



choirs
hilliard memorial

**CHORAL DEPARTMENT
HANDBOOK
2025-26**

Mrs. Kelsey D. Burkett, Director 7th & 8th Grade Treble Choirs,
Blue Notes A Cappella
Mr. Jeremy Witt, Director 7th & 8th Grade Tenor/Bass Choir



Welcome to the Memorial Middle School Choirs!

We are thrilled you have chosen to be a part of the MMS Choirs and we are very excited to be your directors! We know we will get the opportunity to work with so many talented students throughout the upcoming school year. Enclosed is valuable information detailing performances, events, procedures, and opportunities for music making.

Concert Information

Think of concerts as a unit test or a final exam. Every member's contribution is a vital part of the concert experience. It is imperative that all singers attend.

ABSENCE POLICY: Excused absences via written note/email will only be accepted **TWO WEEKS IN ADVANCE** and must be approved by the director. Only illness (school EXCUSED absence) or emergency situations (death, car accident) will excuse a student. In these cases, a note/email must be sent to the director the day after the concert or as soon as the student returns to school. The director is not obligated to accept late notes, and these absences will be considered unexcused. **An unexcused concert absence will result in the deduction of one letter grade.**

For missed concerts with appropriate notification, a **written assignment** will be given and will be due within 5 school days of the missed concert.

Concert Uniform

All singers are to acquire their own **DRESSY CONCERT BLACK OUTFIT** for all formal performances.

Any dresses, necklines, and skirt lengths need to be an appropriate length. Members of the Tenor/Bass Choir should a black button down, long sleeve dress shirt and dress pants. All members are also required to purchase a Memorial Choirs t-shirt to be worn on all concert days (during the school day).

Concert Days: *Wear your choir t-shirt!* (Order online by September 4). Scan QR Code for Link or check email.

PLEASE: No black jeans or denim. No tennis shoes. All shoes need to be dress shoes with no heel. If you choose to wear black leggings, the top must come down and cover the front and back of the body. **No spaghetti straps or cut out holes.** Please see photos for an example of the expectations.

CELL PHONES

Cell phones are to remain in the student's bag/personal belongings during all rehearsals..

*1st Offense: Warning

*2nd Offense: Phone taken for the rehearsal & phone call home

*3rd Offense: Phone taken to the office for the day and further disciplinary action.

Grades

Choir members earn points by attending concerts, daily participation, music checks, voice tests, quartet performances, extra credit, etc.

- Weekly Rehearsal Performance (10 Points, daily)

*Students will be graded weekly based on the Jag Choirs Rubric Grading System, which includes all expectations and procedures. Points will be tallied based on the Rubric System. (See attached).

- Solfege Assignments Journal (25 Points Each, Quarterly)

*Each student is responsible for completing their own solfege and musical markings within their music and uploading into Canvas by the given due date (ON TIME). Late assignments receive an **automatic 5-point deduction**. The max amount of solfege assignments per nine weeks is four songs.

- Tests and/or Sight singing (Various points via rubric)

*singers will have periodic score quizzes on their music, singing tests, musical terms, etc.

- Concerts (100 Points per 9 Weeks)

*As previously stated, concerts are a key part of the choir experience. Please see first page for further details. Students should also be aware of *concert etiquette*. Etiquette as a choir member and audience member will be assessed as part of your concert grade. Singers are expected to conduct themselves in a mannerly fashion and control themselves at all performances. 50 Points will be for concert attendance and participation. The other 50 Points includes proper concert uniform, behavior, arriving on time, proper audience etiquette, etc.

LEADERSHIP OPPORTUNITIES

Choir President: Assists director in administrative tasks, supervises riser crew, represents choir at concerts to the audience, other tasks as directed by the director.

Choir Secretary: Takes attendance before all rehearsals and concerts. Assists the president in administrative tasks.

Riser Crew: Responsible for the set up and tear down of the stage before and after each concert.

