Shawnee High School Choir Handbook



2019-2020

**Participating Choirs**

Mixed Chorus

Advanced Women’s Chorus

Ensemble/Show Choir

Freshman Girl’s Chorale

 While a member of a High School Choir at Shawnee, you will learn correct vocal

production emphasizing proper breath support, quality choral tone, and acceptable vowel

production. Vocal literature of various musical time periods and genres will be explored.

Performance opportunities as a group will be required. Individuals may opt to perform on an

individual basis and / or in small groups.

**Performance Requirements**

Attendance at schedule events is NOT OPTIONAL. Missing a performance for any avoidable reason may result in removal from the performing ensemble and class, including loss of credit. An avoidable absence may be defined as any absence not excused by the director **at least 2 weeks prior to the event.** Ineligibles will be considered an avoidable absence. A calendar of events and performance attendance exemption request form has been provided in this handbook. Exemptions will only be considered, **not guaranteed**, if they are a school activity.

**Choir Uniforms**

Members of all choirs are required to have uniforms. Soprano and Alto voices will wear dresses. Tenor and Bass voices will wear Tuxedos. Each new choir student is required to either pay $100 or fundraise the money during the first fundraiser August 27th. **All uniforms purchased through fundraising will be considered the property of the Shawnee Choir Program.** The $100 will purchase the uniform and the choir t-shirt. Please keep in mind that this will be a one-time fee for your child as the uniforms will get them through their time here at Shawnee High. Returning students will be required to purchase the new choir t-shirt.

**Grading Procedures**

Grades for the class are earned based on the following criteria:

 Class Participation/Attendence 25%

 \*Performances 40%

 Written Assignments 15%

 Tests 20%

\*In the event a performance is missed, a student must do a written assignment assigned by Mr. Lee. This must be completed no later than 3 school days after the concert/contest or, in case of illness, after the student returns to school. A grade of 75% is the highest possible grade that can be given. If the student chooses not to make up the missed performance a 0 will be given as a performance grade.

**Class Expectations**

* **Attendance**- Make it a priority to be present for every rehearsal. It is impossible for you to make up all the instruction that I give the day you missed.
* **Be on time**- You are to have binder in hand and in your seat when the tardy bell rings. If you are not in your chair when the bell rings, a tardy will be given.
* **Participation**- being on your phone or talking while I’m talking or while we are rehearsing is not participating!
* **No cell phones during rehearsal**! This is your only warning. If I see it, I will take it or you will hand deliver it to your principal.
* **Have YOUR music and pencil at rehearsal each day.**
* **No gum or food in class**--- bottled water is acceptable.
* **Always allow the teacher to teach and others to learn.** If I’m talking you should not be talking.
* **If it’s not yours, don’t touch it.**
* **Have a positive attitude.**
* **Rehearsal is dismissed by the director, not the bell!** If you waste my time by me having to ask the class to be quiet, I have the right to take time away from you, therefore making you late to your next class.

**Code of Conduct**

As a member of Shawnee Choirs, you are held to a high standard and should always represent yourself and this program in a positive way during and after school hours. Any student that does not represent Shawnee Choirs in a positive way will be dismissed from the program.

**Drug Testing**

 As a participant of any extra-curricular activity at Shawnee High School, students are

subject to random drug testing throughout the year. More information on this can be found in

the Shawnee High School student handbook.

**Eligibility**

A student must attend classes 90% of the time for the semester to be eligible to participate. The contestant must have maintained, up to the end of the week preceding that in which the contest or events occurs, a passing grade in the same amount of work as other classmates. Students who participate in Extra-Curricular events will have

their eligibility checked weekly.

**Materials** (need to be purchased by Monday, Aug 26th)

-Black 3 ring 1inch binder **without clear sleeve on the front**.

-Paper

-Pencil

**Fund Raising**

Fund raising is necessary for us to accomplish our goals for this year. These monies are

often used to defray the cost of events, or expenses for the students. Each student will be

expected to do their part in making any fund raising event a success so that all may reap the

benefits. Due to budget cuts, many choirs around the state have had to start charging each

choir member $100-$500 on top of fundraising to fund the year. Shawnee will continue to

avoid this as long as we continue to fundraise successfully.

**Website**

Below is the choir website. On this site, you will find the schedule, handbook, performance exemption forms, etc. for the year.

**http://shawneechoirs.yolasite.com/**

For regular updates on upcoming events, join one of the following:

-Facebook: **Shawnee Choirs** -Twitter: **@Shawnee\_Choirs**

-Parents ONLY: **text @2b2g3g to the number 81010**

Both student and their parent/guardian need to read this handbook. After reading it

please fill out the information on the last page. Your first assignment is to have this form

signed and returned to me by Monday, August 26, 2019. It is worth 100 points. Please do

not receive a zero. If you have any questions, please feel free to email me. I am excited about

the opportunity to work with you this year!

Justin Lee

Director of Choral Music

juslee@shawnee.k12.ok.us

405-275-3084 Ext. 1422

I,(students Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the syllabus and will meet all the above requirements to the best of my ability. As a member of the Shawnee High School Choir, I understand that attendance at ALL performances is required of all students as a condition of membership in the organization.

Students name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you be willing to chaperone a trip?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Parent/Guardian email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SHAWNEE PUBLIC SCHOOLS**

**Authorization for Emergency Care**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(Guardian) Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone\_\_\_\_\_\_\_\_\_\_\_\_

When parent can’t be reached, notify:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Doctor’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Hospital\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is student covered by Health Insurance? YES NO

Is pre-certification required for emergency care? YES NO

Name of Policy Holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Insurance Co.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy/Membership #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Co. Phone Number for Pre-certification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any medications you may be taking regularly:

Medication Dosage Frequency

1.

2.

3.

KNOWN ALLERGIES OR OTHER VITAL INFORMATION:

\_\_\_\_\_\_\_\_\_I GIVE CONSENT FOR THE SPONSOR TO USE THEIR BEST JUDGMENT IN SECURING MEDICAL AID AND AMBULANCE SERVICE IN CASE RESPONSIBLE PARTIES CANNOT BE CONTACTED.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT SIGNATURE DATE

**SHAWNEE PUBLIC SCHOOLS**

**Travel Permission Form**

As the parent or legal guardian of the student mentioned below, I give my permission for him/her to travel with the Shawnee Choir Program during the 2018-19 school year. It is understood that all rules and regulations of the school and organization must be adhered to at all times. Serious or repeated violations of such rules will result in the immediate and/or permanent loss of traveling privileges.

Student Name(print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERFORMANCE ATTENDANCE EXEMPTION

REQUEST FOR EXCUSED ABSENCE

 SHAWNEE HIGH SCHOOL CHOIR

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity in Question\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are requesting that the student(s) listed above be excused from the above activity on the date requested due to the following circumstances:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Example**

**These forms can be found in the choir**

**room or @ http://shawneechoirs.yolasite.com/**

We understand that this form must be turned in at least two weeks prior to the date in question in order for an absence from any activity listed on choir calendar to be excused.

I understand that requests do not guarantee approval and also understand that requests will only be considered and granted for major or one time only conflicts that cannot be scheduled at another time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received by Mr. Lee

To be returned to the student after application for exemption is received and considered by Mr. Lee

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your request for an exemption has been received and based upon the information you provided your request has been:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_not approved

Your request was not approved because of one or more of the following reasons:

\_\_\_\_\_\_\_\_\_\_\_\_\_it was not made at least two weeks prior to the date in question.

\_\_\_\_\_\_\_\_\_\_\_\_\_it didn’t meet the criteria described above. Below is an explanation: