

Mrs. Mindy Forehand
Vocal Music Handbook
School Phone #: 770-288-3222
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Schedule:
1st Period- Intermediate Women
2nd Period- Planning
3rd Period- Music Theater
4th Period- Advanced Women
5th Period- Chamber Singers
6th Period- AP Music Theory
7th Period- Beginning Women

I would like to take this opportunity to welcome both students and parents to the Ola High School Department of Choral Music for the 2021-22 school year. For us to begin in the right direction, the following guidelines need to be adhered to. I'm leaving in all classroom guidelines in hopes of returning to the classroom!

Classroom Procedures

- a. Students are expected to enter the classroom quickly and orderly. Only your choir materials are allowed at your seat. Get all materials for class before the bell rings. All cell phones go in assigned slots. Tardies will not be tolerated. You must have a kiosk pass to get in the room.
- b. Remain seated during class unless instructed otherwise. Raise your hand if you wish to be recognized for anything.
- c. Students are not allowed to touch or play with the pianos/keyboards/other equipment, or markers/marker board without the teacher's permission.
- d. Students should wait to be dismissed by the teacher. The bell does not dismiss you.
 - i. Additionally, ALWAYS be accountable. Do not walk out of this room without permission. Do not come to this room without permission from other teachers. Be smart. **You will be immediately written up, get ISS, and parents called.**
 - ii. Students must have a fine arts pass to come to the fine arts hall outside of their assigned class time.

II. Class Expectations (Take Responsibility, Have Respect, Show Leadership)

- a. Respect others
 - i. Swearing at students, **saying shut up**, or any disrespectful behavior will not be tolerated.
 - ii. This is a class participation type of class. You came here to be a part of something bigger. If you do not wish to participate for any personal issues/reasons, you must give me notification before class starts.
- b. Respect our room and our stuff:
 - i. No feet on chairs. Sit on only 1 chair at a time
 - ii. Clean up trash and put away all materials in cubby
 - iii. If it is not yours, do not touch it without permission
- c. **Respect all concert venues**
- d. No personal grooming during class time.
- e. No blankets or headphones.
- f. No foods, drink, gum, **food**, or straws allowed in the choir room. (Except bottled water)
- g. Don't spray anything in the chorus room. EVER.
- h. **I expect ALL my students to be responsible and respectful at all times outside of choir!**

III. Conduct Procedures

- a. Classroom Rules- Students that break classroom rules will be required to stay for MY detention. Detention will be after school, and the student and I will work out which day they must stay. Detention lasts exactly 30 minutes. If you ride the bus, you will have to make alternate arrangements. No exceptions.
 - i. Absolutely no talking when Mrs. Forehand is working.
 - 1. This will be most obvious when Mrs. Forehand steps on the podium or sits behind the piano. Those are instant cues)
 - ii. No cell phones in the choir room at ANY time.
 - iii. On a rehearsal cut-off, all singing stops instantly.
 - iv. Always have a pencil in your hand during rehearsal.
 - v. Stay in your seat at all times unless given permission to get up.
- b. School rules and policies will be adhered to. Anyone that breaks school rules will immediately get a step.
- c. Excessive bad behavior will result in your removal from the choir.

IV. Grading Procedures

- a. In addition to cheating, any “testing irregularity” such as unnecessary talking, gestures, or movements around the classroom will result in a grade of “F” on the test or quiz and your conduct grade will be lowered.
- b. Bell ringers will often be given at the beginning of class via Kahoot.it. This online assessment will be accessed through students’ chromebooks. If a student does not have a chromebook, they will still be able to finish the assignment on paper. These quizzes will be worth 10 points each. All material will have been taught in previous classes. All quizzes start 1 minute after the bell rings.
- c. We will be using Google Classroom to submit part checks and rehearsal videos. These assignments are worth 100 points each.
- d. Students are required to stay for assigned post-concert cleanups. Role will be taken at the end of every event.
- e. The following grading scale will be used:
 - i. 90-100 A
 - ii. 80-89 B
 - iii. 75-79 C
 - iv. 70-74 D
 - v. 0-69 F

V. Choir Fees

NOTE: All deposits will be made on the 5th and 20th of every month

- a. **TYPICALLY:** Each member of the choral program is required to pay a \$60 fee, **due by Wednesday, August 18th**. This money will be used for various resources such as, but not limited to: Ola Over Broadway T-Shirts, purchasing music/supplies, festival fees, transportation, performance materials (costumes, props, recordings, etc.), accompanists for dress rehearsals/performances, Large Group Performance Evaluation Fees, etc.

