

MANDARINMUSICMAKERS.COM

# CHORUS HANDBOOK



Katherine Crumrine  
2019-2020

# **Mandarin Music Makers Chorus Handbook**

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# I. Welcome!

Dear Students and Parents,

I am so excited you are joining the Mandarin Music Makers for the 2019-20 school year! With you, this year can keep our music department growing. Together we will face many challenges, rewards, and even some failures. It is all a part of our learning process. Through these adventures, we will create and develop our passion for music. Through this bond, we will learn how to reach our potential in and out of the classroom and share it with our Mandarin community. For it is together that we will live in the MANDARIN MINDSET because #WeAreMandarin!

The purpose of this handbook is to inform you of the procedures, processes, events and opportunities in the Mandarin Middle Chorus. Please take some time and read through the entire handbook. After reading, please sign the accompanying forms, and return them. Chorus parents and students will be responsible for the information included in this handbook, whether forms are returned or not.

**Students:** Welcome! I am very much looking forward to making music with you every day! Please remember that it is your job to know the rules and expectations and follow them. I also expect that you will talk to your parents regularly about things that are coming up in chorus class. They can't help you if you they don't know what's going on. I'm sure they'll also want to know about all the fun you're having, so don't forget to tell them.

**Parents:** Your role is crucial! It is important that you also understand the responsibilities that your child must fulfill in order for him/her to be successful in chorus. He/she relies on you for transportation, finances, and most importantly, your encouragement. I recommend you mark all chorus events in your personal calendars. Chorus is a performance-based class--therefore, performances and after school rehearsals will receive a grade. Every student is vital to the success of the group, so even one missing voice will affect the entire group.

Suggested Materials List: Tissues, Pencils, Colored Copy Paper, Hand Sanitizer, Band-Aids, Dry Erase Markers, Black Socks, Black Pants, Black Shoes, Safety Pins, Notebook Paper, ½ black binders, etc.

We love family and community participation! Please consider volunteering your time and talents to help the Mandarin Middle Chorus achieve and exceed its goals. If you would like to volunteer to assist the program in any way, please let me know through the forms included and reach out to our Boosters: [Boosters@mandarinmusicmakers.com](mailto:Boosters@mandarinmusicmakers.com).

My goal is to provide every student with the best choral music education possible. If you have any concerns or questions about your child or the chorus program, please contact me at (904) 292-0555 x133 or by email: [crumrinek@duvalschools.org](mailto:crumrinek@duvalschools.org). I am looking forward to fun times and beautiful music making and I hope you have a successful year here at Mandarin Middle!

Musically Yours,  
*Katherine Crumrine*  
Chorus Director

## II. Grading Policy

The grade you earn in the Mandarin Middle Chorus will be averaged from your scores on classroom assignments, daily participation, performances, rehearsals, concerts, field trips, and written assignments.

**Classroom participation-** Classroom participation represents **50% of your grade**. It is impossible to excel in chorus without good participation. Each rehearsal is a new learning experience and you must be present to cooperate and learn. There will be weekly assessments of posture, breathing, tone intonation, diction, and rhythm. Attendance is extremely important. Your grade will be determined by your positive attitude, willingness to learn, ATTENDANCE and the successful demonstration of standards taught. **Musical talent is not a factor in your participation grade.**

**Assignments & Tests-** Assignments and tests are the **20% of your grade** and their purpose is to measure your improvement. Every singing exam, written test, and written assignment will contribute toward your final assignment average. Students who cannot show they know the music will not perform in public and must turn-in make-up work.

### Public Performances

Public performances are an extremely important and meaningful way for students to measure the objectives they have mastered in the chorus classroom. They also make up **30% of your grade**. Public performances are also a standard in the Duval County Public Schools' Chorus Curriculum. Dates of performances will be issued to students and parents in ample time to clear schedules.

