

**Douglas High School  
Choral Department  
Handbook**

***2011-***  
***2012***

**“Hard work beats talent...”**

**“Pride of the Carson Valley”  
DHS Music Department**

**www. dougl asmusi c. net**

**This Handbook belongs to:**

**Group**

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*"Pride of the Carson Valley"*  
**W.J. Zabelsky, Director**

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**Philosophy...** The DHS Choral Department has grown from one choir in 1985 (a four year school), to 2 outstanding choirs! I welcome all vocalists with all ranges of ability. It is my job to teach, direct, and to help each choral group be the best they can be. Your job is to give a **100%** effort **100%** of the time. All personal problems and "attitudes" are to be left at the door! With your determination we can make music... **not excuses! ...remember...**hard work beats talent when talent doesn't work hard!!!

**WJZ**

**W.J.Zabelsky**  
**Choral Director**

Newly Revised & Abridged

8/1/11

### ***General Savings Clause***

The Choral Director(s) and/or the administration reserve the right to change all or part of this handbook at any time. It is not the intent of the Choral Directors to violate any Douglas County School District policies or any individual's rights by this handbook.

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## Grading System

Starting with the 2000 - 2001 school year the grading system will be by contract (see forms). As of 2007-2008 grades will be determined by the DCSD "Power Grade" program and are available on-line. Singing tests and a possible final exam will also affect semester grades.

## GRADES...

**Class Attendance...** given every 3 weeks during the year.

**50 points possible...** -5 points excused absence, -10 pts. unexcused absence, -3 pts. tardy, -5pts. behavior issues -5points – chewing gum (each occurrence),

(You may do a "make-up" assignment for excused absences and tardies within one week of the tardy or absence)

**50 points possible...** Mandatory rehearsals (not during school hours)

**100 points possible...** Performance grades & test grades. **An excused absence will be recorded up to 100% only if a make-up assignment is completed (If a make-up assignment is not received with-in a one week period the grade will be recorded as a zero.)**

**200 points possible...** Winter & Spring concerts. (*part of the grade includes setting-up and putting things away*)

STARTING THIS YEAR YOU MUST DO ONE OR THE OTHER... BOTH FOR EXTRA CREDIT!

**Unexcused absences ... An unexcused absence will be recorded up to 75% only if a make-up assignment is completed (If a make-up assignment is not received with-in a one week period the grade will be recorded as a ZERO).** Work will be recorded as a zero and the assignment may not be made up.

DHS Sports (club sports are not a DHS sport) absence will be recorded at 90% (you could earn up to 100% if you choose to do the make-up assignment). Points will be lowered from 100 for tardies, behavior problems, not following the rules, unclean uniform / shoes, etc

***INELIGIBILITY...*** You will be permitted to make-up the points of the "assignment" you were ineligible to attend at a maximum of 75% ... You will need to complete the make-up work with-in one week of the missed performance / rehearsal.

**All "make-up" assignments will be assigned by the director ...Forms will be on-line at [www.douglasmusic.net](http://www.douglasmusic.net)**

**Participation in DHS sports and other DHS extra-curricular activities...** will NOT lower your **letter grade (you will receive 90%)!** However, the following is expected:

1. Notification a minimum of **2 weeks** prior to the event.
2. Choral rehearsal takes precedent over sports practice. (See the director)
3. Choral performance takes precedence over sports practice.

## **Other pertinent information...**

- All rehearsals & performances are mandatory! (see excuse form)
- All forms are available on-line at [www.douglasmusic.net](http://www.douglasmusic.net)
- All performances are important. However, some performances are extremely important! Such as: Concerts, festivals, contests. Unexcused absences from extreme performances probably will result in failing for the semester.
- SAT and ACT tests are scheduled far in advance – Plan accordingly!
- **"Attitude"** problems (talking, not paying attention, distracting others, etc.) will also lower your conduct grade.
- Not being properly attired for a performance will lower your conduct grade and your semester grade (other consequences may apply).
- Auditioning for Honor Choir, Allstate, and performing in Solo & Ensemble festivals will have a positive impact on your grade.

