

**Sloan Creek
Intermediate School**



**Choral
Handbook**

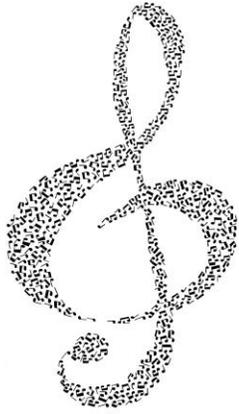


Bethany Stuard, Director
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469-742-8365

scis.lovejoychoir.com
www.charmsoffice.com
Log-in: SloanCreekChoir
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Sloan Creek Intermediate School Choral Department

August 22, 2016

Welcome, choir students and parents!

I am very excited to get this school year started! This is my eleventh year in Lovejoy ISD after nine years as the Head Choral Director at Lovejoy High School and one teaching fantastic sixth grade choir, and I am thrilled to continue being a part of the Lovejoy Choir family.

In 6th Grade Choir, students learn the fundamentals and good habits they will use throughout their time in choir, from intermediate school through high school and beyond. We will focus on healthy vocal technique, vowel production for choral singing, music literacy and proper concert etiquette as outlined in the TEKS. Students learn to perform a variety of repertoire through unison- and part-singing. Although there are four classes of 6th Grade Choir, every class will perform as one large choir.

Please look over the attached choir handbook for everything you need to know about the SCIS choir program, guidelines, and expectations. Take note that choir information is available online at scis.lovejoychoir.com.

Included are several forms that need to be filled out, signed, and returned on or before Thursday, September 1, 2016:

1. Charms assignment (instructions p. 10) due by 4:00 pm Thursday, September 1
2. Signature Page (p. 12)
3. Voice Lesson Form (p. 13)
4. Fees – mandatory t-shirt (p. 14)

If you have any questions or concerns, please feel free to e-mail at any time.

Thank you so much for your cooperation and support of the SCIS choir. We are looking forward to a great school year!

Sincerely,

Bethany Stuard
6th Grade Choir Director
bethany_stuard@lovejoyisd.net
469-742-8400

Brooke Grall
6th Grade Assistant Choir Director
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469-742-8363

SCIS Choir support staff:

- Christina Chapman & Melanie Moore, Willow Springs MS Choral Department
 - Mrs. Chapman will assist the 6th grade choir daily during class periods at SCIS.
- Cathy Koziatek & Nathan Dame, Lovejoy HS Choral Department
 - Ms. Koziatek & Mr. Dame will visit the 6th grade choir and assist during concert performances.

Sloan Creek Choir Standards of Excellence



The material listed below will help each choir member to know and understand the expectations and responsibilities for success. Each choir member will be expected to:

- learn and develop proper vocal production and skills required for successful choral singing
- develop and maintain sight-reading skills
- develop a basic musical knowledge
- perform at all concerts
- maintain good school attendance
- maintain eligibility by receiving grades of 70 or above in all classes
- develop excellent daily rehearsal skills
- learn to work as a team
- participate in choir social activities
- contribute to the success of Sloan Creek Intermediate School by promoting good citizenship and school spirit

Choir Supplies

All choirs will be provided with

- 2 PENCILS with eraser (keep in folder at all times!)
- 1 package of 5 dividers
- Highlighter
- Pouch for pencils (see-through) with 3-ring holes

It is the student's responsibility to take care of the supplies that he/she has in choir class. Students must put their supplies away in their assigned choir slot after class each day. It is the student's responsibility to see the director to replace missing music or materials.

Choice of Music

Music is a universal language. Therefore, it is one of the most effective ways to learn about diverse cultures and historical periods. Choir directors in Lovejoy ISD make every effort to teach music that represents diverse genres and styles from various periods and cultures. Music is chosen for its educational value as outlined in the Texas Essential Knowledge & Skills.

Co-Curricular vs. Extra-Curricular

Choir is an academic class as well as a performing ensemble. Participation consists of a combination of co-curricular and extra-curricular events.

Co-Curricular events are required events that are part of the LISD choir curriculum. These events are like major projects or tests in non-performing core classes and are each worth major test grades.

