

**GlenOak High School**  
**Choral Music Department**

**Choral Department Handbook**

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*“In Giving, We Receive”*

**Mr. Brian D. Kieffer & Ms. Mary T. Meese**  
*~ Directors ~*

**[www.gohschoir.org](http://www.gohschoir.org)**

*Dear Choral Department members and parents,*

Welcome to the 2019-2020 school year! We are all about to embark on what will be an interesting and exciting journey. We are so happy to have you as a member of the GlenOak Choral Music Department.

During this year, we will certainly all grow as musicians and individuals through the joy of singing. For those newcomers, you will soon realize the **PRIDE** that the “singing eagles” hold for their accomplishments. This feeling of self-worth and group unity is realized after a great deal of hard work and determination has been put forth.

It is from enthusiasm, the love of music and the quest for excellence that has helped make this department successful. **YOU** are now a part of something very special. **YOU** are important. **YOU** will be responsible for your choir’s achievements. **YOU** are the **GlenOak Choral Department**.

Please review the following handbook with your parents so all are aware of calendar commitments and expectations. This is going to be an incredible year. As always, remember...

*“In Giving, We Receive”*

~ Mr. Brian D. Kieffer & Ms. Mary T. Meese, Directors

**GlenOak High School**

# Choral Music Department

## Course Syllabus

### COURSE REQUIREMENTS

#### Grading Procedures

Students will receive one class credit for all the choirs which meet during the school day. Each nine week grading period, students will receive a grade.

Students will be graded in the following areas:

- **Rehearsal Expectations**...having & using music, having & using a pencil, not chewing gum, cell phone stored away, engaged and not disruptive, keeping hands to themselves, raising hand to participate, being on time to class and seated in their assigned seat, being cooperative, eyes & attention on the teacher or music when appropriate
- **Vocal Technique**...dropping the jaw, shaping lips, executes the movements as directed, correct singing posture, revises singing as instructed, participates by singing & clapping exercises, lifts the soft palate, makes use of head tone & chest tone, attempts blending & balancing as well as producing good tone quality
- **Attendance** at Tech Rehearsals, Dress Rehearsals and Performances
- **Written Assignments and Quizzes**

Specialized assignments will be graded in the following choirs:

#### 1. Chorale

- Concert Review (1 each semester)
  - *Attend one choral concert each semester. Include a **one page written review** of the concert along with the concert's program to receive full credit.*
- Due Dates...
  - Concert Review #1; by end of first semester
  - Concert Review #2; by end of third nine weeks

*\* Those reviews that are turned in late will receive 1 letter grade lower for each day late*

#### 2. Honors Chorale (Weighted grade = 4 is a 4.5)

- Solo & Ensemble Contest
- All-School Musical
- Additional Concert Review each semester (4 total for the year)

#### 3. Drifters & Notables Vocal Jazz Ensembles

- Solo assignments...(to be discussed in class)
- Listening Assignments; written analysis and/or oral presentation of jazz selections

#### EXTRA CREDIT:

Choir members may attend the concert or musical activity of their choice for \*extra credit

\* *The equivalent of one additional assignment grade*

**Acceptable concerts include:**

- School, community or professional musicals
- GlenOak Band Concerts
- Orchestra concerts (Canton Symphony, for example)
- Any recitals or concerts approved by Mr. Kieffer or Ms. Meese

\* *Students must submit a program from the concert signed by the director or attending faculty member to receive extra credit*

## **Attendance Expectations**

**1. Classroom:** regular and punctual attendance is expected

- \* *Secretary will take attendance at all rehearsals and performances*
- \* *Absent and tardy students must follow the school procedures (passes, late slips, etc.)*
- \* *Tardy students hierarchy of consequences:*
  - 1<sup>st</sup> tardy = WARNING*
  - 2<sup>nd</sup> tardy = CALL to PARENTS*
  - 3<sup>rd</sup> tardy = DETENTION*
  - 4<sup>th</sup> tardy = REFERRAL*
- \* *Unexcused absences will affect grade*

Above hierarchy of consequences also applies to classroom behavior, gum chewing, Cell phone usage, having food, drinks and/or drink containers in class, etc.

