

San Dimas High School
Choral Music Department

Choir Handbook



Pursuing Musical Excellence

Jared Pugh

j.pugh@bonita.k12.ca.us

Director of Choral Music

www.sandimaschoir.com

Course Description

Rehearsal and performance of choral literature from a variety of musical periods and styles by composers from around the world.

SDHS ENSEMBLES

COURSE TITLE	CHAMBER SINGERS
GRADE LEVEL	10-12
PREREQUISITE	TEACHER APPROVAL/AUDITION
CLASS PERIOD	4 th PERIOD

This is a co-ed, auditioned choir made up of 10th-12th graders. Students in this advanced, small ensemble will learn about proper vocal technique, choral performance practices, music theory and history, and will explore choral literature from all eras and styles. This group performs at the all-ensemble concerts and also presents two additional concerts. This group tours annually and may tour with the Concert Choir. Chamber Singers have many extra performances, especially during the holiday season, and also attend a Fall retreat for musical growth and bonding purposes. This choir requires the time and effort of an AP class.

COURSE TITLE	WOMEN'S ENSEMBLE
GRADE LEVEL	9-12
PREREQUISITE	TEACHER APPROVAL/ AUDITION
CLASS PERIOD	3 rd PERIOD

This choir is open to all women (treble voice singers) in 9th-12th grades; an audition is required. This ensemble focuses on proper vocal technique, choral performance practices, and music theory and history, and it will explore choral literature from all eras and styles. Specific attention is given to music written for women's voices and vocal development. The 9/12 Women's Ensemble performs at the four all-ensemble concerts with the other choirs, as well as in festivals and/or competitions. Typically, this choir will not tour.

COURSE TITLE	CHORALE
GRADE LEVEL	9-12
PREREQUISITE	DESIRE TO SING/ABILITY TO SING A MELODY
CLASS PERIOD	2 nd PERIOD

This co-ed choir is open to all 9th-12th graders; a simple audition is required. Students in this beginning, large ensemble will learn about proper vocal technique, choral performance practices, music theory and history and will explore choral literature from all eras and styles. This choir performs at the four all-ensemble concerts, as well as in festivals and/or competitions. This group tours and may tour with the Chamber Singers. The Concert Choir may combine with other SDHS/LHMS Choral Ensembles to present major works for large choirs.

COURSE OBJECTIVES

1. To prepare choral repertoire for public performance
2. To develop musicianship skills, such as pitch and rhythmic accuracy, and sight-singing
3. To develop exemplary vocal and breathing technique, tone production, and diction
4. To demonstrate an understanding of the choral art
5. To develop professional performance skills
6. To develop leadership skills
7. To have fun making music together

***In accordance with the California Performing Arts framework, this course incorporates all five component strands in the content standards:**

- Artistic Perception (Reading, writing, and describing Music)
- Creative Expression (Concert Performances)
- Historical and Cultural Context (Studying music from other cultures and historical periods)
- Aesthetic Valuing (Analysis of our performances and the performances of other ensembles)
- Connections, Relationships, Applications (applying what we learn to other subject areas)

BEST WORK FOR SDCP

Examples of Best Work would include: Festival performance with recording and score sheet, Short clip of solo from concert. For volunteer service hours there are a number of tasks available to students throughout the year. Please ask Mr Pugh for these relevant tasks.

COURSE OBJECTIVES

Effective Communicators

- Read and listen with understanding
- Write and speak with clarity
- Use technology to access, organize and present information

Accomplished Learners

- Challenge themselves continuously
- Participate in and accept responsibility for learning
- Produce quality independent work
- Solve problems and express ideas creatively

Responsible Individuals

- Respect all beliefs and cultures
- Demonstrate integrity and ethical behavior
- Create and maintain a plan for the future
- Work to promote causes greater than themselves
- Inspire others to move toward a successful outcome

BEHAVIOR EXPECTATIONS

Positive Attitude

- Cooperates and is willing to try new things
- Is cordial with peers and staff
- Works hard to improve
- Leads others in a positive direction

Commitment and Responsibility

- Regular attendance to class, performances, and extra scheduled rehearsals
- Shows responsibility for uniform upkeep, music, fund-raising items, etc.
- Communicates to solve problems in a timely manner
- Is responsible, respectful, and self-disciplined
- Maintains a high level of academic standards in all courses

