

2017-2018

Muscatine High School

Encore

Parent/Student Handbook

Congratulations on your selection into "Encore"! I hope you are as excited as I am about your membership and what lies ahead for us in 17-18.

Participating in show choir means making an important commitment to the group's rehearsal schedule, financial obligation, and performances. In show choir, everyone is equally important in achieving success. In an effort to clear up any scheduling issues, conduct expectations, attendance and travel expectations, and financial obligations well ahead of time, I wanted to give you this time to read and digest this information. I would like to make sure that we are all in agreement (in writing) about what is expected of you for this year.

The enclosed information deals with a number of important items you need to know as a show choir member. Please read the enclosed document carefully and discuss it with your parents/guardians. The agreement form needs to be signed and returned by the Show Choir Retreat August 18, 2017.

I am very happy to have you on board for another great show choir season. I look forward to all that it has in store for us.

Mr. Jonathan Ryan
Muscatine High School
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I. Rehearsal Schedule & Attendance Policy

The schedule for show choir is very important and is included in this contract. We ask that all students inform their director in advance of known absences. If a student is absent from a rehearsal without prior knowledge, they will have 24 hours from the end of the rehearsal for a parent/ guardian to contact the director in order to excuse the absence. Absences will be defined as excused or unexcused according to the MHS Attendance Policy. School policy indicates that competitions have priority over performances, a performance of any kind takes precedence over a practice of any kind, and that state events have priority over conference, district, or local events. Work is **NOT** an excuse for missing a performance or rehearsal. School activities will be worked around as much as possible. Absences due to early bird classes will be dealt with on an individual basis. Activities outside of school should be willing to work with your school activity schedule.

A student's commitment to show choir is made evident by attendance at rehearsals and performances. We will operate under a three-strike attendance policy. This policy allows three strikes per semester. A strike may be defined as any of the following:

*Poor attitude/Misbehavior

*Unexcused absence

*Tardiness (Two tardies = One unexcused absence) *Unexcused performance absence = Two strikes

At three strikes, the director will determine the consequences and/or whether the student will remain in the group. If a student is asked to resign from the group, they will forfeit all letter points earned to date. Any money paid for costumes at that point is not refundable. Any reported violation of the MCSD/MHS Conduct Code will result in the involved student not being allowed to perform under the guidelines laid out in the student handbook.

II. Performance Attendance

This generally has not been an issue, but it is important for you to know ahead of time. If you are scheduled to perform, you are expected to be there! Your absence severely affects the entire group. On stage, it is possible that your absence would cause problems that are impossible for the group to recover from. In show choir, there is no second string of players to choose from as replacements. All members are "starters".

Possible exceptions are, but not limited to, the following:

1. Family emergency/serious illness.
2. An unavoidable conflict with another school activity. If this occurs it is important that a student informs the director of which activity they are planning to participate in ASAP.

Students who have an illness/conflict must communicate it to the director at the soonest possible moment. If this is not done, the absence becomes unexcused. Student **CANNOT** request to miss an event for an "unexcused" reason. If the student misses an event for an "unexcused" reason, the student's absence will be unexcused (two of three strikes earned).

III. Rehearsal Expectations

(Policies include, but are not limited to, the following)

1. Students are expected to display the following rehearsal habits: a positive attitude, a willingness to work, and a respect for others and all school property. If a student is being disruptive through inappropriate actions or attitudes, or an unwilling work ethic, the student may be removed from the rehearsal and given an unexcused absence for that day, resulting in a strike.
2. Students who are not rehearsing or performing to the expected standards of the ensemble may be removed from portions or the entirety of the show choir show.
3. Students should plan on not having access to their cell phones throughout the entirety of the show choir rehearsal. An emergency number will be distributed to parents and students that allow for emergency communication with the directors.

IV. Important Out-of-Town Travel Info

(Policies include, but are not limited to, the following)

1. Students are not allowed to leave the performance facility for any reason, unless it is discussed and approved with the director ahead of time. Phone calls from parents/guardians on the day of an event are NOT acceptable. We must have total accountability of all students at all times. This is a very important liability and safety issue!
2. When we are at competitions, students will be expected to be in the performance hall watching other groups perform when they are not needed elsewhere (getting prepared to perform, eating food, etc.)
3. The Muscatine High School Conduct Code will be enforced at all times. Students must understand that they will be representing MHS when we travel. Poor choices on their part reflect on the ENTIRE school district, staff, and student population.

