

PUTNAM CITY  
NORTH  
CONCERT CHOIRS

2021-2022  
HANDBOOK

## COURSE OBJECTIVES

- Identify, define, and use correctly in a musical context notes, forms, and musical terms, as well as aspects of pitch, rhythm, dynamics, phrase shape, and articulation
- Read and notate music at a basic to advanced level, as appropriate
- Follow the conductor at all times
- Sing with expression and technical accuracy in 2 to 8 parts
- Develop proficiency in singing both accompanied and unaccompanied pieces in tune and on pitch
- Employ and internalize tenets of proper vocal technique, including effective singing-posture, and apply them daily so that they become habitual
- Practice sight-singing regularly, using *solfege* (*do, re, mi*, etc.) in several key signatures and meters, which will develop musical literacy and musical independence
- Demonstrate well-developed ensemble singing skills, such as balance, blend, unified vowels, corporate and precise attacks and releases, and in-tune chords
- Gain experience in singing a variety of choral literature from various historical periods and in various styles
- Expand one's appreciation of several different styles of music, including "classical" music
- Discover the historical and cultural context for songs and apply that information to shape one's interpretation of the piece and perform it in the correct style
- Examine the meaning of text, and identify its role in shaping compositional characteristics and the communicative nature of songs
- Practice and develop aural skills by identifying various types of intervals, chords, rhythmic patterns, and melodies
- Listen critically in order to diagnose musical problems and provide one or more technical solutions
- Using specific criteria, describe, analyze, and evaluate musical compositions and performances
- Approach every rehearsal with focused concentration, energy, optimum effort, and enthusiasm, in order to form proper rehearsal habits
- Develop stage presence, poise, and proper performance conduct
- Develop a team-concept and positive atmosphere within the membership of the entire ensemble
- Employ both sides of the brain in the learning process, using both critical thinking skills and creativity

*We are what we repeatedly do.  
Excellence, then, is not an act, but a habit.*

*~ Aristotle*

### REQUIRED MATERIALS -

1. Black binder – provided by choir department (replacement cost - \$3)
2. Workbook – provided by choir department (replacement cost - \$7)
3. Pencils – these will be used for marking music and written work; NO PEN may be used  
*Students may elect to store their choir materials in the choir room storage cabinets. Some students may prefer to carry their folder to and from class each day. It is the student's responsibility to have all required materials for class regardless of where they have been stored.*

CHOIR DUES – Each choir student is expected to contribute a certain amount to help cover program costs. Students are given a fundraising opportunity to meet this amount. Choir dues are the additional funding that allows our choir program to thrive! While the district provides enough funding to cover a portion of our music purchasing needs and some other basic supplies, there are lots of other costs that fundraisers help to cover, such as:

Choir department shirts	Practice tracks
Choir folders	Website costs
Uniform expenses	Program printing
Guest instrumentalists for concerts	Posters & flyers
Choral clinicians	Contest recordings
State choir contest entry fees	Equipment purchases
Some OSSAA large ensemble fees	Piano tuning
School memberships	Transportation costs

Fundraiser sales will begin in August. The amount due per person for the 3<sup>rd</sup> and 4<sup>th</sup> period students is \$ 90.00, and the amount for 5<sup>th</sup> and 6<sup>th</sup> periods is \$ 60.00. Fundraising must be completed by September 21, 2021. For those who choose not to fundraise, dues can be paid in cash or by check made payable to PCN Choir.

ONLINE COMMUNICATION – Each choir student and parent is strongly encouraged to follow the choir program's forms of ongoing online communication.

1. Website: [www.pcnchoir.com](http://www.pcnchoir.com) - *This is also where you will find the choir calendar, links to honor group websites, and much more information about the PCN choir program.*
2. Facebook: Putnam City North Choir - *This is also where we post most choir pictures.*
3. Twitter: @pcnchoir
4. Instagram: @pcnchoir

REMIND.COM – Each student should to sign up for the Remind for his or her choir(s). To sign up, text the corresponding code to 81010. Parents are also welcome to join!

Men's Choir: @pcnmen	Showstoppers: @pcnjvshow
Women's Choir: @pcnjvwomen	Show Choir: @shocho2122
Varsity Women's Choir: @pcnvwomen	Jazz Choir: @pcnjazz
Una Voce: @pcnunavoce	

GOOGLE CLASSROOM – Each student should join the Google Classroom for his or her choir(s). User names and passwords are provided by PCN. Class codes are below.

