



Permian High School
2019-2020
Choir Handbook



Mission Statement

The Permian High School Choir Department provides choral music education of the highest quality to young people who represent highly diverse social, economic, and cultural backgrounds.

We aim to ignite a love of singing and to nurture the full expression of each individual's potential for artistic and personal excellence through the collaborative experience of choral music performance.

In partnership with parents and our community, we empower young people with the tools to become caring, responsible, and skilled individuals who find fulfillment in life-long learning and love of the arts.

Welcome & Preface

Dear Permian Choir Parents and Students,

It is a privilege to welcome you, students and parents, as a member of the Permian High School Choral Program! The Mojo Choir has a strong tradition of musical excellence and is recognized as one of the most exceptional programs in the State of Texas. Membership in this organization requires the willingness to work hard and have fun while maintaining a serious commitment to excellence. Every year is a new challenge – new combinations of personalities and talent, new audiences, new music, new members, and new leadership from Choir Council Officers.

This year our motto starts with “TOGETHER WE...” Our success will be determined by how we work together. *Together we* built this tradition of distinction. *Together we* create an inclusive community where all are welcome. *Together we* work hard to maintain a standard of excellence. *Together we* set our sights on a bright future, full of possibility. *Together we* can do anything.

Our program and this handbook are designed with the belief that communication and support are keys to achieving our musical and organizational goals. It will provide you with important information about the choral program. Inside you will find guidelines for performing groups, grading and lettering policies, calendars, and much more. Please read this handbook carefully. The guidelines and rules which follow are designed to provide a quality experience for everyone and are necessary in order to have a successful year. Your support of these policies will result in a more positive experience for all involved. As a member of the Permian Choir Program, you are accountable for the information contained in this handbook.

The enclosed calendar is provided to help you with your planning. It is not a complete listing, but the best that can be provided to you at this point in time. As more performing opportunities and required meetings arise, they will be added to the calendar. Periodic calendar updates will be given to the students throughout the year. In addition, please check the choir web site: www.permianchoir.com for updated information about the choir handbook, Booster Club information, Mojo Choir Council, choir calendar updates, information about the musical, and maybe even some pictures of choir activities. Please contact me by e-mail or by phone whenever you have a question or concern. E-mail is the preferred method of communication.

Please contact us if you have any questions. Many problems can be solved through effective communication. Best wishes for an outstanding school year!

Sincerely,

Ken Sieloff
Director of Choirs

PERMIAN CHOIR STAFF

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PERFORMING ORGANIZATIONS

Belle Chanson

Lead Teacher: Mrs. Burton

A non-varsity women's chorus focusing on voice building and performance. This group is comprised of 9th-12th grade women. This class meets 1st period (8:30-9:19).

Panther Chorale

Lead Teacher: Mr. Harris

A non-varsity men's chorus focusing on voice building and performance. This group is comprised of 9th-12th grade men. This class meets 2nd period (9:25-10:14).

The Gentlemen Singers ("The Gents"): A medium-sized ensemble focusing on men's choral and pop repertoire and providing entertaining performances. This group is open to all 9th-12th grade men by application only. Rehearsals are before school as announced by Mr. Harris.

Cantus **2020 SWACDA SELECTED CHOIR**

Lead Teacher: Mr. Sieloff

A varsity men's chorus focusing on performance. This class is comprised of the men from both 3rd period (10:20-11:09) and Kantorei (4th period, 11:15-12:04). **This group will meet every Monday night throughout the entire 2019-2020 school year. Additional special rehearsals and performances will be required.** (An additional schedule will be provided for this ensemble)

Voca Lyrica

Lead Teacher: Mrs. Burton

A varsity women's chorus focusing on performance. This class is comprised of the women from both 3rd period (10:20-11:09) and Kantorei (4th period, 11:15-12:04). This group meets on Monday nights as scheduled. Special practices may be required.

