



2019-2020 Norwayne High School
Choir Handbook

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Greetings!

My name is Mrs. Leanne Ratica and I would like to welcome you to The Norwayne High School Choir Program. I am looking forward to working with each of you as you are all very important members of the choir. Thank you, students and parents, for your decision to participate and support music education!

The 2019-2020 Choir Handbook includes: the 2019-2020 Norwayne High School Choir Handbook, the 2019-2020 Norwayne High School Choir Preliminary Schedule of Events and Important forms that are to be completed and submitted to Mrs. Ratica by **September 3, 2019**. This handbook was designed to help you be a better “choir” member, and to make our “chorus” better. Read it, study it, and use it. Please e-mail Mrs. Ratica at leratica@norwayne.net if you have any questions about the materials in this handbook. Have a great year!

Sincerely,

Mrs. Leanne Ratica, Director of Choirs, Norwayne Local Schools

Part 1: Philosophies of the Norwayne Choral Program

As a member of the Norwayne Vocal Music Department, you are part of one of your school's most active and important organizations. As a member, students must collectively function as both a "choir and a chorus" and understand that patience is a virtue: true success takes time!

The "I" in Choir

The well-known motto "there is no I in team" does not always apply to the Norwayne Choral department. Individual responsibility is crucial to the success of the Norwayne choral program. Students must always ask: "What can I do to make the ensemble better?" To do so, students are to apply the following ideas to their individual contribution to the Norwayne Choral Program:

1. Consistent participation in rehearsals and performances
2. Approaching rehearsals with responsibility, self-discipline, loyalty, and a positive attitude.
3. Detaching personal problems and/or social conflicts from the ensemble **AT ALL TIMES** even when the activity is not in session.
4. A Norwayne choir member must want to be part of the choir and sometimes must be willing to sacrifice his or her time and personal desires for the good of the group.
5. Individual must be loyal to the **choir** and be proud of its objectives and standards.
6. The entire ensemble must be unified with rehearsal etiquette and understand the difference between having fun and being disrespectful.

The “Us” in Chorus

As a **chorus**, all members should work collectively to maintain these qualities. The “Us” in chorus philosophy means the ensemble should collectively insist on the following:

1. Singing with a unified sound, message and style.
2. Singing with a unified technique.
3. PROFESSIONALISM AT ALL TIMES
4. Rehearsing efficiently so that mistakes are not a possibility and respect is automatic.
5. The entire ensemble must be unified with rehearsal etiquette and understand the difference between having fun and being disrespectful.
6. Working hard and always enjoying the journey!

When “the going gets tough”

PLEASE set up a conference with Mrs. Ratica if you get frustrated for any reason. Especially if you are so unhappy that you want to quit. Conflicts, misunderstanding/s, drama, stress etc. cannot be minimized if Mrs. Ratica finds out about it too late.

Part:2 The Norwayne High School Choir Program

1. **Concert Choir**-This group performs SAB, SATB, SSA and TTB music and is open to the entire student body. Students do not audition for this ensemble. However, attendance and participation at all approved rehearsals, assignments and performances are mandatory. Students must also agree to follow all rules and procedures outlined in this handbook. Poor attendance, grades and/or failure to follow the rules and guidelines can warrant removal from the group.
2. **Small Ensembles** Members must be enrolled in Concert Choir to participate in small ensembles. These ensembles perform SATB, SSA and TTB music. Small ensembles will rehearse second period and after school if needed. The groups will sing at sporting and community events as well as OMEA Solo and Ensemble. Participation in small a small ensemble will count towards the OMEA Solo and Ensemble/Research Project grade. There must be the following number of ACTIVE members for a small ensemble to exist: 3-9 for SSA or TTB, 4-12 for OMEA Chamber, 12-24 for OMEA Mixed.
3. **Tri-M Music Honor Society**- The Tri-M[®] Music Honor Society is an international program dedicated to the recognition of exceptional music students in grades 9–12 that meet the music, academic, leadership, and character criteria asked of every Tri-M member. Tri-M is a program of MENC: The National Association for Music Education, which is the largest arts education association in the world. Students who meet the criteria outlined in the Tri-M bylaws will receive invitations at the end of the first nine-week grading period. Inductions will be held at the beginning of the Norwayne High School Holiday Concert. Once you are inducted you remain a member as long as you continue to meet the criteria.
4. **Private Lessons**- Students who wish to take private lessons are invited to schedule a time with Mrs. Ratica to set up lessons with her or a private instructor.

