



George C. Marshall High School Choir Handbook  
2014-15 School Year

Mrs. Keri Staley  
7731 Leesburg Pike  
Falls Church, VA 22043  
703-714-5452 [Keri.Staley@fcps.edu](mailto:Keri.Staley@fcps.edu)

*Welcome to the Marshall Statesmen Choir Department. My goal is for each and every student in the choral department to have a positive experience in music and develop respect for themselves and others through the study of the arts. I encourage students and parents to contact me at any point during the year should you have questions or concerns. E-mail is usually the easiest way to reach me, as I am not usually near the phone during the school day. However, you are welcome to leave a voicemail message and I will return your calls as soon as possible. I am looking forward to making beautiful music together.*

### **Rules and Expectations**

All students are expected to have read and comply with the following expectations:

1. Respect others. Respect yourself. Respect property. Respect performances.
2. Students must have a **black folder with pockets** and a **spiral/composition notebook** for chorus. The folder and notebook are to be brought to class every day or kept in the choral classroom. Please label the folder on the inside only. In this folder, students are to keep all course materials distributed by the director and **2 sharpened pencils**. Students must always use pencil when marking music or when working on written assignments.
3. No gum chewing will be allowed in the choral classroom at any time. Students will be given one warning about gum chewing. Repeat offenders will be assigned a take home detention.
4. No food or drink is to be consumed in the choral classroom without Mrs. Staley's direct permission. Only water is permitted. Students are encouraged to have a water bottle with them each day. Students will be given one warning about eating and drinking in the classroom. Repeat offenders will be assigned a take home detention.
5. Students are expected to arrive for class on time and prepared. When the bell rings, students need to be seated or will be marked tardy. Students who are habitually tardy will receive a take-home detention. Students who abuse the school attendance policy will be referred to their administrator for disciplinary action.
6. Unnecessary talking and disruptions will not be tolerated in the rehearsal setting. Student grades will reflect rehearsal technique and class performance.

7. Students are not allowed to have cell phones, pagers, iPods, etc. during class time, performances, or rehearsals unless specifically directed by the teacher.
8. **Choral students are required to attend all choral concerts.** Call times will be at least two weeks in advance of a concert. Students will only be excused from a concert with a valid medical excuse. **Birthdays, family functions, lack of transportation, vacations, etc. are not valid excuses for missing a concert.** Please plan ahead. Please read the handbook sections regarding performance and rehearsal requirements.
9. Required Dress Rehearsals for Concerts: The choir director reserves the right to remove a student from participation in any/all of the performance if that student is absent from the dress rehearsal of that performance. This is particularly important for the theatrical layout of the Spring Show.
10. All policies outlined for students of George C. Marshall High School are to be upheld, both on and off campus, as a member of the Choir Department.
11. The director has all final musical decisions.

### **Grading Policies**

Students will be graded using a Total Points Grading System. Every quarter will be worth a set number of total points.

For example, a grading quarter could be divided as follows:

Concert Performance = 200 points  
Sight-singing Test #1 = 50 points  
After-school Rehearsal = 50 points  
Written Test # 1 = 100 points  
Weekly Class Grade = 60 or 90 (30 per day) = 660 per quarter  
Quartet Singing Test = 100 points  
TOTAL for Quarter = 1160 POINTS

The *grading scale* for each term is set, the *number of points* will vary upon the numbers of test, performances, etc. Students are expected to participate fully in daily rehearsals in the classroom for 30 points per day. Should a student be unable to sing due to illness, he or she is expected to observe the rehearsal and fill out a Rehearsal Observation Form. Students will not receive full class work points if they do not have their music, do not have their pencil, or are not prepared for class in anyway.

### **Performance Requirements**

Performances are an extremely important part of music education. Thus, students are required to perform in each of the main choral department performances this year. Plan ahead! Call times will be announced at least two weeks in advance of a concert. **As previously stated, students will only be excused from a concert with a medical excuse from a doctor.**

Birthdays, family functions, lack of transportation, vacations, etc. are not valid excuses for missing a concert. Missing a concert will result in a loss of 200 points for the quarter. If a student is sick or an emergency arises the day of a performance, you must call the choral office and leave a message (703-714-5452) or email Mrs. Staley at [Keri.staley@fcps.edu](mailto:Keri.staley@fcps.edu). The entire department works as a team; if you are not at a performance, the entire group is at a disadvantage. If a concert absence is excused, Mrs. Staley will determine what the student needs to do to make up the points missed for the performance.