### Make-Up Assignments

Students who miss quizzes, tests, concerts, or performances for any reason are given the opportunity to make up the missed grade. Make up work for performances may consist of a written report on an event in music history. All reports must be typed or written in ink. Students will be given until the end of the quarter to turn-in missed assignments. While a report cannot possibly duplicate the performance experience, it will seek to enrich the student in other areas of music.

### Extra Credit

Students are encouraged to explore other areas of performance. A one page report from a live dramatic, musical, or dance performance may be turned in for extra credit. Reports should include a description of what was witnessed, the impression the program left, and an attached program or bulletin from the event.

### Academic Standing

By order of the Florida State Legislature, students who do not maintain a cumulative 2.0 grade point average each nine weeks will not be allowed to perform at District MPA (Music Performance Assessment) and may be restricted from field trips and other performances. Any student receiving a D or F in any class must meet privately with the director to develop a success strategy. At the end of each grading period, report cards are to be brought to class within three days so that the director may verify standing.

## Concert Final Rehearsals

Each concert (Fall, Winter, MPA, Spring) will include at least one mandatory rehearsal before, after, or during school with faculty permission. This will be designated as the "Final Rehearsal". **All students must attend to be eligible to perform. The rehearsal is a grade.**

## Field Trips/Travel

Choral performances and festivals may require students to miss part of the school day. In this case, a field trip permission slip will be filled out for each student and returned to the director at least **2 days before the trip**. Those students not completing the form on time will not be allowed to participate (see Chorus Code of Conduct: traveling).

***Note on trips that require payments:*** Performance trips require much more than payment for participation. Mastery of music being taught and good daily school attendance is the standard for consideration. The parents of chorus students with poor school attendance will be notified once in writing (letter or email). Payments are due to the sponsoring company and are **NOT REFUNDABLE**, you should carefully consider participation in these trips before the first payment is due. There are no refunds on any trips.

***The opportunity to travel with the chorus is a privilege and not a right. You are representing Mandarin Middle School Chorus, your school, your community, your family, and yourself. Those students choosing to embarrass themselves while traveling will lose this privilege.***

## Music Performance Assessment

The chorus will participate in District MPAs. ***Participation in these events is required.*** Each chorus will be rated at MPA by a group of professional music directors. Strengths and weaknesses will be discussed and students will have the opportunity to hear middle school and high school groups. Concerts and festivals are an important learning activity that cannot be duplicated in the classroom. This functions as our Performance Exam and cannot be replaced. This is our CHORUS FSA.

**Dates possible: March 5-7, 2019.** This event schedule comes out about 2 weeks before the event. Please contact me well in advance with any foreseeable conflicts so I can request specific times or days.

### III. General Information

#### Music

The director will select music for the chorus. Music will reflect a variety of periods and styles (from 14<sup>th</sup> century to modern times) and will seek to expose students to many traditions. Students may feel free to make suggestions to the director in writing – email is best.

#### Materials

All students are required to **provide their own ½ black binder with pockets** that will stay in their chorus room folder slot. Students will be provided a class folder that will also be returned to their folder slot every day. Students must also have **a pencil** for EVERY CLASS at the BEGINNING of class and whatever **music, textbook, clipboard, or paper** that will be required for that class. Students are responsible for damaged or lost music.

#### Choral Officers

The director will choose chorus officers at the end of each school year. The previous years' officers' will provide recommendations. Offices will include: President, Vice President, Secretary, Historian, and 3 Librarians. **Only outstanding chorus members will be considered for offices.** The director will also choose Section Leaders and class duty roster. The duties for Section Leaders include, but are not limited to, assisting students while learning parts, taking attendance at performances, uniform inspections, and music distribution. Other jobs include Pencil Police and Door Monitor.

