



Welcome to Oakton Chorus

2014-2015

Dear Chorus Parents,

Welcome to the Oakton High School Choral Program! Your child has chosen to become a part of a very special program, and the benefits and skills acquired through an education in the arts are critical in today's society. The chorus program offers not only an education in the study and art of choral singing but also a social community and leadership opportunities. We are pleased to welcome you to the program and an exciting year of chorus!

The information included in this packet and presented this evening is designed to help introduce you and your student to the Oakton Chorus 2014-2015 season. As you will see, we have another busy and exciting school year ahead and we plan to build on our previous success. We understand that the extensive information and numerous events and activities can be overwhelming. We hope to simplify the information in our Chorus Night presentation and encourage you to ask questions as needed. Please also remember that only the required **(R)** events are part of the official course graded requirements. Additional events and activities are optional or for enrichment. Though we encourage students and parents to get as involved as possible, there is something for every level of time and interest.

We do strongly encourage every family to become a member of our booster organization. As Boosters, our mission is to support the Chorus department in delivering excellent opportunities for our children. We do this through fundraising and volunteering, and we rely on the contributions and talents of every member of the Chorus family to be successful. The "Booster Membership" form is located in your packet. Please consider joining to help support our efforts.

You will also find a "Parent Volunteer" document outlining a list of volunteer positions available. Many of you have already stepped up to fill some of the key roles. THANK YOU!! All of the roles are created so that no one person is asked to do an overwhelming amount of work, but rather the tasks are divided and efforts shared by many. The Choir Council student organization will be working closely with us on all of these efforts. Of course some positions require more time and effort than others, but there are many levels of involvement and all are important. We fully appreciate the busy schedules we all have and only ask that you consider the various volunteer needs and choose as many ways as you can get involved. Each person can make a difference, and together we can accomplish more!

The CHARMS Office Web-based program will be utilized to provide students and parents with complete and constant access to both organizational and individual information at all times. This includes event information, student accounting, forms, volunteering, etc. **Parents and students are asked to access their account immediately to confirm and update all contact information.** Students were to have completed basic information during class last week, but parent confirmation is helpful. Please take some time to explore the site and familiarize yourself with it, as it will be used as your primary source of information throughout the year.

We are excited about the year ahead and hope you and your student will join us in our commitment to maintaining the standard of excellence in choral performance for which Oakton High School is known. Through the combined efforts of our students, parents and director, the "Cougar Chorus" program is able to thrive. There is a place for everyone within the choral organization, and we value each and every chorus member, booster member and parent volunteer. Thank you for carefully reviewing the information outlined in this packet and completing the necessary forms and tasks. We look forward to seeing you at the Chorus Parent Social on Sunday, September 14th and to working with you this year!

Best regards,

Ms. Tiffany Powell, Choral Director
TAPowell@fcps.edu

Linda [REDACTED], CBOHS President
[REDACTED]

Back to School Chorus Checklist

OAKTON CHORAL DEPARTMENT 2014-2015

Complete by September 26, 2014

ITEMS TO DO:

Check When Completed

N/A

1. Log-In to CHARMS and update information if necessary
2. Attend Chorus Night - Wednesday, September 10th
3. Review the Calendar of Events and add required events to your calendar
4. Submit Program Fee Form and Payment
5. Turn in copy of FCPS Emergency Care Form
6. Review CBOHS (Booster) Membership Levels and determine membership
7. Complete and submit Parent Volunteer Form
8. Review Opt-out Form and submit if applicable
9. Register for text alerts at Remind 101 (Department & Ensemble)
10. Review the Stay Connected document and join as desired
11. Try on current performance attire to confirm that it still fits properly.
12. Submit your uniform for resale if it does not fit.

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I have completed the Back to School Parent Checklist _____ Date _____
(student signature)

I have completed the Back to School Parent Checklist _____ Date _____
(parent signature)

COURSE GOALS/OBJECTIVES:

- To demonstrate an understanding of vocal techniques including posture and breathing to support vocal production as applied to choral literature
- To learn the fundamentals of reading and performing music elements: pitch, rhythm, melody, harmonic structure, style, form, expression
- To develop individual and ensemble skills through singing: purity/unity of vowels, clarity of consonants, balance, blend, expression, stage presence, confidence, cooperation
- To perform music written for multiple voice parts with and without accompaniment in an ensemble with independent stability and ensemble unity
- To demonstrate an understanding of performance etiquette through participation in required concert performances
- To evaluate music performances in written and verbal form using music vocabulary and concepts
- To study and sing selections representing various historical periods, styles, and cultures, including music of the 20th century*

**The Fairfax County Public Schools Music Program of Studies requires the performance of literature that is both sacred and secular. Balance of music selected and performed from among historical and contemporary composers, genres, and periods is achieved through the course of a year's instruction and not within any individual concert.*

GRADING POLICY: *Percentage-Based Weighted Scale*

Class Rehearsal Skills Assessments	30%		Quarterly Reflections
Concert Performance Assessments	25%		Midterm Exam
Class Performance Assessments	25%		Final Exam
Written Assessments	10%		
Homework	10%		Practice Logs

FCPS Grading Scale

A (93-100) = 4.0	B+ (87-89) = 3.3	C+ (77-79) = 2.3	D+ (67-69) = 1.3	F (63-below) = 0
A- (90-92) = 3.7	B (83-86) = 3.0	C (73-76) = 2.0	D (64-66) = 1.0	
	B- (80-82) = 2.7	C- (70-72) = 1.7		

Class Rehearsal Assessments - 30% (*Formative Assessment*)

Each class will be worth 25 rehearsal points based on the following rehearsal related skills.* Students will be given a **weekly rehearsal assessment grade** based on the number of classes that week. Students will receive a **weekly rehearsal report form** documenting any infractions and loss of points for a particular rehearsal if applicable. *This form can be viewed on Blackboard in the Syllabus content area.*

- Remaining focused and on task with all class activities (5 pts.)
- Having all required materials: music/folder, pencil, textbook binders, assignments (5 pts.)
- Sitting in assigned seat/position and demonstrating proper posture, tone and technique when singing (5 pts.)
- Making any notes or markings in the music as given and directed (5 pts.)
- Demonstrating professionalism in rehearsal etiquette in line with classroom expectations (5 pts.)