- Examples: rehearsals and concerts that are usually scheduled outside of the school day.
- When: All available dates are listed on the 2016-2017 Choir Calendar. Use the key to differentiate between required “Co-Curricular” events and other optional events. Sometimes additional dates are added throughout the year.
- Grading: students earn one major test grade each for all co-curricular rehearsal evaluations and all co-curricular performance evaluations.
 - Excused absences require prior notification except in the case of illness or emergency (a written note, email, or phone call from a parent is required in all cases). Excused absences include illness, family emergency, religious events, or conflict with another LISD activity. Make-up work will be assigned and is due 7 days after the missed event.
 - A written note or e-mail of explanation from parents is required for any excused absence within 48 hours PRIOR to the event date or 24 hours after the event date. If the director does not receive a written note or e-mail from the parent, the absence will be considered unexcused.
 - Students with unexcused absences will also be assigned make-up work to be turned in 7 days after the missed event.
 - Non-school sports activities and transportation issues are not considered excused absences.

Extra-Curricular events are optional events that are not graded. These events are primarily social and enhance the experience of each choir member.

- Examples: social activities, solo auditions
- When: All available dates are listed on the 2016-2017 Choir Calendar. Extra-curricular events are marked “optional”.
- Participation: Students’ behavior and participation in class and at rehearsals and concerts will affect their ability to participate in extra-curricular events throughout the year.

Grading Policy



Daily Grades = 30% of each Grading Period

Daily grades exemplify each student's effort in accomplishing class and individual goals and objectives. Daily grades include, but are not limited to:

- Weekly performance grade
 - *This grade is earned by daily demonstration of the TEKS (Texas Essential Knowledge and Skills) for Music. The grade is not determined by inherent musical ability or by behavior, but rather by the evidence of effort (such as vowel shape and handsigns) put forth in class to become a better musician. Students may increase their chances of mastering the TEKS outcomes by adhering to the SCIS Choir guidelines.*
- Written assignments
- Quizzes

Major Test Grades = 70% of each Grading Period

All co-curricular activities (see description on previous page) are major grades. They are the culmination of many hours of class rehearsals. Major Test Grades include:

- Written Tests
- Sight-Reading Tests
- Singing Tests
- Performance critiques and individual evaluation of Rehearsals and Concerts
 - *Students must attend rehearsals and concerts in order to fill out evaluations to the best of their abilities.*
 - *The performance setting cannot realistically be recreated for a single student, so attendance at concerts is required.*

REHEARSAL EVALUATION = 1 MAJOR GRADE

CONCERT EVALUATION = 1 MAJOR GRADE

Evaluations include written student feedback on individual/group goal-setting, concert etiquette, repertoire and performance.

Students are allowed to make-up or re-do work as benefits the student at the teacher's discretion. All students have the opportunity for success in their own time.



Classroom Management Plan for SCIS Choir

Classroom Guidelines:

1. Be in your assigned seat with pencil, binder, and any handouts when the bell rings.
 - We begin warm-ups the moment the bell rings.
2. No snacks are allowed on the choir risers
 - It is imperative that you not eat or chew gum. This is a safety issue in the choir classroom.
 - You may drink bottled water at your chair any time throughout class.
3. Raise your hand and wait for permission to speak.
4. Follow teacher directions the first time they are given and participate at all times.
5. Stay in your assigned seat unless you have permission to leave it.
6. Keep hands, feet, and objects to yourself and always keep four legs of the chair on the floor.
7. Be courteous, positive, respectful, and supportive of fellow choir members.
 - Positive attitudes yield success!

Bathroom Clause: Choir is a team activity; the presence of every member counts! Students may sign out to use the restroom as needed. However, if a student uses the restroom frequently or is gone for consistently long periods of time, parents may expect a phone call to alert them to a possible medical or behavior issue.

Consequences – if a student chooses to break a rule...

