

Broken Arrow Public Schools Vocal Music Department Handbook



BROKEN ARROW HIGH SCHOOL VOCAL MUSIC

Justin Rosser – Director of Choral Activities
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Broken Arrow Public Schools (BAPS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following people at BAPS have been designated to handle inquiries regarding the non-discrimination policies: The Executive Director of Human Resources should be contacted for all non-student and/or employment related issues at 918-259-4300; The Director of Student Services should be contacted for all student issues except those related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 918-259-4540. Inquiries concerning non-discrimination can also be made to the United States Department of Education's Assistant Secretary for Civil Rights.

Broken Arrow Public School Vocal Music Syllabus
2023-2024

CALENDAR

All dates are on the Vocal Music Choir Calendar and are available at our website **www.BrokenArrowChoir.com**. It is the responsibility of students and parents to remain informed about calendar events. Parents must report scheduling conflicts by submitting an absence approval request email to a director at least **five days prior to the event**. Conflicts will not be excused unless they are situations as outlined by Broken Arrow Public Schools district policy 4370. Submitting a request does not guarantee approval.

INFORMAL UNIFORM - REQUIRED

Informal Uniforms are used for performances and other activities throughout the year. T-shirts are \$20.00 (XXL, XXXL additional \$2).
Please carefully complete the attached t-shirt order form, and return it with payment. Checks payable to BAABC.

FUNDRAISING

There will be a few fundraising opportunities to directly benefit your student's account.

- **Poinsettia 45% profit**
- **Adopt a Tiger 100% profit**
- **Butter Braids 43% profit**

STUDENT FEES PER CLASS

SHOW CHOIR \$3000

CONCERT CHOIRS \$30

JAZZ CHOIR \$50

FEE BREAKDOWN

Uniform Rental
Contest Entry Fees
Printed Materials
Technology
All State Entry Fee
Music Purchases
Clinician Costs
Licensing
Transportation Cost
Instrumentalist Fees
Substitutes
Professional Memberships
Arranger Fees



Fees are required to participate in Vocal Music. Hardships will be considered.

Questions regarding student accounts should be directed to the BAHS Vocal Music Financial Secretary, Lisa Good. lsgood@baschools.org

CHOIR STUDENTS IN 9TH – 12 GRADES MUST TURN IN MONEY TO LISA GOOD AT BROKEN ARROW HIGH SCHOOL. CHOIR DIRECTORS WILL NOT TAKE MONEY FROM STUDENTS.

REHEARSALS AND GRADES

- Any student who is absent from a required rehearsal or performance will have his/her semester grade lowered one letter grade per missed rehearsal or performance unless the director has approved an absence. In grades 9-12, the student may lose the right to perform if an unexcused absence occurs.
- Rehearsal grades are given daily. Vocal Music is a performance class. Any behavior that is distracting, unproductive, or off task will result in a zero for the day. This includes any cell phone use not authorized by the director.
- Students must be passing all classes in order to compete, travel, and leave school with choir. A passing grade is 60% or higher. Failure to attend any vocal music events due to ineligibility may result in the student losing privilege to participate in choir.
- Extra Credit Opportunity and Incentive: Attend any BAHS or BAFA Fine Arts performance or event and earn extra credit. Students must provide the director a signed program, agenda, or photo with a fine arts director. Each Extra Credit opportunity can recover 25% of a missed performance grade.
- Each performance is worth 10% of the semester grade. The Semester Final is worth 10% of the semester grade. The remaining percentage is for all classwork and rehearsals.
- Late work will only be accepted within the 9-week grading period that it was assigned. All work must be turned in the week before the end of that grading period. A deduction of 25% will occur for any late work.

FORMAL UNIFORM POLICY

Students will perform in a choir robe assigned by the uniform chair, and the robe will be turned in after each performance.

Students must wear black formal dress shoes, black slacks or black skirt, and a black shirt under the choir robe. Garments worn under the robe must comply with BAPS dress code policies.

NEW PHOTO SHARING SITE

To upload photos click on the "Choir Members Uploads" icon on the home page or go directly to

<https://photos.brokenarrowchoir.com/Upload>

The upload page is password protected (practicedaily) all lower case. Once you are in you click the green "Click to upload BAFA/BAHS Photos" hyperlink.

All the photos are downloadable for free. However, the site does still have purchasing options where you can have photos physically printed or made into photo gifts.

BULLYING, HARASSMENT, INTIMIDATION, AND THREATENING BEHAVIOR

Bullying, harassment, intimidation and threatening behavior includes, but is not limited to, any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property or place another student in reasonable fear of harm to the student's person/ property.

Broken Arrow Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to our administrators so the district can take appropriate actions. All information provided will be confidential, and if you wish, you have the right to submit this report anonymously at www.baschools.org/StopBullying

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Bullying, Harassment, Intimidation and Threatening Behavior Policy. **Policy 4050** | www.baschools.org/Policy4050

BROKEN ARROW ACCOMPANY BOOSTER CLUB

(Choir Parent Association)

All Choir Parent Association activities must be solicited and approved by the director and must always benefit the program. The BAHS CPA have created bylaws and organizational structure. Please watch for information about dates and times of BAHS CPA meetings. **This group is essential to the success of the activity.** All parents are highly encouraged to participate and volunteer. Some skills valued are sewing, photography, fundraising, secretarial, and leadership. As always, your participation, opinion, and support are necessary.

Accompany is a fundraising program designed to benefit, or “accompany”, both individual students and the program at large. Students who sell memberships to either individuals or businesses receive 50% of the membership dues in their student accounts while the remaining 50% is placed in the general choir department funds. You may find our brochure and membership application at www.BrokenArrowChoir.com. Please download these forms and help us incorporate our families and community into our choir activities.

CLASSROOM RULES

- Be polite.
- Be professional.
- Be prepared.

CONSEQUENCES

- Reduction in grade.
- Any unauthorized cell phone use will result in a zero for the day.
- Conference with teacher and student.
- Parent conference.
- Removal from class and/or detention.

BEHAVIORAL VIOLATIONS

REMOVAL FROM CLASS

Behavior violations demonstrate a significant lack of judgment, are dishonest or disrespectful and/or disrupts the academic environment of the school day in a significant manner. This will result in removal from the program.

Infractions include but are not limited to:

- Unexcused absence from class, rehearsal, or performance
- Nicotine, drug or alcohol use when on a trip
- Illegal contraband possession
- Physical or verbal violence toward classmates or staff
- Bullying, harassment, intimidation, and/or threatening behavior

Broken Arrow High School Vocal Music is a leader in the state of Oklahoma, and we are excited to continue this tradition of excellence. Your student's participation in our world class organization will benefit them for years after they graduate, and we look forward to being a part of his, her, or their high school experience. We value the participation of our parents in all our functions, too. Please consider joining Accompany.

Broken Arrow High School
Choral Music Department

Broken Arrow Choirs Syllabus
2023-2024

Conductor: Justin Rosser
Office: VPA 125
Telephone extension: 918-259-8557

Associate Conductors: April Martin
Office: VPA
Telephone extension: 918-259-8555

Goals and Objectives

- To provide students with a high-quality performance choir.
- To perform choral literature.
- To provide an environment for vocal development, both as an individual and as an ensemble.
- To provide opportunities to learn about music, its development, construction, and expression.
- To create awareness about different styles of music, with emphasis on the various historical and cultural styles within Western traditions.
- To increase awareness of how music is unique in its expressive and communicative nature, particularly non-verbal aspects.
- To provide a place of belonging, a sense of unity, and a source of fellowship for students.
- To engage artistic culture at the highest levels of complexity and competence.

Attendance Policy

- Attendance at all rehearsals is paramount!
- Rehearsal begins when the bell rings or at the allotted time. You should be standing in your spot, ready for warm-ups. If you are not in your spot when the bell rings, you are tardy.
- There are very few illnesses that prohibit you from singing. We need every voice. If you are unable to sing, please have your music out, listen and follow along. It's not a time to catch up on homework for another class.
- Attendance at ALL performances is MANDATORY! Mark important dates on your calendar now!

