SMS Choir Handbook

2017-2018

Mrs. Lee

Welcome to choir, the BEST group at SMS! I am very excited to begin another year with you as your choir teacher. The purpose of this class is for you to learn how to sing properly, basic musicianship techniques, and how to perform a variety of musical styles within a group. Additional performance and audition opportunities are available to those who are interested.

Classroom Expectations

1. Be prepared and on time.
2. Respect others and yourself.
3. Stay in your seat.
4. Do not touch instruments unless you are told to.
5. Absolutely NO food, gum, or drinks in the choir room.

Consequences for choosing to not meet Expectations

1. Verbal warning
2. Stay after class
3. Morning Detention
4. Phone call home and another detention
5. Parent/Student meeting with Mrs. Lee
6. Referral to the principal’s office

Each one of you is more than capable of exceeding my expectations. Please don’t choose to disappoint me.

Additional Classroom Policies

1. School-wide Tardy Policy:

* 3-4 tardies= Breakfast Detention
* 5th Tardy= Referral
* Beyond= Referral/Tickets

2. School-wide cell phone policy:

 - Cell phones will not be used in class.

SMS Cell Phone Policy:

1st Offense- Warning

2nd Offense- Phone is turned into the office; student may pick up at the end of the day.

3rd Offense- Phone is turned into the office; student may pick up at the end of the week.

4th Offense- Phone is turned into the office; parent must pick up phone.

5th Offense- Office Referral, meet with Principal.

Grades

1. Performances/Concerts- 50%
2. Singing Test 5%
3. Daily Rehearsal Participation- 45%

Total: 100%

90-100% = A

80- 89% = B

70- 79% = C

60- 69% = D

Below 60% = F

Materials

* Pencil: must have daily
* Choir Folder with music
	+ I will provide folders and music
	+ \*\*\**Students will be responsible for paying for lost or damaged folders and/or music*

CONCERT INFO

CONCERT DATES: (may be subject to change)

 October 12th, 2017------ CHOIR FUNDRASIER DINNER/CONCERT, 5:30 pm HS PAAC

 December 5th, 2017------------7:00 pm, HS PAAC

 February 12th, 2018---------7:00 pm, HS PAAC

 May 11th, 2018-----------7:00 pm, HS PAAC

 **\*\*\***All students are required to be at the concert. Students will not be allowed to make up a missed concert unless they fill out an Exemption Form. Exemption Forms must be submitted to Mrs. Lee 2 weeks in advance. Exemption forms can be found in the front of the classroom and online. An example is given on the next page. A parent/guardian must contact Mrs. Lee if there is an emergency or sudden illness.

 Make Up: Students who are allowed to make up a missed concert grade will be given a written essay. Failure to complete the essay will result in a zero.

Concert Attire/Uniforms

6th Grade- Dress to Impress: slacks, dresses/skirts, ties, etc.

No hoodies, jeans with holes, hats, or violation of the SMS Dress Code

7th/8th Grade- \*NEW: 7th and 8th grade choir students will compete at contest this year and must have an appropriate uniform according to OSSAA regulations. I have many students who are in band and choir, and so our uniform will be as following:

White Shirt

Solid Black Pants/Skirts and Shoes

\*Do not violate SMS Dress Code

PERFORMANCE ATTENDANCE EXEMPTION

REQUEST FOR EXCUSED ABSENCE

 SHAWNEE MIDDLE 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:

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

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.

**EXAMPLE**

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 Mrs. Lee

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

Fundraiser

Your student is expected to contribute to fundraising. We accept donations as well. With the budgeting crisis that has impacted our schools, it is very important that we fundraise in order to improve our program.

 Catalogue Fundraisers: September and February

 Spaghetti Dinner: October 12th

 Additional Performance Fundraisers TBA

Relay for Life

 SPS choirs will participate as a team for Shawnee’s Relay for Life in the Spring. More information will be available as the event approaches. *We are accepting donations from now until the event!* Students who are interested in raising $100 for Relay for Life this year and being a team member who receives a T-Shirt for meeting that goal can go to relayforlife.org and register to be a part of the team “Shawnee Choirs”, team leader “Melissa Lee”.

T-Shirts

Choir T-Shirts will be available for purchase once the design is finalized and priced. You can expect an order form soon.

Choir Contests

Students are encouraged to audition for All-District and All-State choir, but auditioning is not required. These are honor choirs that students from all over the state of Oklahoma audition to be a part of.

1. All-District (6th-8th Grades): The cost to audition is $10, and auditions will be

October 2nd at Rose State College. If students make this choir, the festival will be in Guthrie, OK in November.

