



# McQueen High School Choral Music Handbook

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## Course Objectives

- 1 To expose the students to many different and exciting types of music.
- 2 To engender and nourish an appreciation for that music.
- 3 To teach music theory in order to create musically "literate" students and to use these techniques in class communication.
- 4 To teach and practice singing in tune with a beautiful voice.
- 5 To develop individual students' musicianship through an awareness of what techniques create "music" out of "dots and lines" on a page.
- 6 To create an atmosphere of honest work and fair discipline in the classroom to insure an uninterrupted, unhindered study and enjoyment of our art.
- 7 To utilize correct vocal technique in all of our vocal production, warm-ups to performances.
- 8 To create an atmosphere of affirmation in our class experiences wherein it is safe to try new things and learn from experience. Putting one's skills and talents on display is very risky business and this class is a place where students can feel at ease to learn with the assurance that no one is laughing at them.
- 9 To build our program at McQueen by encouraging and performing for our feeder schools.
- 10 To allow students to perform at as many different events as possible.
- 11 To encourage students to work together as a team to produce an excellent product that we can all be proud of.

## Teacher Objectives

- 1 To help students discover the joy, pleasure, depth and meaning of music.
- 2 To encourage students to be excellent both in their personal and "professional" lives.
- 3 To treat students with fairness and respect.
- 4 To enlist outside help and support with class activities whenever additional expertise is available.
- 5 To build a program to be proud of.



## 2018-19 Course Descriptions

- 1 **Concert Choir** is designed for any student wishing to earn a humanities credit by participating in choir. It is an introductory class and there are no prerequisites.  
Students will perform in concerts as is required by all other fine arts performance classes.
- 2 **Advanced Choir** is a more difficult, faster moving curriculum. It is designed for the student who has had vocal experience. Prerequisite is one year of Concert Choir, or a recommendation from previous Director. Admission to McQueen's Advanced Choir is subject to Director approval.  
Students' performances in concerts are required.
- 3 **Women's Ensemble** is an audition-only class for young women with vocal experience. Prerequisite is one year of Concert Choir or Advanced Choir. Students in this class learn pieces written especially for the female voice as well as mixed choir pieces. The curriculum is faster paced and more advanced than prerequisite courses.  
Concert performances are required.
- 4 **A Cappella/Jazz Choir** is also an auditioned ensemble. This class is designed for the advanced vocal student. It is designed to enable students to rehearse and perform in a very small, tightly constructed ensemble with the major emphasis on jazz and a cappella pieces. Performance and competition at festivals is part of the curriculum, and the students will perform without a conductor as much as possible. This experience will prepare students for performance in a self-directed, professional vocal ensemble. Previous vocal or instrumental experience is required. Concert performances are required.
- 5 **Men's Choir** requires the Director's approval and is designed for the training of male voices. Students in this class learn pieces written especially for the male voice as well as mixed choir pieces. The curriculum is faster paced and more advanced than prerequisite courses. Concert performances are required.



## Expectations

### Academic Grading Policies

Your 9-week and semester grades will be a combination of your performance in the following areas:

- **Tests & Quizzes** (Written and vocal)
- **Performances & Rehearsals** (Attendance)
- **Class Participation/Rehearsal Etiquette & Cooperation School Attendance**
- **Graduation and Dress Rehearsal**

#### • Tests & Quizzes

In-class tests and quizzes will be given with adequate notice. We intend for you to become musically “literate” (i.e.: you will be able to read, interpret and perform new music.) Tests and quizzes will be written and oral, covering reading assignments, worksheets, class notes and activities, and your music. (Oral music testing is done in quartets, trios, duets or solos in front of the class.)

#### Performances & Rehearsals

Concert participation is a heavily-weighted part of your grade because performing is the truest test of this class. **SINCE THIS IS A PERFORMANCE CLASS, YOU MUST PERFORM TO PASS AND RECEIVE CLASS CREDIT.**

All absences must be excused in advance, and by the Director only. Any student who has an unexcused absence from a scheduled performance could receive as much as a full letter academic grade reduction per absence. Unexcused absences from rehearsals could result in as much as a 1/2 grade reduction. Only cases of extreme emergency or personal illness will be excused after the fact.