**2. Performances and Rehearsals:** attendance and participation in all scheduled choral rehearsals, sectionals and performances is ABSOLUTELY required

***Excused Absences*** are personal illness, death in the family or religious holidays

- \* Excuses listed above must be submitted in an email or written form from a parent *and* approved by the instructor
- \* Other conflicts with the given dates must be submitted in an email or written form from PARENT and approved by the instructor at least 3 weeks prior to absence  
***For example:*** *school related athletic practices and/or games, banquets, etc. student council activities, family vacations, etc.*
- \* **Submission of a parental note/email does not guarantee approval of the absence.** Approval of all submissions is at the directors' discretion.

(Attendance notes continued on next page...)

***Unexcused Absences*** will affect final grades

The following are examples of unexcused absences: lack of transportation, driver's ed, work conflicts, babysitting, birthdays, school/athletic activities not worked out with coaches and directors, etc.

- \* *Two unexcused absences from after school rehearsals or performances will greatly affect your assessment and “standing” in class (ie. we will discuss changing your schedule)*
- \* *To receive any credit for concerts, students are expected to be in attendance for the entire length of the concert and/or rehearsal (ie. “full attendance”)*

### **IMPORTANT Attendance Notes...**

- \* If a student is not in attendance for a **tech or dress rehearsal**, he/she will NOT be able to participate in the concert  
*...Students that have an **excused absence** from a tech/dress rehearsal will be permitted to make-up the rehearsal with an **alternate written assignment***  
*....Students that are **unexcused** from a tech/dress rehearsal will **NOT** be offered an alternate assignment*
  - \* If a student is not in “full attendance” at a concert or rehearsal for an **EXCUSED** reason, he/she will be permitted to make-up the assignment with an alternate written assignment
  - \* If a student is not in “full attendance” at a concert for an **UNEXCUSED** reason, he/she will NOT be permitted to make-up the grade with an alternate written assignment
- \*\* MAY SHOW**; students must attend all tech & dress rehearsals in order to be able to perform in the show They must also perform in all three (3) performances of May Show in order to receive full credit
- ...If a student misses one May Show for a **PRE-EXCUSED** reason (family, wedding, track meet, etc.), they are still able to perform in the other two shows.*
- ...If a student misses two or more May Show performances (even if considered **EXCUSED**), they will not be able to be in the other show.*
- ...Students **without 100% May Show** rehearsal and performance attendance (including excused and unexcused absences) will be in jeopardy of **not being able to participate** in May Show.*
- ...The above stated “Rehearsals” include one’s regularly scheduled class-time as well as those that are scheduled after school*
- ...A student who misses 3 or more rehearsals will not be able to participate in May Show performances, but will be given an alternate assignment **DEPENDING** on whether the absences were excused or unexcused.*

**Each and every circumstance with attendance will be considered and handled on an individual basis with the students, parents and administration**

*...Those students wishing to participate in **6th Grade Camp** must first speak to Mr. K or Ms. M before committing themselves. Participating in 6th Grade Camp without prior approval from Mr. K & Ms. M will result in your absences from May Show rehearsals while at 6th Grade Camp being considered unexcused and no make-up assignment will be given.*

**Those students who anticipate the above as a concern must seek out Mr. Kieffer or Ms. Meese in order to discuss May Show attendance policy and/or an alternate assignment**

## IF APPLICABLE TO THE INDIVIDUAL'S SITUATION.

### PERFORMANCE PRIVILEGE POLICY

We believe that it is an HONOR to be a member of the GOHS choral music department. Our concerts are not only opportunities for us to show parents and the community what we have learned, but also a reward for the work we have done in rehearsal. Thus, students must earn the PRIVILEGE to perform in our concerts.

Appropriate behavior, personal discipline, strong work ethic, and respect towards others are all traits we want students to possess while in high school and beyond. These attributes are essential to a successful musical ensemble. Students not displaying these traits will not earn the privilege to sing in a GOHS Choral Dept. concert.

