



Poteet High School Choir Handbook 2009-2010

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Nancy Shotts, Assistant Director

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POTEET CHOIR DEPARTMENT

August 24, 2009

Dear Choir Students and Parents,

Welcome to another exciting year in the Poteet choir department. Mrs. Shotts and I are both excited to be teaching at PHS, and we are looking forward to making music with you. Our plans for the school year include many concerts, All-Region auditions, Solo and Ensemble Contest, and UIL performances! Parents play a huge role in the choir students' success and we hope that you all will stop by at the PHS open house on Monday, September 21st to introduce yourselves. Please remember to visit our new and improved choir website for updates at www.poteetsings.org, and check the status of your contact information, uniforms, money, etc. at www.charmsmusic.com (School code: PoteetHSChoir Login: Student ID# or whatever you changed it to).

This handbook is designed to assist you in becoming familiar with the policies and procedures of the PHS choir that allow us to operate a successful program. I realize that it is rather lengthy, but please do read through this document carefully as PHS choir members are held to high expectations, in terms of both academics and conduct. *Please be aware that by signing and returning the forms found in this handbook, you acknowledge and agree to abide by the contents of that form.* I hope that the following information will answer any questions you may have about the choral program.

Please retain the calendar on the back of this letter as it contains important information regarding the choir schedule for the school year and return pages 8 through 13 by next Friday. If you should ever need assistance, please do not hesitate to contact us via phone or email. Once again, we look forward to meeting and working with all of you.

Best wishes,

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*email address will change soon!

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www.poteetsings.org
www.charmsmusic.com (Login: PoteetHSChoir)

Bridge-Friendly!

2009-2010 PHS Choir Calendar

www.poteetsings.org

Choir Office: (972) 882-5329

www.charmsmusic.com (PoteetHSChoir)

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>	<u>LOCATION</u>
Wednesday, Sept. 2 nd	Choir Party	4-6 p.m.	Outside Choir Door
Sept. 14-18 th	All-Region Mock Auditions	In class	PHS Choir Room
Monday, Sept. 21 st	Open House	6-8 p.m.	PHS
<i>Friday, Oct. 2nd</i>	<i>Homecoming (Chorale only)</i>	<i>6:00 p.m.</i>	<i>Hanby Stadium</i>
Tuesday, Oct. 13 th	All-Region Auditions (Phase 1-women)	TBA	Sunnyvale HS
Saturday, Oct. 17 th	All-Region Auditions (Phase 2-all)	TBA	Horn HS
<i>Tuesday, Oct. 20th</i>	<i>Fall Concert</i>	<i>7:00 p.m.</i>	<i>PHS Auditorium</i>
TBA	Musical Auditions	4-9 p.m.	PHS Auditorium
TBA	Musical Callbacks	4-9 p.m.	PHS Auditorium
Thursday, Oct. 22 rd	Talent Show Auditions	4-7 p.m.	PHS Choir Room
Tuesday, Oct. 27 th	Region Choir Pre-Rehearsal	5-9 p.m.	Mesquite HS
Wednesday, Oct. 28 th	Talent Show Dress Rehearsal	4-7 p.m.	PHS Auditorium
Thursday, Oct. 29 th	Talent Show	7:30 p.m.	PHS Auditorium
Saturday, Nov. 7 th	All-Region Clinic/Concert	8-6 p.m.	Richardson HS
Tuesday, Nov. 17 th	Pre-Area Auditions (Round 2)	4-10 p.m.	Rowlett HS
November 25 th -27 th	Thanksgiving Break		
Friday, Dec. 4 th	Variety Tour	TBA	Mesquite Schools
<i>Tuesday, Dec. 15th</i>	<i>PHS & KMS Winter Concert</i>	<i>7:00 p.m.</i>	<i>PHS Auditorium</i>
Dec. 21 st -Jan. 1 st	Winter Break		
Saturday, Jan. 9 th	Area Auditions (Round 3)	All day	Texas A&M Commerce
Feb. 4 th - 6 th	Musical Performances	7:00 p.m.	PHS Auditorium
February 10 th -13 th	TMEA (All-State)	All day	San Antonio
Saturday, Feb. 20 th	Solo and Ensemble Contest	TBA	Sunnyvale HS
<i>Thursday, Mar. 11th</i>	<i>Pre-UIL Concert (UIL groups only)</i>	<i>7:00 p.m.</i>	<i>PHS Auditorium</i>
March 15 th -19 th	Spring Break		
<i>Monday, Mar. 22nd</i>	<i>UIL Rehearsal (Chorale only)</i>	<i>4-8 p.m.</i>	<i>PHS Choir Room</i>
<i>Tue/Wed, Apr. 6th - 7th</i>	<i>UIL at West Mesquite HS</i>	<i>During school and the evening</i>	
Apr. 21 st & 22 nd	Variety Show Dress Rehearsals	4-10 p.m.	PHS Auditorium
Apr. 23 rd & 24 th	Variety Show	7 p.m.	PHS Auditorium
Tuesday, April 27 th	Spring Show Solo Auditions	4-6 p.m.	PHS Choir Room
Monday, May 10 th	Spring Show Dress Rehearsal (solos only)	4-8 p.m.	PHS Auditorium
<i>Tuesday, May 11th</i>	<i>Spring Show</i>	<i>7:00 p.m.</i>	<i>PHS Auditorium</i>
Thursday, May 13 th	Variety Auditions for '10-'11	3-6 p.m.	PHS Choir Room
Thursday, May 20 th	Honors Recital	During class	PHS Choir Room
Saturday, May 22 nd	Choir Banquet - \$25-\$30	7 p.m.	TBA
<i>Sunday, May 23rd</i>	<i>Baccalaureate (Chorale only)</i>	<i>2 p.m.</i>	<i>PHS Auditorium</i>