\*Absences due to work, homework or lack of transportation will NOT be excused.

#### Class Participation/Etiquette

You will earn a class participation grade for each week. These grades will then be tallied for your 9-week class participation total. Semester grades are a total of your two 9-week grades. You automatically begin each week with an “A,” and any infraction will result in reduction of that grade.

Ways to lower your grade include:

- Disrespectful behavior toward the Director or classmates
- Inappropriate talking or noise during rehearsals or tests
- Disruptive behavior during rehearsals or tests
- Chewing gum (also results in automatic detentions)
- Disobedience
- Coming to class unprepared
- Adopting a negative attitude resulting in defiance, nonverbal aggression, lack of cooperation, etc.

Interpretation of these behaviors is at the discretion of the Director and support staff members.



## **Graduation and Dress Rehearsal**

Attendance at McQueen's Graduation Ceremony and its Dress Rehearsal is the choir's final performance of the year and a chance to use everything you have learned. McQueen's Music Department has a longstanding tradition of performing at our Senior Graduation every year, and has given this gift to all of our graduating students throughout our school's history. There are approximately 7,000 audience members in attendance as well as the entire School Board.

You will be advised of the exact dates of these events in the spring, but be aware that oftentimes they fall after the final day of school. You will need to communicate with your family about vacations and summer work schedules to accommodate this final performance.

## **School Attendance: WCSD Policy**

Class attendance is also figured into your 9-week and semester grades. In performance classes, concert experiences are impossible to duplicate, therefore makeup work is extremely difficult to assign. Please consider absences carefully.

## **Behavior: Conduct & Contract Class Conduct**

- 1 Students should be in their assigned places with music folders in hand when the final bell rings at the beginning of class. Tardiness will result in the lowering of your grade and after school detention.  
\*\*A "tardy" is also given when you fail to respond when your name or number is called for roll because you are visiting and not paying attention.\*\*
- 2 NO GUM CHEWING IN CLASS!! PERIOD!! When you inhale to sing and your gum gets caught in your windpipe, we may not be able to revive you. It has happened!!
- 3 No eating in class unless we are having a lunch meeting or rehearsal. We have mice in our building and they nest in places where there is food.
- 4 Be respectful of your Directors, your classmates and yourself; guard your tongue against gossip and harmful speech.
- 5 No hair combing, makeup application or wearing of hats.
- 6 Our school has a dress code, which includes no bare midriffs, shoulders or cleavage, and no obscene or offensive t-shirts.
- 7 Music stands are for holding music only. Do not rest any portion of your body on them.
- 8 Chairs and stands are to be restacked after every school day.
- 9 Any person placed in authority by the Director should be treated with respect, whether it is a guest conductor, university student, substitute teacher or McQueen student leader.



# McQueen High School Choral Music Dept. Behavior Agreement

*(For all students except A Cappella/Jazz Choir)*

Each student enrolled in vocal music at McQueen High School, together with his or her parent, is expected to sign a copy of this behavior agreement:

- 1 I will bring the assigned materials to class each day and will properly care for in-class materials (music folders, music, textbooks, sound equipment, etc.) I understand that I am responsible for replacement of lost or damaged materials.
- 2 I will not ditch class.
- 3 I will adhere to all McQueen regulations on personal technology in the classroom (e.g.: cell phone usage, recording, internet usage) keeping in mind that it is illegal to record anyone without their knowledge and consent.
- 4 I will not be absent from rehearsals or performances without being excused in advance by the Director.
- 5 I will be on time for class, rehearsals and concerts.
- 6 I agree to study for all exams and to strive to do my best.
- 7 I agree to be an active participant in rehearsals and concerts, doing my best to enhance the choir's musical experience.
- 8 All McQueen Music students are expected to perform in McQueen's Graduation ceremony and attend its dress rehearsal.
- 9 I will not talk out of turn, make excessive noise, or be disruptive during rehearsals.
- 10 I will stay in my assigned seat unless moved by the teacher.
- 11 I will treat my Director and classmates with respect.
- 12 I will adopt a positive attitude, leaving negative and hurtful comments unspoken, and will not promote dissension or ill-will within the group.
- 13 I understand that any serious or repeated infraction of school policy is grounds for my removal from choir (e.g.: truancy, forgery, unwillingness to cooperate, disrespectful language/behavior toward the Director or other class members, nonverbal aggression or defiance, etc.)

