

August 28, 2017

Dear Parents,

It is a pleasure to have your child as a member of our choral program here at Ligon! I'm looking forward to an exciting and productive year. In this handbook you will find: the rules and procedures your child is expected to follow while in my classroom, information about choral outfits, and an events calendar for the year. Please read all information, take note of the outfit deadlines, and return and sign the form on the lower portion of the last page. I look forward to meeting you!

Sincerely,

Melody Moore
Choral Director

CLASS EXPECTATIONS AND PROCEDURES

1. BE KIND AND SHOW RESPECT TO YOUR PEERS AND YOUR INSTRUCTOR
2. GET YOUR CHORAL FOLDER AS YOU WALK INTO THE CLASSROOM
3. BE SEATED IN YOUR SECTION AND BE READY TO SING
4. THROUGHOUT CLASS:
DEMONSTRATE SINGER'S POSTURE,
SING WITH "TALL VOWELS"
KEEP EYES ON YOUR MUSIC AND THE CONDUCTOR
MAKE SINGING, NOT SOCIALIZING, YOUR FIRST PRIORITY
5. PRACTICE THE MAGIC OF SILENCE AT THE END OF A WARM UP OR SONG
6. LEAD BY EXAMPLE

Expectation #1 will cover any behavior issues that may arise. Mutual respect is the key to a successful learning environment. Procedures #2-#6 indicate a chorus student's full intellectual grasp of what it takes to make a chorus class successful on a daily basis and in final performance. Infractions of procedures 2-6 will ultimately result in a lower demonstration of skills grade.

Daily consequences for breaking expectations and procedures will depend on the frequency and severity of the offense. Possible consequences include: a reminder from the instructor concerning expectations, time away from the classroom to rethink behavior (band or orchestra room), phone call or e-mail to parents, ineligibility to participate in off campus performances, and leaving a year-long chorus elective at the end of a nine weeks..

GRADING PROCEDURE

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|----|-----|--|
| A. | 50% | Demonstrations of Skills (see #2-#6 above) |
| B. | 40% | Concerts, After School Rehearsals, and Written or Oral Tests |
| C. | 10% | Worksheets and written assignment |
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- A. Adherence to daily procedures in class is crucial for developing singers. The musical, technical, and concentration skills they gain from daily classroom practice will become lifelong habits that will help them not only in their singing, but also in other academic and social pursuits. I will contact you by either phone or e-mail if your student is struggling in this area.
 - B. Attendance at concerts and extra rehearsals is crucial for performing groups. Choral groups need the experience of performing for others. Performing builds the students' self-confidence, and gives them the opportunity to share what they have learned with others. Concerts and extra rehearsals are major "projects" for our performing students. Make these concerts and rehearsals a priority so that your child will grow into a confident musician. If, however, some unforeseen circumstance should arise such as illness or a death in the family, and your child misses a concert, please send a note, call, or e-mail me before the end of the nine weeks. Students without parental

explanations for missed concerts or rehearsals will receive a grade of 60 for each concert or rehearsal missed. Please call or e-mail me (772-7060 / momoore@wcpss.net) if your child needs transportation to a concert. I can usually find another parent in your neighborhood who would be willing to help. **I do not stay after school on concert days. I need a little time at home to “collect my thoughts” so that I can be the best possible conductor for the students.**

Students will also be tested on the music theory concepts they have learned in class. These skills go hand in hand with performance skills. Just as a fluent reader of the English language grasps concepts quicker, so a fluent reader of the musical language will excel as a musician.

- C. Occasionally, the students will do worksheets or spend time in the computer lab to help them with music reading, vocabulary or history. These worksheets and website activities will help me determine if students have an understanding of the concepts and are ready for a major evaluation. Your child can always continue to practice music reading skills at home by going to the chorus website, clicking on resources and using the musictheory.net link.

