

Macomb High School Choral Handbook



2009-2010

Mrs. Melanie Butcher, Director

Dear Parents and Students,

Welcome back from your break! This handbook contains the philosophy, requirements, calendar of events, and permission slips for the choral ensembles in grades 9 - 12 at Macomb High School. If you are interested in the History, Purpose and Educational Goals of our program, please go to www.macombchoirs.org or www.macombchoirs.com.

All of the permission slips and/or money are due on Thursday, August 27, 2009. Also, please note the required rehearsals and performances listed on page 5. I am looking forward to a productive and exciting year at MHS!

Sincerely,

**Mrs. Melanie Butcher, Choral Director
Macomb High School
Phone: 833-6255
butcher@mcusd185.org
www.macombchoirs.org**

CLASSROOM POLICIES

I. REHEARSAL ETTIQUETTE

The choral program will utilize the discipline policy set forth by Macomb School Unit District #185.

As choir begins:

1. Be on time and always have a pencil with you.
2. Be at your assigned seat and begin bell work.
3. Check the board and have your music in order.

During class:

1. Be Prepared and be Respectful.
2. Mark your music in pencil only.
3. Maintain good body position for proper singing at all times.
4. Do not chew gum, eat candy, etc.
5. Ask permission before entering Mrs. Butcher's or Mrs. Stegall's office.
6. Drinks and Bathroom excuses are on an emergency basis only!

At the end of Class/Rehearsal:

1. Pick up around your chair.
2. Put your chair back and help to put the room back in order.
3. Put your folder in its slot.

Classroom Consequences:

1. 3 tardies or warnings = a detention
2. Each additional tardy or warning = a detention
3. Severe behavior = a trip to the office

Passes will be given and/or allowed only at the teacher's discretion.

II. UNIFORM DRESS

Below are the uniform requirements for the various choirs. Please note that members of Concert Choir will need to pay an \$10.00 robe fee to cover the cost of cleaning the robes and stoles and for any repairs as needed.

Mixed Chorus:

Guys: White collar dress shirt, MHS tie (provided), Black pants, black socks & black shoes.

Ladies: (All Black attire) Black blouse with sleeves, black mid-calf length skirt or pants or a black dress, black nylons, and black dress shoes.

Concert Choir:

All: All members will wear robes. **Ladies** will wear **black** stockings or black pants and black dress shoes. **Guys** will wear black slacks, black socks and black dress/street shoes.

*Concert Choir Members will pay an \$11 robe cleaning/maintenance fee due Thursday, August 27, 2009.

Madrigal Singers and Jazz Voices:

All members will purchase or reuse their uniform from the previous year.

III. WEEKLY CHOIR LESSONS

Students will attend one weekly choir lesson. Lessons will be scheduled by Mrs. Butcher and will be on a rotating basis so that students are not asked to leave the same class every week.

If a student cannot make their lesson (ie. taking a test in class, doing a lab, taking important notes, etc.) they have two options: (1) arrange a makeup time with Mrs. Butcher or (2) fill out a **Choir Lesson Excuse Form**. Students may get blank excuse forms from the bulletin board in the choir room. Students need to fill it out and ask their teacher to sign it. There is a manila envelope on the choir room bulletin board for them to be turned in. They are due at the end of each week. Below is a copy of a **Choir Lesson Excuse Form**.

LESSON EXCUSE FORM



Student's Name: _____

Date of lesson: _____

Excuse for missing lesson: _____

Student's Signature: _____

Teacher's Signature: _____

IV. PERFORMANCE ATTENDANCE IS MANDATORY

All performances are required. Students will only be excused in case of an extreme emergency or illness. The teacher must have a doctor's written excuse and/or a parent's note explaining the reason for missing a performance. The teacher will assess the situation and, if warranted, give an alternate assignment. Alternate assignments will not be issued for unexcused absences.

