



WILLOW SPRINGS MIDDLE SCHOOL

Choir Handbook

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wsms.lovejoychoir.com
www.charmsoffice.com
Log-in: willowspringschoir



WILLOW SPRINGS MIDDLE SCHOOL CHORAL DEPARTMENT

August 26, 2016

Welcome, WSMS choir students and parents!

We are very excited to let "Music Lead the Way" with our Choir Students this year. This is Mrs. Chapman's 18th year of teaching and 10th year with Lovejoy ISD, and Mrs. Melanie Moore's 1st year with Lovejoy ISD. We are celebrating 10 years of middle school choir excellence and that this choir program, just the middle school has earned 29 total Choir UIL Sweepstakes! Wow!

In 7th and 8th Grade Choir, students learn, and continue the fundamentals and good habits they will use throughout their time in choir. Middle School all the way through High School. 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, part-singing as well as vocal exploration as the voice changes. Willow Springs has A Cappella Treble Choir, Bel Canto Treble Choir, Varsity Tenor-Bass Choir and Concert Treble Choir, all of which perform at each concert separately and together.

Please take the time to look over the attached choir handbook for everything you need to know about the WSMS choir program. I want to help you understand the guidelines and expectations. Take note that choir information is available online at wsms.lovejoychoir.com.

Included are several forms that need to be filled out, signed, and returned on or before Friday, September 2nd, 2016:

1. Signature Page
2. Charms assignment due by 4:00 pm Friday, September 2, 2016.

If you have any questions or concerns, please feel free to e-mail (preferred) or call us at any time.

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

Sincerely,

Christina Chapman, SCIS/WSMS Choir
Christina_chapman@lovejoyisd.net
469-742-8490

Melanie Moore, WSMS Choir
Melanie_moore@lovejoyisd.net

WSMS Choir support staff:

- Bethany Stuard/Brooke Grall, Sloan Creek Choral Department
- Cathy Koziatek & Nathan Dame, Lovejoy HS Choral Department
 - Ms. Koziatek & Mr. Dame will frequently assist the 7/8 Choirs during concert performances.

WILLOW SPRINGS CHOIR STANDARDS OF EXCELLENCE



The material listed below will help each choir member to better 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 Willow Springs Middle School by promoting good citizenship and school spirit

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.**

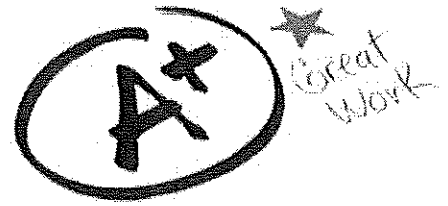
Co-Curricular events are required events that are part of the LISD choir curriculum. These events are like major projects or tests in non-performing core classes and are each worth major test grades.

- 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
- 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 Six Weeks Grade

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 music ability, but rather by the effort put forth in class to become a better musician. Students may increase their chances of mastering the TEKS outcomes by adhering to the WSMS Choir guidelines.*
- Written assignments
- Quizzes

Major Test Grades = 70% of each Six Weeks Grade

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:

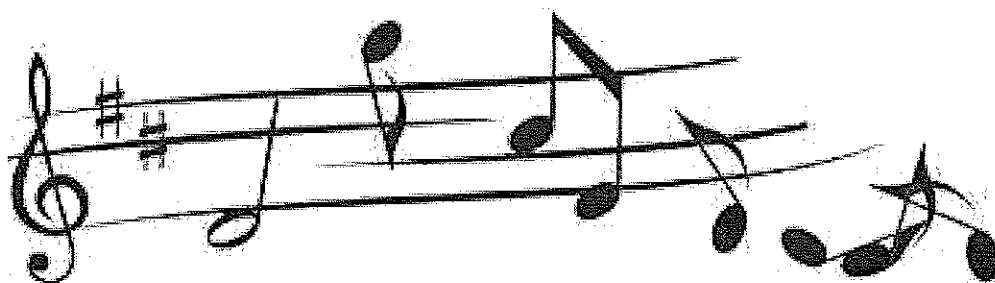
- Written Tests
- Sight-Reading Tests
- Singing Tests
- Performance critiques and individual evaluation of Rehearsals and Concerts
 - *Students must attend rehearsals and concerts in order to fill out evaluations to the best of their abilities.*
 - *The performance setting cannot realistically be recreated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