Kantorei

Lead Teacher: Mr. Sieloff

A varsity mixed chorus focusing on performance. This class meets 4th period (11:15-12:04). Members of Kantorei are also part of Cantus and Voca Lyrica. This group meets on Monday nights as scheduled. Special practices may be required.

Black Magic

Lead Teacher: Mr. Sieloff

A select performance pop ensemble chosen by audition, this class meets 6th period (1:05-1:54).

ADDITIONAL COURSES

Music Theory Advanced Placement (AP) 8th period (2:00-3:24)

Lead Teacher: Mrs. Burton

This class is offered to any student at PHS who has previously had instrumental and/or vocal training and who desires to further enhance his/her skills and possibly consider a career in the field of music.

CLASS SUPPLIES

- **Music** – All concert music is furnished at no expense to the student. (Some music for individual competition must be purchased by the student) Music is expensive and students are expected to take care of it. Music is to be kept in the choir folder at all times. If music is lost or damaged, the student will pay for the replacement of the music.
- **Folder** – All students in the Permian Choir are issued a black choir folder. This folder is part of the choir assessment for the year. Students should store their music and/or materials distributed throughout the year in this folder. Students will receive a daily grade for having their assigned folder and materials in hand at the beginning of rehearsals. The folder is our gift to our students upon their graduation from Permian HS as a member of the Permian Choir. Lost, damaged, or defaced folders must be replaced immediately at the cost of \$15.00 per folder.
- **Pencil** – Each folder will be supplied with one pencil. Students should sharpen this pencil at the beginning of class if necessary. Pens are not acceptable and should not be used to mark in music.

CELL PHONES

Our goal is to maintain 100% focus on camaraderie and musical excellence during rehearsals and performances. Therefore, cell phone use is strictly prohibited.

Rehearsals: upon entering the classroom, cell phones must be placed in the assigned slot at the front of the classroom.

Performances: cell phones will be placed in an assigned box and kept in a locked room.

We will strictly follow the Permian HS cell phone policy - if any choir director (regardless of who is teaching) observes a student using a cell phone during a rehearsal, that phone will immediately be confiscated and turned into the office (not returned at the end of class). There will be NO exceptions to this rule! Failure to turn over a cell phone on the first request will immediately result in a second request. Failure to turn over a cell phone after the second request will result in disciplinary action from a principal.

GRADING SYSTEM

Grades in the Permian Choir program will be earned and based on personal accountability. Students who work hard and are committed on a daily basis will be successful!

A choir member's six weeks grade will be an average of the following, failure to adhere to these expectations will result in a grade deduction:

Participation (Major Grade - 50%) – Students must be present at daily rehearsals to receive participation credit. Please see the section on attendance for more information.

- The student will be on task and focused during all rehearsals.
- The students will have folder, music, pencils and supplies.
- The student will be prepared to sing his/her part successfully.
- The student will mark music and take notes without having to be told to do so.
- The student must be present at a daily rehearsal to receive participation credit.

Skills & Performance (Minor Grade - 45%) – Students will receive a grade for each performance during a grading period. Students will also be expected to improve individual music skills.

- Performances will be counted as major exam grades. The number of performances will be determined by the performance calendar.
- If no public performance occurs during a grading period, the performing grade will be based upon informal classroom performances determined by the director.
- The student will be evaluated through recorded singing exams, individual singing exams, sightreading exams, and written exams.
- The students will be evaluated on improvement of ensemble skills during daily rehearsals.

Planner (5%) – Each student must maintain a planner as a student at PHS. This portion of the grade will align with PHS guidelines for maintaining a planner.

GOOGLE CLASSROOM

Google Classroom will be utilized in most classes as an assessment and assignment tool. Please ensure that you have signed into your choir's Google Classroom to receive and submit assignments. Login information for each Choir will be available on the Permian Choir website (www.permianchoir.com)

REHEARSAL / CONCERT ATTENDANCE

Participation in rehearsals and performances *outside of class time* is part of the choir program at Permian High School.

