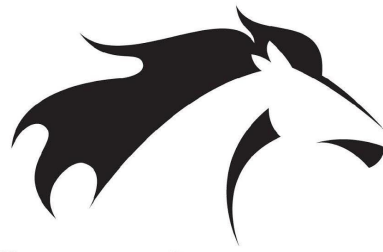




# CYPRESS RANCH CHOIR



## Cypress Ranch Choir Handbook 2023-2024

Cynthia Douglas	<a href="mailto:cynthia.douglas@cfisd.net">cynthia.douglas@cfisd.net</a>
Adam Bishea	<a href="mailto:adam.bishea@cfisd.net">adam.bishea@cfisd.net</a>
Stefanie Stephens	<a href="mailto:stefanie.stephens@cfisd.net">stefanie.stephens@cfisd.net</a>

281-373-2300

[www.ranchchoir.com](http://www.ranchchoir.com)

[www.charmsoffice.com](http://www.charmsoffice.com)

Facebook: @ Cypress Ranch Choir

Instagram: cyranchchoir

Twitter: @CyRanchChoirs

Welcome to the Cypress Ranch High School Choir! The following Handbook includes essential information about your participation in Cy Ranch Choir. Please read it carefully.

### **CYPRESS RANCH CHOIR EXPECTATIONS:**

1. Excellence is a daily habit! You are expected to do your best at all times.
2. A positive attitude is the first, most important requirement in choir. Let choir become your escape, your safe place, your joy every day.
3. Participate! The more you put into choir, the more you will get out of it.

### **CYPRESS RANCH CHOIR RULES AND PROCEDURES:**

1. All school district policies will be enforced. (See your CFISD Student Handbook.) All campus policies and procedures will be enforced.
2. Respect yourself, and respect others. Kindness always.
3. Read the announcement board at the beginning of class. Subscribe to the Google calendar on your phone (instructions available at [ranchchoir.com](http://ranchchoir.com)) and/or check it often. Visit the Cypress Ranch Choir Website often at [www.ranchchoir.com](http://www.ranchchoir.com).
4. Be in your spot, with your folder and a pencil, ready to rehearse when the tardy bell rings.
5. No gum, food or drink will be allowed in the choir room, except for bottled water.
6. Always be attentive. Complete participation is mandatory.
7. Please stay out of off-limit areas unless given permission by the director. These areas include all pianos, the choir office, the music library, storage closets, and practice rooms.

### **CODE OF CONDUCT**

High standards for individual behavior and attitude are necessary for the integrity and reputation of any organization. Every choir member should always set an exemplary example. Disregard of school rules, whether it happens at a choir function or not, may result in probation or dismissal.

### **CELL PHONE POLICY**

Student phones must be silenced and placed in a backpack or purse during choir class.

### **School District Authority and Jurisdiction**

The District may impose campus, classroom, or club/organization rules in addition to those found in the Student Code of Conduct. These rules may be listed in the student and campus handbooks or posted in classrooms, or published in extracurricular handbooks, state or national organization bylaws, and/or constitutions, and may or may not constitute violations of the Student Code of Conduct. Additional rules or requirements, not part of the Student Code of Conduct, are adopted and approved by the sponsor, campus principal, and/or district administrator. Sponsors and coaches of extracurricular activities may develop and enforce standards of conduct that are higher than the District's general standards and may condition membership or the student's participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. However, no provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of gender, race, disability, religion, or ethnicity. Organizational standards of repetitive behavior of an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in separate, independent disciplinary actions. A student may be removed from participation in extracurricular activities or may be excluded from school honors or activities for violation of organizational standards of behavior of an extracurricular activity or for violation of the Student Code of Conduct. All students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect may result in the student being removed from participation in school activities, including, but not limited to, commencement exercises.

#### **PROBATION AND LOSS OF MEMBERSHIP**

**Probation** is defined as not being able to participate in any rehearsal, performance or function.

**Dismissal** will result in no participation in any activity for the remainder of the year. A dismissed member must turn in their uniform and all issued items.

Choir members **may** be placed on probation or dismissed from the group for the remainder of the year for the following violations of student handbook policies:

1. Violation of the alcohol and drug policy
2. Violation of the tobacco policy
3. Violation of the fight policy
4. Multiple infractions resulting in DMC or at-home suspension
5. Any infraction that the directors and administrators deem detrimental to the group or program.
6. Any violation of above regulations will prevent the student from going on the choir trip. Refund deadlines must still apply in these circumstances.

#### **GRADING/ ATTENDANCE/ ELIGIBILITY**

Your grade will be determined by the following:

25% "Checking for Understanding"

- practice requirements as assigned, class participation/work skills, etc.