Students in extra-curricular choirs (Madrigals, Jazz Voices, and Men's Ensemble) must attend every rehearsal. Students are required to attend the last two rehearsals before a performance or else they will not be permitted to sing in the performance. If the student is in attendance at school, he/she is expected at rehearsal. Students who are not in regular attendance will be removed from the ensemble. If a student has three absences per quarter, he/she will not be permitted to perform at that quarter's concert. If the student has excessive excused absences, the teacher may find that it is in the best interest of the ensemble for the student not to continue in the ensemble.

Rehearsals for Extra-Curricular Choirs:

Jazz Voices: Tuesday and Thursday from 3:15 pm-4:00 pm.

Madrigals Singers: Tuesday and Thursday from 5:00 pm-6:00 pm.

Men’s Ensemble: (Students will eat lunch in the choir room) Fall Semester: Tuesdays and Thursdays at lunch; Spring Semester: Monday 3:10-4:00pm and Thursdays at lunch.

V. GRADING POLICY

Evaluations are based on attitude, effort/improvement, music literacy tests and quizzes, as well as attendance at all required events. Parents are encouraged to consult the director at any time in regard to their son or daughter’s progress. Close contact between parents and the director will indicate a strong interest in the music program and can aid all parties in understanding and problem solving.

The following will be the focus of instruction:

- ~ Music literacy and theory (including the instruction of tonic sol-fa)
- ~ Vocal technique
- ~ Music history and culture
- ~ Ensemble skills
- ~ Cultivation of an aesthetic appreciation for the art form
- ~ Positive participation (Mutual Respect, Attitude, Discipline)

Grades will be based on the same grading scale as mandated by Macomb High School Unit District #185. The student’s final grade will be determined by the following:

Weekly Lessons	20 points each lesson
Daily Grade	5 points per day
Bell Work/Assignments	10 points each week (approximately)
Part sing off	20 points each quarter
Quizzes/Tests	100 points (approximately)
Performances	400 points per quarter

Note: Semester Finals will count as 10% of the semester grade.

*** These points are approximate based on the number of school attendance days each week.**

Daily Grading Scale: (5 points per day)

5 points	<u>Outstanding</u> participation/preparation during class
4 points	<u>Above Average</u> participation/preparation during class
3 points	<u>Average</u> participation/preparation during class
2 points	<u>Below Average</u> participation/preparation during class
1 point	<u>Minimal</u> participation/preparation during class
0 points	<u>Failed</u> to meet expectation - Given a warning in class - Doing homework or something else instead of participation - Left folder/materials out after class - Disrespectful behavior

VI. COMMUNICATIONS

It is of utmost importance that parents and students have many viable means of communication with the choral director. Listed below are means for parents/students to contact the choral director.

1. For high school choral information:

Choir Room: 833-6255 (direct line)

MHS Office: 837-2331

2. E-mail- butcher@mcusd185.org

3. The Macomb High School Newsletter will be mailed monthly.

4. Macomb choirs Website- www.macombchoirs.org or www.macombchoirs.com

Macomb High School Choir Dates 2009-2010

Date	Event	Place/Time	Who is involved?
Thurs, Sept. 24, 2009	MHS Stunt Night	MHS Gym- 7:00pm	All students required
Thursday, Oct. 1, 2009	HS Fall Choir Concert	Fellheimer- 7:00pm	All students required
Monday, Oct. 12, 2009	IMEA District Auditions	Porta HS, Petersburg, IL	Interested students
Wednesday, October 21	Concert with Nick Page	Fellheimer- 6:30 pm	All students required
Wed., Oct. 21-Fri., Oct. 23	Nick Page	During the school day	All Students
Monday, Oct. 26, 2009	Olympic Choral Conference Festival	WIU- all day; concert 7:00pm	All students required
Tuesday, Oct. 27, 2009	Poinsettia Sale Begins	N/A	Interested students
Saturday, Nov. 7, 2009	IMEA District Festival	WIU all day	Interested students
Tuesday, Nov. 10, 2009	Poinsettia forms & \$ due	N/A	Interested students
Tuesday, Nov. 10, 2009	Variety show Auditions	Auditorium- 5-9pm	Any MHS students
Saturday, Nov. 21, 2009	HS Variety Show	Fellheimer- 7:00pm	Interested MHS students
Thursday, Dec. 3, 2009	WIU Holiday Festival of Choirs Dress Rehearsal	St. Paul- 5-9pm	MHS Madrigal Singers
Friday, Dec. 4 & Saturday, Dec .5, 2009	WIU HFC Performances	St. Paul- 7:30pm	MHS Madrigal Singers
Wednesday, Dec. 9, 2009	HS Winter Choir Concert	Fellheimer- 7:00pm	All students required
Wed. Jan. 27- Saturday, Jan. 30, 2010	IMEA All State Festival	Peoria	Selected students
Monday, Feb. 8, 2010	6-12 Pops	MJSH Commons	All students required