- Choir is a performance-based class. Concerts AND rehearsals are required.
- Punctual attendance is required at all rehearsals and concerts. Absence/Tardiness will not be tolerated.
- All rehearsals and concerts are required unless excused in advance by the student's primary director and Mr. Sieloff.

Concerts are NOT considered extra-curricular activities by the University Interscholastic League (UIL), therefore attendance and participation is mandatory and a major part of the student's grade.

GUIDELINES FOR EXTRA REHEARSAL & CONCERT ATTENDANCE:

General

- If a student misses a rehearsal or concert due to a last-minute issue, Mr. Sieloff and the student's primary choir director should be contacted as soon as possible.
- All communication regarding unanticipated absences from rehearsals or concerts must be made with the student's director within 24 hours.

Excused Absence

- The student must submit an "Absence Request" prior to the event.
- Defined as an absence resulting from illness, serious illness in the family, or bereavement.
- Excused absences for concerts and rehearsals outside of class time are at the discretion of Mr. Sieloff along the student's primary director.

Unexcused absence

- Will result in a zero test grade which will significantly impact a student's average for the grading period and may result in a student's dismissal from his/her respective ensemble.
- See "Make-Up Procedure" for information about making up the grade for a missed rehearsal or performance.

Absence Requests

- If a student knows prior to the rehearsal or concert that he/she will be tardy or absent due to an unavoidable conflict, the student must submit an ABSENCE REQUEST form which can be found on the Permian Choir website (www.permianchoir.com select “Student Portal” in the main menu). Absence Requests submitted less than 24 hours before a rehearsal or concert will not be accepted and will result in an unexcused absence.
- It is the responsibility of the student to communicate a conflict ahead of time to their primary director so that we may help resolve a conflict if possible.
VERY IMPORTANT: Since ample advance notice is given for concerts and extra rehearsals, a job will not be considered as an excused absence. Also, Driver’s Education will not be considered as an excused absence for concert attendance.
- Conflicts with other Permian activities scheduled at the same time should be brought to the attention of Mr. Sieloff, along with the student’s primary director, and we will contact the PHS teacher or coach in charge to seek an excused absence from the conflicting activity. These are handled on a case-by-case basis.
- UIL activities and competitions, according to the school district, receive top priority. Students are not permitted to miss UIL activities and competitions/concerts of one organization for rehearsals, practices, or recreational activities (such as banquets) of another organization.

MONDAY NIGHT REHEARSALS

Monday evenings must be reserved and free of any conflict for all members of the Permian Choir program for the second semester. All-Region practices will also occur on Mondays in the Fall Semester. Monday night rehearsals will be announced well in advance and schedules should be kept open in the second semester in order to attend. Students who are aware of a conflict in advance of a Monday Night Rehearsal should inform their primary director as soon as possible and submit an Absence Request on the Permian Choir website (www.permianchoir.com select “Student Portal” in the main menu).

VERY IMPORTANT: Do not schedule activities (especially classes) on the evenings of your extra rehearsals! You should not schedule to work at this time. These rehearsals are for the benefit of the entire choir department as we prepare for special performances and competitions. Students will be notified if a rehearsal is to be abbreviated or cancelled.

REHEARSAL EXPECTATIONS AND GUIDELINES

The success of a choir is determined by the way it rehearses. How it rehearses is determined by the conduct and cooperation of the student. Be patient, attentive, careful, and cooperative in observing these rehearsal expectations. When a director has to discipline and control rather than direct, the rehearsal and eventually the choir is headed for failure. Good behavior and attitude, and self-discipline are essential to producing a GREAT CHOIR. If you are successful, the choir is successful.