Schedule is subject to change!

Events in italics are mandatory and significantly affect your choir grade!!

Attendance

Because choir is a performance-based class, it is imperative that all students be present and on time for every event. For that reason, the PHS choir has a very strict attendance policy. If an extracurricular rehearsal or performance is missed, whether the absence is excused or unexcused, a written assignment will be given in order to make up for the grade. If you are absent, it is YOUR responsibility to see the directors about your make-up assignment. Please note that in order for an absence to be excused, the directors must be informed in advance either in writing, by phone, or by email from a parent or legal guardian.

Excused Absences:

1. Illness (requires a written note from a parent or doctor)
2. Death or funeral of a relative or close friend (requires a written note from a parent)
3. Family emergencies (requires a written note from a parent)

Note: If you are involved in a conflicting school-sponsored activity, try to resolve the schedule conflict on your own and if it is still unresolved, notify the director at least one week in advance.

Unexcused Absences:

1. Personal Trips
2. Work
3. Non-emergency doctor/dentist visits (please do your best to schedule around rehearsals and performances)
4. All other absences not listed under “excused absences,” at the director’s discretion

Uniforms

Official uniforms: All choir students will be supplied with a uniform at the beginning of the school year. A uniform maintenance fee of \$7 will be collected at the beginning of the school year to cover uniform dry-cleaning, but students are expected to take pristine care of their uniforms, and students will be charged for any damage incurred to their uniforms (or other choir materials such as music, folders, etc.). Please do not make permanent alterations (such as cutting rather than hemming) to choir uniforms. If a student fails to supply any portion of his/her uniform for a given performance, he/she will not be allowed to perform and it will be considered an unexcused absence from a concert, adversely affecting the student’s grade.

Women: Black choir dresses will be supplied by the school. Students need to supply skin-tone hose and black, closed-toe dress shoes. No jewelry, please.

Men: A tuxedo jacket, black pants, black bow tie, and black cummerbund will be supplied by the school. Students need to supply a tuxedo shirt, black socks, and black dress shoes. No jewelry, please.

Unofficial uniforms: Polo shirts are our unofficial uniform for trips, casual performances, and other choir events. The order form for this year’s polo shirt and T-shirt can be found at the end of this handbook. Please indicate your *appropriate* shirt size.

