

Plano Senior High School Department of Choral Music

Student Handbook of Policies and Procedures

2019-2020



PRIDE IN EVERY PERFORMANCE

INTRODUCTION

Dear Choir Parents and Students,

Welcome to the Plano Senior High School Department of Choral Music. We are excited to have such a wonderful, talented group of young singers. You have chosen to be a part of an organization that can offer you many opportunities for growth and provide experiences in music that you will remember for a lifetime.

This handbook is designed to introduce you to the many facets of the Plano Senior High School Choral Department and to answer as many questions as possible. In an active program like this one, your cooperation helps ensure a successful experience for all. We acknowledge that parent and community involvement and support for our program is our greatest asset.

There are several forms enclosed that you and your student will need to read. Please sign and return the last page in this book. You will also find the P.S.H.S. Booster Club Membership Form within this handbook. In order to offer the many activities within the department, we require parental support and encouragement, both physically and financially. I hope that you will take a moment to look over this information carefully. Please sign and return the required forms found within this handbook. Here is to a successful and happy year to all who love music.

Sincerely,

Clorese Porter
Director of Choral Activities
Plano Senior High School
Central Cluster Choral Leader

Reza Azizi
Associate Director of Choirs
Plano Senior High School

"The life of the Arts far from being an interruption, a distraction in the life of a nation, is close to the center of a nation's purpose- and is the test of the quality of a nation's civilization."

-John F. Kennedy
President of the United States of America

Plano Senior High School Central Cluster Choir Directors

Plano Senior High School

Clorese Porter, Director of Choirs

Central Cluster Choral Director

Ph: 469-752-9430

Email: Clorese.Porter@pisd.edu

Reza Azizi, Associate Director of Choirs

Ph: 469-752-9431

Email: Reza.Azizi@pisd.edu

Central Cluster Choral Faculty

Vines High School

Debbie Seitter, Director of Choirs

Haggard Middle School

Melissa Young, Director of Choirs

Alexis Reese, Assistant Director of Choirs

Wilson Middle School

Eunice Marrero, Director of Choirs

Clark High School

Maria Edwards, Director of Choirs

Carpenter Middle School

Guillermo Valentin, Director of Choirs

Hendrick Middle School

Terri Hamilton, Director of Choirs

Alexis Wright, Assistant Director of Choirs

Schimelpfenig Middle School

Lauren Knebel, Director of Choirs

Plano Senior High School Choral Mission Statement:

The Plano Senior High School Choir is devoted to the cultivation of the art of choral music in the lives of its students and in the broader community; to teach techniques of musical expression; providing a sequential developmental music curriculum which allows each student an opportunity to build musical skills and understanding through a wide variety of quality musical experiences. Through choral music, we affirm the mission of Plano Senior High School, to graduate individuals prepared to function with integrity in a rapidly changing world.

Choir Membership

Students selected for membership in the PSHS Choirs, should adhere to the following:

UNITY, ACHIEVEMENT, LOYALTY
AND THE COMBINED PURSUIT OF EXCELLENCE

We are dedicated to developing musical knowledge and experience using a wide variety of styles of music. Members are to give 100 % of their cooperation, concern, and support to the directors and to each other. Together we strive to meet these expectations for continued success.

Participation yields:

1. Development of ability to sight-read
2. Development of strong, mature vocal quality
3. Development of tonal memory
4. Development of self-confidence and pride on stage
5. Mastery of diverse choral literature
6. Development of aesthetic appreciation

“A performing group is a microcosm of society. In addition to well-documented skills related to music reading, self-expression, self-discipline and concentration, performers become interdependent. There is no more important skill required in a democratic society than that of sharing common goals with others and working together to achieve them.”

- Sally Schott, Past-President of Southwest ACDA

CHORAL ENSEMBLES
2019-2020

All ensemble placements are the direct result of each members audition.

Music Corporation

This is a mixed vocal jazz /pop ensemble. Membership is limited and by audition only. Extra rehearsals are required from membership. A costume fee is required as part of membership to this ensemble. Membership includes grades 11th and 12th.

Concert Treble and Concert Tenor Bass

Membership includes 11th and 12th grade women and men and is based upon choral audition and directors' educational suggestion. This is an award-winning developing choir for women and men's voices. Sight-reading skills are developed and applied to choral literature for women's and men's voices. Members of this choir compete in the annual UIL Choral Competition as well as musical festivals throughout the country. Eligibility is an important factor as members of this ensemble. You may obtain Honors Choir Credit for this course.

