

PUTNAM CITY
HIGH SCHOOL

CONCERT CHOIRS

2020-2021
HANDBOOK

Putnam City High School Choral Department

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gmatlock@putnamcityschools.org
405-789-4350 ext. 2129

For important updates, please be on your REMIND Group!

Subscribe to your REMIND Groups:

Mixed ONE Chorus:

Text @pcomixed1 to 81010

Treble Chorus:

Text @pcossa to 81010

Varsity Mixed (Jazz) Choir:

Text @pcovarsity to 81010

Piano Class:

Text @pcopiano to 81010

OkMEA All- State CHORUS:

Text @pcomea to 81010

******Standard Text Messaging Rates Apply******

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

Victor Hugo

REQUIRED MATERIALS –

1. Black binder **This year students will need to provide a black 3-ring binder once we meet together in person.**
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!

Once we return to face-to-face learning, donations of cleaning supplies and hand sanitizer will be greatly appreciated!

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:

Due to Covid19 several details and events have been changed for this year.

COCDA District Honor Choir

Covid19 will probably affect this

Music: \$7/JH \$10/HS

Audition fee: \$10.00

Participation fee

District Solo Contest: \$12.00

District Ensemble Contest:

2-4 Members: \$12.00 split

5-9 Members: \$27.00 split

10-12 Members: \$36.00 split

Not sure about this year yet

OMEA All-State Choir (10th-12th)

Audition fee: \$15.00

Auditions are virtual this year.

Info to come later

OCDA All-State Choir (9th)

Audition fee: \$15.00

Canceled this year due to Covid19

Other fees as needed:

Choir parties

Transportation costs

OSSAA membership

Uniforms/ Choir T-Shirts

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) Remind101- check your class period code.

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

(This may require adjustments during Virtual/Remote Learning)

I. DAILY CLASS PARTICIPATION GRADES - 50% (When face to face instruction resumes)

- 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 - 30%

Due to Covid-19, Performances and Rehearsals will be Virtual until further notice.

- 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 - 10%

- 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%

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

Again, all rehearsals and performances will be virtual during Remote/Virtual learning. The policies for a regular year are still listed so that you can be prepared for future involvement when we return to Face-to-Face learning.

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.

GENERAL EXPECTATIONS for ALL Choirs & Show Choir

Again, all rehearsals and performances will be virtual during Remote/Virtual learning. The policies for a regular year are still listed so that you can be prepared for future involvement when we return to Face-to-Face learning.

1. Be on time to all rehearsals and public performances.
2. Be a Responsible Choir Member
3. Be in your seat with your folder and pencil when the bell rings.
4. Dispose of gum and food before class begins
5. Be conscious of GOOD POSTURE at all times
6. Listen to your director at all times. Talking while the director is rehearsing or giving instructions is NEVER appropriate.
7. Be respectful of each other.
8. The use of ANY ELECTRONIC DEVICES is not allowed during rehearsals.
9. Maintain respect for the choir room and the equipment. This includes your music and folder. Please keep the room clean and pick up after yourself. The PIANO, stereo, speakers and music equipment are not toys. Do not use equipment without permission.
10. Remember, your actions and attitude reflect on you, your choir and your school.
11. Always ask before entering any of our peripheral rooms.
12. Place all belongings (including cell phones & purses!) in the back of the classroom on provided tables.

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.

UNIFORMS

This year, with our Covid19 Virtual/Remote learning, all choirs will wear our PCHS choir t-shirt for their performances. Shirts will be available for purchase (\$10). This is not a normal year, so adjustments are being made.

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.

OPPORTUNITIES FOR ALL CHOIR MEMBERS

Due to Covid19 many of these events may be canceled, but all will look very different this year.

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, 2020-2021 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

Hopefully we will be preparing for all of these again very soon.

Due to Covid 19 Virtual/Remote Learning, this form is now digital.
Please see instructions below:

2020-2021 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

(Does not apply during Virtual/Remote Learning year)

This contract signifies that the undersigned, _____
 (student's name)

and _____,
 (parent's name), agree to return any and all uniform pieces

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: _____

Please fill out BOTH sides
WEBSITE PERMISSION

Due to Covid 19 Virtual/Remote Learning, this form is now digital.
Please see instructions below:

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

ALL PCHS Choral students must complete the 2020-2021 PCHS Choral Contract. This will be your first assignment and will be due by noon Saturday, August 29.

To Access the PCHS Choir forms:

- 1.) Go to your student's choir Google Classroom***
- 2.) Find the 2020-2021 PCHS Choral Contract assignment, complete and submit the form.***