VI. Uniforms

- a. Please do not wear colognes or perfumes. Many students and your director are allergic to strong scents.
- b. For solo auditions and solo festivals, you are to dress nicely. (No jeans, low-cut shirts, short skirts, PJs, etc.)
- c. Formal Large Ensemble performances **Money for uniforms is due by Monday, August 30th.**
 - i. Uniform Dress: Ordered through the choir.
 1. Close-toe black shoes (heels are not required). If we wear necklaces or earrings, everyone will be uniform. Everyone may wear one ring on each hand. No bracelets. All hair pulled back. Please wear proper undergarments.
Dresses are \$75
 - ii. Uniform Tuxedo: Ordered through the choir or any vendor you may choose.
 1. Black slacks, long-sleeved collared button up white shirt, black shoes, black socks, bowtie, and cummerbund. No necklaces or earrings are to be worn. You may wear a watch and one ring on each finger. **Tuxedos are \$125**
- d. Semi-Formal Large Ensemble performances
 - i. All Black or Black and White
 - ii. Ola Over Broadway T-Shirts
 - iii. Depending on the type of performance, jeans or black slacks may be required.
 - iv. Shoes are dependent on type of pants
- e. **Costumes for Ola Over Broadway** that will need to be provided by students:
 - i. "A Musical" from Something Rotten: ANY costume (even from another number in the show)
 - ii. "One Normal Night" from The Addams Family: You are playing the dead ancestor. You dress like you're dead.
 - iii. "Steal Your Rock'n'Roll" from Memphis: 1950's Clothes

RECEIPTS WILL BE STAPLED TO THE HALLWAY BULLETIN BOARD

***Please note: you may pay for all choir "stuff" in any of the following ways:

1. Cash/money order
2. Check written to OHS Chorus Booster Club
3. PayPal using my work email: mindy.forehand@henry.k12.ga.us

VII. Performance Requirements

- a. In order to perform, students are expected to be able to sing and memorize all concert music.
- b. All school rules as stated in the Student Handbook are in effect at any meeting or performance for the choir. The breaking of school rules and/or choir policy will result in disciplinary actions by the choir director and/or school administration.
- c. Students are expected to comply with the regulations concerning rehearsal attendance. An overall GPA of 2.0 and above is required. Grades will be checked at the end of each grading period prior to a performance, and teachers will be given a list of students participating to check grades during the semester. Anyone not meeting these requirements or is failing 2 or more classes will not be allowed to leave school for any performances. This also applies to students who have been suspended 2 times or more since the start to the school year. **NO EXCEPTIONS!**
 - i. **NOTE: Attached is a permission form an emergency contact sheet for ALL chorus related events for the YEAR. You will be emailed any time we are planning on leaving the school for any reason.**

- d. Students are encouraged to audition for All-State and Honor choir and participate in any extra performances/events. (District Honor Choir, Spivey Hall Honor Choir, Literary, etc)
- e. For any after school events, I will end all events on time based on the calendar given to all students and parents and posted online. All students must be picked up in a timely manner. It is the students' responsibility to make transportation arrangements.

VIII. Make-Up Work (THIS IS FOR CONCERTS AND REHEARSALS)

- a. The Make-up assignment is located on my Ola High School teacher website.
- b. Make-up work is your responsibility. Arrangements should be made on the day you return to school following your absence.
- c. Do not ask me what you missed during class time. Please see me before or after school. If this is a problem, inform me as soon as you return.
- d. Please remember that when you are absent, it affects the entire group.

IX. Rehearsals and Performances

- a. **Any adult that is there to help during rehearsals and concerts WILL receive your respect.** These people are here to help YOU be successful. Anything they instruct you to do is directly from ME. You will respect them AND their families.
- b. Except in an emergency, excuses will be accepted only if the director is notified in advance of the absence from a performance or after-school rehearsal. This includes doctor's excuses.
- c. Those students who wish to hold an after-school job must schedule their work around choir events if in performing choirs.
- d. Students who wish to play sports and be a part of the performing choir must split practice time equally when practical.
- e. Students will be penalized for unexcused absences and tardiness to after-school rehearsals and performances.
- f. If you are sick and miss a dress rehearsal or concert, and doctor's note is required to receive makeup work.
- g. **Dress/Tech rehearsals are mandatory to perform in the performances.**
- h. Students that do not participate in performing choir will be required to complete alternate assignments. Students that choose not to perform will be recommended for dismissal from the Choral Music Program.
- i. Students that do not meet the requirements for the performance or do not have the choir's best intentions will not be allowed to perform. You will be required to complete alternate assignments. Performing is a privilege, not a right.
- j. If you are interested in auditioning for the Chamber Singers or Advanced Women for the 2022-23 school year, you will NOT be accepted into the ensemble if you receive ANY Suspensions or Expulsions. This includes ISS.

X. Booster Club/Fundraising

NOTE: Parent involvement is VITAL to this program. We do a lot!!! This will only continue if parent involvement increases this year. I cannot and will not do everything.

- a. All parents are encouraged to be involved with the OHS Chorus Booster Club.
- b. All parents will receive the minutes for each meeting via email. All students will receive a sign-off of the minutes to be signed by you and returned.
- c. Any fundraisers during the year will be mandatory for all students unless otherwise informed.

ACKNOWLEDGEMENT
DUE FRIDAY:
Wednesday, August 18th, 2021 with \$60 Chorus Fee

I have read and understand the contents of the guidelines for the Department of Choral Music, which have been given to me for the 2021-2022 school year. I take responsibility for the information contained therein and the consequences for failure to comply. This will also serve as the permission slip for all choir field trips, including, but not limited to LGPE, trips to the Fox, trips to the Performing Arts Centers. (Please sign accordingly)

Student Signature: _____

Date Signed: _____

Parent Signature: _____

Date Signed: _____