Grading

Choir will be graded in many different ways. Major grades – 50%; Daily grades – 50%

1. **Attendance** – If a student has an unexcused absence from a mandatory rehearsal or performance, 50 points will be deducted from his/her overall grade. Missing such a performance will result in a failing grade in choir, causing the student to be ineligible for extracurricular events. Furthermore, if a student is tardy (even by one minute!), this will result in a significant penalty. Call times are typically 45 minutes before the concerts, so students must plan accordingly.
2. **Rehearsal techniques** – Student will be graded on aspects of daily rehearsal techniques such as vocal technique, posture, preparedness, organization, participation, and attitude.
3. **Test/assignments** – Other written assignments may be given throughout the school year as time allows, including, but not limited to semester exams, six weeks exams, and quizzes. If a student is absent from a rehearsal or performance, he/she may be given a written assignment in order to make up for that grade. A student with an excused absence may achieve a 100 upon satisfactory completion of the assignment, but a student with an unexcused absence may only receive an 80 upon satisfactory completion of the assignment. See “Attendance” for more information on excused and unexcused absences.

Eligibility

Choir students are expected to be exemplary students both musically and academically. Passing grades should be maintained in ALL CLASSES in order to be eligible for extracurricular activities (including All-Region, Solo and Ensemble, UIL, and trips!). **Please keep in mind that if you fail a class on a trip year, you may not be able to get all (or any) of your trip payments refunded if you are ineligible to attend the trip due to grades, attendance, or discipline issues.** When you do not pass your classes, Mrs. Westgate is not happy... and when Mrs. Westgate ain't happy, ain't nobody happy!

Classroom Expectations

1. **Respect other students, directors/teachers, and school property.**
2. **Arrive on-time with assigned materials (folder, music, pencil, etc.)**
3. **Gum, food, and drinks are prohibited.**

Discipline

If a student commits any disciplinary infraction of the choir, school, or district rules, he or she may face many penalties, including the diminution of the citizenship grade, loss of privileges and/or leadership positions, choir reassignment, and dismissal. Depending upon the severity of the infraction, the directors reserve the right to skip to a stronger consequence. The punishments may include, but are not limited to:

First infraction – Warning

Second infraction – Detention and parent phone call

Third infraction – Office referral and parent/teacher conference

Fourth infraction – Office referral and potential dismissal from choir

Poteet Choir on the Web

www.poteetsings.org

- This is our main webpage, which has important information such as our calendar, handbook, news, etc.
- We also have pictures of many of our events online, however, students remain anonymous for safety reasons.

www.charmsmusic.com

- School Code: PoteetHSChoir
- Password: student ID number (or whatever you have changed your password to)
- This website gives students and parents information on all payments (including trip and fee payments), uniforms, etc.
- Handbook forms and other handouts can be downloaded from this site.

Email: achappell@mesquiteisd.org or nshotts@mesquiteisd.org

Trip

We will not be going on a trip this year since we went to New York City last year. We will inform you of our plans for next year's trip in the springtime.

Voice Lessons

You are strongly encouraged to enroll in voice lessons to further your musical education. We will have two voice teachers available this school year. Due to scheduling, the majority of these lessons will take place after school in their home studios. The cost of lessons through MISD is \$16 per 30-minute lesson which is a great deal! However, the home studio rate will be set by the individual voice teachers. If you have problems securing a voice teacher, please call Mrs. Westgate or Mrs. Shotts. Contact one of the teachers listed below if you are interested in taking private voice lessons (and make sure to tell them that you are from PHS)!

Mrs. Wini Council (214) 499-1221
Ms. Rachel Duke (214) 566-7463

*Please detach the remainder of this packet and return **EVERY FORM** filled out front and back to Mrs. Westgate or Mrs. Shotts by Friday, September 4th with the \$7-uniform dry-cleaning fee (and any other monies) in the envelope provided!*

All fees can be included in one check made out to the Poteet Choir.

ALL FORMS ARE DOUBLE-SIDED!

Poteet Choir Polo Shirt Order Form

(approved to wear at school)



This design with silver lettering is embroidered on a forest green polo.

Please indicate size and quantity

Ladies' S _____

Men's S _____

Youth M _____

Ladies' M _____

Men's M _____

Youth L _____

Ladies' L _____

Men's L _____

Youth XL _____

Ladies' XL _____

Men's XL _____

Ladies' 2XL _____

Men's 2XL _____

Ladies' 3XL _____

Men's 3XL _____

Student's name: _____

of shirts ordered: _____ x \$15 each = _____

Please return this form with a check (with address, phone #, DL #, and student's name written on it) made payable to Poteet H.S. Choir by Friday, September 4th.