V. Student Field Trip Conduct Code

During show choir trips, my conduct will promote an excellent perception of students and schools in the Muscatine Community School District. I agree to follow these nine conduct rules:

1. My behavior will reflect a positive image at all times.
2. I will keep the field trip advisor(s) informed of my whereabouts and activities at all times.
3. If I experience any accident, injury, or illness during the field trip, I will report to the advisor(s) immediately. I will do the same if I see someone else injured or ill.
4. I am expected to observe the curfew if the trip is overnight.
5. If I steal or vandalize while on the field trip, my parent(s)/guardian(s) and I are expected to pay for the damage/product stolen.
6. I will not purchase, have in my possession, consume, or be under the influence of alcohol or drugs at any time.
7. I will not purchase, have in my possession, or use any tobacco product.
8. I will follow all instructions given by the advisor(s) and will do so with courtesy and respect.
9. I will follow all school rules, as well as state and federal laws.

I know I will be subject to disciplinary action and my parent(s)/guardian(s) will be notified if I break any part of the Conduct Code. If I break any part of the Conduct Code and the District decides to return me to Muscatine, all expenses incurred (including a chaperone if deemed necessary by the District) will be paid for by my parent(s)/guardian(s) and me.

VI. Financial Obligations

The costs associated with show choir are largely related to costuming. All costuming purchased by the students is theirs to keep. It is our goal to keep costs as low as possible while still being competitive.

Additional costs that may arise include, but are not limited to, the following:

1. Nude tights
2. Dance briefs/Leotards
3. Undergarments
4. Makeup & Hair Supplies
5. Competition Costs - When the group travels, the students are responsible for personal spending (meals, souvenirs, etc.)

Please Note: Any and all apparel and supplies purchased by the student are theirs to keep. Also, any show choir apparel (jackets, shirts, etc.) will be optional purchases for show choir members and their families.

VII. Costume Payment Options

(Please make checks payable to Muscatine Vocal Music. Receipts are available upon request.)

1. Installments
 - i. \$150 due August 25, 2017
 - ii. Remainder (approximately \$100) due September 22, 2017
2. Individual payment plan created with the director.

Please Note: Unless otherwise arranged with directors, \$150 must be paid by August 25, 2017 and September 22, 2017 for the remaining balance (approximately \$100).

Once received, payments are non-refundable. NO STUDENT will ever be turned away from show choir due to financial hardship. Opportunities are available for financial assistance through the Kids First Fund of Unitedway in Muscatine. They have been very helpful providing in the past, so please notify the director if assistance is needed, and you will be provided with the registration form. If payment of the full cost is not possible, students are expected to participate in fundraisers to assist the boosters in covering these costs. Communication of financial issues must be given to the director no later than August 25, 2017 in order for us to accurately and sustainably plan finances for the season.

VIII. Stage Appearance

An issue for any competing show choir to deal with is maintaining a uniform appearance on stage. It is important that each female on stage gives the same appearance as all of the others and likewise for men. This is an issue with many judges and is included on many ballots at competitions. Since our main goal is to perform to the best of our ability each and every time, each student will need to make a commitment to conform to the following stage appearance standards:

WOMEN

1. Hair will be done to the satisfaction of the directors.
2. Hair should be a color that can be naturally grown during the competitive season.
3. Make-up will be applied in the same fashion as every other woman in the group (this includes colors!)

Students are expected to provide their own hairspray, brushes, etc. Extra supplies are available if needed.

IX. Additional Student Expectations

Before and after practices and performances there will be times when risers and equipment have to be moved. It is expected that all students will help in this process.

After arriving back home after a competition, all students will help unload the trailers and vans. No student will be released until everything has been put back away.

X. MCSD/MHS Conduct Code

Any students found in violation of the MCSD/MHS conduct code will be handled in accordance with school policy and administration. This Code of Conduct is found in your student handbook and the athletic handbook. Please read this information carefully. If you have any questions, please contact your director or Activities Director Mr. Morgan.

IX. Grades & No Pass/No Play

While in high school, a student's main responsibility should be to maintain good grades. The Iowa High School Music Association (along with the Iowa High School Athletic and Speech Associations) have a "No Pass/No Play" Rule. If at a semester's end, a student is not passing all of their classes, they will be ineligible to compete for 30 calendar days. However, they must still attend all practices during these 30 days.

Having been affected by this rule nearly every year since its inception, missing students from competitions presents challenges not only to the directors, but also to the students who have to learn not only new spacing, but also sometimes new choreography and new solos. As a preventative measure, directors will talk to all students receiving D's or F's throughout each grading period.

X. 2017-2018 ACT Test Dates

September 9, 2017 (Pre Allstate @ MHS)

October 28, 2017

December 19, 2017

February 10, 2018 (This should not be a conflict this year unless a competition date would change)

April 14, 2018 (Solo/Small Ensemble Contest)

June 9, 2018

Please plan ahead to take the ACT's on a date without any conflicts.

XI. Membership Signature Agreement

(Due August 18, 2017)

PARENTS/GUARDIANS AND STUDENTS MUST COMPLETE AND RETURN THE ENTIRE AGREEMENT AND RETURN IT TO THEIR DIRECTOR TO CONFIRM MEMBERSHIP.

Show Choir Membership Agreement

We confirm that we have read and do completely understand all of the information that is stated in this handbook. Furthermore, I/our students agree(s) to follow these policies/guidelines in order to maintain membership in Show Choir. It is understood that appropriate actions will be taken against me/our student in the event that this agreement to follow these policies/guidelines is broken.

STUDENT SIGNATURE _____

PARENT/GUARDIAN _____
SIGNATURE(S)

XII. Membership Information

Student Name _____ Parent/Guardian Name(s) _____

Parent/Guardian ENC Email Updates Info:

_____ I have signed up for Encore Emails at www.MuscatineVocalMusic.org (These email addresses may be passed along to the heads of committees or to the booster board for communication purposes)

_____ I do not have email access. Please contact me by...? _____

Costume Payment Options

_____ We are able to pay \$150 by 8/25/17 and the remainder (approximately \$100) by 9/22/17

_____ We are able to pay the (approximated) \$250, but will need until _____ to pay it.

_____ We cannot pay the entire (approximated) \$250, and would like to meet with a director to discuss funding options. I understand that my son/daughter will be expected to participate in fundraisers to help make up this deficit.

XIII. Student Field Trip Waiver

In conjunction with participation in Muscatine High School's Show Choir competition trips and my right to participate in said trips, I hereby assume all risks associated with the trips, and release and hold harmless the Muscatine CSD, its employees, agents, representatives, and any other volunteer chaperone harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which might arise by or in connection with my participation in these trips due to negligence or any other fault of any person or entity. The terms hereof shall serve as a voluntary release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

I HAVE READ AND UNDERSTAND AND BY MY SIGNATURE AGREE TO THE STUDENT FIELD TRIP CONDUCT CODE (SECTION IV OF THE HANDBOOK) AND FOREGOING WAIVER, ASSUMPTION OF RISK, AND AGREEMENT TO HOLD HARMLESS.

DATE: _____

STUDENT SIGNATURE: _____

XIV. Parent/Guardian Field Trip Waiver

I, _____, (parent/guardian) of _____
(please print) (please print)

give permission for my student to go on show choir competition trips and direct the appropriate personnel of the Muscatine CSD to secure and authorize such emergency medical care and treatment as may be required for my student while under their supervision. I also agree to assume and pay the fees for this emergency medical treatment as authorized under this statement.