The official choir calendar is attached to this handbook. Please take a moment to note all performances that are required and plan accordingly. The calendar is subject to change and any changes will be announced as soon as possible. As performance dates are added throughout the year, students will be notified within a reasonable amount of time to make necessary arrangements. Unique cases will be dealt with on an individual basis. Please check our website for the most current information about dates and performances.

The calendar that is attached to this handbook outlines all of the Marshall Choir Concerts throughout the school year. These are the required performances. It also includes information about other events sponsored by the Virginia Music Educator's Association. Students are not required to participate in these other listed events. These are optional for students who are interested and available. **All-District Choir Auditions are required for students in Women's Chamber and Statesmen Singers.** The Spring Trip and the School Musical are also optional activities for students. Other performance opportunities might be added, and you will be notified immediately.

### **Rehearsal Requirements**

After-school and/or Learn rehearsals are a required part of the music department at Marshall. In order for students in various choral classes to practice together, after school or Learn rehearsals are necessary. Dates will be announced at least two weeks in advance of any after school rehearsal. The week before a concert, there will always be at least one after school rehearsal. Please check the attached calendar, as well as the postings in the classroom to confirm these rehearsal and times. Students who are in danger of failing a core curriculum class must see Mrs. Staley upon receiving their progress report. She will then work with the core teacher to arrange an appropriate schedule for after school and/or Learn tutoring and choral rehearsals. **It is expected that students realize maintaining strong grades in all classes will allow them the dedication necessary to participate in choral music.**

If a student must miss an after school or Learn rehearsal, he or she must notify Mrs. Staley in writing *at least* 24 hours before rehearsal. After reviewing, Mrs. Staley will inform the student whether the absence has been marked excused or unexcused. If a student misses a rehearsal without a pre-arranged absence, Mrs. Staley will meet with the student and determine if the absence is excused. If a student does not meet with Mrs. Staley, the absence will remain unexcused. This is the responsibility of the student. If the absence is excused, Mrs. Staley will determine what the student needs to do to make up the points missed for the rehearsal. Mrs. Staley reserves the right to remove a student from participation in any/all of the performance if that student is absent from the dress rehearsal of that performance.

## Fundraiser Expectations

Throughout the school year, the GC Marshall Choral Boosters will sponsor fundraisers to help offset the costs of trips, uniforms, music, etc. There will be fundraisers for the choir program and ones designed to lower the whole cost for the spring trip. **New regulations state that we cannot place money in individual student accounts. All students are expected to raise at least \$50 in order to meet the Boosters Budget through participating in fundraisers or through donation.** Please see the Boosters Note for more information.

### Expectation of Choir Parents

Every parent is a member of the GC Marshall Choral Boosters. We will have meetings throughout the school year to discuss fundraisers, trip coordinating, and other parent organizational needs. These meetings are included in the attached Boosters Note. Every choral parent is expected to volunteer at least once throughout the school year. Various jobs include concert hospitality, fundraisers, chaperoning, uniform measuring, backstage help, etc. **Parent involvement in a child's musical interest is crucial to a successful high school choral program.**

### Concert Attire

Students in the choir department must wear uniform attire for all performances. Below are lists of uniform requirements for all students in the choir department. Students will be measured in class in September for their concert uniforms. Costs for Uniforms are listed in the Uniform Sheet.

- |               |  |
|---------------|--|
| <b>Girls:</b> | School Assigned Choral Dress<br>Black Concert Shoes (flats!)<br>Flesh Colored Stockings (if necessary)   |
| <b>Boys:</b>  | School Assigned Pants, Vest, Shirt, Tie:<br>Black Socks<br>Black Shoes—no boots, no sneakers, no sandals |

Students are expected to be fully dressed for every concert in order to participate. Students who are not dressed correctly will not perform and will receive no points towards their grade for the quarter. **Students are to wear no jewelry. Hair should be pinned back away from the face in a professional manner. Mrs. Staley reserves the right to determine if hair needs to be pinned.** Students will be taught proper hair and makeup for choral performances at the beginning of the school year. For each concert, each female should wear mascara, blush, and lipstick. Choir is a theatrical performance and will be treated as such in a professional manner.

