

**WAPSIE VALLEY
SENIOR HIGH SCHOOL**

**2013-2014
VOCAL MUSIC
HANDBOOK**

Miss Bieber, Vocal Director

sbieber@wapsievalleyschools.org

www.wapsievalleyvocalmusic.weebly.com

The purpose of the WV Vocal Music Handbook is to introduce all choral students and parents to the set expectations and guidelines of the WV Vocal Music Department. It will serve as an overall guide for the department.

Table of Contents

Attendance in Class	Page – 3
Tardiness	Page – 3
Attendance in Performances	Page – 3
Performance Call Times	Page – 3
Concert Expectations	Page – 4
Performance Attire	Page – 4
Individual Responsibility	Page – 4
Rehearsal Success	Page – 4, 5
Electronic Device Policy	Page – 5
Grading	Page – 5
Lessons	Page – 6
Class Work	Page – 6
Extra Credit	Page – 6
Practicing	Page – 6
Music and Folders	Page – 6
Care of Equipment	Page – 7
Sacred Texts	Page – 7
Miss Bieber’s Office	Page – 7
Transportation	Page – 7
Lettering	Page – 8
Choir Officers	Page – 9
Awards	Page – 10
Musical	Page – 10
Variety Show	Page – 10
Honor Choirs	Page – 10
Solo & Ensemble Festival	Page – 10
Website	Page – 10
Calendar	Page – 11, 12
Extra-Curricular Performance Opportunities	Page – 13
Fundraising & Boosters	Page – 14
Request for Absence Form	Page – 15
Contract	Page – 16

Attendance Statement: An enjoyable, strong, pride-filled, and educational choral program cannot exist without the prompt attendance of all personnel at all events and rehearsals. This helps reinforce the idea that every individual is important to the whole. One person being gone or even late has an adverse effect on the whole group. This is a valuable life skill for all to learn to make them a success in whatever they do in life.

Attendance in class: Since class/rehearsal is where a majority of our work as a choir happens, it is paramount that students be in attendance. Students who are going to be absent from class due to a school field trip, family vacation, college visit, doctor appointment, athletic event, etc. should let Miss Bieber know ASAP.

Every two absences from class during a quarter will require 30 minutes of make-up work. The make-up work will be determined by Miss Bieber. Examples of possible make-up work are: 30 minutes of ear training exercises on Miss Bieber's iPad in the chorus room and individual practice in a practice room.

Tardiness: To facilitate an efficient start to class and teach responsibility, all students are expected to be on time to class. Students will be tardy unexcused for arriving late to class unless they submit a pass to Miss Bieber from the high school office or the teacher who is responsible for their tardiness. The student will be the sole person responsible for bringing the pass to class and they will not be allowed to retrieve a pass after they have entered the chorus room. Excessive tardiness (more than two) will result in a deduction of daily points.

REMEMBER: TO BE EARLY IS TO BE ON TIME, TO BE ON TIME IS TO BE LATE, AND TO BE LATE IS TO BE LEFT BEHIND!!

Attendance at Performances: All concerts and performances in bold letters listed on the Vocal Music Department Calendar are required graded assessments. No absence will be excused unless the student completes a "Request for Absence" form one week prior to the performance in question. It is reasonable for the teacher to expect a one-week notice as an absence may result in changes being made within the choral ensemble to allow for a successful performance. The "Request for Absence" form can be found in this handbook, and also obtained from Miss Bieber. Emergency situations, such as an illness or death in the family, will be excused absences.

Since everyone in the choir is important to making a successful performance, very few reasons will be accepted for an excused absence. Therefore, it is the responsibility of the parent and student to avoid any conflicts with required performances. Planning another event (birthday party, purchasing tickets for a concert or sporting event, etc.) at the time of a required performance is neither responsible, nor excusable. Work is also not an excused absence. Please consult the school calendar often. The music and school calendar can both be found at www.wapsievalleyvocalmusic.weebly.com/calendar. In the rare case of an excused absence, the student will be required to complete an alternative assignment for the missed performance. The student will be responsible for obtaining the make-up assignment from the teacher and completing it by the end of the quarter.