Part 3: Equipment Requirements and Dress Attire

1. Music

Students will be provided music throughout the year. This music is to be stored in a choir binder provided by the music department. **Write on your music with a pencil!!!!** Folder checks may be factored into grades at any time. During folder checks, Mrs. Ratica will look for: possession of folders, music in folders, specific items written in the music, **sight-singing book**, the condition of the folder/music and a pencil. All damaged or lost folders and music will be paid for by the student. **Students will receive their own sight-singing book that is paid for by the choir course fee. Students are permitted to keep and reuse their book. However, students are responsible to pay and replace lost books.**

2. Robes

Each student will be assigned a choir robe for the year. Yokes will be handed out before each concert. These robes will be kept at school and handed out before the performances. Proper concert black dress will be worn at all performances regardless of the use of robes.

Equipment not provided by the choir

Students will be responsible in purchasing the following materials:

1. Pencil- stored in binder

2. **Concert Black Attire:** During concert band season, the attire for the majority of the concerts is “concert black.” This formal attire dates back hundreds of years for performing ensembles and is considered highly professional. You are responsible for acquiring your concert black attire on your own (although an option is available to order it through the school), and it must adhere to the following guidelines:

Both men and women:

1. **SOLID BLACK AND WHITE ONLY!**
2. No charcoal gray, dark gray, or navy blue
3. **No pin-stripes or patterns of any kind**
4. No off-white, cream, beige
5. No mixture of colors (even if the mixed colors are black and white only), designs or prints of any kind
6. No jeans even if they are black or white

Men:

1. Black pants, full length (no capris or shorts)
2. **SOLID white or black shirt**, short or long sleeve is acceptable
3. **SOLID white or black tie**
4. Suits or tuxedos may be worn, but if so, the suit color **MUST** be black
5. Solid black shoes **NO TENNIS SHOES OR FLIP FLOPS**

Women:

1. **Black pants, full length (no capris or shorts). Skirts or dresses are NOT permitted unless the student receives permission from Mrs. Ratica.**
2. **A SOLID white or black blouse** (no mixed colors, prints, or designs) that must consist of the following minimal measurements: 1. At least 2 inches of fabric on the shoulder, 2. No more than 3 1/2” of exposed flesh below the collarbone joint (just below the neck.) and 3. No undergarments must be showing
3. Solid black shoes with backs on them **NO TENNIS SHOES OR FLIP FLOPS**
4. Hair pulled back

*****Students who do not follow the dress code will not be permitted to perform and will not receive credit for the performance.**

***** Students who may need assistance purchasing these items are to see Mr. or Mrs. Ratica at least one week before performances.**

***** Lack of professionalism makes the entire group look unprofessional. The concert dress code is in place to make the group look polished and united. Concerts are not meant to be a fashion show.**

Part 4: Course Fees and Fundraisers

Course Fees

1. The \$20.00 course fee is used for dry cleaning costs and transportation to adjudicated and Wayne County choir events.
2. Students will also receive a sight singing text book that they are permitted to keep. Students who may need assistance paying the course fee are to see Mr. or Mrs. Ratica.
3. Course fees must be payed directly to the office this year.
4. Students may rehearse but will not be permitted to perform or attend choir field trips until fees are paid or until an arrangement for paying fees is made. This includes fees owed from previous school years.

Fundraisers

1. Fundraisers are designed to benefit all students involved in band or choir. It is important to understand that fundraisers fund about 50% of the music budget for the year. Without these fundraisers, the overall fees for being in band or choir will dramatically increase.
2. Every student is required to do their best to make the fundraisers successful.
3. Students/families who wish to make monetary donations instead of selling fundraiser items may do so. A suggested of \$20 per fundraiser is appropriate. The Norwayne Music Supporters is a 501C3 organization if you wish to document monetary donations.
4. Fundraiser money must be payed directly to the music department. Donations may also be paid by credit card at: **paypal.me/norwaynemusic**
5. Students may rehearse but will not be permitted to perform or attend choir field trips if they owe fundraiser money or until an arrangement for paying the money is made. This includes money owed from previous school years.