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 WSMS CHOIR

Classroom Guidelines:

1. Be in your assigned seat with pencil, binder, and any handouts when the bell rings.
 - Many instructions and procedures are covered at the beginning of class. The better prepared everyone is as a class, the more we can accomplish as a group.
2. You may eat a snack before the bell rings.
 - Once the warm-up activity begins, 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.
 - Social talking and blurting out are distractions that prevent learning.
4. Follow teacher directions the first time they are given and participate at all times.
 - Listening to instructions the first time saves time.
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...

Each day is a new day, and with each new day comes the opportunity for a fresh start. 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 (they could break the same rule twice or two different rules), 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

Discipline plans will start over at the beginning of the spring semester.

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!

CHOIR SUPPLIES



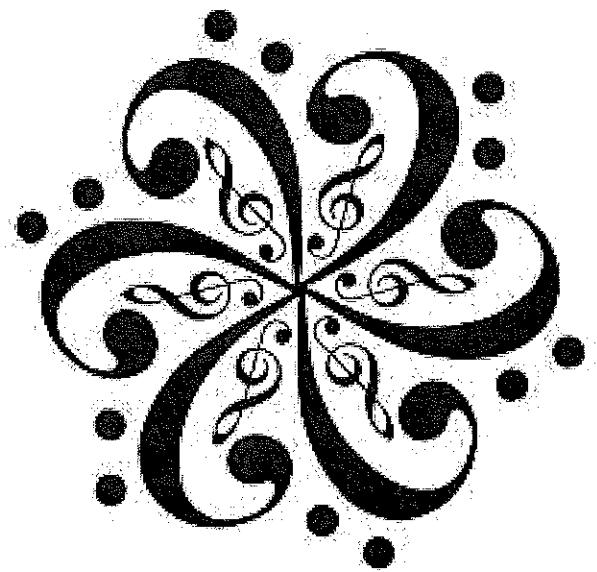
All choirs will need:

- 1" - 3-RING BINDER - provided
- 2 PENCILS with eraser (keep in folder at all times!)
- 1 package of 5 dividers
- 2 Highlighters – diff colors
- Pencil Pouch - provided

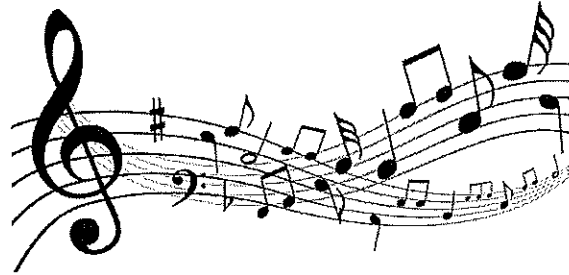
Note: The choir department will supply each student with music and music theory work. It is the student's responsibility to take care of the supplies that he/she has in choir class. Students must put their supplies away in their assigned choir slot after class each day. It is the student's responsibility to see the director about paying to replace copies of music/music theory work that has been misplaced.

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 Educational Knowledge & Skills.



PERFORMANCE ATTIRE



In the Lovejoy ISD Music Department, skill development is the primary goal for Middle School students. The district does provide a uniform for MS school ladies as well as the Ties for the MS boys.

