

Martin High School Choral Department

Choir Handbook

2009 - 2010

August 24, 2009

Dear Parents and Students,

Welcome to the Martin High School Choral Department. We hope you have had a restful summer, and are looking forward to another successful school year. The directors for this year are Kay Owens, head director; Scott Sutton, assistant director.

Please read this handbook carefully and retain it for your reference. There have been some changes made from previous years, and we want to make sure that you are aware of our department rules, regulations, and expectations for the students. Please sign the parent signature form and return it by Friday, August 28, 2009.

We encourage you as parents to become involved in your child's choral education by becoming a member of the Martin High School Choir Booster Club. A membership form is attached for your convenience. You will also find forms for your child to take private voice lessons. We encourage all students to take private voice if possible.

If you would like to volunteer for clerical work, uniform distribution or other duties, please fill out the volunteer form and AISD application and return those with your parent signature form.

Our office and fax number is 817-483-6462. Please feel free to call us if you have any questions.

Ms. Kay Owens, Mr. Scott Sutton

Classroom Rules and Materials

The Directors of Martin High School Choirs consider participation in the choral program a basic right of all students enrolled at Martin. **However, it is understood by the directors and administration that the selection to and participation in the choir is a privilege and not an automatic right. Students earn this continued privilege by demonstrating responsible behavior, dependability, musical excellence, and dedication. With this philosophy in mind, the following rules of behavior will be expected:**

1. Treat everyone as you wish to be treated. Rudeness will not be tolerated.
2. Follow the director's instructions at all times.*
3. Classroom behavior will be appropriate to the activities.
4. Gum, candy, soft drinks, or food are not allowed in the classroom.
5. Students are not allowed to use the phone without permission of the director.

***Following directors' instructions includes directions on posture, excessive talking, attitude, respect of others, and any other activity associated with each rehearsal. Failure to follow such instructions with a positive attitude will result in a five point deduction from the weekly grade for each infraction. Continued infractions will result in parental contact, followed by appropriate disciplinary procedures. If a student continues such behavior on a consistent basis, the student will be removed from the choral program at the discretion of the director.**

MATERIALS

Each student will be issued a choir folder. Each student is expected to have their folder at the beginning of each rehearsal, and to put their folder back into the assigned folder slot at the end of each rehearsal. Students will be expected to keep a number 2 pencil in their folder at all times. No choir folder will be allowed to leave the choir room without the permission of the director. It is the student's responsibility to replace any lost choir folder and/or its music at his/her own expense.

Grading Procedures

Six Weeks Grade

Choir is a performance course. The classroom rules coincide with proper performance in the rehearsal. **Proper performance skills are essential to the rehearsal process, and will be graded as such.**

Students begin each week of the six weeks period with a 100 for the weekly grade. Each infraction of the classroom rules, especially following directors instructions*, that causes the student to be off task will result in a deduction from the weekly grade as to the discretion of the director. Weekly grades are then averaged for the students six weeks grade.

***Following directors' instructions includes directions on posture, excessive talking, attitude, respect for the teacher, respect of others, and any other activity associated with class time and rehearsal. Infractions will result in deductions from the weekly grade and continued infractions will result in parental contact, followed by the appropriate disciplinary procedures as described in the Martin Student Handbook.**

Rehearsals and Concerts

The Fall, Winter, Pre-UIL, UIL and Spring Concerts as well as any extra rehearsals are mandatory, requiring each student's attendance. Attendance at these events count as a 100 to be averaged in with the weekly grade. Excused absences are to be fulfilled by a written report designated to the student by the director for the required grade.

Unexcused absences from these activities will result in the following points subtracted from the final six weeks average:

Rehearsals: 5 points each
Concerts: 30 points each**

**Attendance is required for the entire concert, not just the individual students' performance.

CONFLICTS WITH WORK SCHEDULE OR TRANSPORTATION PROBLEMS WILL NOT BE ACCEPTED AS EXCUSED UNDER ANY CONDITION. ONLY EXTREME ILLNESS OR DEATH IN THE FAMILY WILL BE EXCUSED.