Folios and Music

- Folios are assigned at the beginning of the semester.
- Replacement costs will be assessed at the end of the semester for lost or misplaced music or folders.
- There must be a pencil located in EVERY folio provided by each student.
- Folders and music must be returned to the assigned folio slots immediately at the end of the period. You may not take assigned music home without director approval!
- IPADS, LAPTOPS AND PHONES ARE NOT TO BE USED DURING CLASS WITHOUT PERMISSION

iPad/Phone Classroom Guidelines

- Cell phones, tablets, and laptops offer some exciting learning opportunities, and will be used in the choir rehearsal at different times. However, it is very important that students are on task and use their devices in a responsible manner.
- Students may use electronic devices in rehearsal only when they receive specific instructions to do so. Once the bell rings, all devices should be stored away in their backpacks. If students have difficulty with this policy, they will be asked to put their devices away and their parents will be contacted.

Lessons and Theory

- Students will participate in theory training each semester. This will include sightreading exercises.
- Students will participate in sectionals with another staff member and work on vocal technique within voice sections.
- These grades along with rehearsal participation will contribute significantly to a student's final semester grade.
- Each concert and/or performance will be weighted heavily and failure to attend a required concert or performance will result in a student's final semester grade reduced one letter grade.

Concert Attire

- Every student will be issued a school-owned choir robe. Great care should be used in the handling and care of the robes. "Robes" will be issued to each student prior to the first concert. This specific uniform will be your uniform for the entire year and will be stored PROPERLY at school after each concert. Please return your uniform at the final concert with the hanger & hanger number that was given to you.
- Please make sure the clothes underneath your robe are black collared shirt/blouse, black dress slacks/pants/skirts (no jeans), black socks, and black closed-toed dress shoes.
- Dress shoes should be plain black, no buckles or decoration on top, closed toe/back. Heel should be 1" to 1 1/2 ". Heels over 2" cause the body to fall out of alignment and inhibit proper singing support. Don't spend a lot. Walmart/Payless/Target carry shoes that will work great.

Expectations and Grading

- Students in a choral ensemble are required to always put forth their best effort.
- Students are expected, at this level of distinction, to excel in dedication. Members will strive for and be evaluated on:
 - Mastery of performance literature including:
 - Pitches and rhythms
 - Texts and translations

- Diction
 - Phrasings and dynamics
 - Memorization when required
 - Expressive elements of the choral art
- Punctual attendance at all rehearsals and performances.
- Fulfillment of policy expectations for rehearsal and performance (see Choir Handbook).
- Attendance at sectional and small group rehearsals.
- Completion of all assignments, exams, and job tasks.
 - These will be assessed and graded by:
 - Attendance records (rehearsal and performance)
 - Group exams
 - Individual exams
 - Instructor observations- Including evaluation on rehearsal and performance
- Attendance at all rehearsals is of the utmost importance. Schedule appointments, projects, and homework (including study groups) for other classes, etc. at times other than rehearsal. All must attend- critical work is done in rehearsal.
- Missing a concert results in a final grade reduction of one letter grade. Exceptional circumstances may be negotiated with the director.
- Extra rehearsals are needed only if students are not putting forth their best effort in regularly scheduled rehearsals. An exception may be if instruments are participating (i.e., when we perform with an instrumental ensemble) or a performance with multiple ensembles.
- Critical situations may demand extra rehearsals, but efficient work in normal structure by all members should preclude this necessity.
- Although not required, all members are expected to study vocal technique outside of choir, either by private instruction or class voice.
- Grades are based on the following:
 - Class Participation
 - Quizzes, exams, and coursework
 - Semester Final
- **PLEASE NOTE:** It is not difficult to get a good grade in this class- show up on time, practice and learn your music.
- All members are expected to earn an "A" or "B" at this level of selectivity.
- If you receive something other than an "A", you must correct the situation. A student receiving a "C" or lower must meet with the director, the student's parents, and a BAHS administrator to determine if the student should continue being enrolled in choir.

Performance Policies

- Professional performances are essential. Focus is always expected. To accomplish this, a few simple principles must be followed:
- Attendance is required.
- Punctuality is required. Be prepared at the right time and place.
- Fulfill jobs promptly and lend a hand when assistance is needed (set-up, tear-down, etc.)

