

Mission Viejo Choral Department



Student / Parent Handbook
2016-2017

August 2016

Dear Choral Student and Parent / Guardian,

As your choral director, it is with great excitement that I welcome each of you to a new school year! I look forward to working with you throughout the year. We welcome back the returning singers and extend a very special welcome to all of the new choir members. You are now part of the award winning Mission Viejo Choral Music Department, and what lies ahead is more than just singing with some friends—your lives and the lives of those who will hear you will be changed by the music we make.

We have an exciting year planned, including the introduction of a brand new choir to the program – *Diablo Chorus* – festivals for all choirs, seven fun concerts throughout the year for the whole program, and, of course, the opportunity to participate in Worldstrides Heritage Performance Programs’ prestigious choral music competitions in San Francisco! We want everyone to be as informed and aware as possible of the various components that go into maintaining such a highly successful program. Enclosed in this packet of information are several items:

- 1) **Classroom Rules**
- 2) **Grading Policy & Participation Rubric**
- 3) **Course Descriptions & Concert Attire**
- 4) **Performance Schedule (more information about other performances will be given at later date)**
- 5) ***Volunteer List—a list of opportunities to help the program be successful**
- 6) ***Contribution Form**

*Every member of the choral department—student and parent—will be asked to contribute to the program, both financially and through donations of your time. A successful program simply *cannot* exist without this assistance, especially in these economic times when we receive *no money* from the district to repair equipment, travel to competitions, etc. All of this must be funded by those of us involved in and committed to the success of our wonderful students. Thank you, in advance, for your dedication to this program.

Please take some time to carefully read through this packet. After reading, please fill out and sign the forms on the last two pages that ask for information and / or signatures, and return only those indicated with any fees needed as soon as possible so we can go right in to making music. If there are any unanswered questions, or any other concerns, please do not hesitate to contact me: **norriss@svusd.org**. Our website is also updated regularly, so you can always check there for calendaring questions since throughout the year, events are added and additional information is provided: **www.missionviejochoir.com**

We have a great year ahead of us! I’m very excited for the year, and am confident that, together, we can not only continue the traditions of excellence to which the students, school, parents, and community have grown accustomed, but build upon them. This choral program is a very special one and you should be proud, as I am, to be part of this choral family.

Sincerely,

Sarah Norris
Choir Director

“Enter as Individuals, Work as a Team, Leave as a Family”

CHORAL DEPARTMENT CLASSROOM RULES:

In order to ensure that each student has a healthy, happy, and productive learning environment, all students are expected to do the following:

1. Be on time to *all* classes, rehearsals, performances, meetings, and events:
To be early, is to be on time;
To be on time, is to be late;
To be late, is not to be!
....
2. Show respect to *all* leaders, students, and / or adult by paying attention, not talking or being disruptive, and doing as asked at all times with joy and confidence;
3. Be in their assigned seat with *all* of their materials (including their music and a sharpened pencil with an eraser) and ready to begin *before* the “tardy” bell sounds;
4. Participate fully at *all* times (if a student is healthy enough to be in school, they will be expected to *actively* rehearse);
5. Consume all food, drink, candy, gum, etc. *outside* of the classroom;
6. Use the restroom before or after classes and rehearsals (*not* during);
7. Take care of matters such as hairstyling and make-up outside of classes and rehearsals;
8. Do homework and other class work *outside* of classes and rehearsals;
9. Be focused on the way to all festivals, competitions, and performances;
10. Stay with their group and in their seat at all times at festivals, competitions, and performances (unless otherwise instructed by Mrs. Norris).

CLASSROOM DISCIPLINE PLAN

This is the series of consequences for inappropriate, or otherwise disruptive, classroom behavior that will be followed in my classroom.

- 1st offense- warning by teacher/peers
- 2nd offense- conference with teacher
- 3rd offense- 15 min. teacher detention, lowered citizenship
- 4th offense- 30 min. teacher detention and parent contact, lowered citizenship
- 5th offense- 30 min. teacher detention, parent contact, and referral

These consequences are earned on a daily basis, with the exception of the tardy and cheating policies of MVHS.

The tardy policy of MVHS will be strictly followed.

In addition to the above, the following **Severe Clause** will be enforced on the first violation to any of the following offenses:

1. Any student who willingly participates in an activity that could injure themselves or others will be immediately referred to the Assistant Principal and parents will be contacted.
2. Any student who violates the cheating policy (cheating or helping another student cheat on any test or homework item) or the sexual harassment policy of MVHS will be immediately referred to the Assistant Principal and parents will be contacted.

Grading Policy

Students will be graded on a point system.
The scale is as follows:

90 – 100 percent = A
80 – 90 percent = B
70 – 80 percent = C
60 – 70 percent = D
less than 60 percent = F

Below is the breakdown of how the grades are calculated:

45% = Performance: any and all choral performances go into the make-up of this grade
40% = Participation: being in class on time and engaged in the lesson/rehearsal
15% = Classwork, Tests, Final: all in-class written work

PERFORMANCES EQUAL 45% OF OVERALL GRADE. Each concert is worth 100 points.

Note: This is a Performance Class.