- Please remember... we are a choir! You are important! Your attendance is very important! Sometimes things happen where it is impossible to be in 2 places at once. Please try to be considerate of all the hard work you and the rest of the choir have put in and how your absence would affect the choir! Work schedules can be changed...therefore, working will be considered a zero and will not be able to be made up! Please review the “Excuse policy”
- A good “rule of thumb” is **NO SURPRISES!** You will be informed of all rehearsals and performances as soon as they are known. **We want to be informed of all possible absences as soon as you know about them... NO SURPRISES!** I have been directing the DHS Choirs for many years...I have not bitten anyone (yet)! Talk to me personally about problems or situations before they escalate!

## **Performances**

1. Choir
  - A. Winter Concert (*Thursday, December 15, 2011*)
  - B. Spring Concert (*Thursday, May 10, 2012*)
  - C. NZNMEA Choral Festival
  - D. Director’s Discretion
2. Madrigals
  - A. Winter Concert (*Thursday, December 15, 2011*)
  - B. Spring Concert (*Thursday, May 10, 2012*)
  - C. NZNMEA Choral Festival
  - D. Solo and Ensemble Festival(s)
  - E. “Holiday Breeze” & “Whirlwind” Tours (*TBA*)
  - F. Director’s Discretion

## **Transportation**

1. Must be by a school district vehicle (bus, van, etc.)
  - A. Exceptions may be made by the principal and director in very rare and special circumstances.
2. Parents/Legal Guardians may pick up students only if:
  - A. The student previously gives the director a written note from the parent/LG.
  - B. The parent/LG gets in touch with the director immediately after the performance of their student AND completes an official release form.
  - C. **No Exceptions!**

## **Uniforms**

All music department students (vocal & instrumental) may be required to purchase the “official” T-shirt \$15.00... (Hat or Visor & 10.00)

Costumes/uniforms shall be determined by the director. **The Director’s decision shall be final!**

## Fund Raising

Unfortunately, a way of life for the music department... everyone will be asked to do their "fair share"! Some items purchased in the past with choral & band fundraising: piano, trips, boom boxes, stereo, windbreakers, pizza parties, etc.

## Trips

If you are fortunate to go on an overnight trip (Allstate, Music in the Parks, etc.):

- A. Fieldtrip forms **must** be on file in the director's office.
- B. Emergency medical forms **must** be on file in the director's office.
- C. An additional form for overnight trips must be on file when you will be staying overnight.

Remember, you will be representing not only yourself, but your group, school, and community. **BE ON YOUR BEST BEHAVIOR!** Please, also remember, **A TRIP IS A PRIVILEGE, NOT A RIGHT!**

## Honor Programs

1. Honor Choir (February 8-9, 2012)
  - A. Selected by a taped audition made in early November.
  - B. Held during school time; therefore, you must maintain **DHS ELIGIBILITY REQUIREMENTS**. (Please see forms)
  - C. All fees will be paid by the school district.
  - D. Students that fail to participate after auditioning and being selected **must** reimburse the school district (music department).
  - E. Students must currently be enrolled in a school choir in order to either audition or participate in Honor Choir.
2. Allstate Choir (April 18-21, 2012)
  - A. See Honor Choir A-E.
  - B. Must have performed in Honor Choir to be eligible to attend Allstate Choir. Held during March or April.
  - C. This year (2012) Allstate will be in Las Vegas. The music budget provides transportation and lodging (No food reimbursement).
  - D. Students that fail to participate after auditioning and being selected **must** reimburse the school district (music department). Also, NMEA will prohibit you from future auditions.
  - E. Students must maintain an "A" average in their choral class(es) and may not participate with an "N" or a "U" in conduct in choral class(es).
3. Solo & Ensemble Festival (March 3, 2012)
  - A. Must be responsible for your own accompanist.
  - B. All fees are paid by the music department. The student **MUST** be enrolled in a DCSD music class. Students that fail to participate after signing up, **must** reimburse the school district (music department).
  - C. Students will **NOT** be permitted to participate in groups larger than a quartet (unless given permission from the director) The Madrigals are an exception to this rule. **Decisions by the director are final!**
4. All dates will be made available as soon as they are known.