If a student must miss a scheduled rehearsal or concert due to extreme illness, **call the choir office at 817-483-6462.** Do not just call the school.

Activity Fee

Each choir student will pay an activity fee for the year of **\$50**. This fee covers all expenses for the year with the **exception** of chorale dress, tux shirt package, show choir uniforms, spring trip payment. **Make checks payable to Martin High School Choir.**

Uniforms

BOYS

Tux Shirt Package - Boys will be required to purchase a tux shirt package which includes a white tux shirt, a black bow tie and a black cummerbund. **Cost is \$20.** All's formal wear will measure the student's during class. Checks should be made out to Martin High School Choir.

Boys will rent the tuxedo coat and pants from the choral department.
(included in the activity fee)

Boys will also be expected to wear black dress shoes with black socks with their tuxedo. Black tennis shoes, Doc Martins, etc. will not be accepted.

GIRLS

Girls in Chanticleer, Concert Choir and Choraliers will rent choir uniform for the year. This uniform includes sequin top and chiffon pants. (included in the activity fee)

Chorale girls will purchase their dress from the choir for \$90.00.

In addition, **ALL girls** will be expected to wear black character shoes and black hose. Black character shoes may be purchased from any dance studio. Shoes should be 1 ½ inch heels.

Calendar of Events

Required Concerts

October 13, 7:00pm	Fall Concert	MHS Auditorium
October 23-24, 3p/5p	Martin Cluster Concert	MHS Auditorium
	Chorale/Showchoirs ONLY	
December 14, 7:00 pm	JV Choir Winter Concert	MHS Auditorium
December 15, 7:00 pm	Varsity Choir Winter Concert	MHS Auditorium
April 6, 4:00p-10p	Pre-UIL Concert	MHS Auditorium
April 13, 14, 15	UIL Contest	Trinity HS
May 4, 7:30pm	Spring Concert	MHS Auditorium

Additional note: The Cluster (Chorale only), Fall, Winter, and Spring concerts are co-curricular, and are thus required for a grade in choir.

Other Events

August 27, 6:00 pm	JV Show Choir learning session	Choir Room
August 29, 9:00 am	JV Show Choir Auditions	Choir Room
September 19, TBA	All District Choir Auditions	Seguin HS
October 17, TBA	All Region Choir Auditions	Summit HS
October 17, TBA	9 th /10 th Grade Honor Choir Auditions	Summit HS
November 20, 3pm	All Area Choir Auditions	Arlington HS
November 21, All Day	Region/District Clinic/Concert	Hurst UMC
December 3, 6:30pm	Dinner Theatre fundraiser	FBCA
December 4, 6:30pm	Dinner Theatre fundraiser	FBCA
January 9, TBA	All State Choir Auditions	Midland Lee HS
Feb. 20, TBA	UIL Solo/Ensemble Contest	Legacy HS
Feb. 26, 7:00 pm	Show Choir Showcase	Arlington HS
Feb. 27, TBA	Arlington Solo/Ensemble	Arlington HS
March 10, 7:00 pm	Show Choir Pops Concert	MHS Auditorium
April 20, 8:00 pm	Chamber Recital	St. Mark's Episcopal
May 20 - 22, 7:30 pm	Spring Musical	MHS Auditorium
June 3, 7:00 pm	Choir Banquet	Ft. Worth Club

MEMBERS OF CHORALE ARE ALSO REQUIRED TO SING AT GRADUATION CEREMONIES.

Fundraising Activities

Due to a stricter interpretation of it's rules concerning student activity accounts, the Internal Revenue Service will no longer allow us to keep individual accounts for students. All fundraising money will now go into the general choir activity fund to benefit the entire choral program.

Although participation in fundraising activities is no a requirement, we urge each student of choir to do so if at all possible. The choir department will be selling the Passbook Coupon booklets again starting in August and the Choir Booster Club will be sponsoring various fundraising activities for the students throughout the school year.

Money from these fundraisers will go to help defray cost of the choir banquet, as well as help provide music and other materials for the choirs. Money raised by members of Chorale may be used to help defray the cost of the Spring Trip.

Volunteers

Please check any or all of the following volunteer opportunities if you are able. Return this form along with the Arlington ISD volunteer application form and the parent signature form.

- _____ 5th Quarter Party, September 4, 10p-midnight
- _____ Uniform fitting (times TBA)
- _____ All District Auditions September 19
- _____ 9th/10th Grade Auditions October 17 (morning)
- _____ All Region Auditions October 17 (afternoon)
- _____ Pre Area Auditions November 20 & 21
- _____ UIL bus chaperone April 13, 14, 15

(Please Print)

NAME _____

STUDENT NAME _____

STUDENT CLASS PERIOD _____

PHONE _____

EMAIL _____

NOTE: The AISD requires all volunteers to fill out volunteer applications as well as a background check authorization. These forms are available online at www.aisd.net . You may apply online, or print the forms and mail them in.



2009 – 2010 MHS Choir Booster Club



Friends of MHS Choir Membership Form

Name: _____
(Please Print name(s) as you would like it to appear in the programs)

Student's name(s)/grade(s): _____

Address: _____ Zip _____

Phone Number _____ E-Mail _____
(List e-mail for notification of Booster Club meetings and updates)

Sponsorship Level* (check one):

\$25.00 _____ \$50.00 _____ \$100.00 + _____ \$250.00+ _____ \$500.00+ _____
(Sponsor) (Patron) (Warrior) (Benefactor) (Maestro's Circle)

Please make your checks payable to:
Return this form with your check to:
Check # _____

MHS Choir Booster Club
Angie Reinhardt
3409 Shorewood Ct.
Arlington, TX 76016

* A contribution of \$100 or more entitles you to "FREE" potty insurance.

Thank you for your contribution to the MHS Choir Booster Club!
Your Booster Club dollars support the students and directors by providing funds for music, scholarships, trips, choreography, activities and more!

Please check all that interest you:

I would like to receive notification of choir concerts and events via e-mail _____

I would like to make a special donation to the Scholarship Fund** _____
(make checks payable to MHS Choir Booster Club & designate "Scholarship Fund" on the check)

Please list any businesses that may be interested in supporting the choir:

_____ I am willing to serve on a committee or assist as listed below:

- | | | |
|---------------------------------|----------------------|--------------------------------------|
| _____ Telephone | _____ Choir Uniforms | _____ All-State Auditions (4 rounds) |
| _____ Chaperone | _____ Senior Rep | _____ Selling Cookies/Concessions |
| _____ Dinner Theater | _____ Junior Rep | _____ Classroom Volunteer |
| _____ Taste Test | _____ Sophomore Rep | |
| _____ Receptions | _____ Freshman Rep | |
| _____ Sewing/Repairing Uniforms | | |

I am a _____ Notary Public and/or _____ CPA.

Suggestions, comments, or questions:

Thank you for your support of the MHS Choir Program!

Arlington Music Enrichment Program
2009-2010
Enrollment

(To be completed by the parent and returned to the program director)

The Arlington Music Enrichment Program offers individual instruction to students who are enrolled in its instrumental and vocal music programs.

A copy of the *Arlington Music Enrichment Program General Information* is attached to this form. Please read the information carefully before enrolling your child and keep it for future reference. If you have any questions, please call your child's band, choir, or orchestra director.

Use your child's legal name to complete the enrollment form. Return it to the campus director prior to your child's first lesson. **Checks should be made payable to the instructor.**

Please retain the attached policies for future reference.

Please print or type.