EXTRA PERFORMANCES

The MMS Choirs have a reputation for excellence, and therefore, may be invited to sing for outside opportunities. It is the expectation that all singers perform for these outside performances. Advance notice will be given.

BLUE NOTES A CAPPELLA

Blue Notes A Cappella is our extra-curricular acapella group. Membership is by audition only. They will rehearse on Thursdays from 2:45-4 PM. Auditions will be held at the end of the school year for the following year. **You can participate in Blue Notes and be involved in Sports!!** Mrs. Burkett and the coaches work very closely together to make sure students schedules are balanced. Blue Notes work closely with the high school a cappella groups and will have the opportunity to perform on Hilliard Idol, the Jaguar A Cappella/ICHSA Preview Concert, and travel to the ICHSA Quarter Finals

Competition. You must be enrolled in one of the curricular MMS Choirs in order to participate (Special consideration on a case-by-case basis.)

FINANCES

All payments must be made via check or money order and returned to Mrs. Burkett or Mr. Witt. Please make payments out to *Hilliard Music Boosters-Bradley Chapter*. Make sure your child's name, grade, Student ID, and ensemble is clearly marked. T-shirts are to be purchased through the online store.

FUNDRAISING

***PER HILLIARD CITY SCHOOL POLICY, NO STUDENT OR FAMILY IS OBLIGATED TO PARTICIPATE IN A FUNDRAISER.**

Fundraisers enable us to have a professional accompanist at all of our concerts, enjoy occasional pizza and donut parties, supplement our sheet music budget, pay for end of the year awards, bring in guest artists and conductors, and much more!

ATHLETIC EVENT CONCESSIONS

Jag Choir Families! Want to help make \$1500 (or more!) for the MMS Choir Program?! **ONE** shift working the MMS or Bradley Concessions for our Jag Sports earns \$20 that will go towards our choir program! The more shifts a family works, the more money we can earn! But you only have to work **one-time** to benefit our amazing singers! Why do we need you? Extra funds help pay for our professional accompanist, extra music, classroom rewards, professional recording, and our end of year awards. Your participation is greatly appreciated. Schedules will be released via SignUp Genius at the beginning of each season.

Technology Needs

All required Apps are available via HCSD: Notability, Canvas, Google Drive, Garage Band
ONE PAIR of WIRED headphones

CONCERT UNIFORM EXAMPLES





Memorial Middle School Choir Department
2025-26

Please add concert dates to your family calendar

OCTOBER

9: Memorial Fall Concert ** 7 PM

10: FanPledge Fundraiser & Pizza Party

NOVEMBER

15: Hilliard Idol Auditions

21: Hilliard Idol Tech

22: Hilliard Idol Finals

DECEMBER

15: Holiday Festival ** Times TBA

FEBRUARY

18: Winter A Cappella Concert

20: ICHSA Quarterfinals

21: ICCA Quarterfinals

MARCH

5: Bradley HS Winter Choir Concert (8th Grade Treble & TBs Only) ** 7 PM

17: World Music Concert** 7 PM

APRIL

7,8,10: HS A Cappella Auditions

14,15,20: Blue Notes A Cappella Auditions

MAY

12: MMS Finale Concert & Awards Night ** 7 PM

16: A Cappella Spring Concert

22: 8th Grade Recording Day

29: MMS Talent Show

All dates with ** are MANDATORY EVENTS for MMS Choir Members

All MMS Choir Concerts are held in the Memorial MS Cafetorium



Hilliard Memorial Middle School Choral Department Handbook Return Packet 2025-26

Please list any possible conflicts with mandatory events you may have (please be advised that club sports will not be considered an excused absence):

HANDBOOK ACKNOWLEDGEMENT

Please return to Mrs. Burkett or Mr. Witt no later than Friday, September 5.

We have read and understand the policies and procedures governing the ensembles and activities of the Memorial Middle School Choral Department. We have recorded all scheduled performances and deadlines on the family calendar.

Student Name (Print)

Student (Signature)

Parent Name (Print)

Parent (Signature)

Parent Email Address:
