

GROVE CITY HIGH SCHOOL  
CHORAL MUSIC DEPARTMENT



[www.grovecitychoirs.org](http://www.grovecitychoirs.org)

*"We should read music in the same way that an educated adult will read a book: in silence, but imagining the sound." Zoltan Kodaly*

2023 - 2024

**Ann Johnson, *Director***

**Brennan Harris, *Accompanist***

**Olivia Roberts, *Student Teacher***

# STUDENT HANDBOOK

## TABLE OF CONTENTS

---

ATTENDANCE POLICIES.....	7-8
A. REHEARSALS	
B. PERFORMANCES	
C. REQUIREMENTS FOR EXCUSED ABSENCES	
CHOIR BOOSTERS.....	12
CHOIR DUES.....	11
CONCERT ATTIRE.....	12
DESCRIPTION OF CHOIRS.....	4
A. MEN’S CHORUS	
B. TREBLE CHORUS	
C. HARMONIA	
D. CHORALE	
E. SHOW CHOIR	
DROP-OUT POLICY.....	11
FUNDRAISING.....	13
CHARMS.....	15
GRADING POLICIES.....	6
LEADERSHIP ROLES & RESPONSIBILITIES.....	5
OPENING STATEMENTS.....	3
REHEARSAL AND PERFORMANCE CONDUCT.....	9-10
A. PERFORMANCES	
B. REHEARSALS	
C. DAILY REQUIREMENTS FOR CONCERT CHOIRS	
D. TRAVEL CONDUCT	
STUDENT BEHAVIOR.....	6
TARDINESS POLICIES.....	8
TRAVEL POLICIES.....	10
STUDENT/PARENT HANDBOOK CONTRACT.....	14

# GROVE CITY HIGH SCHOOL CHORAL MUSIC DEPARTMENT



2023 – 2024

Welcome to the Grove City High School Choral Music Department! We are excited to work with so many talented students. Your constant goal should be to become a successful part of the total unit through striving for your personal best and encouraging others to do the same. Music is a vital part of everyone's life, and there is much evidence to support that participating in music stimulates the brain and increases a person's intelligence.

## **Purposes of the Grove City High School Choirs:**

1. To promote the highest possible standards of excellence in performance, professionalism, and pride in oneself, the choir, the school and the community.
2. To provide a constructive and beneficial activity for student participation.
3. To encourage school spirit and pride.
4. To encourage self-discipline, leadership and responsibility.

The goals for the GCHS Choral Music Program involve development in musicianship, personal character, and teamwork. Though our expectations are high, they can be achieved through dedication, hard work, and proper communication between parents, students, and teachers. The purpose of this handbook is to provide students and parents a reference of the choir policies. We hope to eliminate any parent/student misunderstandings as well as encourage parent/student involvement. Only when everyone knows how the program operates can the whole group successfully rehearse and perform.

Please feel free to email with any questions or concerns. We sincerely want to keep the lines of communication open. We anticipate an exciting and successful year of musical excellence, achievement and fun!

Ms. Ann Johnson  
Director of Choral Activities  
Ann.johnson@swcsd.us  
4665 Hoover Road, Grove City, Ohio 43123  
Choir Office: (614) 801-3339

# DESCRIPTION OF CHOIRS

---

## A. MEN'S CHORUS (4th/5th Period)

Credit: ½ Grade: 9, 10, 11, 12

Men's Chorus is a fine group of tenor/bass voices who focus on a variety of music from many different genres and styles as well as develop basic musicianship and sight reading skills. This ensemble will perform in several concerts within and outside the community and in OMEA adjudicated events. Collaborations with University Men's Choruses may be scheduled as well. This ensemble meets during ½ of a lunch period. No audition is required.

## B. TREBLE CHORUS (4th/5th Period)

Credit: ½ Grade: 9, 10, 11, 12

Treble Chorus is a Soprano/Alto chorus who focus on a variety of music from many different genres and styles as well as develop basic musicianship and sight reading skills. This ensemble will perform in several concerts within and outside the community and in OMEA adjudicated events. This ensemble meets during ½ of a lunch period. No audition is required.