	Concert/Dessert Auction	5:30-8:00pm	
Saturday, March 6, 2010	IHSA Solo and Ensemble Contest	Place TBA	Interested students only
April 9-11, 2010	HS Musical- <i>The Music Man</i>	Fellheimer Auditorium	Interested students
Friday, April 16 <u>or</u> Sat, April 17, 2010	IHSA Organizational Contest	Macomb High School All Day	All students required
Wednesday, May 5, 2010	HS Spring Choir Concert	Fellheimer-7:00pm	All students required
Saturday, May 22, 2010	HS Graduation- Concert Choir will perform	Western Hall- 7:30 pm	All Concert Choir members required

The Choral Handbook Contract: 2009 - 2010

Student Contract of _____
(print name of student)

The undersigned confirm that they have read and understand all of the information contained within the Macomb High Schools Choral Handbook. It is understood that all of the rules and regulations will apply during any music function sponsored by Macomb School District #185. The undersigned agree to make any and all necessary arrangements to attend each function.

The undersigned understands that maintaining scholastic eligibility is required for participation in all music activities. The student assumes responsibility for reading the Macomb Senior High School Handbook and all rules contained therein. In addition, the undersigned student and parents understand that any rules set forth by the Macomb School District #185 will be binding on the student.

Signature of the Student

_____ **Date** _____

Signature of the Parent/Guardian

_____ **Date** _____

Permission Slip for Choir Trips and Contests

As members of the choral program, students will use district transportation to attend choral activities. These trips include being shuttled to another school building for rehearsals and concerts, traveling to music contests, community concerts, and enrichment activities. Prior to each individual outing, students will receive information describing the purpose of the trip, arrival and departure times, and other pertinent information. To consolidate paperwork, the choral department asks that you sign a permission slip covering all of the day trips for the entire school year. This form does not cover any trips that might include overnight stays.

My son/daughter _____ has my permission to attend choral field
(print name of child)
trips in the 2009-2010 school year. I further understand that if my child is involved in any discipline problem, he/she will be treated as if attending regular school activities or classes on campus.

Signature of the Parent/Guardian

_____ **Date** _____

PLEASE RETURN BY Thursday, August 27, 2009

MACOMB COMMUNITY SCHOOL DISTRICT NO. 185 TREATMENT PERMISSION FORM

Student's Name _____

I hereby give my consent for the above student to receive any treatment deemed necessary by a physician during choral activities for any illness or injury resulting while they are on a choral trip. Every effort will be made to contact parents or guardians to explain the nature of the problem prior to any involved treatment.

Date _____ Name _____
(Parent or Guardian Signature)

Insurance Company, Phone # and Policy # _____

Medication currently being taken _____

Home Telephone # _____

Work Telephone # _____

Cell Phone # _____

Please list the name, phone number (please include the area code) and relationship of any member of the family (over 18) including grandparents that could be contacted in case the parent or guardian cannot be reached.

