

# **2024-2025 SPRING HS CHOIR HANDBOOK**

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# Spring High School Choir

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September 4th, 2024

Dear Spring High Choir Member & Parent:

Welcome to Spring Choir!! Being a member of the Spring High Choir is an honor and a privilege. This year I am excited to build and maintain a culture of excellence in our department and among our students. All students in choir are auditioned and placed in the choir where they will contribute the most and enjoy the most success. A member of any performing organization has a responsibility above and beyond that of a student who is not in an extra-curricular organization.

Spring Choir has developed a reputation of choral excellence around the state. Being among the best and striving for outstanding musical experiences requires *tremendous teamwork and discipline*. I feel confident that this year will prove to be another great year as we work together to attain our goals.

The choir handbook provides you and your student with our goals and expectations for the school year. I will go over all of this information with the students during their choir class, and the information will also be available for you to review on our website at [www.springchoir.com](http://www.springchoir.com).

I am looking forward to working with all of our students. As always, the lines of communication are always open. Should you have additional or specific questions, never hesitate to call or email me. I included my contact information. You can call the choir office number listed and leave a voicemail as they go straight to our email account.

**Communication and Calendar:** I pride myself on excellent communication between both myself, parents and students. We ask that you visit [springchoir.com](http://springchoir.com) for an up-to-date calendar of our concerts and activities.

I am anticipating another fantastic year. Thank you for your continued support!!

Sincerely,

Stephanie Hicks, Spring HS Choir Director

## ***Spring High School Choir Up-To-Date Calendar***

Go to [springchoir.com](http://springchoir.com), click "Charms Office Student Portal" in the top left, then click "Calendar" in the top left.

# Spring ISD High School Choir Constitution & Code of Ethics

## **Article I: Name and Purpose**

- Section 1: This document serves as the official Constitution for ***Spring ISD High School Choirs***.
- Section 2: The mission of the high school choral program shall be to promote school spirit, strive for excellence in performance, and to set an academic and behavioral example for fellow students. Choir singers will strive to develop and perfect choral technique as they relate to standard TEA and UIL requirements. They will represent Spring ISD appropriately at athletic events, school/community sponsored functions and trips, competitive events, and performances. The demonstration of good sportsmanship and excellence in conduct are pillars of the high school choir's etiquette and will be stressed at all times.
- Section 3: The vision of the high school choir strives to be a versatile, innovative, and uplifting program that will propel the Spring ISD choir legacy forward into the future of the art form. The high school choir envisions fusing the old and the new to create a culture of great technique, creativity, honor for traditions, and excellence in performance quality shaping the 21<sup>st</sup> century singer for global competency.

## **Article II: Choir Membership Eligibility**

- Section 1: Singers are expected to abide by the rules and regulations as stipulated in the Spring ISD Student Handbook.
- Section 2: Membership shall be composed of high school students enrolled on a full-time basis and who have been auditioned by a high school choir director.
- Section 3: Singers transferring from another varsity high school choir may be accepted into the receiving high school varsity choir pending they meet all requirements listed below.
1. Transfer students must have previous team singership verified by their past director.
  2. Transfer students would also need proof of their scholastic average.
  3. Students must complete an audition with the receiving high school director.
  4. Receive approval from receiving campus administration for transfer and acceptance into the varsity choir.
- Section 4: Returning singers must audition each year and must be in good standing with all fees, fines, equipment, and uniforms turned in by the last day of the school year.

## **Article V: Choir Placement**

- Section 1: Singers for auditions will follow the district prescribed audition procedure.
- Section 2: Placement will be based on pitch matching, theory understanding, aural skills, sight reading, vocal technique, and director recommendation.
- Section 3: Students are placed in ensembles based on their audition and are placed in the ensemble that they will experience the most success and musical growth. The decision of the head director is final.