## Consequences

- 1 First violation will result in a teacher's meeting with the student, and parent notification.
- 2 Second violation will result in a referral to the discipline office and counseling offices with a parent conference to follow.
- 3 Third violation will result in removal from class with loss of credit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian



## **Rehearsals: Class & Extra-Curricular**

- 1 Since these classes are designed to produce well disciplined, professional performers, your Director must insist on your attention and cooperation during rehearsals.
- 2 Performing arts classes may be different than any other class you may have taken in the past. There are so many things that make them more fun than others, but also certain pressures that are not true of regular academic classes. The classroom must be a place where you are allowed to fail as well as succeed. We will not tolerate making fun of or laughing at other students.
- 3 Extra rehearsals will often be called during lunchtime, after school or in the evening to prepare you for concerts, or to give you the opportunity to sing with a combined choir, the band or orchestra. Required after school rehearsals will be held twice a month.
- 4 Extra rehearsals are required. You will be notified of the dates and times well in advance in order for you to make arrangements with family and work. Be aware that skipping these rehearsals will reduce your grade unless your absence is approved in advance by the Director. You will not receive full credit for excused absences.
- 5 Unexcused absences from these rehearsals could reduce your grade by as much as a half-grade per absence, depending on the significance of the rehearsal and how many rehearsals occur in the grading period. You will receive no credit for unexcused absences.

## **Performance: Etiquette & Attendance**

- 1 All students will be given a “call time” for each performance. This call time is usually 30-45 minutes prior to the beginning of the concert or “downbeat.” Do not be late for your call time! Roll will be taken, and the Director will take you through warm-ups and any last minute changes or instructions.
- 2 All performing students are to arrive at the call fully dressed and groomed for performance.
- 3 Please be conscious of what a good performer looks and behaves like on stage. Performers should wear a pleasant facial expression at all times, keep their hands away from their face and hair, and not wave or gesture to the audience (unless, of course, such movements are planned choreography!).
- 4 Attendance at your performances is required. You will receive no credit for unexcused absences and only partial credit for excused absences. Even if excused, you are not there to gain the experience, so full performance credit is not earned.
- 5 Every student in McQueen’s Music Dept. is required to perform at Graduation. This concert and its dress rehearsal are considered part of your final exam!  
\*Note: Graduation is often after the last day of school.

## **Class Attendance: WCSD Policy**

Teachers at McQueen High School are required to follow the Washoe County School District policy on attendance. See your McQueen Student Handbook for details.



## **Class Materials: Care & Replacement**

- 1 All ensembles have personal folders. These folders are the property of the McQueen High School Choral department and are to be cared for as any other textbook. (e.g.: no stickers, drawings, etc.)
- 2 Each person is expected to care for the folder, its complete contents, and put it away AFTER EVERY REHEARSAL.
- 3 Each of you is responsible for the return of EACH PIECE OF MUSIC. If you lose the folder or a piece of music, you must cover the cost of the item(s). How you determine who pays what is up to you if you share a folder. A replacement price list appears below.
- 4 Every person is required to have at least one pencil in his/her folder at every rehearsal for making notations on the music. Please do not use ink on your music.

