

Highlands Junior SCHOOL CHOIR

Program Policy Handbook
Adriana Lara, Choir Director



TABLE OF CONTENTS

- 3** Welcome Message
- 4** Grading Policy and Requirements
- 5** Procedures, Rules, and Expectations
- 6** Financial Information and Fundraising
- 7** Supplies and Concert Attire
- 8** Concert Etiquette and Expectations
- 9** Field Trip Requirements
- 10** Contact Information

WELCOME MESSAGE



WELCOME, EAGLES!

It is my honor to serve as the Director of the Highlands Junior School Choir! I am a product of the GCCISD fine arts program. Music has always been a meaningful part of my life. Participating in Choir helped me discover my voice, and my mission is to help each of my students do the same.

I'm excited to begin this new chapter and embark on the incredible journey of making a difference in the lives of our students. Together, we will strive for professionalism in musicianship every day as we work to become the best junior high Choir in GCCISD.

Let's make this year one to remember!

Adriana Lara

CHOIR DIRECTOR, HIGHLANDS
JUNIOR SCHOOL CHOIR

GRADING POLICY



Our choir grading policy follows the district guidelines:

- **40% Daily Participation**
This includes your effort, engagement, responsiveness to feedback, completion of daily assignments, and personal growth. If you are consistently trying your best and staying involved, you will earn a 100 in this category.
- **60% Tests and Concerts**
Tests and performances make up the majority of your grade. Since we only have a few concerts, each one is extremely important.

Concert Attendance:

Concerts are not just graded events — they are core experiences in our choir program.

- If you are unable to attend a concert, you must notify me in advance.
- You can make up the grade, but you cannot make up the experience.

We want every choir student to participate in every performance. Your presence matters — to your grade, your growth, and your team!

REQUIREMENTS

Because performance is part of our curriculum, The “No Pass/No Play” rule does not apply—except for competitions and certain special circumstances.

However, if you are suspended from school or assigned to an alternative placement due to behavior, you may not be allowed to attend or participate in any events on school grounds until your consequence is completed.

Please be mindful of your behavior and the potential consequences—it matters!

PROCEDURES, RULES, AND EXPECTATIONS

- When you enter the choir room, please place your backpack along the wall under the whiteboard.
- You will have your materials with you every day.
- YOU WILL NEVER CHEW GUM IN THE CHOIR ROOM.
- YOU WILL NOT EAT OR DRINK IN THE CHOIR ROOM.
(Water only.)
- YOU WILL FOLLOW THE SCHOOL POLICY FOR CELL PHONES IN THE CHOIR ROOM.
- YOU WILL FOLLOW THE SCHOOL DRESS CODE IN THE CHOIR ROOM.
- You will show yourself, your peers, and your director respect, and you will receive the same respect in return.
- You will participate in all activities fully and with a willingness to learn.
- Students are to remain in their seats unless stated otherwise or they are doing small group work where they have to spread out.
- Only one child may go to the bathroom at a time. They have to use their smart pass.
- NO STUDENTS MAY PLAY THE PIANO WITHOUT ME PRESENCE.

MONEY FUND



T-shirt 😍

Students will purchase a choir shirt. Prices and date will be available soon.

Fundraising 😊

Students are not required to participate in fundraisers; however, students who do fund raise may have the cost of trips or activities lowered. Fundraisers do not affect grades in any way.

Activity Fund 😊

All funds raised by students cannot be spent without the consent of the student officers, which I obtain in consultation with our choir officers and submit to the district.

Donations/ Volunteering

Please see me if you have items to donate or know of an organization who would like to donate to the choir, or are interested in volunteering for us.

STUDENTS WILL NOT BE ALLOWED TO FUNDRAISE WITHOUT PARENT PERMISSION. ANY STUDENT WHO FAILS TO RETURN FUNDRAISING ITEMS OR MONEY WILL BE BARRED FROM FUTURE FUNDRAISING AND/OR PARTICIPATION IN EXTRA EVENTS UNTIL THE ACCOUNT IS CLEARED.