1. Always be early so you are on time for all rehearsals and performances. You should be in your place, with required materials by the time the second bell rings or the rehearsal is to begin. PHS tardy policy is enforced.
2. Please take care of restroom breaks before the rehearsal begins. Notify teacher of health concerns in advance.
3. Enter the choir room with a mature, energetic, and positive attitude.
4. The use of cell phones is not permitted during rehearsals or performances. Cell phones must be placed in the assigned slot upon entering the classroom. This is how attendance will be taken.
5. Be responsible and professional. Always have your folder, music, and pencil.
6. Maintain respect for the choir facilities. You may not play any piano without permission from a director!
7. Keep the room orderly and clean. Do not bring food, candy, or drinks in the choir room unless given permission by the director. If you are not taking your music home, make sure you return it to the correct folder shelf. The choir room is not to be used as your personal locker.
8. No gum in rehearsals. You cannot properly sing with gum in your mouth.
9. Respect everyone around you.
10. Be conscious of good posture at all times.
11. Keep your eye on the conductor during rehearsals and performances.
12. Listen to the teacher or conductor at all times. Talking while the conductor is rehearsing or giving instructions is never appropriate.
13. Take a mature attitude toward corrections. Don't be a know it all!
14. Rehearsals are not over until the director dismisses the choir. Do not begin to put your folders away until instructed to do so.
15. Stay involved in the rehearsals from start to finish. Rehearsals are not for personal grooming, catching up on the latest gossip, or doing homework.
16. Approach rehearsals as well as performances with OPTIMISM, ENTHUSIASM, DETERMINATION, AND YOUR WHOLE-HEARTED ATTENTION.
17. **Take pride** in the Permian Choir program. You are part of something very unique!

CONCERT ETIQUETTE

Please review the following rules of concert etiquette. Should any student be removed from the concert (either on stage or off) they will receive no credit and will not be given a make up assignment. It is imperative that all students behave in a professional manner.

When Performing:

1. Enter the stage quietly and quickly. DO NOT wave to anyone in the audience and DO NOT talk to anyone next to you on stage. Face the audience and smile.
2. During the song your attention should be on the conductor at all times. DO NOT look into the audience or at your neighbor or you may miss an important cue. Even if you are not singing, your focus should still be on the conductor.
3. DO NOT chew gum. This isn't allowed in rehearsal and isn't allowed on stage.
4. DO NOT talk between songs. The conductor may address the audience during this time to tell them about the songs you are singing. Face the audience and smile.
5. When your performance is over, wait for your conductor to cue you to move off stage. Exit the way we practice in rehearsal...quietly and quickly, and to your assigned seats. Do not move out of the seating chart when moving to your seats in the auditorium.
6. Remember any sort of disruptive behavior will be recognized by the audience. You are part of a group. You ALL work very hard and ALL deserve to be heard by your friends and family. If certain individuals call attention to themselves throughout the performance, it will take attention away from the entire group. Remember...keep your hands at your sides and stand with your weight on both feet. You will sound and look your best this way.
7. Finally, HAVE FUN and enjoy the music you worked so hard on!

When In the Audience:

1. While the performance is in progress, remain seated and quiet. DO NOT leave the auditorium unless the situation is emergent. If this is the case, try to leave only between songs, not in the middle of them.
2. DO NOT hum or clap along with the performers, unless specifically invited to do so.
3. Show your appreciation for the performance by clapping after each selection. You will know the performance is finished when the conductor's hands are down. Whistling and cheering ARE NOT appropriate at a formal concert.
4. DO NOT talk or whisper during the performance. Listeners and performers are also distracted by sounds from programs, candy wrappers and other noises.
5. Be respectful and supportive of your classmates on stage. DO NOT laugh at or mock performances.
6. DO NOT bring a cell phone or any other noise making electronic device into the auditorium.

FORMAL ATTIRE

Permian Choir members will be issued formal attire to wear in most concerts and at all UIL and festival competitions. You are expected to treat formal attire with care and pride. **The cleaning of all formal attire items will be handled by the Choir program at the end of the year.** Periodic cleaning and care of your formal attire items will be your responsibility throughout the year.

ALL WOMEN

- Women will be issued a black, floor-length dress.
- Non-Varsity women must wear black closed-toed shoes (not sandals). These are to be provided by the student.
- Varsity women will be assigned a black shoe as part of the uniform.
- Personal jewelry is limited to small earrings and small bracelets. No necklaces.