### **Music Replacement Price List**

Folder: \$10.00

Sight-reading books: \$7.00 • Sight-reading folders: \$10.00

UNR octavos: \$5.00/each • Octavos: \$4.00/each

## **Uniforms: Care, Purchase, Rental & Replacement**

- 1 Each student enrolled in Concert, Advanced, Chamber Choir, Musical Theatre and A Cappella/Jazz Choir will need a McQueen Choir t- shirt for casual performances. Cost is \$9.00.
- 2 All women's formal attire consists of floor-length black gowns.
- 3 All men wear black tuxedos with white tux shirts and black bow ties.
- 4 A Cappella/Jazz Choir students' additional performance attire consists of what we refer to as "Jazz Black." We will meet as a group to decide what we want our "look" to be this year. Each student in A Cappella/Jazz Choir will also need a McQueen Choir t-shirt for casual performances. Cost is \$9.00.
- 5 Women in all choirs are to wear nylons, underslips and black dress shoes. Men are to wear black dress shoes and black socks.
- 6 Men's hair is to be styled conservatively and combed out of the eyes. Women wear complete up-dos. Bright hair dyes are not allowed on stage.
- 7 Jewelry should be VERY DISCREET—no dangling earrings, nose/lip rings, large necklaces, or heavy bracelets.
- 8 Uniforms should be hung neatly after every performance.
- 9 Students will own their uniforms and will need to pay for replacement of lost or damaged items again.

## **Fundraising**

We will be involved in fundraisers throughout the year. Money from these fundraisers will finance the production of our shows, new uniforms, octavos, maintenance of our equipment, festival fees, and awards/rewards for well-deserving students!





## About The Director

**Ms. Maribeth Burt** is beginning her 31st year as a fine arts teacher at McQueen. She earned her undergraduate degrees in Music, Social Studies and English Education from the University of Nevada, Reno, and has a Master's degree in music with an emphasis in choral conducting.

Ms. Burt's teaching schedule at McQueen is as follows: 1st period—Women's Ensemble, 2nd—Advanced Choir, 5th—Concert Choir, 6th—Men's Choir and 7th—A Cappella/Jazz Choir. Her office is in room 507.

## Choir Officers and Student Leaders

**The Choir President** is the elected spokesperson of our organization. He/she will give one of the first impressions of what our group is like to our audiences and the people who hire us as entertainers. He/she will speak to our audiences at performances and may accompany the Director on interviews with prospective employers.

The Choir President assists the Director with concerts and rehearsals, roadie crews, student questions and other needs of the organization. The President will also assist the Vice President and Secretary in music distribution and collection.

**The Choir Vice President** is the elected spokesperson whenever the President is absent or unable to speak to audiences at performances. He/she will also be a key organizer during rehearsals and performances. He/she will organize students in riser formation and is responsible for seeing that the students are informed of upcoming rehearsals and concerts. He/she will also assist the President and Secretary in music distribution and collection.

**The Choir Secretary** is an elected officer whose main job is to organize, distribute and collect the students' music. His/her job also includes making extra copies and maintaining a neat organization of music in the classroom. The Secretary and other choir officers are the main conduit of information on concert days when the Director cannot answer questions about uniforms, call times, and other logistics. Please speak to the President or other officers first on these days.

The Secretary will also act as spokesperson in the absence of the President and the Vice President, and assist choir members with performance day wardrobe malfunctions.

**The Head Roadie's** responsibility is to make sure that all performance equipment is in working order and set up for concerts. He/she also will schedule roadie crews for concert set-up and tear-down.

\*Your roadie crew assistance is worth extra credit points, but you must complete both set-up and tear-down to receive credit. The Head Roadie will serve as foreman for all sound and stage equipment projects. You must sign in and out with him/her to receive credit.

**A-1 Roadie Crew Supervisor** will oversee the sound equipment and make sure it is in good working order for every event when we need a sound system. He/she must have first-hand knowledge of the system, have well-trained ears to make adjustments during performances, and be able to troubleshoot problems.

**A-2 Roadie Crew Supervisors** will also serve as production team coordinators. The job of the A-2s is to assist the Head Roadie and A-1 in all facets of production, helping to organize the production team and oversee their work. A-2s are responsible for making sure that the jobs gets done right and on time. They must have first-hand knowledge of the sound system as well as the stage equipment.

