

PUTNAM CITY
HIGH SCHOOL

CONCERT CHOIRS

2019-2020
HANDBOOK

COURSE OBJECTIVES

- Identify, define, and use correctly in a musical context notes, forms, and musical terms, as well as aspects of pitch, rhythm, dynamics, phrase shape, and articulation
- Read and notate music at a basic to advanced level, as appropriate
- Always follow the conductor
- Sing with expression and technical accuracy in 2 to 8 parts
- Develop proficiency in singing both accompanied and unaccompanied pieces in tune and on pitch
- Employ and internalize tenets of proper vocal technique, including effective singing-posture, and apply them daily so that they become habitual
- Practice sight-singing regularly, using *solfege* (*do, re, mi*, etc.) in several key signatures and meters, which will develop musical literacy and musical independence
- Demonstrate well-developed ensemble singing skills, such as balance, blend, unified vowels, corporate and precise attacks and releases, and in-tune chords
- Gain experience in singing a variety of choral literature from various historical periods and in various styles
- Expand one's appreciation of several different styles of music, including "classical" music
- Discover the historical and cultural context for songs and apply that information to shape one's interpretation of the piece and perform it in the correct style
- Examine the meaning of text, and identify its role in shaping compositional characteristics and the communicative nature of songs
- Practice and develop aural skills by identifying various types of intervals, chords, rhythmic patterns, and melodies
- Listen critically in order to diagnose musical problems and provide one or more technical solutions
- Using specific criteria, describe, analyze, and evaluate musical compositions and performances
- Approach every rehearsal with focused concentration, energy, optimum effort, and enthusiasm, in order to form proper rehearsal habits
- Develop stage presence, poise, and proper performance conduct
- Develop a team-concept and positive atmosphere within the membership of the entire ensemble
- Employ both sides of the brain in the learning process, using both critical thinking skills and creativity

**“Music expresses that which cannot be put into words
and that which cannot remain silent”.**

Victor Hugo

REQUIRED MATERIALS -

1. Black binder- Provided by the choir department (replacement cost- \$3)
2. Music theory/sight reading workbook – provided by choir department
3. Pencils – these will be used for marking music and should always be kept in the choir folder.

Students may elect to store their choir materials in the choir room storage cabinets. Each student will have an assigned slot. However, these cabinets are not locked, so students may prefer to carry their folder to and from class each day. It is the student's responsibility to have the folder for class regardless of where it has been stored.

4. Kleenex – each student needs to bring one box of Kleenex to be used in the choir room; every student will need it at some point, and we go through a lot in the course of a year!

Fees- Each year, choir students have the opportunity to participate in honor choirs, solo and ensemble competitions, etc. In order to participate, students must pay fees. These fees are non-refundable should the student not be able to participate whether by ineligibility or family emergency/health reasons. The fees are as follows:

COCDA District Honor Choir
 Music: \$7/JH \$10/HS
 Audition fee: \$10.00
 Participation fee

District Ensemble Contest:
 2-4 Members: \$12.00 split
 5-9 Members: \$27.00 split
 10-12 Members: \$36.00 split

OMEA All-State Choir (10th-12th)
 Audition fee: \$15.00
 OCDA All-State Choir (9th)
 Audition fee: \$15.00
 District Solo Contest: \$12.00

Other fees as needed:
 Choir parties
 Transportation costs
 OSSAA membership
 Uniforms

ON-LINE COMMUNICATION - Each choir student and parent is strongly encouraged to subscribe to one of the choir program's forms of ongoing online communication. The same information is circulated through each of these sources, so it is only necessary to subscribe to one of the three, depending on what is most convenient for you.

- 1) Website: www.pcochoir.com (This is the most informative form of communication we have!)
- 2) Facebook: www.facebook.com/pcochoir
- 3) Emailed newsletter. To receive the emailed newsletter, please email Ms. Matlock at gmatlock@putnamcityschools.org with "Newsletter" in the subject box.

REMIND101- Each student should sign up for the Remind 101 for his/her choir(s). To sign up, text the corresponding code to 81010. Parents/guardians should also join!

Mixed 1 @pcomixed1
 Show Choir @pcoshow

Varsity mixed @pcovarsity
 Women's Choir @pcossa

ELIGIBILITY - One missing student alters the blend and balance of the entire choir. Therefore, it is vitally important that students maintain passing grades in all classes so they can be academically eligible to attend contests and daytime performances. If this becomes a chronic problem, then the directors will recommend a schedule change into another class as soon as it is feasible.