As such, **50 Performance Points** will be lost for each performance that is missed, *if excused* in advance*; students **will lose all 100** points for each performance that is missed that is unexcused.

* an absence from a performance will be considered “excused” only if the student turns in an “Absence Excuse Form” signed by a parent or guardian. The form is to be submitted as soon as the calendar conflict is identified, but **will not be accepted any less than one week before the date of the event**. NOTE: A percentage of lost points may be recovered through ECP and CWS (see below).

Below are the various elements that make up student grades in my classes:

PAP – “Punctuality/Attend.” points will be determined based on the roll sheets. Each day is worth ten (10) points. *Students will lose 2 points for tardiness, 5 points for excused absences, and all 10 points for unexcused absences or absences due to “Opportunity Days” (i.e. In-house Suspension).* PAP points can be recovered through Choral Service Work (CSW).

ATP – “At Task” (or *participation*) points will be determined by the Director’s observations of each student’s work during classes, rehearsals, and performances (with input from section leaders where appropriate). Again, each day is worth ten (10) points. Five (5) points will be lost for chewing gum or eating during rehearsal, 10 for using a cell phone / ipod / any other electronic device during rehearsal (the electronic device will then be confiscated for the period, in accordance with school policy).

MSTP – “Music/Skills Test” points will be determined by music tests given periodically throughout the school year, and quizzes in the areas of: vocal, rhythmic, and other vital skills. Test scores will be averaged each quarter, and the resulting number will be translated into points. Up to 10 CSW points are available.

ECP – “Extra Credit” points will be determined at the Director’s discretion and will include, but not be limited to, the following: Choral Service Work, attendance at the monthly parent meetings with a parent, attending and writing a review about other performing arts presentations, Honor Choir Auditions, service as an officer or section leader, etc.

CSW – “Choral Service Work” points will be determined case by case. Students who recognize a lack of points on their grade scale, and who seem to the director to have amended the behavior that led to the lack of points, will be given opportunities to earn a limited number of points back. They will do this by completing tasks in support of the choral program—maintenance of the facilities, choral library work, personal music projects, etc.

PARTICIPATION RUBRIC

A (90-100%): Comes on time to class; listens attentively and follows instructions the first time; quiet, courteous, and prepared; works on improving, always plays assignments on the day they are assigned, never chews gum, eats, or misuses cell phone/iPod policy; does not leave class without permission for any reason; takes responsibility; respects peers and director

B (80-89%): Usually comes on time to class; listens to directions and usually follows them; quiet and prepared; usually completes assignments on the day they are assigned, hardly ever chews gum, eats, or uses cell phone/iPod; 3 or fewer tardies; occasionally leaves class for restroom; no discipline problems

C (70-79%): Does not come to class on time or frequent unexcused absences; talks too much for positive rehearsal etiquette; demonstrates some effort but no desire to improve; frequently does not complete assignments and is seen not playing guitar; chews gum, eats, and/or uses cell phone/iPod in class regularly; frequent trips to restroom; 5 or more tardies; frequent discipline problems.

Course Descriptions

Concert Choir

Concert Choir is an introductory level choir, open to all students with little or no previous choral experience. This class provides opportunities for young men and women to have the experience of singing together in simple harmony. Attention is focused on establishing basic pitch and developing a good choral tone, along with developing good choral discipline. Sight singing is stressed through the use of Solfege. Some rehearsals and performances outside of the school day are required as part of the grading policy.

Diablo Chorus

Diablo Chorus is an introductory, choir open to all students with little or no previous choral experience. This class provides opportunities for students to have the experience of singing together in simple harmony. Attention is focused on establishing basic pitch and developing a good choral tone, along with developing good choral discipline. Sight singing is stressed through the use of Solfege. Some rehearsals and performances outside of the school day are required as part of the grading policy.

Treble Choir

Treble Choir is an advanced performance ensemble open to experienced singers in grades 9-12. This group performs primarily “classical” music of many different styles and periods. Treble Choir will be involved in competitions and festivals. Rehearsals and performances outside of the school day are required as part of the grading policy. Class discussions and written tests cover various performance styles and practices, music vocabulary, and advanced vocal techniques, as well as music theory and analysis. Sight-singing is stressed through the use of Solfege.

Chamber Singers

Chamber Choir is an advanced performance ensemble open to a limited number of experienced singers in grades 9-12. This group performs primarily “classical” music of many different styles and periods--largely a cappella music. Chamber Choir will be involved in tours, competitions, and festivals, and performs for some private, public, civic and school functions. Rehearsal and performances outside of the school day are required as part of the grading policy. Class discussions and written tests cover various performance styles and practices, music vocabulary, and advanced vocal techniques, as well as music theory and analysis. Sight-singing is stressed through the use of Solfege.

Concert Attire

Concert Choir & Diablo Chorus – Choir Robe provided by Director

Men:	-Dark shirt (no collar)	Women:	-Black <u>closed-toe</u> dress shoes
	-Black/dark slacks / dress pants		-Dark shirt
	-Black dress shoes		-Shorts/skirt <i>must</i> be worn under robe, but will not be seen
	-** Black Socks!!!! **		

Chamber Singers & Treble Choir

Men:	-Black tux (no tails)	Women:	-Dress must be ordered through Mrs. Norris.
(Chamber)	-White tux shirt		<u>Cost of dress is \$70</u>
	-Black dress shoes		-Black <u>closed-toe</u> dress shoes
	-** Black Socks!!!! **		

(Information about acquiring a tux will be provided at a later date)

MVHS Choral Music – Calendar of Events

September

2	Mission for Armed Forces – Chamber
9	Choir Tailgate Party (Before Home Football Game) - ALL
13	San Francisco Tour Meeting 6PM – ALL Interested
24	Women’s Retreat - Treble
29	Back-to-School Night & Food Truck Fundraiser

October

1	<i>CSUF Honor Choir</i>
14	Homecoming Football Game - Chamber
21	Chapman Alumni Festival - Chamber
26	Riverside Community College Festival - Chamber

November

1	Concordia University Festival - Treble
3	San Diego Women’s Festival - Treble

December*

8-9	Holiday Concert – All Choirs
11	Community Partnership Concert – Chamber
<i>TBD</i>	<i>Peppino’s Italian Restaurant Dine out & Caroling</i>

February

7	Sweethearts’ Dinner – Selected Members+Council
10	Chapman University Festival - Chamber
7-14	Singing Valentines Sales/Delivery – Chamber

March*

22	Festival Concert – All Choirs
23	MVHS Host SCVA Festival – Treble+Tour (Council)
24	CSUF Festival - Chamber
29-2	<i>San Francisco Heritage Competition Tour – Tour Choir</i>

April*

6	Open House& Food Truck Fundraiser
19	SVUSD Music Showcase @ Bren Center UCI - Chamber

May*

9-13	2017-2018 Choir Auditions
17	Spring Concert – All Choirs
20	Music In the Parks Competition – All Choirs

June

1-2	Pops Concert – Selected Members+Council
5	Choir Banquet – All Choirs
16	Graduation – Seniors

*Some Chamber caroling gigs and festival dates for all choirs will likely be added to this list at a later date

For up-to-date schedule changes, check our website!

www.missionviejochoir.com

MVHS Choral Program

Contact Information & Student Contributions

STUDENT:

Name _____

Home Phone (____) _____

Cell Phone (____) _____

Choir: Chamber Singers Treble Choir
 Concert Choir Diablo Chorus

Grade: 9th 10th 11th 12th

Years in Choir (including this year):

1 2 3 4

MOTHER/GUARDIAN:

Name _____

Home Phone (____) _____

Cell Phone (____) _____

Email Address _____

FATHER/GUARDIAN:

Name _____

Home Phone (____) _____

Cell Phone (____) _____

Email Address _____

PARENT/GUARDIAN MAILING ADDRESS:

Please provide for choir related correspondence

Street

City State Zip

STUDENT MAILING ADDRESS: (if different from parent's)

Street

City State Zip

COMMUNICATION:

NOTE: Group email blasts will be sent out on occasion to ensure everyone is informed of all MVHS Choir activities and information

STUDENT'S T-SHIRT SIZE:

Choose one: Sm Med Large XL

Note: sizes above are men's sizes

Student Contributions

Your contribution is requested at the beginning of each school year and enables the choral program to grow and thrive. In order to meet this year's budget and best serve our students, each family's participation is needed and very much appreciated. Additional Contributions are always welcome and are tax deductible.

Choir T-Shirt

Every choir student will be required to wear his or her choir t-shirt when specified by the choral director. You may use last year's t-shirt if you have one. If not, you will need to purchase a new choir t-shirt.

Parent Volunteers

Our choir calendar includes student concerts, special events and fundraising activities. The help of every family is needed in order to provide the best year possible for your son/daughter. Each parent is asked to volunteer a minimum of once during the school year.

Parent Volunteer Opportunities

PLEASE CHOOSE AT LEAST ONE:

- Bake/Cook
- Water Donations
- Concert Sales: tickets, snacks, flowers, etc. (before concerts & during intermission)
- Delivery: pick up items as needed and deliver to MVHS
- Fundraising
- Gift Baskets: secure donations and/or arrange baskets
- Phone Calls / Emails
- Programs: design and/or printing
- Setup and/or Teardown of Choir Events
- Field Trip/Choir Tour Assistance

Name of Volunteer(s): _____

Email: _____

Phone: () _____ Best time to call: _____

Payment

CHOIR CONTRIBUTIONS:	Payment	Specify Amount(s) Included:
Chamber Singers.....	\$50	\$ _____
Treble Choir	\$40	\$ _____
Concert Choir.....	\$30	\$ _____
Diablo Chorus.....	\$30	\$ _____
T-shirt (required if you do not already have one).....	\$20	\$ _____
Choir Dress	\$70	\$ _____
Additional Contribution (tax deductible).....	Any amount appreciated	\$ _____
TOTAL ENCLOSED		

Parent Approval

I have personally read and completed this form in its entirety, *both front and back*. I understand that my son/daughter is enrolled in choir at MVHS and that my support is needed.

Parent/Guardian Signature _____ Date _____