



**Scott Johnson Middle School**  
**Choir Handbook**  
**6th Grade**  
**26-27**

Welcome to SJMS Choir! We are so excited to have you as part of our choir program! Our mission is to provide a space for students to grow in leadership, confidence, and musicianship skills in a supportive environment. As directors, we make sure that our students leave our classroom equipped with the ability to read and perform music at the highest level they can through regular warm-up, sightreading, and repertoire. In addition, they are able to gain community and experiences that will last a lifetime. We can't wait to make music with you!

### **Meet Your SJMS Choir Directors**



**Mrs. Sarah Báez** is entering her 17th year teaching and has led the Choir Program at SJMS as Head Director for the past 14 years. A native of Iowa, Mrs. Báez grew up in a home full of music. She studied piano, violin, voice, and played percussion in band. Mrs. Báez earned her Bachelor of Arts degree at Luther College, majoring in Music and Spanish. She spent a semester abroad studying at the Universidad Nacional Autónoma de México (UNAM) in Mexico City. Mrs. Báez moved to Texas to study Classical Voice Performance at the University of North Texas (UNT) where she received her Master of Music degree. At UNT, Mrs. Báez joined the University's *Mariachi Aguilas* with whom she sang and played violin. She became a founding member of a professional mariachi and enjoyed performing with the ensemble for 8 years. Mrs. Báez considers it a great privilege to work with the young people of SJMS and share the joy and impact of making music together. She lives in Plano with her husband, Joaquín, and their children, María and Joaquín.

Contact Mrs. Baez at [sbaez@mckinnevisd.net](mailto:sbaez@mckinnevisd.net) (Se habla Español)



**Mrs. Caroline Hartman** is the Associate Director of Choirs and is entering her 8th year teaching and her 4th year at SJMS. She grew up in Richardson, TX where she was an active member in her elementary, middle school, and high school choir and bands. She attended the University of North Texas (UNT) in Denton, TX where she received her Bachelor of Music Degree in Music Education with a voice concentration. Mrs. Hartman taught in Fort Worth ISD and Richardson ISD prior to coming to McKinney ISD. Mrs. Hartman is a member of the Texas Music Educators Association and the Texas Choral Directors Association. Her choirs have received consistent positive feedback in UIL Concert and Sightreading Evaluations and Best In Class awards at spring contests. Mrs. Hartman lives in Garland with her husband, Rusty, and her 4 kitties - Lilly, Snickers, Poppy, and Biscuit.

Contact Mrs. Hartman at [chartman@mckinnevisd.net](mailto:chartman@mckinnevisd.net) (Se habla Español)

We are so excited to meet you and are looking forward to an amazing school year! Please read over this handbook for important information regarding our program and how to ensure your student's success! Don't hesitate to reach out to us with any questions or concerns.

# SCOTT JOHNSON MIDDLE SCHOOL CHOIR 2026-27

6th Grade Handbook | [Manual en español](#)

**Head Director, Sarah Báez:** [sbaez@mckinneyisd.net](mailto:sbaez@mckinneyisd.net) (469) 302-4900 ext. 31489  
**Assoc. Director, Caroline Hartman:** [chartman@mckinneyisd.net](mailto:chartman@mckinneyisd.net) (469) 302-4900 ext. 31568  
**Instagram & Facebook:** @sjmschoir

Please take care of the following by **Friday, August 28, 2026:**

- ☐ Complete the required MISD Extra-curricular Forms online, link to be sent via email.
- ☐ Sign the SJMS Choir Handbook Agreement and fill out Student Information online via [Presto Assistant](#).
- ☐ Make note of all required events on the calendar.

Please take care of the following by **Friday, September 18, 2026:**

- ☐ Pay the SJMS Choir Fee - Cash, Check (made payable to SJMS Choir), or online via [Presto Assistant](#).

## CLASSROOM PROCEDURES AND EXPECTATIONS

The expectations in choir class align with the District Code of Conduct to which all parents/guardians agreed when they registered their student for school.

McKinney ISD [Student Code of Conduct](#), page 10

*Each student is expected to:*

- *Demonstrate courtesy, even when others do not.*
- *Behave in a responsible manner, always exercising self-discipline.*
- *Attend all classes, regularly and on time.*
- *Prepare for each class; take appropriate materials and assignments to class.*
- *Obey all campus and classroom rules.*
- *Respect the rights and privileges of students, teachers, and other district staff and volunteers.*
- *Respect the property of others, including district property and facilities.*
- *Cooperate with and assist the school staff in maintaining safety, order, and discipline.*
- *Adhere to the requirements of Board of Trustees' Policy and the Student Code of Conduct*

### 1. BE PREPARED.

- Students are to leave their belongings in the designated spot upon entering the choir room.
- Students are to be in their seat on the risers with nothing but their choir binder and a sharpened pencil by the bell every day.
- No food, gum or drink may enter the choir room. Natural, un-flavored, bottled water is the only drink allowed in the classroom and must be kept in the designated spot.

