

# Mission Viejo Choral Department



Student / Parent Handbook  
2017-2018

August 2017

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 warm 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 festivals for all choirs, four 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 Chicago, IL! 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) **Course Descriptions & Concert Attire**
- 2) **Classroom Rules**
- 3) **Grading Policy & Attendance Expectations**
- 4) **Performance Schedule (more information about other performances will be given at later date)**
- 5) **Student & Parent Contact information**
- 6) **\*Volunteer List—a list of opportunities to help the program be successful**
- 7) **\*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, purchase music, 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 contributions needed by **Friday, September 1**, 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:  
**[www.missionviejochoir.com](http://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

## **BENEFITS OF CHORAL SINGING**

Singing in choir not only teaches students basic musical skills, concepts and vocal production technique, but also develops professionalism, self-discipline, teamwork and an appreciation for the arts. The disciplines learned in a singing group will enable the student to participate in life long musical activities including many collegiate and adult choral organizations. Singing offers a great physical and emotional outlet for young people, cultivating the expressive part of their personality in a positive manner which will carry over into adulthood.

### **CONCERT CHOIR**

This introductory-level choir is a **year-long course** 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 vocal techniques, music theory, sight reading, and SAB/SATB choral literature for the beginning/intermediate mixed ensemble. Concert Choir performs at all school concerts and local festivals.

### **DIABLO CHORUS**

This introductory-level choir is a **year-long course** open to any female singer with little or no previous choral experience. This class provides opportunities for young women to have the experience of singing together in simple harmony. Attention is focused on establishing basic vocal techniques, music theory, sight reading, and SA/SSA choral literature for the beginning/intermediate women's ensemble. Diablo Chorus performs at all school concerts and local festivals.

### **TREBLE CHOIR**

This advanced performance ensemble is a **year-long course** open *by audition only* to experienced female singers grades 9-12. This is an advanced course focusing on SSAA literature from all periods of music. Students develop advanced vocal and musicianship skills, as well as sight-reading. They perform at all school concerts, local festivals, and annual tours.

### **CHAMBER SINGERS**

Chamber Singers is a **year-long course** open to advanced singers *by audition only* in grades 9-12. Students are expected to be the top musicians at Mission while continuing to develop advanced vocal and musicianship skills. Students study and perform advanced literature for mixed ensembles, studying music from all periods of history. They perform at all school concerts, local festivals, community events, annual tours, and school events.

### **CONCERT ATTIRE**

It is understood that a unity of appearance must be attained when appearing with high quality performing ensembles. These policies ensure a sense of professionalism when appearing in public and representing Mission. It shall be the responsibility of each member to appear in proper performance attire for each occasion. Members may not appear with the choir until these uniform standards are met:

- Performance attire is complete, clean, neatly pressed and in good repair
- Each choir member will be neatly groomed
- Long hair will be pulled up to maintain a professional, formal look
- Any visible jewelry, body piercings or tattoos are not appropriate performance attire

(All program-owned concert attire will be assigned to students for choir program use only and must be returned at the end of the school year. Failure to do so may result in fines or student holds with ASB preventing inclusion in school wide events & a delay in receiving completion documents).

#### **Concert Choir & Diablo Chorus – Choir Robe provided by Director**

Men:	-Dark shirt (no collar)	Women:	-Black <b><u>closed-toe</u></b> 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
	-** <b>Black Socks!!!!</b> **		

#### **Chamber Singers & Treble Choir**

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

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

### **OTHER ATTIRE INFORMATION**

Choir t-shirts and sweatshirts may be ordered and will be available for interested students. More information will be announced later. No student will be excluded from participating in choir if they are financially unable to pay for their choir outfit.

## 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.

- 1<sup>st</sup> offense- warning by teacher/peers
- 2<sup>nd</sup> offense- conference with teacher
- 3<sup>rd</sup> offense- 15 min. teacher detention, lowered citizenship
- 4<sup>th</sup> offense- 30 min. teacher detention and parent contact, lowered citizenship
- 5<sup>th</sup> 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 (A.P.) 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 A.P. and parents will be contacted.

## REMOVAL FROM CLASS/PERFORMANCES

At the discretion of Mrs. Norris, students may be removed from performances or from the class should there be any severe behavior issues.

## STUDENT HEALTH ISSUES

If you have any health problem that could affect your performance in the Choral Music Department, you should inform Mrs. Norris immediately. This information is kept in confidence with the school health office. If you have a sore throat and should not sing, tell Mrs. Norris BEFORE class begins. If you are sick and present in class, you are expected to actively participate in the rehearsal by being actively engaged in the music by singing mentally with the choir and taking notes critiquing the choir that will be turned into Mrs. Norris

## VOICE LESSONS

All students in choir are strongly encouraged to take private voice lessons. There is only so much that can be done in the choral rehearsal to enhance one’s instrument. Good private voice instructors can prove an invaluable tool to achieve greater self-confidence and enhanced vocal ability. Please talk to Mrs. Norris for a voice teacher recommendation.

### 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 criteria defined below are met and 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: Only up to 75% lost Performance points may be recovered with any make-up assignment.**

**Below are some 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 extra credit work at teacher’s discretion.

**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).

### ATTENDANCE

Student attendance is important to a fine ensemble. A student must be **IN CLASS** in order to contribute to the ensemble. Students with excessive absences lower the overall group potential. Absences and tardies have a strong impact on your performance ability because it is impossible for us to be at our best as a choral ensemble when people are absent or late – hence the penalties explained above. So please be punctual and prepared to sing. Students are expected to be in their assigned seats when the bell rings, with music folder, notebook, pencil and any other required materials in hand.

I expect that all choir members will be at each rehearsal and concert. Missing these events will lower each student’s grade (*as explained above*). The concerts are our way to showing our families and friends, as well as the community, what choir is all about at Mission. The after school rehearsals (which are few) are required for all choir members. I realize that emergencies occur, and have developed the following procedures for concert or rehearsal absences:

1. You all have a choir calendar with concerts and rehearsals identified. Updated calendars will be readily available. I expect that you will put these on your personal calendars and will make every effort to see that your student is present.
2. The following are excused absences for choir rehearsals and concerts:
  - a. Sudden severe illness (not a cold!)
  - b. Death in family or funeral
  - c. Court appearances
  - d. Religious holidays

**NOTE:** Students who miss rehearsals or concerts for these reasons will need to complete a 4 page paper if a performance is missed and a 3 page paper if a rehearsal is missed (as assigned by Mrs. Norris). For paper formatting and content, please see Mrs. Norris or visit the website for an instructional document located under the “Calendar” tab; section listed as “additional Resources.”

3. The following are some examples of unexcused absences:
  - a. Transportation problems
  - b. Family plans, vacations, parties, reunions
  - c. Minor illness
  - d. Athletic or cheer games or practices (in regards to performances)
  - e. Other group's rehearsals or concerts
  - f. Voice or dance lesson
  - g. Suspension from school or other discipline

Students absent from rehearsal or concert for any of the above reasons or any other unexcused absence will need to submit a 5 page paper if a performance is missed or a 4 page paper if a rehearsal is missed (as assigned by Mrs. Norris).

# Mission Viejo High School Choral Music Program 2017-2018 Dates

**\*Dates in BOLD are MANDATORY**

**\*\*This is only a general calendar of the dates that we know are on the Master Calendar. More detailed information will be given at a later date. Please refer to handouts for updates. Calendar subject to change, and students are responsible for changes when given advance notice.**

## **September:**

1 – Home Game – **Chamber** –National Anthem  
1 – Choir Kick-Off Party – ALL, 5:00-7:00  
**13** – Parent Meeting – **Choir Room, 6:00 - ALL**  
**29** – Armed Forces Game - **Chamber**

## **October:**

5 – Back to School Night – FOOD TRUCKS  
- Tri-M Bake Sale  
6 – Homecoming Game – **Chamber**  
**13** – CSULB Festival – **Chamber**  
**25** – RCC Festival – **Chamber**  
30 – Choir Halloween Party – ALL, 6:00-9:00

## **November:**

**7** – Concordia Festival – **Treble** (evening)  
**9** – SD Women’s Festival – **Treble**

## **December:**

Caroling gigs throughout – TBD  
**14 & 15 - Holiday Concerts (PAT) – ALL**  
20 – Choir Holiday Party – ALL, 6:00-9:00

## **February:**

2/1 – Special Concert with Moira Smiley,  
**Chamber, Treble, & THHS**  
1-8 – Singing Valentines sales  
**9** – Chapman Festival - **Chamber**

7-15 – Singing Valentines deliveries

**13** – Sweethearts’ Dinner (MPR)

**March:** (1 or 2 other festivals to be added)

**14** – Festival Concert (PAT) - **ALL**

**21** – Host SCVA (PAT) – **Treble, Tour, Tri-M**

**28** – SVUSD Choral Festival – **Chamber**

**April:** (1 or 2 other festivals to be added)

5-8 – *Chicago Trip – Heritage Festival*

**19** – Incoming Freshmen Night – **Chamber**

19 – Open House – FOOD TRUCKS  
- Tri-M Bake Sale

## **May:**

8-11 – 2017-2018 Choir Auditions

12 – Audition Day (incoming freshmen)

**16** – Spring Concert (PAT)

**31** – Pops Concert (PAT) – **Treble, Chamber**

## **June:**

**1** – Pops Concert (PAT) – **Treble, Chamber**

4 – Banquet (MPR) - ALL

14 – Graduation - Seniors

## **Date TBD:**

\*Diablo Singers Tour Choir + Chamber Singers – Disneyland Performance

\*All Choirs Spring SCVA Competition Festivals

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

**[www.missionviejochoir.com](http://www.missionviejochoir.com)**

# MVHS Choral Program

## Contact Information & Student Contributions

### STUDENT:

Name \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Choir: C.C. D.C. T.C. C.S.

Grade: 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>

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

### PREFERRED COMMUNICATION:

Email  Printed Material  Choir Website

### 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.

### 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
- Concert Sales: tickets, snacks, flowers, etc. (before concerts & during intermission)
- Delivery: pick up items as needed and deliver to MVHS
- Fundraising
- Holiday Concert Gift Baskets: secure donations and/or arrange baskets
- Phone Calls / Emails
- Programs: design and/or printing
- Setup and/or Teardown

Name of Volunteer(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Best time to call: \_\_\_\_\_

### Payment

CHOIR CONTRIBUTIONS:	Payment	Specify Amount(s) Included:
Chamber Singers.....	\$60	\$ _____
Treble Choir .....	\$50	\$ _____
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	\$ _____
<b>TOTAL ENCLOSED</b>		

### 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 \_\_\_\_\_