A Reminder: School policy states that a student must be in attendance by 11:40 a.m. to participate in an after school rehearsal or performance. Doctor appointments are an exception to this policy. For more details consult the WVCS Student Handbook.

Call Time Before a Concert: A time will be given when your choir will meet to warm-up, go through any last minute details, and take attendance. It is your responsibility to make sure you are there at the time requested. Students who are tardy or absent will receive a deduction in concert points.

Concert Expectations: All students will stay for the entire concert and display appropriate concert etiquette: listening attentively, not commenting or whispering, clapping respectfully, keeping feet on the floor, staying in their chair. Onstage expectations include: not talking while walking on and off of the stage, keeping your eyes on the conductor while performing. Professionalism is a must at all times.

Performance Attire: It is important that each choir appears professional and uniform. Part of the performance grade is wearing the assigned attire.

The following is performance dress for all choirs:

Robe with stole.

- Men: t-shirt (black t-shirt), black dress slacks, black socks, black dress shoes (no black sneakers or navy blue pants)
- Women: t-shirt (black t-shirt), shorts, above-the-knee nude nylons/panty hose, black dress shoes with a small heel (no platform shoes, spike heels, sandals, flip-flops or clogs)

Students will not be allowed to wear necklaces, bracelets, flashy earrings, watches, or rings of any kind, as they will attract attention due to the glare from the stage lights.

Small earrings that do not hang below the ear will be allowed.

All hair (men's and women's) will be styled out of the face and pushed behind the shoulders. Make-up should be simple.

Each choir student will be fitted for a robe a few weeks before the first concert. After the student is issued the robe they are responsible for replacing any missing components or repairing damage, taking care of the robe, and hanging it up properly.

Uniform Maintenance: All robes will be handled as such:

- Hold the robe high enough so it does not drag on the floor.
- Hung on its hanger (square the shoulders on hanger)
- Robe zipped completely up
- Stole stored properly

Individual Responsibility: It is the student's responsibility to be a positive contributor and responsible member of the choir. Every performance should be of the highest quality. To attain this standard of excellence, every rehearsal must be productive. It is the singer's responsibility to give his/her best effort at all times by having their music, a pencil, water bottle, etc. at all rehearsals, and respecting each other, the director, staff and guests is a must. All students are expected to have a pencil everyday in class and to use it often for marking breaths, phrasing, word stress, dynamics, diction, etc.

All students should always raise their hand and be recognized by Miss Bieber before speaking.

Listen carefully as Miss Bieber will only give announcements or instructions one time.

To Be Successful in Rehearsal:

1. Be prepared by having your folder, all required music, a pencil, and water at your seat when class begins.
2. Treat all students and adults in the classroom with respect.
3. Respect the chorus room and all things in it by keeping the room clean, the chairs in their proper place, playing the piano only if permission has been given to you, and the whole facility looking pleasant.
4. Encourage other choir members to make rehearsal successful!

5. Talk only when necessary and appropriate.
6. Take pride in the diligent work it takes to be an outstanding choir!
7. Follow school policies.
8. Return your folder and all of your music to the folder cabinet at the end of class.

Electronic Devices Policy: Students may bring cell phones and other electronic devices into class, but must keep them silent and out of sight. Unless you have been granted permission by Miss Bieber to use a cell phone for an activity, to call a parent or to add an event to your calendar the cell must be put away at all times.

Grading: Points are awarded based on the following:

- Performances (25%) – attendance at concerts, assessment of concert performance, arriving on time for call before the concert, concert etiquette, concert dress. (100 pts each)
- Lesson Attendance (20%) – lessons are scheduled based on your daily schedule. Lessons may be made-up if the absence was acceptable. (20 pts each)
- Daily points (30%) are awarded on the following:
 - o Participation by Presence – presence in and promptness to class
 - o Participation by Effort, Attitude, and Rehearsal Technique
 - § Attitude and Effort in Participation – leadership by example, a positive spirit of cooperation, a consistent energy, willingness to contribute, participate and share.
 - § Rehearsal Technique – being ready to rehearse when class starts, having your folder, handouts, and pencil at each rehearsal, marking your score in rehearsal, focusing and listening, helping your neighbor to concentrate and focus by not distracting them or talking inappropriately.
 - o Skill Development – breath, vocal, ensemble, and musical development. Posture and attention to daily vocal exercises is important.
- Other (25%)
 - o Assignments: parent/student information form, handbook contract, voice interview, reading, written work, sight singing, assessments, and more.