### **Madrigal Auditions**

In order to be placed in the Madrigals an audition must be held. Notification of auditions will be given to all students who will be attending DHS during the next school year, during March or April. Auditions will take place in April or May. "Spots" are not reserved... that is, even the students who are in the above group must re-audition if they want to participate next year. Also, there is no guarantee that a singer will make the group the following year! **The director solely determines the make-up of the group. The director may choose not to include any student for any reason!**

### **Choral incentives:** Revised 5/09

A. **"Letters"** ... shall be awarded to any student who:

1. Has been in the DHS choral program for two consecutive years (to be awarded at the spring concert of the student's third year) **OR** has performed in Honor Choir **and has one year choral experience at DHS and is starting the second year.**(to be awarded at the spring concert of the second year).

2. Has maintained a "B+" choral average.

B. **Hooded Sweatshirts**... shall be awarded to any student who:

1. Has been in the DHS choral program for two consecutive years (to be awarded at the beginning (October) of the student's third year.

2. Has maintained a "B+" choral average.

C. **Pins**... to be awarded to new Madrigal members after their first performance.

**If a student does not represent the department in a professional manner, NO awards shall be issued!**

◆ **THE FINAL DECISION DETERMINING AWARD(S) SHALL BE MADE BY THE DIRECTOR!**

### **Music Booster Organization**

1. Primary function is to help support the DHS Music Department.

A. Holding meetings to discuss music functions.

B. Fundraising... awards, overnight trips, uniforms, scholarships to music camp, etc.

C. Chaperons... required by the DCSD on all trips.

D. Trips

2. A copy of the constitution and bylaws are available at each meeting and in the Director's office.

3. A representative from each choral group may attend all Booster meetings.

4. For more information on meeting times and how you and your parents can help, please contact the website for current information.

**Form Index**

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**\* These forms may be copied as needed**

**All forms are available on-line or from this handbook. This list may be updated at any time as the situation demands.**

**DO NOT COMPLETE THE  
FOLLOWING FORMS...  
THEY WILL BE GIVEN TO  
YOU AS NEEDED!!!**



*"Pride of the Carson Valley"*  
**W.J. Zabelsky, Director**

**Band / Choral Performance\* Excused Absence Request Form (Amended 5/2010).**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Date of Performance \_\_\_\_\_ Description of Performance\* \_\_\_\_\_

Group:      Band      Jazz Band      Madrigals      Choir      Flags  
 (Please Circle)

Reason for request (**work shall not be excused and will not be able to be made up under any circumstance**)

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- ◆ This form **must be accompanied** by a written note from your parents or legal guardians (use the back of this form or attach the note). You must also receive the "make-up" sheet when turning this form in.
- ◆ This form **must be given** to the director NO LATER THAN 48 HOURS (2 DAYS) **prior to the performance\*** (except as noted below)
- ◆ For extreme emergencies (death, severe illness, etc.), this form must be turned-in (with a written note) no later than 2 days (48 hours) upon the return of the student.
- ***In order for an excuse to be approved, a mandatory alternative assignment (Given by the director) MUST be completed within one week of the missed performance/rehearsal. (This excuse may be denied by the director even if an alternative assignment is completed.) YOU MAY EARN UP TO 75% FOR AN UNEXCUSED ABSENCE AND UP TO 100% FOR AN EXCUSED ABSENCE.*** You must complete the Alternative assignment with-in one week of the absence on order to receive any credit
- ◆ \* This form is also to be used for mandatory rehearsals
- ◆ The director's and administrator's decision as to the validity of this excuse shall be final.

