

# Surfside Middle School Chorus & Theatre Department Handbook

Frederick Mullen, Director

Dear Surfside Chorus and Musical Techniques Parent,

Please sign the handbook contract on the last page informing us of your commitment to your child's participation in chorus and musical theater. Your child will receive a quiz grade of 100% for returning the handbook form by Friday, September 1. See calendar below and please transfer important dates to your personal calendar. Thank you in advance!

## OUR CALENDAR EVENTS

### *Fall Semester Activities (Spring Dates will be issued January 2018)*

August 17 - Welcome Back!	Panama City Beach	Dec. 9 - Choir Lottery Students Pier Park Christmas Parade 4 pm -7:30 pm
Sept. 1 - Choir Tee Due \$10	October 12 - All State Part Test 4:00 @ Chipley High School Student Volunteers	Dec. 14 - Choirs Winter Concert Surfside Gymnasium 6:30 pm - 8:00 pm
Sept. 7 - New Parent Meeting Ice Cream Social 7-8 pm (Surfside Choir Room)	Nov. 2-5 ACDA Male Honor Choir Seminole State College Altamonte Springs, Fl Student Volunteers & Families Director & Family	Dec. 16 - Selected Choirs Bethel Christmas Village Captain Andersons' Dock
Sept. 8 - Volleyball Jamboree Show Choir (Pds. 6 & 7) 4-5 Gymnasium	Nov. 2 - Family Night 6 pm - 8 pm @ Carraba's	Jan. 10-13 All State Conference All State Students & Director
Sept. 11 - Volleyball Game 5th Period Singers 4-5 in the Gym	Nov. 9 - Basketball Game 1st Period Singers 4-5 in the Gym	March 2 - Choirs & Music Tech MPA @ Shiloh Baptist Church Chipley Florida (Tentative venue) Field Trip
Sept. 12 - Open House 5:45 Showchoir on ITV 6:00 Families	Nov. 16 - Basketball Game 6th & 7th Period - Showchoir 4-5 in the Gym	March 8 - Spring Concert MPA, Solos, and Special Categories Surfside Cafe 6:00 Call, 6:30 Curtain March 15-16 - Spring Musical TENTATIVE DATES 6:00 Call, 6:30 Curtain
Sept. 14- All State Theory 4:00 @ Bay High Student Volunteers	Nov. 20-26 Thanksgiving Break	May 11-12: Spring Musical BACK UP DATES (POST) 6:00 Call, 6:30 Curtain
Sept. 15 Uniform Money Due!	Dec. 4 Tree Lighting Ceremony Showchoir 6 pm -730 pm Frank Brown Park Gymnasium	May 18-19 CHOIR TRIP Wild Adventures Choral Competition Valdosta, Georgia Overnight Stay 39 Students/13 chaperones.
Sept. 18 - Volleyball Game 4th & 6th pd. singers 4-5 in the Gym	Dec. 5 - Selected Choirs Bay Medical Bruncheon Field Trip. \$8	May 29 - Awards Banquet Woodstock Baptist Church
Sept. 19 - All State Sight Rd. 4:00 @ Chipley High School Student Volunteers	Dec. 7 - Family Night 6-8 @ IHOP Pier Park	May 30-June1 Awards Ceremonies Gym 9:30-11:3
Fall "Working 4 The Arts" Retreat open for all classes.	Dec. 8 - Millville Parade Show Choir Field Trip - Lunch \$8	
Sept. 22 and 23 (Tentative) 730 pm chaperone check in 8pm student check in 8am student check out.	Dec. 8 Christmas Semi-Formal Choir & Music Tech Hosting Fundraiser 6-8 PM	
Oct. 4 - Volleyball Game 2nd Period Singers 4-5 in the Gym.		
Oct. 5 - Family Night 6-8 @ Chic Fillet		

\*Dates and performances adjust to permission, venue and situational circumstances. These dates are predetermined in the month of May of the previous school year and are subject to minor changes. Student abilities and availabilities also dictate musical material choices and concert dates; however, these dates are traditionally set each year.

### **COURSE DESCRIPTION**

The Surfside Chorus and Musical Theatre program provides a performing outlet for highly motivated and dedicated students interested in becoming more involved in the art of choral music and musical theatre. Class activities will include performing and listening to music and reading scripts from many different styles and time periods, music theory, and sight-reading skills. Performances will occur periodically throughout the school year both on and off campus. **Note: Performances are graded events and are considered major project grades as weeks of preparation have been dedicated to them. The expectation is for students and families to make every effort to be involved and present at each of the performances.**

### TEXTBOOK / MATERIALS

The instructional materials used in chorus classes are primarily sheet music which is provided by our fundraisers. The student is monetarily responsible for any lost or damaged materials. These items should be in place by the end of the first week.

1. Pencil (only pencil should be used to write in music)
2. Chromebook (provided by the school)
3. Students are encouraged (not required) to bring a bottle of water every day for healthier singing and hydration.

### CLASSROOM RULES

1. Be in your seat with materials: chrome book, choir folder, and pencil ready.
2. Dispose of all food, drink, or gum (or put in your backpack) BEFORE you enter the chorus room, with the exception of bottled water. Lunch boxes are kept at the lunch box table.
3. Be considerate of other students and your instructor by eliminating unnecessary talking.
4. Be respectful of other students and your instructor.

### GRADING POLICY

- **70% - Performance Contribution**

Majority of points earned by, but not limited to, being present, arriving on time, wearing uniform properly, participating positively and fully, and exhibiting appropriate audience behavior. All concert dates are listed on the front page of this handout, kept updated on the website calendar at: [www.surfsidechoirshark.com](http://www.surfsidechoirshark.com), posted on the classroom calendar, and discussed in class at length.. Concerts and performances are considered to be major project grades as weeks of preparation have gone into them. Bay District Schools recognizes that membership in chorus and musical theatre **requires** attendance outside of the regular school day. If you know that you have a conflict with a performance date, a note from a parent or guardian is required at least three weeks in advance of the performance. See the section on concert absences below for more details.

The class can receive a grade as a whole on announced performances, such as MPA & Ensemble Work. It is important that students investing their energy as a team, work collaboratively as a group, and will own the outcome (or grade) together.. Otherwise, students may believe they will only work for their own grade and will not care about the success of the group as a whole.

- **30% - Rehearsal Techniques and Class Work**

Your rehearsal techniques grade in this class will be determined by your rehearsal participation. The following rubric will identify how your rehearsal techniques grade is determined. This includes pencil checks, theory sheets, listening activities, part checks, written quizzes or tests, or other work to be done primarily during class. This can include performance assessments during class, both formal and informal in nature.

### RUBRIC FOR REHEARSAL TECHNIQUES & PERFORMANCE CONTRIBUTION:

The participation rubric is as follows. The student will...

1. Arrive on time to class
2. Drop off your bookbag and lunchbox at the front of the room.
3. Sit in assigned seat quickly upon arrival with choir folder and chrome book.
4. Remain in assigned seat throughout the period
5. Have required materials quickly when needed (pencil kept inside choir folder)
6. Maintain eye contact with director during rehearsal and instruction
7. Remain silent when appropriate
8. Sing with tall vowels and eyebrows raised
9. Sing at appropriate volume
10. Sing with energy and enthusiasm
11. Maintain good singer's posture when appropriate
12. Choreography is learned with enthusiasm and 100% of your ability.

In addition, students may be graded on specific rehearsal tasks on specific days. For example, your teacher may announce that today's grade is based on posture. All students will be evaluated during the class to see if proper posture is being demonstrated. At the conclusion of the class students will be either given an individual or group grade based on performance criteria, which will be given to students in advance.

## PERFORMANCE ABSENCES

Surfside Chorus and Musical Theatre is a performance oriented course. Therefore, performances are a large part of each student's overall grade. Students and parents are expected to prioritize concerts by transferring these dates into their calendars and by avoiding all non-emergency conflicts. If absent from a performance, it is the responsibility of the STUDENT to make sure the proper procedure is followed.

- An **unexcused** absence from a performance will result in a 50% and no opportunity to make up the points. For example: *Not having a ride will be ruled unexcused.*
- An **excused** absence from a performance will result in the opportunity to make up the points through an assignment selected by the director.
- If a student misses a concert for an excusable reason, but does not notify the directors BEFORE the concert, the highest amount of credit a student may earn for the concert is 80%.
- **Description of makeup assignment:** In an after school appointment with the director, the student will perform the concert selections and sight read alone. Their performance will be graded using the appropriate MPA judging sheet and receive a grade based on this evaluation.
- Absences can ONLY be excused if the student has presented a written parent note separate from the one they send to the attendance office that explains the situation to the satisfaction of the director. Excused absences can include extreme illness of the student, family emergencies, and pre-arranged absences (i.e. religious holidays, Pre Approved Family Leave) where a parent note is received at least three weeks prior.
- In the case of illness or emergency, a written parent note must be received no later than the 2nd day the student returns.
- This policy is also applied to **required after school rehearsals** (which are rare).