**The Choir Historian** documents the year's activities through photos and other memorabilia. His/her main duty is to produce a photo scrapbook at the end of the year that showcases all of our wonderful vocal students and present it at the Choir Awards Banquet Reception in May.



## Activity Letters and Awards

To earn a letter in vocal music, a total of 350 points must be earned. To accumulate these points, the following options are open to each student enrolled in this program.

- Each required concert or rehearsal = 1 point
- Honor Choir audition = 5 points
- Honor Choir mock audition = 5 points
- Honor Choir member = 10 points
- Solo & Ensemble participant = 10 points
- Allstate audition = 10 points
- Allstate member = 20 points
- Auditioning for Musical Theatre, Chamber Choir or A Cappella/Jazz Choir = 10 points
- 8th grade Adv. Audition = 5 points
- Musical Theatre member = 20 points
- Chamber Choir member = 20 points
- A Cappella/Jazz Choir or Women's Ensemble member = 20 points
- Madrigal Dinner = 20 points
- Madrigal Dinner tech Saturdays = 10 points each
- Musical = 50 points
- Baccalaureate = 10 points
- Solo audition (concerts/shows) = 5 points each
- Craft Faire worker = 10 points per shift
- Roadie Crew = 10 points per setup/tear down
- Other fundraisers = unlimited points\*

\* Points may equal half of the dollar amount YOU earned. For example, if you sell \$100.00 in merchandise, you get 50 points.

Additional awards can be earned after you earn your letter:

McQ Activity Letter = 350 points

Eighth note = 350 additional points

Pins are awarded for outstanding accomplishments: Honor Choir, Allstate, 4-year McQ Choir member, A Cappella/Jazz Choir, Chamber Choir, Officers, etc.



## A Cappella/Jazz Choir Academic and Attitude Agreement

### *A Cappella/Jazz Choir Students Only*

As in other McQueen ensembles, your grades will be determined as a combination of the following factors: School attendance, class participation, tests and quizzes, performances and rehearsals, rehearsal etiquette and cooperation, extra rehearsals and sectionals.

However, please be aware that since this is an honors-type class, I expect more of your musicianship, performance ability and behavior. Therefore, your grades will also reflect the following:

- 1 You will be expected to become fluent in basic music theory, including note reading, solfege, rhythm reading, key identification, major and minor scale singing, etc. Fluency in these areas will be judged by test results.
- 2 You will be expected to tow your own weight by being an active participant in rehearsals and concerts. This also means practicing your music on your own, doing your best to learn your music quickly, and attending extra rehearsals and sectionals. At this level, you should be more independent and self motivated. You should not need the Director to push you to learn!
- 3 Since they are unproductive and destructive, negative attitudes will not be tolerated in this group. Such behaviors as gossiping, spreading rumors, unwillingness to cooperate, nonverbal aggression, disrespect and defiance are all outcroppings of negativity. These behaviors will result in immediate parent notification, and will be considered when calculating academic as well as citizenship grades.
- 4 I will adhere to all McQueen regulations on personal technology in the classroom (e.g.: cell phone usage, recording, internet usage) keeping in mind that it is illegal to record anyone without their knowledge and consent.
- 5 Rehearsal etiquette will also be a large factor in your grading. You should be ready to begin rehearsal when the bell rings (i.e. you are in your assigned seat/formation, your music is ready and you are quiet.)
- 6 You will be expected to audition for Honor Choir, and if accepted there, you may then audition for Allstate Choir. (You must first be a member of Honor Choir to audition for Allstate.)
- 7 All McQueen Music students are expected to perform in McQueen's Graduation ceremony and attend its dress rehearsal.
- 8 Along with these expectations, your professionalism and showmanship should improve. You should show respect for your audience, your colleagues and your art.
- 9 You are the front line of McQueen's vocal music department. You are expected to be in "Class Act Character" from the moment you put on the uniform. No coarse talk or behavior, or sloppy dress will be tolerated at gigs or other performances.

I have read, understand, and agree to adhere to these class academic, attitude and behavior requirements:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian



## Choir Handbook Acknowledgment

I have read the McQueen Choir Student Handbook.