KANTOREI and CANTUS MEN

- Varsity men will be provided with a tuxedo package which includes a black tuxedo tail jacket, black tuxedo pants, white pique vest, white pique bowtie, and black tuxedo shoes.
- White pique tuxedo shirts will be purchased by the choir program for each student; this shirt will be paid for through assessment collection. Students will not return these shirts at the end of the year. Tuxedo shirts must be pressed before each concert, and must appear well-kept.
- **Long black dress socks** are to be provided by the student.

PANTHER CHORALE MEN

- Panther Chorale men will be provided will be provided with a black shirt, black tuxedo pants, white vest, and white long tie.
- Solid black dress shoes and long black **dress socks** are to be provided by the student.
- Students who do not have the financial ability to provide solid black shoes should notify Mrs. Burton when receiving formal attire. Waiting until the night of the concert is not acceptable and may result in removal from the program.

Kantorei choir members will also receive an embroidered garment bag that should be used only for formal attire storage throughout the year. These garment bags must be returned at the end of the year. The replacement cost for lost or damaged bags is \$50.

STUDENT FINANCIAL OBLIGATIONS

Our goal as a choir department is to keep all student fees to a minimum. The following list contains most of the anticipated costs (mandatory and optional) that are associated with choir. Please note that all payments can be made by cash, check, money order, or by credit card via our online store at www.permianchoir.com. Checks should be made payable to Mojo Choir. Students will be shown the procedure for depositing money into the lock box in the Choir Room. All money turned into the PHS Choir should be deposited in the lock box and NOT “handed” to a choir director. Before depositing CASH in the lock box, all students are encouraged to receive a receipt from a director. Directors / Booster Club are not responsible for “lost” cash payments if a receipt is not requested.

- **Belle Chanson and Panther Chorale Assessment: (\$60.00)**

This assessment is to be paid by **all choir members in 1st and 2nd period**. It covers supplying general items such as folders and pencils, copying music exercises, cleaning and hemming formal attire items, and paying for accompanists. *Preferred by September 13th, but due no later than end of first semester.*

- **Voca Lyrica Assessment: (\$80.00)**

This assessment is to be paid by **all choir members in 3rd period**. It covers supplying general items such as folders and pencils, copying music exercises, cleaning and hemming uniforms, shoes for each member, and paying for accompanists. *Preferred by September 13th, but due no later than end of first semester.*

- **Cantus Assessment: (\$250.00)**

This assessment is to be paid by **all men of 3rd period Cantus, and all men of Kantorei**. This assessment includes the general assessment, choir t-shirt, pique tuxedo shirt for each member, additional SWACDA expenses, all parties, All-Region entry fee, and additional SWACDA apparel. *Preferred by September 13th, but due no later than end of first semester.*

- **Kantorei Women Assessment: (\$100.00)**

This assessment is to be paid by **all female members of Kantorei (Kantorei men will pay the Cantus Assessment for 2019-2020)**. This assessment includes the general assessment, shoes for each member, all parties, and the All-Region entry fee. *Preferred by September 13th, but due no later than end of first semester.*

- **OPTIONAL All-Region Entry Fee (\$15.00)**

Participating in the All-Region process develops our students’ skills and work ethic. We strongly suggest this for all of our students. This fee pays for the entry into the contest. *This fee is included in the Kantorei Assessment. The deadline to enter is September 14th. This fee must be paid before that date.*

- **OPTIONAL Permian Choir T-Shirts: (\$20.00)**

Support your choir by wearing this year’s Permian Choir T-Shirt. Return your t-shirt order form with your payment by September 13th to insure that you have it at the beginning of school. *The deadline to order is September 13th.*

- **OPTIONAL Choir Parties: (\$15.00)**

Students are encouraged to participate in our social activities outside of school. This one-time fee allows your students to have access to all of our social activities. If guest are allowed, this charge does not include those guests. In addition, there will be no refunds for non-attendance of parties. *This fee is included in the Kantorei and Cantus Assessment.*

LETTER JACKETS

To receive PHS Choir letter jacket, choir students must complete at least one year of satisfactory choir membership before they may order a letter jacket (or service stripe), be a “member in good standing” during his/her choir tenure, and must have participated in all required performances, concerts, contests, etc. Choir members must accumulate a total of 95 points to earn a letter jacket. Each additional service stripe requires an additional 50 points. Points are cumulative beginning in the 9th grade. No points will be advanced.