- All cell phones and watches, etc. must be turned off.
- Every member must have his/her OWN music in hand at all performances.
- You cannot "share" or "look over shoulders" in performance.
- On entrance/exit, carry music away from audience.
- Line-up and perform in assigned formations. No exceptions except by director.
- No noise or talking "back-stage" or "on-stage."
- Listen carefully for any last minute instructions.
- Behaviors "on-stage" are to be professional.
- No conversations, gum-chewing, scratching or other distracting behaviors are acceptable.
- Be disciplined but SMILE and COMMUNICATE! Be an artist!
- Concert Dress required for all performances unless specified by director.
- Personal appearance is to be professional.
- Hair to be neat, clean, and out of your face.
- Faces should be clean-shaven or trimmed.
- Concert dress is to be neat and clean.
- No perfume or cologne!
- Those who wear make-up should do so to ease harshness of lighting, but remain tasteful and appropriate.
- Avoid anything that draws attention to an individual (jewelry, incomplete concert dress, etc.).
- Professionalism is expected at all times.
- Respect and honor other performing groups in joint performances.
- Be an example of excellence anytime we are in contact with others (before, during and after a performance).

Recruiting

- We are always looking for more singers, so find some new singers for the ensembles!

Vision

- To build the overall program. Performance oriented, but educationally sound.
- State and community exposure for ensemble both curricular and extra-curricular.
- An atmosphere of family

Standards and Benchmarks

- Our department feels strongly that the concepts we teach are **learned skills**. We have developed the following set of Department Standards and Benchmarks as a way of identifying and communicating the skills and concepts that we feel are important to be successful choral musicians. Students will be assessed on these Standards, through a variety of ways, over the course of the year.

I. Music Literacy

- A. Rhythm
- B. Sight Reading
 - 1. Solfege
 - 2. hand signs

II. Theory

- A. Key Signatures
- B. Music Terminology
 - i.e. Chord Analysis/Structure

III. Vocal Production

- A. Singing Technique
 - 1. Tone/resonance
 - 2. vibrato
 - 3. Breath use and intake
 - 4. posture

IV. Performance

- A. Singing alone and with others a varied selection of repertoire
- B. Performance practice and etiquette
- C. Musicality
 - 1. Dynamics
 - 2. Articulation
 - 3. Diction (vowels/consonants)
- D. Intonation
- E. Blend
 - i.e. Vowel formation
- F. Balance
- G. Listening Critically

V. Critical Thinking

- A. Self-evaluation
- B. Analyzing choral recordings
- C. Problem-solving
- D. Relate emotionally to the music
 - 1. Composer background and text meaning
 - 2. Musicality
- E. Understanding music in a greater context

VI. Choral Lit/Music History

- A. Understanding musical style from a variety of time periods
 - 1. Application of knowledge of various time periods of music
- B. Music composers in context of era

Choir Calendar

Please visit www.brokenarrowchoir.com to find our calendar. It is the responsibility of students and parents to remain aware of calendar events.

Our calendar of events can be found at www.brokenarrowchoir.com

**Acknowledgement of Receipt of Handbook
2032-2024**

Return by Tuesday, August 22, 2023

Student:

I have read and will abide by the policies and procedures for Choir outlined in the BAHS Vocal Music Handbook.

Student Name

Student Signature

Parent/Guardian Name

Parent/Guardian Signature

Contact Information – Communication is key when you have a busy student who is in a performance-based program. We are using a system that will allow parents and students to enter information such as cell phone numbers, email addresses, physical mailing addresses, emergency contact information, etc. as well as detailing financial information for each student including payments, fundraiser, fees, etc.

Please log into www.charmsoffice.com and update your information.

Your login is below: (unless you are a returning student with an existing account)

Log In: brokenarrowvocal

Password: [student's ID#]

BROKEN ARROW PUBLIC SCHOOLS

Talent Release

I, _____, hereby give my permission to Broken Arrow Public Schools to video tape, photograph, make a voice recording, or motion picture of me, or of my minor child, _____, to be used in connection with an educational television program or subsequent visual or audio presentation.

I understand and agree that this will become the exclusive property of the Broken Arrow Public Schools, and that I am to receive no compensation or remuneration for my participation, or that of my child.

