

# Macomb High School Choral Handbook



2011-2012

*Mrs. Melanie Butcher, Director*

Dear Parents and Students,

Welcome back! This handbook contains the classroom policies, requirements, a 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](http://www.macombchoirs.org) for more information.

All of the permission slips and/or money are due no later than **Friday, August 26, 2011**. Also, please note the required rehearsals and performances listed on page 4. I am looking forward to another exciting year at MHS!

Sincerely,

Mrs. Melanie Butcher, Choral Director

Macomb High School

Phone: 833-6255

[butcherm@mcusd185.org](mailto:butcherm@mcusd185.org)

[www.macombchoirs.org](http://www.macombchoirs.org)

# CLASSROOM POLICIES

## ***I. REHEARSAL ETIQUETTE***

1. As choir begins: Be on time, have required materials with you and check board for assignment/order.
2. During class: Listen and participate respectfully.
3. At the end of Class/Rehearsal: pick up around you and put away your folder.

### **Classroom Consequences:**

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

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 \$11.00 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 Friday, August 26, 2011.

### **Madrigal Singers and Jazz Voices:**

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

## ***III. CHOIR LESSONS***

Choir Lessons are an opportunity for students and teacher to work together in small groups. At lessons, students work on choir literature, solo/ensemble music, and vocal pedagogy/technique.

This year, students will be required to attend **three 20 minute lessons per quarter**. During the school day, students will be allowed to attend lessons only during their study halls or P.E. classes, at their teacher's discretion. Each week, there will also be times available for lessons at a mutually convenient time- either before school, at lunch, or after-school. Students will need to complete 3 lessons each quarter for a grade. Students must have one lesson by mid-term and can only have one lesson per week.

## ***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 rehearsal 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: Monday and Wednesday from 3:15 pm-4:00 pm.

Men’s Ensemble: (Students will eat lunch in the choir room) Tuesdays 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

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:

Choir Lessons	75 points
Daily Participation 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.

**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@mcsd185.org](mailto:butcher@mcsd185.org)
3. **The Macomb High School Newsletter** will be mailed monthly.
4. **Macomb choirs Website-** [www.macombchoirs.org](http://www.macombchoirs.org)