35% "Relevant Applications"

- short/minor written and performance projects and quizzes

40% "Summative Assessments"

- performances, rehearsals and sectionals, written tests, projects

**Curricular and co-curricular performances are required, and a student's participation in both curricular and co-curricular activities may be considered when assigning the grade for the grading period during which the activity occurred.**

**Members of choir are expected to maintain passing grades in all subjects. A failing grade in any subject resulting in an academically ineligible status will limit the student's ability to participate, in accordance with state law. Such status will be considered when assigning ensemble placement for the following year.**

**Students who choose to take ½ year of music in 9<sup>th</sup> grade in order to fulfill the PACE requirement will re-audition for placement at the time they re-enter the program. ½ credit will not fulfill the fine arts graduation requirement and will not earn participation points for letter jacket purposes.**

#### **MEMBERSHIP AND ENSEMBLE PLACEMENT EXPECTATIONS:**

Membership in the program and ensemble placement are based upon attendance at all activities, work ethic, and level of musicianship and vocal ability.

Rubrics for determining ensemble placement will be based on:

1. Eligibility in all classes
2. Attendance at all required rehearsals and performances
3. Positive attitude
4. Application of basic theory and sight-reading skills
5. Quality of vocal production
6. Following all school rules

Ensemble placement is at the discretion of the choir directors, and is based on the above expectations, as well as the needs of the overall choir program.

Each member shall be required to participate in every rehearsal, concert and competition scheduled for the ensemble. Unavoidable conflicts must be communicated as soon as possible. Conflicts with other CFISD activities will be worked out by directors/coaches.

- Eligible Choir members must perform both performances of "Encore", the pop show. Students who cannot perform both nights will be given an alternate assignment.
- Choir members are expected to email one of the directors if they must miss a performance.
- Required dates will be posted well in advance. No event will be required with less than two weeks advance notice.

**Choir directors in Texas are required to evaluate students based on participation in group and individual performance in a variety of settings. The experience of performing for a live audience cannot be "made up". Choir members who are not reliable with attendance will not move on to varsity level participation.**

### **TEXAS MUSIC EDUCATORS ASSOCIATION (T.M.E.A.)**

Participation in the following auditions is optional, but highly recommended. Students find that they progress in their vocal ability and musicianship exponentially each year, so choir members who would like the high honor of membership in the Texas All-State Choir should begin participating in the audition process early.

Detailed information about this process for this year will be communicated separately.

**District Choir Auditions** - Any member of the Cypress Ranch Choir program is eligible to audition for the District Choir. The District Choir is not a performing choir. Each student is responsible for the purchase of the audition music and payment of the audition fee.

**Region Choir Auditions** - Students selected at the District level are required to audition for the All-Region Choir. Any student selected to the All-Region Choir must participate in the choir/clinic on November 3 & 4.

**Pre-Area Auditions** - The top 12 chairs in each section of the All-Region Mixed Choir advance to the Pre-Area audition.

**Area Auditions** - The top 5 students selected at the Pre-Area audition advance to the Area Audition for the Texas All-State Choir. The top-ranking chairs at the Area level audition will earn membership into the Texas All-State Choirs. These choirs will rehearse and perform in San Antonio at the Texas Music Educators Association Convention on February 7-10, expenses paid by CFISD.

**Honor Choir** - This ensemble performs on the Region Concert with the TMEA Region Choirs and is not part of the audition track to All-State. This ensemble has a separate set of audition music and is specifically for freshmen and sophomores. Sopranos and Altos who make the Honor Choir as freshmen are not eligible to audition as sophomores. They are strongly encouraged to enter into the All State track, beginning with District Auditions. The Honor Choir is auditioned on the same day as Region auditions. Any student selected to the Honor Choir must participate in the choir/clinic on November 3 & 4.

More detailed information about each audition will be communicated to students and parents as the year progresses.

### **LETTER JACKET POLICY FOR CYPRESS FAIRBANKS ISD CHOIRS**

A letter jacket may be earned by the accumulation of at least 10 points **within a given year**. Points are earned by satisfactory participation, and by recognition in several prescribed extracurricular competitions throughout the year. Details about the district policy for earning a letter jacket in choir can be found on our website, [www.ranchchoir.com](http://www.ranchchoir.com).