A Cappella Mixed Choir

Membership includes 11th and 12th grade men and women and is based upon choral audition and directors' educational suggestion. Sight-reading skills are further developed and applied to that of advanced choral literature. Members of this choir compete in the annual UIL Choral Competition, state and national conventions and choral festivals throughout the country. Eligibility is an important factor as a member of this advanced choral ensemble. You may obtain Honors Choir Credit for this course.

Varsity Men's Choir

These men are the varsity singers of the A Cappella Mixed Choir. The varsity men rehearse two to three times a week. The award winning Men of Plano perform and compete as an independent choir throughout the school year.

Varsity Women's Choir

These women are the varsity singers of the A cappella mixed choir. The varsity women rehearse two to three times a week. This award-winning choir performs and competes as an independent choir throughout the school year.

Chamber Singers

This premier group of auditioned singers forms the select mixed chorus at PSHS. This choir is designed for the more serious choir member who exhibits advanced sight-reading and vocal skills. A costume fee may occur as part of your membership to this organization.

STANDARDS OF CONDUCT

1. Choir members are expected to behave as mature ladies and gentlemen at all times, and to treat each other WITH MUTUAL RESPECT. Students gathered for choral functions at any time are bound by the rules of the Plano Senior High School Handbook as well as those within this handbook.
2. The Choir Student Council is charged with the responsibility of aiding the director in maintaining our standards of behavior and should be respected by the membership for their efforts.
3. The quality of performance is determined by the quality of rehearsal. Daily and additional rehearsals are very important in achieving continuous quality performance. Members must focus with mind, body , and spirit while maintaining maximum self-control regardless of the style of music or type of program/concert.

DAILY EXPECTATIONS

CLASS PARTICIPATION AND COOPERATION ON EXPECTATIONS WILL

CONTRIBUTE TO THE SUCCESS OF OUR CHOIR.

1. Get your choral folder as you enter the room. Be seated. Make sure you have a pencil and prepare to arrange your music for the order of rehearsal. Check boards for dates, due dates, and announcements.
2. Place all book bags out of the way in assigned areas. Under no circumstances should you go to someone else's folder unless asked to do so by the director. **DO NOT TAKE ANY PERSONAL BELONGINGS (BOOKBAGS, PHONES, PURSES, MAKE-UP, ETC.) TO YOUR CHAIR.**

3. If for some reason you cannot participate in rehearsal, clear it with your director BEFORE CLASS BEGINS.
4. Misbehavior, talking without being recognized or any other disruptions will not be tolerated at any time.
5. Warm-up begins promptly after the tardy bell rings. Students will be counted tardy if not seated and attentive WHEN THE DIRECTOR BEGINS THE REHEARSAL. Listen for announcements, due dates, committee meetings, etc.
6. NO CHEWING GUM, CANDY, FOOD, DRINKS OR HATS ARE ALLOWED IN THE REHEARSAL HALL.
7. Members should remain in their assigned seat during rehearsals unless otherwise instructed by the director.

GRADING SYSTEM

Daily Class Participation = 25 %

Daily class rehearsals, daily classroom materials, sight reading/ singing quizzes, scheduled sectional rehearsals.

Test Grades = 75%

All performances, dress rehearsals.

ATTENDANCE

All choir students are expected to attend all scheduled performances and rehearsals of their particular choir, as well as full choir events, sectionals, and rehearsals listed as “required” on the department calendar. In the event of a schedule conflict, the student is expected to make arrangements and communicate with the directors in writing.

ABSENCES FROM PERFORMANCE

The only justifiable excused absences from performance as mandated by the Plano ISD are: illness, death in the immediate family, religious belief conflict, immediate family funeral, subpoena, court or “pre-arranged” by principal. The student should notify the director well in advance of the absence if possible. In order to be excused and to avoid a grade reduction, the student **MUST BRING A WRITTEN EXCUSE OF THE ABSENCE THE FIRST DAY RETURNING TO CLASS AFTER THE PERFORMANCE.** Absences from performance due to any other reasons are considered unexcused and will result in a grade of zero for that performance. As the performances are scheduled in advance, it is the responsibility of the STUDENT AND PARENT to plan ahead to avoid conflicts with work schedules and appointments. An absence is detrimental to the rest of your

performing group, as well as an elimination of the student's opportunity to learn performance skills which are an essential element of choir.