## PERFORMANCES & BEHAVIOR

**Excellence is expected.**

It is the final decision of the director as to whether or not a student may perform. If a student has shown a lack of discipline in class, disruptive or disrespectful attitude towards the students or director, in class or at a previous performance, or has an inordinate amount of absences, he or she may not be allowed to participate. If chronic negativity continues, the student will attend a parent conference with the director and may be requested to have their schedule changed.

## PARENT INVOLVEMENT

Chorus thrives with the help of parents! Events run more smoothly with the talents of the adults and will be more enjoyable for the students. Below are some ways parents can assist.

1. Attend the chorus parent meetings at local area cafe and diners.
2. Hospitality
3. Chaperone field trips
4. Volunteer to help with concerts, fundraisers, measuring for uniforms, etc.
5. Help students be on time for rehearsals/performances
6. Encourage/praise the efforts of each student
7. Actively support chorus fundraisers
8. Help with set design and construction, make-up and hair, lighting, sound and tech support
9. House managers and greeters

### **CONCERT ETIQUETTE – Being a great audience!**

In addition to performance skills, students will also learn appropriate concert etiquette. The following list is titled the “Top 10 Rules of Concert Etiquette (for students)” provided by the *National Association for Music Education*.

1. Refrain from talking
2. No singing, tapping fingers or feet (in a distracting manner)
3. Please have nothing in your mouth, besides your teeth and tongue
4. Do not wear watches with alarms, have your cell phones out, nor jangle jewelry
5. Do not open and close your purse nor rip open your velcro wallet
6. Do not sigh with boredom
7. Do not applaud inappropriately
8. Do not embarrass your teacher, parents, nor your school
9. Do not read text messages, social statuses, or play media games
10. Do not go to the concert thinking you will hate the performance

We will follow these guidelines to the letter when we go to see a concert or performance together as a class!

### **CHORUS FINANCIAL RESPONSIBILITIES**

This section is meant to give you a full understanding of the financial responsibilities of chorus are and how it benefits our chorus students. In short, all students are expected to fundraise or pay for 1) their chorus uniform and 2) the chorus PFC or “Personal Financial Commitment” of \$40 (which includes the tee shirt)..

### **THE UNIFORMS**

## **Formal and Casual Uniform Descriptions:**

We have chosen a standard uniform that can be used for the chorus, for the musical theatre program, and for any formal occasion. Our uniforms have a classic look, breathe and wash well. As all classes will be singing, a performance uniform is required. SMS can rent a uniform for \$35 to you based upon availability of size.

Girls who are new to the Surfside Choir and Musical Theatre will need to purchase the formal uniform that consists of a Rivar's dress, character shoes, and Rivar's earrings (\$69, \$24.95, and \$13). Due date is Friday, September 15 (the uniforms will be ordered on this date). We have a limited amount of donated dresses and sizes for students and families who are worried about affording one; however, the school requests that the uniforms be rented and returned (fee of 35).

Boys who are new to the Surfside Choir and Musical Theatre will need to purchase (on their own) the following items: Solid black dress pants, solid black dress socks, solid black dress shoes, solid black dress belt, a solid black, long sleeve dress shirt and must wear a tee-shirt underneath.. The teal ties and jackets will be provided through fundraisers. Boys and their families will need to have their "formal" uniform ready to go by November 12.

Girls' and Guys' Casual Uniform - Choir Tee Shirt, blue jeans to the ankles, long hair in pony tails centered in the back of the head.

### **PERSONAL FINANCIAL COMMITMENT (PFC) - \$40.00 (materials and tee shirt)**

The PFC is a commitment that every chorus family makes to support the chorus and musical theatre program. There are financial needs involved with school arts programs not provided for by Bay County District Public Schools. Enhanced (even basic) instruction is accomplished through a budget with expenses including, but not limited to, accompanist and choreographer fees, lighting and sound techs, clinicians, music, group travel, concert recordings, uniform cleaning fees, shoe repair, scenery, props, MPA registration, classroom equipment, technology, and performances. In an active middle school chorus program like ours, a typical year's expenses can exceed \$30,000. Fundraising is how an organization like choir and theatre manages to keep performances open and free to the public.

This fee of \$40 may be fundraised, paid out of pocket, or a combination of both. \*\*It is our goal to keep the cost of our PFC at an absolute minimum while still making sure that we are meeting the financial needs of the chorus and music tech program. Students may not go on trips or field trips without first having this PFC taken care of.

## **Hair Styles: Conservative for Concerts**

- Women's Hair: Ponytail – gelled/sprayed back. Centered at the back of the head. Hair is to be gelled/sprayed back into a ponytail. No dripping bangs, messy buns, or strands around the face. Short hair styles may be worn beautifully. No unnatural hair colors for a concert - please.
- Women's medium and short hair that cannot be worn in a ponytail, must have bangs pulled and pinned up.
- Guys Hair: Keep it short and simple, a little movement is fine too. Get a cut or style that is you – and keeps your hair from being a sweeping curtain in your face. I should be able to look into your eyes and see expression from the back of the room! No overly shaggy hair, mohawks over 2 inches, unnaturally colored hair.

# **COMMUNICATION IS KEY!**

Parents and students will be responsible for checking e-mails, reminders, and checking websites for information. Make sure your family has done the following things:

1. Please be sure to sign up for the REMIND app on your phone. It sends text messages for quick reminders or for emergency changes of plan. In co-custody situations - be sure everyone has signed up for remind. See our website for sign-up information. [www.surfsidechoirshark.com](http://www.surfsidechoirshark.com)
2. Not getting information? If you turned in everything, also check your email inbox, spam folders, and filter settings. You should be receiving a bi-weekly e-mail from me, typically Sunday nights or Monday. If you are not, please send me an e-mail. [mullefo@bay.k12.fl.us](mailto:mullefo@bay.k12.fl.us)
3. Information about an event is kept in the ANNOUNCEMENTS section of your child's choir folder in their chromebook/CANVAS classroom. Students should have access to this using their chromebook in case they forget. Parents - please check with your student and ask to see their CANVAS classroom/announcements.
4. Students without internet services, will be encouraged to write down dates in their planners and make copies of the bulletin board in my classroom.
5. Rarely will I send home "paper" announcements. The chromebook announcements, REMIND app, charmsoffice e-mails, and the website are the standard forms of communication for success in the choir and music techniques.
6. Parents - be sure to check FOCUS/Parent Portal frequently. The link is available on every e-mail the director sends out (under the director's e-signature). Parent Portal/FOCUS are for students and parents to check up on grades.
7. Read the Shark Bytes from the principal each end of quarter. These are typically sent home with the 7th period teacher.
8. Check the school website and the choir website for information. Be curious and encouraged to investigate!
9. I encourage my students to take responsibility to communicate as performers and actors with their parents. I will hold the student(s) accountable for communicating all the information about their class, uniforms, and performances with their parents.

## CONTACT INFORMATION

Please don't hesitate to contact me with any questions or concerns. I'm happy to help whenever possible!

Mr. Fred O. Mullen  
Choral and Musical Techniques Director  
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Be sure to print out this last page, sign and return to the director upon enrollment in the choir & musical theatre program. Failure to sign or return will not exempt the student or family from the responsibilities outlined in the handbook.

**Surfside Middle School Chorus & Musical Theatre**



# HANDBOOK FORM

We have reviewed the chorus & musical theatre handbook (also located in CANVAS on my child's chromebook and on the website: [www.surfsidechoirshark.com](http://www.surfsidechoirshark.com)) and we are aware of performances, uniform fees or rentals, grading policies, concert attendance, and classroom/ performance etiquette. We are also aware that our family must communicate with each other about rehearsals, performances, transportation, and making arrangements for our attendance at each of the performances.

X \_\_\_\_\_  
PRINT Student Name

X \_\_\_\_\_  
Period (1st, 2nd, 4th, 5th, 6th & 7th)

X \_\_\_\_\_  
PRINT name of parent/ guardian (please print)

X \_\_\_\_\_  
Signature of parent/ guardian

X \_\_\_\_\_  
Date

Enclosed with this form is (please circle)

- Class Tee Shirt - \$10 due September 1, 2017 (Friday) Everybody.
- First Year Girls' Uniform : \$106.95 Due September 15 (Thursday).
- Returning Students Updates? (shoes: \$24.95 & earrings: \$13) Due Sept. 15
- PFC - Personal Financial Commitment: \$30. Due October 21 (Friday). Everybody helps with the purchasing of music, scripts, materials and equipment for the program. Remember the arts are traditionally not funded like your typical core subjects are.

\*Our Accounting Office would prefer for all payments to be made online. [www.bayschools.org/sms](http://www.bayschools.org/sms) If you would prefer to write a check, please write separate checks for each item listed with the child's name in the memo blank. If you are sending cash, please be sure it is sealed in an envelope with your child's name clearly written on the front and a quick note inside it, letting us know the amount you sent and what it is for. Thank you.

Keep the rest of this handbook for your reference during the school year, and please transfer the dates to your personal calendars. Digital copy at [www.surfsidechoirshark.com](http://www.surfsidechoirshark.com)



