



Monterey HS Choir Handbook

Welcome!

Dear MHS Choir Students and Parents/Guardians,

Welcome to the 2019-2020 school year with the Monterey High School choir program! We are so grateful you have elected to give choir your time and talent, and are looking forward to continuing Monterey's long tradition of choral excellence with you.

This handbook contains important information regarding every aspect of the choir program. Please take time to read through it, then sign and return the choir contract page by **Wednesday, August 28**. If you have any questions about expectations listed here, please contact one of the directors by email or phone, or set up a conference for a visit.

Parents/guardians, please support your students by ensuring they attend all four of the mandatory concerts listed on the calendar at the back of this handbook. If any dates change, you will be informed both by email and a handout provided to students in class. In addition, you may sign up to receive reminders about dates and deadlines from the Remind text messaging service (instructions found on page 15).

We are looking forward to an exciting year of music making!

All the best,

Tim Algate

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Monterey HS Choir Handbook

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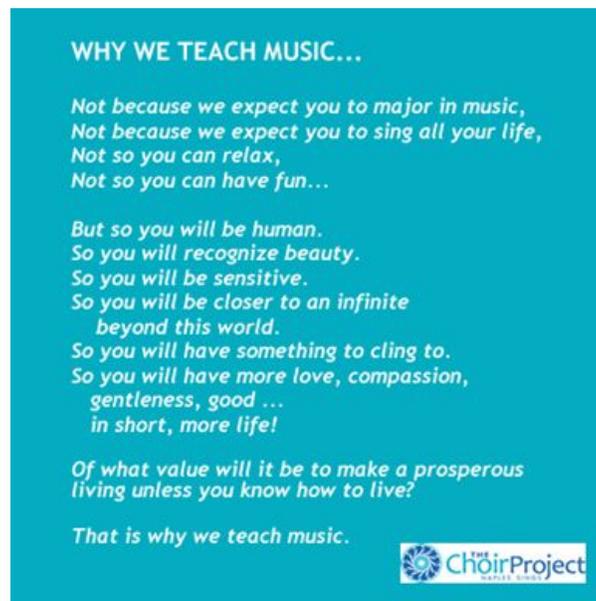
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Choir Mission

- To develop individual musicianship and literacy
- To encourage interest and participation in choral music
- To realize and develop the potential of the individual voice and foster an understanding of its relationship to choral singing
- To build confidence and social skills that will increase success in all areas of life
- To shape a community of artists who experience life more deeply
- To cultivate empathy and grow a culture of compassion



HS Choir Principles

1. **Be present.** When in rehearsal or at a performance, be fully in the moment, make every effort to leave distractions at the door.
2. **Honor the absent.** Adolescence and drama go hand-in-hand, and drama only gets in the way of music-making. Much drama can be avoided by refusing to speak ill about those who are not present.
3. **Be kind, always.** Treat every person with dignity at all times, and in all circumstances.



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Course Descriptions

Concert Choir Men and Women

The two Monterey concert choirs are designed to introduce students to singing at the high school level. Enrollment includes freshman with some singing experience and upper-classmen who are new to singing. An emphasis on fundamentals including music literacy and proper singing tone lay the groundwork for students to foster the musical independence and ability critical for advancement to other ensembles. These choirs may have a few after school rehearsals throughout the year.

Treble Choir

Treble choir is an intermediate ensemble for women's voices consisting of upper- classmen and musically-literate freshman who can read at a high level. Students in this ensemble have demonstrated previous knowledge of the fundamentals of singing and have demonstrated foundational music literacy skills. Rehearsals are paced more quickly to match the advanced student ability level. This choir may have a few after school rehearsals throughout the year.

Chorale

The Monterey Chorale is the premier singing group at MHS and is composed almost exclusively of upper class men and women. Students in this choir have previously mastered the fundamentals of music and rehearsal time is spent on application of these fundamentals in more challenging and expansive settings. This choir meets regularly after school throughout the year.