School activity conflicts should be worked out with the teacher/coach involved. Every effort by the student to reach a reasonable compromise is expected. Students have a responsibility to all organizations they are involved in- not just one. Therefore, communication is VITAL. Conflicts in schedules can usually be resolved if given adequate time.

It is not possible to produce a quality performance without ample preparation. **TO MEET EXPECTED STANDARDS, THERE WILL BE TIMES THAT REHEARSALS OUTSIDE OF CLASS ARE NECESSARY. IN ORDER FOR THE ENTIRE GROUP TO BENEFIT, ALL MUST BE PUNCTUAL IN ATTENDANCE.** Advance notice will be given and attendance is necessary. An unexcused absence from dress rehearsal will result in grade reduction and may result in THE STUDENT'S SUSPENSION FROM THE ENSUING PERFORMANCE.

RECOVERY

In the event a student obtains an unexcused absence for a performance or dress rehearsal, the director will assign a written assignment reflective of the prepared choral music to the student. It is the students' responsibility to obtain this assignment from the director and turn it in within three school days, or a **grade of zero** will be entered in the gradebook for the performance/rehearsal missed.

PRIVATE VOCAL STUDY

Supplemental music lessons are offered as enrichment to the classroom instruction. These lessons are designed to utilize the characteristic literature of the voice, rather than to rehearse the music a student will be performing in choir. Participation in these supplemental lessons is optional, but highly encouraged. Students who elect to not participate will not be penalized grade-wise or otherwise in their class activities.

Lessons last 25 minutes and may be scheduled during the choir class, lunch, or before or after school. **NO LESSONS WILL BE SCHEDULED DURING A NON-MUSIC CLASS.**

It is the responsibility of the student to notify his/her voice teacher at least 24 hours in advance if the lesson is to be canceled, unless serious emergency arises. If the student does not notify the instructor of their absence prior, the standard rate will still be applied to the student.

Students will pay the private instructor directly. The cost of lesson is **\$20.00 per 25min.** lessons, which is given to the private teacher weekly or monthly, depending on the arrangements between the private teacher and the student. Questions concerning assignments should be directed to Mrs. Porter. Questions concerning lesson dates, times, billing, or the number of lessons taught will be handled through your voice instructor.

HONORS CHOIR PROGRAM

Each choir student may apply to enroll in choir for honor credit. In order to receive honors credit for choir, the student must complete additional assignments for each semester enrolled. These assignments help prepare students for a rigorous music program at the university level. All students who plan to pursue a degree in music are encouraged to enroll in honors choir. See a director for the information containing requirements and an application for honors choir if you are interested. All questions or concerns regarding Honor Choir Credit, should be addressed to Mr. Azizi reza.azizi@pisd.edu

***Please be advised: While Honor Choir does come with many benefits, it also comes with additional outside work on your part. If you are not prepared to do the extra work, please do not sign up for this option, as your grade in choir will be reflective of your work.**

CHOIR BOOSTER/ FINANCIAL OBLIGATION

The sole purpose of the choir booster club is to aid the directors in enriching the programs' participation in extracurricular activities. The funds go to the students to aid with instruction, supplies, refreshments and equipment. Without this contribution from each family, the choir would be unable to provide the necessary clinicians, instruction, equipment and refreshments for a program of excellence.

The continued financial support of family contributions has been monumental for the success of the Plano Senior High School Choir through its many years of excellence. Students and families have the opportunity to raise funds for their trip and booster contribution through various fundraising activities.

Each Member of the PSHS Choir will be required to contribute \$100.00 at the start of the school year. The amount must be paid in full on or before *August 30th*. This contribution will cover the following items: 2019-2020 PSHS Choir Polo, 1 ticket to the end of the year choir banquet, choir uniform –end of year professional dry cleaning, PSHS Choir fabric uniform garment bag, choir rehearsal materials, performance accompanist/instrumental guests, performance venues, sheet music, water/refreshments, misc.

Please make checks out to: PSHS Choir Boosters.