The first time a student chooses to break a rule on any given day, they will receive a verbal “warning.” If the student chooses to break a second rule (or the same rule twice) that student will then go on to one of the following steps:

- 2nd offense—Teacher/Student conference
- 3rd offense— Parent email or phone call
- 4th offense—Consequence determined by teacher with input from parent
- 5th offense—Referral to the administrative team

Steps may be skipped at the discretion of the teacher.

Rewards

- Verbal praise (daily) and positive notes or phone calls home (random)
- SUCCESS—both personal and as a choir. When we all work together, it's amazing what we can accomplish!

Performance Attire



In the Lovejoy ISD Music Department, skill development is the primary goal for intermediate school students. Due to the limited number of formal concerts per year and the physical growth typical of students this age, the district does not provide a uniform for intermediate school students.

The director reserves the right to deny participation in a performance to any student who does not meet the performance attire guidelines listed below.

SCIS Performance Attire:

- SCIS 6th Grade Choir T-shirt (see sample greyscale image below)
 - Purchase your shirt with the form on p.
- Nice jeans
- Close-toed shoes
- Additionally:
 - T-shirts should be tucked into jeans. A belt is recommended.
 - If the weather is cold, students may wear a long-sleeved coordinating t-shirt underneath the choir shirt at the director's discretion.
 - Hair should be combed and kept out of eyes.

Additional "props" or "costumes" (e.g., winter scarves for a December performance, cowboy hats for a country music-themed concert) may be allowed at the director's discretion. Parents will receive specific information in advance.



SCIS Choir/LISD Rules & Regulations



Statement of Agreement

Unlike other classes in which you are enrolled, the choir is a performing group & some activities will take place outside of the school day. Performances accomplish musical goals for students & satisfy state mandates for the curriculum. Performance dates are announced weeks in advance & attendance is mandatory (please see pg. 4 & 5 of this handbook for a detailed description of the grading policy).

Publications, Video, Internet Consent and Release Agreement

SCIS Choir agrees that the student's name, voice, verbal statements, portrait or picture shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video or student statements may be used in subsequent years.

If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice.

Volunteer Information

Volunteer applications must be renewed each year. If you were a volunteer last year, you must renew your application to assist during the 2016-2017 school year. Please complete or renew your application by going to the Lovejoy ISD website at www.lovejoyisd.net. Once on the Home page, find and click on "Volunteer Application" from the "Parents" menu. Follow the instructions given on the application page. Completion of this application implies consent for Lovejoy ISD to obtain a criminal history record in accordance with its policies. For the safety of our children, it is important that a criminal history record be obtained yearly for every person intending to volunteer at a Lovejoy ISD campus. Upon completion of the background check, you will be notified when you have been cleared to volunteer. Thank you for your cooperation with this very important matter.

Charms

The CHARMS website (www.charmsoffice.com) will be a primary means of communication throughout the year. It is each student's/parent's responsibility to keep all contact information accurate on the CHARMS site in order to receive email communication during the year. A detailed CHARMS handout is included in this handbook (pp. 9-10).

SCIS Choir Citizenship Guidelines

Students involved in extracurricular activities are held to a higher standard of conduct. Participation in extracurricular activities is a privilege not a right. As part of the LISD choir department, we expect our choir members to represent themselves in a positive way throughout the school building and community. The choices they make reflect upon themselves, our choir program, our campus and our school district. Particularly important are the ways in which they choose to behave at after-school and off-campus activities. We place as much importance on conduct as we do on numerical grades and have high expectations of each student in class. Students involved in major disciplinary infractions will be removed temporarily or permanently from extracurricular activities. Disciplinary action may affect participation for the next season.

Travel Permission Form *(required for riding the bus on field trips and/or contests)*

Lovejoy Independent School District requires that a release of Liability be on file for a member of a student groups to participate in school sponsored trips. See Release of Liability statement on p. 13.