**Each choir student is to purchase a t-shirt for the 2014-15 school year at the cost of \$10. Statesmen Singers will need to additionally purchase a sweatshirt for the December caroling season at the cost \$30.**

*The GCM General Course Policy and Procedures, provided as a separate document, will govern general grading practice, attendance, make-up work, Learn, Technology Use, and the Honor Pledge regarding cheating and plagiarism.*



## Choral Handbook Agreement Form

### Student and Guardian Signatures

We have read and understand the terms and policies outlined in the 2014-15 George C. Marshall High School Choir Handbook. By signing below we indicate that we understand and accept the policies as outlined in the choral handbook. We will put all choir concerts and rehearsals on our family calendars.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent Email: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student Email: \_\_\_\_\_

### Choir Checklist:

We are “going green” again this year! Please check the box to be sure you have viewed and completed the following documents and forms online found on the new choir website: [www.gcmarshallchoral.org](http://www.gcmarshallchoral.org) or **FCPS-24 Blackboard under Choir Forms & Documents:**

- 2014-15 Choral Handbook
- Choir Calendar 2014-15
- GCM Choir Required Fees & Materials 2014-15 **Form**
- Choral Boosters Information 2014-15
- GC Marshall Choral Boosters Parent Sheet **Form**
- 2014-2015 Information & Contact **Form**
- Emergency Care Form for Choir (print out & turn in)

Parent Initial & Date: \_\_\_\_\_ Student Initial & Date: \_\_\_\_\_

**Please return this Agreement Form, Emergency Care Form, Complete all 3 Online Forms and bring in Fees/Donations in one check payable to GC Marshall Choral Boosters by Monday, September 8th**

Choir Required	Form Title
All GCM Choir Members must have...	
*Uniform Rental Fee: \$40	
Uniform Purchase Cost:	
* Treble Choir Dress: \$65	
* Men's Choir Uniform: \$52 (ir...	

**Student Name\*** \_

**Class Period/Ensemble\*** \_

- Pd. 1- Statesmen Singers
- Pd. 7- Women's Chamber
- Pd. 2- Treble Choir
- Pd. 4- Men's Choir

**Uniform Fee for 2014-15\*** \_Decide whether you are purchasing your uniform, renting, or if you already have the correct uniform. Remember, each ensemble has a different uniform. If you outgrew your old uniform, you must rent or buy a new one!

- Buy a new uniform this year
- Rent a uniform for \$40
- Already own, do not need to rent/buy

**Other Required Choir Materials 2014-15\*** \_

- I will bring \$10 for a Choir t-shirt
- I will supply my own black folder, 2 pencils, & a spiral/composition notebook
- I'm a new Statesmen Singer & will purchase a \$30 sweatshirt

**Choir T-shirt Size (adult sizing)\*** \_\$10 --all students are required to purchase a choir t-shirt, used at various times as a uniform

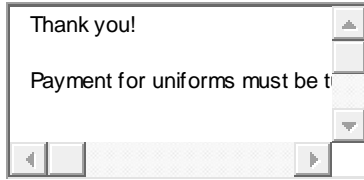
- X Small
- Small
- Medium
- Large
- X Large
- XX Large

**My Required Fee Total (see uniform & t-shirt costs above!)\*** \_Please send in check to GC Marshall Choral Boosters by MOnday, Sep. 8th

Add item

Thank you!

Payment for uniforms must be t

A small rectangular window with a white background and a thin black border. It contains two lines of text: "Thank you!" on the top line and "Payment for uniforms must be t" on the bottom line. On the right side, there are two vertical scrollbars. On the bottom side, there are two horizontal scrollbars.