Signed _____
(Subject, Parent, Guardian)

Date _____

STUDENT T-SHIRT ORDER FORM

*****CHECKS PAYABLE TO BAABC*****

STUDENT NAME

SHIRT SIZE (LIST QUANTITY PURCHASED)

___ **SMALL \$20**

___ **MEDIUM \$20**

___ **LARGE \$20**

___ **XLARGE \$20**

___ **XXLARGE \$22**

___ **XXXLARGE \$22**

TOTAL PAID _____

PARENT SPIRIT T-SHIRT ORDER FORM
(this shirt will look similar to student shirts)

*****CHECKS PAYABLE TO BAABC*****

PARENT NAME

SHIRT SIZE (LIST QUANTITY PURCHASED)

___ **SMALL \$20**

___ **MEDIUM \$20**

___ **LARGE \$20**

___ **XLARGE \$20**

___ **XXLARGE \$22**

___ **XXXLARGE \$22**

___ **XXXLARGE \$20**

TOTAL PAID _____

Return form to _____

Form Due Date _____

**Broken Arrow Public Schools Activity Permission
For Freshman Academy and High School Students**

My student, **(Name)** : _____
Last First Middle

has permission to participate in all practices, performances and other related activities of _____

Note: Schedule of all activities must be attached

Sponsor _____ Cost Estimate _____

Note: Final cost amount will be announced when determined

Special Instructions _____

Parent/Guardian/**First contact** _____ Relationship: _____

Phones: (H) _____ (W) _____ (cell/other) _____

Parent/Guardian/**Second contact** _____ Relationship: _____

Phones: (H) _____ (W) _____ (cell/other) _____

Other emergency contact _____ Relationship: _____

Phones: (H) _____ (W) _____ (cell/other) _____

Health History

Physician: _____ Phone _____

Insurance: _____ Policy Number _____ Group number _____

Does your student have any potentially life threatening allergies, medication or other? (If yes, please list) _____

Does your student have any chronic or significant health problems, or any physical limitations? yes/no (If yes, please explain)

Does your student currently take any medications? yes/no (If yes, please list) _____

Authorization for Treatment

I hereby authorize any physician, surgeon, or dentist on the medical staff of Saint Francis Hospital at Broken Arrow or nearest medical facility to administer any emergency treatment, procedure or medicine necessary and advisable. I also authorize the use of an ambulance, if necessary, to transport my child. I further agree to pay for all services provided for my child. If this is not satisfactory, please list specific emergency instructions in the event that you cannot be reached.

Complete both sides and sign back of form

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Medications

Self Administered

Students may carry and self-administer over the counter medications which are listed below and are in compliance with the following policy statements:

All medications must be in original containers correctly labeled by the pharmacy or manufacturer. Medications (including over the counter medications) may only be taken as specified on the label or by written physician instructions.

Controlled substances and cold, sinus, and/or cough medications must be administered by Broken Arrow Public Schools personnel and may not be carried by students on activity trips.

Students who carry medications are responsible for the safe guarding of those medications. Employees of Broken Arrow Public Schools will not be responsible for monitoring administration, effects, custody, disposal, or any other aspect of student carried medications. These responsibilities rest with the students and their parents/guardians.

Medications may not be shared with any other person.

List any medications for which you give permission for your child to carry and self-administer: _____

School Personnel Administered

Broken Arrow Public Schools personnel will administer prescriptions and over the counter medications which are listed below and are in compliance with the following policy statements:

All medications must be in original containers correctly labeled by the pharmacy or manufacturer. Medications (including over the counter medications) may only be taken as specified on the label or by written physician instructions.

Controlled substances and cold, sinus, and/or cough medications must be administered by Broken Arrow Public Schools personnel and may not be carried by students on activity trips.

All medications that are not to be administered by Broken Arrow Public School personnel must be given to the sponsor or person designated for medication administration prior to departure on the activity trip

List any medications that are to be administered by school personnel.

Name of Medication	Dose/amount of Medication	Enter time to be given or "Upon request"
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Supplements and/or non FDA approved medications may not be taken by students while on activity trips without written instructions from a physician. (M.D. or D.O.)

Over the Counter Medications

School personnel are not allowed to supply or administer over the counter medications.

Signature of Parent/Guardian: _____ Date _____

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I give my child permission to drive their own vehicle to any BAPS Facility from BAHS during school hours.

Parent Signature