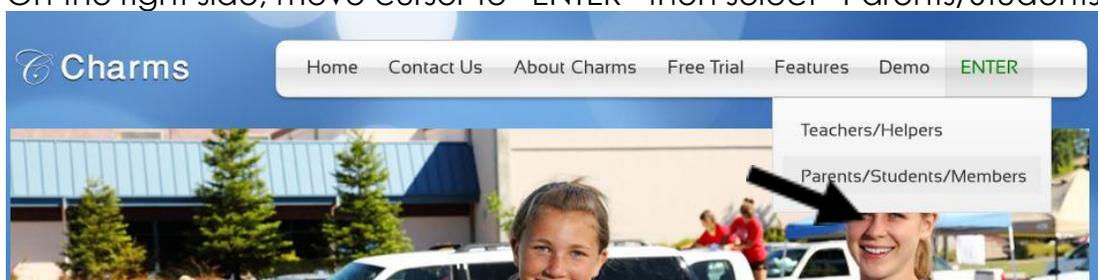
Charms Office Assistant

Welcome to CHARMS! CHARMS is a web-based software program that helps us maintain student information and communicate easily with parents. In Lovejoy the CHARMS system is mainly used for communication and financial records. The CHARMS website will be a primary source of communication throughout the year and allows us to easily send out large group e-mails. Here are some of the features that you will find helpful:

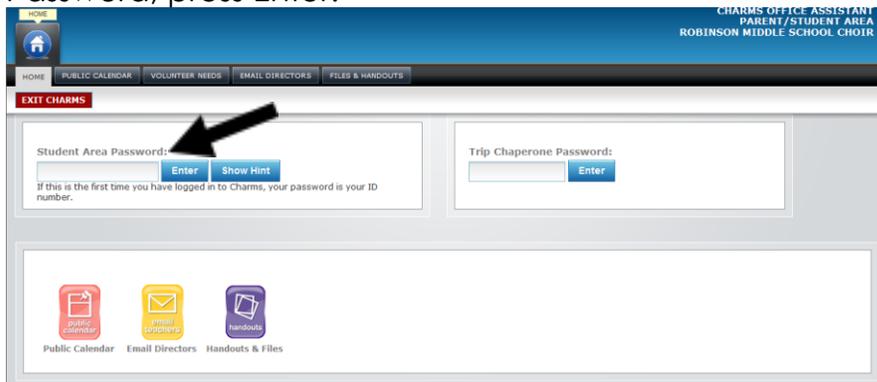
- View/update your student's information in our database
- Keep up with fundraising and purchases through the choir program
- Print receipts
- Maintain the same system throughout your child's 6-12th grade years in choir

Here is how to access CHARMS:

- Go to www.charmsoffice.com
- On the right side, move cursor to "ENTER" then select "Parents/Students/Members."



- In the field labeled "Please Enter School Code," type "SloanCreekChoir" (case sensitive). Click "Enter Charms," and you will be taken to the Sloan Creek Choir Main Page.
- To log on, use your child's 5- or 6-digit student ID number as the Student Area Password; press Enter.



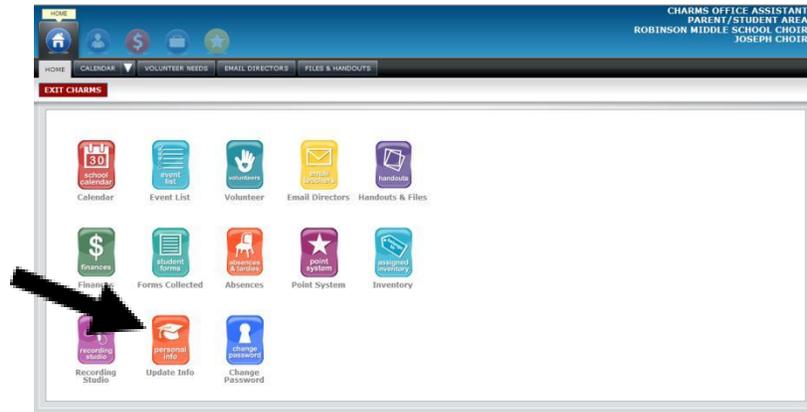
- After entering your child's ID, you will be brought to a page that can give you specific information about your child and his/her choir activities.

If you have trouble logging in, please click the "Email Director" icon to send an email requesting help. Please include the student's name and ID#.