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## **Article VI: Maintaining Membership**

- Section 1: All grade averages will be checked and recorded immediately after the close of each nine-week period. Any member who makes an “F” (below 70%) in a nine-week period cannot participate in extracurricular performance activities for the period of time defined by the “No Pass/No Play” guidelines from the state (1st 6 weeks and 9 week checks are used in eligibility). **The UIL concert and sight-reading evaluation is a state assessment that is exempt from “No Pass/No Play.”** An academic waiver for failure in an exempted course as defined by state law may be granted by the administration for a one time use only. A special education student may also obtain an academic waiver through the administration should the member fail a particular class through an IEP established at an ARD.
- Section 2: Singers are encouraged to be enthusiastic and positive. Singers must be courteous and respectful to fellow choir singers, faculty singers, and other adults. The singer must accept constructive feedback in a gracious manner. Poor attitude will result in the singer being dismissed from practice, event, or performance.
- Section 3: Singers must be reliable, responsible and dependable.
- Section 4: Dues, fees, or communication of financial hardship must be made by the date indicated by the campus head director.
- Section 5: Members who resign or are dismissed from the high school choir have to re-audition for the high school choir and reinstatement is at the discretion of the head director.
- Section 6: Members must represent their organization, in and out of uniform, with class, respect, and dignity.
- Section 7: Students are placed in an ensemble based on their skills

## **Article VII: Non School Day Rehearsals**

- Section 1: Rehearsals outside of daily instructional time will be held at the discretion of each campus head choir director with advance notice.
- Section 2: For each unexcused co-curricular absence, singer’s grade will be reduced in alignment with campus grading policies.
- Section 3: All rehearsals and performances are mandatory. Parent-director communication is required in advance of an absence. Failure to communicate in a timely manner will result in an unexcused absence.

## **Article VII: Transportation**

- Section 1: Transportation
- Transportation to and from all rehearsals and performances is the responsibility of the singer and/or parent/guardian.
  - Members must ride the bus to and from an event when a bus is provided. The director must approve any exceptions prior to the event.
  - Bus transportation is provided for all football games, contests, and some additional performances throughout the year.
  - The bus will leave promptly and not be held for late arriving singers.
  - Roll call will be taken before the bus departs and again before it returns.
  - When riding a school bus all singers are expected to conduct themselves properly and abide by all school rules governing use of school buses.
  - Members must have a Spring ISD Field Trip Parent/Guardian Permission & Medical Information form on file with the choir program to travel.

### ***Spring High School Choir Up-To-Date Calendar***

Go to [springchoir.com](http://springchoir.com), click “Charms Office Student Portal” in the top left, then click “Calendar” in the top left.

- Section 2: Members must arrive at rehearsal on time. Members who do not arrive on time will receive disciplinary action to be issued at the directors' discretion.
- Section 3: Members must be picked up within 30 minutes of the end of practice/performance/ event or when buses arrive after an event.

### **Article VIII: Practice and Performance**

- Section 1: If a member misses the instruction of a piece, it is the singer's responsibility to learn the material so that they will be prepared.
- Section 2: Each high school choir member will be required to attend all performances, practices, and competitions. Discipline problems, unexcused absences, excessive tardiness, failure to respect teammates and the directors, failure to pay fees or communicate a hardship, as well as failure to execute songs adequately, will justify the directors to remove any singer from any performance, and, in the case of serious and chronic problems, dismissal from the high school choir.
- Section 3: All singers are expected to attend and participate in all activities unless they are on academic/disciplinary probation. ***If a member is on probation, the singer will not be allowed to attend performances and/or events as a high school choir member.***
- Section 4: All choir students will be issued formal concert attire. Formal concert attire is the property of Spring ISD, and students who lose or damage the choir's uniforms will be responsible for the cost of repairing or replacing them.
- Uniforms and costumes must be clean and in performance condition.
  - Black **DRESS** shoes (no tennis shoes or crocs) are required.
  - Students wearing tuxedo pants will wear black socks.
  - Hair must be pulled out of the singer's face.
  - No jewelry that individualizes the uniform should be worn
  - No perfume, cologne, scented lotions or strong-smelling body products should be applied.