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Director's decision      Initials \_\_\_\_\_      EXCUSED / Unexcused / Denied      **Reason on back**

Administrator's decision      Initials \_\_\_\_\_      EXCUSED / Unexcused / Denied      **Reason on back**  
 (only if unexcused or denied by the director)



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**W.J. Zabelsky, Director**

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**TO:** *All Music Dept. Members*  
**FROM:** *Zabelsky*  
**RE:** *Make-up assignment for missing a performance/rehearsal You must get the director's approval before starting this assignment. You will only have one week from the date of the absence for this assignment, except where otherwise noted.*

**DATE DUE:**

.....  
You will be given a chance to **earn up to 100 % (excused) or up to 75% (unexcused)** for missing a rehearsal/performance by doing **all** of the following:

1. Select a CIRCLED (Director will circle one or more) composer from the following list:
  - a. Wolfgang Amadeus Mozart
  - b. Ludwig van Beethoven
  - c. Joseph Haydn
  - d. Johann Christian Bach
  - e. Gioacchino Rossini
  - f. Franz Schubert
  - g. Johannes Brahms
  - h. Giacomo Puccini
  - i. Johann Strauss
  - j. Hector Berlioz
  - k. John Philip Sousa
  - l. Other \_\_\_\_\_

Write a 5-7 pg paper (double spaced, 12 point font, times new roman, one inch margins). You must cite and attach a bibliography of at least 3 creditable sources (Wikipedia does NOT count)). Due one week after a missed performance / rehearsal.

2. Perform one song composed by the composer for the class by the missed rehearsal/performance date or director's discretion. **Due two weeks after a missed performance / rehearsal.**
3. Create a poster of the composer including a **minimum** of 5 pictures, 10 significant dates of their lives, 5 songs, and 3 colors. Due one week after a missed performance / rehearsal.
4. Rhythm test using the computer in the back office. You may have up to one week to practice. The test must be taken no later than one week after the missed perf. / reh.

Attach this form to each assignment that will be turned in. Please contact me with any questions on assignments. Each part of the assignment will be worth **up to 25%**



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### Overnight Trip Form

Students will not only be representing the DHS Music Department, but will also be representing Douglas High School. Therefore, the following rules will be enforced at all times.

- **Curfew:** 10:00 PM - 6:00 AM or director's discretion. **Lights Out:** One hour after curfew. Violation of curfew shall be 2 hours of detention for every 30 minutes or fraction there of after the start of the curfew. there may also be a possible suspension and lost trip privileges.
- The director and/or chaperon(s) may check each room one or more times per night. Keys shall be collected at the start of the curfew and returned at the end of the curfew.
- Before the curfew, students may visit each other. When boys and girls are visiting in the same room, the door **MUST BE PROPPED COMPLETELY OPEN**. This would apply to ANY room, EVERY door (failure to have the doors open will result in suspensions). **Any & all** sexual misconduct (*anywhere during this trip*) will result in suspension. **Parents will be responsible for the violators' transportation home.**
- The use of tobacco is strictly prohibited and will result in suspension upon return to school.
- The possession or use of alcohol or a controlled substance is strictly prohibited and shall result in the student being turned over to the proper authorities, having the parents notified, and upon returning to school; suspension. **Parents will be responsible for the violator's transportation home.**
- The director and/or chaperons may check the students' personal belongings (backpacks, luggage, instrument cases, etc.).
- Any additional charges (phone, movies, games, etc.) incurred by the student at a hotel, restaurant, etc. will need to be paid in full by the student before departing for home. (ALWAYS ask before you use these services!)
- If you are disciplined; and part of that discipline requires that you miss a function of the trip or are sent home, you **will not** receive a refund of any money or fees paid to the music department for the trip. **Parents will be responsible for the violator's transportation home.**

All other established school and/or district regulations and policies shall be enforced. Violations shall be dealt with accordingly. Failure to abide by any of these rules will also end your travel privileges with the DHS Music Department.

