

# Forbes Middle School Choir Handbook

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## Welcome Letter

**Dear FMS Choir Parents and Students:**

Welcome to the Forbes Middle School Choir!!!! The Forbes Middle School Choir has established itself as an excellent choral program and we are confident all students in the FMS Choir program will enjoy being a part of this tradition as we continue to grow musically.

Participation in the choir program is beneficial in many ways. In choir, students develop traits such as responsibility, dedication, self-discipline, social skills, confidence, leadership, dependability, commitment, and teamwork. As a member of the choir, students will experience a sense of accomplishment and pride, and will develop musical and personal skills that will enrich their lives.

I have many ways to communicate with parents and students regarding choir activities and information. Email is the most efficient way for me to communicate with parents. Please fill out the student information form at the end of the handbook. I also have a Choir Web Page with the following address: <http://www.georgetownisd.org/forbes/RansomR>. There you will find all choir information, handouts, weekly announcements, updates, calendars, etc. There is also an all GISD Choir webpage which will have the same information as my page only in a summarized form. The web address is [www.georgetownchoir.com](http://www.georgetownchoir.com). Please bookmark one of these pages and check it often.

Please put concert dates and all after school rehearsal dates on your family calendar EARLY to avoid conflicts later. Post the calendar in a prominent location. Please check the choir web site regularly for updates and changes to the choir calendar. There are several sectionals, rehearsals and concerts that students must attend because they are REQUIRED curricular activities. If you have any questions about our activities this year, please contact me at your convenience.

I look forward to a great year as we continue the tradition of excellence of the Forbes Middle School Choir.

Sincerely,

Ryan Ransom  
Choir Director  
Forbes Middle School  
Work: 943-5000 #7725  
Email: [ransomr@georgetownisd.org](mailto:ransomr@georgetownisd.org)  
Web Page: <http://www.georgetownisd.org/forbes/RansomR>

### *Required Choir Paperwork*

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Throughout the year there are many forms students will need to turn in, particularly those forms required prior to participating in a choir activity. This paperwork will need to be completed and turned in Friday, August 29th. The following are required of all students in the GISD Choir:

- GISD Medical Release with copy of student's insurance card
- Student Information Form
- Drug Testing Consent Form
- Choir Handbook Contract

## GISD Choir Booster Club

The GISD Choir Booster Club, **an operating division of the Georgetown Performing Arts Alliance, Inc.**, provides support for the choir program in a number of ways. All choir parents are invited to become a member of the club. The Choir Booster Club meets the last Monday of each month in the GHS Choir Room.

## GISD Choir Handbook Purpose

The purpose of the GISD Choir Handbook is to provide choir parents and students with a resource to which they may refer regarding choir policies and procedures. The handbook will provide students with guidance and help them have a positive choir experience.

## GISD Choir Department Mission

The goal of the GISD Choral Department is to create students who...

- are musically literate,
- have a love and appreciation for choral music,
- are prepared upon graduation to gain entrance into a college, church, or community choral program.

## Concepts and Competencies

Several different areas are addressed in the classroom during the school year. While all classes utilize the state adopted TEKS, the following concepts and competencies are addressed as core ideals in our classrooms:

- |                                |                                   |
|--------------------------------|-----------------------------------|
| • Vocal Techniques             | • Listening Skills                |
| • Choral Techniques            | • Performance Skills              |
| • Music Theory                 | • Mental and Physical Development |
| • Hand-signs and Solfege       | • Citizenship                     |
| • Music History and Literature | • Self-Expression                 |