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

WSMS PERFORMANCE ATTIRE: 7TH AND 8TH GRADE CHOIRS

Girls:

Black Dress - Uniform from WSMS

Black COMFORTABLE Dress Shoes and Hose.....**No Flip Flops!!**

Guys:

Black Dress Pants – Purchased by family – Dockers, or other black pants

Long sleeved blackdress shirt – Purchase through WSMS - \$24

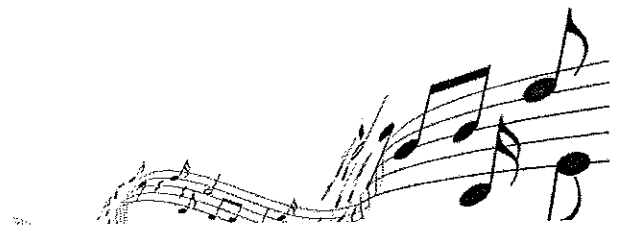
Red Ties – Provided by school

Black Dress shoes with dark socks. **No sneakers/court shoes!!!!**

******UNIFORM Cleaning FEE \$12, Ladies only******

Informal: WSMS Choir T-Shirt 2015 - Black

- Additionally:
 - T-shirts should be tucked into pants. A belt is recommended.
 - If the weather is cold, students may wear a long-sleeved black t-shirt underneath the choir shirt at the director's discretion.
 - Hair should be combed, pulled back for girls 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.



WSMS 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

WSMS 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. 10-11).

WSMS 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 the next page.

Charms Office Assistant

Welcome to CHARMS! CHARMS is a web-based software program that helps us maintain student information and communicate easily with parents. 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:

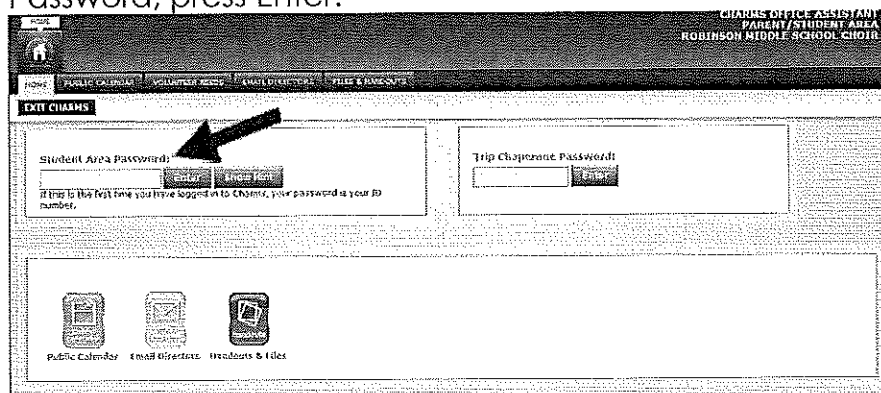
- View/update your student's information in our database
- View/Print the Willow Springs Choir Handbook
- View/Print all handouts sent home with your child
- Check for important information concerning upcoming events
- And much, much more...

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 "willowspringschoir" (case sensitive). Click "Enter Charms," and you will be taken to the Willow Springs Choir Main Page.
- To log on, use your child's 5- or 6-digit student ID number as the Student Area Password; press Enter.



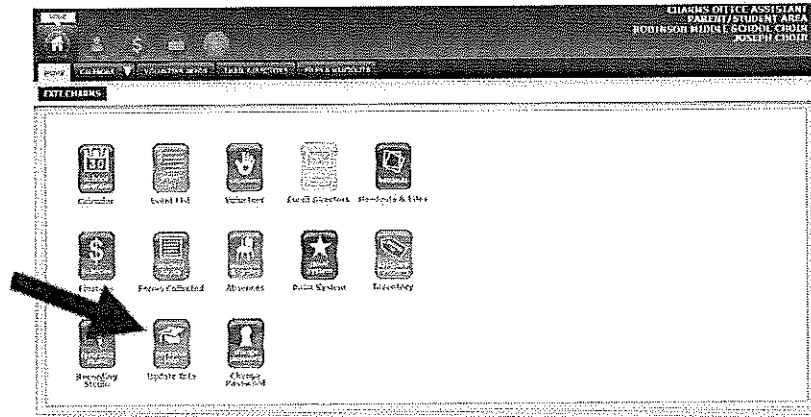
- After entering your child's ID, you will be brought to a page that can give you specific information about your child and his/her choir activities. □

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, 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, Friday, September 2nd . ****

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

Please allow 24 hours for a response. Thank you!