Men's Choir: mjc7ntl	Una Voce: gwdmkur
Women's Choir: zdykm7g	Show Choir wctmccg
Varsity Women's Choir: vlht6in	Jazz Choir: a5k3zro

# GRADING

## **I. DAILY CLASS PARTICIPATION GRADES - 30%**

- Class participation grades will be taken at random.
- Students may earn up to twenty points for each daily grade and will be scored according to the “Four P’s of Participation”:
  1. Posture (sitting/ standing with correct, energized singing posture)
  2. Pencil & music (having choir materials and regularly marking music during rehearsal)
  3. Paying attention (use focused energy, not talking, be mentally engaged in rehearsal)
  4. Procedures (follow all classroom procedures – see pg. 7)

## **II. CONCERT/CONTEST GRADES - 35%**

- Students must be in class on the day of the event in order to perform.
- Each performance is worth 100 points. Punctuality to the warm-up and pre-concert practice time is vital to the success of each performance. Being late to a call time will result in at least 10 points being deducted from the grade. Students who are more than five minutes late will lose at least 20 points. Plan to arrive early!
- Because hearing other ensembles is part of their musical education, students are expected to stay for the duration of concerts. Leaving a concert early, even if his or her performance is complete, will result in up to half of the points for that performance being deducted.
- Students are expected to behave with proper concert conduct and decorum on and off the stage, and failure to do so will result in the performance grade being deducted. Inappropriate concert behaviors (for both performers and audience) include: using cell phones or electronic devices of any kind; yelling, whistling, and calling out; whispering and talking; walking up and down the aisles or moving around the auditorium (it is only appropriate to move around the auditorium in case of a severe situation or emergency, and in this case it may only be done during the applause between songs). Students are encouraged to share their knowledge of concert etiquette with their families and guests prior to concerts!
- Students must wear the complete and proper choir uniform for performances (see pg. 9). **Students who are not in the complete and proper uniform will not be allowed to perform and therefore will not earn credit for the performance grade.**

## **III. PERFORMANCE QUIZZES - 10%**

- Sight-singing assignments
- Part-singing quizzes
- “Happy Fun Singing Time” (at the end of the year)

## **IV. WRITTEN WORK - 10%**

- Written assignments, such as music worksheets, workbook completion, & concert reviews
- *Work is due at the end of the class period on the day assigned unless otherwise instructed. Late work will not be accepted. Work submitted with no name will result in a grade of zero. Each day a student is absent will result in the due date being extended by one day. It is the student’s responsibility to get missed work after being gone.*

## V. DUE DATES - 5%

- Handbook form return
- Uniform Return
- Other deadlines

## VI. SEMESTER EXAMS - 10%

ELIGIBILITY - One missing student alters the blend and balance of the entire choir. Therefore, it is vitally important that students maintain passing grades in all classes so they can be academically eligible for contests and daytime performances. **The choir department's rule is that a student must be academically eligible beginning 2 weeks prior to an event in order to participate.** Failure to meet this deadline may result in removal from the event. If this becomes a chronic problem, then the directors will recommend a schedule change into another class as soon as it is feasible.

## EXTRA CREDIT

Choir students may earn an extra 5 points on a daily grade by:

1. Attending a choral event at any church, community venue, or school, and bringing Ms. Keegan-Moring or Ms. Murphree the program with your name on it.
2. Attending a musical theater production and bringing Ms. Keegan-Moring or Ms. Murphree the program with your name on it.
3. Attending a PC North band concert, drama production, or orchestra concert and bringing Ms. Keegan-Moring or Ms. Murphree the program with your name on it and the signature of the conductor/teacher.

*\*These extra credit options apply only to events where the student can participate as an audience member. Performing in the extra things is great! ...but since you're required to be there, it doesn't earn extra credit.*

## **MAKE-UP WORK FOR MISSED PERFORMANCES**

*A conflict form must be submitted at least two weeks prior to any missed performance!*

### **1) EXCUSED ABSENCES**

The student should complete the written make-up assignment if a performance was missed due to:

- illness (a note or call is needed from the parent BEFORE the concert takes place)
- death in the family
- *dire* family emergency (a note or call is needed from the parent)

It is the student's responsibility to ask for a make-up assignment as soon as he/she returns to class. The report is due two weeks from the date of the performance or two weeks from the date she/he returns to class after the performance.