## C. HARMONIA (2nd Period)

Credit: 1 Grade: 10, 11, 12

Harmonia is an advanced selective Soprano-Alto chorus who continue to develop the concepts begun in Treble Chorus at a higher level of rigor. Students will work on vocal production and music reading skills. Mandatory performances outside of the school day will include concerts, community appearances and OMEA large group contests. *Selection is by audition only.*

## D. CHORALE (7th period)

Credit: 1 Grade: 10, 11, 12

Chorale is a highly selective ensemble dedicated to the performance of a variety of music styles. Professionalism in all aspects of performance is stressed. A prime goal of Chorale is to develop vocal skills allowing the students to learn a greater variety of literature and perform more frequently. Most students involved in this ensemble are serious musicians and often study with a private vocal coach. Mandatory performances outside of the school day such as OMEA Adjudicated events, professional conference performance selections and University collaborations are included. *Selection is by audition only.*

# LEADERSHIP ROLES & RESPONSIBILITIES

---

## A. CHOIR MEMBER

A Grove City Choir Member is a student who has, by choice, committed and dedicated himself/herself to the objectives of the Choir Department. A Choir Member should always strive to become a successful part of the choir and help others achieve this same objective.

## B. CHOIR LEADERSHIP TEAM BOARD (President, Vice President, Secretary, Treasurer, etc)

These individuals apply and go through a rigorous selection process in the spring. They are selected by the Director and assist the Director and choir program in various ways. Students elected as officers serve as liaisons to the choir program and must display maturity and responsibility. Officers assume authority in the absence of the director and are responsible for tasks throughout the school year. The student leadership application process begins in the spring for the next school year. Please speak to the director if you may have interest.

## C. SECTION LEADERS

These individuals are appointed by the directors based on musicianship, leadership skills, attitude, and commitment. They will help distribute music to their sections as well as serve as positive role models for the other members. They may lead small group sectionals or warm-ups when necessary. Overall, they should have a positive and enthusiastic attitude while encouraging musical and personal growth from others in the group.

## STUDENT BEHAVIOR

---

The Grove City Choirs have a long history of excellence. In order to continue this tradition as well as maintain a safe learning environment, the following policies have and always will be **STRICTLY ENFORCED** while students are participating in **ALL** choir activities:

**Smoking, consumption of alcohol, use of illegal substances or being under the influence of these, stealing, and direct insubordination are strictly forbidden at all times in accordance with school board policy. Violation of these while with the choir or at the choir events will result in disciplinary action by an administrator.**

**Use of profanity or public display of affection is not allowed at any time. Violation of this will result in severe disciplinary action by the directors and/or administrator.**

## GRADING POLICIES

A syllabus explaining grade percentages in each ensemble will be provided to each student at the beginning of the year. ***Please be certain that both parents and students fully understand the grading guidelines for the ensembles.*** These policies will be followed as outlined. Although the number of rehearsals/performances varies from one 9 weeks to the next, the student can always expect to be graded on the following:

**50% of grade:** Attendance at rehearsals & performances

**35% of grade:** Attitude, cooperation, class participation, class preparation (music, etc)

**15% of grade:** Written and aural assessment of music knowledge and skills

Regardless of the ensemble, ***the largest part of a student's grade will be based on attendance at rehearsals and performances followed by class participation/attitude and then tests and quizzes. Thus, attendance at all scheduled events and performances is a required.***

# ATTENDANCE POLICIES

---

Attendance at all rehearsals and performances is crucial for not only the success of the ensemble, but for the development and assessment of student skills and understanding. ***Thus, all rehearsals and performances are mandatory and graded events.***

## A. REHEARSALS

The only excuses for missing rehearsals are as follows: Family emergency, personal illness, or extenuating circumstances as deemed by Ms. Johnson. These absences must be ***submitted by a parent or guardian in writing*** to Ms. Johnson ***at least one week prior to the rehearsal.*** Any unexcused absences from rehearsals will result in one or more of the following:

1. Deduction of grade
2. Loss of performance opportunities
3. Removal from leadership responsibilities

***\*\*Some ensembles will require additional rehearsals outside of the school day prior to a performance at a concert or adjudicated event. These dates are listed on the choir calendar. Students will be notified of any changes in advance.***

## B. PERFORMANCES

All Choir members are required to attend all performances. The same policies apply for unexcused absences from performances. If a student has an extenuating circumstance or conflict with a performance, they must notify, ***in writing***, Ms. Johnson ***no later than one month before any performance.*** Any unexcused performances will result in one or more of the following:

1. Deduction of grade
2. Loss of performance opportunities
3. Removal from leadership responsibilities

Two unexcused class absences during the week of a concert or competition will cause the student to be ineligible for participation in the contest and a drop of two letters may be applied to the grade. ***If absences are excused a student must pass a music check in order to perform.***

## C. REQUIREMENTS FOR EXCUSED ABSENCES

There are only a few “extenuating circumstances” that will be deemed by the director as an excused absence from a performance. All absences should be discussed with the director and approved prior to the date of conflict unless deemed an emergency. The director will determine whether or not the absence is considered excused. ***Students will be given an assignment at the time of the absence to be completed in place of their performance grade. This assignment should be completed within one week of the missed rehearsal or performance unless otherwise notified.***

## TARDINESS POLICIES

---

Students are expected to be punctual for all choir events. For example, if the rehearsal is scheduled for 6pm, the students should arrive with adequate time to prepare for the rehearsal to begin at 6pm.

Tardiness at a rehearsal or performance will result in temporary suspension from future choir events and/or loss of performance opportunities. It will also result in a lower grade.

If a student is going to be late they must email and communicate with the director ahead of time, not through other students.

## SCHEDULE

---

The GCHS Choral Music Department has a tradition of excellence in performance. We plan to continue this pathway of success with many opportunities to perform in the community and surrounding communities. ***You will find a tentative schedule for the 2023-2024 school year on our website [www.grovecitychoirs.org](http://www.grovecitychoirs.org). Please begin putting these dates on your personal calendar.***

***This schedule is subject to change!*** Updates or changes will be made within a reasonable time prior to the event so that students and parents may plan accordingly. Call times and performance times will be announced prior to the event as well. ***If you have conflicts with any of these events, please notify the director, as explained above, as soon as possible.***



# REHEARSAL AND PERFORMANCE CONDUCT

---

When the choir is performing, regardless of location, students will be expected to act professionally, like ladies and gentlemen. This will also be a part of the students' performance grade. **Remember, we are representing our school and community.** The guidelines below are to be followed at all times:

## A. PERFORMANCES

1. Never talk on the risers or when moving on or off stage.
2. Keep your attention completely focused on the conductor during a song. Anything less is unacceptable.
3. Display energy on your face appropriate to the song. This contributes to good vocal technique and makes the choir interesting to watch.
4. Between songs, accept the applause by smiling at the audience. This is not a time to talk, shuffle around, fix your hair, or look around aimlessly.
5. Stage presence, riser procedure, and concert attire will be demonstrated before each concert to help each singer develop poise and self-confidence on stage. In a professional performance, your physical appearance and demeanor are as important as your choral sound. This is the first impression you make on your audience and demonstrates pride in your work and that you take your role as a performer seriously.
6. When listening to other groups, do not talk while they sing. No performing group can ask for more than a courteous and attentive audience. Your encouragement through applause is appreciated when they are finished.
7. Absolutely NO CELL PHONES on stage!! If caught there will be consequences.

## B. REHEARSALS

1. Be on time!
2. Be prepared with all materials in hand.
3. Be neat and organized! Place all belongings to the sides of the classroom.
4. Be responsible. Keep all food and drinks, with the exception of clear bottled water, outside of the choir room and music wing. NO GUM!!
  - i. Loud metal water bottles are not permitted to be placed near your feet. They are extremely distracting when knocked over!!
5. Be respectful! Inappropriate behavior of any kind towards the teacher or other students will NOT be tolerated.
6. Be courteous! Please ask for permission to touch property that is not yours. Raise your hand to ask a question.
7. A class cut or skip may make the student ineligible for the class.
8. If your cell phone rings or alerts, please turn it off immediately. Even if that means going to your book bag to do so. No penalty will occur if you do so.
9. If a student is found to be texting or using a phone inappropriately during class, the student's phone will be secured in the choir office for a parent to pick up and a demerit will be assigned to the student.
10. Cell phones should be out of sight at all times during rehearsals unless directed otherwise.

