



**Rossview High School**  
**Choral Handbook**  
**2025 - 2026**

Dear Choir Students and Families,

My name is Kristina Waugh, and I am the choir director at Rossview High School. I have been teaching choir and music for the past twenty years. I am originally from Ohio and received both my Bachelor of Music and Master of Music Education degrees from Capital University.

The choirs are a corner of excellence at Rossview, and I am so glad that you are a part of our family. Participation in this group will help teach students how to sing and read music while gaining other important tools for success. The learned skills needed to excel in music are transferable to every academic subject. Your time in the Rossview Choral Program will be full of wonderful and memorable experiences. Each choir will have several performances throughout the year to display their hard work.

A monthly newsletter will be sent home via parent square to update families about what is going on in the ensembles and what important dates are coming up. Please feel free to reach out if you need clarification on anything.

Choir is a little different from other types of classes, so I want to give you some insight into what it means to be in choir as well as what is expected. I know your child will love participating in choir, and we want to challenge students to be committed to working hard, being a great team player, following classroom rules, and have a wonderful time making music. Inside this handbook are the general operating guidelines for the choral department. Information about policies and expectations are addressed in the handbook.

After both you and your child have read the choir handbook, please fill out the last two pages and return by Friday, August 22. Along with your enthusiasm, I know we can make this a truly extraordinary and successful year!

Sincerely,

Kristina Waugh

[kristina.waugh@cmcss.net](mailto:kristina.waugh@cmcss.net)

931-553-2070 x 2718

## Course Description

The choral program explores choral music from a wide variety of cultures and time periods through study and performance. The core curriculum emphasizes the basics of vocal technique, sight-reading, musicianship, and music theory. Students participate in daily rehearsals and perform around 4 concerts during the school year.

## Objectives

- To enjoy making music
- To learn musicianship through high quality music representing diverse styles and eras.
- To emphasize the development of singing and music reading skills.
- To instill value of effort, cooperation, fellowship, dedication, and excellence.
- To create a supportive environment where students build self-confidence through success.
- To enable students to become lifelong participants in the arts!

## Classroom Materials

- **Pencil** - Students should have a sharpened pencil at the beginning of each class. Music should be marked in pencil only.
- **Binders** – Students will receive a black binder to be kept at school. If students are asked to practice at home (or they want to), they can take music home. Otherwise, students are encouraged to leave their music at school.
- **Zipper Pencil pouch for binder- *preferred***. This is not required, but very helpful.
- **Choral Music**- Students will be given choral music belonging to Rossview High School that will be returned after the class is done learning the song. Students are responsible for music, just as they are responsible for textbooks in other classes. The student will pay for lost or damaged music. Each song averages around \$3.50.

## **Uniforms**

Students will borrow performance apparel to wear for our choir concerts. This raises the level of professionalism in what we do and helps unify us as a team. Students will receive a uniform in a garment bag to take home before performances. The uniform is to be returned after each performance.

**Students will need a pair of black closed toe dress shoes** to wear for performances. Students that wear pants for their uniform will also need black socks. Please let me know if there is a financial difficulty. I recommend students wear a belt with the black pants.

Students are not to wear hats, scarfs or other accessories and jewelry during performances.

Please wash after each performance. Everything can be washed in the washing machine. I recommend hanging the dress to dry. Please iron the shirt if it appears wrinkled.

Remember to wear deodorant for performances, but please do not wear cologne or perfume. These fragrances can irritate allergies when we are standing in close proximity to others and taking deep breaths for singing.



## Rehearsal Expectations

The choral rehearsal is a positive and productive academic environment. Our rehearsals are based on high expectations, positive attitudes, self-discipline, and goal-oriented learning. Student behavior during school classes and at public performances reflects on both Rossview and the Choral Department.

Our choir room is a safe space for students to create something amazing together through music. I want you to be able to participate fully knowing that you can share your voice with us in a respectful environment. It takes all of us working together. Every single student is important. Thank you in advance for treating your classmates with *kindness* and *respect*. This looks like cheering one another on, giving your best effort, listening while others are talking, being a good audience member, and working together for the good of the whole.

I ask that you bring an open mind and positive attitude to class! Our choir will be able to create incredible music this year with your hard work. Excellence is never an accident. It is the result of high intention, sincere effort, intelligent direction, and skillful execution.

## Rehearsal Procedures

1. Get out choir folder and pencil from cabinet.
2. Students put all other personal belongings away.
3. Read announcements on the board
4. When the bell rings, students are to be quiet and ready to begin class.
5. Pick up trash, straighten chairs, and gather belongings and exit when excused.



# CHOIR EXPECTATIONS

- BE RESPECTFUL

- Bring an open mind & positive attitude to class
- Raise your hand to speak
- Be kind to your classmates and treat everyone with respect



- BE PREPARED

- Be in your seat with materials ready before the bell rings
- Bring a pencil and music to class
- Dispose of gum before class



- BE AN ACTIVE MEMBER

- Give your best effort
- Stay on task during rehearsal
- Don't work on other classwork during rehearsal

- KEEP CONTROL

- Keep your hands and feet to yourself
- Listen while Mrs. Waugh or others are talking
- Keep your cell phone put away



## CONSEQUENCES

- Warning
- Parent contact
- Office referral
- Loss of performance opportunities

## **Grading**

Students' grades are based on their participation, performance, music preparation, and other assignments. Participation and performance are vital components to student's music education because it is how we learn and demonstrate our growth.