**Disruptive/disrespectful behavior will also be considered separate from the student's grade and may result in disciplinary action.*

Attendance and Make-up Grading Policy for Class Rehearsals

Class attendance and related rehearsal policy as follows:

- Attend class to receive 25 possible points as outlined above
- Unexcused absence = 50% for that class
- Excused absence = no loss or gain of points; make up may be required for any work or assessment missed

Performance Assessments - 25% (Formative/Summative Assessment)

Students will be assessed in class by means of both group and individual settings. Performance is assessed during class and will occur either within the class setting or recorded by the student in a private assessment room. Assessments are usually scheduled or announced but may also be unannounced as determined by the director.

Performance Assessment may include, but is not limited to:

- Demonstrating sight reading skills
- Demonstrating the ability to sing the assigned part accurately
- Demonstrating appropriate vocal technique and process
- Demonstrating the ability to sing independently with other parts

Grading Policy for Class Performance Assessments

- Students who are absent on the day of the class assessment must make arrangements with the director for a make-up assessment time.
- Students who fail to complete a required assessment will receive 50% fail for that assessment score.
- Students who do not adequately demonstrate mastery on a *Summative Assessment* may be offered a **Second Chance Assessment**. They will be required to attend Cougar Time sessions prior to the second assessment and will have a specified deadline by which the second assessment must be completed.

Concert Performance Assessments - 25% (Culminating Assessment)

This assessment category will include rehearsal and concert performance components. Students will be assessed on their participation and presentation in concert rehearsals and performances. Please be sure to follow all attendance and performance guidelines. Required performances are listed. (*Additional required performances may be added.*)

October 17&18 – Cougar Cabaret	Related Rehearsals to be scheduled	Expected	All Students
December 15 – Winter Concert	Related Rehearsals to be scheduled	REQUIRED	All Students
January 27 – Pyramid Concert	Related Rehearsals to be scheduled	REQUIRED	All Students
March 10 – Pre-Assessment Concert	Related Rehearsals to be scheduled	REQUIRED	All Students
March 20 – Assessment @ Madison	Specific times TBD	REQUIRED	All students
June 2 – Spring Concert	Related Rehearsal to be scheduled	REQUIRED	All students

ATTENDANCE POLICY:

Rehearsal Attendance Policy

Attendance at scheduled after school and Cougar Time rehearsals is also required and is part of students' grades. These rehearsals are considered co-curricular and take priority over extra-curricular conflicts. The attendance policy for rehearsals is the same as the school's policy for school day absences. Students who are required to see another teacher during Cougar Time are excused from these rehearsals as long as a Rehearsal Absence Form is submitted in advance.

Performance Attendance Policy

Performance absences will be handled on a case by case basis in relation to the following general policy. Advance notification of ANY absence from a performance is required. Parents, please provide notification as far in advance as possible.

Excused Absence

Excused absences from performances will be granted only for personal illness or family emergencies. No make-up assignment will be offered. Students will not earn or lose points for the missed performance. A written note or email from the parent is required.

Conditionally Excused Absence

Every attempt should be made to enable the student to perform in the concert. The performance calendar is provided in advance for your planning purposes. Parents, please do your best to plan ahead to ensure the best experience for your child. However, a student may be granted a conditionally excused absence in limited instances to be determined on a case by case basis. A student who is granted a conditionally excused absence from a performance will be required to perform all of the material for the missed performance and will coordinate with the director and ensemble members to arrange the make up for the missed performance.

Unexcused Absence

Unexcused absences will be determined in accordance with the Oakton High School policy. An unexcused absence will result in a failing grade of 50% of the daily assessment for the class period(s) missed.

Tardiness

Please allow extra time for traffic. Plan ahead, remember the old saying, “to be early is on time and to be on time is late.” Be considerate of your fellow performers and be at the performance early. For extreme tardiness, please provide a note from your parent.

From the Oakton handbook:

EXCUSED ABSENCES/TARDIES

For purposes of credit and grading, reasons for excused absences include: illness of the student, death in the family, medical or dental appointment, personal religious obligations, or other reasons acceptable to the principal or his designee according to regulation 2601.23P. The current version of Regulation 2234 provides additional details. **Please note that the principal may require a physician’s note in cases of chronic or long-term illness.** Parents and students are encouraged to prearrange excused absences. (FCPS Reg. 2234)

UNEXCUSED ABSENCES/TARDIES/SKIPPING CLASS

Reasons for unexcused absences may include family and /or student vacations, child care situations, non-school related activities, missed school bus, most cases that involve private transportation, or other reasons unacceptable to the principal or his or her designee. **Skipping class may result in Saturday School, loss of parking permit, or suspension.**

Written Assessments - 10% *(Formative/Summative Assessment)*

Students will be assessed in written forms including but not limited to:

- Tests/Quizzes
- Essays
- Self-evaluations
- Performance critiques

Homework - 10% *(Formative Assessment)*

Students will be assessed on assigned homework including but not limited to:

- Rehearsal & Practice Log Documentation
- Score analysis and preparation

Additional Required Project: Student Portfolio *(Culminating Assessment)*

- Quarterly: Goal Setting and Reflection Paper
- Midterm: Individual Vocal Evaluation and Written Self-Evaluation
- Final: Individual Vocal Evaluation and Written Self-Evaluation

The Final Exam performance will also count as a placement audition for the following school year. Additional consequences in relation to placement eligibility may be applicable.

GRADING & REPORTING:

Required work/assignments not completed by an established deadline will be entered as “I” = Incomplete until submitted. Late assignments may be subject to a penalty. Required work not submitted by the end of the quarter will convert to “DNS” = Did not Submit, which will calculate as 50%.

Make-up Work Policy

Make up work will be provided as needed for students. Depending on the work missed, students may or may not be required to complete make up work. If required, the General Grading & Reporting policies will be followed. In cases of extended absences, arrangements will be made between the student and teacher on a case by case basis.

Progress Reports

Grade reports are typically sent to parents via email at the interim of each quarter.

GENERAL DISCIPLINE & CONDUCT:

- Membership in the OHS Choral Department is subject to all school and county policies regarding student behavior and all such policies will be followed.
- Students are expected to carry and present themselves with the utmost professionalism when representing the chorus and school.
- Students will take their responsibility to their ensemble seriously and take pride in the department as a whole. Students will always show support and respect for all of the ensembles and members of our singing and music community. Students will also respect the music rooms by maintaining order and respect equipment by seeking permission before using it and always treating it with care.
- Students are expected to be present for every class, rehearsal and performance and to complete an absence form if they will arrive late, leave early, or will not attend. (See attendance policies.)
- Students must maintain their folders, music, and any other materials given to them for instructional use. Students will be held financially accountable for any materials “stolen”, lost, or not returned.
- Students will be tested on the music prior to performances. Any student who is unprepared will not participate in the concert and will lose credit for the missed performance. Students are expected to continue individual practice and study on their own using the resources made available to them via blackboard and the chorus website. Students should make arrangements to receive additional help as needed.
- Students must wear the required performance attire for their ensemble(s) and be appropriately dressed for every performance.
- Students are expected to advocate for themselves and also communicate with the choral director, parents and other parties regularly to manage their time, events and conflicts in an effective and efficient way.
- Students are expected to check Charms, Blackboard and their email daily in order to stay updated on important announcements, assignments and general information.
- Students must follow the appropriate procedures for reporting absences and tardies from class, rehearsal and performances and should do so in a timely manner. No “messengers”!!
- Students are asked to have an open mind about singing different types of choral literature. Only when you allow yourself to fully experience the music and gain an understanding of it can you make an informed or “educated” decision about it. Music takes time to become a work of art. Ideally, you should never feel like you “know” a piece of music. Always strive to make improvements and expand the artistic beauty.
- Be an advocate for what you do. Let others know about the joy of singing and encourage them to experience it.
- Have fun!

CLASSROOM RULES & EXPECTATIONS:

- Students will respect the teacher, other students, school, and themselves at all times.
- Students are expected to abide by all school and classroom rules (ex: obey dress code; acceptable use of cell phones, iPods, iPads, Computers; no profane language; etc.)
- Students are expected to attend every class unless an absence from school has been arranged for that time.
- Students are expected to arrive on time and be prepared for every class, rehearsal and performance.
- Students will refrain from doing work for other classes or personal projects during chorus class.
- Students will put their materials away, clean up their space, and take personal belongings with them.
- Students are to remain in the classroom at all times unless asked or given permission to leave the room.
- Students must sign out/in on the Classroom Pass Log and take the pass when leaving class with permission.
- Students must sign the Tardy Log when arriving to class late and place any late pass in the basket.
- Students may not get a pass to attend another class to make up work unless approved by Ms. Powell **first**.
- No gum, food, candy, or drink in the chorus room, auditorium, or practice rooms. (bottled water only)
- Feet are to remain on the floor at all times – this means the students’ feet and the chairs’ feet!

Warning, Detention or Administrative Referral will be given for any infraction of the above depending on the severity.

OAKTON HIGH SCHOOL HONOR CODE:

Oakton High School Honor Code Mission Statement

Oakton High School is a school of honor. In order to cultivate ethical practices for life-long learning, students will gain an understanding that their word and their work have real meaning. To avoid compromising standards of integrity, students will communicate with their teachers to clarify expectations for ethical practices.

Cheating, Copying, and Plagiarism

Plagiarism involves taking the words or ideas of another (including materials available on the Internet) and presenting them without giving credit to the source, thereby suggesting that the words or ideas are the student's own. Work containing ANY plagiarized material is subject to sanction.

Some assignments will be submitted to Blackboard's Safe Assign or a similar plagiarism checker.

Cheating in class, copying homework assignments and plagiarizing will result in student, parental and administrative notification. Suspected violations of the Honor Code will be reviewed by the Oakton High School Honor Council. Violations will be recorded into the student's SASI file and consequences for offenses as specified in the Honor Code will be imposed. Depending on the number of violations, consequences may include not receiving credit for an assignment; coaches and club sponsors being notified of the violation; probation or dismissal from an Honor Society; not being able to run for an SGA position or participate in Student Leadership; Saturday school; and or out of school suspension or suspension from extra-curricular activities.

Honor Pledge

Students will abide by and (upon the teacher's discretion), sign the following pledge when completing tests or assignments:

"Integrity far outweighs any grade I could receive because it is a true representation of my character. In order to respect myself, I pledge to only put forth work that is my own and will encourage my peers to do the same."



SYLLABUS SIGNATURE PAGE

(To be completed and returned to Ms. Powell by Friday, September 26, 2014.)

Print Student Name

Ensemble

I have read and understand the following policies for CHORUS. *(Please initial each.)*

Student

Parent

GOALS/OBJECTIVES

Student

Parent

GRADING SCALE POLICY

Student

Parent

ATTENDANCE POLICY

Student

Parent

GRADING & REPORTING POLICY

Student

Parent

GENERAL DISCIPLINE & CONDUCT

Student

Parent

CLASSROOM RULES & EXPECTATIONS

Student

Parent

OAKTON HS HONOR CODE

Student Signature

Date

Parent Signature

Date

Due by Friday, September 26, 2014.

MONTH	DATE	EVENT	LOCATION	TIME	PARTICIPANTS	CATEGORY	CODE
SEPTEMBER	10	Cougar Chorus Night	OHS - Chorus Room/Auditorium	7:00 PM	All Students & Parents	Meeting	R
	14	Chorus Parent Social	Hann Home	3:00-5:00 PM	Chorus Parents Only	Activity	O
	17	BTSN 9-10	OHS	7-9 pm	student volunteers	Service	O
	23	BTSN 11-12	OHS	7-9 pm	student volunteers	Service	O
OCTOBER	1	Dig Pink Volleyball Game - National Anthem	OHS - Main Gym	6:30-8:00 PM	Chamber Choir	Performance	E
	1	ACDA Honors Choir Audition Deadline	online	until midnight	Any chorus student	Enrichment	E
	2	Dr. Tim Workshop	OHS - Lecture Hall	4-8 pm	Choir Council	Enrichment	E
	8	CBOHS General Meeting	OHS - Chorus Room	7:00-8:30 PM	All Booster Members	Meeting	O
	8	Used Uniform Night	OHS - Orchestra Room	6:30-8:30 PM	Any chorus student	Uniforms	O
	11	VMEA Senior Honors Choir Audition	Longwood University	All Day	Any Srnior chorus student	Enrichment	O
	17-18	Cougar Cabaret	OHS - Cafeteria	7:00 PM	All Chorus Members/parent volunteers	Performance/Fundraising	E
NOVEMBER	1	District Chorus Auditions	Wakefield High School	8:00am - 3:00pm	All Chorus Members	Enrichment	R/O
	12	CBOHS Board Meeting	OHS - Chorus Room	7:00 PM	CBOHS Board Members	Meeting	E
	20-22	VMEA Senior Honors Choir	Sheraton Waterfront - Norfolk, VA	All Day	Selected Seniors	Enrichment	Q
	25	Thanksgiving Feast	OHS - Cafeteria	6:00-8:00pm	Chorus Students Only	Activity	O
DECEMBER	6	Caroling Tag Day	OHS Community	2:00-8:00pm	All Chorus Members	Fundraising - General	E
	9	Jazz Night	OHS - Auditorium	7:00 PM	Jazz Choir & Jazz Band	Performance	R
	10	CBOHS Board Meeting	OHS - Chorus Room	7:00 PM	CBOHS Board Members	Meeting	E
	12	Holiday Coffeehouse Concert	OHS - Lecture Hall	7:00 PM	volunteers	Performance	O
	15	Winter Chorus Concert	OHS - Auditorium	7:00 PM	All Chorus Members	Performance	R
		WINTER BREAK					
JANUARY	14	Electives Fair	OHS - Chorus Room	during school	Select Choir Council	Outreach	O
	14	CBOHS General Meeting	OHS - Chorus Room	7:00-8:30 PM	All Booster Members	Meeting	O
	15	Curriculum Night	OHS - Cafeteria	6:00 PM	Select Choir Council	Outreach	O
	27	Pyramid Concert Activity	OHS - Auditorium	7:00 PM	All Chorus Members	Performance/Outreach	R
FEBRUARY	6	Valentine Coffeeshouse Concert	OHS - Lecture Hall	7:00 PM	volunteers	Performance	O
	11	CBOHS Board Meeting	OHS - Chorus Room	7:00 PM	CBOHS Board Members	Meeting	E
	12	All-VA Auditions	Herndon High School	6:00-9:00 PM	Eligible Students	Enrichment	Q
	12,13,14	District Chorus	Herndon High School	All Day	Selected Students	Enrichment	Q
	20	Jammin' Oakton	OHS - Cafeteria	7:00 PM	Jazz Choir & Jazz Band	Performance	E
	25-28	ACDA National Honors Choirs	Salt Lake City, Utah	All Day	Selected Students	Enrichment	Q
MARCH	10	Chorus Pre-Assessment Concert	OHS - Auditorium	7:00 PM	All Chorus Members	Performance	R
	11	CBOHS General Meeting	OHS - Chorus Room	7:00-8:30 PM	All Booster Members	Meeting	O
	20	Chorus Assessment	Madison High School	TBA	All Chorus Members	Performance/Assessment	R
	23-27	Auditions for 2015-2016	OHS & Feeder Schools	All Day	All Chorus Members	Assessment	
		SPRING BREAK					
APRIL	8	Spring Trip Meeting	OHS - Auditorium	7:00 PM	All participants & parents	Meeting	E
	16-20	Performing Arts Spring Trip	Nashville, TN	All Day	Participants	Enrichment/Activity	O
	23-25	All-VA Chorus	Sheraton Premier Tysons Corner, VA	All Day	Selected Students	Enrichment	Q
MAY	TBA	Spring Musical	OHS - Auditorium	7:00 PM	Selected Students	Performance	Q
	13	CBOHS General Meeting	OHS - Chorus Room	7:00-8:30 PM	All Booster Members	Meeting	O
	26-28	Leadership Interviews	OHS - Chorus Room	After School	Select Students	Enrichment	O
	29	Senior Sweets	OHS - Auditorium/Lobby	6:00 PM	All Students	Performance (Seniors)	E
JUNE	2	Spring Chorus Concert	OHS - Auditorium	7:00 PM	All Chorus Members	Performance	R
	9	Chorus Awards Banquet	OHS - Cafeteria	6:00 PM	All Students & Parents	Activity	E
	TBA	Crossfield Medieval Feast	Crossfield Elementary School	2:15-3:15pm	Oakton Singers	Performance	R
	TBA	OHS Baccalaureate Service	TBA - Local Church	7:00 PM	Selected Seniors	Performance	O
	22	Graduation	GMU - Patriot Center	2:00 PM	Oakton Singers	Performance	E

Event Codes: R = Required O = Optional E = Expected Q = Qualifying
Calendar as of 9/10/14. Subject to change as needed.

ADDITIONAL PERFORMING ARTS DEPARTMENT EVENTS TO BE SCHEDULED:						
	TBA	Piano Celebration Concert	OHS - Auditorium		All Chorus Members	Performance E
		Outreach Performances	Local Schools and Nursing Homes			Service S

Oakton Choral Department

Program Fee

Student Name: _____

Ensemble: _____

PROGRAM FEE

The OHS Choral Department charges an annual program fee in accordance with FCPS Regulation and Notice 5922.

The program fee helps cover the costs of general consumables including:

- choral music
- student folders
- class materials & supplies
- accompanist fees
- clinician fees
- equipment purchase/maintenance
- student awards
- Charms & Smart Music subscriptions
- T-Shirt for students

The program fee is to be paid at the beginning of the school year and is managed through Oakton High School.

Program Fee	\$50.00
Check #	Amount Paid

Please return this form
with a check
made payable to
OAKTON HIGH SCHOOL
no later than
September 26th.

OHS Choral Department Uniform Information

The following uniform items are required for performance with the OHS Choral Department. This is typically a one-time purchase unless the student outgrows the uniform. All prices listed are actual cost as purchased through Stage Accents uniform company. A 7% shipping charge will be added to the total uniform purchase amount. All uniform payments will be collected by and managed through Oakton High School.

Please indicate which items you will need to purchase and complete this form with payment. Students will be sized during their chorus class the week of October 20th. Sample sizes of dresses will be available for girls to try on. Boys will be measured and sized accordingly.

Women's Uniform Requirements

_____ **Wisteria Dress** Size _____ **\$72.00** \$ _____

_____ **Celebration Pin** **\$ 7.50** \$ _____

Men's Uniform Requirements

_____ **Tux Jacket – Black** Size _____ **\$59.00** \$ _____

_____ **Men's Tuxedo Ensemble*** **\$84.00** \$ _____

**The ensemble and price includes the items listed below. Items may also be purchased individually at the prices listed if the full set is not needed.*

_____ **Adjustable Pleated Tuxedo Pants – Black** **\$26.50** \$ _____
Size (waist) _____

_____ **Lay Down Collar Tuxedo Shirt – White** **\$15.95** \$ _____
Size (neck/sleeve) _____

_____ **Formal Satin Vest – Black** **\$36.00** \$ _____
Size (S-XL) _____

_____ **Formal Satin Long Tie - Black** **\$12.00** \$ _____

NAME _____ Subtotal \$ _____

CHECKS PAYABLE TO: OAKTON HIGH SCHOOL 7% S & H \$ _____

Indicate CHORUS UNIFORM in the Memo

TOTAL \$ _____

Some assistance may be available for those who indicate and show need. Please contact Ms. Powell confidentially to make alternate payment arrangements or request financial assistance. All contacts and assistance will be kept strictly confidential. Please make contact in a timely manner. Used uniform items may also be available at a reduced cost. These items, if available, will be sold on a first come basis.

Measurement and Sizing Information

IT IS STRONGLY RECOMMENDED THAT GIRLS TRY ON AN AVAILABLE SAMPLE FOR SIZE DURING UNIFORM FITTING DAYS! All others should please use the following information and chart to determine sizing.

Taking Measurements:

BUST: Women measure around the fullest part of the bust in front, and around the back over the bra line.

CHEST: Men measure across shoulder blades, under arms, across chest.

WAIST: Measure around smallest part of natural waist.

HIPS: Measure around fullest part of hips and buttocks.

SLEEVE: Men's tuxedo shirt – Measure from center of back of neck, across shoulder, around point of elbow at slight bend to wrist bone.

Your Measurements:

Women: Bust _____ Waist _____ Hips _____

Men: Chest _____ Waist _____
Neck _____ Sleeve _____

Size Charts:

Women:

Size	0	2	4	6	8	10	12	14	16	18	20
Bust	28	30	32	34	36	38	40	42	44	46	48
Waist	24	25	26	27	29	31	33	36	38	40	42
Hips	32	34	36	37	39	41	43	46	48	50	52

Men: Adjustable Pleated Tux Pants (Waist measurement only. Hem to desired length.)

Size	25	28	31	34	37	40	43	46	48
Waist	25-27	27-29	30-32	33-35	36-38	39-41	42-44	45-47	48-50

Men: Vest

Size	XS	S	M	L	XL
Neck	14	15	16	17	18
Chest	30-32	34-36	38-40	42-44	46-48
Waist	28-30	32-34	36-38	40-42	44-46

Men: Tux Shirt

Neck Size	13.5	14.5	15.5	16.5	17.5	18.5
Sleeve						
30/31	XS-1	S-1	M-1	L-1		
32/33	XS-3	S-3	M-3	L-3	XL-3	XXL-3
34/35		S-5	M-5	L-5	XL-5	XXL-5
36/37			M-7	L-7	XL-7	XXL-7
38/39				L-9	XL-9	XXL-9

You have the right to choose whether your student is represented in photographs/videos made public by the Oakton High School choral program (hereinafter "Oakton Chorus"). Photographs appear on the Oakton Chorus website as well as in media produced by Oakton High School. Videos are posted to social media channels such as the Oakton Chorus YouTube channel. Oakton Chorus also reserves the right to engage individuals to record, distribute and/or sell some of its performances to chorus families/chorus performance audiences.