You have the option of paying your \$100.00 choir fee either by:

- a) **Direct Payment; cash, money order, or online credit card (additional fee will apply)**
- b) **Various fundraising projects throughout the year**
- c) **Self-Installment Plans (you set up your own payment plan) Please be true to your word!**

FUNDRAISING

Each year students and families of the Plano Senior High Choir have the opportunity to raise funds for their student trip cost and family financial contributions through a variety of fundraising activities. Fundraising dates, materials and procedures will be presented to students during rehearsal time and to parents at choir booster meetings. Each choir student is expected to carry his/her share of the load regarding fundraising projects to benefit the entire choral program.

Please be aware per PISD policy, no fundraised monies can be refunded or transferred to another students account. Unused funds will become part of the General Choir Operating Budget.

UNIFORMS & ATTIRE

ALL STUDENTS ARE RESPONSIBLE FOR THE CONDITION OF THEIR OWN UNIFORMS

Do not make any permanent alterations to the uniform.

Women:

A black crepe dress will be provided by PISD. The student is responsible for:

Black Shoes- closed toe, 1" - 2" heel. No clogs, sandals, thongs, boots, platforms will be accepted. Stockings or Nylons are required while in the uniform.

Hair:

At all performances (unless stated by the director) the hair should be placed in a low bun hairstyle, with no bangs, and out of the students eyes. No bows, ribbons or

barrettes. All hair clips and accessories should be discreet and blend with the hair color. For all performances- the hair should be a “natural- human” color.

Make Up:

Due to the bright lights during a stage performance, all women are asked to apply appropriate “stage make-up”, suitable for that of a concert performance.

Men:

A tuxedo, white dress shirt, tie and formal vest will be provided by Plano Senior Choir. The student is responsible for:

Black dress shoes, black dress socks. No athletic shoes or gear will be accepted for a formal concert.

Jewelry

Men- Jewelry should be worn under the uniform. No visible jewelry, except for senior rings.

Women- Jewelry should be worn under the uniform. All earrings should be small loops or studs.

CHOIR TRIPS

In addition to local performances, Plano Senior High School Choir will make several away from school appearances each year. Unless it is a convention performance – all overnight trips are to be considered optional and will have no reflection of your enrollment into the course. There is one overnight trip taken every year, alternating between an in-state and out-of-state trip. No penalty will be given to students who do not attend the spring tour. Requirements for these performances/tour are:

- Student must meet all local and state academic eligibility requirements to participate in travel or competitions.
- Students must be able to perform satisfactorily the materials assigned for performance.
- Students must have attended rehearsals necessary for the preparation for the performances and performed at UIL Concert and Sight-Reading Contest.
- Students must fulfill their financial obligation to the organization.

Each student will have the opportunity to fulfill their trip financial obligation by the following:

1. Pay in full via cash, money order, or online credit card (additional fee will apply).
2. Pay through installments- via check, cash, money order or online credit card (additional fee will apply).
(A payment schedule will be provided)
3. Payment through installment –via fundraising projects. All funds earned via fundraisers will be applied towards the final payment only.

Please be aware per PISD policy, no fundraised monies can be refunded or transferred to another student's account, or transferred to the next school year. Unused funds will become part of the choir general operating budget.

REQUIRED SIGNATURE PAGES

1. The required signature page within this handbook; indicating that both the student and the parent have read, understand and agree to abide by the contents found within the choral handbook.
2. PISD Alternative Transportation- This allows your son/daughter to participate in and travel to and/or from the activities via an alternative mode of transportation (non school related) designated by you, the legal guardian.
3. PISD Group participation in School-Sponsored Trips- This allows your son / daughter to travel to and from the events attended by the group listed above during this school year and to participate in these events.
4. PISD Publication, Video, Internet Consent and Release Agreement- This agrees that the student's name, voice, verbal statements, portrait or picture shall only be used for public relations, public information, school or district promotion, publicity, and instruction.
5. Choir Booster Club Membership Form- This is optional and in no way to be considered mandatory.
6. Private Vocal Study Form- This is optional and in no way to be considered mandatory for this course.

CONCLUSION

Your decision to participate in the Plano Senior High School Choir represents the opening of a door to tremendous opportunity. We are incredibly fortunate to be in a school district that has a tradition of excellent choirs and a school administration that values and supports this type of study. Please recognize the value of this opportunity and make the most of it.

This handbook is a guideline to make your experience in choir as productive and enjoyable as possible. The rules it contains have been developed over many years of experience and refinement. All of the rules are meant to serve one purpose: to promote the learning and development of the choir members. If you have any questions about the policies in this handbook, please do not hesitate to discuss it with your director.