**Please sign and return.**

-----  
**I have read the above rules and I have agreed to abide by them.**

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Adopted 3/86 Latest revision 8/2010



*"Pride of the Carson Valley"*

**W.J. Zabelsky, Director**

**Parent's or Guardian's Consent for Field Trips**

Recognizing that class field trips are a proper part of the school and music program. I hereby consent to your taking :

**Student's Name:** \_\_\_\_\_ **(PLEASE PRINT)**

on field trips during the school year, and I hereby expressly relieve, indemnify, save and hold harmless the Douglas County School District, the Board of Trustees of the district, and all agents or employees thereof from injury or damage to person or property or both caused by or resulting from said child's acts, omissions or conduct while on said trips. I also release and relieve the aforementioned district and personnel from any and all liability or claims arising from injury or damage suffered or incurred by said child as a result of the acts, omissions, or conduct of any person, other than the negligence of said district or personnel.

It is further understood that I shall have the responsibility of advising said child of the risks, which are known or should be known, of such trips.

I further agree to assume the responsibility of seeing that my child cooperates and conforms to the fullest extent with the school directions and instructions of the school officials in charge.

**Parent's or Guardian's signature** \_\_\_\_\_

**Date** \_\_\_\_\_



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**Emergency Medical Treatment Release**

I, \_\_\_\_\_ Date \_\_\_\_\_  
**(print parent's or guardian's name)**

Phone Number(s): Home \_\_\_\_\_ Work \_\_\_\_\_ (Cell) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or PO Box)

\_\_\_\_\_  
(City, State, Zip)

Physical Address \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip)

Hereby authorize, in advance, any necessary medical treatment required by: \_\_\_\_\_  
**(print student's name)**

While he/she is absent from home on while with the DHS Music Department

Parent or Guardian signature \_\_\_\_\_

Please add any important information (allergies, conditions, medication, etc):



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# Choir Contract

- ❖ **I will attend all performances and rehearsals.** All absences\* may be "made-up". Excused absences will be graded up to 100%; unexcused absences (including eligibility issues) will be graded up to 75%. Excuse forms can be found on-line and must be submitted according to the guidelines on the form and in the handbook. \*Work shall not be excused and will result in a "0" for that assignment. I understand and I am aware of the "Excuse form policy".
- ❖ Percentage grades for performances and rehearsals will be determined by various factors (behavior, quality of performance, uniform appearance, etc.).
- ❖ I understand and I am aware of the "excuse form" policy. **I realize that there will be after-school rehearsals for this class... and "concert-choir".**
- ❖ Class attendance is of utmost importance... Ten (10) absences will result in an automatic "NG" for the semester. Poor attendance will also affect your ability to attend any and all trips
- ❖ The **choir** comes **first** and foremost. **I will always give 100% effort!**
- ❖ **After a performance or rehearsal, I will not leave until the room is cleaned, robes are put away, and the director tells us a few words... then dismisses us... NO EXCEPTIONS!!!** Failure to abide by this statement will result in the loss of travel privileges and a lowered semester conduct and letter grade.
- ❖ I may not eat or drink while in my robe. I will not take my robe off when I am to be in it. I will make sure that I have all the parts of my robe.
- ❖ Use of alcohol, tobacco, illegal drugs, weapons, sexual misconduct, breaking "overnight trip" rules or school rules may be cause for removal from the choir with an "F" for the semester.
- ❖ I will be on time for class, rehearsals, and performances. On-time means being ready to go when the class, performance call, or rehearsal starts.
- ❖ Talking / obnoxious behavior will lower my conduct grade **and my semester grade.** An "S" or better in conduct is required to be able to travel with the group.
- ❖ I am encouraged to audition for Honor choir, Allstate choir and to perform at the Solo & Ensemble Festivals (this will help to improve your grade).
- ❖ I have read and agree to abide by the Choir Handbook & the DHS Co-curricular Music Activity Agreement (in the handbook).

I have read the above statements and have agreed to accept them. Failure to follow any of the above statements will lead to a lower grade & may have you removed from the Choir.