CHARMS ASSIGNMENT

I need your help to make sure I have your correct contact information!
Students and parents will need to complete this assignment together. It will only take about 5 minutes.

1. Log on to your account in CHARMS. (Use the directions on the previous page to do this).
2. You should see several icons. Find the one that says "Update Info" and click on it.



3. Please fill in all missing blanks (and make any necessary corrections), including phone numbers, e-mail address, choir class and mailing address.
4. After amending the student information, please add each parent/guardian separately by using the "Add New Adult" button at the bottom of the screen. The fields marked with green dots can be copied from the student information by pressing "Copy Dotted Fields From Student?"
 - *Please be sure that e-mail addresses are accurate – you will receive many important e-mails throughout the year. This is one of the primary means of communicating with you as a large group. If your e-mail address should CHANGE during the year, it is your responsibility to make the change in CHARMS so that you may continue to receive information from the director.*
5. When you are finished, be sure to click on the green "Update" box at the top right! Otherwise, your information will not be saved and you will have to start over.

**** This assignment must be completed by 4:00 PM, Thursday, September 1st. ****

If you have any questions, or if you experience any problems, please send an e-mail to Bethany_stuard@lovejoyisd.net explaining your concerns.

Please allow 24 hours for a response. Thank you!



2016-2017 Sloan Creek Choir Calendar

Key:

R = Required/Co-curricular

U = Choir Uniform required

O = Optional/Extra-curricular

E = Eligibility required (must be academically eligible to participate)

\$ = Admission Fee

Date	Event	Location	Time	Code
September 1	Handbook Forms Due (p.12-13)	SCIS Choir Room	3:00 p.m.	R
September 1	Charms Assignment Due (p.10)	www.charmsoffice.com	4:00 p.m.	R
September 23	Tailgate and Nat'l Anthem	LHS parking, stadium	6 p.m., 7:10 p.m.	O, \$?
September 27	Fundraiser Begins	SCIS Choir Room	In Class	
October 7	Choir Social	Main Event – Plano	5:30-8:30 p.m.	O, \$
October 10	Fundraiser Ends	Form Due, \$ Due	In Class	
October 20	SCIS Fall Concert Rehearsal	SCIS Cafeteria	3:00-4:00 p.m.	R
October 25	SCIS Fine Arts Fall Preview	SCIS Cafeteria/Gym	6:00 p.m. call time 6:30 p.m. concert	R, U
Nov. 3	Fundraiser Delivery	SCIS Choir Room	TBA	R
Nov. 10-12	"Legally Blond" – WS/SC Musical	LHS Auditorium	7:00 p.m.	O, \$
FALL SEMESTER TBA	SCIS Choir "Pajama Party & Pizza" for GIRLS ONLY	SCIS Choir Room	TBA	O, \$?
FALL SEMESTER TBA	SCIS/WSMS Choir "Kickball & Cookout" for GUYS ONLY	WSMS Field	TBA	O, \$?
December 1	Festival Concert Rehearsal	SCIS Cafeteria	3:00-4:00 p.m.	R
December 3	Lovejoy ISD Fine Arts Festival	Lovejoy HS	TBA	R, U
January 31	SCIS Solo/Ensemble Festival	Willow Springs MS	4:15-7:15 p.m.	R, \$?
February 23	Disney Solo Auditions	SCIS Choir Room	3:00-4:30 p.m.	O
March 4?	SCIS/WSMS to Medieval Times Dinner & Show	Meet at WSMS bus lane	6:00 p.m.-11:00 p.m.	O, \$
April 4	SCIS Disney Show Rehearsal	SCIS Cafeteria	3:00-4:00 (4:00-4:45 specialty solos)	R
April 6	SCIS Choir Disney Show	SCIS Main Gym	6:00 p.m. call time 6:30 p.m. concert	R, U
May TBA	SCIS NRH2O Water Park and Choir Competition	NRH2O North Richland Hills	During the school day	R, E, U, \$
May 16	SCIS Spring Concert Rehearsal	SCIS Cafeteria	3:00-4:00 p.m. (4:00-4:45 specialty solos)	R
May 18	SCIS Spring Choir Concert	SCIS Courtyard (Cafeteria in the event of rain)	6:00 p.m. call time 6:30 p.m. concert	R, U



The next 3 pages must be signed and returned by **Thursday, 9-1-16**

SCIS Choir Signature Page

Last name of student

First name of student

Choir period

Please **initial in each box that you have read the following and sign the bottom portion of this form.**

Statement of Agreement

I have read the Sloan Creek Choir Handbook and agree to abide by its policies.