If you want to limit use of your student and his/her identity in photography or videos by the Oakton Chorus, you may check one of the choices below. This applies only to the **2014-2015** school year.

(Oakton Chorus cannot be responsible for photos/videos made public by other individuals online or through social media.)

You need to complete this form ONLY if you wish to OPT-OUT of having your student's image and/or name represented in photographs/videos by Oakton Chorus.

Please read all of the following opt-out options carefully before selecting ONE:

_____ **Choice A Limited Opt-Out.** Oakton Chorus may use photos/videos of my student when he/she performs or is represented in **group AND non-group** settings (such as solos, duets, etc. at Cougar Cabaret, Coffeehouses, and other such events), BUT my student is not to be identified individually by name through photo captioning or social media tagging by Oakton Chorus.

_____ **Choice B Limited Opt-Out.** Oakton Chorus may use photos/videos of my student when he/she performs or is represented in **groups only**. I understand that my student will not be identified by name through photo captioning or social media tagging by Oakton Chorus when represented in groups.

_____ **Comprehensive Opt-Out.** Do NOT release my student's photograph or video for use by Oakton Chorus on its website, on social media platforms such as YouTube, Facebook, etc., in recorded video made available to chorus families/chorus performance audiences for sale or in any other program-related format. I understand this means my student will be excluded from group photographs/videos for the yearbook, concert programs, and other choral program-related activities. I further understand that this prevents Oakton Chorus from posting or producing any performance videos of an ensemble in which my student is performing.

Do not sign below unless you have read and understand the choices above.

Student Name _____

Parent Signature _____ Date _____

CHARMS INSTRUCTIONS

- Log on to www.charmsoffice.com
- ENTER the “PARENT/STUDENT LOGIN” section of the web page.
- Login to our chorus program account using the following login: (case sensitive)

School Code: [REDACTED]

- This will bring up a basic group page which will allow you to view the choral program’s **Public Calendar and Handouts & Files**.
- When you enter your child’s “**Student Area Passcode**”, a more detailed screen appears with even more options to view your student’s assignments, financial records, forms and inventory, online store, etc.

The student password is: (case sensitive)

[REDACTED]

EXAMPLE: If the student FCPS ID# is 123456, the CHARMS Password would be: OHSC3456

NOTE TO STUDENTS: Any students who change and forget their password will need to email Ms. Powell to have their password reset to this student ID format.

NOTE TO PARENTS: If you are not able to access their account using the password format listed above, please check with your child to see if they changed the password before emailing for assistance.

**There are some accounts that require the last FIVE digits of the FCPS student ID. If you log in and another student’s name appears in the upper right of the page, please exit and try again using the last FIVE digits of your ID.*

CALENDAR

- Clicking on an event on the interactive calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing. Some events may include RSVP or Volunteer Icons. By clicking on these icons, parents and students can sign up for events and volunteer positions.

ACCOUNT INFORMATION

- Please help maintain our records by updating your personal info:
After logging in, click on the “Update Info” icon on the home page. Please enter **ALL** student and parent information. The student information page will appear immediately.
 - **Student information form** –please help make changes to your child’s **student information page** (such as entering or updating address, phone numbers and email addresses) to help the teacher communicate with you more effectively.
 - **Parent information form** - To add or edit parent information, scroll to the bottom of the student page and click “Add New Adult”. Do this for each parent. ***Please complete ALL fields except Occupation/Skills, Drivers License and Date of Birth.***
- Please explore the CHARMS site and familiarize yourself all of its helpful and useful features that will keep you informed throughout the year!



Chorus Boosters of Oakton High School (CBOHS) Membership Form

The Chorus Boosters of Oakton High School invites all choral parents to become active members and support the OHS choirs and ensembles! Your membership donations directly support the needs and activities of the Oakton High School choral program. CBOHS is committed to encouraging and promoting our extraordinary choral program.

Your donations will help purchase specialty music not provided for by the County, pay for accompanists and support student participation in local and in-state concert opportunities, and community service choral performances. They also help provide students with choral activities like workshops throughout the year. We have a membership level that is appropriate for everyone and hope that you contribute. Please join today!

Member \$35	Bronze \$50	Silver \$100	Gold \$250	Platinum \$500+	
<ul style="list-style-type: none">• Name in all programs	<ul style="list-style-type: none">• Name in all programs	<ul style="list-style-type: none">• Name in all programs• Spirit sticker	<ul style="list-style-type: none">• Name in all programs• 2 tickets to Cougar Cabaret• ¼ page ad in the Cougar Cabaret program• VIP table at Cougar Cabaret*	<ul style="list-style-type: none">• Name in all programs• 4 tickets to Cougar Cabaret• VIP table at Cougar Cabaret*• ½ page ad in the Cougar Cabaret program	<p>Any amount is greatly appreciated!</p> <p>Thank you for your Support!</p>

* Individual seats require separate ticket purchase.

