Revised 9/19/16

**Greendale Choir Policy Manual**

**Rehearsals**

The Greendale Choir rehearses every Tuesday from 3:00 until 4:30. It is the responsibility of parents/guardians of students in the choir to arrange transportation home for their child promptly after each rehearsal. Alternative pick-up arrangements may be made with friends or family members as long as Mr. Fore is notified in advance in writing by the morning of rehearsal day.

Students must bring a pencil to rehearsal each week, are expected to have used the restroom prior to coming to rehearsal, and may bring a snack with them to enjoy before rehearsal begins. Out of respect for other after school activities and any teachers who may be working or in meetings, students must adhere to all school rules before, during, and after rehearsal in the Forum and hallways.

Any student on the choir’s roster who is at school the day of rehearsal must attend rehearsal unless Mr. Fore receives a message from his or her parent/guardian by 2:30 on the day of rehearsal. Students do not have the option to “skip” choir rehearsal. This policy is shared by all after school programs at Greendale.

**Expected Behavior**

As representatives of Greendale, it is expected that Greendale Choir students will conduct themselves with proper manners and etiquette at all times, both at school and on any choir trips. Since rehearsal time is limited, students are expected to come “ready to work” to rehearsal—Mr. Fore does not tolerate behavioral issues before, during, or after rehearsal. Failure to maintain proper standards of behavior may result in a student being dismissed from the choir. If deemed necessary, other school-related consequences may follow.

**Attendance**

It is expected that students will attend every rehearsal and performance possible, as the choir depends upon each member to be at its best. The Greendale Choir’s Attendance Policy is given to parents/guardians when their child joins the choir, and is available any time at <http://greendalechoir.weebly.com/forms-and-documents.html>. Please reference this document for any questions regarding the choir’s attendance policy. Failure to follow the Greendale Choir’s Attendance Policy may result in a student being dismissed from the choir.

An important lesson Mr. Fore hopes to impart on students in the Greendale Choir is that of commitment. If any student wishes to leave the Greendale Choir, he or she may only do so via communication to Mr. Fore from his or her parent/guardian within the first five rehearsals of the current semester. However, after the fifth rehearsal, students are expected to remain in choir until the end of that semester. A face-to-face meeting between Mr. Fore and the parent/guardian is greatly preferred for any student who wishes to leave the Greendale Choir.

**Sheet Music**

The Greendale Choir provides each student with a folder and sheet music to use during rehearsal. Unless otherwise instructed by Mr. Fore, this folder may not leave school. Just like a classroom textbook, if the student’s folder or any of its contents are damaged during the school year, it is the responsibility of the student to pay for the replacement of the damaged item(s).

**Performances**

The Greendale Choir is a performing ensemble. The group showcases its work in several concerts and performances throughout the year. It is the responsibility of parents/guardians of students in the choir to arrange for their child to attend all performances. A complete list of all performances for the school year can be found at <http://greendalechoir.weebly.com/about.html>. This list is subject to change and revision throughout the year, but parents/guardians will be made aware of any changes in a timely manner. It is expected that all choir members will be present at all performances. Mr. Fore will evaluate each absence from a performance as it arises and make a decision regarding a student being asked to leave the choir based on the circumstances.

**Performance Attire**

Members of the Greendale Choir are asked to purchase a polo shirt for concerts. The cost of these shirts is $20. The choir’s performance polo shirts are for concerts only and are not to be worn on a regular basis, so as to have them retain a vibrant and uniform color for concerts. Any student who does not have a polo shirt for a performance may borrow one of the choir’s shirts on the day of the event.

The Greendale Choir provides all students who participate in the “Dollywood Trip” with t-shirts. These shirts are to be worn on the trip, but unlike the performance polo shirts, they may also be worn at any time afterwards to show pride in the ensemble.

**Trips/Events**

The Greendale Choir participates in multiple trips and events over the course of the school year. It is expected that students will attend all events. Some of the recurring trips/events include:

* Singing for the Abingdon High School Chorus Benefit Concert
* Singing for the Abingdon Christmas Tree Lighting Ceremony
* Performing a concert tour of area nursing homes
* Participating in the choir’s SpringFest
* Competing in the Music in the Parks Adjudication Festival in Pigeon Forge, TN

The Greendale Choir may participate in additional events throughout the school year. Parents/guardians will be notified well in advance of any additional trips or events.

**SpringFest**

Each year, the Greendale Choir invites a guest clinician to come and work with the singers on a Saturday in April. The guest conductor spends time in rehearsal on each of the choir’s spring semester pieces, including the two selections the choir will be taking to competition in Pigeon Forge in May. The Greendale Choir will provide a pizza lunch for students, and an informal concert will conclude the event at the end of the day. Attendance at SpringFest is mandatory. Mr. Fore reserves the right to not allow students who have an unexcused absence from SpringFest to go on the “Dollywood Trip.”