SUPPLIES

CONCERT ATTIRE



Supplies Needed Daily for Choir:

- 1 half-inch black binder
- pencils
- water bottle
- highlighter

Concert Attire:

Choir t-shirts are the standard dress for fall and spring concerts, field trips, auditions, and parties. Formal concert attire is worn for Region concerts, UIL, winter concert, and other events as determined by the director. Students may be asked to supply their own formal/business casual attire for solo & ensemble/other events as needed.

CONCERT

ETIQUETTE

YOU
WILL



CLAP

OR
YOU



WILL BE SILENT

You must stay in your seat during the singing, only get up between songs if absolutely necessary.



HJS Choir

FIELD TRIP

REQUIREMENTS

Off Campus : Privilege



Any time our choir travels off campus, it is a privilege and standards will be met in order to participate. The campus principal may set additional requirements for field trips that must be adhered to.

The director reserves the right to remove students from field trips, evaluations, competitions, if that student has not met the requirements. The director will notify students and parents if this happens.

Money paid in advance for field trips cannot be refunded, per district policy.

1. Student must have no unexcused absences from any required choir events
2. Student must have at least a 90 average in choir class
3. Student must have at least a G in conduct in choir class
4. Student must have no ISS, OSS, or POINT placement in the 6 weeks prior to the field trip.

THANK YOU



Contact Information

2 8 1 - 4 2 0 - 4 6 9 5

Adriana.Lara@gccisd.net

1212 E. Wallisville Rd.

Baytown, TX 77562

**Note: All text communication
between student and director must take
place on parent square, by law.**

HJS Choir

Dates for the Year

- **9/4: Parent Meeting 4:00PM-5:00PM**
- **10/3: SA Region Audition #1 (*required for varsity*)**
- **10/4: TB Region Audition #1 (*required for varsity*)**
- **11/14: Region clinic/ concert (for qualifying students)**
- **12/16: Christmas Concert* (required for all)**
- **TBD Solo & Ensemble**
- **3/4: UIL Concert & Sight Reading**
- **5/5: Pop Show* (*required*)**
- **TBD Choir Field Trip**

Not all events are required of all students, events are subject to change. Events marked with an asterisk* are required of all choir students. Students will be notified if they have the option of participating in other events.

ACKNOWLEDGEMENT FORM

I have received and read the Highlands Junior School Choir Handbook for the 2025 - 2026 School year. By returning this form, I acknowledge that I am aware of the requirements and expectations that are outlined in this handbook. I understand that my student and I must comply with all school and organization requirements as outlined in this handbook, the school handbook, and the GCCISD Code of Conduct.

PERMISSION TO TRAVEL FORM

My child has permission to travel with the Highlands Junior School Choir for any Choir related activities throughout the 2025-2026 school year. I/we will not hold any of the Goose Creek CISD school employees or the district legally responsible should an accident or incident occur when traveling with the choir. I/we understand that if my child travels with the choir to an event, they can only ride back with the choir or a legal guardian with a note sent 24 hours in advance of the trip, and it has been signed and approved by the principal of Highlands Junior High School. Students will be released only to their parents (ID Required) and parents need to also verbally notify a director when they take their child with them. I give my consent for medical treatment to be given to my child by a hospital or urgent care facility should it become necessary.

PICTURE AND VIDEO PERMISSION

I/We give permission for digital pictures, audio, and video recordings of my child / self on the HJS choir social media platforms and to be released to district/community publications.

I give permission for my child to travel on GCCISD transportation to official HJS Choir events. I give permission for my child to be recorded using audio, video, or still pictures for the Choir/HJS/GCCISD/ website, social media or public media. I acknowledge that I have read the handbook and agree to abide by the policies set forth by the HJS choir program.

PRINTED NAME OF STUDENT

Parent Signature _____
Cell _____

Parent Signature _____
Cell _____

HJS Choir Varsity Contract I, _____, understand that Varsity Choir is the top choir of the school. I understand that I must maintain a high standard of excellence academically and behaviorally. Passing grades for grading period is essential and a standard that I must maintain. I also understand that I will be representing my school and the choir program and that I will strive to demonstrate exemplary levels of personal character as a member of this organization.

Student
signature _____ Date _____

Parent
signature _____ Date _____