#### “Three Strikes” Policy:

- *Students not displaying appropriate behaviors in class will be removed from the class and given written work for that particular day*
- *After the third time a student has been sent out of the class, they will lose the privilege of performing in the concert that the class is working toward.*
- *Students losing this privilege will need to complete a written assignment to earn their grade in lieu of the performance assessment*

### CELL PHONE POLICY

Cell phones are not allowed to be used at anytime during choir rehearsals (in class and after school) as well as at performances. Therefore students must adhere to the following procedure:

- *As students enter the classroom, cell phones are either **powered off and placed in the pockets provided (Cell Phone Hotel) OR powered off and stored in one's book bag or purse***
- *Phones must be powered off AND out of sight in pockets or book bag/purse by the time the bell rings*
- *Students not having put their phones away by the time the bell rings OR who get their phones out of their bags for any reason during class will be required to place their cell phone on the piano with the instructor for the remainder of the semester...and we will be written up in a referral to administration*

### FOOD AND DRINK POLICY

- There is to be NO FOOD (including gum, throat lozenges and hard candy) in the choir room during rehearsals.
- Other than BOTTLED WATER, there are to be NO DRINKS or DRINK CONTAINERS (including coffee, teas, specialty drinks, sports drinks, travel mugs/containers, etc.) in the choir room during rehearsals.

- *Students with food/drinks will be required to throw their food/drink items away. Drink containers/mugs will have to be stored IN book bag*
- *We will follow the same hierarchy for discipline as we would for tardy students (warning, phone call to parents, detention, referral to administration)*

## COMMUNICATIONS POLICY

### 1. Communication Tools

- **Director emails**...kiefferb@plainlocal.org or meesem@plainlocal.org
- **Choral Department Email List**...sign-up on September 23rd at VPA Reception
- **Vocal Patrons Association**.. tremarie67@yahoo.com (Teresa Shimko, President)
- **GOHS Web page**...www.gohschoir.org
- **Facebook**...GlenOak Choir...please request to join!
- **Twitter**...@choirglenoak...please follow!
- **Remind**... text 81010 the following according to choir
  - *Mixed A Day* @mixeddaya
  - *Mixed B Day* @mixeddayb
  - *Women's Chorus* @b2ka7cc
  - *Treble Chorus* @6d96g9
  - *Chorale* @9444g72
  - *Concert Choir* @f9a34e
  - *Notables* @cckg863
  - *Drifters* @drifters2
  - *Men's Chorus* @97637bd

### 2. Student/Parent Communication

- \* Students may receive a detention if classroom problems occur
- \* Parents may receive a phone call if classroom problems occur
- \* Students grades will suffer if standards & expectations are not met
- \* Parents, **PLEASE CALL OR E-MAIL US** if you have any questions or concerns about your child's standing in choir (kiefferb@plainlocal.org OR meesem@plainlocal.org)

### 3. Teacher/Student Communication

- \* Please either talk directly to Mr. Kieffer, Ms. Meese or to an officer if you have any questions or concerns
- \* Many misunderstandings can be avoided by direct communication

## CONCERT ATTIRE

All choirs are required to wear the following listed attire for our concerts. **If you do not follow the concert attire expectations and standards, you will either not be permitted to sing in the concert (and will not receive any assessment credit) OR you will be handed a robe to wear over your outfit.**

### Mixed Choir:

**Sopranos & Altos**...concert dresses (provided) & black flat dress shoes

- *Flat dress or ballet flat...no vans, boots or gym shoes*

**Tenors & Basses...** white long sleeve button up dress shirts, black ties (provided), black dress pants and black dress shoes

Treble Chorus: Robes with dresses or skirts (top of knee cap MINIMUM) nude hose and preferably black shoes

Concert Choir: Black robes and off-white stoles

**Sopranos & Altos...** dresses or skirts (top of knee cap MINIMUM), nude hose and black dress shoes

**Tenors & Basses...** shirts, ties, dress pants and black dress shoes

Women's Chorus: Robes with dresses or skirts (top of knee cap MINIMUM), nude hose & black shoes