#### Fundraising

Fundraising is a necessary part of a successful choral program. Parents who do not wish for their child to participate in fundraising activities will need to arrange for payment of fees/activities from other sources. Our first Fundraiser will begin on September 17, 2019. More information will be coming home soon about Spirit Nights, Cherrydale Cookie Dough, Chorus Spirit Items, Special Performances, etc. **Donations are always welcome!**

#### Choral Boosters

We will continue to have our Choral Booster organization. The Choral Boosters will help provide organization, funding, and a pool of ideas that benefit the chorus program. Meetings will be held on the second Monday of most months at 7pm in the Chorus room. If you are interested in becoming an active part of our Boosters, please email [Boosters@mandarinmusicmakers.com](mailto:Boosters@mandarinmusicmakers.com).

#### Chaperones

An important component to a successful trip is adult supervision. Chaperones are needed for every off-campus performance and trip. All adults are welcome to participate in any local outing. Please contact our Boosters, [Boosters@mandarinmusicmakers.com](mailto:Boosters@mandarinmusicmakers.com), if you are interested in being a chaperone this year.

#### Communication

The chorus publishes a variety of information (including a monthly calendar, email updates from [Boosters@mandarinmusicmakers.com](mailto:Boosters@mandarinmusicmakers.com), Facebook-MMS Music Makers, Instagram-@mmschoir and

[mandarinmusicmakers.com](http://mandarinmusicmakers.com)) to keep everyone up-to-date. Booster meetings are an excellent way for our parents to keep informed. All activities, rehearsals, concerts, trips, are scheduled in advance. Students must be responsible to inform parents of our events. Please see [mandarinmusicmakers.com](http://mandarinmusicmakers.com) for additional information.

## Conflicts

Students should be able to participate in a variety of school-sponsored activities. Even with advanced cooperative planning, conflicts in scheduling school related activities are sometimes inevitable. **All Chorus rehearsals and concerts are required.**

In the event of conflicts, the following guidelines will be used to resolve these conflicts:

- A Concert performance or game should take precedence over a practice or rehearsal.
- A student should notify the director and other teachers/coaches involved about a conflict as soon as possible.
- Mandarin Middle School activities will take precedence over non-school related activities. Conflicts with non-school activities will be handled on an *individual basis*. **ADVANCED NOTICE IS REQUIRED.**
- **All missed events and performances require make-up regardless of the reason.**

## IV. Chorus Code of Conduct

As a member of the Mandarin Middle Chorus, you will have the opportunity to represent our school at many events. It is our mission to dispel many of the stereotypes given to youth today by the high expectations of our Code of Conduct. These rules are not set to limit you, but to insure success for all.

1. Speak with respect to all persons. **The use of profanity will not be tolerated.**
2. Never speak while another person is speaking.
3. Enter the chorus room quietly, with a positive attitude, get your folder, and get ready to work.
4. There is no eating or drinking in the chorus room. This includes: gum, mints, snacks, drinks, etc. Any food or drinks will be thrown away. You cannot sing properly with something in your mouth.
5. When the director or an officer calls you to attention, all talking will stop.
6. Do not bend or roll up music during rehearsal. Music is expensive.
7. Dress for all activities will be appropriate and within the Duval County Code of Conduct dress code.
8. Mrs. Crumrine's office is for official business only. Students are not allowed in the office without the director's approval. If you need to talk to Mrs. Crumrine, you are always welcome. If the door is open, come in. If it's closed please wait until it opens.
9. When a substitute teacher is present, **all class rules still apply.**

10. Greet visitors and make them feel welcome.
11. When offered food, take only your fair share. *Being greedy is disrespectful to others and shows a lack of “class”.*
12. When you walk in front of or bump into someone, say “Excuse me”.
13. Leave your work area better than you found it. This includes the chorus room, performance venues, etc.

## Rules when traveling

1. Choose your seat wisely on the bus or coach. Air-conditioned buses tend to be colder in the front and warmer in the back. If you are always hot, use common sense and sit toward the front.
2. Singing, clapping, stomping, or loud talking is not allowed.
3. Get a receipt for every purchase you make (including restaurants). This will protect you and keep everyone honest.
4. Everyone (students and adults) must be prepared to walk long distances on group trips. Our buses cannot always pick us up and we may need to walk to the buses. Those who have challenges walking should talk privately with the director.
5. A good attitude is a must for a trip. Remember, we will not always be able to eat exactly where you want, when you want. Trips teach us to tolerate each other.
6. At the conclusion of a field trip, students must be picked up in a timely manner. Parents will be advised in advance and will be notified if the time changes.

## V. Financial Obligations

A successful chorus program is expensive. And it's up to us to find our funding. Every member of the chorus has the opportunity to fundraise to defray these costs. Profits from every fundraiser will go towards the individual who earns the money (provided all funds are turned in within two weeks of the sale). Funds collected for a student's account may be used for any chorus activity (i.e. uniforms, trips, banquet, etc). Students who do not fundraise must pay for the following items “out of pocket”.

### Fair Share

**Every member is required to contribute a \$40 fair share.** It is due October 11, 2019. This can be raised through fundraising at the beginning of the year. This money is used to provide each 1<sup>st</sup> year member a chorus polo, transportation, music, MPA fees, awards, and incentives that occur throughout the year. Returning chorus members needing a new shirt will need to purchase one **separately** for \$20 in addition to their Fair Share.



## Uniform Guidelines

**Casual:** Clean chorus polo shirt (included in Fair Share) with dark jeans.

### **BELLA VOCE ONLY**

**Formal:** Clean chorus polo shirt with black slacks (no jeans, no leggings). Earrings must be smaller than a dime. Necklaces and bracelets will not be worn. Ladies will wear all black closed-toed flats. Men will wear black socks, black belt, and black dress shoes (no sneakers). Hair must be worn out of the face.

### **ADVANCED ENSEMBLES**

**Formal:** Long-sleeved, black button-down dress shirt with black slacks (no jeans, no leggings). **Blue Suspenders and Bow Tie are rented for \$10 and are required.** Earrings must be smaller than a dime. Necklaces and bracelets will not be worn. Ladies will wear all black closed-toed flats. Men will wear black socks and black dress shoes (no sneakers). Hair must be worn out of the face.

***Students not dressed within the uniform guidelines will not perform and will not receive credit for a performance. Make-up work will not be given.***

## Procedure for turning in money

Money for any chorus activity may be turned in to the director before school or during your scheduled class period. All payments (cash, check, or money orders) must be placed in a sealed envelope with the **student's name, what the payment is for, and whether the payment is cash, check, or money order.** Envelopes will be available in the chorus room every day. All envelopes must be placed in the drop box. Do not leave on Mrs. Crumrine's desk, piano, etc.

## Delinquent Accounts

Students who neglect their financial responsibilities will not be allowed to participate in field trips, concerts, festivals, or any other activity until all debts are cleared.

## VI. 2019-2020 Preliminary Calendar

Chorus dates for the 2019-2020 are listed below. Updated calendars with added dates will be available the first week of each month and posted on the website. These dates are subject to change.

August	13	Booster Exec Board Meeting – @6:30pm
	19	Seussical Jr Info Meeting – AUD @4:15-5pm
	26-27	Seussical Jr Auditions – AUD @4:15-6pm
	28	Early Dismissal
	29	Seussical Callbacks – AUD @4:15-6pm
September	2	No School
	3	Drama Club – Theatre Rm @4:15-5:30pm
	5	Musical Reh – AUD @4:15-6pm
	6	Chorus Officers Meeting – Chorus Rm @8:30am
	9	Musical Reh – AUD @4:15-6pm
	10	General Booster Meeting – Chorus Rm @7pm
	12	Musical Reh – AUD @4:15-6pm
	13	String Theory – Chorus Rm @4:15-5:30pm
	14	All-State Test @MMS 9am

	16	Musical Reh – AUD @4:15-6pm
	17	Fall Fundraiser Kick-off
	17	Drama Club – Theatre Rm @4:15-5:30pm
	19	Musical Reh – AUD @4:15-6pm
	23	Musical Reh – AUD @4:15-6pm
	25	Early Dismissal
	26	Musical Reh – AUD @4:15-6pm
	27	String Theory – Chorus Rm @4:15-5:30pm
	28	JaxSings Honor Choir – UNF @TBA
	30	Musical Reh – AUD @4:15-6pm
October	1	DCPS HONOR CHOIR \$30 & Paperwork DUE
	1	Drama Club – Theatre Rm @4:15-5:30pm
	3	Musical Reh – AUD @4:15-6pm
	4	Chorus Officers Meeting – Chorus Rm @8:30am
	7	Musical Reh – AUD @4:15-6pm
	8	Booster Exec Board Meeting – @6:30pm
	10	Final Rehearsal – MHS @5pm
	10	We Are Mandarin Fall Concert – MHS @7pm
	11	String Theory – Chorus Rm @4:15-5:30pm
	11	FAIR SHARE DUE
	12	All-State Test @ MMS 9am
	14	Musical Reh – AUD @4:15-6pm
	15	Drama Club – Theatre Rm @4:15-5:30pm
	17	Musical Reh – AUD @4:15-6pm
	18	Men's Day – Riverside Pres @9-4pm; 6pm
	18	Teacher Planning
	21	Musical Work Day – AUD @10-3pm
	21	Weather Day
	24	Musical Reh – AUD @4:15-6pm
	24-26	Bye Bye Birdie - @MHS
	25	String Theory – Chorus Rm @4:15-5:30pm
	25	Fall Band Concert – AUD @7pm
	28	Musical Reh – AUD @4:15-6pm
	30	Early Dismissal
	31	Musical Reh – AUD @4:15-6pm
November	1	Chorus Officers Meeting – Chorus Rm @8:30am
	1	String Theory – Chorus Rm @4:15-5:30pm
	3	Daylight Savings Ends
	4-8	Musical Reh – AUD @4:15-6pm
	5	Duval County Fall Festival
	11	Veteran's Day (No School)
	12	Musical Tech Reh – AUD @4:15-7pm
	13	Musical Dress Reh – AUD @2:30-6pm
	13	Early Dismissal
	14-16	Seussical Jr – AUD @7pm, 2pm
	18-22	Musical In-School Performances - TBA
	19	Booster Exec Board Meeting – @6:30pm
	22	String Theory – Chorus Rm @4:15-5:30pm
December	23	Thespian District One Acts
	27-29	Thanksgiving Break
December	6	Chorus Officers Meeting – Chorus Rm @8:30am
	6	String Theory – Chorus Rm @4:15-5:30pm