Part 5: Student Behavior Expectations (“reasonable requests”)

1. All guidelines in the Norwayne Local Schools Student Code of Conduct will be in effect at ALL times at all choir rehearsals, after school rehearsals, performances, trips, etc. Violations regarding behavior, dress, drugs, etc. will be dealt with according to what that document dictates.
2. Students are required to be prepared for each rehearsal. Prepared means that you must have, in possession, your choir binder and a pencil every day. **Homework and extra credit needs to be completed on time.**
3. Students are expected to be in their seat with their music when the tardy bell rings. Due to our limited rehearsal time, it is crucial that we use every available minute effectively. **Students will not be permitted to go to lockers for forgotten choir binders.** Students must check in with Mrs. Ratica and present a pass/note if they will be with another teacher during the class period.
4. Because of our extremely limited rehearsal time, tardiness and absences from rehearsals and performances will not be tolerated. **Tardy** means NOT being in your seat, ready to sing, when the bell rings or for concert report times. Three unexcused tardies from a rehearsal or any report time will result in a detention. Consistent unexcused and/or excused tardiness, could also result in the lowering of the ensemble performance/attendance grade. **An absence** means you are not at a rehearsal or concert. An unexcused absence from a rehearsal will be averaged into your ensemble performance and attendance grade.
5. Students are only excused to be late to third period if they have a pass from Mrs. Ratica or an announcement is made over the intercom.
6. For rehearsals to run productively, it is imperative that all students pay attention and refrain from talking.

7. Do not work on homework or read books/magazines when you should be rehearsing. If this policy is abused, **NO ITEMS OTHER THAN CHOIR BINDERS WILL BE PERMITTED IN THE REHEARSAL SPACE.**
8. Remain in your sections during rehearsals even if another section is working on their music and you are not.
9. **Electronic devices such as cell phones, MP3 players, video games etc. are prohibited during rehearsals and concerts without special permission. They will be confiscated if used during rehearsals without permission and will NOT be given back for one week! Students must always ask for permission to use electronic devices during rehearsals and concerts.**
10. Damaged or lost music will be replaced by the student. Mrs. Ratica is not responsible for lost music. Graded folder checks may occur at any time.
11. Music room equipment and other people's property are off limits. **THIS INCLUDES ALL BAND EQUIPMENT. *Music stands are off limits.***
12. No food or drink is permitted in the music room during rehearsals or performances. This includes gum chewing. If you are caught with gum you will be asked to spit it out. If you are caught again you will receive a detention and lose daily rehearsal etiquette points. **Water is permitted unless the unique rehearsal situation restricts it. Water bottles are to be filled before entering the room.**
13. No PDA (public display of affection) is permitted. This includes holding hands.
14. Hall passes will be limited. Students who abuse the hall pass privilege will lose the privilege for the year.

15. Students are to use the restrooms located in the commons during the day. They are permitted to use the Middle School restrooms after 2:50pm.
16. Students are not allowed to be in the Middle School hallways.
17. Choir students must be professional when they are in the Middle School and around Middle School Students.
18. Students must ask permission to be in the practice rooms, instrument storage room or music library.
19. Students must have a written pass from Mrs. Ratica in order to be in the band room anytime outside of 2nd period. Students must have a C or better in ALL classes to be in the band room during lunch or study halls unless they are completing a choir assignment or exam.

Part 6: Practice Room Procedures

2019-2020 Practice Room Procedure

We are very fortunate to have an outstanding music facility. Several practice rooms are available throughout the school day. Practicing in school is a *privilege!!!!* It is NOT a *right!* The following guidelines will be strictly adhered to regarding the use of practice rooms during the school day:

- You are only permitted to use the practice rooms during STUDY HALLS (no other classes- no exceptions!)
- Once you arrive in the band room, you MUST stay in the band room the entire period! If you leave the room for ANY reason you must sign out **AND TAKE A PASS WITH YOU (this pass policy will be STRICTLY enforced by Middle School Staff)**. If you are caught out of the room without signing out, your practice passes will be REVOKED for the rest of the school year!
- YOU are responsible for keeping track of time! Late passes to the next class will NOT be written!
- (New for 2019)= In order to receive a Permanent Practice Pass, you are **REQUIRED** to take and perform a SOLO at Solo-Ensemble AE
- (also new for 2019)= In order to receive a Permanent Practice Pass, you will be asked to assist with Middle School Choir Rehearsals or Music classes twice per month if your practice pass is during a middle school Choir Rehearsals or Music Class period. You will be made aware of these rehearsals in advance.