OUTCOME EXPECTATIONS

Through their participation in the Choral Music Program students are expected to improve their musicianship and vocalism:

Musicianship

- Possesses a very strong musical ear
- Comprehends music reading basics
- Consistent growth on sight-reading skills

Vocalism

- Uses the voice to its full potential with courage
- Produces a quality, relaxed tone
- Consistent growth on vocal techniques

CLASSROOM RULES

1. Have your class materials in hand and be on the risers by the tardy bell.
2. No gum, food/drink (besides water), or cell phones allowed during the class period.
3. No profanity, unnecessary talking, or roughhousing/fighting.
4. No public display of affection at any time.
5. Respect yourself, classroom property, and others.

TLDR; Be Respectful to: the music, all people and all things in the choir room.

CONSEQUENCES (DISCIPLINE POLICY)

1. Verbal warning
2. Conference after class
3. Parent contact
4. Referral to counselor; parent conference
5. Referral to assistant principal

CLASSROOM PROCEDURES

WHEN YOU ENTER THE ROOM:

1. Enter the room quickly and quietly
2. Read the board for daily announcements and calendar updates
3. Take out your music, folder, a **sharpened pencil with an eraser**, and any other materials you will need during rehearsal
4. Be in your assigned spot, with all materials, **BEFORE** the bell rings and begin your physical warm-up

WHEN REHEARSAL BEGINS:

1. Follow all rules and instructions from your director

AFTER REHEARSAL ENDS:

1. Wait for the instructor to dismiss you (not the bell!)
2. Return all materials to their original place and exit the room in an orderly fashion

GRADING POLICY

Music is an academic subject and carries academic credit. All students are expected to study their music, practice, contribute positively to the group, and attend rehearsals and concerts. **Missing a concert is the same as not taking a final exam.** *Failure to participate will result in zero points for the performance and will negatively affect your overall grade.* All grades are based on a total points scale (not weighted).

Students will be evaluated based on assessments, attitude, improvement, and attendance. Every student will be evaluated individually based on the following criteria. Parents are encouraged to consult the director at any time with regards to their student's progress.

SEMESTER GRADING RUBRIC

Attendance at any scheduled event, including performances and rehearsals: 50% of grade

Students are expected to participate in every scheduled event. Choir tours and/or enrichment trips are not mandatory, therefore, do not affect grading.

Preparation and Participation: 25% of grade

Being prepared is: (1) standing on the risers with music folder/ pencil in hand by the sound of the tardy bell, (2) arriving early/on time to all scheduled events and (3) being ready to work hard everyday. Participation is singing/working in class meetings, rehearsals, and performances. Points will be given every day in attendance.

Musicianship: 15% of grade

Students will be evaluated on basic music theory skills, sight-reading, and vocal growth.

Individual Study and Work Ethic: 10% of grade

Involves individual time spent in student/staff run sectionals, and independent music, sight-reading, and music theory study. It also involves attitude and general behaviors.

Grading Percentages:

90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

DAILY GRADING RUBRIC

Classroom Participation: (Includes but is not limited to):

1. Always have required materials before class begins: music, music folder, sight-reading materials, a **sharpened pencil with an eraser**, and extra paper for note taking
2. Always participate enthusiastically during warm-ups and rehearsal
3. Appropriately mark your music when instructed by the director
4. Volunteer to answer questions, sight-read in class, or help with other business
5. Try out for solos when applicable

Behavior (Includes but is not limited to):

1. Be in your assigned spot with all required materials **before** the bell rings.
2. Never have food, drink, or gum in class (except water)
3. Return music in original (or better) condition
4. Exhibit a pleasant, energetic, and disciplined attitude
5. Sit or stand properly, with correct posture for singing
6. Come to class ready to learn and sing
7. Follow all classroom "Rules and Procedures"
8. Show respect for the director, other students, and all materials
9. Leave the drama at the door

Extra Credit

Required work must be turned in before extra credit will be given. Students who wish to make up work missed may complete extra credit assignments such as those listed on the choir website. Alternate assignments may be created as the need arises.

Attendance Policy

As a member of the SDHS Choral Dept. you have an obligation to your fellow choir members to be, at school, at all outside-of-school rehearsals, and at performances on time, prepared, and with all necessary materials. **Poor daily attendance or habitual tardiness will not be tolerated.**

1. All students are expected to have excellent daily attendance at school
2. Attendance at sectionals, rehearsals, and concerts scheduled outside of the regular school day is **required and graded**. Absence from sectionals or additional rehearsals can result in a reduction of grade and possible removal from performance opportunities.
3. Absence from outside-of-class rehearsals and concerts will be **EXCUSED** for the following reasons:
 - Medical emergency or personal injury
 - Death in family
 - Serious illness
 - School conflicts that were scheduled previous to a choir event (provided ample written notification is provided)**
4. Examples of **UNEXCUSED ABSENCES** include but are not limited to:
 - Work
 - Oversleeping
 - Transportation (Dead battery, flat tire, no gas, missed bus, no ride, etc)
 - Babysitting
 - Tutoring
 - Routine Dr. Appt.
 - Personal/Family Vacation
 - Disneyland
 - Any school activity conflict when proper notification is not provided**
5. You must contact Mr. Pugh in writing (email preferred) if you are going to miss an outside-of -school rehearsal or performance for any reason

CONSEQUENCES

Failure to follow the attendance policy as listed above will result in the following:

Grade reduction: Any student who has an **UNEXCUSED ABSENCE** from a dress rehearsal or major concert will automatically have their grade lowered one (1) letter grade. If a student misses both a dress rehearsal and a concert within the same grading period (quarter) they will be unable to receive any grade above a C- (70%) regardless of their grade previous to the absences. (Please review the list of **UNEXCUSED ABSENCES** above for clarification and use the calendar listed in this handbook to avoid any conflicts)

Students who miss any rehearsal or performance with an **EXCUSED ABSENCE** will still be required to make-up the points that they would have received should they have been at the rehearsal or concert. You will find detailed make-up work information listed below. If work is completed and turned in per the guidelines listed below no grade reduction will occur.

For information about tour participation and grades please see the "Tour" section.

Loss of performance status: Students who are frequently tardy or absent for any reason (excused or unexcused) may have their performance status revoked. Students who have any combination of five (5) or more unexcused absences or tardies within a quarter will meet with the director and be given an attendance contract. Any student who does not fulfill their attendance contract will have their performance status temporarily revoked. Students will be given “book” work to do in class in lieu of rehearsing and will complete research-based papers for every concert/performance that they are unprepared to perform in. Students will only be permitted to rejoin the ensemble when attendance has improved and they pass a part test on all choral material that the class is currently working on. If attendance does not improve students will not be permitted to perform with the ensemble for the rest of the academic term and will be dropped from the class at the semester.

MAKE UP WORK

Dress Rehearsal/Concert: If a student has an **EXCUSED ABSENCE** from a dress rehearsal or concert they may complete one of the following make-up assignments. If a student chooses not to complete the make-up work their **EXCUSED ABSENCE** will become **UNEXCUSED**. Their grade will automatically be dropped two letter grades. Total points can only be earned if make-up work is turned in by the deadline provided and is complete and accurate. It is your responsibility to get your make-up work completed and turned in. I will not remind you.

- a) Choose two (2) contrasting concert pieces (from the missed program) and write a three (3) page essay comparing and contrasting them. The paper must include information about the composers, musical time periods, style, texture (homophony, polyphony, etc), text, and any other significant details that make the pieces similar and different. The paper must also include a bibliography and must list at least three different sources. Prepare a 3-5 minute presentation to be given in front of the class and bring in at least two (2) recordings of each song to demonstrate important similarities and differences between the songs.
- b) Select one famous composer from a list provided by Mr. Pugh. Read an approved biography on the composer’s life and works. Then write a three (3) page essay describing the composer, his/her most well known works, greatest influences, and overall impact on music history. Provide concrete details from the biography to back up these assertions. Prepare a 3-5 minute presentation to be given in front of the class and bring in at least two musical examples of the composers most well known works to be played for the class. Also include at least two (2) musical examples of the composers who influenced him/her and who he/she influenced. Be ready to explain the musical elements that can be heard in all of the listening examples.
- c) Perform, for the class, all of the music on the concert program. In addition to the student evaluations that your peers will complete, complete an individual evaluation (guidelines will be provided for you). Write a three (3) page paper describing your preparation for the concert. Be sure to include information about your attendance, in class participation, memorization, sectional rehearsals, language issues, range and rhythm difficulties, if any, and a detailed description of how your voice part affects the overall pieces.