Opportunities for Leadership and Additional Musical Growth for 7th and 8th Grade Students

Solo and Ensemble Contest

During the Spring semester, all 7th and 8th grade students will prepare a solo and/or ensemble to perform before a judge. This is a wonderful opportunity for experienced and inexperienced singers! This experience is designed to help students feel positive about themselves and their talent of singing. Every student who participates will receive an award. All students are encouraged to participate and will receive additional help from the directors before and after school. We will also require them to perform their song in a small recital. This allows the student to have a trial run-through before the actual day. More information will go out in late-September. **This activity is recommended for all students who would like to improve the quality of their voice.**

All-Region Choir Auditions

During the Fall semester, students will have the opportunity to audition for the 7th and 8th grade All-Region Choirs. There will be two select choirs formed by the top-ranking singers from McKinney, Allen, Sherman, Wylie, Lovejoy and surrounding areas. It is a great honor to be selected as an All-Region Choir Member. This experience is enriching for all students who audition. Selection to the choir is limited; Only 7th and 8th grade can audition for this event. There are three choirs: Treble I – 66 students; Treble II – 78 students; and Tenor-Bass – 60 Student

LimeLight and CenterStage – 7th and 8th grade POP Groups

This is a great opportunity this year for 7th and 8th graders to expand on their musical experiences. These groups will meet once or twice per week (once together and once in their section) depending on student schedules. Each group will perform in the Four concerts per year, the LHS Coffee House Concerts, Touring in December and we are hoping to put on our own WSMS Coffee House this year.

Private Voice Lessons

Lovejoy ISD offers a supplemental music program that brings private vocal teachers on campus to teach voice lessons for a fee. The student receives one 22-minute lesson per week. It is strongly recommend that every student seek out information on voice lessons in order to further his or her musical growth. Enrollment in the program is a commitment to a full year of study



The next 2 pages must be signed and returned by Friday, 9/2/16.

WSMS 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 WSMS 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: 9/9/2015

Volunteer Information

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

CHARMS

I have updated CHARMS as per instructions on p. 11. 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 wsms.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.

WSMS Choir Citizenship Guidelines

I understand and consent to the responsibilities outlined in this statement (p.9).