## Choir Communication with Parents

### Contact Information

Name	School	Email	Phone (Extension)
Patricia Douglas	Georgetown NGC	<a href="mailto:douglasp@georgetownisd.org">douglasp@georgetownisd.org</a>	943-5000 x8103
Joey Lowrance	Georgetown HS	<a href="mailto:lowrancev@georgetownisd.org">lowrancev@georgetownisd.org</a>	943-5000 x7182
Stacey Brandenberger	Georgetown HS	<a href="mailto:brandenbergers@georgetownisd.org">brandenbergers@georgetownisd.org</a>	943-5000 x7183
Ryan Ransom	Forbes MS	<a href="mailto:ransomr@georgetownisd.org">ransomr@georgetownisd.org</a>	943-5000 x7725
Rona Locke	Tippit MS	<a href="mailto:locker@georgetownisd.org">locker@georgetownisd.org</a>	943-5000 x6492
Patrick Mann	Benold MS	<a href="mailto:mannp@georgetownisd.org">mannp@georgetownisd.org</a>	943-5000 x6992

### Georgetown ISD Choir Web Page

The district choir web page has weekly announcements, links, calendar, and other information regarding choir activities. The website address is <http://www.georgetownchoir.com>.

## Behavioral Expectations

### Choir Room Rules

- |  |     |   |
|--|-----|---|
| 1. Conduct yourself properly at all times.   |     | storage rooms, offices). Water that is in bottles will be permitted.  |
| 2. Sing to the best of your ability at all times.  |     |   |
| 3. Follow directors' and all adult instructions the first time they are given (provided they are legal, ethical, and moral). | 7.  | Do not talk during rehearsals. Raise your hand and wait to be acknowledged before speaking. Maintain the highest level of rehearsal behavior. |
| 4. Be on time to all choir activities.   | 8.  | Take care of all choir equipment and materials.   |
| 5. Bring all required materials to choir activities.   | 9.  | Use the restroom, drinking fountain and grooming articles before or after class only. You may bring water bottles to use during class time.   |
| 6. Gum, food and drink are NEVER allowed in any choir area (including practice rooms, ensemble rooms,                        | 10. | Do not leave the room without permission.   |

### Consequences

- |  |    |  |
|--|----|--|
| 1. Warning/conference with the student.                  |    | • alternate assignment/service project (unfinished work = detention) |
| 2. Teacher assigned consequences may include:            |    | • lowered choir grades   |
| • conference with student and/or phone conference parent |    | • participation in any choir trip revoked                            |
| • detention  |    | • other choir privileges revoked                                     |
| • re-assigned seating                                    | 3. | Office referral  |
|  | 4. | Removal from choir as your elective                                  |

## Concert Etiquette

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Choir students will exhibit proper concert behavior during all performances in order to reflect positively on the GISD Choir program. Students will be graded on their concert etiquette. The following rules will be followed at all performances:

1. Talking is not allowed. It is disrespectful to the performers on stage and audience members who wish to hear the performance, and does not show support for the GISD Choir program.
2. Do not leave your seat FOR ANY REASON other than extreme emergency. You will be given ample opportunity to use the restroom and drinking fountain before concerts begin; therefore, these are not considered extreme emergencies. If you must leave, do so as quietly and as inconspicuously as possible ONLY between songs or during applause (making sure doors do not slam shut).
3. No food or drink is allowed in the performance area, including the stage, backstage, and seating area. This includes water bottles.
4. Support your fellow choir members with appropriate applause. Yelling, whistling, shouting names, etc. are not acceptable. The audience should never cause attention to be shifted from the performers on stage.
5. During serious music, applaud only after the conductor has lowered his or her arms.
6. During pop or jazz music you may applaud for a soloist during the song.
7. In songs that have multiple movements, applaud only after the final movement. This will be noted in the concert program. The conductor will lower his or her arms when the final movement is over.
8. Set a good example for the audience and other students. Other people may not know how to act at a choir concert and will be watching you for clues.
9. Cell phones and pagers should be set to silent or turned off during choir concerts.
10. Move between the stage and seating areas in quiet, single file lines. Sit in your assigned seat/row.
11. Enjoy the concert. This is the only time you will ever get to see it!
12. Stay for the entire concert.

## Eligibility

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### Extra-Curricular Activities

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Extra-Curricular Activities are those choir activities, particularly contests, which occur beyond the regular, required choir activities, as designated by Texas State Law and UIL.

