



# BENBROOK BOBCAT CHOIR HANDBOOK

2020-2021

Dear Parents and Students,

Welcome to the Benbrook Bobcat Choir 2020-21 school year! We are excited to be back at work with your children, be it on-line or in the choir room in person. No matter the vehicle for learning, we anticipate a year of self-exploration and meaningful music making.

This year in choir, we will be learning proper vocal technique, music reading skills, rehearsal and performance etiquette, and more. It is our hope that each student will gain a deeper understanding and appreciation of music that will lay the foundation for a lifetime of the enjoyment of music and singing.

This handbook is designed to familiarize you with the policies, procedures, and expectations of the choir program. It contains all the basic information you will need as we begin our time making music together. It is the responsibility of each choir member to become familiar with the policies stated in this handbook. After reading the handbook, **please electronically sign our “Student Information Form”** found on our website. This signed form will be recorded as your student’s first grade this semester. Your electronic signature acknowledges your receipt and understanding of the policies contained in the handbook, and serves as an agreement to abide by its contents. **Please make sure that you have familiarized yourself with the “In-person COVID Procedures” section of the handbook.**

We are looking forward to getting to know each new student this year, and are thrilled to welcome back our choir alums from previous years. Please feel free to reach out to us with any questions or concerns you may have.

Warmly,

Dr. Emily Sáenz, High School Director  
BMHS Bobcat Choir  
emily.sáenz @fwisd.org  
Office: 817-815-7149  
Cell: 817-601-7378

Mr. Chris Wilson, Middle School Director  
BMHS Bobcat Choir  
chris.wilson2@fwisd.org  
Office: 817-815-7149

## REQUIRED COURSE MATERIALS:

- Folder (provided)
- Pencil/highlighter (provided)
- Mask (provided)
- Face Shield (provided)
- Choir Uniform
- MS CHOIRS-1 package of pencils
- HS CHOIR-1 box of tissues
- 110% good attitude and work ethic

## GOOGLE CLASSROOM CODES:

- 1<sup>st</sup> Period, HS Varsity Treble: **53jqci5**
- 2<sup>nd</sup> Period, AP Music Theory: **brofmav**
- 3<sup>rd</sup> Period, HS Tenor/BASS: **augvl6h**
- 3<sup>rd</sup> Period, HS Non-Varsity Treble: **5dlhq5x**
- 4<sup>th</sup> Period, MS Varsity Treble: **duzsl dp**
- 6<sup>th</sup> Period, MS Non-Varsity Treble: **hfj6n72**
- 7<sup>th</sup> Period, Mic Drop: **egbizlf**
- 7<sup>th</sup> Period, 6<sup>th</sup> Grade Treble: **5bqlq7m**
- 8<sup>th</sup> Period, MS Tenor/Bass: **yc5cm7n**

## JOIN A GOOGLE CLASSROOM

- 1. Go to: <http://www.fwisd.org/myfwisd>
- 2. Login if not already
- 3. Click on Google Classroom icon
- 4. In the upper right corner click on the plus “+” sign
- 5. Choose “Join class”
- 6. Enter your class code given to you by your teacher located on the top of your teacher’s syllabus.  
Make sure you use the correct class section you are enrolled in.

## CHECKING YOUR FWISD EMAIL

- 1. Go to: <http://www.fwisd.org/myfwisd>
- 2. Login if not already
- 3. Click on Office 365
- 4. Click on the Outlook icon

## ONLINE PROCEDURES FOR STUDENTS:

- Students must join the google classroom for their specific class period.
- Students must be logged in to the google meet assigned for their class.
- No gum or cell phones during google meet class periods.

## IN-PERSON COVID PROCEDURES FOR STUDENTS:

- In this unprecedented period of COVID-related safety, and with choral singing being of particular concern, the following procedures and supplies will be required in order to participate in campus choral programs once face-to-face school openings are approved by Fort Worth ISD. These safety steps will be implemented for the health of our FWISD students and our educators. Thank you, in advance, for your understanding.
- Choristers must wear a face mask and a face shield at all times until definitive research data on the safest singing procedures are released and approved by TEA and by the FWISD Choral and Elementary Music department [This includes entering and exiting rehearsal space]
- Choristers must bring their own supplies each day as nothing can be shared. These include, but are not limited to:
  - Personal face mask and face shield
  - Personal water bottle
  - Personal pencils and highlighter set (supplied by campus)
  - Personal 3-ring binder with all octavos, sight-reading, and music theory materials (supplied by campus)
  - Personal hand sanitizer (must include at least 60% alcohol)
- Choristers may not enter the rehearsal space if they do not have PPE
- Choristers will follow all safety procedures (including entrance/exit plans and sanitizing of assigned singing spot) to support COVID-safety guidelines.

