

Miss Mindy Martin

Vocal Music Handbook

School Phone #: 770-288-3222

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Schedule:

1st Period- Piano

2nd Period- Piano

3rd Period- Concert Choir

4th Period- Planning

5th Period- Chamber Singers

6th Period- Advanced Women

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 2016-17 school year. In order for us to begin in the right direction, the following guidelines need to be adhered to. Students should keep this document in their choir binder, and an additional copy will be sent home.

I. 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. Sorry, no catching Pokemon in class. Tardies will not be tolerated.
- 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 remain focused and on their best behavior during rehearsals. Students should move through transitions smoothly and silently. A quality choir needs every minute of rehearsal time it can get.
- e. 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.
- f. Please take care of all bathroom needs before class.
- g. Tardies are unacceptable.

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
 - iii. Put away all materials in cubby
 - iv. If it is not yours, do not touch it without permission
- c. **Respect all concert venues**
- d. Follow directions the first time they are given.
- e. No personal grooming during class time.
- f. No blankets.
- g. No foods, drink, gum, or straws allowed in the choir room. (Except bottled water)
- h. **I expect ALL my students to be responsible and respectful at all times outside of choir!**

III. Conduct Procedures

- a. After 2 warnings, you will be written up, and I will call your parents.
 - i. Write ups will be handled according to school policy.
- b. 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’ smart phones. If a student does not have a smart phone, 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. 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. If students are still at the venue 15 minutes after the ending of rehearsals or performances, 5 points will be deducted from the performance grade and 0.5 points for every minute after that. It is the students’ responsibility to make transportation arrangements.
- d. Students will be given a separate grade for participation in any/all post-concert cleanups. Role will be taken at the end of every event.
- e. NEW: All students are required to attend one other choral performance per semester: high school, collegiate, professional. Choral concerts or musicals.
- f. Points for assessments:
 - i. Performances/Group Assessments 200 points
 - ii. Written/oral tests and small writing assignments 100 points
 - iii. Concert Clean Up 50 points
 - iv. Daily Kahoots 10 points (50/week)
- g. The following grading scale will be used:
 - i. 90-100 A
 - ii. 80-89 B
 - iii. 70-79 C
 - iv. 0-69 F
- h. EXTRA CREDIT: Email recordings of at home practicing to me or practice in the classroom with me there to observe before school, at lunch, or after school.

V. Necessary Supplies

- a. 1 Black 3-ring binder ½ inch or 1 inch in GOOD condition
- b. Loose Leaf Paper
- c. 1 pencil (these are to be in your folder at all times)
- d. Each member of the choral program is required to pay a \$50 fee. **\$25 will be due by Wednesday, August 31st. \$25 will be due by Tuesday, January 31st.** You are welcome to pay the full amount by the first payment date. This money will be used for various resources such as, but not limited to: choir polos, Ola Over Broadway T-Shirts, purchasing music/supplies, festival fees, transportation, performance materials (costumes, props, recordings, etc.), and accompanists for dress rehearsals/performances. If you are unable to pay the fee, please see me as soon as possible.

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 uniform is due by August 31st.**
 - i. Ladies will purchase a long, black uniform dress through the choir. You are to wear 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. Men are required to purchase or rent their own tuxedos: black slacks, long-sleeved collared button up white shirt, black shoes, black socks, bowtie, and cumberbund. 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. Choir Polos
 - ii. Depending on the type of performance, jeans, khakis, or slacks may be required.
 - iii. Shoes are dependent on type of pants
- e. Costumes for Ola Over Broadway that will need to be provided by students:
 - i. All: Grease- 1950's outfits (Poodle Skirts, capris, leather jackets, greasers, pink ladies, etc.)

***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.martin@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 if required.
- 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!**
- d. Students are encouraged to audition for All-State and Honor choir and participate in any extra performances or events.

VIII. Make-Up Work

- a. Make-up work is your responsibility. Arrangements should be made on the day you return to school following your absence. (Remember that there is at least a bell ringer to be made up)
- b. 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.
- c. Please remember that when you are absent, it affects the entire group.

IX. Rehearsals and Performances

- a. All members of the choir must realize the importance of each rehearsal and performance.
- b. Texting/Calling Ms. Martin's Cell:
 - i. School related ONLY
 - ii. No contacting after 6pm
 - iii. Does not help to text me to tell me you are running late
 - iv. Always do the following first: Check handbook, check emails, check calendars, read the board, ask an officer, ask another choir member. 99.9% of the time, you already have the information.
- c. Except in an emergency situation, 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.
- d. Those students who wish to hold an after school job must schedule their work around choir events if in performing choirs.
- e. Students who wish to play sports and be a part of the performing choir must split practice time equally when practical.
- f. Students will be penalized for unexcused absences and tardiness to after-school rehearsals and performances.
- g. If you are sick and miss a dress rehearsal or concert, and doctor's note is required to receive makeup work.
- h. Dress rehearsals are mandatory to perform in the performances.**
- i. 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.
- j. 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.

X. Booster Club/Fundraising

- 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.
- d. Sing-o-grams will be in December. Students will sign up for shifts.
- e. Ticket sales and sponsorships for Ola Over Broadway. Dates are: January 11th and 12th, 2016.

XI. Honors and Awards

- a. Solos for concerts will only be rewarded to the students that I think can handle the demands of the selection AND show hard work and dedication.
- b. Awards will be given at the final concert.

***My teacher webpage on the Ola High School website has the syllabus, calendar, travel info, rehearsal music, etc.

Choir:

**It's not about having fun. It's about hard work, high expectations, and pride of accomplishment through teamwork. That said, there's no more fun than hard work.
Choir is fun because it is hard work.**

ACKNOWLEDGEMENT
DUE FRIDAY, AUGUST 14th, 2015

I have read and understand the contents of the guidelines for the Department of Choral Music, which have been given to me for the 2016-17 school year. I take responsibility for the information contained therein and the consequences for failure to comply. (Please sign accordingly)

Student OR Parent Signature: _____