- Students are eligible during the next grading period if they pass all of their classes on their report card with a grade of 70 or above.
- Students who receive grades of "Incomplete" on their report card in any subject are considered ineligible. They have 7 days after the end of the 9 weeks period to complete the missing work and have their grade changed to passing to regain eligibility.
- Students who receive grades of Incomplete on their report card but make up the work AFTER 7 days after the end of the 6 weeks period will regain eligibility.
- Students who receive failing grades on their report card in any subject are ineligible, even if the student completes work to get the grade changed after the 9 weeks is over, unless the failing grade was given in error by the teacher.
- According to UIL, there is no special compensation given to Special Education students if the modifications set out in the A.R.D. have been met by the teacher.
- Students who are ineligible due to grades may regain eligibility at the end of the 4th week of a 9 weeks period by receiving passing grades for all of their classes on their progress report (given at the end of the 3rd week of the 9 weeks period). If eligibility is not regained at that time, the student will have another opportunity at the end of the 7th week by the same process as stated earlier. Students who fail to follow through with their responsibility regarding grades may be removed from choir or placed in a lower choir.
- Students who receive failing grades on their report cards or UIL grade checks may or may not be allowed to participate in choir activities. Participation will be determined by the choir director, in accordance with choir policy, school district policy and UIL rules.

### Curricular Choir Activities

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Curricular Choir Activities are those choir activities that occur as an extension of the choir class, as designated by Texas State Law and UIL.

- Curricular Choir Activities include graded choir concerts, rehearsals and sectionals.
- Curricular Choir Activities may occur during school, before or after school, or on the weekend.
- Eligibility is not a factor when determining participation in curricular choir activities.

### GISD Concert Eligibility

Students do not have to be eligible to participate in the required evening concerts. Students in I.S.S. at the time of an evening concert are not allowed to perform in or attend the concert. If a daytime performance or rehearsal causes the student to miss another class, the student is responsible to promptly make up all missed work.

### Conflicts with Choir Activities

When a student is involved in more than one activity that requires after school time, conflicts may occur. The student must notify all affected parties (choir directors, parents, coaches, employers, sponsors) when there is a conflict so that there is time to determine how to handle the conflict (compromise, miss one or the other activity, work out a ride, etc.). Here is a list of activities a choir student may be involved in and their "priority".

This list should help students to know when they have a commitment how to handle it.

- A UIL event takes precedence over any non-UIL event.
- A district level event takes precedence over any non-district, lower level event.
- A performance/district level event takes precedence over a practice.
- A practice for a UIL or district level event takes precedence over a practice for a non-competitive performance/game.

- When there are two activities of equal importance (practices, performances/games, competitions) the student will need to work out a compromise with all parties involved.
- A practice for a one time performance takes precedence over a routine, regularly scheduled practice.
- A school event takes precedence over a non-school event, even if that non-school event is a competition.
- A Varsity level event takes precedence over a Non-Varsity level event.

Students MUST check event calendars for ALL of their scheduled activities for conflicts as soon as dates are available. Sometimes, a student will need to make a choice regarding activities that are of equal importance without fear of reprisals or forfeiture of status/position. Family events must be scheduled around REQUIRED choir activities.

## Grading Policy

Choral music classes are performance based classes. Students will be graded daily on their performance of sight-reading, vocal technique, and bringing their materials to class. In the event a student cannot participate in the rehearsal, they will be given written work in order to receive a grade for the day. Concerts are graded, required activities which count as test grades. Each specific grade level will weight grades according to the school's adopted policies.

## Auditions for Ensemble Placement

Placement in choral ensembles is based on participation in the choral program during the school year, TMEA audition process, UIL Solo and Ensemble, UIL Concert and Sight-Reading, the Spring Trip, and a vocal audition that includes sight-reading, choreography (when appropriate), and vocalization.

## Choir Contests and Trips

### Contests

#### Solo & Ensemble Contest

This is an optional contest for students.