	7	Thespian District Individual Events
	10	Booster Exec Board Meeting - @6:30pm
	11	Early Dismissal
	13	Final Rehearsal – MHS @5pm
	13	Band & Chorus Winter Concert – MHS @7pm
	18-19	Caroling – MOE, Loretto, CP, MMS, Seniors
	20-31	Winter Break
January	1-5	Winter Break
	6	Teacher Planning
	14	DCPS Honor Choir Reh 1 – LaVilla @6:30-8:30pm
	16	Chorus Officers Meeting – Chorus Rm @8:30am
	16	DCPS Honor Choir Reh 2 – LaVilla @6:30-8:30pm
	17	Weather Day
	20	MLK Jr Day (No School)
	21	General Booster Meeting – Chorus Rm @7pm
	23	DCPS Honor Choir Reh 3 – LaVilla @6:30-8:30pm
	24	String Theory – Chorus Rm @4:15-5:30pm
	29	Early Dismissal
	31	DCPS Honor Choir Reh 4 – TBA @8:30am-3pm
February	1	DCPS Honor Choir Reh 5 – TBA @8:30-11am
	1	DCPS Honor Choir Performance – TBA @12:30pm
	7	Chorus Officers Meeting – Chorus Rm @8:30am
	11	Booster Exec Board Meeting - @6:30pm
	14	Final Rehearsal – MMS @5pm
	14	Café Concert (Solo & Ens Pre-show) – MMS @ 7pm
	17	President's Day (No School)
	21-22	Chorus Solo & Ensemble – DASOTA @TBA
	26	Early Dismissal
	28	String Theory – Chorus Rm @4:15-5:30pm
March	5-7	Chorus MPA – MHS @TBA
	6	Chorus Officers Meeting – Chorus Rm @8:30am
	8	Daylight Savings Begins
	9-13	Spring Break
	17	Booster Exec Board Meeting - @6:30pm
	20	String Theory – Chorus Rm @4:15-5:30pm
	23-25	Elementary Recruitment Concerts
	25	Early Dismissal
	26	Celebration of the Arts
	27	Teacher Planning
April	3	Chorus Officers Meeting – Chorus Rm @8:30am
	3	String Theory – Chorus Rm @4:15-5:30pm
	10	No School
	14	Booster Exec Board Meeting - @6:30pm
	17	String Theory – Chorus Rm @4:15-5:30pm
	24	Final Rehearsal – AUD @8am
	24	Chorus Spring Concert – AUD @7pm
	29	Early Dismissal
May	1	Chorus Officers Meeting – Chorus Rm @8:30am
	1	MHS PRISM Concert – MHS @7pm
	8	String Theory – Chorus Rm @4:15-5:30pm

12	Band Spring Concert – AUD @7pm
16	Awards Banquet - TBA @ 1pm
19	Booster Exec Board Meeting - @6:30pm
20	Early Dismissal
22	String Theory – Chorus Rm @4:15-5:30pm
25	Memorial Day (No School)
29	Last Day of School

Events may change with notice. The following dates will be scheduled later in the year:

- End-of-year Music Department Trip
- Performance to attend as a field trip
- Additional small performances
- Additional rehearsals for special events
- Specific times or locations for events labeled TBA

Please note that every event on the list is not for every class. Please refer to reminder emails and the website. All date reminders will include the class periods or students who are required to attend.

# Mandarin Middle School Chorus

## Parent/Student Acknowledgment Form

Student's Name (please print) \_\_\_\_\_ Polo Shirt Size: \_\_\_\_\_

Parent(s) Name (please print) \_\_\_\_\_

As a **chorus student**, I agree to provide a ½ inch black binder and pencil that are kept in the chorus room in my correct folder slot.

As a **chorus student**, I will provide all correct pieces of my chorus uniform as indicated in the uniform section.

As a **household**, we understand that all required performances are graded for this class.

As a **parent**, I am interested in helping the Mandarin Middle Chorus program in the following areas:

- ☐ Attending concerts
- ☐ Chaperoning trips
- ☐ Assisting at concerts (ticket sales, door monitors, etc)
- ☐ Attending Booster Meetings
- ☐ Becoming a Booster Officer
- ☐ Fundraising
- ☐ Other \_\_\_\_\_

As a **parent**, I hereby authorize the videotaping/filming/photography of my child, and/or the release of his/her name and achievement(s) for publishing (print, World Wide Web) and/or broadcasting purposes. I also consent to the showing of the video/film/photographs to any person. I understand that the Duval County School District is not a party to outside organizations' photography/filming/video production and will hold Duval County Public Schools and its employees harmless from any liability in connection with a production not produced internally by Duval County Public Schools.

- ☐ **YES**
- ☐ **NO**

**As a household, we have read the 2019-2020 Mandarin Middle School Chorus Handbook (including the Financial Obligations section) and agree to abide by all rules and regulations. We also agree to use the chorus website, mandarinmusicmakers.com to stay on top of chorus events and responsibilities.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Parent's email address \_\_\_\_\_

Parent Primary Phone # \_\_\_\_\_ Additional Phone # \_\_\_\_\_