	NAME	PHONE #	RELATIONSHIP
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

PLEASE RETURN BY Thursday, August 27, 2009

Student Information Form

(Please print clearly)

PLEASE RETURN BY Thursday, August 27, 2009

Name: _____

Grade in School (please circle) 9 10 11 12

Date of Birth: _____

Locker Number: _____

Student E-Mail Address: _____

Student Cell Phone: _____

Parent's Primary E-Mail Address(s): _____

Father's Full Name: _____

Mother's Full Name: _____

Your Home Address: _____
(house/apt #, street, city, and zip code)

Your Home Phone: _____

Father's work and/or Cell Phone: _____

Mother's work and/or Cell Phone: _____

If your parents are divorced, with whom do you live? _____

If your parents are divorced, please indicate the primary address to which communications should be mailed:

Address: _____

Is there a second address to which you would like communications mailed?

If so, list address: _____

Robe Cleaning/Maintenance (Concert Choir members only)



Choir robes will be provided for all Concert Choir Members. The robes will be cleaned at the end of each school year as a convenience for parents.

Cleaning fee- Students will be charged a \$10 cleaning fee for the use of each choir robe, stole, and cover which will be used to pay for the cleaning service and will be collected at the beginning of each school year.

Students are responsible for the care and maintenance of the choir robe assigned to them. When students receive their robe, stole and cover, they will be asked to look it over and report any major/minor defects so that they will not be held responsible for the defects at the end of the school year. Students are responsible for any damages made to their robes, stoles and covers after they have been distributed.

**I, _____, realize that I am responsible for my robe, stole and
Student name
cover during this 2009-2010 school year. I agree to pay the \$10 robe cleaning/maintenance
fee with checks payable to MHS Choirs.**

Student Signature

Date

Parent Signature

Date

PLEASE RETURN BY Thursday, August 27, 2009

Macomb Choir Boosters Membership Form 2009-2010

In 1998, the Macomb Choir Boosters Organization was established to promote choral music education in Macomb. The group hosts two fundraising activities per year to fund choral scholarships, awards, equipment and music, group trips, and other supplemental needs in the choral area.

The booster organization supports all choral music activities in grades 6-12 in the Macomb CUSD #185. Choral parents and friends of choral music are encouraged to join. The dues are \$25.00 per family annually and members are welcome to attend monthly meetings.

Please get involved in choral music in Macomb. Your support and input will be greatly appreciated and utilized to maximize the benefits of the children in choral programs. If you are willing to participate on a committee, please indicate your preference below.

Macomb Choir Boosters Membership 2009-2010 Academic Year

(Please print name(s) as you would like them to appear in the programs.)

Parent/Guardian/Friend _____

Address _____

City _____ ZIP _____

Home Phone _____ Work Phone _____ Cell _____

Primary E-Mail Address _____

Names of Children in 6 th -12 th Grade Choir	Child's Grade
_____	_____
_____	_____
_____	_____

Circle any committee in which you would like to participate:

- | | | |
|--------------------------|-------------|-----------------------|
| Publicity/Communications | Membership | Poinsettia Fundraiser |
| Pie Auction Fundraiser | Chaperoning | Concert day help |

Hospitality at Concerts

Please return form and \$25.00 membership fee to your child's choral director or mail to Macomb Choir Boosters, Box 117, Macomb, Illinois 61455 to become a member of the 2008-2009 Macomb Choir Boosters.

Make checks payable to Macomb Choir Boosters.

Your name will be listed in our programs as a Macomb Choir Booster.

Do you have family members who would like to be boosters?

Name: _____ Address: _____ Phone: _____

Do you want to give a choir booster scholarship in your name? Yes No

We will contact you later to solidify details if you wish to do so.

Hospitality Sign-Up Sheet

PLEASE RETURN BY Thursday, August 27, 2009

The Macomb Choir Boosters sponsors receptions after each concert and helps with concessions at any contests that we host. We ask all families to help donate refreshments and help because all students are welcome to the receptions and benefit from our program. Our hospitality chair will call and remind you of your contributions closer to the event. Thank you in advance for your contributions.