GRADING

I. DAILY CLASS PARTICIPATION GRADES - 35%

- Class participation grades will be taken weekly
- Students may earn up to twenty points for each daily grade which includes:
 - 1) Posture (sitting/standing with correct, energized singing posture)
 - 2) Pencil & music_(having choir materials and regularly marking music during rehearsal)
 - 3) Paying attention (use focused energy, not talking, be mentally engaged in rehearsal)
 - 4) Procedures (follow all classroom expectations - see pg. 6)

II. CONCERT/CONTEST GRADES - 35%

- Each performance is worth 2 grades and are 20% of the students grade. Punctuality to the warm-up and pre-concert practice time is vital to the success of each performance. Being late to a call time will result in points being deducted from the grade. Plan to arrive early!
- Because hearing other ensembles is part of their musical education, **students are expected to stay for the duration of concerts.** Leaving a concert early, even if his or her performance is complete, will result in up to half of the points for that performance being deducted.
- Students are expected to display proper concert conduct and decorum on and off the stage, and failure to do so will result in the performance grade being deducted. Inappropriate concert behaviors (for both performers and audience) include: using cell phones or electronic devices of any kind; yelling, whistling, and calling out; whispering and talking; walking up and down the aisles or moving around the auditorium (it is only appropriate to move around the auditorium in case of a severe situation or emergency, and in this case it may only be done during the applause between songs. IT IS NEVER APPROPRIATE TO WALK AROUND THE AUDITORIUM WHILE MUSIC IS BEING PERFORMED!!!) Students are encouraged to share their knowledge of concert etiquette with their families and guests prior to concerts!
- Students must wear the complete and proper choir uniform for performances. **Students who are not in the complete and proper uniform will not be allowed to perform and therefore will not earn credit for the performance grade.**

III. PERFORMANCE QUIZZES & WRITTEN WORK - 15%

- Singing assignments, such as sight-singing and part-singing quizzes
- Written assignments, such as music theory worksheets, melodic & rhythmic dictation, or music history assignments
- Written work assigned by a substitute

IV. QUARTER/SEMESTER EXAMS - 10%

V. DUE DATES- 5%

- Handbook consent form return
- Uniform Return
- Other Deadlines

EXTRA CREDIT

Choir students may earn an extra 5 points on a daily grade by:

- 1) Attending a choral event at any church, community venue, or school and bringing Ms. Matlock the program with your name on it.
- 2) Attending a musical theater production and bringing Ms. Matlock the program with your name on it.
- 3) Attending a PC High band concert, drama production, or orchestra concert and bringing Ms. Matlock the program with your name on it **and the signature of the conductor/teacher.**

**These extra credit options apply only to events where the student can participate as an audience member. Performing in the extra things is great! ...but since you're required to be there, it doesn't earn extra credit.*

MAKE-UP WORK FOR MISSED PERFORMANCES

1) EXCUSED ABSENCES

The student should complete the written make-up assignment if a performance was missed due to:

- illness (a note or call is needed from the parent BEFORE the concert takes place)
- death in the family
- *dire* family emergency (a note or call is needed from the parent)

It is the student's responsibility to ask for a make-up assignment as soon as he/she returns to class. The report is due one week from the date of the performance or one week from the date she/he returns to class after the performance.

All performances are REQUIRED. Work is not an excused. Our choir calendar is given to all students before the end of August (as part of this handbook) and well enough in advance that arrangements can be made with employers. If a student gets a job, it is the student's responsibility to communicate with his/her employer about required performance and rehearsal dates as early as possible.

2) CONFLICT WITH ANOTHER REQUIRED SCHOOL ACTIVITY:

Inform Ms. Matlock and the other sponsor/teacher of the conflict ASAP. It will be the student's responsibility to work with both teachers to arrive at a compromise. Generally, a good rule to follow is to keep a personal calendar, regularly plot commitments on the calendar, and honor whichever commitment is known first. If a student discovers that he or she must miss any part of a performance (including pre-concert warm-ups) because of a conflict with another required school activity, **the student must turn in a conflict form at least two weeks prior to our performance**, and a note or e-mail from the other teacher will be required to verify the conflicting activity. If these guidelines are followed, this will be considered an excused absence, and the written make-up assignment may be done to make up the grade (see above).

3) UNEXCUSED ABSENCES

The performance grade may **NOT** be made up if the absence was unexcused, such as:

- job/working
- over-sleeping
- forgetting
- participating in another event for church, community, work, etc. **Because the Choir Calendar is given to students the first week of school, students have plenty of time to make arrangements to participate in all required performances.**

4) OTHER:

Situations not listed above will be handled on a case-by-case basis. Conflict forms should be turned in as soon as possible and **no later** than two weeks in advance of the rehearsal or performance to be missed.

OPPORTUNITIES FOR ALL CHOIR MEMBERS

In addition to concerts and required performances, students will have the chance to participate in additional activities to enhance their vocal music experience. At a minimum, 2019-2020 choir students will have the following extra choir opportunities:

- Group performances at community retirement homes
- Individual performances including a solo & ensemble contest and a recital
- COCDA (All-District) Honor Choir auditions & clinic
- OCDA and OMEA (All-State) Honor Choir auditions & clinic
- Audition preparation help
- OSSAA District and State level solo & ensemble contests
- PCO school musical
- Working with professional guest clinicians
- Enjoying performances by visiting artists

CLASSROOM PROCEDURES

Students **SHOULD**...

1. Place all belongings (including cell phones & purses) on the floor along the wall, or on provided tables, when you enter the classroom.
2. Have only required class materials with you at your place on the riser.
3. Be in your place with your folder, pencil and workbook when the bell rings.
4. Being your “bellwork” in your workbook **BEFORE** the final bell.
5. Stay in your assigned place for the duration of rehearsal and participate fully.
6. Comply with all instructions given.

GENERAL EXPECTATIONS for ALL Choirs & Show Choir

Students should NOT...

1. Talk while the teacher is talking
2. Talk during singing
3. Leave the room without permission
4. Move around the room during rehearsal
5. Chew gum
6. Have food or drink on the risers
7. Have a cell phone on the risers
8. Go behind the risers
9. Move any chairs
10. Enter any peripheral rooms without permission
11. Play the piano(s) without permission

HALL PASSES – Students may use three hall passes per quarter during choir class, and they may use only those passes issued to them. Permission to use one of the hall passes will not necessarily be granted at all times. When permission is granted, a teacher’s signature will be required in order for the student to leave the room. The use of hall passes should be kept to a minimum as it is highly disruptive to the rehearsal process to have people coming in and out of the classroom.

TARDIES – PCO policies regarding tardiness and consequences will be followed. This means that students will be required to have a pass in order to enter the classroom after the bell has rung. Additionally, to avoid being counted tardy, students should be in their assigned seat with their folder when the bell rings.

SICK DAY/LOSS OF VOICE POLICY – Students must tell a teacher before class starts if they have a medical issues- sore throat, loss of voice, not feeling well, etc.- that will keep them from rehearsing up to their ability in class. However this does not allow for them to do homework, talk, eat, be on their phones, etc. They can still be attentive and listen to what is going on around them in the rehearsal.

COMMUNICATION- Always communicate directly with the director. Never send word with another student. This applies to all situations including, but not limited to, being late, missing a deadline, being absent... everything! Talk to the director yourself or via email.

SUBMITTING FORMS, WORK, AND OTHER ITEMS- Turn items in directly to the director in the choir room. Never leave something in the attendance or main office or in my box. Bring it to me instead to ensure it is received in a timely manner.

SUBMITTING MONEY- Always hand in money in an envelope with your name, class period and the reason for money. Never just hand in money.

UNIFORMS

For WOMEN, the concert choir performance uniform will consist of the following:

- 1) The choir dress -
 - a. Black dress provided by the director for a rental fee of \$5.
- 2) Closed-toe, low-heeled shoes that are completely black. Flats are also acceptable. No flip-flops, sandals, tennis shoes, or extremely high heels. Students will spend a good deal of time standing in these shoes, so they should be comfortable and sturdy.
- 3) No jewelry except earrings which must be smaller than a dime (exception: students may wear necklaces and/or larger earrings for solo & ensemble contests).
- 4) Hair pulled/kept back out of face.
- 5) Show Choir will wear dress rented through the school for an additional cost of \$5 along with black character shoes purchased separately through a dance apparel store like Showbiz, nude tights, and black "spanx" style undergarments. (See show choir information sheet for more detailed info.)

For MEN, the concert choir performance uniform will consist of the following:

- 1) Black tuxedo jacket, pants, white button down shirt, black bowtie, black cummerbund provided by the director for a rental fee of \$5.
- 2) All black dress shoes, slip on or laced, no boots, tennis shoes, sandals or flip-flops. Must be DRESS SHOES.

All students will purchase a choir t-shirt for \$10. It will be used for our informal performance around the community, field trips and other schools.