1. All-State (7th and 8th Grade Only): The cost to audition is $25, and students audition in 2 rounds. Round 1 is Saturday, October 28th in McAlister, OK. Students who make it to Round 2 will audition Tuesday, November 14th at Rose State College. The festival will be held in January in OKC.
2. Solo and Ensemble (7th and 8th Graders only): Singers can volunteer to prepare a solo or ensemble for ratings at District Contest, February 21st, 2017. The audition cost for a solo is $10. Ensemble costs depend upon the number participating.
3. Little Dixie Group Contest: (7th and 8th Grade Only)

This contest is held at ECU in Ada. Each choir will prepare two songs and perform them on stage for judges to receive a rating. Shawnee High School choirs also participate at Little Dixie, so we will go together.

\*\*\*Little Dixie Performance Attire: Choir Uniform-

Black bottoms, White top

1. District Choir Contest: (8th Grade Only)

For the first time, the 8th grade choir will participate in large group district contest. The contest will be February 20th at ECU, Ada. We will perform two pieces for judges as well as sight read to receive ratings.

Additional Opportunity:

This year I will be taking 7th and 8th grade boys to the OU Men’s Choral Workshop December 8th in Norman. I will send home more information as the date approaches.

Chaperones

I always need parent volunteers to go on trips with us. If you are willing and able to attend any of the dates above, please fill out the Chaperone Interest Form and return to me.

Both students and parents/guardians must read this handbook and return the attached information sheet by that quarter’s due date for their first participation grade. I am looking forward to a year of excellence in our choir program. If you have any questions or concerns please contact me any time!

Melissa Lee

Choir Director

Shawnee Middle School

405- 273-0403

Mellee@shawnee.k12.ok.us

**\*\*Students who are in choir after Q1 do NOT have to re-submit this form.**

***Due Dates: Q1- Thursday, August 18th***

***Q2- Wednesday, October 19th***

***Q3- Friday, January 6th***

***Q4- Friday, March 24th***

**Choir Member Information Sheet 2016-2017**

Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_ Birthday\_\_\_/\_\_\_\_/\_\_\_\_\_

How you would like your name to appear in the program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home/Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent/Guardian (Please print) Daytime/Work Phone

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

Parent Email Address Alternate Phone/Email

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

Name of Parent/Guardian (Please print) Daytime/Work Phone

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

Parent Email Address Alternate Phone/Email

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

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

Please describe your past choral experience (community choirs, honors choirs, etc.):

Have you ever taken private voice lessons? If yes, then: With whom? When? For how long?

Do you play the piano or had lessons? \_\_\_\_\_ If yes, then: With whom? When? For how long?

Please list any instruments you play and how long you’ve been playing each.

Are you involved in any other musical organizations outside of middle school choir?

What other activities within Shawnee and/or outside Shawnee are you involved with (Clubs, Sports, Extras, etc.)?

Why did you choose to take this class?

What do you hope to learn in this class this year?

What type of /artists do you like?

What are your musical goals for this school year?

What are your non-musical goals for this school year?

If Mrs. Lee can do one thing to make this quarter a good experience, what would it be?

Do you plan on auditioning for the musical?

What else would you like Mrs. Lee to know about you?

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

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 2017-18 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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

**Chaperone Interest Form**

**Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Information:**

**Phone: Email:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event(s) you are willing/able to chaperone:**

**\_\_\_\_ ECOCDA All-District Auditions, Oct. 2nd**

**\_\_\_\_ Little Dixie Contest (7th/8th), Oct. 25th**

**\_\_\_\_ OCDA Round 1 Auditions (7th and 8th), Oct. 28th**

**\_\_\_\_ OSSAA All-District Contest (8th), Feb. 20th**

**\*\*I MUST have chaperones for ECOCDA and OCDA auditions because I am unable to travel with the students since I have to work the auditions.**

**Choir T-Shirts**

All students should purchase a choir T-shirt to support their program. 8th grade students will wear their shirts when they perform at Little Dixie Contest in October. We will also wear our T-shirts to the October Fundraiser Dinner Concert and the Q3 concert.

Cost: Please include cash or check payment with this form. (**Checks payable to SMS Choir)**

Adult Sizes S-XL: $7.50

Adults Sizes 2X and above: $10.50

Payment Due Dates by Quarter:

**Q1- Thursday, August 18th**

**Q2- Wednesday, October 19th**

**Q3- Friday, January 6th**

**Q4- Friday, March 24th**

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

Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

T-Shirt Size: (Please Circle One)

S M L XL 2X 3X