Each choir student may be awarded only one (1) letter jacket while a high school student in ECISD (not one per activity), but may letter in as many activities as he/she is able (per UIL rules). **In order to qualify for a letter jacket or service stripe, students must complete the required form and return it to Mr. Sieloff by the announced due date.**

TMEA	10 points/year for auditioning for the Region Choir 15 additional points for advancing to Region 20 additional points for certifying for Pre-Area 25 additional points for certifying to Area *If a student makes the All-State Choir he/she earns their letter immediately
UIL SOLO & ENSEMBLE (S&E)	5 points for performing a solo at S&E 10 additional for performing a Class 1 solo 10 additional points for a 1 st division rating advancing to State S&E 10 additional points for participating in the State S&E event 5 points for performing in a Class 1 Ensemble at S&E 10 additional points for a 1 st division rating advancing to State S&E 10 points for participating in the State S&E event 5 additional points for performing a Class 2 solo at S&E 5 additional points for a 1 st division rating 5 additional points for performing in a Class 2 Ensemble 5 additional points for a 1 st division rating in a Class 2 Ensemble *If a student takes a Class 1 solo to Stat S&E and earns a 1 st division rating, he/she earns their letter immediately
Concert & Sight-Reading	10 points for earning a Sweepstakes at C&SR 5 points for earning a 1 st division in concert 5 points for earning a 1 st division in sight-reading
Private Lessons	5 points per semester for participating in private voice lessons. (Private teacher and director must verify)
Black Magic & The Gents	5 points per semester for participating in Black Magic and/or The Gents
Service Points	10 points per semester for serving as a member of the Choir Council 5 points per semester for serving as a section leader
Choir Camps	2 points per day/evening of participation (Verification by director)

FUNDRAISING

Choir members will have the opportunity and option to participate in numerous fundraisers during the school year. For several of the fundraisers, the profit from each student's sales will be credited to that student and applied toward expenses in choir. We encourage students in all grade levels to participate in the fundraisers to begin raising money for this year or future trips.

PRIVATE VOICE LESSONS

Private voice lessons are strongly encouraged for any and all members of the Permian Choir program. These lessons will enhance and improve vocal and musical development. Voice lessons take place during the choir class period, once per week. Please contact one of our private voice teachers directly if you are interested. The charge is \$23 for a half-class and \$40 for a full-class lesson.

Michele Cheatham – 432.528.9323

Kimberly Corman – 432.413.2622

David Cox – 817.729.7282

Connie Viverette – 432.889.3312

Kathy Lollar – Contact West Texas Music Academy

If you need assistance selecting from these voice teachers, please complete the form in the packet. We are more than happy to guide you to the teacher that has openings in your student's class period.

COMMUNICATION

Website In an effort to communicate with parents in an easier and more efficient manner, we will post information on our website: www.permianchoir.com.

Facebook For most events, we will post reminders on our Facebook page. Feel free to like our page. It can easily be found by searching for Permian Choir on Facebook.

Remind (text messages) Many people prefer to receive text alerts for events. Both students and parents can sign up for these messages through Remind. To do so, please text **@phscho** (with the @ sign) to **81010**. We do send a lot of messages through this system. If parents would prefer to receive just major reminders for concerts and events, we have setup a special system for you. Please text **@phschoirp** to **81010**.

Cut Time We will be using an online computer database for choir called "Cut Time." On this system you will be able to provide updates in your contact information, check your students' balances, and check the choir calendar. Please take a moment to provide us with your contact information ASAP. Login information will be included in the beginning-of-year meeting.