## Macomb High School Choir Dates 2011-2012

Date	Event	Place/Time	Who is involved?
Friday, August 19, 2011	6-12 grade Choir Open House	MHS- 9:00am to 11:00 am- Choir room 152	All students <b>Madrigals will rehearse</b>
Friday, August 19, 2011	Madrigal rehearsal	11:00am – noon; choir room	Madrigals
Mon., Aug. 22, 2011	Opening Day for Teachers	Fellheimer- 8:00 am	Madrigals will perform
<b>Thurs, Oct. 6, 2011</b>	<b>MHS Stunt Night</b>	<b>MHS Gym- 7:00pm</b>	<b>All students required</b>
Monday, Oct. 10, 2011	IMEA District Auditions	Place PORTA-all day	Interested students
Friday., Oct. 14, 2011	WIU Choral Leadership Workshop	WIU 9-3 pm	Interested Students
<b>Monday., Oct. 17, 2011</b>	<b>HS Fall Choir Concert</b>	<b>Fellheimer- 7:00pm</b>	<b>All students required</b>
Tuesday, Oct. 25, 2011	Poinsettia Sale Begins	N/A	Interested students
Tuesday, Nov. 1, 2011	West Central Honors Choral Conference	MHS – all day Evening concert at 7 pm	Selected students
Saturday, Nov. 5, 2011	IMEA District Festival	WIU all day	Interested students
Tuesday, Nov. 8, 2011	Poinsettia forms & \$ due	N/A	Interested students
Monday, Nov. 14, 2011	Variety show Auditions	Auditorium- 3-6pm	Interested MHS students
Saturday, Nov. 19, 2011	HS Variety Show	Fellheimer- 7:00pm	Interested MHS students
Tuesday, Nov. 29, 2011	Poinsettia Delivery	Fellheimer Lobby 2-5 pm	
Thurs., Dec. 1, 2011	WIU Holiday Festival of Choirs Dress Rehearsal	St. Paul- 5-9pm	MHS Madrigal Singers
Friday., Dec. 2, 2011	WIU HFC Performance	St. Paul- 7:30pm	MHS Madrigal Singers
Sat., Dec. 3, 2011	WIU HFC Performance	St. Paul- 7:30pm	MHS Madrigal Singers
<b>Wed., Dec. 7, 2011</b>	<b>HS Winter Choir Concert</b>	<b>Fellheimer- 7:00pm</b>	<b>All students required</b>
Wed. Jan. 25-Saturday, Jan. 28, 2012	IMEA All State Festival	Peoria	Selected students
<b>Monday, Feb. 13, 2012</b>	<b>6-12 Pops Concert/Dessert Auction</b>	<b>MJSH Commons- 5:30-8:00pm</b>	<b>All students required</b>
Saturday, February 18, 2012	Tentative Choir Trip to West Side Story Musical in St. Louis	Pending approval and ticket availability	Interested students only
Saturday, March 3, 2012	IHSA Solo and Ensemble Contest	Place TBA	Interested students only
<b>Sat, April 14, 2012</b>	<b>IHSA Organizational Contest</b>	<b>Place: MHS (tent.) Time: TBA</b>	<b>All students required</b>
Thurs-Sat., April 19-21, 2012	Musical, “South Pacific”	Fellheimer Auditorium	Interested students only
<b>Monday, May 7, 2012</b>	<b>HS Spring Choir Concert</b>	<b>Fellheimer-7:30pm* *Later start time</b>	<b>All students required</b>
<b>Saturday, May 19, 2012</b>	<b>HS Graduation-Concert Choir will perform</b>	<b>Western Hall- 7:30 pm</b>	<b>All Concert Choir members required</b>

\*This calendar is subject to change.

# Student Information Form

(Please print clearly)

**PLEASE RETURN BY Friday, August 26, 2011**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade in school year (please circle)            9        10        11        12

Parent's Primary E-Mail Address: \_\_\_\_\_

Secondary E-Mail Address: \_\_\_\_\_

Student's Email address: (if they have one) \_\_\_\_\_

Student's Height: \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Your Home Address \_\_\_\_\_  
(house/apt #, street, city, and zip code)

Your Home Phone \_\_\_\_\_

Father's work phone \_\_\_\_\_ cell phone: \_\_\_\_\_

Mother's work phone \_\_\_\_\_ cell phone: \_\_\_\_\_

If your parents are divorced, with whom does the student live? \_\_\_\_\_

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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 day trips for the entire school year. This form does not cover any trips that might include overnight stays.

The undersigned confirm that they have read and understand all of the information contained within the Macomb 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 Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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

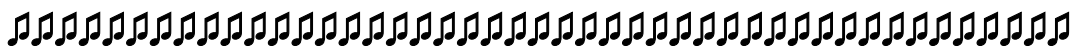
Work Telephone # \_\_\_\_\_

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 Friday, August 26, 2011**



# ♪ Choir T-shirt Order Form ♪

(Only for those new to HS choir or those who need a replacement)



- ♪ We will use our traditional design, so most sophomores, juniors and seniors already have a shirt.
- ♪ The Choir will wear our shirts on Stunt Night and for the “Pops” Concert/Dessert Auction.
- ♪ Shirts are \$8.00 each. Please make checks payable to MHS Choirs.

Student Name: \_\_\_\_\_

Size:           XS           S           M           L           XL           XXL           XXXL

**PLEASE RETURN BY Friday, August 26, 2011**

## 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 an \$11 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 cover during this 2011-2012 school year. I agree to pay the \$11 robe cleaning/maintenance fee with checks payable to MHS Choirs.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**PLEASE RETURN BY Friday, August 26, 2011**

\*\*\*\* Please Note that Membership is Optional

# Macomb Choir Boosters Membership Form 2011-2012

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.