Travel Permission Form

LOVEJOY INDEPENDENT SCHOOL DISTRICT

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

Name of Group: *Willow Springs MS Choir*

School Year of Group Activities: *2015-2016*

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

WILLOW SPRINGS CHOIR CALENDAR 2016-2017

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
August 24-25	Pop Group Auditions	WSMS Choir Room	Sign-up online	O
September 2	Handbook Forms Due	WSMS Choir Room	4:00pm	R
September 2	Charms Assignment Due	www.charmsoffice.com	4:00 p.m.	R
Sept 6-8	Musical Auditions	WSMS Choir Room	Sign-Up online	O
September 23	6 th – 12 th Choirs sing at Homecoming FB Game	LHS Choir Room/FB Field	TBA	\$O
September 26	Cookie Dough Fundraiser Begins	WSMS Choir Room	In Class	
September 28	Fall Concert Rehearsal	WSMS CR and Stage	4:05 – 5:30pm	R
October 3	Fall Concert - Uniting Our Voices	WSMS Courtyard Concert	6:00 – Call 6:30pm – Concert	R, U
October 11	Fundraiser Ends	Form Due, \$ Due	In Class	
October 27	Choir Halloween Fun	Choir Room	5:30 – 7:30pm	O, \$
Oct 31.	Fundraiser Delivery	WSMS AUX Gym	TBA	R
Nov. 10-12	"Legally Blonde, Jr." - WS/SC Musical	LHS Auditorium	7:00 p.m.	O, \$
Nov. 17	Main Event All WSMS Music	Main Event – Plano	6:00pm – 8:00pm	O,\$
November 30	Winter Concert Rehearsal	WSMS Cafeteria	4:05 – 5:30pm	R
December 3	Lovejoy ISD Fine Arts Festival – Winter Concert Day	Lovejoy HS	TBA	R, U
December 6	Pop Groups Tour Day	Around Town	TBA	R
December 10	Pop Groups Tour Day #2	North Park Mall	Noon	R
December 3, 6 or 10	WSMS Choir – Holiday Party	TBA	4:30 – 6:00pm	O, \$
Dec 16, 17 or 18	WSMS Choir Caroling in Country Brook and Stacy Ridge	TBA	7:00 – 9:00pm	
January 6	Group Dynamix Trip	Addison	6:00pm – 10:00p	O, \$
January 24	WSMS Solo/Ensemble Festival	Willow Springs MS	4:15-8:00 p.m.	R,\$?
February 13	Pre-UIL Concert	Custer Road UMC-Plano	7:00pm – 8:30pm	R,U
Feb 28 – Mar 2	All Choirs – UIL Contest	McKinney North HS	During School	R,U
March 3	SCIS/WSMS to Medieval Times	Meet at WSMS bus lane	6:00 p.m.-11:00 p.m.	O, \$
April 8	Choir All-Region Auditions	Dowell MS	During the Day	O
April 21	All-Region Pre-Rehearsal	Evans MS	5:00pm – 7:30pm	
April 22	All-Region Clinic and Concert	McKinney North HS	All Day, 5:00	
April 18-19	Pop Show Auditions	WSMS Choir Room	Sign-Up	
May 2,3,4	Pop Show Rehearsals	WSMS Choir Room	TBA 4:00 – 6:00	
May 11-12	LHS Pop Show – Pop Groups	LHS Auditorium	6:00pm	R, O, \$
May 13	Pop Groups at Watter's Creek	Allen Watters Creek	Noon – 2:00pm	
May 15	WSMS Pop Show 2017	LHS Auditorium	7:00pm	

Willow Springs Choir – Voice Lesson Information

The **Willow Springs Choir Department** has exceptional voice teachers on staff for this school year. All Choir students 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 their choir period. The Cost is \$20.00/lesson or \$80/month. If you choose to sign-up for voice lessons, you will be contacted by a private instructor with more information. Please fill out the information below:

Student Name: _____ **Grade:** _____ **Class PD:** _____

____ **Yes**, I am interested in taking voice lessons at this time. Please place me with one of the voice teachers for my class period.

____ **Yes!**, I am interested in taking voice lessons. I would like to take lessons or continuing taking lessons from the following teacher: (Rank from 1st choice – 3rd choice). We will do our best to accommodate your request.

____ Dr. Cruse

____ Cathy Ballew

____ Susan Seibert

____ I am all ready taking voice lessons outside of school! Name of Teacher: _____

Home Phone: _____

Preferred Parent Contact's Name: _____ **cell:** _____

Preferred Parent Contact's E-mail: _____

Have you previously taken with any WSMS/SCIS Voice Teacher? _____ (yes/no)

If so, who? _____



Willow Springs Choirs have a strong reputation of fabulous singers, in part to the directors, but also to our wonderful private voice staff. Students need to take lessons to improve on their individual vocal ability, individual Sight-Reading ability and individual performance ability. We want to see 80% of our choir students taking voice lessons this year. We have added teachers because of our reputation for Excellence in Vocal Performance.

You will be assigned a voice teacher by the end of the first week of school and lessons will begin, September Sept 1st. **DO NOT SEND PAYMENT** with this form. You will pay your teacher directly. There are a few voice scholarships available, please contact Mrs. Chapman or Mrs. Moore for confidential information.

Christina Chapman – 469-742-8490 christina_chapman@lovejoyisd.net

Melanie Moore – Melanie_moore@lovejoyisd.net