SUPPLIES NEEDED

Music and Arts has provided choral folders for us this year, but you are also welcome to bring your own folder if you prefer. You may bring folders with two pockets or narrow binders (no more than ½” capacity). Using a hole puncher on the music is acceptable. Items for the choral folder are: choral music (octavos or texts), some loose-leaf notebook paper, and a pencil. I will assign a folder number to each student so that he/she may keep it in our folio cabinet at school. **Students, make sure to write your name and folder number on your choral folder!** Students are responsible for their music. If they fail to return it, they will be charged a fine at the end of the year.

PERFORMANCE ATTIRE

Students who are involved in Vocal Ensemble, Honors Chorus, and Treble Chorus are expected to purchase outfits for the coming year. Costs are minimal for Treble Chorus and will not be collected until February. Honors Chorus dresses are \$68, tuxedo trousers, ties, cummerbunds and shirts for the boys are \$50, and Vocal Ensemble dresses are \$70. I have many extra “gently used” dresses, trousers, and shirts which can either be bought for half-price or can be “checked-out” for this school year. Please see the letter in the handbook for information on payment deadlines and measurements.

PERFORMANCES

See the performance calendar for this year’s events. I will give at least three weeks notice if I need to add another performance to those that are already listed. Please note the extra rehearsals for Honors Chorus. Since I have split class rehearsal into girls alone and boys alone, I’ll need some time to put the entire group together to polish our final product.

FIELD TRIP POLICY

The choral department is often involved in field trips because an essential part of choral education is performing for others. Performing off campus also helps to draw new students to Ligon and wins respect for our program from community leaders. In order to go on our field trips, it is very important to keep at least a C average in each of your core classes. Those without a C average are often unable to go with us, especially if the field trip causes a student to miss the class in which they are struggling.

LAB (Ligon Arts Boosters)

LAB is our Fine Arts Booster Organization at Ligon. Your financial support is crucial for this outstanding organization! The choral department receives less than \$50 per year from WCPSS for teaching supplies per year. That amount will not even cover buying one new choral octavo for each of my classes to sing. As you can see, it would be impossible for the choral department to thrive without the help of this outstanding organization. In past years, LAB has provided funds for choral octavos, outfits, field trip scholarships, entrance fees for choral competitions, CDs, digital pianos, headphones, and numerous other items needed by our department. The recommended donation to LAB for students who are in year long arts electives is \$40 (\$10 per quarter). You may make your check payable to LAB.

CLASS OFFICERS

Class officers help Mrs. Moore with classroom procedures in Honors Chorus and Vocal Ensemble. Both classes elect a president, and an attendance officer. In addition, Mrs. Moore appoints section leaders for each of these classes. Below is a brief description of the duties of each officer.

President

The president will be expected to model behavior and musicianship of the highest possible caliber. He/she will remind the class as needed of the expectations of choral students, and lead warm-ups when Mrs. Moore is absent

Attendance Officer

The attendance officer will be a reliable and trustworthy student who is always early to class. He/she will record student absences each day.

Section Leaders

Mrs. Moore will choose section leaders. Criteria for selection will include strong music reading skills and personal reliability and integrity. Section leaders will listen for students who are having trouble keeping their part and discreetly assist them in class, or privately let Mrs. Moore know so that she may help them. They will collect forms as needed from their section and will help with monitoring student behavior.

MOVEMENT PROCEDURES

A water fountain is located in our classroom. Students are allowed to get water during class (one at a time) if Mrs. Moore is not working with their section or the entire class. Bathrooms are located across the hall from the chorus room. Students may go to the restroom one at a time ten minutes after the tardy bell rings. Emergencies will be handled on a case by case basis.

**HERE IS THE FORM. PLEASE RETURN IT BY FRIDAY, SEPT, 1ST.
RETURNING IT ON TIME = 100 ON A TEST GRADE.**

I, _____, and my parents, _____
(student name) (parent name)

understand and will support the rules and procedures of the Ligon GT Magnet Middle School Choral Department.

Student Signature _____

Parent Signature _____