- § Students are judged based on their individual or small group performance.
- § The director chooses songs from the UIL Prescribed Music List
- § Participation in this event will require extra time outside of the school day.
- § Students must demonstrate proficiency on their solo before participating at contest.
- § If a student drops out of the contest process at any time for any reason, their money for fees and accompanist will not be refunded
  - MS Students will pay the appropriate fee, which is determined by the director at each campus.
    - § This fee will include a practice CD or tape.

#### Region Clinic/Concert Audition

This is an optional event for students.

- Students audition sections of selected Region Choir pieces at a singular audition held at different schools each year.
  - MS Students will pay an appropriate fee to register to audition.
  - Registration information must be accurate. If that is not the case come audition day and it is found to be the student's error then there will be a penalty to have that information corrected.
  - If a student drops out of the audition after the deadline they will be responsible for any fees still owed and will not be refunded.
- Students are chosen from all over the Region to be a part of this ensemble that meets once for an entire day to rehearse and perform.
  - If a student is chosen to represent Forbes they must attend the Clinic/Concert for it's duration. Please check your calendar beforehand to insure the ability to attend should your child be selected.

#### UIL Concert & Sight-Reading Contest

This is a required contest for all ACADEMICALLY ELIGIBLE students in selected ensembles in the 7<sup>th</sup> and 8<sup>th</sup> grades

Students are judged based on the overall performance of the choir in which they participate.

- § This UIL contest takes precedence over other school activities and any absence from school is considered excused. Students are responsible for any missed work.
- § Rehearsals for this contest will take place during class; however, sectional and other rehearsals before or after school will be required.
  - Any student who misses required UIL rehearsals may not be allowed to participate in the contest, at the director's discretion.
  - Students will be asked to demonstrate proficiency on the music before being allowed to participate.

### Trips

#### Local Trips

The Forbes MS choirs take many small choir trips throughout the year. Parents are encouraged to attend these trips as chaperones. Trips may include:

- § Austin Lyric Opera performances
- § Local choir concerts
- § Retreats
- § UIL
- § Auditions

## Festival Trip

Trip location will be determined by the Choir Director and announced at the beginning of the school year. Students in all choirs are highly encouraged to attend.

- § Students may fundraise to pay for their cost of this trip or they may pay for the trip themselves without fundraising.
- § Students and parents must sign a Travel Contract when signing up to attend a Festival trip or any trip that costs money.
- § Trip refunds are controlled by the tour company. The refund policy will be set out in the trip information letter and the Travel Contract given to each student when signing up for the festival trip. Students will forfeit all or part of the money they paid to attend the trip if they cancel FOR ANY REASON after the refund deadlines.
- § Students are expected to conduct themselves in a manner that reflects positively on Georgetown ISD. Students must follow all GISD Choir and School rules as well as legal, ethical, and moral requests from directors or chaperones while on the trip.
- § Receipts will be issued for all trip payments made that reflect the balance due.
- § Trip payments must be made on time so that we may pay the tour company.
- § Parents are invited to attend this trip. Cost for parents is the same as for students, minus festival entry fees

## Trip Policies

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### Driving Policy for Off-Campus Choir Events

For safety and liability reasons, the following rules must be followed:

1. If a student must come late or leave early, they are encouraged to do so with a parent.
2. Students will not be released to anyone unless a permission note, signed by the parent, has been turned in.
3. No changes may be made partially through a trip without receiving notice of the change in writing.
4. Students may not ride with other students or other students' parents unless they bring written permission IN ADVANCE from their parent/guardian.