### **FINANCIAL/FUNDRAISING ACTIVITIES**

**THE REQUIRED CHOIR ACTIVITY FEE FOR THE 2023-2024 SCHOOL YEAR IS \$80.** This amount will help to cover items such as uniform dry-cleaning and alterations, administrative needs and office supplies, copies, program printing, binders, pencils, poster and crafting supplies, and other materials. It also helps cover the cost for custodians and security at our events, as well as some of our transportation costs throughout the year. It includes the Choir Shirt and Encore Shirt. It includes a tuxedo shirt and/or pearls as part of their required formal performance uniform. This fee must be paid via the district School Cash program. Information about how to access School Cash can be found on our website, [www.ranchchoir.com](http://www.ranchchoir.com).

Fees for optional activities, such as All-State Audition Fees, Solo and Ensemble Fees, field trips, etc, will be paid with cash or check made out to CRCPA, paid into the Choir Room safe.

Fundraisers help us cover many of our operating expenses, helping to keep our fees low. Participation in our fundraisers is expected but not required.

When turning in money: Only money in a sealed envelope with the student's full name, amount enclosed, and specific reason for the payment will be accepted. All envelopes containing money/checks are to be placed by the student in the choir safe located in front of the choir office. **\*\*Please bring checks rather than cash whenever possible.** Receipts may be printed at any time from your Charms account.

**\*NEVER LEAVE MONEY OR FUNDRAISING ITEMS UNATTENDED. YOU ARE RESPONSIBLE FOR MONEY AND PRODUCTS.**

**\*\*All checks should be made out to CRCPA, unless otherwise instructed\*\***

### **Memorandum from Carol Oman, Internal Auditor**

Booster Clubs that are tax-exempt or applying for tax-exempt status should discontinue the use of individual accounts. (June 2, 1998)

"According to the IRS, Booster Clubs and other parent/teacher groups are usually considered tax-exempt under section 501 c3. Charitable contributions may be received if they are for public purposes, such as benefiting a group and not an individual. The use of

individual accounts allows individuals, instead of the group as a whole, to benefit from the contribution of fund-raisers. Whether a Booster Club of the District handles these funds, individual accounts cannot be used. If the individual accounts are used, the donations and amounts from fund-raisers that would be credited to an individual's account could not be deducted on the donor's tax return. In addition, the use of money by the individuals would be considered taxable income to them." "In some instances, a Booster Club may want to have certain criteria met for a benefit to be received from the Booster Club. For example, a person may be able to attend a particular competition and have the Booster Club pay for a certain amount of the cost, if the person had participated in at least two service projects. Some organizations may base the criteria on service points." "BECAUSE OF IRS REGULATIONS, THE USE OF INDIVIDUAL ACCOUNTS BY BOOSTER CLUBS SHOULD BE DISCONTINUED." Address questions to Ms. Oman at 281.897.4111.

### **UNIFORMS AND CONCERT ATTIRE**

1. The Cypress Ranch Choir shirt, cost included in the Choir Activity Fee, will serve as an informal uniform for many activities and performances. The Encore shirt, cost included in the Choir Activity Fee, will serve as an informal uniform for the pop show.

2. Singers will be supplied a formal dress or tuxedo to serve as their performance uniform. All alterations will be made by the Choir program as needed, on behalf of the student. Please do not make your own alterations to any uniform item issued by Cypress Ranch Choir. Each choir member is responsible for the care and return of their uniform. Choir members will be held responsible for the replacement cost of missing or damaged uniforms.

**Choir members are responsible for purchasing black dress shoes that are appropriate for formal performance. High heels or open-toes sandals are not appropriate, for reasons of safety. Casual shoes (such as tennis shoes or boots) are not appropriate for formal attire.**

4. Students are responsible for providing their own Encore (pop show) costumes.

## **CYPRESS RANCH HIGH SCHOOL CHOIR POLICY NOTIFICATION 2023-2024**

I have been informed and am aware of the policies and requirements for membership in the Cypress Ranch High School Choirs.

I understand that the required Choir Activity Fee is \$80, payable via School Cash only.

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Parent/Guardian Name (Printed)

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Student Name (Printed)

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Signature of Parent/Guardian

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Signature of Choir Member

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Class Period

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Date

**\*\*Please read and sign the Photo/Video Release on the next page/reverse side.**



**PHOTO / VIDEO RELEASE FORM**  
**CYPRESS RANCH HIGH SCHOOL CHOIR**  
**2023-2024**

Cypress-Fairbanks I.S.D. personnel and/or reporters from Houston-area television stations and newspaper reporters have my permission to photograph or videotape my child, to be used for educational or informational purposes. In addition, I give my permission for the photos to be used in district publications and websites, displays, local newspapers, and the video footage to be shown on television.

Student Name\_\_\_\_\_

Parent/Guardian Name\_\_\_\_\_

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

Date\_\_\_\_\_