

W.T. Woodson HS Choral Department Handbook

♪ 2018-2019 ♪

Instructors:

Amy Sprague Moir, Director

almoir@fcps.edu

Office: Room E146E

Phone: 703 503-4667

Naveed Easton, Director

nbeaston@fcps.edu

Office: Room E155

Phone: 703 503-4663

Syllabus

Class Expectations

1. All food and drinks are to be finished BEFORE entering the room. **All unfinished snacks should be placed in your backpack or thrown away. No open containers of soft drinks, juice, coffee, etc. are allowed in the room. Water is allowed during class. In fact, it's encouraged!**
2. No gum or candy at any time, unless given permission.
3. All students are to be **seated** with music and pencil **when the 2nd bell rings**.
4. Remain quiet during attendance and all announcements. This includes PA announcements, Pledge, and Moment of Silence.
5. Quiet and focused rehearsals are essential. This allows the director to do his/her work, which is to help you.
6. **All cell phones & other devices will be silenced and stored in your backpacks** during class and after school rehearsals, unless otherwise directed. Failure to follow this may result in the cell phone being taken away during class and submitted to the main office.
7. Students are to remain at their seats throughout the rehearsal.
8. Mark your music in pencil as instructions are being given.
9. If you have a question, raise your hand. Please do not call out.
10. Inappropriate language is not acceptable.
11. Respectful behavior toward teachers, students, parents, and all guests is expected.
12. Your level of participation directly affects the ensemble. This is a team effort.
13. A cooperative and positive attitude is necessary to ensure our success.
14. Attendance and punctuality at all rehearsals and performances is expected as well as the timely completion of assigned work by the deadline assigned.
15. Appropriate attire according to FCPS dress code will be enforced. Please remember, hats are not allowed in school. Students not complying will be referred to an administrator.
15. Demand more of yourself. Go the extra mile for the good of yourself and the group.
16. Always do the right thing!

Course Objectives:

1. Students will develop knowledge of musical terminology and spelling.
2. Students will learn correct diction of all languages sung.
3. Students will develop proper vocal technique in relation to intonation (in tune/out of tune), breathing, posture, correct tone production, phrasing, rhythmic precision, and style.
4. Students will learn memorization techniques and are expected to perform all concerts memorized.
5. Students will develop skills to sing the appropriate part correctly and independently.
6. Students will learn music literacy at the appropriate level. This will involve sight singing and music theory.
7. Students will learn proper care and use of music, folder, pencil, equipment and uniform.
8. Students will learn performance etiquette in relation to attire and decorum as well as punctuality and time management.
9. Students will learn the impact of music on culture and community within their own environment and around the world.
10. Students will develop knowledge and respect of music styles from all times periods and cultures.

Grading Policy

REHEARSAL STRATEGIES: 40%

Daily Rehearsal Technique: Student attendance and active participation is very important in a performance based class. Many aspects of the rehearsal such as balance and blend within the ensemble cannot be recreated through individual instruction. Points will be awarded on a weekly basis using the following rubric. Each day of rehearsal will be valued at 15 points. Rehearsal Strategy grades will also be given for other course work such as form completion and worksheets. Unexcused absences from rehearsal will receive 0 rehearsal technique points for the day. Unexcused tardies from rehearsal will receive a minimum of a 4 point reduction in the rehearsal technique grade. Students with an unexcused tardy from the majority of class will lose a minimum of 8 points from the daily rehearsal technique grade for that day.

Rehearsal Technique Rubric	5	4	3	2	1
Critical Thinking	Demonstrates superior knowledge of class expectations during rehearsals.	Demonstrates above average knowledge of class expectations during rehearsals.	Demonstrates average knowledge of class expectations during rehearsals.	Demonstrates below average knowledge of class expectations during rehearsals.	Demonstrations poor knowledge of class expectations during rehearsals.
Collaboration	Works effectively with teacher and classmates. Can work independently and as a leader	Works effectively with teacher and classmates. Can work independently when needed.	Experiences some difficulty working with teacher and/or classmates. Has difficulty with within the section.	Experiences much difficulty working with teacher and/or classmates. Needs frequent supervision and/or redirection.	Is unable to work with teacher and/or classmates. Cannot work independently or within the section. Needs constant supervision.
Readiness	Has correct music and pencil at all times. Is always attentive, on time, and on task.	Has correct music and pencil regularly. Is mostly attentive, on time, and on task.	Is without correct music and pencil at times. Is frequently inattentive, and off task.	Is regularly without correct music and pencil. Is mostly inattentive, and off task.	Is consistently without correct music and pencil. Is always inattentive, off task, and/or late.