### **Article IX: Absences**

- Section 1: All singers are required to attend all practices unless unforeseen or unusual circumstances arise which prevent the member from being able to be present. Absence from any high school choir activity is unexcused *except in the following circumstances*:
- Personal illness or accident
  - Illness, death or funeral in the family
  - Special school activities that are *approved in advance* by the director. Advanced written notice may merit special situations excused at the director's discretion.
- Section 2: Members must contact the director(s) immediately if they are going to be absent due to illness or extreme emergency.
- Section 3: Due to the practice schedule being announced in advance, routine doctor appointments, dental appointments, hair appointments, and nail appointments should be scheduled so that there are no conflicts. *These appointments will result in unexcused absences.*
- Section 4: Any member missing a mandatory pre-concert dress rehearsal that does not have a permitted excuse will be removed from the upcoming choir concert.
- Section 5: Work conflicts will not be considered an excuse for not attending practices, events, or performances. Calendars will be given in advance so that work schedules can be arranged to avoid conflicts with high school choir activities.

### ***Spring High School Choir Up-To-Date Calendar***

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Section 6: A phone call or email should be made to the choir director in the event of a singer being absent or arriving late to a practice, performance, or event due to an emergency. Singers arriving unexcused after required 'Call Time' may have performance grades lowered.

Section 7: All injuries and illnesses over 3 days must be documented with a physician's note stating limitations and recovery time.

Section 8: All singers must notify the director of any major health changes that may prohibit them from performing assigned duties or constitute a safety concern.

### **Article XII: Letter Jacket Requirements**

Letter jackets will be awarded for participation in choir activities based on the following award criteria:

- After completion of two years of choir while in good standing.
- After completion of extracurricular participation requirements.

## **SHS CHOIR Expectations, Attendance & Grading Policies**

### **WE ARE A TEAM!!!**

The rest of your choir is depending on you for the following:

- To come to each rehearsal with a positive attitude about working hard.
- To attend all rehearsals and performances required of your choir.
- To come to class each day on time, wanting to sing and eager to tackle the task at hand:  
MAKING MUSIC!!

### **Choir Classroom Rules:**

1. Remove headphones, including AirPods, BEFORE entering the choir room (yes, even if nothing is playing!)
2. Greet your choir directors at the door with a positive attitude! :)
3. Be in your assigned seat with your folder and a pencil when the bell rings.
4. The only food/drink allowed on the risers is a water bottle with a spill-proof lid.

If a student fails to follow one or more classroom rules, the director is assuming they have temporarily forgotten what the rules are and will remind them.

Reminders may result in temporary removal from the choir room, parent conferences, disciplinary referrals, and/or probationary status that can result in permanent removal from the choir program at the discretion of the director.

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## General Choir Room Expectations for All Students:

1. Students are welcome to come by the choir office, but always knock or wait to be acknowledged before you enter. **No student should ever be in any choir office without a director present.** **The Choir Conference Period is from 1:45-2:30 pm on days when I am not visiting our feeder middle school choirs.** This is when I will be available to receive money, check messages, and return phone calls and emails. If you call later in the day, chances are I might not be able to return the call until the next day.
2. Before school, you must be in either the fine arts hallway or in the cafeteria. Please remember that your friends who are not in choir or band are not allowed in the fine arts wing at any time.
3. The choir room is **ALWAYS** off-limits to students except during their choir, their applied music class or their private voice lesson time. Students must **ALWAYS** get permission from a choir director to come to the choir room at another time. **YOU MAY NEVER BE IN THE CHOIR ROOM DURING LUNCH.**
4. ALL choir students are provided a calendar at the beginning of each semester with concerts, events and dates that you will be required to attend. Please resolve conflicts as soon as they arise. Feel free to come to Ms Hicks for help with this. Many times, I, as a teacher, can approach or help with another teacher/coach if I am informed in plenty of time. Waiting until the day of the conflict or later is too late and will result in an unexcused absence.
5. The best time to communicate with your director regarding conflicts, setting up times for extra help, finding out about make-up work, etc., is before or after school, or during the choir planning period. Immediately before a rehearsal is not a good time as I am focused on the rehearsal about to happen.
6. You are to go to the restroom, get water, and take care of personal matters between classes. There is a water fountain in the music library. You may use it before and after rehearsals. Please do not ask to go to the restroom or get a drink of water during class.
7. You are only allowed to have bottled water on the risers. You may not have sodas or drinks from fast food restaurants inside the choir room during class or at before/after school rehearsals. (This includes morning classes and Starbucks drinks.) There should never be any food or drink on any piano in the music facility ever.
8. Food, drinks, and/or gum are not allowed in rehearsals, inside the choir room, choral library, practice rooms, or in the ensemble rooms. Meals/snacks before/after rehearsals need to be consumed in the hallway outside the choir room as in previous years.
9. **Do not brush hair, spray perfume or hairspray, apply scented lotions/hand sanitizer, apply nail polish, or put on make-up in the choir room.** Take care of this in the restroom!

### **Spring High School Choir Up-To-Date Calendar**

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10. All backpacks and books are to go on the green shelves in the choir room, not on the floor next to the risers. These items are not to be at your seats. The only item at your seat on a daily basis is your choir folder which MUST contain a sharpened pencil AT ALL TIMES. There are sharpened pencils in various places around the room. You pay a supply fee and are expected to make sure you have a pencil **prior to rehearsal beginning.** There are pencil sharpeners in the choir office available for use prior to the beginning of class.
11. The choir room is not a storage area for your personal belongings. Any items left in the choir room are left at your own risk and we are not responsible if something goes missing. Personal items may not be stored anywhere in the music wing without permission from Ms Hicks.
12. Cell Phones: as per district policy which forbids cell phone usage, cell phones should not be visible or audible in any choral rehearsal during or after school. If a phone is visible or audible in a rehearsal, per SHS policy, it will be collected by the director and turned into the appropriate assistant principal's office. **Additionally, if it comes to my attention that a choir student has texted during a rehearsal and/or performance, either as a performer or a member of the audience, the student will have a consequence and repeated issues will result in demotion, probation, or removal from the program.** We view texting like talking – it is rude to do so while someone is talking and it is impossible to do so while one is singing if one intends to sing well.
13. Represent Spring High in a positive, mature manner and you will further develop pride in your choir. You are your biggest advocate for choral music by your attitude about music, your directors, and your performances. **Your attitudes are a direct reflection of your choir director and our choir program.** We expect students in the choir department to be drug free and good examples outside of the school. Both you, as students, and myself, as your teacher, have a responsibility to fulfill if we are to be successful.
14. Any choir member representing themselves or the SHS choir program, its directors, and/or fellow students, in an unfavorable, questionable or illegal manner through electronic media (i.e. Snapchat, Facebook, Twitter, Instagram, websites, blogs, text messages, social media apps, or similar websites/files accessible through a server or internet) or using electronic communication devices in such a way as to bring discredit, dishonor or disgrace on their organization and/or its leaders or members, or any other school organization, including themselves (i.e. camera phones or digital photos) during the school day or at school events/activities will be subject to the disciplinary actions determined by appropriate school officials and/or organization/directors, including probation, suspension, and/or dismissal from the organization.

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## Rehearsal Etiquette

The single most important factor in the overall success of any choir is the work it accomplishes during its rehearsals. A positive attitude towards the director and fellow choir members is vital. Good concentration on the present has to take precedence over past classes/experiences as well as future classes/experiences. A pencil in hand is required. Please mark your music diligently. This allows you to be a responsible choir member by keeping up with the progress of the music.

