**Reed-Custer Middle School Choirs**

**Music Syllabus and Parent Handbook**

2017-2018 School Year

**Choir Director Contact Information**

► Stephanie Manser ● (815) 458-2868 x3217 ● stephanie.manser@rc255.net ◄



Hey Y’all!

Welcome to Reed-Custer Choirs! I hope you are as excited as I am for the 2017-2018 school year!

My name is **Stephanie Manser**, and I will be teaching and directing 4th-8th grade music/choir at Reed-Custer School District 255. I have recently moved from Brentwood, Tennessee back to Illinois to continue my teaching career and serve the students in the Braidwood community. This will be my 7th year teaching music, and my first year here in district 255. I am delighted to be joining such a distinguished team of teachers, staff, parents, and students!

In the following pages, you will find our choir handbook for 2017-2018. Please save this handbook as a reference throughout the school year, as my goal is to make your life easier!

Music at Reed-Custer is designed with the school’s Mission Statement in mind: “Excellence in K-12 public education”.    Through discovery and practice, students gain a well-rounded music education with emphasis on music literacy, music history, performance, and appreciation.

All choir performance dates, music store information, and grading policies are included in this handbook. **Please mark all choral dates in your calendar now.** All choir students are expected to attend all required events!

Our **Music Booster Organization** is an important aspect of our program. If you would like to be a part of the team that helps deliver wonderful music opportunities to our students, join us at any meeting. Music Booster Meetings will be the first Thursday of each month, at 5:30 PM, in the RCMS Teachers’ Workroom.

Communication is key for a successful program.

Should you need to get a hold of me at any time, my contact information is below:

*Ms. Stephanie Manser*

*Email: stephanie.manser@rc255.net*

*Phone: (815) 458-2868 x3217*

*http://www.facebook.com/rcmsmusic*

***\*Please note that during the morning hours on school days, I will be teaching 4th & 5th grade music classes at the elementary school.***

Looking forward to a great school year!

Musically,

Stephanie Manser

4-8 Music

Reed-Custer Elementary and Middle Schools

2017-2018 **Grading Policy** RCMS Choirs

Students will earn grades each quarter based on a number of criteria reflecting their performance and participation in choir class and required choral activities. Grades will be determined on an overall point system this year. Letter grades will correlate with the Reed-Custer Middle School grading scale.

**Class Participation**

Students can earn a possible 5 points for each in-school choir class period. To earn all points, students are expected to…

* Come to class with ALL required materials (music, pencil)
* Be ready for rehearsal on time
* Demonstrate preparedness with their assigned music
* Show appropriate behavior at all times
* Actively participate throughout the full class period

Failure to follow these classroom guidelines and expectations will result in a deduction of daily points.

Classroom expectations will be outlined for students at the beginning of the school year, and are posted in the choir room. If you notice that your child didn’t receive full daily points, they should be able to explain as to why.

Please note: Attendance for choir class and events is mandatory. Students are not to skip choir class for another academic class. Your 8th/10th period class is not study hall…it’s **CHOIR!**

**Performances**

Choir is a performing ensemble, and a **co-curricular class**. As a result, all performances are **required**, and will be weighted heavily towards the student’s overall choir grade. At each performance, students will be assigned a grade based on attendance, behavior, proper attire, and musical preparedness. **All performances are mandatory**.

You will be given a list of choral events with this handbook. **Please mark all events in your calendar now**. If any conflicts arise, Ms. Manser must be given a **written notice** at least **two weeks in advance**. (Email is fine). Absences will be approved at the discretion of the director. If approved, students will be required to make up the performance via recorded individual performance (student will sing all songs for a recording device in a practice room). The student will then be graded on their note accuracy and musicality from the recording.

Any unexcused absences may result in a **zero**, and the student may not receive an opportunity to make up those points.

Excused Absences

* Major illness (absent from school)
* Death in the family
* Extreme medical case

Unexcused Absences

* Too much homework
* Sport practice
* Transportation issue

I understand transportation issues may arise. Please arrange a ride for your student if you cannot drive them to school for a performance!

If a student was at school during the school day,

he or she will attend the performance that evening or that weekend.

2017-2018 **Additional Information/Handbook** RCMS Choirs

**Assessments (Tests/Quizzes)**

Singing tests and written tests may be administered throughout the school year. Tests are designed to monitor student progress for both the student and the teacher.

Students will always be taught the concepts on each test…but the responsibility of practicing or studying will always fall on the student. I can teach you and help you, but I can’t practice for you!

**Assignments (Handouts/Practicing)**

Students may be assigned a variety of additional assignments—worksheets, reflection assignments, practice logs, instrument checks, and more. While not a majority of the student’s grade, these will have an impact on your grade each quarter.

**Extra Credit Opportunities**

Students will be notified of various extra credit opportunities throughout the course of the school year. These opportunities may include, but are not limited to: taking private music lessons, participating in Solo/Ensemble Contest, auditioning for ILMEA, attending other performances, etc. Most of these opportunities require the **student** to be responsible for completing a documentation sheet.

Should you have any questions regarding this grading policy, please do not hesitate to contact me!

By joining band and submitting the attached agreement form, you and your student are accepting this as a non-negotiable grading policy throughout the entire school year.

2017-2018 **Additional Information/Handbook** RCMS Choirs

Over these next few pages, you should find some information regarding our choir program at Reed-Custer. Please read over this portion of the document and keep it for your records throughout the school year.

2017-2018 **Additional Information/Handbook** RCMS Choirs

**Madrigal Singers**

Our Madrigal singing group..

**Music Booster Organization**

Our Music Booster Organization keeps our music program running! Between generating new ideas, planning fundraisers, selecting scholarship recipients, and many other activities, this organization does so much for our students. Our meetings will be at 5:30 PM on the first Thursday of every month, in the RCMS Teachers’ Workroom. *All band/choir parents are encouraged to attend!*

**Email Communication**

I communicate through email more than anything else. I will also provide handouts for our students, but email is the most direct way to pass info to parents. Please make sure you provide your email address on the attached form for me…and please check your email regularly!

I will return phone calls as necessary, however, please note that I travel between buildings, and may not receive your message within the same school day as you left it. For this reason, e-mail is the best way to get a hold of me.

**Event Eligibility – Very Important!!**

In order to participate in extracurricular activities, students are expected to keep all of their grades at a passing level or above. This is a state-wide, IESA regulation—it does not come from our school district or any of the music directors. Students are expected to pass all classes in order to participate in extracurricular activities. Our spring Organizational Contest is one of these events.

Don’t let your Choir members down. Keep your grades up so you can stay in Choir!!

**Music Booster Account (Fundraising)**

Students are encouraged, but not required, to participate in our music department fundraisers. We will have several fundraisers throughout the school year. For music students, **half of the profit** earned from each item goes directly into his or her music account. This money rolls over to the HS band and choir programs when students graduate! In addition, any students who participate in our fundraisers are eligible to apply for a music scholarship at the end of the year!

**Schedule of Events**

You will receive a schedule of events with this handbook. **Please check the event dates and write them in your calendar**. Plan things NOW to avoid any conflicts…or let me know if there are any that currently exist!

In most cases, if there are multiple events on the same day, it is possible to work something out so the student can participate in both activities. I can be flexible, and I know the other RCMS coaches and sponsors can as well. If any conflicts exist, please let me know!

All choir students are expected to attend all performance events, unless otherwise indicated.

2017-2018 **Calendar of Events** RCMS Choirs

This is our current schedule for the 2017-2018 school year. Please note that events are subject to change, though not likely. Please “like” us on Facebook, check your email, sign up for Remind texts, and read all handouts to stay up-to-date!

**Date Event Time Who?**

Saturday 9/23 ILMEA Auditions All Day We need your help!!

Thursday 10/12 FALL CONCERT 7:00 PM ALL CHOIRS◄

Saturday 11/4 ILMEA Festival Day All Day Selected Students

Wednesday 12/20 Holiday Concert 7:00 PM ALL CHOIRS ◄

Friday 12/15? Joliet Terrace Nursing Home Tentative Madrigals Only

Tuesday 2/22 6th Grade Winter Concert 7:00 PM 6th Grade Choir ◄

Saturday 3/17 Swing & Sing Jazz Fest TBA Jazz Band Only

Thursday 3/22 7th/8th/HS Concert 7:00 PM 7th/8th Choir ◄

Sunday 4/8 Java n Jazz Concert 2:00 PM Jazz Band Only

TBA IESA Solo/Ensemble Contest Tentative Select Students

Saturday 4/28 IESA Organizational Contest TBA ALL CHOIRS ◄

Thursday 5/10 Spring Concert/Awards 7:00 PM ALL CHOIRS ◄

Monday 5/28 Memorial Day Ceremony 9:00 AM *Madrigals, TBA*

**Please mark these dates in your calendar now!**

Unless an event is designated for a specific ensemble,

**ALL** students are required to attend and will be graded!

Please remember that communication is KEY in having a successful school year.

Let me know if you have any questions, concerns, or schedule conflicts ASAP!

**My contact information:**

Ms. Stephanie Manser

Email: stephanie.manser@rc255.net

Phone: (815) 458-2868 x3217

www.facebook.com/rcmsmusic

Please complete the commitment form and return by Friday, August 18th.

Keep the rest of this handbook for your records!

**2017 RCMS Choir Commitment Form 2018**

**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grade**: \_\_\_\_

**Student** **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By submitting this form, I acknowledge that I…

* Have read and accept the grading policy
* Have read the handbook and will keep it for reference
* Have marked all choir events in my calendar, noting any conflicts
* Will check for choral emails regularly at the email address(es) provided

**Parent/Guardian** **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P/G #1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P/G #1 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Parent/Guardian Info (optional)

P/G #2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P/G #2 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students…do you have an email address? If you want to get choir emails, write your email address below! Please note, this must be approved by your parent/guardian.

Student email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please keep the rest of the handbook for your reference.

Return this form by **Friday, August 18**!

Need to order supplies? Order form attached!

RCMS CHOIR FOLDER ORDER FORM

All orders and money must be enclosed in an envelope, labeled with student’s name.

Orders can be returned to Miss Manser in the choir room.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Item** | **Details** |
|  | Choir Binder |  |
|  | Total cost: | $ |

□ Cash enclosed

□ Check #\_\_\_\_\_\_\_ to RCMS Music Boosters

□ Please use booster account money

Place this order, with payment, in an envelope with student name.