After three unexcused absences, or 5 unexcused tardies from class during a quarter, administrative intervention will be utilized. This process will begin with a meeting between the student, an administrator, the instructor, and the parent/guardian to create an instructional plan to promote student rehearsal with the ensemble during regularly scheduled class. Continued unexcused absences from class rehearsals may result in a course reassignment. Please note all students are part of an ensemble and therefore are needed for rehearsals and performances. This a team effort and we value all students in our performances.

ASSESSMENTS: 60%

- Co-Curricular rehearsals - 60 points
- Concerts - 100 points
- Sight-singing Quizzes - 30 points
- Other quizzes in relation to course objectives will be assigned points values relative to the amount of content that is assessed.
- Rubrics can be found in Google Classroom.
- Students may retake a test or quiz one time if they score below an 80% the first time. Students are encouraged to review feedback of the first assessment before scheduling a retake. Students must contact their instructor for the retake. The highest grade a student can receive on a retake is an 80%.

Missed After School Rehearsal and Performance Procedures

♪**Excused rehearsal:** As it is impossible to recreate a missed rehearsal, students are expected to make up the amount of time equal to the length of the rehearsal by doing work in the choral room. This must be completed within one week after the student returns to school.

♪**Excused performance:** As it is impossible to recreate a missed concert, students are expected to make up the amount of time equal to the length of the concert by working in the choral room. This must be completed within one week after the student returns to school.

Excused rehearsals or performances are accepted for the following reasons:

1. Illness
2. Family emergencies
3. Unavoidable conflicts, such as a pre-arranged absence

Schedule doctors' appointments for times other than after-school rehearsals and performances. Work, homework, etc. is not an excused absence. Plan ahead! Advance notice is required whenever possible. It must be in writing and signed by a parent/guardian.

♪**Unexcused absences** from a rehearsal and/or performance will receive a zero. A make up assignment will not be given.

Co-curricular Attendance Policy

Per FCPS Regulation 3866 and the FCPS Course Description for music classes, attendance and participation in outside-the-school-day events are a required and graded component of the course. For music classes, this includes, but is not limited to, rehearsals, performances, clinics, and assessments. Since rehearsal and performance situations cannot be recaptured, make-up and/or alternative assignments are only offered for

absences deemed excused (student illness, death in the family, religious observances). Ample notification of after school rehearsals and performances are printed in the department calendars. Unforeseen changes/additions to the calendar will be communicated in a timely manner. **It is critical that families transfer the Woodson Chorus Calendar dates to their home calendar to avoid conflicts with course requirements.** One student's absence does affect the ensemble!

This course follow the Fairfax County Public Schools Grading Policy as listed below:

A (93-100) = 4.0 A- (90-92) = 3.7 B+ (87-89) = 3.3 B (83-86) = 3.0
B- (80-82) = 2.7 C+ (77-79) = 2.3 C (73-76) = 2.0 C- (70-72) = 1.7
D+ (67-69) = 1.3 D (64-66) = 1.0 F (below 64) = 0.0

Honor Code and Honor Council

Honor Code and Honor Council

Woodson High School strives to produce students who act, at all times, in a manner that demonstrates honor and integrity. Any suspected incidents of cheating, plagiarism, or fraud will be referred to the Honor Council. Students found in violation will be subject to the consequences as outlined in the Honor Code. For more information, please refer to the Honor Code and Honor Council Procedures at:

http://www.fcps.edu/woodsonhs/academics/ai_honorcode.html

After School Rehearsal Procedures

As listed above, after school rehearsals are a part of your grade. These rehearsals are an important aspect in achieving our goals. The following guidelines are to be followed:

1. All students are to be in the rehearsal area, seated or standing as the case may be, ready to begin on time. All students should arrive at least 5 minutes before the actual starting time. **The start time is NOT the arrival time.**
2. After school rehearsals are very few. You are highly encouraged to schedule other class make-up work around the rehearsal. Please communicate with your other teachers that you have a rehearsal and seek alternative work times with them.
3. If you have an after school sports practice, come to rehearsal first and your assigned chorus teacher will give you a pass to go to practice **after** rehearsal is finished. You must remain for the entire rehearsal. It is important that you inform your coach at least a week ahead of time of your after school rehearsal.
4. If you have a game, please submit a typed note, signed by a parent/guardian, to your choral director at least 1 day ahead of time. **See grading policy for excused absences.**
5. Schedule doctor's appointments for days other than after school rehearsals.
6. Communicate your schedule with your boss well in advance. Work is not an excused absence from an after school rehearsal.