All papers must be: 12pt. Arial font, single-spaced, with one inch margins (no headers).

Unexcused absences cannot be made up, no exceptions

PERFORMANCE ELIGIBILITY

Choir is a performance-based ensemble that often requires time outside of class. Often festivals, workshops and other performing opportunities even occur during the school day requiring students to miss other academic classes. For this reason it is essential that students maintain a minimum GPA to ensure performance eligibility. The following describes the SDHS Choir Performance Eligibility Policy.

Academic: Students must maintain a passing grade in ALL academic classes and a minimum 2.0 GPA in order to be eligible for choral performances outside of the class period. If a student's grade in any class drops below passing it is up to that teacher and Mr. Pugh to determine whether or not they will be permitted to participate in any activity that may conflict with that particular class.

Behavior: As a member of the choral department at SDHS you are expected to set a positive example on campus. You are, at all times, representing yourself, this program, the director, and the school. If you are caught participating in any activity that is seen as unbecoming, your status in the choral department will be in jeopardy. A meeting with the director will be scheduled to discuss your future participation (if any) in the ensemble. **Any activity that is seen as threatening in any way will not be tolerated.**

Tour Eligibility: As with all San Dimas activities, the student members of our ensembles represent San Dimas High School and the student body. As a school representative, all singers are to display good academic performance and exemplary behavior inside and outside the rehearsal space. To be eligible for an extra-curricular trip, students must have a current GPA of 2.0 or higher on the most recent grade report and no F's.

If a student has a behavior violation on campus that requires Detention, Saturday School, Suspension of any kind, etc that overlaps with a choir activity, that student will not be permitted to participate.

PERFORMANCE PARTICIPATION

Full points can only be earned for performances if the student:

1. Is on time for the warm-up. **This will be at least one hour before the concert starts, unless otherwise stated.**
2. Is in proper concert attire
3. Acts appropriately as a performer and audience member before, during, and after the concert

Remember: SDHS choir members are always expected to behave appropriately and represent the Choral Department, as well as the greater SDHS community. Failure to do so will result in a lowered grade in addition to potential removal from the SDHS Choral Program.

RESPONSIBILITIES

Classroom Materials: Students are expected to have classroom materials with them at all times. Materials include, but are not limited to: a sharpened pencil with an eraser (mechanical pencils are also acceptable), music, music folder, sight-reading materials, and additional paper for note taking. Students will be given a music folder where all of their materials should be kept. A separate pencil for the choir folder is mandatory. If students chose to take their music home they are responsible for returning it the next day.

Care of Music: Students are responsible for all music that they receive. This music is the property of the school or director and **MUST** be returned in its original (or better) condition. Any needed markings should be done in pencil only (erasable pen will not be allowed). If any music is lost or damaged it will result in a replacement fee to the student equal to the current replacement cost. Examples of abuse include highlighting, writing in pen, tearing, folding, rolling, spilling of food/drink on music, etc. Damaged music will be replaced at the student's expense and will adversely affect your grade if it is not replaced in a timely manner. Music should be kept in the student's folder/binder and in a safe place at all times.

Sectional Rehearsals: Sectionals may be scheduled throughout the term and all members are expected to attend. These rehearsals are to be organized and led by the section leader, and will focus on problem parts in music that the choir is currently working on in class. Sectionals may occur at break or during Intervention – the choice is up to each section and section leader. All sectional times

will have to be cleared with Mr. Pugh in advance. **Roll will be taken by the section leader at each sectional and turned into Mr. Pugh for a grade.**

Fundraising

Participation: Students can, and will, be required to attend/participate in fundraising events throughout the school year but they cannot be required to raise funds nor can they be excluded from an educational activity if they do not.

Student Accounts: Choir cannot maintain individual accounts for students. All monies earned from fundraising activities will go into one “choir” account.

Donations: Donations are not only accepted they are encouraged!