Men's Chorus: Sport coats/suits, ties, dress pants and dress shoes

Drifters & Notables: Drifter & Notable attire

Chorale: Robes and stoles

**Sopranos & Altos...** dresses or skirts (top of knee MINIMUM), nude hose and black dress shoes

**Tenors & Basses...** shirts, ties, dress pants and black shoes

### **SOPRANO & ALTO CONCERT ATTIRE GUIDELINES:**

- *At least a capped-sleeve...no "one shoulder"*
- *No spaghetti straps unless wearing a shrug or light jacket*
- *No off-the-shoulder tops & no sleeve cut-outs*
- *Skirts AT the top of the knee cap MINIMUM, they can be longer*
- *No Uggs, no flip-flops, no stilettos, no tennis shoes, no boots...ankle booties are permitted*
- *No bare or midriffs showing*
- *No leggings or pants*
- *No cleavage showing & nothing too tight*

### **SUBSTITUTE TEACHER PROCEDURES**

A substitute teacher is a guest of our classroom. They are to be treated like (or better than) a guest in your home.

- *Choir officers and representatives assist substitute teacher in taking attendance, leading class, and setting the behavioral standard*
- *ABSOLUTE and UNQUESTIONABLE RESPECT is to be given to the teacher*  
\* *You are not in any position to judge the decisions or actions of the "sub"*
- *Any problems reported by teacher, principals, officers or classmates will be dealt with accordingly (detentions, suspensions, etc.)*
- *A generic lesson plan is on file for the substitute teacher; class should carry on as normal*

### **GUIDELINES & EXPECTATIONS**

*Students are expected...*

1. ...to respect themselves, others, the directors and the choral ensemble
2. ...to adhere to the student code of conduct at all choral activities



3. ...to be on time to class and ready to begin (*cell phones stored away; have music & be seated*)
4. ...to rid their mouths of gum, mints or candy before class begins
5. ...to NOT use cell phones or ear buds during class
6. ...to bring a pencil to class daily and use in assigned folders
  - \* *spot pencil and music checks will be taken (pass/fail grades given)*
7. ...to take care of personal matters before & after class time or rehearsals
  - \* *Phone calls for rides, conferences with teachers, restroom breaks, etc.*
  - \* *No passes will be given the first 10 minutes or last 10 minutes of class*
8. ...to sign-out and sign-in upon leaving/re-entering the classroom during rehearsals (restroom, responding to office calls, etc)
9. ...to give their complete effort and attention during class time
10. ...**to grow as people and individuals through the joy of singing**

## *The GlenOak Choir Family*

**Chorale & Honors Chorale  
Women's Chorus  
Concert Choir  
Treble Chorus  
Mixed Choir A Day**

**Mixed Choir B Day**

**“Drifters”**

*...vocal jazz ensemble (by audition only)*

**“Notables”**

*...Freshmen and Sophomore vocal jazz ensemble (by audition only)*

**Men’s Chorus**

*Any guys grades 9-12*

*(Thursdays and Fridays, 2:30 – 3:45 pm)*

**CHOIR OFFICERS**

All choral groups at GlenOak High School will either elect or be assigned officers to represent their choirs, organize social activities, lead public relations and aid the instructor in any way needed.

- |                   |  |
|-------------------|--|
| 1. President      | 4. Secretary   |
| 2. Vice President | 5. Librarian/Historian   |
| 3. Treasurer      | 6. Student Director -- Drifters, Notables, and Men’s Chorus, Treble Chorus |

**CHOIR FEES**

Instructional Fee.....\$10.00  
*- Pays for dry cleaning of robe(s)) and a choir folder*

MAY SHOW Fees .....Exact amount to be determined in April  
*- Fees range from \$5.00 - \$30.00; depending on which choir(s) a student is involved*  
*- If a student is in more than one choir, they will be responsible for the fee for each of the choirs in which he/she is involved*  
*- Fees go to off-set production costs (backdrops, for example) as well as to pay for a percentage of one’s costume (if required), a costume piece or prop*

*Please complete the following form, detach from the handbook and return to Mr. Kieffer or Ms. Meese **by Friday, September 27th, 2019.***

Name of Choir (s) \_\_\_\_\_

This certifies that my son/daughter, (print legibly) \_\_\_\_\_, and I have read and understand the contents of the 2019- 2020 Choral Department Handbook.

Parent Signature \_\_\_\_\_

Print Parent Name \_\_\_\_\_

Parent Email \_\_\_\_\_

Date \_\_\_\_\_, 2019