Make-up work opportunities are available for any excused absence from class or performance. No make-ups are available for unexcused absences.

Grading Scale:

A = 95-100%	C = 77-79%
A- = 92-94%	C- = 74-76%
B+ = 89-91%	D+ = 71-73%
B = 86-88%	D = 68-70%
B- = 83-85%	D- = 65-67%
C+ = 80-82%	F = 0-64%

Due to the low quantity of points in the grade book early in a quarter, and the frequency of progress reports, a student’s grade can be considerably low if a student has been absent from their lesson(s). The student and parent should be concerned, however, by the end of each quarter once more points will have accumulated. Lessons will affect your final grade.

Lessons: Students are required to take a 20-minute lesson at their scheduled time. Students can expect 3-5 lessons in a given quarter. Lessons will be scheduled during, 2nd, 4th, 5th and 7th periods. If discussed beforehand with Miss Bieber, lessons may also be scheduled before or immediately after school at 3:20. Each lesson is worth 20 pts and therefore is a noticeable portion of the total quarter grade.

WVHS faculty and staff work well with the music department to allow musicians individual or small group music instruction. If a student has a study hall, they will be expected to take their lesson during that time if it can be coordinated with the master lesson schedule. If a student is available during Warrior Hour, they may also take their lesson during that time.

Students who are taking a test/quiz, participating in a lab, reviewing for a test, or giving a presentation are to stay in class and reschedule their lesson for another time. Students will have until their next scheduled lesson or performance, whichever comes first, to make-up the excused lesson. Students who are absent-excused from school will also have the above time frame to complete the lesson. Lessons missed due to forgetfulness may not be allowed to be made-up; Miss Bieber's schedule will determine if a make-up lesson is possible in this situation. The lesson schedule is posted in the chorus room and in the music hallway.

Students will exit class at their designated time and promptly walk to the chorus room. After the lesson, students will promptly walk back to class. Students will not stop and talk with friends, or run errands during this passing time.

Lessons will focus on: vocal technique, tone, music literacy skills, singing posture, intonation, rhythm, musicianship, and singer independence.

Class Work/Extra Credit/Practicing: Periodically students will be expected to complete inclass written work, and other assignments. These assignments will at times be graded, and other times, not; but participation is always part of the chorus grade.

Students may complete extra credit work by attending a choral music concert or musical. Students must present the event's printed program to Miss Bieber and engage in a short discussion about the performance with him. 10 pts of extra credit are available for each event.

Extra credit is also available for participants in the fall musical, spring variety show, madrigal, singing the national anthem, taking private voice lessons, Iowa All State Chorus auditions, OPUS Honor Choir auditions, and honor choirs. Participation in events other than a WV Choir, WV Chamber Choir, or State Solo/Ensemble Music Festival may also grant a student extra credit.

At times, students will be asked to take their music home and practice. Students at anytime may take their music home and practice, but the music must be present at each rehearsal.

Music and Folders: All students will be expected to have a folder for their music. This folder may need to be used in performances and, therefore, must be in good shape and contain no writing on the outside. Each singer will be issued a number and music containing that number on the front cover. Show respect and care for all music issued to you. Students who lose or return damaged music will pay for replacement costs. Keep a pencil in your binder at all times, this is an absolute must. Folders may be kept in the folder cabinet in the chorus room.

Care of equipment: It is every choir member's responsibility to show the utmost care for all equipment, instruments, music, robes, etc. in the chorus room. Do not play the piano before rehearsal and never "pound" on the piano. The chorus room and practice rooms are not to be used for personal storage or garbage. Periodically these areas are checked and personal items removed to the lost and found. Use the wastebaskets and recycling containers for items to be disposed of and your student locker for storing personal items. No food or drink (except water) is to be consumed on the chorus room carpet.