## IN-PERSON (NON-COVID) PROCEDURES FOR STUDENTS:

- Be in your seat with folder and pencil when the bell rings. You will be tardy, otherwise. Please be familiar with the school tardy policy.
- Electronic devices are not permitted during the instructional period, unless notified by the director, per school policy. All electronics that are seen or heard during the instruction period will be collected.
- Raise your hand before speaking during rehearsals
- Students are expected to be an active part of rehearsal, both mentally and vocally. If you are unable to do this, the director must be notified BEFORE the bell rings. If you are unable to sing due to illness for more than one rehearsal, a doctor's note needs to be provided so the daily grade is not altered.
- No GUM, FOOD or DRINK allowed in the choir room, other than bottled water.

## EVALUATION:

- Class Participation
- Concert Attendance /Behavior
- Written/Vocal Assessments
- Common Summative Assessments
- Classroom Assignments

## GRADING POLICY (VIRTUAL LEARNING):

- Formative- 50% (Class participation, Rehearsal Etiquette, Materials Check)  
This will be a combination of class participation, weekly written grades

for music theory concepts and sight-reading skills, musical literacy activities, practice logs, and the prompt return of required choir paperwork.

and small group performances of music learned. Students are expected to sing individually and in small groups.

- Summative-50% (Concerts/Tests, Projects/Performances, Formal Attire Check)

Major grades are counted twice. Major grades may include, but are not limited to: virtual choir participation, Met opera projects, recording projects.

## GRADING POLICY (IN-PERSON LEARNING):

- Formative- 40% (Class participation, Rehearsal Etiquette, Materials Check)

This will be a combination of class participation, weekly written grades for music theory concepts and sight-reading skills, and small group performances of music learned. Students are expected to sing individually and in small groups.

- Homework- 10%

Homework includes, but is not limited to: musical literacy activities, practice logs, and the prompt return of required choir paperwork.

- Summative-50% (Concerts/Tests, Projects/Performances, Formal Attire Check)

Major grades are counted twice. Major grades may include, but are not limited to: Before or after school rehearsals (as per the choir calendar), dress rehearsals, concerts, and written exams over theory skills learned in class.

## CONCERT ATTENDANCE POLICY:

Because this program allows students to receive their fine arts credit/local elective credit for graduation, attendance in class and at required events is mandatory. Students that miss choir class or choir rehearsals and performances will see that their grade is affected. The choir grade make-up policy and late-work policy is in line with the district grading AR. Whenever an absence occurs, students have ONE WEEK from the date of absence to make up that grade. This is MORE than the district AR allows for makeup work. It is the student's responsibility to request a make-up assignment from Dr. Sáenz. Please consult the FWISD Student Handbook for grading guidelines and clarification. If a student misses a mandatory event (concert or rehearsal) for student illness, an email must be sent to the director BEFORE the event. **Unexcused absences will not be eligible for makeup.** Unexcused absences would include:

- No transportation
- Caring for younger siblings
- Work
- Family vacations
- Appointments (other than student illness)
- Non-BMHS athletic events

## MAKE-UP POLICY:

**Missed Work Because of Absence:** A student who is absent but turns work in by the teacher-designated due date, one week from the date of absence, will have an opportunity to redo or retest, if applicable. The Redo/Retake policy does not apply if a student does not submit work timely.