Having to work is not an excused absence because the dates on the choir calendar are given to all students before the end of August (as part of this handbook) and well enough in advance that arrangements can be made with employers. If a student gets a job, it is the student's responsibility to communicate with his/her employer about required performance and rehearsal dates as early as possible.

### **2) CONFLICT WITH ANOTHER REQUIRED SCHOOL ACTIVITY:**

Inform the choir directors (**by way of a conflict form**) and the sponsor/teacher of the conflicting activity ASAP. It will be the student's responsibility to work with both teachers to arrive at a compromise. Generally, a good rule to follow is to keep a personal calendar, regularly plot commitments on the calendar, and honor whichever commitment is known first. If a student discovers that he or she must miss any part of a performance (including pre-concert warm-ups) because of a conflict with another required school activity, **the student must turn in a conflict form at least two weeks prior to our performance**, and a note or e-mail from the other teacher may be required to verify the conflicting activity. If these guidelines are followed, this will be considered an excused absence.

### **3) UNEXCUSED ABSENCES**

The performance grade may **NOT** be made up if the absence was unexcused, such as:

- job/working
- over-sleeping
- forgetting
- not having a ride
- participating in another event for church, community, work, etc. **Because the Choir Calendar is given to students the first week of school, students have plenty of time to make arrangements to participate in all required performances.**

### **4) OTHER:**

Situations not listed above will be handled on a case-by-case basis. Conflict forms should be turned in as soon as possible and no later than two weeks in advance of the rehearsal or performance to be missed.

## **OPPORTUNITIES FOR ALL CHOIR MEMBERS**

In addition to concerts and required performances, students will have the chance to participate in additional activities to enhance their vocal music experience. At a minimum, choir students will have the following extra choir opportunities:

- Group performances at community retirement homes
- COCDA (All-Region) Honor Choir auditions & clinic
- OkCDA and OkMEA (All-State) Honor Choir auditions & clinic
- OSSAA District and State solo & ensemble contests
- Working with professional guest clinicians
- Enjoying performances by visiting artists

## **CLASSROOM PROCEDURES**

Students SHOULD...

1. Place all belongings (including cell phones & purses!) in floor along mirror when you enter the classroom
2. Have only required class materials with you at your seat
3. Be in your seat with your folder, pencil, and workbook when the bell rings
4. Stay in your assigned place for the duration of rehearsal and participate fully
5. Use only professional language
6. Be uplifting and kind
7. Comply with all instructions given

Students should NOT....

1. Talk while the instructor is talking
2. Talk during singing
3. Leave the room without permission
4. Move around the room during rehearsal
5. Chew gum
6. Have food or drink on the risers
7. Have a cell phone on the risers
8. Go behind the risers
9. Play the piano without permission
10. Move any chairs
11. Enter any peripheral rooms without permission

HALL PASSES – Students may use three hall passes per quarter during choir class, and they may use only those passes issued to them. Permission to use one of the hall passes will not necessarily be granted at all times. When permission is granted, a teacher’s signature will be required in order for the student to leave the room. Hall passes allow students to be absent from the room for 5 minutes. The use of hall passes should be kept to a minimum as it is highly disruptive to the rehearsal process to have people coming in and out of the classroom.

TARDIES – PCN policies regarding tardies and consequences will be followed. If a student is kept late by another teacher, s/he must bring a note from the teacher for the tardy to be excused. Additionally, to avoid being counted tardy, students should be in their assigned seat with their folder when the bell rings.

SICK DAY/LOSS OF VOICE POLICY – When a student is having vocal difficulty, he or she may notify Ms. Keegan-Moring or Ms. Murphree of the problem before class and then continue with rehearsal as usual, doing his or her best without straining the voice. Students are always expected to sit with good posture, follow along, and participate in class to the best of their ability. If a student is too sick to do this, he or she should see the nurse.

COMMUNICATION – Always communicate directly with one of the directors. Never send word with another student. This applies to all situations including, but not limited to, being late, missing a deadline, being absent...everything! Talk to a director yourself in person or via email.

SUBMITTING FORMS, WORK, AND OTHER ITEMS – Turn items in directly to a director in the choir room. Never leave something in the attendance or main office or in our box. Bring it to us instead to ensure it is received in a timely manner.