CBOHS is a subordinate member in good-standing of Parent Booster USA, Inc. through 12/31/2014 and, as a result, is recognized by the IRS as tax-exempt under section 501(c)(3) of the Internal Revenue Code. **Your donation is tax-deductible to the extent that it exceeds the fair market value of the benefits received.**

NAME _____ PHONE _____

STREET _____ CITY _____ ZIP _____

EMAIL (Primary Member) _____

STUDENT NAME _____

MEMBERSHIP LEVEL (see details above)

☐ Member ☐ Bronze ☐ Silver ☐ Gold ☐ Platinum ☐ Additional Donation: _____

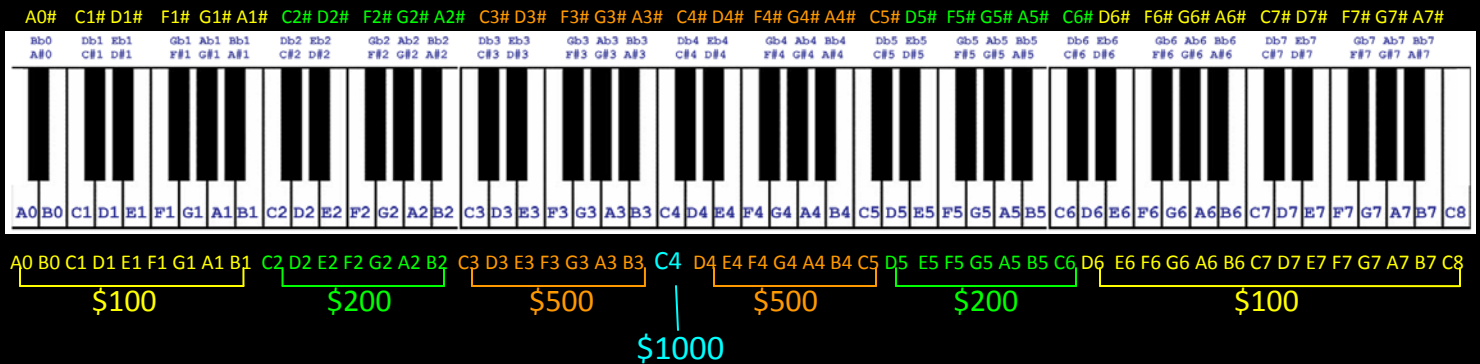
Do you want your name in programs? ☐ Yes ☐ No

Name as you would like it to appear in programs: _____

*Please mail this form, along with your check or money order **payable to CBOHS**, to: Choral Boosters of Oakton High School; Attention: Membership; Oakton High School; 2900 Sutton Road; Vienna, VA 22191 or send in with student to give to Mrs. Powell during class.*

88 KEYS *piano fundraiser*

The **Oakton High School Music Department** has a long-standing history of musical excellence. One of the key components of our successful music program, **88 keys** to be exact, is our piano. The piano on the Oakton stage is in desperate need of replacement. We are excited to launch the **88 Keys Piano Fundraiser** as we work to raise \$20,000 to purchase a new Yamaha grand piano for the department. This is an investment that will last long after the current students and directors have left the halls of Oakton High School. We would greatly appreciate tax deductible donations toward our Piano Fund. Any amount that you can donate will go fully toward the purchase of the piano. We appreciate your support.



KEY REQUESTED: _____

(Please list alternate keys, pending availability.)

PRICE: _____

NAME: _____

ADDRES: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

PHONE: _____

PAYMENT METHOD: _____

Please enclose your donation check made payable to:

OAKTON HIGH SCHOOL PIANO FUND

Tax letter for charitable contribution will be forwarded upon receipt of order.

All donor names will be displayed on a plaque to be placed in the Oakton High School Theatre. Everyone who contributes will receive an invitation to a piano concert and reception to celebrate and showcase the new piano. Concert date to be announced upon project completion.

ACKNOWLEDGEMENT – Please Print Clearly (20 characters per line, maximum of 2 lines)

☐ I WISH TO REMAIN ANONYMOUS

MAIL COMPLETED FORM AND PAYMENT TO:

OAKTON HIGH SCHOOL PIANO FUND
C/O MUSIC DEPARTMENT
2900 SUTTON ROAD
VIENNA, VA 22181



For more information contact:

Tiffany Powell

TAPowell@fcps.edu

703-319-2747



CHORUS BOOSTERS OF OAKTON HIGH SCHOOL (CBOHS) Leadership Positions and Parent Volunteers

Student's Name _____

Parents/Guardians Volunteering _____

Please check the events/activities in which you can participate. We would like every family to volunteer in at least 2 areas. Volunteer levels range from coordinator positions to helpers. Names are entered identifying the parents who have already stepped up to fill certain leadership roles.

*Parents marked with an **asterisks*** are senior parents. We have many senior parents this year! **Therefore, we are actively looking for parents interested in co-chairing or working with the current chair to learn more about these positions.***

EXECUTIVE BOARD OF DIRECTORS

PRESIDENT – Linda [REDACTED]

- Preside at all meetings of the CBOHS and call meetings as necessary
- Appoint all standing committees as necessary and be ex-officio member of all committees
- Coordinate the work of the officers and committees of the CBOHS
- Work and communicate closely and regularly with the Director and Choir Council

VICE PRESIDENT – Terry [REDACTED]

- Assume the function and responsibilities of the President during her absence
- Assist the President upon request
- Work and Communicate closely and regularly with the Director and Choir Council

TREASURER – Carol [REDACTED]

- Work with Director to create an annual budget
- Maintain custody of all the funds of the CBOHS (in conjunction with OHS Finance Officer when appropriate)
- Maintain a record of all receipts and disbursements
- Maintain an account in a federally insured bank
- Make disbursements in accordance with the approved budget or as authorized by the executive board
- Prepare and present a financial report to be given to all members at the meetings and an annual report at year end

SECRETARY – Lisa [REDACTED]

- Keep the records and minutes of all meetings and posts for membership to view
- Attend to all appropriate correspondence of the CBOHS
- Send out notices of regular and special meetings of the CBOHS

VOLUNTEER DIRECTOR – Hilary [REDACTED]

- Compile a master volunteer list based on submitted volunteer forms from parents
- Create and maintain an email distribution list to help contact parent volunteers as needed
- Work with the Directors, Coordinators, Committees and Choir Council to help line up volunteers for all events