## REDO ASSIGNMENT/RETAKE TEST

- Redo Assignment or Retake Test Board Policy allows a student who receives a failing grade on a test or assignment, except for semester exams, the opportunity to redo the assignment or retake the test. The student or parent must initiate the request according to the following parameters:
  - The student and/or parent must request to redo an assignment or retake a test within five days from earlier of the date the assignment or test was returned to the student or entered into the student grading system.
  - The student will be provided an opportunity for tutoring or re-teaching prior to retesting. This may occur during class time, before or after school, or at another time agreed upon by the teacher and student.
  - A teacher may require the student to complete missed homework, test corrections, or other items as part of the re-teaching process.
  - A student must redo the assignment or retake the test within five school days from the earlier of the date the assignment or test was returned to the student or the date the grade was entered into the student grading system.
  - A teacher may provide longer than five school days if necessary.
  - Assignments offered for redo or retaken tests may be different from the original assignment or test so long as the concepts/content assigned or tested are the same.
  - Re-testing or redo assignment guidelines do not apply to grades received due to failure to adhere to the established late work guidelines approved by the principal and disseminated to students.
  - Any retests will be administered on the campus.
  - The grade the student receives on the redone assignment or retaken test will be no higher than a 70.
  - A failed semester exam cannot be retaken.
  - If more than 50% of the students in a class fail to demonstrate mastery on a summative assessment, except a benchmark, a teacher is encouraged to reteach and retest the class. The higher of the two grades will be recorded. A student who passed the original test can elect to retake the test. Reassessments should occur within five school days from the date the test is returned with feedback to the student.
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## UIL CONCERT AND SIGHT-READING ASSESMENT:

Each year the Benbrook Bobcat Choir participates in the UIL Concert and Sight-Reading Assesment to evaluate the work we are accomplishing as a choir. This performance is our equivalent to the STAAR test, therefore it is very important that each student is working hard throughout the year so that our choir might receive the best possible ratings. Due to new changes in the UIL policy, students may perform in the assessment at the discretion of the director, regardless of their academic status. Students must show individual preparation and work ethic to participate in the UIL assessment. Only those whom the Director decides are musically ready will represent the choir in this assessment.

## ELIGIBILITY

In order to participate in certain extra-curricular activities with the choir program, students must be academically eligible for the six weeks in which the activity occurs. To be eligible, a student must score a 71 or above for all on-level courses on their report card or progress report. If a student receives a 70 or below in any one class, the student becomes ineligible. The best way to avoid confusion on this topic is for all students to pass all of their classes. Each member of our team is valued and important, we need everyone to be eligible to participate!

## UNIFORM INFORMATION:

**\*\*\$50 BMHS UNIFORM FEE DUE OCTOBER 9\*\***

- **\$50 COVERS:** TWO CHOIR SHIRTS, CLEANING OF FORMAL CHOIR UNIFORM, ONE MASK, AND ONE FACE SHIELD.

**All choir members will have a uniform, which will be required for all performances. Students are responsible for making sure that their uniform looks professional, clean, and wrinkle free for all performances.**

## HIGH SCHOOL CHOIR:

**SHORT AND LONG-SLEEVED T-SHIRTS: (covered by \$50)** All HS choir students are expected to purchase a choir T-shirt, choir polo, and pay a cleaning fee to cover the dry cleaning cost of their formal choir uniform (all included in the \$50) in order to be enrolled in the choir program. The Bobcat Choir short-sleeved t-shirt will be worn at casual gatherings throughout the year such as fundraising events, community service events, school games and activities events within those categories. The long-sleeved shirt is for less casual performances or appearances, for example: if we are making a TV appearance, singing in an outdoor concert, visiting the elementary school, or other more formal gatherings throughout the year.

**FORMAL CHOIR UNIFORMS (covered by \$50)** are cleaned by the choir department and issued to your student. The uniform is worn at formal concerts and choir contests throughout the year. Most of the uniform is provided, however there are items in the formal uniform that are required for individual purchase. At the end of each school year, part of the \$50 will be used to launder the formal uniforms for the following school year. Here are the only items not covered by the \$50:

### MEN'S FORMAL UNIFORM

- **PROVIDED:** BLACK DRESS PANTS, BLACK VEST, BLACK JACKET, BLACK BOW TIE, WHITE SHIRT
- **MUST PURCHASE:** BLACK DRESS SHOES, BLACK SOCKS