I have no further questions

Please contact me to discuss \_\_\_\_\_

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*Student Name (please print)* \_\_\_\_\_ *Class of (graduation year)* \_\_\_\_\_

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*Student Email* \_\_\_\_\_ *Student Cell #* \_\_\_\_\_

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*Parent/Guardian 1 Name (please print)* \_\_\_\_\_

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*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

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*Email* \_\_\_\_\_ *Parent Cell #* \_\_\_\_\_

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*Parent/Guardian 2 Name (please print)* \_\_\_\_\_

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*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

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*Email* \_\_\_\_\_ *Parent Cell #* \_\_\_\_\_

### Choir Distribution List:

Parents, please initial your permission to add your email and cell number to our internal distribution list. This information will be used only for internal choir purposes and will not be used or given out for any other reason.

\_\_\_\_\_ (initials, 1st parent/guardian)

\_\_\_\_\_ (initials, 2nd parent/guardian)



## Choir Trips and Functions Consent

I, \_\_\_\_\_, the undersigned Parent or Guardian of

\_\_\_\_\_, Choir Member, hereby give my consent and approval for said Choir Member to participate in all Choir Trips and Functions of the Robert McQueen High School Choir during the 2017/2018 school year.

Signed and dated this \_\_\_\_\_ day of 20\_\_\_\_.

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Parent/Guardian Name (please print)

Signature

## Media Consent

I consent to the McQueen Choir and/or High School and/or WCSD's use of my child's photograph, voice and/or name in various media projects including but not limited to event programs, yearbook, class composite picture, television, radio, newspaper, and internet (social media). (McQueen Choir Website is public; McQueen Choir FaceBook page is a closed group.)

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Student Name (please print)

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Parent/Guardian Name (please print)

Signature



## Consent and Medical Release Form **\*\*Please fill out completely\*\***

TO WHOM IT MAY CONCERN: As the parent or legal guardian of \_\_\_\_\_,

I hereby give permission for my son/daughter whose name appears above to perform and travel with the McQueen Choir. The parent/guardian's signature on this form acknowledges that the parent/guardian thereby:

- 1) grants permission for any medical doctor, dentist, or authorized employee of the Washoe County School District, to act on behalf of the parent and take those measures they deem reasonably necessary in the event of sickness or injury requiring medical attention during the duration of the trip.
- 2) certifies that the student is covered by insurance to a minimum of \$1500.00 for medical and hospital expenses resulting from accidental injuries or sickness, and
- 3) agrees to pay for any medical or dental costs, expenses and charges.

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*Signature of Parent or Legal Guardian* *Date*

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*STUDENT Name (please print)* *DOB* *Social Security #/Student*

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*Student Cell #* *Student Email*

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*Address* *City/Zip*

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*PARENT/GUARDIAN 1 (Name, please print)* *Email*

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*Primary phone number* ( home  work  cell) *Secondary phone number* ( home  work  cell)

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*Employer* *Work Address*

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*PARENT/GUARDIAN 2 (Name, please print)* *Email*

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*Primary phone number* ( home  work  cell) *Secondary phone number* ( home  work  cell)

---

*Employer* *Work Address*

---

*Health Insurance Company* *Policy Holder*

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*Policy/Group number* *Social Security #/Policy Holder*

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*Preferred Physician/Phone* *Preferred Hospital /Phone*



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Student Name

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Emergency Contact 1 (please give us at least 2)

Relationship

Phone #

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Emergency Contact 2

Relationship

Phone #

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Emergency Contact 3

Relationship

Phone #

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Emergency Contact 4

Relationship

Phone #

List any allergies, allergic reactions, or medications which would prevent or should be avoided in medical treatment of your son/daughter.

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List any medication that your son/daughter will be taking or will be required to take:

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Medical conditions and/or physical limitations/problems that should be known by the Choir Staff ONLY:

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Dietary limitations/restrictions:

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Date of last Tetanus shot \_\_\_\_\_