Student's Legal Name _____ Grade _____

Father's Name _____ Mother's Name _____

Home Phone _____ Cell or Other Phone _____

Work Phone (father) _____ Work Phone (mother) _____

Mailing Address _____

City and Zip Code _____

E-Mail Address _____

School _____

Band, Choir or Orchestra (circle) _____ Instrument _____

Instructor Assigned (To be filled out by director)

Scholarship Award (To be filled out by director)

I have read and I understand the policies concerning the Arlington Music Enrichment Program.

Parent Signature _____

ARLINGTON INDEPENDENT SCHOOL DISTRICT

Permission to Travel School Year 2009 - 2010

TO: Parents/Legal Guardian of: (please print) _____

Student _____

I give my permission for the above student of the Arlington Independent School District to attend the following district approved trip(s) this school year (if they apply to my student):

Description of Trip	Date	Means of Transportation
<u>Out of District Show Choir Performances (if in Show Choir)</u>	<u>TBA</u>	<u>Bus, Suburban</u>
<u>Out of District Chamber Singers Performances (if in Chamber Singers)</u>	<u>TBA</u>	<u>Bus, Suburban</u>
<u>All State Choir Auditions</u>	<u>January 9, 2010</u>	<u>Bus, Suburban</u>
<u>All UIL contests - Solo & Ensemble, Choir Contest</u>	<u>Feb. 20, April 13, 14, 15</u>	<u>Bus</u>
<u>Chorale Spring Trip (if in Chorale)</u>	<u>March 12 - 15</u>	<u>Plane, Bus, Subway</u>
<u>Graduation Exercises</u>	<u>TBA (chorale only)</u>	<u>Bus</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The supervising sponsor for the trip(s) listed above is: Kay Owens, and Scott Sutton.

The local board policies governing student conduct and discipline are applicable to students on all district approved trips and the behavior of all participating students is expected to conform to the standards set forth in such policies. All violations of such code of conduct by any student shall be reported to the principal.

Signature of Parent/Guardian

Persons to Contact in Case of Emergency

1. _____
Name and Telephone Number.

2. _____
Name and Telephone Number

Parent Release Form for Media Recording

I, the undersigned, do hereby grant or deny permission to the Martin High School Choral Department and Martin High School Booster Club to use the image of my student, _____, as marked by my selection(s) below. Such use includes display, distribution, publication or otherwise use of photographs, images, and/or video taken of my student for use in materials that include, but not limited to, printed materials such as brochures, newsletters, videos and digital images.

_____ Deny permission to use my student's image at all.

_____ Grant permission to use my student's image in the following ways:

_____ **Limited usage:** I want my student's image used with the Martin School Booster Club setting only. (Martin choir scrapbook)

_____ **Limited usage:** I want my student's image used on printed material only. No digital or video use.

_____ **Limited usage:** I want my student's image used on educational material only. (This could be in the Martin High School Choral Department or the larger community)

_____ **Unrestricted usage:** I give unrestricted permission for my student's image to be used in print, video, and digital media. I agree that these images may be used by my Martin High School choral department and Booster Club for a variety of purposes and that these images may be used without further notifying me.

Parent/guardian signature: _____

Parent /guardian print name: _____

If you have any questions, please feel free to contact Kay Owens at 817-483-6462 or by email aowens@aisd.net.

Thank you,

Kay Owens

Parent Signature Form

I have read the Choir Handbook, and agree with the policies and procedures. I understand that my support of these guidelines is essential to my child's success in the choral program at Martin High School.

I am aware of the following information:

1. Attendance requirements for rehearsals and concerts.
2. Transportation or work conflicts will not be accepted as excused absences from required rehearsals or concerts.
3. Grading procedures.
4. Uniform requirements, fees, and deadlines.
5. Booster Club membership opportunities.
6. Private Voice Lesson opportunities for my student.
7. Volunteer opportunities.

Parent Name (print) _____

Parent Signature _____

Parent Email address _____

Student Name (print) _____

Student Signature _____

Date _____

This form must be completed and turned in by Friday, August 28, 2009.