When you use the practice rooms, that's exactly what the priority is- PRACTICE!!!! This is NOT "get out of study hall time," "socialize time," or "hang out in the band room time." I know that this happens, and it's OK AS LONG AS YOUR PARTS ARE INDIVIDUALLY AND PROPERLY PREPARED! If you are in the band room and your parts are NOT prepared properly, your practice pass will be revoked!

Part 7: Attendance and Grading Policy

The grading policy reflects the three components necessary to make a great choir. These components are: musical knowledge and facility, ensemble performance and attendance, and individual commitment and improvement.

Ensemble Performance and Attendance

1. In order for us to become a truly outstanding musical organization, it is imperative that our precious rehearsal time be maximized. Your commitment to the success of the ensemble will be directly reflected by your attendance and preparation for each and every rehearsal. You will succeed or fail as a unit, not individuals. Therefore, it is mandatory that you are **present, prepared, and prompt** for each rehearsal and performance. Unexcused absences/tardies will not be tolerated.
2. There are occasions when absences cannot be avoided. **Absences from an after-school rehearsal should be cleared at least one week in advance. Absences from a performance should be cleared at least two weeks in advance.** An absence will be considered excused if it is a medical emergency, death in the family, or a major family responsibility. *Be aware that work, events that are not officially part of a Norwayne group/sport or driving school is NOT an excuse. Give your employer your concert schedule now so you can get the days off.*
3. An unexcused absence from a performance will result in a zero for the assignment. Two unexcused absences from performances may result in dismissal from the organization and/or failure of the course.
4. An unexcused absence from a rehearsal will result in a zero for the daily rehearsal etiquette grade. Four unexcused absences from rehearsals may result in dismissal from the organization and/or failure of the course.
5. **Students are excused by Mrs. Ratica only! If a parent writes a note, it does not necessarily mean that the student is excused.**

6. The Choir Director reserves the right to adjust your grades due to excessive excused absences, excessive excused tardiness, displaying an attitude detrimental to the organization, or negligent preparation of music.

7. Throughout the 2019-2020 school year, many students may experience transportation concerns. They cannot get to the school during certain times of the day due to parent's work schedules or other transportation issues. Students with transportation issues are to complete the car-pool form at least one day before an after-school event or concert. This form is available from Mrs. Ratica throughout the year. It can also be accessed at: Google Classroom, Charms and norwaynemusic.com. **STUDENTS WHO DO NOT FILL OUT THE FORM BEFORE EVENTS TO DECIDE WILL NOT BE EXCUSED FROM THE REHEARSAL, CONCERT AND/OR EVENT.**

Part 8: Discipline and Removal Policy

The following course of action will be taken if any of the above requests are not adhered to with or without warning:

1st offense= Disciplinary action or actions:

1. Teacher-student conference before/after/during class
2. Loss of privileges and/or change of seats may also occur.

2nd offense=Disciplinary action or actions:

1. An automatic F being averaged into the daily rehearsal etiquette grade.
2. Teacher-student conference before/after/during class
3. Loss of privileges and/or change of seats may also occur.

3rd offense=Disciplinary action or actions:

1. An automatic F being averaged into the daily rehearsal etiquette grade.
2. Teacher-student conference before/after/during class
3. A detention will be issued
4. A phone call home will be made by Mrs. Ratica.

4th offense= Office referral at which time the situation will be reviewed by the principal and any of the following may result: detention, Saturday school, suspension or expulsion. Permanent removal from the group may also be made.

Clear rehearsal etiquette expectations and consequences will be discussed and agreed upon by the entire ensemble by the end of week one. This includes the use of electronics. The entire choir will be held responsible not just the section leaders.

Removal Policy

It is incredibly important to realize that being a member of the Norwayne Choir Program is being a member of the *group*. Although the group relies on the individuals for success, it is the welfare of the *group* that is the ultimate priority in making decisions based on individual conduct and behavior.