7. In case of an emergency, please call the choral office and leave a message. A note, signed by a parent/guardian, must be turned in to your assigned chorus teacher the next day you are in school. Mrs. Moir's office # is **703 503-4667**. Mr. Easton's office # is **703 503-4663**.

Concert Policy and Procedure

1. All students are to be seated in the assigned area by the appointed time. Arrive at least 10 minutes ahead of time. If you are early, you are on time. If you are on time, you're late!
2. Students are to arrive in FULL uniform. ALL uniform parts are to be worn.
 - a. **Sopranos and Altos:** Hair is done off the shoulders and pearls/necklace are on! Sheer black hose or knee-highs. Dresses are hemmed two inches from the floor with your chorus shoes on. (Your dresses are tailor made for you.)
 - b. **Tenors and Basses:** Black socks and black polishable dress on. Shirts tucked in and ties completely on. Pants are hemmed so that the pants have a small break at the top of the shoe
 - c. Everyone should be completely ready to go!
3. If you have a uniform problem, you are to arrive **30 minutes before** report time.
4. Students are to remain quiet and focused in the warm-up area.
5. The only accepted reasons for an excused absence from a concert are illness, a family emergency, or a pre-arranged absence. * Please call or email your director if you are sick or in case of an emergency*
6. Students are expected to follow **proper concert etiquette** during the concert.
7. **All students are to remain for the entire concert.**
8. Students are to remain in full uniform after the performance. This includes shirts tucked in and ties on. You may change when you get home.

Woodson Policy Statement

FCPS grading and reporting states, "If students are absent and unexcused, they cannot earn credit for classroom activities or labs missed as a result." FCPS also states students cannot be graded on behavior. At Woodson, even when students are unexcused absent, we want students to demonstrate knowledge and mastery of material, therefore they will be permitted to take the assessment (i.e. unit tests) but the highest grade that can be earned is an 80% and will be treated as their second chance (retake) grade. Students cannot earn credit for classroom activities or labs missed as a result of an unexcused class absences.

Late Work

Students must complete all missed work by the last day of the quarter. Work will not be accepted after that point. If an absence spans over the end of the quarter, a suitable timeline will be navigated with the parents, the student, and the director.

*****IT IS IMPORTANT THAT YOU FOLLOW THE ABOVE GUIDELINES*****

****As always, your cooperation is greatly appreciated!****

Return Periods

Return Periods are intended to provide opportunities for clarification, intervention and review. Teachers will not be presenting new material at this time. A student's first obligation is to their course or the specific return period meeting that day. Flip-flop passes are required for a student to go to another class and are only honored if the classroom teacher allows you to leave. **You must be present for attendance in the chorus return period class at the start of class.** You must get the pass from the teacher to whom you are going ahead of time. The tardy policy applies. Coming late to return period because you were getting a pass from another teacher is not an excused tardy.

Chorus Finances and Uniforms

The choral department course fee for the 2018-2019 school year is \$35. This fee is utilized to pay for equipment repair and replacement, concert program printing, folder upkeep and repair, professional instrumentalists, professional accompanists, additional piano tuning/maintenance costs, music literacy materials, student subscriptions to Sight Reading Factory, chorus t-shirt and sweatshirt for students new to the program, practice tracks and pencils. Payment for the supply fee can be made via www.myschoolbucks.com, cash, or checks payable to W.T. Woodson HS. If writing a check, please put the student name and "chorus" in the memo line.

Performers wear designated concert attire for all performances. Purchase and payment information is in attached documentation. Families can pay via www.myschoolbucks.com by searching within the school store. They can also pay via cash or checks payable to W.T. Woodson HS. If paying by check, please put the student name and "chorus" in the memo line. Whether paying online, or by cash or check, please submit the form with a check next to the items needed for purchase. This will help ensure appropriate sizing, etc. Sizing selections will occur on the uniform fitting day.

Parents/guardians of students with financial needs are encouraged to contact their music instructor for financial assistance.

This course adheres to FCPS School Board Regulations including the following.

- R3866.1 Co-curricular statement:
[http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/ADBHDL479B49/\\$file/R3866.pdf](http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/ADBHDL479B49/$file/R3866.pdf)
- P3205 Homework:
[http://www.boarddocs.com/vsba/fairfax/Board.nsf/legacy-content/867SLA2A9049/\\$FILE/R3205.pdf](http://www.boarddocs.com/vsba/fairfax/Board.nsf/legacy-content/867SLA2A9049/$FILE/R3205.pdf)
- R5922 Student Fees:
[http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/AQ9JWQ48FFD5/\\$file/N5922%202017-18.pdf](http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/AQ9JWQ48FFD5/$file/N5922%202017-18.pdf)