### Trip Pick-Up Times

Sometimes it is difficult to determine our exact arrival time when itineraries are set for choir trips. To help parents with this, we follow this policy:

- § Approximately ½ hour before our planned arrival time, the message on the director's voice mail box will be changed to reflect our actual arrival time. Listen to the message, and make plans to pick up your child(ren) accordingly. If the message has not been changed our arrival time will be what we stated before leaving on the trip.
- § Parents must be prompt when picking up their children from choir trips.
- § Procedure for dialing the voice mail system:
  - Dial 943-5001, then enter 7725

### Trip Attendance Policy

To encourage appropriate behavior in and out of choir, any student who is assigned to BIC for any class during the semester of an optional event (End of Year Trips, Class Parties, etc.) will forfeit the opportunity to attend said event.

## School Specific Information (Appendix A)

### Fees

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**Please make checks payable to: GPAA, INC.-CHOIR**

**All choir students are required to purchase the following from the choir department:**

**6<sup>th</sup> Grade Students:** \$10.00 and Box of Tissues

**7<sup>th</sup> and 8<sup>th</sup> Grade Students Only**

**Uniform usage fee:** \$20.00 (Includes T-Shirt)

**Optional Fees:**

**6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grades Students**

**Solo & Ensemble Contest:** \$5.00 for a solo/small ensemble  
\$10.00 one time charge for medium Ensemble

**Spring Trip:** TBA

**7<sup>th</sup> and 8<sup>th</sup> Grade Students Only**

**Region choir:** \$8.00

## Uniforms

Students are expected to follow the listed uniform guidelines below, without exception. Students may not be allowed to perform and/or their grade may be affected if the following guidelines are not met.

## Formal Uniforms

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### Women

- Formal length black dress
  - Dresses will be issued in the Fall Semester
  - A \$20.00 usage fee must be paid before the uniform will be issued which includes dry cleaning and any repairs that must be made.
- Black shoes
  - Ladies must purchase BLACK shoes. Shoes should be low heeled, closed toe shoes. Big heeled, clunky shoes are not appropriate for concert wear.
  - The choir director has final say in acceptable shoes. If in doubt, please bring them well before the first formal concert.
- Flesh colored panty hose
  - Ladies must provide their own Flesh colored panty hose.

### Men

- Tuxedo shirt, black dress slacks, cummerbund and bow tie
  - A \$20.00 usage fee must be paid before the uniform will be issued which includes dry cleaning and any repairs that must be made.
- Black men's dress shoes, black socks.
  - Men must provide their own black slacks, black socks and black dress shoes.
  - Black athletic or casual shoes are not allowed

### Formal Uniform Guidelines (7<sup>th</sup>/8<sup>th</sup> only)

1. Formal uniforms will be worn to all choir concerts unless otherwise instructed.
2. Formal choir uniforms will be issued during the choir class at the beginning of the school year.
3. Choir students are financially responsible for all parts of their formal choir uniforms that they use, including dresses, jackets, pants, ties, cummerbunds, and garment bags. Repair and/or replacement costs are the responsibility of the student. Costs for replacement:
  - § Dress = \$45.00
  - § Tuxedo Shirt = \$20.00
  - § Tie/Cummerbund (sets only) = \$15.00
4. Formal choir uniforms and other parts are numbered and will be tracked through the choir department.
5. Uniforms should be treated with pride.
6. Proper shoes and socks must be worn with the uniform at all times.
7. Hair must be pulled back as part of the uniform.
8. Jewelry must not be worn with choir uniforms. This includes necklaces, watches, and bracelets. Earrings and rings must be small and inconspicuous and kept to a minimum. Men will not wear earrings during performances.

### Alterations and Care of Formal Uniforms

1. Never cut any material from a choir uniform when it is altered to fit you.
2. All choir uniforms from the choir MUST be returned to the choir immediately following the Spring Festival trip.
3. Students who do not turn in their uniform by the last day of school will be turned in to the office. Report cards and schedules will be held until the uniform is returned to the choir. All hems and alterations must be removed before a choir uniform can be checked in.