It is the philosophy of this choir program that success of the group depends on the positive interactions and contributions of the individuals in it, and that the success of the group is paramount. That is why this policy exists. If, throughout the course of the season, it is found that you are NOT contributing positively to the group, you will be REMOVED from it. Examples of behaviors and/or actions that could be considered grounds for removal are listed, but not limited to, the following:

- Unacceptable progress or development on your instrument and/or musical skills
- Excessive tardiness and/or absences from rehearsals and/or performances
- More than one unexcused absence from a performance and/or major rehearsal
- A major violation of any rule and/or procedure (theft, drug use, severe insubordination, etc.)
- Excessive negative attitude
- Excessive gossiping and/or rumor spreading (a.k.a. “drama”)
- Bullying others in any way. (Constructive criticism is not bullying.)

Before a student is to be removed from the group, he or she will be placed on “removal probation.” A probation form will be filled out by Mrs. Ratica explaining the reasons for possible removal and the recommended course of action to remedy the reason. The returned form will be signed by the student and parent and if remedy is not made, removal will take place.

Major violations and other major infractions may result in immediate removal without probation.

If you are removed from the choir, your grade will be a “withdraw” (W) and will show up as such on your transcript. “Withdraw” is neither a positive or negative on your final grade and/or transcript. It is not factored into your final GPA, but you will not receive credit for the course.

Part 9: Graded Tasks

Musical Knowledge and Facility

In order to become a better singer, this part of the grade lists particular tasks to be completed each throughout the year which reflect the acquisition of musical knowledge and facility:

1. Pre-Assessment/Entrance Exam that includes written and vocal evaluation
2. Voice Testing (individual or small groups)
3. Mid-term Exam/Assessment
4. Post-Assessment/Exit Exam
5. Concerts
6. Performances at community events throughout the year
7. Participate at the 1-25-20 Solo and Ensemble OR Complete a Research Paper by 1-25-20.

Individual Commitment and Improvement

In order for our choir to be great, individuals must be held accountable for their own improvement and personal musical growth. This involves the completion of the following:

1. Folder Checks
2. Self/Group Evaluations
3. In Class Written Assignments
4. Music Theory Homework Via Google Classroom
5. Vocal Fundamentals Homework Via Google Classroom
6. After School Rehearsals
7. Concert attire

Weekly rehearsal etiquette grade (16 Points) includes:

Date:	1 Point
Preparation and Organization	
Brings choir binder to rehearsals	1
Brings a pencil to rehearsals	1
Comes to choir rehearsals on time	1
Marks important information in music	1
Etiquette	
Electronics put away unless they are part of a lesson	1
Does not interrupt rehearsals with drama, bullying or by drawing unnecessary attention to oneself	1
Approaches rehearsals with a positive attitude.	1
No gum	1
Individual Commitment	
Projects voice at his/her best ability	1
Challenges oneself to take risks	1
Allows others to assist with confidence and insecurity issues	1
Motivates others and/or leads by example	1
Technique	
Consistent posture while sitting and standing	1
Does his/her best to sing with proper diction	1
Transfer of Learning evident in warm-ups, rehearsals and performance	1
Does his/her best to sing correct pitches and to blend his/her voice with others	1
	16

Extra Credit Opportunities

Extra credit opportunities will be available throughout the year to individuals who do their best but struggle with graded tests and assignments. Therefore, there is no reason for students to receive a poor grade in choir as long as they:

1. Demonstrate proper rehearsal etiquette
2. Complete all graded assignment
3. Attend all concerts
4. Complete the extra credit when it is offered
5. Follow the rules

Part 10: Career Center, Post-Secondary, Home Schooled and Independent-Study Students

Career Center, Post -Secondary, Home Schooled and Independent-Study students who are not in rehearsals on a daily basis are required to make individual arrangements with Mrs. Ratica concerning time commitment in order to receive full credit for the course. These students are also responsible for joining the following class in google classroom:

2019-2020 Career Center, Post-Secondary, Home Schooled and Independent Study Choir Students
class code is: tadfpm

Part 11: Add/Drop Policy

The choir at Norwayne High School is solely dependent on the members involved in the activity. Plans for the entire year as far as the choir's performances, where they perform, and so forth are determined within the first few days of the school year.

Choirs are successful and are regarded as such based upon the *group*, not the *individual*. However, it is the *individual* that affects the level of the *group*. For example, how can we expect to perform well if we rehearse with fifteen sopranos and only eight shows up for the concert? At times, choir selections require one or two individuals to cover a part. What happens if these important people do not show up for the concert after working on the piece for several weeks? In a small program like ours, an individual's

commitment (or lack thereof) can totally “make or break” an entire school year FOR EVERYBODY! It is for the above-mentioned reasons why this policy exists.

Students are given until the class add/drop date determined by the school to decide on if they want to keep choir in their schedule. Mrs. Ratica will NOT sign any *class drop* form that comes across during the school year **AFTER the add/drop date. If you still insist on dropping out of the course, you will be given the grade of “Withdraw-Fail (WF)” as per school policy.** This grade will be transferred to the guidance office and will show up on your transcript! Please realize that your level of commitment in this organization affects 20-50 OTHER PEOPLE, not just yourself!

Part 12: Travel

1. Local travel is provided by the Norwayne Schools transportation department. All students MUST travel to and from all performances on school buses, primarily for legal reasons. We also use bus counts as a means of accounting for all members. The ONLY exception to this policy is PRIOR TO DEPARTURE, you must present to the choir director a note signed by your parent or guardian.
2. You will be given a depart and return time for all events. PLEASE ARRANGE FOR YOUR PICK-UP IN ADVANCE.
3. For attendance purposes, YOU MUST RIDE THE SAME BUS BOTH WAYS FOR ANY EVENT.
4. Be courteous to drivers and chaperones. Insubordination to any staff member or chaperone will result in an office referral and will lead to severe disciplinary action.
5. While the bus is in motion, you are to remain seated. You are not permitted to get out of your seat until the driver has parked and turned off the engine. This is for everyone’s safety.
6. The chaperones and bus drivers, as well as the director, ARE IN CHARGE!!! The bus drivers to make our trip safe may impose any extra rule.
7. Make sure to clean up all trash left by you or neighbors when unloading the bus.

Part 13: Leadership Council

The Leadership Council will consist of: President and Vice President who are nominated and elected by the students enrolled in choir at the beginning of every year. Additional section leaders will be chosen by the director after an interview process takes place.

The Leadership Council duties include but are not limited to:

1. Demonstrating proper singing fundamentals and posture.
2. Helping out and assisting any choir members who are struggling with notes, rhythms, lyrics, diction and music theory.
3. Demonstrating the essential characteristics of a proper leader by setting the best possible example at all times.
4. Communicating with and keeping the director updated on the process and/or issues within the choir.
5. Helping out with organizational or secretarial duties. (filing music, attendance, photography, etc....)
6. Recruitment
7. Driving the members of the ensemble to do their best at all times in a constructive manner.
8. Positive motivation
9. Attending leadership council meetings
10. Completing focus correction sheets
11. Running student lead sectionals
12. Balance suggestions with praise at ALL TIMES!!!!

The leadership council does not have the authority to do the following:

1. Discipline students
2. Have influence or assign grades
3. Gossip or make fun of choir members
4. Bullying (constructive critiquing/suggestions is not bullying.)
5. Correct or adjust singing technique in a negative way during or outside of rehearsals.

Every member of the choir is accountable in making sure the leadership council is successful. NOT JUST THE MEMBERS OF THE COUNCIL. Students who cannot handle teamwork and/or student lead learning should not be in the group

Part 14: Norwayne Schools Drug Testing Policy

Because choir is a co-curricular class that is also considered as extra-curricular, all choir students are to have a Norwayne Schools Drug Testing Policy Agreement Form signed by themselves and a parent/guardian and turned in by September 3, 2019

in order to participate in choir. Students will receive 10 points for turning the form in on time. Students will lose points if it is turned in late. Students will not be permitted to participate in concerts or after school choir activities if the form is not turned in. This will warrant an unexcused absence from graded events.

Part 15: Rewards, Awards and Special Recognition

The Norwayne High School Music Staff and Supporters believe that the best form of rewards, awards and recognition should be intrinsic, educationally based and earned. This includes: certificates, special pins, badges/patches, trophies, solos, acknowledgment via media, photos, announcements during performances, scholarships and nomination to the Norwayne Chapter of the Tri-M Music Honor Society. Rewards, awards and special recognition should highlight the entire efforts of the entire music department. Individual recognition can be made with the directors' discretion.

As a member of the high school band and choir program/s, you are eligible to receive awards for your service. These awards, like athletics, are meant to be displayed on your varsity jacket. Your first year you receive a music logo shield. Your second year you receive your class graduation numerals. The third year you receive your letter. The fourth year you receive the fourth-year award. In order to receive an award for the current year, the following conditions must be met:

Part 16: Revision Clause

Revision Clause:

This handbook is designed to best meet the changing and evolving needs of the choir at Norwayne. Procedures may be added to or deleted throughout the year. If procedure changes do occur, students will be given plenty of time to adjust to any revisions. Each student will also receive a letter explaining the rationale and detailed explanation of the grade and this letter will be required to be signed by the student's parents.

Part 17: Important Online Tools, Smartphone Apps

The Norwayne Music Calendar via the Google System:

The Norwayne Music Calendar via the Google System is THE FINAL SAY!!!!

Please locate the Norwayne Music Calendar as soon as possible. For all graded concerts, activities and meetings taking place outside of the school day, *The Norwayne Music Calendar via the Google System is THE FINAL SAY!!!!* All Edits and final times will be posted to this calendar. It may be viewed at www.norwaynemusic.com on the home screen and/or may be accessed via your individual google account by accessing the "friend calendar" at norwaynemusic@gmail.com

Receiving Text Alerts:

Students and parents will receive important text alerts from Mr. or Mrs. Ratica throughout the school year. These alerts will be generated through Charms and not Remind 101.

Google Classroom Assignments Versus Progress Book:

Students will utilize Google Classroom to complete the majority of written and recorded assignments and forms. Grades will be recorded in Progress Book.

Charms:

Charms is an online office assistant for the music program. Charms is valuable and necessary for courses such as band and choir where there is a large amount of information that cannot be documented in one way. Charms can be described as the combination of the following programs: Quicken, Google Docs, common data bases/libraries, inventory programs etc. Students and parents do not need to register or update information by logging onto the Charms website this year. The information you submit in the "Norwayne Vocal Department Contact Form" will be used by music teachers to get you set-up.

Part 18: 2019-2020 NORWAYNE HIGH SCHOOL CONCERT CHOIR
PRELIMINARY SCHEDULE OF IMPORTANT DATES AND EVENTS

The purpose of the 2019-2020 Norwayne High School Concert Choir Preliminary Schedule of important dates and events is to communicate the majority of graded performances and import music department events. **This is designed to give you a clear heads up of the major events and does not include all graded assignments or events for the year.**

Please note that all major events are scheduled one year in advance. Therefore, dates and times are subject to change. Please add this info to your calendars understanding that more information and assignments will be added and possible dates and times may be changed throughout the year.

Go to www.norwaynemusic.com to access the most accurate calendar. There are instructions on how to sync it to your electronic devices. Make it a habit to check it every week to make sure you do not forget import events.

2019-2020 NORWAYNE HIGH SCHOOL CONCERT CHOIR
PRELIMINARY SCHEDULE OF IMPORTANT DATES AND EVENTS

SEPTEMBER 2019

SEPTEMBER 3, 2019	Completion Checklist Tasks must be completed and turned in properly.	COMPLETE AND TURN IN TO MRS RATICA	20 POINTS
SEPTEMBER 2019	SPAGHETTI DINNER RAFFLE STARTS	IMPORTANT FUNDRAISER	

OCTOBER 2019

OCTOBER 18, 2019	CHOIR SINGS AT THE FOOTBALL GAME	REPORT TIME 6:00PM PERFORM 6:45PM STUDENTS MAY LEAVE AFTER THEY SING	50 POINTS
OCTOBER 18, 2019	END OF 1 ST GRADING PERIOD		

NOVEMBER 2019

NOVEMBER 1, 2019	RAFFLE TICKETS DUE		
NOVEMBER 2, 2019 This is a Saturday	FALL CONCERT/SPAGHETTI DINNER	TIMES TBA CONCERT BLACK	50 POINTS CONCERT 50 POINTS WORKING A SHIFT OR DONATING A PRODUCT
NOVEMBER 4, 2019	COOKIE DOUGH FUNDRAISER STARTS		
NOVEMBER TBA	VETERANS DAY PERFORMANCE	DURING THE SCHOOL DAY CONCERT BLACK	50 POINTS
NOVEMBER 18, 2019	COOKIE DOUGH FUNDRAISER ENDS		

DECEMBER 2019

DECEMBER 4, 2019	COOKIE DOUGH DELIVERY		
DECEMBER 13, 2019	BAND AND CHOIR HOLIDAY TOUR	THE CHOIR WILL PERFORM AT NHS, NMS, NES, BURBANK PARK AND CRESTON STATION. STUDENTS WILL EAT LUNCH AT THE LODI OUTLET MALL CONCERT BLACK WITH HOLIDAY BLING	25 POINTS
DECEMBER 16, 2019	HIGH SCHOOL HOLIDAY CONCERT	7:00 PERFORMANCE PERFORMING ARTS CENTER REPORT TIME 6:00pm CONCERT BLACK WITH HOLIDAY BLING	50 POINTS
DECEMBER	Wooster Oilers Game and Caroling TBA	TBA	Optional Not for a grade This will include Tri-M members.