PERFORMANCE DIRECTOR – Cindy [REDACTED]

- Arrange concessions, provide programs and miscellaneous items for concerts and all performance events
- Assist the Choral Director with pre-concert event activities as needed

PUBLICITY & PUBLIC RELATIONS DIRECTOR – Judy [REDACTED]

- Help promote awareness and advocacy for chorus within the organization, school and community
- Maintain the Oakton Chorus Website and PTSA Newsletter submissions
- Arrange newspaper and other suitable advance publicity of CBOHS meetings and fundraising activities
- Publicize Choral Department performances, events and accomplishments
- Provide publicity material such as posters, signs, etc as required by other committees

MEMBERSHIP COORDINATOR – Laurie [REDACTED]

- Manage and Oversee Booster Membership, track attendance, benefits, etc.

COMMITTEE COORDINATORS, LEADERS, MANAGERS AND VOLUNTEERS

SOCIAL MEDIA MANAGER – Terry [REDACTED] & Co-Chair _____

- Video record performances during concert events to post to the Oakton Chorus You Tube channel and/or website
- Send alerts via organization Facebook groups and Twitter to notify members of new media postings
- Assist with website postings and updates as needed

COUGAR CABARET COORDINATORS – Judy [REDACTED] & Co-Chair _____

- Work closely with the Board of Directors, Choral Director and Choir Council to plan and organize Cougar Cabaret
- Oversee and manage the Cougar Cabaret Committee Leaders

COUGAR CABARET COMMITTEE LEADERS

- Oversee and coordinate your specific area of the event
- Work closely with the Volunteer Coordinator and Choir Council to arrange for parent & student volunteers

Stage & Set:	_____ Co-Coordinator & Larry [REDACTED]	_____ Volunteer
Backstage:	_____ Coordinator	_____ Volunteer
Food:	Carol [REDACTED] * & Lisa [REDACTED]	_____ Volunteer
Decorations:	Laurie [REDACTED]	_____ Volunteer
Tickets:	Tammy [REDACTED]	_____ Volunteer
Ads:	Judy [REDACTED]	_____ Volunteer
Program:	Judy [REDACTED]	_____ Volunteer
Tables:	Laurie [REDACTED]	_____ Volunteer

AWARDS BANQUET COORDINATOR _____

- Work closely with the Board of Directors, Choral Director and Choir Council to plan and organize the Awards Banquet
- Work closely with the Volunteer Coordinator and Choir Council to arrange for parent/student volunteers for the event
- Coordinate table set up/décor and catering order/delivery
- Coordinate ordering and pick up of senior flowers

AWARDS BANQUET COMMITTEE VOLUNTEERS _____

- Help with table set up/décor and clean up
- Help serve food buffet style

SENIOR SWEETS COORDINATOR _____

- Work closely with the Choral Director and Choir Council to plan and organize Senior Sweets
- Work closely with the Volunteer Coordinator and Choir Council to arrange for parent/student volunteers for the event
- Help coordinate table set up/décor, catering order/delivery, dessert contributions

SENIOR SWEETS COMMITTEE VOLUNTEERS _____

- Help with table set up/décor and clean up
- Help provide dessert items

OUTREACH EVENTS COORDINATOR _____

- Work with the Director, Publicity/PR Director and Choir Council to help coordinate feeder school collaborations/events
- Accompany student groups to visit feeder schools as needed
- Help distribute/deliver materials to feeder schools as needed

OUTREACH COMMITTEE VOLUNTEER _____

- Help with outreach events and activities

CAROLING TAG DAY COORDINATOR – Cindy [REDACTED]

- Oversee and coordinate Tag Day efforts and hosts
- Work closely with the Choir Council to arrange student groups
- Collect funds from all caroling groups to count and prepare deposit

CAROLING TAG DAY HOST HOUSE _____

- Serve as a meeting location for a caroling group in your neighborhood before and after caroling
- Help to transport members of your caroling group to the Holiday Party after caroling ends
- Contribute a food item for the Holiday Party and attend to help

HOLIDAY PARTY HOST HOUSE – Carol [REDACTED]

- Host the Holiday Party
- Work with Caroling Day Coordinator and Hosts to organize food and help

UNIFORM COORDINATOR _____

- Oversee fittings for students needing a new uniform, help place orders and collect payments (during school)
- Help manage the stock and sale of used uniforms
- Sort and label new uniforms as they arrive to be distributed to students
- Help see that students receive the alterations needed by communicating with parents willing to alter uniforms

UNIFORM COMMITTEE VOLUNTEER _____

- Work with the Uniform Coordinator to measure, order, organize and distribute uniforms

UNIFORM COMMITTEE ALTERATIONS _____

- Provide alteration services for chorus student uniforms

CORPORATE SPONSORSHIP MANAGER _____

- Seek sponsorship from local businesses in the form of donations
- Coordinate any display boards, banners or other displays of sponsors at chorus events
- Work closely with the Treasurer to monitor donation receipt and deposits

CORPORATE SPONSORSHIP VOLUNTEER _____

- Help identify, contact/visit potential sponsors

AUDIT COMMITTEE COORDINATOR (Summer) _____**AUDIT COMMITTEE VOLUNTEER (Summer) _____****PIE SALE VOLUNTEER _____**

- Assist with delivery of pies
- Sort, label and verify student orders to prepare for pickup
- Supervise pick up of student orders and sale of any “extra” product

GENERAL VOLUNTEER _____

- To be contacted “as needed” for various tasks as determined and needed

Positions not filled will continue to be identified and announced. Additional positions or committees will be added during the year, and Coordinators and Volunteers will be solicited as needed.