Publications, Video, Internet Consent and Release Agreement

The form referenced on the previous page indicates approval for the student's name, picture, work, voice or verbal statement to appear in school publicity or District publications, videos or on the District's Web site. The pictures and/or videos may be used by the district in subsequent years.
Effective Date: 8/28/2016

Volunteer Information

I have been informed of the application or renewal process necessary for volunteering at Sloan Creek Choir sponsored events.

Charms

I have updated CHARMS as per instructions on p. 10. I understand that it is my responsibility to keep my contact information current on the CHARMS site in order to receive communication throughout the year.

Choir website

I am aware that class work, calendar, and other important information may be accessed through scis.lovejoychoir.com throughout the year

Choir Calendar

I have reviewed the choir calendar and pledge to be at all required dates.

Uniform Requirement

I understand that I must supply my child with the appropriate choir uniform.

SCIS Choir Citizenship Guidelines

I understand and consent to the responsibilities outlined in this statement (p.8).

Travel Permission Form:

LOVEJOY INDEPENDENT SCHOOL DISTRICT

Permission for Members of Student Groups to Participate in School-Sponsored Trips

Name of Group: *Sloan Creek Intermediate School Choir*

School Year of Group Activities: *2016-2017*

I desire that my son/daughter be allowed to travel to and from the events attended by the group listed above during this school year and to participate in these events.

Printed Name of Parent/Guardian

Signature of Parent or Legal Guardian

Date

Printed Name of Student

Daytime phone numbers/cell numbers (in case of emergency)

Note: Student Medical/Emergency Information Card must be on file in the school office



Voice Lessons

The SCIS Choir Department has exceptional voice teachers on staff this school year. Students who are serious about choir and singing are strongly encouraged to study privately with one of these outstanding teachers. Each student will have a 22-minute private lesson once a week during his/her choir period. The cost is \$20 per lesson. If you choose to sign up for voice lessons, you will be contacted by a private instructor with more information. Spaces are limited and will be filled on a first-come, first-served basis.

Please fill out the information below:

Student Name: _____ Choir Period: _____

____ Yes, I am interested in taking voice lessons at this time.

____ No, I am not interested in taking voice lessons at this time.

____ I am already taking voice lessons outside of school.

(Name of current voice teacher: _____)

If you are interested in voice lessons for the 2016-2017 school year, please fill out the information below:

Home Phone: _____

Mother's Name: _____ Cell Phone: _____

Mother's E-mail: _____

Father's Name: _____ Cell Phone: _____

Father's E-mail: _____

Have you previously studied voice with any SCIS Voice Teacher? _____ (yes/no)

If so, with whom? _____

We will assign all interested students to a voice studio by the beginning of the second week of school. Your voice teacher will contact you during the week, and lessons will begin on or around September 8th. Please do not send payment with this form; your voice teacher will instruct you on how to make payment.

Please turn in this form whether or not you wish for your child to take voice lessons.

SCIS 6th Grade Choir Shirt Order Form

SCIS Choir T-Shirts are a required purchase. Parents are welcome to buy one too!

SCIS Choir T-SHIRTS = \$10

Pay using RevTrack online at <http://tinyurl.com/qdl3ccq>
Or visit lovejoychoir.com > SCIS > News to find the link
Checks also accepted. Please make out to "SCIS"

Form must be turned in regardless of payment method.

Student Name _____ Class Period _____

Sizes Available: Youth M Youth L Adult S Adult M Adult L Adult XL

Number of Shirts: _____ Size(s) – please specify YOUTH or ADULT sizes: _____

Check number: _____ OR RevTrack Confirmation number: _____