## Concert Etiquette

1. Arrive on time. For many years the Spring Choir motto has been "To be early is to be on time; to be on time is to be late; to be late is to be dead". 😊
2. Stay seated except for intermission and the end of the concert.
3. If you must, exit your seat only between selections.
4. Remove restless or crying children.
5. Turn cell phones and pagers off.
6. Don't talk or whisper during a performance.
7. Don't clap until you're certain that a piece is finished.
8. Whistling, whooping or shouting is not appropriate.
9. Do not eat or drink anything in the concert space.
10. Stay until the end of the performance.

## Attendance and Grading Policies for All Students:

Unlike individual activities such as an academic class, it is impossible to make up activities that occur in a choir rehearsal. Absences will have a negative impact on the student's grade.

- 1) Tardies: You are to be **in the room, diligently moving to your seat** with your folder and pencil when the tardy bell rings. You must be to your seat ready to start class 30 seconds after the bell rings. If you are not at your seat when the teacher begins you are subject to SHS tardy policy and will be sent to the closest office to get a tardy slip. **Your participation grade will also be cut by five points per tardy, starting with your second tardy in a six-weeks grading period.** Excessive tardies **will** result in demotion or removal from the program.
- 2) Grading guidelines: Daily grades are 50% of the nine weeks average; Summative grades are 50% of the nine weeks average.
- 3) Tardiness to an extra rehearsal or performance will result in lowering your grade.
- 4) Poor daily attendance affects the participation and performance grade in choir. Excessive absences from daily rehearsals **will** result in probation, demotion or removal from the program. Therefore, it is imperative that students come to school every day. Serious illness, bereavement absences, etc. will be considered at the discretion of the director.
- 5) Students will be given adequate notice of all additional rehearsals and activities outside of the regular class period. These rehearsals and activities are course requirements and are vital to the success of the choral program. Absences from these activities will be treated in the same manner as an absence from class, and will affect the student's grade. ***In the event of a conflict with another scheduled school activity, it is the responsibility of the STUDENT to notify the sponsors of the activities, not the responsibility of the choir directors.***

### **Spring High School Choir Up-To-Date Calendar**

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- 6) Extra rehearsals are also a grade. It is impossible to "make-up" a rehearsal. If you miss an extra rehearsal, you will receive a "0" for that rehearsal. Serious illness, bereavement absences, etc. with contingent "make-up grades" will be considered at the discretion of the director. Excessive absences from extra rehearsals will result in demotion or removal from the program.
- 7) As per SISD policy regarding absences, students are responsible for communicating with teachers for make-up work.
- 8) **Concerts are the ultimate evaluation of many weeks of preparation and class work.** Choir members are expected to be present for the entire time of each required concert. An unexcused absence from a concert will lower the student's grade dramatically. Absences and tardies will be excused for cases of medical emergency/death in the family. Prior notification of any conflict is required. Students are held responsible for keeping up with the dates and times of scheduled activities. ***If a student misses class, an additional rehearsal/activity or concert due to an extenuating circumstance, every effort will be made to accommodate the student with a similar make up activity.***
- 9) More than one unexcused absence from a performance may result in probation or dismissal from the choral department.
- 10) There are only TWO excused absences from an after school rehearsal or performance: personal illness or family emergency.
- 11) If your performance absence is excused by your director **you will be required to complete an alternate assignment which will replace the concert grade.** There will be no exceptions to this policy. Deadlines will be set accordingly and must be adhered to by the student or a grade of a zero will be earned and the student may be removed from the choir program.
- 12) **WORK AND/OR TRANSPORTATION ISSUES ARE NEVER AN EXCUSED ABSENCE FOR A REHEARSAL OR PERFORMANCE.** Advance notice is given for all rehearsals and concerts in order to give you time to communicate with your place of employment and/or arrange transportation. Students who do not attend required activities will not meet the state required TEKS of the course and will not receive a passing grade for the course.