C. **DAILY REQUIREMENTS FOR CONCERT CHOIRS**

1. CORRECT folder with all music
2. Pencil
3. Assigned spot/riser placement
4. Bookbag secured against the wall in the classroom NOT by your rehearsal space.

## TRAVEL POLICIES

All District, School and Choral Music Department policies are in effect.

---

1. Use moderation in talking (and singing) when traveling on the bus.
2. All regular school bus rules apply.
3. By law, the driver is in control of the bus.
4. By directors' law, the CHAPERONES are in control of the students.
5. Both the front and rear seats will be reserved for the chaperones.
6. Do not board the bus until you are asked to do so.
7. Stay on the bus until you are asked to unload.
8. Handle your performance garments carefully when traveling.
9. BE ON TIME (which means be early) to all events.
10. No food on the bus unless the driver gives permission. Please be courteous and keep the bus clean.

***It is your responsibility to be on the bus at the designated time, both when leaving and returning to the school.***

***No Student will be permitted to drive on a school-sponsored trip.*** A choir member may be excused from riding home on the bus after the conclusion of the event, if the following guidelines are observed: ***The parent or guardian must complete the student dismissal form which can be found [Here](#)***

***District policy states that a student may only ride with his/her own parents when special permission is granted. Likewise, the parent or designated adult must sign the student out with the head chaperone before leaving.***

## DROP-OUT POLICY

---

With the dropping of classes being more restricted each year, the Guidance Department has asked us to provide you with information on how this relates to Choir. It should be noted that music is an integral part of the curriculum and that the academics of Choir should be considered along with the social aspects of Choir.

***If a student drops any choir after the scheduled time for dropping classes, that student will receive an “F” for the entire year, in accordance with school policy.*** Choir is NOT a two-part program: (1) Competition Season, (2) Non-competition Season. Choir is a yearlong program commitment that continually stresses the appreciation of music.

As music educators, our objections to students dropping choir midway through the year are:

1. The student reflects an attitude of only being interested in the social aspects of choir.
2. When a person drops any choir, there is no way to replace that vacancy. Consequently, the ensemble suffers.
3. When students sign up for choir, they should make a commitment to the total program.

Prior to scheduling, we hope every parent takes time to discuss how choir will fit into the student’s class schedule.

## CHOIR DUES

---

Members of the GCHS Choral Music Program are asked to pay a **\$50.00 fee** for concert attire rental, cleaning, accessories etc.

Chorale and Harmonia members owe \$85.00 if they need to purchase the required black shoes as new members. We receive a discount on the price through bulk purchase. **The shoe fee will automatically be added into the students Charms balance.**

Payments should be made through [CHARMS](#). If you are new to the program and need to set up an account please see the instructions on the last page of this handbook.

## CONCERT ATTIRE

---

Students will be required to rent appropriate concert attire for their ensemble. Specific dates and times will be made available for students to be sized for their concert attire. ***Students take full responsibility for their concert attire and will be expected to return such items as instructed by the directors. It is expected that students take excellent care of their concert attire including the proper hanging, washing, and wearing of their outfits. These concert outfits should be cleaned, pressed, and properly fitted for each performance.*** Failure to follow any of these guidelines could result in loss of performance opportunities, grade deductions, or withholding of grade card as well as payment in full for the attire.

**Students are responsible for any damages to their garment and will need to pay for replacement or repairs.**

## CHOIR BOOSTERS

---

The GCHS Choir Boosters is an active and vital part of this successful music program. We have a great group of fun people who work hard to support all the talented choir members. **Membership is \$10 per household. You must be a booster member in order to profit from fundraising opportunities.** Your presence and input into this wonderful support group is urgently needed! **Meetings are held on the third Tuesday of each month at 6:30pm in the choir room (Some will change due to holidays and concerts).**

### 2023-2024 CHORAL BOOSTER OFFICERS

#### EXECUTIVE BOARD

**President:** Kelli Stammen - [president@grovecitychoirs.org](mailto:president@grovecitychoirs.org)

**Vice President:** Kelly Valentine - [vicepresident@grovecitychoirs.org](mailto:vicepresident@grovecitychoirs.org)

**Treasurer:** Lisa Stotz - [treasurer@grovecitychoirs.org](mailto:treasurer@grovecitychoirs.org)

**Secretary:** Jennifer Gallaway - [secretary@grovecitychoirs.org](mailto:secretary@grovecitychoirs.org)

Please visit the booster webpage to see a complete list of the full Booster Board [HERE](#)

# FUNDRAISING

---

*All students who participate in the GCHS Choirs are expected to participate in fundraising activities.* In order for the groups to participate in numerous performances, contests, and activities, we must continue to raise funds. Students and parent participation in these fundraising events make these wonderful opportunities possible.

The GCHS choral program utilizes two types of fundraising:

1. Raise money for choir program as a whole
2. Raise money for each individual student



Upon entering the GCHS Choral Program, each student will have their own “account” with the choir boosters. Any money fundraised for the individual will be put into this account. Unless otherwise noted, most fundraisers will be 90% profit to the student account, 10% profit to the general choir fund. The money in a student account may be used for trips, purchasing costumes, paying choir fees, etc.

***A note on student accounts:*** Student accounts are credit accounts, not savings accounts. Music Boosters and Choral Boosters are prohibited by the I.R.S. from giving funds directly to students or their parents. (As the accounts are set up and administered, all fundraising income credited to student accounts remains income to the respective "not-for-profit" booster organization and is therefore non-taxable. If funds were disbursed directly to a student, those funds would then represent taxable income to the student.) If a student wishes to use credits in his/her student account, a request must be submitted to the booster organization in advance and a check will be made payable directly to the provider of the goods or services. Students cannot be reimbursed for prior purchases, nor can credits be withdrawn for personal spending money. Credits are also non-transferable to another booster organization. There can be no exceptions to this policy!

***In order to profit from fundraisers families must be a member of the GCHS Choir Boosters. Cost is \$10.00 per family to join yearly.***

The following fundraisers are just a couple in place for the coming school year. If you know of any fundraisers that are not listed that could benefit this program, we would love to hear your suggestions! Please contact a director or booster member.

- Anthony Thomas Candy Bars
- [Spirit Wear fundraiser](#)
- Crowne Fundraiser
- 99pledges

# GCHS Choir Student/Parent Handbook Contract

Please review handbook in your choir period google classroom OR  
[www.grovecitychoirs.org](http://www.grovecitychoirs.org)

I, \_\_\_\_\_ (print name) \_\_\_\_\_ (choir periods(s)), have received the Grove City High School Choir Department *Handbook, Contract, and Calendar*, and I understand the responsibilities therein.

\_\_\_\_\_  
Student's Signature/ Date

\_\_\_\_\_  
Parent's Signature/ Date

Parent's Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Parent's Email (required): \_\_\_\_\_

Student's Name: \_\_\_\_\_ Concert Choir Period(s): \_\_\_\_\_

I am interested in receiving information about volunteering for the choir program and my information can be shared with our choir booster volunteer coordinator:

YES \_\_\_\_\_

NO \_\_\_\_\_

This signed form is due **NO LATER** than **Friday, August 25, 2023** to Ms. Johnson. Thank you!

# CHARMS

A VANCO COMPANY

## How to access parent/student information in Charms

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s program account using the following School Code:

### GroveCityHSChoir

- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your STUDENT ID through GCHS into the Student Area Password field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.
- Two areas in which you can help the director/administrator maintain his/her records:
  - o Update Personal Information – if the director has allowed it, you may help make changes to your and your child’s student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. You may also be able to indicate which parent volunteer/resource groups you would like to participate in, if this feature is activated. Click Update Info to save changes.
  - o If your program has set up online credit card payments, you can make credit card payments for fees to your student’s account. Click Finances -- if credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
- The Calendar may list events, rehearsals, and volunteer/RSVP opportunities.
- Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what’s going on with your student!
- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!