Field Trip(s)/Tour: This includes Disneyland/Tour, etc. As always, any student who wishes to participate in an outside activity regardless of their ability to pay will be allowed to attend. Finances are NEVER a reason to miss out an activity.

Outfits: Students will still need performance attire for formal concerts and festivals. Detailed information about outfits for the school year can be found in the “Concert Dress” section. Students who wish to purchase their outfits may do so, otherwise you will be provided with an outfit that must be returned to the SDHS Choral Dept. at the end of the school year.

No permanent alterations can be made to loaned outfits.

Bingo: Every Saturday night SDHS hosts “Bingo” at Lone Hill Middle School. This is a school wide fundraiser that provides groups from athletics to performing arts an opportunity to fundraise money directly into that groups ASB account. Each group is expected to provide 6 workers/night and the group is then given \$600 towards their account (\$100/person). Bingo is an excellent opportunity to help raise funds for our various choir expenses. The assigned dates are listed below and any parent/guardian who wishes to sign-up for a date should email Mr. Pugh directly in order to reserve a Bingo slot.

Bingo Dates for 2018-2019 Academic Year: 9/1/18, 10/27/18, 4/13/19, 6/8/19

1. We are required to have six (6) workers on our assigned Bingo date (sign-ups are decided on a first come, first served basis)
 2. Workers must report and sign in by 4:45pm (any volunteer that is not signed in by 5:00pm will be replaced with a “walk on” volunteer)
 3. “Walk on” volunteers are encouraged to arrive by 4:45pm. Walk on assignments are done by 5:00pm
 4. No one under the age of 18 is allowed to volunteer to work Bingo. NO CURRENT STUDENT of SDHS may volunteer regardless of age
 5. Volunteer workers are expected to work from 5:00pm until Bingo closes at approximately 11:00pm.
 6. Parents must include their name, child’s name, organization they are working for (Choir), and exactly where the money is going to (i.e. Tour/Choir Fee/etc) on the sign-in sheet. If any of this information is incomplete Bingo money will not be placed into your child’s choir account
- *If you are working Bingo on any date that choir was not assigned you MUST specify that money go into the **choir** account (this includes “walk-ons”).

TOUR POLICY

Tour: Tour can be an exciting and educational experience where students get the opportunity to travel to new places, learn more about choir and other fine arts, bond with classmates, meet and hear other choirs from around the country, and make music in a variety of venues. In the past, total

participation from the entire group has been mandatory in order for an ensemble to go on tour. While I prefer that every student participate in the tour, unavoidable conflicts exist. **Because the main focus of any tour is educational and musical, a balanced ensemble is absolutely necessary.** In order for any group to go on tour at least 80% of each section must participate. This means that not only must 80% of the entire ensemble participate but; 80% of each section (soprano, alto, tenor, bass, etc) must participate. Without a balanced ensemble there is no reason to go on tour.

Tour Eligibility: As with all San Dimas activities, the student members of our ensembles represent San Dimas High School and the student body. As a school representative, all singers are to display good sportsmanship and exemplary behavior on and off the competitive field. To be eligible for an extra-curricular trip, students must have a current GPA of 2.0 or higher on the most recent grade report.

No student will be denied the opportunity to participate due to financial constraints. Please contact Mr. Pugh ASAP to discuss possible payment options (payment schedule, sponsorship, fundraising, reduced payments, etc).

*More specific information regarding tour will be sent home in the coming weeks.

Concert Dress

Performance attire for concerts and festivals is described below. Gentlemen are asked to obtain a plain black suit (of their choosing) as the base for their performance attire. Additionally, all men will need black dress socks and black dress shoes. Tie color may be coordinated at a later date. Ladies will be provided a black dress for each ensemble that they participate in. You will also need black tights or knee-highs and black, flat, closed-toed shoes with a 2-inch heel or less.

Students who wish to purchase their outfits may do so (**this is encouraged**). If you choose not to, a used outfit will be loaned to you for the school year but cannot be altered and must be returned in good condition.

Any student who is not dressed appropriately for any performance will not be allowed to participate in that performance. The student will be marked with an unexcused absence for that performance and grading will be effected accordingly. The decision to enforce this is at the discretion of Mr. Pugh.