Poteet Choir Hoodie Order

(approved to wear at school over a polo)



Order your Poteet Choir hoodie for only \$20!

Size _____ Quantity

S _____ M _____ L _____ XL _____ 2XL _____ 3XL _____

Student's name: _____

of hoodies ordered: _____ x \$20 each = _____

Please return this form with a check (with address, phone #, DL #, and student's name written on it) made payable to Poteet H.S. Choir by Friday, September 4th.

MESQUITE INDEPENDENT SCHOOL DISTRICT FIELD TRIP PERMIT

I, _____, do permit _____
(name of parent/guardian) (name of student)

to participate and travel by bus during choir field trips during the 2009-2010 school year. A field trip is considered an extension of the curriculum and is designed to enrich and broaden a student's educational experiences.

(signature of parent/guardian)

MESQUITE INDEPENDENT SCHOOL DISTRICT ACTIVITY PARTICIPATION RELEASE

_____ Last name	_____ First name	_____ M.I.	_____ Date of birth
_____ Address		_____ Home telephone	
_____ Parent/Guardian's name		_____ Emergency/work telephone	

I hereby give consent for the above name student to participate in choir activities and to travel with the sponsor or other school representative(s)/chaperone(s) on trips.

If, in the judgment of any representative of the school, the above named student should need immediate medical care and treatment as a result of any injury or illness, I do hereby request, authorize, and consent to such care and treatment as may be given to said student by any physician, trainer, nurse, hospital, or school representative, including the administration of medication; and I hereby release the school and any school representative from any claim by any person whomever on account of such care and treatment of said student.

Signature of Parent/Guardian

Date

Student Information

Please print clearly and make sure that all information is accurate. If any of your information changes throughout the school year, please make changes on www.charmsmusic.com.

Student name: _____

Student address (include city, state, zip) _____

Student home phone: (_____) _____ Student cell phone:(_____) _____

Student email: _____

Choir class(es): _____

Grade: _____ Voice part: _____

Birthdate (month/day/year): _____

~~~~~  
Mother's/Guardian's name: \_\_\_\_\_

Mother's work phone: (\_\_\_\_\_) \_\_\_\_\_

Mother's home phone: (\_\_\_\_\_) \_\_\_\_\_ Mother's cell phone: (\_\_\_\_\_) \_\_\_\_\_

Mother's address if different from student's (include city, state, zip): \_\_\_\_\_  
\_\_\_\_\_

Mother's email: \_\_\_\_\_

~~~~~  
Father's/Guardian's name: _____

Father's work phone: (_____) _____

Father's home phone: (_____) _____ Father's cell phone:(_____) _____

Father's address if different from student's (include city, state, zip): _____

Father's email: _____

PHS Choir Handbook Agreement

This handbook is provided to help you understand the expectations and procedures under which the choral program operates. I hope that it will make your experience in choir as beneficial as possible.

Please read the handbook carefully and make sure that you understand it in its entirety. If you have any questions, please feel free to ask Mrs. Westgate or Mrs. Shotts to explain the material. All students need to return all forms (and fees!) including this sheet, signed by themselves and their parents in order to be a member of the Poteet High School Choir. **These forms and fees are due Thursday, September 3rd (A day classes), or Friday, September 4th (B day classes) and this is FOR A MAJOR GRADE!**

Statement of Agreement

I have read, understand and agree to abide by all information in this handbook regarding the choir grading policy, concert dates, concert attire, and discipline expectations. I also understand and agree to abide by the rules set forth by Poteet High School and Mesquite ISD and understand that I will be held accountable for my actions.

Student's Name (please print): _____

Student's Choir (circle one): Chorale Select Con. Women Con. Men

Student's Signature: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

Please remember to enclose all fees including:

- Uniform dry-cleaning fee (REQUIRED) - \$7
- Polo shirts (OPTIONAL) - \$15 each
- Choir T-Shirt (OPTIONAL) - \$10 each
- Choir Hoodie (OPTIONAL) - \$20 each
- All-State packet - \$20 (Region, Pre-Area, and Area music) **OR**
All-Region packet - \$7 (REQUIRED for Chorale only)

Make checks or money orders payable to POTEET CHOIR (cash is acceptable).

*Checks must include address, phone #, DL#, and student's name.