**As a performance-based class, attendance at all performances and dress rehearsals are mandatory and graded.**

Concert dates will be given at the beginning of the year and are an important assessment and significant part of a student's grade. All students work together for the benefit of the group. There will be around four performances throughout the year.

Call times for the concerts are usually about 45 minutes to an hour before the performance time. The scheduled call time is when rehearsal and warm up begins, therefore students should arrive in concert apparel at least 5 minutes early to be ready for roll call. Tardiness has an adverse effect on concert grades with 1% taken off for each minute late. Call times are for students only – no parents or friends in the audience please while we are warming up and rehearsing.

In the unlikely event that a concert is missed, a student may complete a make-up assignment. Students have one week from the day it is given to complete the make-up assignment in which students will record themselves performing the concert music and complete a written component to be given by the director. If you know ahead of time that you have a conflict with a concert date, discuss this as soon as possible.

Performance is a privilege, and the director can prohibit a student from performing if they fail to meet classroom requirements of professionalism and/or musical preparation. If a student is prohibited from performing, attendance at the concert will be required along with a written critique of the concert.

### Rehearsal Participation = 35%

Students will be assessed on their classroom participation including effort, having required materials, active participation, rehearsal decorum, etc. See rubric below.

### Homework/Assessment = 30%

Students will complete work in class to build their reading skills, reflect through listening logs, guided notes, marking in their music, etc. Students will have performance assessments to show growth in their sight-reading and music from class.

### Performances = 35%

Performance grades include concert and dress rehearsal performance attendance and participation.

#### Choir Daily Participation Rubric

<b>Preparation</b> <ul style="list-style-type: none"><li>• Arrives on time</li><li>• Has binder, pencil, music, etc.</li><li>• Sits in correct seat quickly upon arriving</li><li>• Shows readiness to sing: no gum, food, or drinks.</li></ul>	<b>Rehearsal Decorum</b> <ul style="list-style-type: none"><li>• Listens carefully to the conductor.</li><li>• Focuses attention on the board, conductor, music, etc.</li><li>• Studies individual part silently while teacher works with another section</li></ul>	<b>Active Participation</b> <ul style="list-style-type: none"><li>• Sings with correct posture</li><li>• Puts forth best effort</li><li>• Consistently sings out</li><li>• Displays positive learning attitude</li><li>• Writes in solfege, dynamics, markings, etc. in the music.</li></ul>
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Students earn 5 points per category for a total of 15 points per day.

Excellent = 5

Satisfactory = 4

Inconsistent = 3

Fair = 2

Unsatisfactory = 1

### ***Extra Credit***

- Honor Choir Participation, Solo & Ensemble, See Mrs. Waugh for other opportunities.

***LATE WORK:*** A grade deduction of 10% will be applied to late work.

Academic standards, chosen by the Tennessee State Board of Education, provide a common set of expectations for what students should know and be able to do at the end of a specific grade or course. Local school districts determine the order in which these state-mandated standards are addressed in their schools. For a breakdown of standard pacing and course objectives for Chorus students in the Clarksville Montgomery County School System, please visit the Academic Resources link under the Students & Parents tab on the CMCSS homepage.

It is the policy of the Clarksville Montgomery County School System to follow the dictates of state statutes in the selection and use of all instructional materials. Parents or legal guardians may request to review any instructional materials used in the classroom of the parent or legal guardian's child following the guideline set forth in Instructional Policy INS-A073 found at <https://employees.cmcass.net/misc/ViewISO?filename=INS-A073.pdf>.



## Fundraising

We will have a few fundraisers during the year to help offset some of the costs of building and maintaining an excellent choral program. Students are not required to fundraise, but we truly hope that students will consider participating as all money raised will benefit the group and help provide for the music, uniform expenses, field trips, accompanist, etc. Thank you ahead of time for helping us in every way possible!

## Social Media: Stay in “Tune” with Rossview Choirs

We have multiple ways of communicating and keeping you “in tune” with Rossview Choirs. I will send home monthly newsletters through Parent Square to keep families up to date with choral events.

**Google Classroom:** Go to [classroom.google.com](https://classroom.google.com) and enter in the classroom code for your class

Rossview Chorale – 2nd Period: fhyeqvxc

Rossview Singers - 3rd Period: ljndynrs

Symphonic Choir - 7th Period: jkxbhvgg

**Facebook:** Rossview High School Choirs

**Instagram:** Rossviewhschoir

- Like us to stay up to date and see fun pictures from class and events.



# Student/Parent Acknowledgement Form

Rossview High School  
Choral Music Department  
(Please return to Mrs. Waugh by 8-22-25)

By signing this agreement, I hereby acknowledge that I have read through and agree to abide by the rules and regulations of this handbook.

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Student Name

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Student Signature Date

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Parent or Guardian Signature Date

# Choral Member Info Sheet

## Student Information

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthday: \_\_\_\_\_

Previous Music Experiences (church choirs, musical theatre, lessons)

Other School Activities I'm involved in: \_\_\_\_\_

Other important info that Mrs. Waugh might need to know:

## Parent/Guardian Information

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Mom/Dad/Guardian would be willing to help the choir with:

- |  |  |
|--|--|
| <input type="checkbox"/> Take pictures at concerts | <input type="checkbox"/> Video tape concerts           |
| <input type="checkbox"/> Help Size Uniforms        | <input type="checkbox"/> Help with uniform alterations |
| <input type="checkbox"/> Provide refreshments      | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Assist with fundraiser    |  |

☐ Yes, I give my permission to include my child's picture to be included on social media or our website.

☐ No, I do not give my permission to include my child's picture to be on social media or our website.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date