Chorale: (Women) “Chorale” Dress: Black, satin, floor-length dress. (\$65) Students will need to provide: Black nylons, black close-toed shoes, flats or heels that are two inches or less.

Chorale: (Men) Solid black suit, no patterns, i.e. pin stripes, plaid, etc, including a suit jacket and pants as well as a CLEAN and PRESSED white dress shirt. Black socks, black dress shoes. **In the future we may choose to coordinate tie colors but no purchase is necessary at this time.*

Women’s Ensemble: “Caprice” Dress: Black, stretch crepe, floor-length dress. (\$65) Students will need to provide: Black nylons, black close-toed shoes, flats or heels that are two inches or less.

Chamber Singers: (Women) “Ostinato” Dress: Black, stretch knit, floor-length dress. Students will need to provide Black nylons, black close-toed shoes, flats or heels that are two inches or less. (\$70)

Chamber Singers: (Men) Solid black suit, no patterns, i.e. pin stripes, plaid, etc, including a suit jacket and pants as well as a CLEAN and PRESSED white dress shirt. Black socks, black dress shoes. A black Marcata vest will be provided. (\$35) **In the future we may choose to coordinate tie colors but no purchase is necessary at this time.*

Informal Performance Attire: There may be occasions where the choir wears an informal uniform (choir T-shirt and jeans). In such instances, each student is expected to wear the prescribed clothing and dress in a dignified manner.

All Women: Hair must be pulled out of face. Bobby pinned or clipped. No jewelry, except stud earrings or assigned jewelry for selected groups.

Parent Involvement

San Dimas High School has a history of musical excellence that has always been supported by the surrounding community. Now, more than ever, we need your help. Parents and family members who are interested in helping the San Dimas High School Choral Department can do so in a variety of ways. Whether you want to help order and distribute choir outfits, chaperone events, help set-up or tear down concerts, print programs, serve on a committee, or make a donation, please share your interest on the form provided at the end of this handbook.

Communication

As the choral department continues to grow and expand it is imperative that communication between the school, the parents, the students, and the director is as simple and up to date as possible. In order to ensure that everyone has access to this information I maintain a website exclusively for the parents and students of the San Dimas High School and Lone Hill Middle School choirs. The website (www.sandimaschoir.com) will include downloadable versions of choir forms including the choir handbook, calendar, tour and fundraiser information, permission slips, etc. The website will also include up to date information about concerts, fundraisers, choir bios, musical examples and rehearsal recordings as well as a google calendar that has all of the dates for both the SDHS and LHMS choirs for the school year. You can even subscribe to it if you use a google calendar at home. This website will be my main form of communication. I recommend that each family bookmark this web address and “Follow” the website so that you can stay up to date on everything the San Dimas Choirs are doing. As always, I can also be reached at my district email address j.pugh@bonita.k12.ca.us.

REMIND (TEXT-MESSAGING SERVICE)

In an effort to make sure that all students/parents have the most up-to-date information possible I will again be using *Remind* to send text reminders to students. This service is free to you and will allow me to send updates and reminders to all the students. This along with the choir website **sandimaschoir.com** will be the main avenue of communication I use. Please read the information below about how to sign up. It is super-fast and easy. You just need your cell phone. Text “81010” and in the message write:

Remind

SD Chamber Choir: @sdhsche

SD Womens Ensemble: @sdwomens

SD Chorale: @sdhschorale

All codes are lower case and contain no spaces. If the code isn't exact it won't work. If you have used *Remind* before it will recognize your phone number and you are done, if not, it will prompt you to add your first and last name, this is what displays when you register so please use your full name and not a nickname.

A NOTE FROM MR. PUGH

As a member of the choir, you belong to one of the school's most important and successful organizations. Not only are you respected in your own community, but throughout California (and beyond) as well. You will be called upon several times this year to represent San Dimas High School and Lone Hill Middle School by singing at public events. We are confident that, as a representative who is proud of his/her school and who wants the school to be proud of him/her, you will do your best to display the highest type of conduct and appearance. Any organization, in order to function well, requires teamwork. To operate as a team, each individual member must be loyal and willing to cooperate; he/she must think of the good of the choir and not just his/her own interests, and he/she must be willing to put forth his/her best effort at all times and work hard to achieve success for the team. We challenge each of you to be this kind of choir member.