Choir Member \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Douglas High School Music Department

1670 Highway 88 Minden, NV 89423 • (775) 392-1569 • www.douglasmusic.net



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## Madrigal Contract

- **I will attend all performances and rehearsals.** All absences\* may be "made-up". Excused absences will be graded up to 100%; unexcused absences (including eligibility issues) will be graded up to 75%. Excuse forms can be found on-line and must be submitted according to the guidelines on the form and in the handbook.
- \*Work shall not be excused and will result in a "0" for that assignment.
- I understand and I am aware of the "Excuse form policy".
- Percentage grades for performances and rehearsals will be determined by various factors (behavior, quality of performance, uniform appearance, etc.).
- Class attendance is **mandatory!** Ten (10), absences will result in an automatic "NG" for the semester. Poor attendance will also affect your ability to attend any and all trips.
- I must maintain an "S" or above in conduct or face removal from the group. I will be removed from this group for excessive talking!
- I understand that this is a yearlong class and requires a **one-year commitment**.
- I realize that there will be mandatory after-school rehearsals for concert choir and possibly for this class.
- **I may not leave after a performance or rehearsal until dismissed.** (Trip privileges will be forfeited; conduct & semester grades will be lowered.)
- **The group comes first** and foremost. **Individual honors are secondary.** However, performing a **solo** at the Solo & Ensemble Festival is encouraged! (See the handbook on group participation...no more than a quartet)
- Use of alcohol, illegal drugs, weapons, sexual misconduct, breaking "overnight trip" rules, etc. shall be cause for expulsion from any performance & possibly from the group itself.
- The use of tobacco products is highly discouraged, as it has a harmful effect on your voice and overall health risk.
- I will wear my costume, including the hat/headwear without changes to all performances (required by director). I understand that if I wish to have changes made to my costume, it shall be requested at least four (4) weeks prior to the next performance and **only with the approval of the director! Make-up must have the director's approval!**
- I will maintain / clean my costume. **I may not eat / drink in my costume without the director's consent.**
- I will audition for and **must perform in** Honor choir and Allstate choir.
- I will be on time and attend class, rehearsals, and performances.
- **I will maintain academic eligibility.**
- **I will be HUMBLE and appreciative of other choral efforts.**
- I have read and agree to abide by the Choral Handbook & the DHS Co-curricular Music Activity Agreement (in the handbook).

*I understand by following the above "rules" I will receive an "A" grade. I also understand, that by not abiding with the above "rules", my semester grade may be lowered, or I could be expelled from the **DHS Madrigal Singers** resulting in an "F" grade for the semester.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian Sig. \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Transportation Release Form

EVENT \_\_\_\_\_ LOCATION \_\_\_\_\_

Please allow

\_\_\_\_\_

(PLEASE PRINT)

to leave with \_\_\_\_\_ Relationship\* \_\_\_\_\_

(PLEASE PRINT)

(PLEASE PRINT)

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

- **\*Must be with parents or legal guardian... in the case of another family member (aunt, uncle, grandparent, etc) a note must be given to the director from the legal guardian or parent to authorize such relative to take the student.**

In lieu of using DCSD transportation... I hereby assume all responsibilities regarding this student's safety holding the DCSD, employees, and chaperones harmless. I will also take full responsibility for (including but not limited to): costume, uniform, instrument, equipment, music, etc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

## Choral Incentives Worksheet

Name \_\_\_\_\_ Date \_\_\_\_\_

Type of award I should receive: \_\_\_\_\_ (Letter and/or sweatshirt)

1. \_\_\_\_\_

2. \_\_\_\_\_

List years in Choir and / or Madrigals. Please note performing group for each year. Also note which semesters.

<u>School Year</u>	<u>Semester(s)</u>	<u>Group</u>
EX: 04-05	Fall-Spring	Choir
06-07	Fall	Madrigals
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**For director only:**

**Approved / Denied**

**Reason(s) if denied**