CHOIR DIRECTOR CONTACT INFO

Gina Matlock, director
gmatlock@putnamcityschools.org

Choir Office Phone (405)789-4350 ext. 2128

2019-2020 HANDBOOK CONSENT FORM

Handbook Consent: we, the undersigned have read and agree to all the policies and guidelines in this handbook. (Parents: especially note information regarding grading, make-up assignments, uniforms, and choir dues.)

Student's name (print): _____

Student's signature: _____ Date: _____

Parent's name (print): _____

Parent's signature: _____ Date: _____

Home phone: _____ Parent's cell: _____

Please list the address(es) where you would like to receive PCO Choir e-mails during the school year. An initial email will be sent to all included addresses before September 13th. If you do not receive this email, please let me know!

Parent email #1: _____

Parent email #2: _____

Student's email: _____

Emergency contact phone number: _____

CHOIR UNIFORM CONTRACT

This contract signifies that the undersigned, _____

(student's name)

and _____, agree to return any and all uniform pieces

(parent's name)

rented from the choir department freshly cleaned and in good condition no later than May 15th, 2020. If the uniform is damaged beyond reasonable repair, the undersigned agree to reimburse PCO Choir for the replacement cost. We understand that grades, transcript, and diploma, if applicable, will be held if we do not comply with the above.

Student's signature: _____ Date: _____

Parent's signature: _____ Date: _____

****Due Date: Friday, Aug. 31, 2019****

Please fill out BOTH sides

WEBSITE PERMISSION

The PCO choir program will have a website and information will be coming soon about this site. This website is a way of recognizing students' accomplishments, as well as a way to communicate what is happening in the choir program. The website is also linked to the PCO Choir Facebook page.

From time to time we may wish to publish student performances or photographs. However, PCO choir will not display a student's likeness without parental and student consent. No personal information about your child (such as last name, address, telephone number or e-mail address) will be published.

Please check one of the following:

___ **I grant permission for photos of my student to be published.**

___ **I do not grant permission for photos of my student to be published.**

Student's name (print): _____

Student's signature: _____ Date: _____

Parent's name (print): _____

Parent's signature: _____ Date: _____

Please fill out BOTH sides

Calendar 2019-2020

Aug.	19 th	School Begins Back to School Night
	30 th 30 th	Choir Permission and Agreement Forms due COCD A Deadline
Sept.	2 nd	Labor Day/No School
	5 th	PCHS Open House
	9 th -20 th	Blue & Gold
	16 th	Professional Day/No School
	17 th 28 th	OCDA & OMEA Deadline COCD A Auditions @ Edmond Memorial HS
Oct.	8 th	Fall Choir Concert @ 7pm
	14 th -15 th	Parent/Teacher Conference
	17 th -18 th	Fall Break
	29 th	COCD A Festival @ Southern Hills Baptist Church
Nov.	2 nd	OCDA & OMEA Auditions @ Enid HS
	16 th	OMEA 2 nd Round @ UCO
	19 th	OCDA 2 nd Round @ Rose State College
	25 th -29 th	Thanksgiving Break
Dec.	17 th	Christmas Choir Concert @ 7pm
	18 th	PCHS Musical Information Meeting @ 3:15pm
	19 th -20 th	Semester Exams
	23 rd -Jan.7 th	Christmas Break
Jan.	6 th	Professional Day/ No School
	7 th & 8 th	PCHS Musical Auditions
	9 th -11 th	OCDA JH All-State Festival
	16 th -18 th	OMEA All-State Convention & Festival
	20 th	No School
	22 nd 28 th	PCHS Musical Auditions Round 2 PC District Men's Festival

Feb.	12 th 14 th 22 nd	Duncan Show Choir Contest No School HS Solo & Ensemble Contest @ SNU
March	5 th -7 th 16 th -20 th 25 th 26 th	PCHS Musical Spring Break HS Area Festival Rehearsal Area Choral Festival @ 6:30pm
April	1 st 8 th 24 th	OSSAA State E Choir Contest OSSAA 6A State Choir Contest OSSAA State Solo & Ensemble Contest @ OBU
May	1 st -2 nd 4 th 13 th ? 15 th	PC District Arts Festival Spring Choir Concert Baccalaureate Senior Breakfast Graduation

****Required events for all choir members are those in bold and italics. Each choir student will also be required to attend state contest with his or her choir (either April 1st or April 8th). Conflict forms must be submitted at least two weeks in advance of any required activity. Please plan ahead!***

Other events may be required and those dates would be given ASAP. Additionally, many events are optional for individual singers.