**Reward for Achievement**

Mr. Fore routinely organizes an “end-of-the-semester” choir party as a treat for his students who have worked hard in preparation for that semester’s events. All students who demonstrate exemplary behavior and attendance to the choir’s events for that semester will be invited to the party.

**Inclement Weather and Rehearsal Schedule Changes**

Rehearsals for the Greendale Choir are sometimes affected by inclement weather or other factors such as scheduled early dismissals or closures. If Washington County Schools have a scheduled or unscheduled early dismissal or are closed on a choir rehearsal day (Tuesday), then the Greendale Choir will have practice after school on the first day we return to school and are dismissed on a regular schedule. This practice will be the usual 3:00 to 4:30 time, and attendance is expected. Mr. Fore will work with other after school programs at Greendale to resolve any scheduling conflicts which may arise as a result of an abnormal rehearsal.

**Fees and Other Costs**

Some of the trips and events in which the Greendale Choir participates have fees and other costs associated with them. Parents/guardians will be notified in advance of the cost of any trip or event. The biggest cost associated with the choir’s activities is the Adjudication Festival Trip (otherwise known as the “Dollywood Trip”). The total cost for this trip is $70, which is broken down into three installment payments of $35, $20, and $15. The first installment payment is due at the beginning of the school year, the second payment is due in February, and the third payment is due in March.

Any family for which the Dollywood Trip cost of $70 is an unreasonable financial burden may ask for a reduction or elimination of this fee. Mr. Fore will then discuss the request with the family in question, the principal, and the bookkeeper and a decision will be reached based on the family’s need and any other circumstances. It is the policy of the Greendale Choir not to turn away any student from the Dollywood Trip due to financial reasons.

Because of the nature and timing of mandatory payments made by the Greendale Choir to the Music in the Parks organization (the company in charge of our “Dollywood Trip”), there will be no payment refunds granted at any time.

**Dollywood Season Passes**

If the family of a choir student going on the “Dollywood Trip” has a Dollywood season pass, the family will still be expected to pay the full $70 trip cost up front. On the day of the trip, all student season passes will be turned in to Mr. Fore for safe keeping and so they may be shown at the entrance gate into Dollywood. After the trip, Greendale will reimburse season pass holders for the portion of the trip cost associated with admittance into Dollywood.

**Fundraising**

The Greendale Choir holds one major fundraiser per school year: the Krispy Kreme donut sale. Most of the funds necessary to operate the Greendale Choir come from this single fundraiser. Students and parents/guardians are given a couple of weeks to advance sell selected varieties of Krispy Kreme donuts by the dozen. On the selected delivery date, parents/guardians are expected to pick up their donut order promptly, as the “shelf life” of donuts is not long.

Mr. Fore may choose to conduct additional fundraisers throughout the school year. Information about any fundraisers will be given to parents/guardians in advance.

**Awards**

At the end of the school year, awards will be given to Outstanding Choir Students who exhibit exceptional attendance for rehearsals and performances. Fifth grade choir students will also receive special recognition for the number of semesters they have sung in the Greendale Choir. Top fundraising students will receive gift certificates to Dairy Queen.

**Parent/Guardian Involvement**

Parent/guardian involvement is vital to the success of the Greendale Choir. The most important duty of a parent/guardian is to have his/her child at every rehearsal and scheduled performance. However, assistance to Mr. Fore is needed in many areas, including but not limited to the following:

* **Concerts**. Supervise children before and/or after performances. Assist them with their attire. Help guide children on and off stage, as needed or requested.
* **Trips/Events**. Chaperone children during trips. Call roll as needed or requested. Help with serving lunch/dinner/snacks. Help with parent pick-up after the event.
* **Fundraisers**. Participate in the fundraiser by selling/purchasing items. Assist during distribution of fundraising items.
* **Performance Attire**. Assist with organizing performance attire purchase and distribution. Help insure singers are property attired for each performance.
* **Music Library**. Place music in rehearsal folders, according to the director’s instructions, at the beginning of each semester. File music at end of each semester.

Anyone who feels called to assist Mr. Fore in any of the above areas (or any other area of need Mr. Fore may have) should feel free to contact him.

**Section Leaders**

Section leaders are elected once every nine weeks to assist Mr. Fore with rehearsals, provide leadership opportunities for fifth graders, and to exemplify good role models for other choir students. The number of section leaders per section will vary depending on the size of the choir. New section leader elections will be held at the beginning of each nine weeks. For the first three nine week periods, section leaders will be chosen from fifth grade students in choir only. For the last nine weeks, one fourth grade student per section will be elected as a “section leader in training.” Section leader responsibilities include, but are not limited to:

* **Taking roll** at the beginning of each rehearsal for their section
* **Distributing music folders** before warm-ups begin
* **Assisting other choir members** before, during, and after rehearsal with their music, making correct marks, and helping them stay on task
* **Exemplifying** good choral behavior before, during, and after rehearsal