JANUARY 2020

JANUARY 10, 2020	END OF 2 ND GRADING PERIOD Exam		
TBA	SOLO AND ENSEMBLE RECITAL	OPTIONAL RECITAL FOR SOLO AND ENSEMBLE PARTICIPANTS TIME AND LOCATION TBA	
JANUARY 25, 2020	SOLO AND ENSEMBLE OR RESEARCH PAPER DUE.		50 POINTS
JANUARY 26, 2020	MOOSE BREAKFAST	THIS IS THE ONLY MOOSE BREAKFAST BENEFIT FOR THIS SCHOOL YEAR!	Students will be given several options to fulfill their obligations for this required 50-point event. Details will be communicated closer to the event.

FEBRUARY 2020

FEBRUARY 7, 2020	SPRING FUNDRAISER STARTS		
FEBRUARY 28, 2020	SPRING FUNDRAISER ENDS		
FEBRUARY 26, 2020	SMITHVILLE FESTIVAL OF CHOIRS REHEARSAL	9:00AM DEPART 9:30AM-11:30AM REHEARSAL 11:30AM-12:45PM LUNCH 1:00PM RETURN TO SCHOOL	25 POINTS
FEBRUARY 28, 29 & MARCH 1, 2020	SPRING MUSICAL	NOT REQUIRED DATES AND TIMES TBA	

MARCH 2020

MARCH 2, 2020	SMITHVILLE FESTIVAL OF CHOIRS CONCERT	REPORT TIME 5:00PM NHS CONCERT BEGINS 7:30PM AT SMITHVILLE FIELDHOUSE	50 POINTS
MARCH 6 OR 7, 2020	OMEA LARGE GROUP CONTEST	BE PREPARED FOR <u>BOTH</u> DATES WE WILL KNOW THE EXACT DATE AND TIMES BY MARCH 2, 2020.	50 POINTS
MARCH 12, 2020	NORWAYNE MUSIC IN OUR SCHOOLS HIGH SCHOOL AND MIDDLE SCHOOL CHOIR CONCERT	REPORT TIME: 6:30PM CONCERT TIME 7:00PM THIS IS A SEPARATE DATE FROM THE BAND	50 POINTS
MARCH 13, 2020	END OF 3 RD GRADING PERIOD		

APRIL 2020

APRIL 21, 2020	Harold Bowman Auditions	5:00PM	OPTIONAL
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MAY 2020

MAY 12, 2020	MUSIC/DRAMA BANQUET	DOORS OPEN 6:00PM DINNER 6:30PM AWARDS 7:15PM	
MAY 19, 2020	HIGH SCHOOL SPRING CONCERT	7:00PM PERFORMANCE 6:00PM REPORT TIME CMS CONCERT BLACK	50 POINTS
MAY 21, 2020	Commencement Planned Absence forms due to be reviewed and approved by Mrs. Ratica		
MAY 22, 2020	LION'S CLUB ICE CREAM SOCIAL	CRESTON PARK CONCERT STARTS AT 7:00PM REPORT AT THE PARK AT 6:30PM RED, WHITE AND BLUE ATTIRE	50 POINTS
MAY 24, 2020	COMMENCEMENT CEREMONY	REPORT TIME 1:30PM	50 POINTS
MAY 28, 2020	LAST DAY OF SCHOOL		

Music Supporters Meetings: Any parents wishing to be actively involved with the planning of band and choir events are encouraged to attend Music Supporters meetings. These meetings are about an hour and take place at 7:00PM in the band room on the following dates:

August 20, 2019

September 17, 2019

October 15, 2019

November 19, 2019

January 21, 2020

February 18, 2020

March 17, 2020

April 21, 2020

The more parental support the better! The goal is to strengthen the effectiveness of the organization so that the students do not have to work as hard to raise money for operations as well as trips.