## **CHOIR DIRECTOR CONTACT INFO**

Stephanie Keegan-Moring, director  
[skeeganmoring@putnamcityschools.org](mailto:skeeganmoring@putnamcityschools.org)

Angela Murphree, assistant director  
[amurphree@putnamcityschools.org](mailto:amurphree@putnamcityschools.org)

Choir Office Phone: (405) 722-4220 ext. 2704

## **PARENTS’ CHORAL CONNECTION (PCC)**

<b>What is it?</b>	A booster club for parents, family, and friends of PCN Choirs.
<b>When was it founded?</b>	In 1995, by three PCN choir parents.
<b>Purpose?</b>	For parents and friends of the arts to support the PCN choir program!
<b>'21-'22 President:</b>	Shannon Cleburn ( <a href="mailto:shannoncleburn@gmail.com">shannoncleburn@gmail.com</a> )

Parent Choral Connection sponsors several fund raising events during the year to further assist with the cost of running our choir program. In short, *PCN Choral Connection* is indispensable. We hope parents will become involved! Information about meetings will be posted on the choir website ([www.pcnchoir.com](http://www.pcnchoir.com)).

## UNIFORMS

For women, the concert choir performance uniform will consist of the following:

- 1) **\*\*The choir dress**
- 2) Closed-toe, low-heeled dress shoes that are completely black. Flats are also acceptable. No flip-flops, tennis shoes, boots, sandals, or extremely high heels. Tom, Vans, and Converse are not acceptable. Students will spend a good deal of time standing in these shoes, so they should be comfortable and sturdy.
- 3) All women should wear black hose or tights.

For men, the concert choir performance uniform will consist of the following:

- 1) **\*\*Tuxedo jacket**
- 2) **\*\*Black tuxedo shirt**
- 3) **\*\*Burgundy necktie**
- 4) **\*\*Tuxedo pants**
- 5) Tall black socks - provided by each student
- 6) Black dress shoes - provided by each student

For all students:

- No jewelry other than earrings which must be smaller than a dime (exception: students may wear necklaces and/or larger earrings for solo & ensemble contests).
- Facial piercings are not allowed.
- No undergarments may be showing at any time.
- Any visible tattoos should be covered with something matching the skin tone.
- Hair should be a natural color and pulled back out of the face.

**\*\*These items** are “rented” from PCN choir. This cost is included in the choir dues, so no additional money will be required. Uniform pieces will be checked out to students early in the year, worn for performances throughout the year, and returned to the choir room by May 10, 2022.

The machine washable dress (inside out, cold, line dry), tuxedo pants, and men’s shirt should be cleaned before they are returned and then brought back in excellent condition on a hanger. DO NOT put tuxedo jackets in the washing machine! The choir department will have the jackets dry cleaned each year upon return. Students will be responsible for any damages to their assigned uniform pieces (see choir uniform contract).

# PCN Choir 2021-2022 Calendar

## September

September 2 – Open House & Evening Pep Rally

September 7 – Honor Group Entry Fees Due

September 18 – FREE Honor group workshops (9<sup>th</sup> @ PCN & 10<sup>th</sup>-12<sup>th</sup> @ Edmond Santa Fe HS)

\*September 21 – Dues payment deadline

September 25 – COCDA Honor Choir Auditions (@ Edmond Memorial HS)

## October

October 8/9 – Una Voce & Varsity Women's Choir rehearsal at Civic Center Music Hall

October 10 – Performance with OKC Philharmonic & Canterbury Choral Society

**October 21 – Fall Concert, 7 p.m. & Photo Day (after school/evening schedule TBA)**

October 23 – Show Choir rehearsal, 10:00-2:00

October 30 – 1<sup>st</sup> Round OKMEA & OKCDA All-State Honor Choir Auditions (@ Enid HS)

## November

November 2 – COCDA All-District Honor Choir festival & concert (@ Southern Hills Baptist Church)

**November 11 – Veterans' Day Assembly** & Varsity Trip to Statesman Retirement Community

November 13 – 2<sup>nd</sup> Round OKMEA All-State Honor Choir Auditions (@ UCO)

November 16 – All-State Jazz Honor Choir Auditions & 2<sup>nd</sup> Round OKCDA Honor Choir auditions