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## Macomb Choir Boosters Membership 2011-2012 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<sup>th</sup>-12<sup>th</sup> Grade Choir                      Child's Grade

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Circle any committee in which you would like to participate:

Publicity/Communications              Membership              Poinsettia Fundraiser

Dessert Auction Fundraiser              Chaperoning              Concert day help

Hospitality at Concerts              Choir Trip Committee              Uniforms

Data Entry/Computer Work

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 2010-2011

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

# Hospitality Sign-Up Sheet

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: \_\_\_\_\_

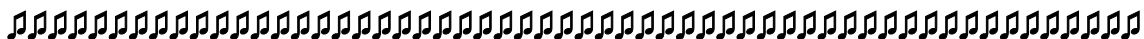
Please indicate below how you would like to contribute to hospitality for the coming year.

<b>CHORAL EVENT</b>	<b>DRINKS</b> (Liters of pop, juice, etc.)	<b>FOOD DONATIONS</b> Four dozen cookies for Concerts. Non-cream pies and desserts for the February 9 Dessert Auction	<b>HELP WITH SET UP</b> (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)
<b>Fall Concert</b> Mon., Oct. 17, 2011 7:00 pm			6:00 p.m. Fellheimer Lobby
<b>Winter Concert</b> Wed., Dec. 3, 2011 7:00 pm			6:00 p.m. Fellheimer Lobby
<b>Dessert Auction</b> Mon., Feb. 13, 2012 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
<b>Organization Contest</b> Saturday, April 14	n/a		
<b>Spring Concert</b> Mon., May 7, 2012 7:30pm			6:30 p.m. Fellheimer Lobby

**PLEASE RETURN BY Friday, August 26, 2011**

# This Page is for students in Madrigals, Jazz Voices and Men's Ensemble who need new or replacement uniforms.\*

\*Please note: these are the same uniforms as last year.



Gentlemen:

- Black Vest -\$25.00
- White Shirt with Black Band Collar - \$21.00
- Cuff Links and Collar Button Cover - \$9.00
- Total Cost = \$55.00**

\* Gentlemen are responsible for supplying their own black slacks, black socks and black shoes.

Ladies:

- Long, Black, Tie Back Dress - \$59.00
- Total Cost = \$59.00**

\* Ladies are responsible for supplying their own black hosiery and black dress shoes.

\* Also note: this is the same black dress that is used for band.



Order Form:

Student Name: \_\_\_\_\_

Item	Price	Quantity	Total
<b>Black Vest</b>	<b>\$25.00</b>		
<b>White Shirt</b>	<b>\$21.00</b>		
<b>Cuff links/button Cover</b>	<b>\$9.00</b>		
<b>Black Dress</b>	<b>\$59.00</b>		
<b>TOTAL:</b>			

\* Please make your check payable to MHS Choirs.

**\*Page 11 and Page 12 are only for those parents who would like to chaperone a field trip and/or event during the 2011-2012 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,

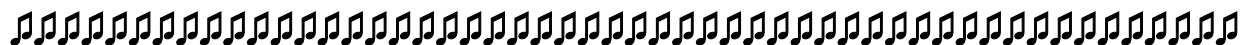
- The date on which the check was requested \_\_\_\_\_
- The date on which it was received and reviewed \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
*Signature* *Date*

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

**♪ District IV Choir Auditions Permission Slip ♪**  
(optional)

**From:** Mrs. Butcher  
**To:** Parent and Students  
**Re:** District Choral Audition  
**When:** Monday, October 10, 2011 (Columbus Day- no school)  
**Where:** Porta High School, Petersburg, IL



\_\_\_\_\_ has my permission to attend the District audition on Monday, October 10, 2011 in Petersburg. I understand that the entrance fee/music is \$10.00, which will be paid for by the MHS Choral Department. I also understand that each student is responsible for his/her own lunch money for this day. If a student doesn't come to the audition after signing up for it, they are responsible for paying back the \$10.00 to MHS Choir.



\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature



Thank You!