- Show link to submit another response
- Publish and show a public link to form results
- Allow responders to edit responses after submitting
- Send form



- Require Fairfax County Public Schools login to view this form
- Automatically collect respondent's Fairfax County Public Schools username
- Show progress bar at the bottom of form pages
- Only allow one response per person (requires login)
- Shuffle question order

Page 1 of 1

GC Marshall C Form Title

**Student Name\*** \_

**Parent Name (1)\*** \_

**Parent 1 Email\*** \_

**Parent Name (2)**

**Parent 2 Email**

**Parent Volunteer Information** Please check all that apply to you

- Yes, I am interested in volunteering
- I would like to hold a committee chair position
- I am able to help during the school day with various tasks

**Volunteer Options\*** \_ Please check all that you're interested in helping with:

- Fundraising
- Uniforms
- Concessions
- Car Wash
- Whatever you need!
- No Thanks

**Donation/Fundraising Information\*** \_ Please check all that apply to you. Checks payable to "GC Marshall HS Choral Boosters"-- a 501(c) (3) organization

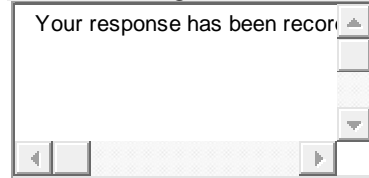
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**Does your employer have a matching gifts program?\*** \_

- Yes
  - No
- Add item

Confirmation Page

Your response has been recorded

A confirmation page interface. It features a light gray header bar with the text "Confirmation Page". Below the header is a white rectangular box with a thin border. Inside this box, the text "Your response has been recorded" is displayed. To the right of the text is a small upward-pointing triangle. Below the text are three small, light gray square buttons stacked vertically. At the bottom of the box, there are four small, light gray square buttons: a left-pointing triangle, a right-pointing triangle, a right-pointing triangle, and a small white square.

- Show link to submit another response
- Publish and show a public link to form results
- Allow responders to edit responses after submitting
- Send form

## *GC Marshall High School Choral Boosters Information 2014-15*

The GC Marshall High School Choral Boosters was developed as a booster organization to the Marshall Choir program. The Choral Boosters supports the choir by providing:

- Volunteer coordination for Marshall Choir events
- Funding for piano accompanists
- Funding for guest clinicians and other instructional enhancement
- Funding for educational trips/opportunities/guest performances
- Supplemental funding for supplies, sheet music, and instruments
- Funding for choir equipment (portable sound system, exercise balls, etc.)
- Coordinating and funding social events for members
- Assistance with uniforms
- Coordinating post-concert receptions

Marshall Choral Boosters also assists with the coordinating of fundraisers - both those that help the organization as a whole as well as those that help defray student costs towards the spring trip, an annual weekend trip to give GCM student performers a unique experience working with other professionals, either through workshops or musical festivals. [Details on the trip will be coming later in the year.]

We would love to have all parents of choir members involved! We currently need to fill several chair positions, and fill committees. All are welcome to attend any/all of our meetings this year.

### **GC Marshall Choral Booster meetings for 2014-2015 are currently scheduled (*subject to change*):**

- ❖ Tuesday, October 7<sup>th</sup> at 7:00pm – Choir Room
- ❖ Wednesday, November 12<sup>th</sup> at 7:00pm – Choir Room
- ❖ Wednesday, January 14<sup>th</sup> at 7:00pm – Choir Room
- ❖ Wednesday, April 8<sup>th</sup> at 7:00pm – Choir Room - *nominating board members*
- ❖ Wednesday, June 10<sup>th</sup> at 7:00 pm- Choir Room - *vote for new Board members*

All students are expected to help raise funds in order to support GC Marshall Choral Boosters. This can be done through fundraisers, donations from the family, or a combination of the two. The requested donation is **\$50 per choir student** –new this year, families who would like to increase their commitment can become Statesmen Choir Patrons (and receive recognition in all 2014-15 show programs) at the following amounts:

Bronze: \$51 to 75 | Silver: \$76 to \$99 | Gold: \$100 and above

***Donations can be made in form of cash or check payable to “GC Marshall Choral Boosters”.***

Please complete the online GC Marshall Choral Boosters Parents Sheet Form to indicate in what ways you might be able to assist the GC Marshall Choral Boosters this year and bring in your donation by the first choir class during the week of Sep. 8, 2014.

Please contact Boosters President Doug [REDACTED] with any questions.

Warmest Regards,  
Keri Staley, Marshall Choir Director  
[kcstaley@fcps.edu](mailto:kcstaley@fcps.edu)