Madrigal Singers

Members of madrigal singers must be members of the Chorale concurrently, and have demonstrated a commitment to musical and personal excellence during previous years in choir at Monterey. Students perform frequently at recruiting and community events in addition to school concerts. As these students are ambassadors who represent Monterey, high character quality is essential to membership.



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Required Materials

Most of the resources needed for choir are provided by the district at no cost to the student. This includes the formal concert wear (tuxedos and black dresses), black binder and pencil, all music scores, and transportation to UIL contests.

Students are required to pay a **single, non-refundable \$25 fee** to the program to cover the cost of items the district does not allocate for in the choir budget. This includes the T-shirt students will wear to informal concerts. Choir fee is due with the signed choir contract at the back of this handbook by **Wednesday, August 28**. We only accept cash or check. Checks can be written to MHS Choir.

- Every student will be provided with a 0.5-inch, 3-ring binder and a single pencil at the beginning of the year. Students who lose these items will need to supply their own replacements. Replacement binders must be black 0.5-inch binders.
- Binders will be returned to the choir department at the end of the year. Binders which are too damaged to be re-used will not be accepted, and students will need to provide a new binder instead. Binders should not be dropped, chewed on, picked at, stepped on, or drawn over.
- Musical resources including scores, sight-reading, and scripts will be provided to students. Losing or damaging these items may require a small fee for replacement, depending on the item.
- Additional expenses for optional events like the spring trip or social events may occur throughout the year



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Concert Attire

Women's Concert Attire

- Formal concert attire is provided by the district in the form of a black dress.
- Students will need to provide their own black or flesh-toned hosiery and simple black, flat, closed-toe shoes.
- Informal concert attire is the MHS choir t-shirt, which is paid for with part of the student's activity fee.
- Students will provide their own blue jeans and closed-toe shoes for informal performances.
- Hair must be out of the singer's face for all performances.
- Jewelry should be minimal and modest. Stud earrings are the only allowed piercings for performance. Dangling earrings, bracelets, necklaces, etc will not be allowed on stage.
- Makeup and hair color must conform to the LISD Student Code-Of-Conduct rules on dress code.

Men's Concert Attire

- Formal concert attire is provided by the district in the form of tuxedo pants, shirt, jacket and bow tie.
- Students will need to provide black socks and black dress shoes to be worn at all formal concerts. A white t-shirt to be worn under the tuxedo is also recommended.
- Informal concert attire is the MHS choir t-shirt, which is paid for with part of the student's activity fee.
- Students will provide their own blue jeans and closed-toe shoes for informal performances.

General

- All formal garments are dry-cleaned before being distributed to students.
- Students are responsible for maintaining their formal attire in a safe, dry environment. Uniforms should be free of wrinkles and show no signs of damage or wear at choir events or when returned to the school at year's end.
- Students not in proper uniform at concerts may be asked to sit out at the event. This includes shoes and socks! Their grade will be affected accordingly.
- Students must be within the LISD Code of Conduct dress code at all times, even during after school rehearsals.
- Students will be given advance notice and a few days to check out their uniform before each concert. These uniforms (all uniform items) must be returned the day after the concert in their garment bag, labeled with the student's name or it will be turned into the fines office. Fines for uniforms are \$80 per uniform.



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Attendance Policies

All concerts are mandatory for all choir members

- Absences or tardiness from a concert will only be excused if:
 1. Student has an extreme personal illness, or there is an unforeseen family emergency.
 2. Student gives written notice for the absence before the concert date, signed by the parent/guardian.
 3. Student makes up the missed concert with an alternative assignment, to be assigned upon the student's return.
- Every effort has been made to avoid scheduling conflicts with other Monterey activities to help students meet the above requirement. In the event a conflict is realized despite every effort to avoid it, the directors will coordinate with the sponsors of the other organization and come to a solution for the students. Conflicts with organizations outside of Monterey or Lubbock ISD will not be considered in scheduling.
- It is the student's responsibility to plan ahead for performances and required rehearsals. Students should communicate with parents and employers, and compare the choir calendar with their other activities to ensure no conflict exists on a performance date.
- Students are not required to be "eligible" or passing all their courses to perform in a choir concert. Eligibility only affects Region and Solo and Ensemble competitions.
- Lack of transportation does not constitute an excused absence. Plan ahead.
- Our curriculum is mandated by the state, and requires students to both perform music and observe music performance throughout the year. To fulfill this grading obligation, students will be required to be present for the entire concert as an audience member before and/or after their ensemble's performance, and may not leave a concert early.
- After school rehearsals for Chorale should be anticipated, and attendance at rehearsals is mandatory for Chorale members. Missed rehearsals will affect grading, and multiple absences can result in removal from Chorale. Please provide justification of all absences to a director.