## December

December 2 – Show Choir & Jazz Choir to New Covenant Luncheon

December 8 – Blacklight Assembly

**December 9 – Holiday Concert rehearsal, after school**

**December 10 – Holiday Concert, 7 p.m.**

December 13 – Show Choir & Jazz Choir caroling trip after school

## January

January 6-8 – OKCDA 9<sup>th</sup> Grade All-State Honor Choir Convention (@ Cox Convention Center)

January 13 – District solo & ensemble entry fees due

January 15 – Show Choir rehearsal, 9:00-3:00

January 19-22 – OKMEA 10<sup>th</sup>-12<sup>th</sup> Grade All-State Choir Convention (@ Tulsa PAC)

January 24-26 – Showcase Tech & Dress rehearsals

January 25 – Putnam City District Men's Vocal Workshop

January 27-28 – Showcase 2017 Performances

## February

February 26 – District solo & ensemble contest (@ Mustang HS)

## March

March 1 – North Area Vocal Festival

March 1 – State solo & ensemble entry fees due

March 3-7 – \*Trip to NYC to perform in Carnegie Hall\*

March 22 – JV Mixed Choir rehearsal, 3:15-4:30

March 24 – Combined Men's Choir rehearsal, 3:15-4:30

**March 24 – Spring Concert (State Contest Music), 6 p.m.**

March 30 – JV & Varsity Women's Choir State Contest (@ NN HS)

## April

April 7 – Una Voce State Contest (@ Tulsa Union)

April 22 – State solo & ensemble contest (@ OBU)

## May

**May 3 – Spring Dessert Revue, 6:30 p.m.**

May 7 – District Arts Festival (@ PCN)

\*May 10 – Uniform return deadline

May 12 – Varsity Show Choir Tryouts

May 12 – Baccalaureate (seniors only)

\*Deadlines that are required for everyone are marked with an asterisk (\*)

***Required events for all choir members are those in bold and italics. Each choir student will also be required to attend state contest with his or her choir (April 1<sup>st</sup> or 9<sup>th</sup>). Conflict forms must be submitted at least two weeks in advance of any activity. Please plan ahead!***

Other events may be required only for certain choirs. Additionally, many events (such as honor choirs and solo & ensemble contests) are optional for individual singers.

## **CHOIR HANDBOOK SIGN-OFF**

**\*\*Your child will receive a grade of 100% for turning this in, signed, by the date below. Ten points will be deducted for each day that it is late.**

**\*\*Due Date: Friday, Aug. 20, 2021\*\***

Student's name (print): \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's name (print): \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Cell: \_\_\_\_\_ Parent cell: \_\_\_\_\_

Student Cell (optional): \_\_\_\_\_

Emergency contact phone number: \_\_\_\_\_

Student Address: \_\_\_\_\_

Student's T-Shirt Size: \_\_\_\_\_

How do you prefer to be contacted when communicating about your student?

Email

Phone

Please list the address(es) where you would like to receive PCN Choir e-mails (such as the bimonthly choir newsletter) during the school year.

Parent email #1: \_\_\_\_\_

Parent email #2: \_\_\_\_\_

Student's email: \_\_\_\_\_

*Please fill out BOTH sides*

## **CHOIR UNIFORM CONTRACT**

This contract signifies that the undersigned, \_\_\_\_\_  
(Student's name)  
and \_\_\_\_\_, agree to all uniform policies.  
(Parent/Guardian Name)

We understand that failure to fundraise (or pay) the required dues amount by September 21, 2021 will result in no uniform issued. We understand that we must return any and all uniform pieces borrowed from the choir department freshly cleaned (with the exception of tuxedo jackets) and in good condition no later than May 10, 2022. If the uniform or garment bag is damaged beyond reasonable repair, the undersigned agree to reimburse PCN Choir for the replacement cost. We understand that grades, transcript, and diploma, if applicable, may be held if we do not comply with the above.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEBSITE PERMISSION**

The PCN choir program has a website: [www.pcnchoir.com](http://www.pcnchoir.com). This website is a way of recognizing students' accomplishments, as well as a way to communicate what is happening in the choir program. The website is also linked to the PCN Choir Facebook, Twitter, and Instagram pages.

From time to time we may wish to publish student performances or photographs. However, PCN choir will not display a student's likeness without parental and student consent. No personal information about your child (such as address, telephone number or e-mail address) will be published.

Please check one of the following:

\_\_\_ **I grant permission for photos of my student to be published.**

\_\_\_ **I do not grant permission for photos of my student to be published.**

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please fill out BOTH sides*