### WOMEN'S FORMAL UNIFORM

- **PROVIDED:** BLACK CHOIR DRESS
- **MUST PURCHASE:** BLACK CLOSED-TOED DRESS SHOES

## MIDDLE SCHOOL CHOIR:

**EMBROIDERED POLO AND SHORT-SLEEVED T-SHIRT: (covered by \$50)** All MS choir students are expected to purchase a choir T-shirt and choir polo(all included in the \$50) in order to be enrolled in the choir program. The Bobcat Choir t-shirt will be worn at casual gatherings throughout the year such as fundraising events, community service events, school games and activities events within those categories. The formal collared polo is for less casual performances or appearances, for example: if we are making a TV appearance, singing in an outdoor concert, visiting the elementary school, or other more formal gatherings throughout the year.

**FORMAL CHOIR UNIFORMS- 1<sup>ST</sup>, 3<sup>RD</sup>, 4<sup>TH</sup>, AND 8<sup>TH</sup> PERIODS ONLY (covered by \$50)** are cleaned by the choir department and issued to your student. The uniform is worn at the UIL Contest and Sight-reading Assessment in the spring. Most of the uniform is provided, however there are items in the formal uniform that are required for individual purchase. Here are the only items not covered by the \$50:

### MEN'S FORMAL UNIFORM

- **PROVIDED:** BLACK DRESS PANTS, BLACK VEST, BLACK BOW TIE, WHITE SHIRT
- **MUST PURCHASE:** BLACK DRESS SHOES, BLACK SOCKS

### WOMEN'S FORMAL UNIFORM

- **PROVIDED:** BLACK CHOIR DRESS
- **MUST PURCHASE:** BLACK CLOSED-TOED DRESS SHOES

## PRIVATE VOICE LESSONS:

All interested students are encouraged to take private voice lessons. One of the most important factors in the development of a superior choir program is the development of each individual singer. Private lessons should be thought of as an investment in your child's musical education. Your student has the opportunity to study privately with a professional voice teacher here at Benbrook. Lessons are 25 minutes once a week, and are held during your student's class time. If interested, please sign and return the voice lesson form on our website.

## BOOSTER CLUB ORGANIZATION:

The Benbrook Bobcat Choir has an incredible Choir Booster Club! Organizations such as these are essential to the success and promotion of our choir department. Booster Club membership forms can be found on the website. It is our hope that all choir families will join the Choir Booster Club, as it is essential to our success. We welcome parent involvement of all kinds! Reach out to Dr. Sáenz to find out how to volunteer. Booster Club Meetings occur on the first Monday of every month at 6PM in the choir room.



# LETTER JACKETS

## Choral Department Point System 2020-2021

A high school student enrolled in a fine arts course must earn **10 points in a single school year** to letter. To eliminate the need for a system of point transfer and archival record keeping, lettering points **will not carryover from one year to the next**. Each year the student must begin anew in the accumulation of points. Students may receive no more than ONE Major award in all areas combined: academic, music, or athletic. Not one award per area throughout their four years in high school. Minor awards are given if a student has already received a major award previously.

### Points will be awarded for the following: MUSIC

- 4 pts – TMEA Region Membership
- 3 pts – TMEA Area Membership
- 3 pts – TMEA All-State Ensemble Membership
- 4 pts – 1<sup>st</sup> Division on Class I Solo at UIL Region Solo & Ensemble Contest
- 2 pts – 1<sup>st</sup> Division on Class I Solo at FWISD Solo & Ensemble Contest
- 3 pts – 1<sup>st</sup> Division on Class I Ensemble at UIL Region Solo & Ensemble Contest 2 pts – FWISD District Ensemble
- 2 pt- Participation in the Musical Production
- 1 pt – 1<sup>st</sup> Division on Class I Ensemble at FWISD Solo & Ensemble Contest
- 1 pt – Yearlong participation in an additional school ensemble (apart from the parent school ensemble)
- 1 pt – Elected or appointed leadership position 1 pt – Elected or appointed leadership position

### Additionally:

- A student must have prepared, rehearsed, attended and performed in required Band, Choir, Mariachi or Orchestra performances.
- A student must have demonstrated good leadership, citizenship, musical preparation and individual commitment as a performing member of their Band, Choir, Mariachi or Orchestra program.
- A student must be recommended for an award by the campus director/teacher and principal.