## Awards

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Choir awards are given at the end of the year. Students vote on many choir awards. Other choir awards may be given by the choir directors and may be determined using the following criteria, but not limited to the following:

- Choir grade average of 100% for each grading period
- Demonstrates exceptional leadership qualities during class time
- Always prepared for class with all materials
- Follows all choir rules
- Always ready to rehearse
- No unexcused absences or tardies in choir sectionals or rehearsals
- Attended all required concerts

## Informal Uniforms

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The informal choir uniform consists of a choir shirt, and denim color jeans (skirts are permissible for ladies). Informal choir uniforms must be worn on all concert days, to all informal concerts, singing the Star Spangled Banner, on choir trips, etc. No other shirt will be permitted. Choir shirts are required for all choir students.

## Choir Calendar

Below is the yearly choir calendar. Refer to it often when making family plans, non-school activity plans, work schedules, etc. Some activities on the calendar are required; others are optional, based on each student's participation in the various activities offered.

- The choir calendar is as complete as possible at the time of printing.
- Updates to the calendar will be given to students in class and posted on the choir website. (<http://www.georgetownchoir.com>)
- Students will be given an explanation regarding which activities are required and which are optional in class.
- Students may request additional copies of the updated choir calendar each month for home, parents, or work if needed

### August 2009

24	First day of school	FMS
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### September 2009

18	7:00 PM	GISD Half-time Showcase	GISD Stadium
18	10:45PM	MS – Lock-In	Gatti-Land (Round Rock)

### October 2009

20	7:00 PM	FMS Fall Concert	FMS
30	4:15 PM	FMS Halloween Party	FMS
31		Region Choir Auditions	Henry MS

### November 2009

11	TBA	Veteran's Day Assembly	FMS
14		Region Clinic/Concert	GHS

### December 2009

8	7:00 PM	FMS Winter Concert	NGC
11	4:15 PM	FMS Holiday Party	FMS
TBA	6:00 PM	GISD Choirs Caroling Night	TBA

### Spring Trips

As soon as the most accurate information regarding itinerary and plans are available, this information will be posted on the website and sent home. At the time of printing, plans listed above are accurate. Parents are needed for chaperones on all trips.

### January 2010

5	Back to School	FMS
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### February 2010

5	4:15 PM	Valentine Party	FMS
10-13		TMEA	San Antonio

### March 2010

11	7:00 PM	FMS Spring Concert	NGC
23	7:00 PM	GISD MS Pre-UIL Concert	NGC
29-30		UIL Concert/Sight-Reading	Leander ISD PAC

### April 2010

30	4:15 PM	Karaoke Party	FMS
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### May 2010

18	TBA	6 <sup>th</sup> grade Spring Trip to Austin Park	
22		7 <sup>th</sup> and 8 <sup>th</sup> grades Spring Trip to Schlitterbahn	
27	7:00 PM	FMS Pop Concerts	NGC
28	4:15 PM	Class Choir Bucks Winner Pizza Party	FMS

Choir Handbook Contract

PARENT/STUDENT AGREEMENT: GEORGETOWN HIGH SCHOOL CHORAL DEPARTMENT

Please read and sign below as indicated.

I have read the Georgetown High School Choral Department Handbook located at [www.georgetownisd.org/forbes/RansomR](http://www.georgetownisd.org/forbes/RansomR) and I agree to abide by all of the policies stated therein. I realize that it takes full cooperation, a willingness to make sacrifices and dedication from all of us if we want our program to continue to improve. I further realize that failure to follow the stated policies or directions from the Choir Directors will result in appropriate action which could lead to a change in performance status or dismissal from the choir.

Signature of student \_\_\_\_\_

Date \_\_\_\_\_

I have read the Georgetown ISD Choral Department Handbook and I agree to support the policies stated therein.

Signature of parent \_\_\_\_\_

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

(please print below)

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

Parents/Guardians Name(s) \_\_\_\_\_

Email address you would like to receive updates to \_\_\_\_\_

Preferred phone number to call during the day \_\_\_\_\_

Please return this form with GISD Medical Release

If you are unable to access the handbook online a hard copy will be provided to your child upon request.

Student Information Form- Forbes Middle School Choir