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Conduct Expectations

Self-discipline is essential in a rehearsal environment. Choir members are part of a team, and an individual lapse in judgement or focus has consequences for more than just the individual. Excellence does not happen naturally, but derives from consistent focus and preparation. All Monterey choir members are expected to know and abide by the following:

Rehearsal Expectations

1. **Be On Time**: Students should be in their proper place for rehearsing before the tardy bell rings. Gum or candy should be spit out when students enter the room.
2. **Bring Your Stuff**: Students are expected to have all required materials, including binder, music, pencil and water bottle (optional) at every rehearsal.
 - a. Students who do not have required materials may borrow from the choir room by checking in their phone, and get their phone back at the end of rehearsal when they turn in materials. Documentation will be kept on who doesn't have materials which will affect a student's grade.
3. **Be Respectful**: Look and listen when directors or students are speaking. Speak only with permission. Treat all humans in the choir room, including directors, voice teachers, student officers, peers, and guests with courtesy.
4. **Be On Task**: Follow all directions and procedures with a positive attitude.

Restroom Policy

Students are expected to take care of all personal business during passing periods between classes. In the event a student must leave rehearsal for any reason unless given a pass, they will be required to sign out of the choir room and sign back in on their return, listing the date and time. If a student leaves for a restroom break, they will also be required to leave their cell phone on the piano while they are out, and it may be returned to them upon return to the choir room. Students are permitted three "breaks" per six-weeks. If a pattern develops indicating that a student is frequently missing rehearsal for personal business, they will no longer be able to leave the classroom without medical documentation.

Cellphone Policy

Cellphones and other electronic devices should not be visible at any time during a rehearsal unless a director states otherwise for use in an educational context. Should a phone be visible, it will be confiscated and returned to the student at the end of the school day. If the student refuses to comply or becomes belligerent, the student will be written up and asked to leave the room and go to their alpha house principal. All phone violations will also be documented and if patterns emerge, students may be required to turn in their phone daily to the director upon entering the classroom until the end of rehearsal.



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Consequences for Infractions

- First offense: verbal redirection by the director. If the student becomes belligerent or escalates the situation, they will be asked to step out of the choir room to cool off. All students who must step out of the room will be documented
- Second offense: verbal warning, conference with the student and directors
- Third offense: the student will be asked to leave the rehearsal space, and parent contact will be made. Depending on the offense, campus writeup procedures may follow.

Choir Room Rules

- Only Monterey choir students or other authorized music students are allowed in the choir room.
- With the exception of student officers, no students may enter the choir office, auxiliary choir spaces, or any practice rooms without permission from the directors.
- No food or drink (or gum) at any time in the choir room during daytime rehearsals. Students may occasionally be allowed to eat before a concert in the choir room or before a madrigal rehearsal, but permission must be sought from the director and no trash or food may be left behind.
- Choir binders must be put away (either in slots in the room or in backpacks) at the end of each rehearsal. Binders or music found left behind will be documented for a loss of grade and put into the lost/found area.
- Students may never participate in a rehearsal without a binder of music. If a student has misplaced their own, a loan binder is available for the day. Students will be required to check in their cell phone in exchange for the binder. A student who regularly needs a loaner binder will be required to purchase a permanent replacement for their original.



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Choir Trip Eligibility/Rules for Out-of-School Travel

- Participation in non-UIL activities does not require passing grades, but is at the directors' discretion based on behavior in the classroom and at school. All choir trip eligibility is entirely at the discretion of the directors.
- Students who receive a single writeup at school in any class at any time during the 2019-2020 year will not be allowed to attend the spring choir trip to Colorado Springs. This trip comes with a high degree of independence, and students who cannot behave appropriately at all times in school will not be given that freedom on an out-of-town trip. Students dropped from a trip will forfeit their deposit and payments made to that point, and refunds are subject to the date of the drop and the refund schedule of the travel company. This schedule will be provided in the Trip Contract.
- While we will do everything we can to be flexible with payment deadlines for the spring trip, a student will be dropped from the trip for late or missed payments. This policy comes from our travel agency.
- Refunds for cancelled trips will be determined entirely by the travel agency policy which will be distributed with detailed trip information later in the Fall.

Rules for Off-Campus Travel

- Students are expected to respect each other, the directors, adult chaperones, and all humans they interact with.
- Smoking, drinking, and drug use are prohibited during choir trips. Students who are suspected of being under the influence or who have an odor suggesting they have been smoking will be asked to leave the event immediately.
- Students who plan on driving themselves to an in-town event (or riding with another student) must have filled out a transportation form and have it signed by their parents and returned to the directors.



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Grading Policy

Music Preparation: 50%

This category is graded by teacher observation of student participation in the rehearsal process, with regular in-class assessments. Points may be deducted from a student's weekly rehearsal grade for lack of participation, chewing gum, not having all the required materials, or distracting others in the rehearsal process.

- Chewing gum or not having all required materials will result in a letter grade drop of the week's rehearsal grade for each instance. (A student without a pencil on three days of a week would therefore receive a '70' for that week's grade)
- Students who are not participating in a rehearsal (not singing, not reading music, etc) will suffer a two-letter grade drop for each instance. Participation in singing is weighed heavily in the curriculum, and students who do not sing cannot expect to pass choir.
- Students who are removed from a rehearsal for unacceptable behavior miss that day's rehearsing and assessment, and will suffer a three-letter grade drop for that week's rehearsal grade. Students removed from rehearsals more than three times in a week will be encouraged to choose a different elective.
- Binders may be turned in throughout the year to verify students are making the required notes on their scores to be used in rehearsal. Students who do not have their music marked will receive a lower rehearsal grade, based on how many notes are missing.

Treble Choir and Chorale will also be graded on the following:

- Students may be asked to submit google classroom files of themselves singing excerpts of music to verify that all students are progressing appropriately on the repertoire.
- Students may be asked to perform in small groups in the class for the directors to assess their level of preparation and progress on music and literacy. Lack of preparation on music will result in a lower grade for that week's rehearsal grade.
- Chorale will have mandatory weekly after-school sectionals on Mondays. School holidays will not have rehearsals. Women rehearse from 6:30pm to 7:30pm, men rehearse from 7:30pm to 8:30pm.



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Music Performance/Analysis: 40%

This category is graded by attendance and participation in both the performance and audience elements of a concert. Students will be graded on preparation and etiquette in both areas.

- An unexcused absence from a concert will void the student's ability to participate in all assessments taking place at that event, resulting in a zero for all related grades.
- Tardiness to an event will result in a lowered grade for that event, contingent on how late the student arrives.
- Student performance and etiquette grades will be docked for each visible instance of improper concert etiquette. Students will be taught proper etiquette before the first concert, and must demonstrate mastery in performance/audience situations.
- Examples of improper performance etiquette include talking on stage and flipping hair/touching one's face during a performance.
- Examples of improper audience etiquette include talking during a performance, leaving a concert early, or being observed using a phone or other electronic device.
- Students who have an unexcused absence from a concert may make up the grade (up to an 80) by performing their repertoire from memory alone in front of the class while wearing their concert uniform. This sufficiently recreates the performance scenario students are expected to master. The audience component can be made up by a student attending a choir concert from another school/university and completing an analysis of that concert (to be turned in with the program verifying a student's attendance there).

Written Work: 10%

Occasional quizzes will be given in class on music literacy, notation, sight-reading, and etiquette throughout the year. While most of a student's grade comes from demonstrating mastery through physical participation in singing and performing, students will be expected to demonstrate understanding of choral concepts through writing.



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Additional Choir Opportunities

Choir Booster Club

- All Monterey Choir Parents/Guardians/Supporters are invited to join the choir booster club.
- The club allows choir parents to have a structured medium to better serve their singers.
- Meetings are not regular, but will be called to address specific events or needs throughout the year.

All-Region/All-State Choir

This contest is for students interested in competing for the opportunity to sing in a choir with some of the most talented musicians in the state of Texas.

- Interested students will be given access to practice tracks to learn their music, and private coaching times to work on this additional music (separate from concert literature rehearsed during the day). This does not necessarily entail any required before or after school rehearsals on the part of the student.
- The process culminates in a “blind” audition for judges. Students who make the choir then attend a clinic and concert with the top-performing students from every other high school in the region.
- Students who make the region choir can advance two more levels (Pre-Area and then Area) for the opportunity to sing in the All-State choir at the Texas Music Educators Association (TMEA) Convention in San Antonio in February 2020. The district pays all costs for students who qualify for this extraordinary honor, and it stands out on applications and college resumes even for non-music degree plans.
- Academic eligibility rules apply to this contest.



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Solo & Ensemble

- This contest is in early February, where students perform alone or in small groups (without a conductor) to earn a rating based on memorization, vocal quality, and stage presence.
- The experience of preparing and performing a solo builds tone quality and vocal confidence like no other activity in the choir calendar year. This contest is a safe, encouraging, and anonymous place to focus on improving one's own voice.
- Students who receive a "Superior" rating on a "class 1" solo (the most challenging class) can advance to State Solo/Ensemble Contest, which is held in Austin in May (contest entry is paid for by the district).
- Participating students will receive free private voice lessons to prepare for this contest.
- Sign-ups will take place at the end of the first semester (in December).
- Academic eligibility rules apply to this contest.

UIL Choir Concert & Music Literacy Evaluation

- This is the culmination of a student's work all year in performing expressively and developing music literacy (reading music at sight).
- The ratings issued at this contest are used by principles, administrators, and state and national organizations to evaluate the strengths of a choir program. This is essentially the standardized test for choirs and organizations can compare themselves to one another by the results of UIL.

Choir Trips

- Eligible choir students may attend the spring trip to Colorado Springs (students must fundraise or pay their own way).
- Additional local trips and social events will be planned and communicated by the choir council



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Communication



Remind

This free text messaging service is used to communicate to students and parents about upcoming deadlines and other news. Instructions for how to subscribe to each class period can be found below.

Treble Choir (1st)- text @trebec to 81010

Concert Men (2nd)- Text @ccmen1920 to 81010

Concert Women (3rd)- Text @ccgirl1920 to 81010

Chorale (4th)- Text @montchoir to 81010

Madrigals (5th)- Text @ montmadz19 to 81010



Youtube

Learning tracks for students to use in practice outside of rehearsal will be uploaded to the choir Youtube channel (search for the 'Monterey HS Choir' channel). The channel will be public, so students will not need a Youtube account to access this material.



Charms

The Charms website and app are used to database uniforms/ t-shirts, money collected, fundraising, handouts, and rehearsal tracks for the all-state music. There is also a recording component we may use for individual assessment. Please take the time to get familiar with the program, as students and parents can use it to keep track of nearly everything related to choir. It is very user friendly, especially the app! If you do not own a smartphone, you can access the Charms website online. See the next page for the app instructions.

Choir Website- www.montereychoir.com

This website will be updated regularly to reflect upcoming events, important information and links to assignments. Please bookmark this website for future use.



Instagram

Pictures and videos of choir events will be posted to the choir Instagram account, 'Monterey HS Choir.'

Directors can be reached directly through the choir office phone (806-219-1946) or by email.

Tim Algate: tim.algate@lubbockisd.org

Lauren Snow: lauren.snow@lubbockisd.org



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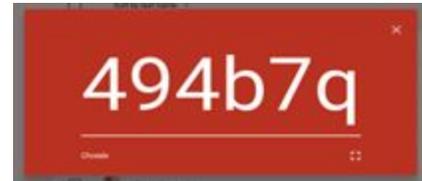


Google Classroom will be used in all Choirs for multiple things, including announcements, materials, links, and individual recordings. Please add this to your smartphone and join the choir you are in to stay updated.

