting in a balance due of \$750, for each additional sibling enrolled.

You will receive a reminder email from your respective show choir liaison each month as well as a monthly statement of account showing your balance due from jhscaps@gmail.com . Payments can be made by:

1. Check - payable to Cap+s or cash. Payment should be put in an envelope, marked with student's name on the outside and given or mailed to Joann Langley, John Hersey High School, 1900 East Thomas, Arlington Heights, IL 60004.

2. You also can pay from your Student Account. Simply email your request for amount you wish taken from your student account, who it is payable to and what it is for to treasurer@herseychoir.com
3. Finally, you can simply hit the button that says "View & Pay Invoice" on the monthly statement and pay via credit card, debit card or bank transfer.

It is never our intention for students to not be involved in extracurricular performance groups on the basis of financial difficulty. Please contact Ms. Michael if you have any concerns.

Scholarship Opportunities

There are 25% scholarships available based on need through cap+s. You will be asked to fill out an application and it will be reviewed by the Directors and two members of the Executive Board. Cap+s does not have unlimited scholarship funds available. You are asked to turn in this application no later than September 15. All information will be held in strict confidence.

Fundraising Opportunities

There will be a number of fundraising opportunities which will enable students to add a percentage of the proceeds to their individual student accounts to help defray the above costs. These fundraisers, while generous in their profit to the student, will not be enough to cover the entire cost of \$1,500.

Refund Policy

As non-recoverable costs are incurred early in the year, we cannot offer a full refund if a student drops. With the following exceptions, full payment of the entire show choir fee is expected even if a student drops Show Choir.

- Full Refund less \$100 if dropped before 9/15/22
- No Refund once costumes/swag have been ordered.

SUMMARY

We realize there is a great deal of information included in this handbook. However, it is our hope that we have answered your questions and that you can use this document throughout the year as reference.

We are looking forward to making this a memorable and positive year. There is no better way to ease our concerns and lift our spirits than through making music.

As always, if you have any questions, please feel free to contact me at sara.michael@d214.org or 847-718-4942.

Thank you!