INSURANCE INFORMATION (Please print)

Insurance Company _____ Group Number _____
Contract Number _____ Other Numbers _____

MEDICAL INFORMATION (Please print)

My student has no known food or medical allergies, with the exception of: (indicate none if such is the case)

He/she is taking the following medication(s) on a regular basis (mark medication with name and dosage):

Student's Personal Physician: _____ Telephone: _____

OTHER INFORMATION (Please print)

Parent/Guardian Name _____ Home Phone _____
Work Phone _____ Cell Phone _____

Parent/Guardian Name _____ Home Phone _____
Work Phone _____ Cell Phone _____

Address _____ City _____

In the event that you could not be reached, please list a relative/friend in which we could call in case of emergency. Name _____ Telephone _____

As a parent/legal guardian of the aforementioned student, I have read and understand and by my signature agree to foregoing student field trip conduct code (section IV); the student field trip waiver (section XI); the parent/guardian field trip waiver (section XII); assumption of risk and agreement to hold harmless, and have completed the requested information sections above.

Date: _____
(Parent/Legal Guardian Signature)

Optional Notary Signature, Seal, and Expiration: _____
This may provide some additional protection if
Your child would need medical attention.

Date: _____

XV. 2017-2018 Encore Calendar of Events

Schedule is subject to change, but will be announced in advance.

Weekly Rehearsals are Mondays 5:30-7:30 PM, Fridays 7:00 – 8:00 AM

August

18 Show Choir Retreat 4:00pm-9:00pm
19 Show Choir Retreat 9:00am-5:00pm
21, 25 (Regular Weekly Rehearsals)
28 (Regular Monday Rehearsals)

September

1 Friday AM rehearsal 7-8am
5 **Tuesday** Rehearsal 6:30 – 9:30 PM
8 Friday AM rehearsal 7-8am
11, 15 (Regular Weekly Rehearsals)
18, 22 (Regular Weekly Rehearsals)
25 Choreography Camp (Steph Hyatt) 3:45-9pm
26 Choreography Camp (Steph Hyatt) 3:45-9pm
29 Friday AM rehearsal 7-8am

October

2, 6 (Regular Weekly Rehearsals)
10 Tuesday Rehearsal 6:30 – 9:30 PM
13 Friday AM rehearsal 7-8am
19 **Thursday** PM Rehearsal 6:30 – 9:30 PM
23 (Regular Monday Rehearsals)
30 Regular Monday Rehearsal (No school)

November

3 Friday AM rehearsal 7-8am
6, 10 (Regular Weekly Rehearsals)
13, 17 (Regular Weekly Rehearsals)
20 (Regular Monday Rehearsal)
27 (Regular Monday Rehearsal)

* Please look ahead to see if there are conflicts with this schedule and let Mr. Ryan know as soon as possible

December

1 Friday AM rehearsal 7-8am
4, 8 (Regular Weekly Rehearsals)
12 Tuesday Rehearsal 6:30 – 9:30 PM
14 Rehearsal/**Public Premiere**, Times TBD
18 (Regular Monday Rehearsals)

January

4 Tuesday Rehearsal 4-9pm
5 Friday AM rehearsal 7-8am
8, 12 (Regular Weekly Rehearsals)
12 Setup for RCS (5pm – done)
13 Muscatine “River City Showcase” @ CMS
15, 19 (Regular Weekly Rehearsals)(No school Mon.)
20 Potential Competition (or the 27th)
22, 26 (Regular Weekly Rehearsals)
27 Potential Competition (or the 20th)
29 Regular Monday Rehearsal (No school)

February

2 Thursday AM rehearsal 7-8am
3 Compete @ Bettendorf HS
6 Tuesday Rehearsal 6:30-9:30pm
8 Dessert Concert 7:00 PM @ MHS
12, 16 (Regular Weekly Rehearsals)
19, 23 (President’s Day: Normal Rehearsal Time)
24 Compete @ Marian HS (Tentative)
27 Tuesday Rehearsal 6:30 – 9:30 PM

March

2 Thursday AM rehearsal 7-8am
3 Compete @ Cedar Rapids Jefferson HS
23 Show Choir Dinner and Awards Night

* Please Note: Rehearsals may be added or subtracted from this schedule throughout the year. Students will be given advance notice if dates are added to the schedule

Please Note: Some of the competitions that show choir participates in may be “heavy travel” dates (2 hours away or farther). Chances are we will be returning home VERY LATE! As in the past, we will communicate with the students to give you the best possible guess of the time we will be returning. Please give your student a phone number where you or a “ride home” can be contacted the evening of travel. One suggestion could be to set up a phone tree or a car pool within a smaller group of parents.