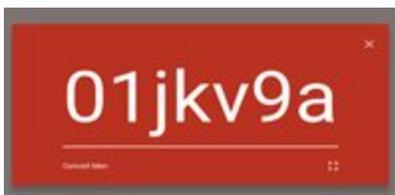
Treble Choir



Chorale



Concert Men



Concert Women





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MHS Choir Calendar

Please note that events in **bold** are mandatory and graded events for all choir students.

Date	Event	Location	Time
July 30/31, 2019	Chorale Rush (Chorale)	Choir Room	10am-3pm
August 26, 2019	Begin Chorale Monday evening rehearsals	MHS Choir Room	6:30-7:30pm Women 7:30-8:30pm- Men
August 28, 2019	Handbook/Contract Due with FEE	MHS Choir room	8am-4pm
Sept. 14, 2019	All Region District Round	LCHS	All Day
Oct. 14, 2019	Fall Concert	MHS	6:30pm
Oct. 16, 2019	All Region Auditions	WBU Lubbock Campus	12:00pm-TBA
Oct. 17, 2019	Music Audition Workshop	MHS Choir Room	6:30-7:30pm
Oct. 29/30, 2019	Musical Audition	TBD	6:30pm-8:00pm
Nov. 9, 2019	All Region Clinic/Concert	CHS	All Day
Nov. 13, 2019	Monterey Magic	MHS	TBD
Nov. 20, 2019	Pre Area Audition	TBD	TBD
Dec.16, 2019	Christmas Concert	TBD	6:30pm
Jan. 11 2020	Area Auditions	Midland Lee HS	All Day
Feb. 1 2020	Solo/Ensemble Contest	FHS	TBD
Feb. 24, 2020	Preview Concert	MHS	6:30pm
March 5-8, 2020	Madrigals Festival	San Antonio, Tx	TBD
March 11/12, 2020	UIL Contest	Broadway COC	TBD
TBD	Choir Spring Trip	Colorado Springs, CO	TBD
April 28, 2020	Spring Sing (Chorale)	Civic Center	TBD
May 1/2, 2020	Fine Arts Musical	MHS	TBD
May 12, 2020	Choir Pop Show	MHS	6:30pm
May 18, 2020	FA Showcase	Buddy Holly Hall	TBD
May 23, 2020	Senior Graduation	TTU Spirit Arena	TBD



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MHS Choir Contract

**Return this form with \$25 fee by Wednesday, August 28, 2019
(checks can be made out to MHS Choir)**

Student Name;

Current Grade in School (9-12) : _____

Student Email: _____

Student Cell Phone: _____

Phone numbers will be used in emergency situations only.

Member of the following choir(s): (Circle)

1st Period Treble Choir

2nd Period Concert Choir Men

3rd Period Concert Choir Women

4th Period Chorale

5th Madrigal Singers

Student T-Shirt Size (circle one): [S] [M] [L] [XL] [XXL]

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Students and parents, please initial next to each line once you have gone through the handbook.

_____ I have read and agree to the REQUIRED MATERIALS section of this Handbook

_____ I have read and agree to the CONCERT ATTIRE section of this Handbook.

_____ I have read and agree to the ATTENDANCE POLICIES section of this handbook.

_____ I have read and agree to the CONDUCT AND REHEARSAL EXPECTATIONS, including the RESTROOM POLICY and the CELL PHONE POLICY section of this handbook.

_____ I have read and agree to the TRAVEL POLICIES section of this Handbook.

_____ I have read and agree to the GRADING POLICY section of this handbook.

_____ I have read and agree to the ELIGIBILITY section of this handbook.

My Initials and Signature indicate that I agree to follow all policies and procedures outlined in the Monterey HS Choir Handbook.

Student signature

Date

Parent signature

Date

Parent name (printed)

Parent phone number