PLANO INDEPENDENT SCHOOL DISTRICT
Release of Liability for Student Participation in School-Sponsored Trip(s)
Via Alternative Transportation

Name of Activity: PSHS Choir Activities

Grade Level/Group Attending: 2019-2020 PSHS CHOIR

TRAVEL RELEASE

I desire that my son/daughter be allowed to participate in the activities and travel to and from the activities of the group listed above. Although school transportation may be provided to and from the activities, I desire that my son/daughter be allowed to participate in and travel to and/or from the activities via an alternative mode of transportation designated by me.

I fully understand and my son/daughter fully understands that transportation to and from the events attended by the group listed could create risk to the health or safety of my son/daughter. I, the undersigned, assume full and complete responsibility for any injury or accident that may occur to my son/daughter while traveling to or from the activities in non-school provided transportation. In consideration of Plano Independent School District's allowing my child to participate in the activities of the above-referenced group and other good and valuable consideration, the receipt of which is acknowledged, I hereby release and waive all claims that I or my son/daughter may have against the Plano Independent School District, its Board of Trustees, employees, agents, and representatives resulting, in whole or part, from my son/daughter traveling to and from the events attended by the group listed above while traveling in non-school provided transportation. The release and waiver shall be binding on my heirs, legatees, administrators, and assigns.

NOTE: Student Medical/Emergency Information Card must be on file in the school office.

PLANO INDEPENDENT SCHOOL DISTRICT
Permission for Members of Student Groups to Participate in School-Sponsored Trips

Name of Group: Plano Senior High School Choir

School Year of Group Activities: 2019-2020 PSHS Choral Dept Trips

NOTE: Student Medical/Emergency Information Card must be on file in the school office.

Voluntary Student Accident Insurance

Voluntary accident insurance for injuries which may be sustained during practices and/or performances of the music program is available from an independent carrier.

<http://markel.sevencorners.com>.

1-877-444-5014

The information is also available to all parents, staff and students by visiting <http://www.pisd.edu/parents>.



Plano Independent School District Guidelines for District Extracurricular Activities

Students involved in extracurricular activities are held to a higher standard of conduct than the general student body. Plano ISD views participation in extracurricular activities as a privilege not a right. Any student who violates the Student Code of Conduct shall be subject to extracurricular discipline and/or regular school district disciplinary action. This includes any misconduct, regardless of time or location, that would reflect negatively upon representing Plano ISD in an extracurricular activity. Students clearly involved in major disciplinary infractions (i.e. including, but not limited to, drugs, alcohol, and violent behavior) will be placed on probation, removed temporarily or permanently from extracurricular activities. Seasons of extracurricular activities may vary and could extend into the next school year. Discipline action may affect tryout eligibility for the next season.

Disciplinary measures taken by the sponsor/principal may be in one or more of three forms, defined as special assignments, probation, and dismissal.

Special assignments may consist of extra duties and may be assigned for minor disciplinary infractions.

Probation and/or dismissal from extracurricular activities will be for infractions involving alcohol, smoking, drugs, use of profanity, violence, and other serious offenses when the sponsor/principal believes the integrity and credibility of the organization has been jeopardized by the student's action. Probation may also be assigned when the student fails to comply with rules and regulations of the extracurricular activity. (Probation is defined as: A trial period in which a student is permitted to redeem bad conduct.)

The student may be dismissed from the extracurricular activity upon any major infraction, or during a probationary period. Prior to being dismissed from extracurricular activities, the student and parents will be notified of the reasons for the action. The student or his/her parents will be afforded the opportunity of a hearing with the sponsor and principal. The appeals process will be outlined at that time. Request for an appeal must be done in writing within 5 school days at each level of the appeals process. The student will not be eligible for any individual or team recognitions or awards that occur after the date of dismissal.

-----Separate and return the signed section to the sponsor-----

Extracurricular Activity Conduct Statement

I understand and consent to the responsibilities outlined in the District's Student Code of Conduct and the guidelines above. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school, and at school-sponsored or school-related activities. Students involved in extracurricular activity are held to a higher standard of conduct. Plano ISD views participation in extracurricular activities as a privilege not a right. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action. This includes any misconduct, regardless of time or location that would reflect negatively upon representing Plano ISD in an extracurricular activity.

Student Name (please print)

Student Signature

Parent Name (please print)

Parent Signature

Date

(Revised 7-25-14)