Participation grades: As choir is a performance-based class, great importance is placed on the efforts and team work necessary to produce a quality choral experience. The grade is based on the student's individual performance on a daily basis. Students are expected to have materials, be positive contributors, be actively engaged in each aspect of the rehearsal, be at school and be in class on time on a daily basis. Failure to participate: If a student chooses not to fully participate in class, they will be given an alternate assignment to complete. If the student is removed from the class multiple times for failure to fully participate, that student may be placed on probation or removed from choir altogether. Choir is a TEAM activity. A football player would not sit on the football field and be allowed to continue participating in the practice or game. Choir students are also graded on singing tests, quizzes, theory and general musical knowledge.

### **Spring High School Choir Up-To-Date Calendar**

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### **Eligibility and EC Rules for All Students:**

1. Choir concerts are designed as an extension of the classroom and are therefore considered **CO-CURRICULAR**. However, grades still play a *crucial* role in the student's ability to participate in "extracurricular" activities. Extra-Curricular includes: TMEA All-State auditions, Broadway Night, UIL Solo and Ensemble contest, and all trips. As long as you are sure that you are passing all of your classes, you will not have to worry about it. We have found it to be true that students who have NO ZEROS (i.e., TURN-IN every assignment and have GOOD attendance) pass their classes.
2. EC (Extension Center) - A student who is sent to EC more than one time and / or is suspended may be placed on probation or removed from the choral department.

### **How eligibility can affect your choir placement:**

If you fail a class for a 9 weeks grading period, you MUST be passing ALL of your class at the next 3 week progress report. IF YOU ARE NOT PASSING ALL OF YOUR CLASSES, you will be put on PROBATION. If you are not passing EVERY CLASS THE NEXT 9 WEEKS, you may be reassigned to a different choir or removed from choir altogether.

### **Letter Jacket Rules for All Students:**

1. Letter jackets are EARNED by students who meet the criteria set forth by SISD:
  - a. Students must complete two full years of high school choir.
  - b. Students must have participated in UIL Concert /Sight-Reading Contest both of those two years or director-approved equivalent competition.
  - c. Students must be academically eligible and in good standing with the choir program at the time that they request the letter jacket (no discipline issues, no outstanding fees, etc..). If you're not in choir at the time of the request, you are not eligible to order a choir letter jacket.
  - d. Students must order their jackets on designated days announced by the school.

### **CHOIR SHIRT INFORMATION**

The \$60 Choir fee includes one Spring Choir shirt for every choir student. This is a no opt-out fee, because it may be worn throughout the year on school spirit days, on trips, and for informal performances.

### **FUNDRAISING INFORMATION**

**Fundraising** is an "All for one, one for All" endeavor. All profits from student fundraising will be applied to the entire choir program. You cannot fundraise to add money to your personal choir account. Due dates for fundraiser monies and forms are set on the fundraising calendar and students are reminded daily through announcement and reminders in the classroom. Students on the delinquent list will not be allowed to begin another fundraiser until they have cleared. We accept cash and money orders only for fundraising materials. We will not accept credit cards or personal checks. All fees owed will carry over each year and will have to be paid before a student graduates.

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## CHOIR EXPECTATIONS

All students in all choirs have been auditioned and placed because of the GOOD qualities they possess. EVERY singer is an IMPORTANT part of the "team". Some have different strengths than others, but EVERY PERSON is VALUABLE. Our standards are VERY high in all of the choir classes. To remain in a performing choir students MUST:

Have excellent attendance and be at every performance.

PASS ALL of their classes EVERY NINE WEEKS.

Receive NO DISCIPLINARY CONSEQUENCES from the school (including going to EC or being suspended for any reason).

Be at EVERY extra rehearsal. There will be VERY FEW of these, but YOU MUST BE IN ATTENDANCE.

### \*\*CHORALE\*\*

- **Extra Rehearsals (Monday PM and Various Other Rehearsals as Needed).**

Chorale, as the Varsity Mixed Choir, has **mandatory Monday night rehearsals** and some **extra rehearsals/clinics/workshops/performances**. You are expected to be present, be ACTIVELY ENGAGED, and have a POSITIVE attitude at every rehearsal. Failure to do so is the same as being absent and your grade will be lowered.

- Please review the Choir calendar and plan accordingly. If you have a job or are involved in another extra-curricular activity, keep Monday nights FREE. **These rehearsals are worth a significant number of points and transportation/work is not an excused absence.** WE WILL WORK with you in situations, when it is warranted. We believe in you!
- You will be provided a detailed rehearsal calendar. Please make this available to your PARENTS and keep it in a visually accessible location for YOURSELF. **The responsibility for attendance lies with you, the singer.**

### UNIFORM INFORMATION

Students in the Spring High choirs will be provided a clean formal uniform for formal performances with the choir department.

**WOMEN:** Formal Black Choir Dress

**MEN:** Tuxedo - pants, coat, and shirt

**Chorale Women:** Pearl necklace and earrings

**Chorale Men:** Vest

- **Female Students** should have appropriate, comfortable **closed-toe black shoes** for performing. Flip-Flops, tennis shoes, crocs and sandals are not appropriate/allowed on stage. All ladies must have their hair completely out of their face during all performances. Jewelry is limited to small earrings (studs or tiny hoops). Necklaces and excessively big or colorful jewelry are not appropriate or allowed. NO BRACELETS! Clothes or undergarments visible while wearing the choir dress are not permitted (sports bras do not work with the choir dress).
- **Male students** should also have appropriate BLACK dress shoes and BLACK dress socks to wear with their tuxedo (NO tennis shoes of any kind or crocs). For ALL performances each male student must have his hair out of his face with both eyes visible.

Part of the choir department fees pay for uniform hemming and dry-cleaning. **Please note that all choir fees are non-refundable in the event that a student is no longer in choir at Spring HS.**

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## CHOIR FEES

**\*\*All Spring Choir classes have a \$60 Choir Fee.**

**All fees will be due by Thursday, September 12th.**

**A Choir Fees & Forms Packet will be included with this handbook.**

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## PAYMENT DEADLINES

Payment deadlines for fees, fundraisers and trips are made clear to students and parents throughout the year. For trips, these dates also coincide with the due dates for trip payments to the travel agency. If students fail to pay by each payment deadline, there is an EXCELLENT CHANCE THAT THE STUDENT WILL BE REMOVED FROM THE TRIP or the ENTIRE TRIP COULD BE CANCELLED.

Parents are welcome to turn in cash deposits for their students. Please contact Ms Hicks and make an appointment to do so. It is imperative that deposit envelopes are filled out correctly. Both the fundraising calendar and the due date schedule will be posted on the website and given to all students.

**NO MONEY FOR FEES, FUNDRAISING, TRIPS, OR ANYTHING ELSE IS TO BE LEFT ANYWHERE BUT IN THE CHOIR SAFE!!!!**

## PROCEDURE FOR TURNING IN PAYMENTS

**PAYING BY CASH OR MONEY ORDER:** Fill out an envelope next to the Choir safe COMPLETELY: Name, Period, Amount & Purpose (i.e. fruitsnacks, choir fees, trip, etc.) Once the money is inside and your envelope is filled out accurately and sealed, you will put it in the safe. Remember: WE CANNOT ACCEPT CHECKS OF ANY KIND!

**PAYING ONLINE:** Online payments can be made via CutTime (replaces Charms). More info will be shared regarding CutTime (logging in, making payments, etc...)

**PAYING VIA CASHAPP:** springschoir Please put you/your child's first and last name in memo

**RECEIPTS:** Your envelope is kept on file in the choir room for two years. Should you require a receipt of your deposit, they are available online on Charms. If a parent has questions about this, they can email a director.

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***Spring High School Choir Up-To-Date Calendar***

Go to [springchoir.com](http://springchoir.com), click "Charms Office Student Portal" in the top left, then click "Calendar" in the top left.