Parent's Name: _____ Child's name: _____

Phone Number where you would like to be contacted: _____

Primary E-Mail Address where you would like to be contacted: _____

Please indicate below how you would like to contribute to hospitality for the coming year.

CHORAL EVENT	DRINKS (Liters of pop, juice, etc.)	FOOD DONATIONS Four dozen cookies for Concerts. Non-cream pies and desserts for the February 9 Dessert Auction	HELP WITH SET UP (Set-up for regular concerts is at 6:00 p.m. and the dessert auction set-up is at 3:00 p.m. in the commons)
Fall Concert Thurs., Oct. 1, 2009			6:00 p.m. Fellheimer Lobby
Winter Concert Wed., Dec. 9, 2009			6:00 p.m. Fellheimer Lobby
Dessert Auction Mon., Feb. 8, 2010 5:30-8:00 pm		Please indicate what kind of non-dairy dessert you would like to bring and how many	3:00 p.m. MJSHS Commons
Spring Concert Wed., May 5, 2010 7:00 pm			6:00 p.m. Fellheimer Lobby

***Page 14 and Page 15 are only for those parents who would like to chaperone a field trip and/or event during the 2009-2010 school year.**

INSTRUCTION

Exhibit - Criminal Background Information Form for Resource Persons and Volunteers Working in the Macomb Schools

You will be working with school children of various ages in the Macomb Schools and to ensure the safety of our students, the Macomb C.U.S.D. #185 requires that you respond to the following questions:

Have you, in Illinois or any other state:

- 1. Been convicted of any sex offense?
_____ Yes _____ No
- 2. Been convicted of any narcotics or drug offense?
_____ Yes _____ No
- 3. Been convicted of a felony?
_____ Yes _____ No

Individuals answering "yes" to one or more of the above questions shall provide the Superintendent of Schools or his or her designee with details concerning said offense(s).

Individuals misrepresenting or providing false information to the above questions are subject to immediate dismissal from any resource or volunteer duties associated with Macomb C.U.S.D. #185.

If you answered "yes" to any of the above questions, please explain:

Waiver of Liability

By signing below you acknowledge that the School District does not provide liability insurance coverage for the resource person or volunteer for any loss, injuries, illness, or death resulting from the individual's unpaid service. In addition, you agree to assume all risk of death or any loss, injury, illness or damage of any nature or kind arising from the resource person's or volunteer's service to the district and agree to waive any and all claims against the district, its officers, board, and employees for loss due to death, injury, illness, or damage:

Date

Signature of Volunteer

Printed Name of Volunteer

For School Use Only

INSTRUCTION

Exhibit - Criminal Background Information Form for Resource Persons and Volunteers Working in the Macomb Schools

General description of assignment(s):

- ___ supervising students as needed by a teacher
- ___ supervising students during a regularly scheduled activity
- ___ assisting with academic programs
- ___ assisting at the resource center or main office
- ___ other _____

Name of supervising staff member:

"Sex offender list" checked by _____ on _____
(mandatory).

Is a criminal background check a necessity (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)? ___ (to be answered by Principal)

If "yes," and provided the individual authorized the check,

- The date on which the check was requested _____
- The date on which it was received and reviewed _____

Reviewed by: _____
Signature *Date*

Adopted 7-17-00
Revised 01-16-07

~ Checklist Reminder ~

Sign and return...

1. _____ Handbook Contract/Field Trip Permission form
2. _____ Treatment Permission form
3. _____ Student Information form
4. _____ Robe Cleaning Maintenance Form and \$10 check made payable to MHS Choirs (Concert Choir Members only)
5. _____ Please consider becoming a Choir Booster and returning the Membership form. (optional)
6. _____ Hospitality Sign-up Sheet (optional)
7. _____ Choir T-Shirt Form and \$8.00 (Mixed Chorus Students or those who need a replacement)
8. _____ District Volunteer Form (optional)
9. _____ District IV Audition Permission Form (optional)

Also...

~ Please make a note of choral events for the school year.

~ Please bring 1 box of tissues for the choir room.

Have a great year!