### 2. BE RESPECTFUL.

- Respect, support and encourage all members of the class.
- Do not tamper with any property that does not belong to you.
- Do not enter the choir office without permission.
- Do not touch the piano.
- Do not leave your spot unless given permission to do so.
- Follow directions the first time they are given.
- Do not allow your behavior to distract others or slow down rehearsal.
- Phone must be powered off in backpacks at all times.

### 3. DO YOUR BEST.

- Participate fully in each rehearsal.
- Do not interfere with another student's ability to participate fully in each rehearsal.

*Failure to meet the expectations above may be grounds for disciplinary action: warning, detention, parent conference and office referral. According to the MISD Co-Curricular/Extra-Curricular Expectations, students in choir are held to a higher standard of conduct beyond that of the school behavior policy. The directors reserve the right to remove any student who shows consistent lack of effort, disruptive behavior, poor attitude, and/or excessive tardiness.*

## GRADING AND ATTENDANCE

Every student will be expected to earn their grade. You cannot be in choir and fail to participate in mandatory rehearsals and performances. This applies to all members of all choirs.

- Formative Assessment grades (30%) will be determined by class participation, daily preparedness, in-class assignments and quizzes.
- Summative Assessments (70%) include concerts, performances, rehearsals outside of class, daily skills assessments and written tests. Attendance at rehearsals and concerts scheduled outside of the regular school day is required and graded.

## CONCERT & REHEARSAL ATTENDANCE POLICY

- All requests for excused absences must be submitted in writing or via email BEFORE the event as soon as a conflict is recognized. Excused absences may include illness, death in immediate family or religious conflict. Unexcused absences include, but are not limited to: lack of transportation, outside school clubs/activities (club sports, ex.), babysitting and well-visit doctor's appointments are not excused absences.
- All students who miss a concert (unexcused and excused absences) must make up the grade within one week of the event by submitting a recording of themselves singing all selections from the concert on their own. It is the student's responsibility to ask about and complete this assignment. Students with an excused absence can make up to 100% for the summative grade, up to 80% for unexcused absences. Repeated unexcused absences are grounds for removal from the choir program as per MISD guidelines.
- The directors reserve the right to deem a student ineligible for participation in a mandatory event. Such instances will be handled as unexcused absences and may be subject to disciplinary action.

## UNIFORM

The choir t-shirt, full length, blue or black jeans with little to no tears, and closed-toe shoes (no Crocs or slides) will be the uniform for all 6<sup>th</sup> Grade Choir performances. Students will receive the year's choir t-shirt after the annual choir fee has been paid in full.

## FINANCIAL OBLIGATION

Most expenses for the choir are covered by the department budget, but it does not provide all the funds needed for this growing program. To offset these expenses, there is a **\$40 annual fee for 6th graders**. The fee covers the cost of this year's choir t-shirt and individual supplies and helps to subsidize the cost of class materials, sheet music, buses, rewards and social events. **The annual fee does not cover the cost of optional trips and events.** You may pay online with [Presto Assistant](#) or pay cash, money order or check payable to SJMS Choir. Send cash in a sealed envelope labeled with the student's name. Make checks out to SJMS CHOIR with the student's full name in the memo. *Finances will never affect a student's ability to participate in choir. If money is ever a concern, please*

*reach out and we will make a plan that works best for your family.*

## COMMUNICATION

All MISD secondary music programs, are now using [Presto Assistant](#) to help manage the business side of our programs — sending emails, keeping inventory, tracking financials — so we can use more of our time teaching and inspiring kids. All information will be kept confidential and will only be used for student/parent/guardian contact.

You may create an account two different ways:

- 1) You will receive a Welcome Email from SJMS Choir that will prompt you to make an account.
- 2) You may go to [app.presto-assistant.com](http://app.presto-assistant.com) and click “sign-up”. Use the Member Claim code in your Welcome Email or use the Organization Code “sjmschoir” to join our organization.

You can communicate with directors directly by email or through the [BAND App](#). This app is being used across all MISD secondary music programs. We will also be using the BAND App for reminder messages. An invitation link will be emailed to parents. Students under 13 are not allowed to join.

In regards to emails, phone calls, or other messaging platforms (including Canvas): Please allow at least 1 business day for a response. Directors may not be able to respond on weekends or holidays.

## SOLO & ENSEMBLE CONTEST

All choir students are encouraged to participate in the district Solo and Ensemble Contest on **April 13**. Students will learn and memorize a solo to be sung in front of a judge. Students will practice with a director before and/or after school to prepare. The cost to participate is \$10.

## FIELD TRIP ELIGIBILITY

Students must be eligible to participate in field trips. To be eligible they must have participated in all required events, paid the choir fee in full and proven they can be trusted to represent the Choir Program, school and district to the highest level. A student’s behavior and effort in choir, academic performance in all classes, behavior in school - including any office referrals - and input from the student’s other teachers will be considered in determining a student’s eligibility for reward trips.

## VOICE LESSONS

The MISD private lesson program is a means for all students to better their skills by working one-on-one with a professional musician. Lessons typically take place during choir class once a week. Lesson slots are first come, first served. More information will be forthcoming.

## VOLUNTEERING

We need your help! To volunteer with the choir, complete the [district background check](#). This must be completed every year. Parents without a completed district background check will not be allowed to volunteer at choir events.