Miss Bieber's Office: The director's office is a personal area. No student is allowed in the office or access to anything in the office without Miss Bieber's permission. This includes computer, phone, CANDY, etc. Please respect this area.

Sacred Texts: Music with sacred/religious texts will be used in class and performance. Choral music that is used for study in chorus class is chosen solely for its musical integrity, not religious message.

Transportation: School policy requires students to ride to off-campus scheduled events in a school-provided vehicle or by a school employee. Students with a signed permission releases may ride home after an event with parents or designated adults. You must obtain and sign a permission slip from the school office. Miss Bieber and Mr. Johnson must approve the permission slip a week prior to the event. Parents must check out with Miss Bieber before leaving.

Lettering System: Points are carried over from one year to the next. You may rank in four different categories depending on the number of points you have earned. The categories and points needed in each are as follows:

0 – 24 Points	Participation Certificate
40 Points	Letter
60 Points	Bar
80 Points	Star

After earning a Letter, any additional 20 points will grant a student a Bar. Any additional 40 points earned will grant a student Star.

Point Distribution

All-State Audition	5 pts
All-State Membership	8 pts
Opus Audition	3 pts
Opus Membership	8 pts
Musical--Lead Role	8 pts
Musical--Supporting Role	5 pts
Musical--Speaking Part	4 pts
Musical--Chorus	3 pts
Musical--Tech Crew	2 pts
Event Usher/Programs	1 pts
Madrigal Small Ensemble	3 pts
Madrigal Speaking Part	3 pts
Honor Choir/Festival	5 pts per event
Nat'l Anthem Performance	1 pt each
Variety Show	2 pts per entry
Solo/Small Ensemble Contest	3 pts per entry
Contest Division I Rating	2 pts per rating
Contest Division II Rating	1 pt per rating
Church/Community Choir	2 pts
Teacher's Assistant	2 pts per semester
Choir Council	2 pts
Choir Membership	17 pts 1st year
Choir Membership	18 pts 2nd year
Choir Membership	19 pts 3rd year
Choir Membership	20 pts 4th year
Accompanist	2 pts per song
Choreographer	1 pt per song
Other Volunteering	1 pt per event

Choir Officers:

- **President:**
 - **Duties:** Be a voice for the ensemble. Assign student volunteers for the musical, concerts, and fundraisers. Collaborate with Miss Bieber on Vocal Department matters.
 - **Who:** A Senior who has a positive attitude, works well with others, is a good listener, has a friendly personality, is a good role model, and displays high-quality leadership skills.

- **Vice President:**
 - **Duties:** Take attendance at each rehearsal, check in students at concerts and performances, assist President in fundraising efforts, and act as President in their absence.
 - **Who:** A Junior student who also has a positive attitude, works well with others, is a good listener, has a friendly personality, is a good role model, and displays high-quality leadership skills.

- **Secretary:**
 - **Duties:** Pass out, collect, stamp, and file music; collect student work, and forms; assign and organize robes; and assist with costumes.
 - **Who:** Any student who displays exceptional organization skills and is willing to be flexible.

- **Publicity: (3 chairs will be elected)**
 - **Duties:** Create and hang posters / locker signs, write articles and announcements for intercom, write thank you's, and assist in planning.
 - **Who:** Any student who enjoys being creative, is personable, and likes to plan events.

- **Historian/Social Chair: (2 chairs will be elected)**
 - **Duties:** Take pictures for the website and slideshows, lead planning, and assist all other officers as needed.
 - **Who:** Any student who is a smart photographer, enjoys being creative, likes to plan events, and genuinely enjoys the company of all other officers in office.

Awards: Senior choir members will award one senior the “Outstanding Senior Award,” elected, by vote. The “National Choral Award” will be given to a senior by the director. This award is given to the student who has best exemplified leadership through character, ability, example, and musicianship.

Fall Musical: Every other year, the music department will put on a fall musical. Auditions are held in September. A student does not have to be in band or choir to audition for the musical. Musical auditions are open to all Wapsie Valley High School students. Large practices are held in the fall immediately after school or in the evenings. Due to the rehearsal structure of a musical, most cast members are not needed at every rehearsal until a few weeks before opening night. A schedule will be created at the beginning of the rehearsal season.

Variety Show: The music departments and entire student body combine every spring to put on a variety show in February. Auditions will be held prior to the variety show.

Honor Choirs:

The Luther College Dorian Vocal Festival will be held January 11-13 in Decorah, Iowa. Participants will be selected by Miss Bieber.

The NICL Honor Choir will be held January 21 at _____. Participants will be selected by Miss Bieber.

The Meistersinger Honor Choir will be held January 25 at Wartburg College in Waverly, Iowa. Participants will be selected by Miss Bieber.

Solo and Ensemble Music Festival: The 2014 date is Saturday, April 12. Students are strongly encouraged to participate in this skill and musicianship building event. Extra Credit is given to students who participate. In late December, all choir students will fill out a solo & ensemble interest sheet indicating their willingness to participate in various events. On Thursday & Friday, March 13 & 14 all students participating in State Music Festival will perform at one of the WVHS Solo & Ensemble Vocal Clinics. Clinicians will be brought into work with all entries for twelve minutes. This is an opportunity for each student to see the strengths and weaknesses in their preparation. The state ballot will be used, and the performance is scored and rated.

Vocal Music Website: The choir website contains up-to-date information, schedules, pictures, calendars, handbooks, etc. Check it out at www.wapsievalleyvocalmusic.weebly.com.

Vocal Music Calendar: Required events in bold. PLEASE PUT THESE DATES IN YOUR PERSONAL CALENDAR. Any information that are currently unavailable will be posted as soon as possible. Miss Bieber will inform students in class and make an announcement on the choir website “Home” page.

* Calendar is NOT final. Information is still need. *
Miss Bieber will inform students upon changes and additions.

Wapsie Valley Vocal Music Calendar 2013 – 2014

Month	Day	Event	Time	Location	Choir
Sept.	??	Musical Auditions	TBA	Choir Room	9 – 12 Music Students
Sept.	??	Musical Rehearsals Begin	TBA	Auditorium	
Sept.	7	Pre-All State Chorus Rehearsal	All Day	Oelwein HS	All State Auditioning Students
Sept.	6 - 20	OPUS Honor Choir CD Auditions	---	Choir Room	7th - 9th Grade Choir Members
Oct.	6	Real Men Sing	All Day	Wartburg, Waverly	7 th – 12 th Grade Men
Oct.	6, 7	UNI Vocal Arts Festival	All Day	UNI, Cedar Falls	All State Auditioning Students
Oct.	??	Fall Concert	TBA	Auditorium	JH & HS
Oct.	26	All State Music Auditions	All Day	Hampton-Dumont HS	All State Auditioning Students
Nov.	8, 9, 10	Musical Performance	TBA	Auditorium	
Nov.	??	Veteran's Day Assembly	TBA	HS Gym	TBA
Nov.	21	Opus Honor Choir	All Day	Ames	
Nov.	21 - 23	All State Music Festival	All Day	Ames	
Dec.	??	Winter Concert	TBA	Auditorium	JH & HS

Jan.	11-13	Dorian Vocal Festival	All Day	Luther College, Decorah	Selected 11 th – 12 th Students
Jan.	25	Meistersinger Honor Choir	All Day	Wartburg, Waverly	Selected Students
Feb.	??	Variety Show Auditions	TBA	Choir Room	Open Auditions (Ages 10+)
Feb.	??	Variety Show Rehearsals	TBA	Auditorium	
Feb.	??	Variety Show	TBA	Auditorium	
March	??	Pops Concert	TBA	TBA	JH & HS
April	10	Music Dept and FFA Showcase	7:00 p.m.	WVHS	HS
April	12	State Solo & Ensemble Music Festival	All Day	TBA	HS
April	?	CLS Arts Festival	All Day	TBA	JH
May	9	HS State Large Group Music Festival	Evening	TBA	JH & HS
May	??	Spring Concert	TBA	HS Auditorium	JH & HS
May	??	Awards Banquet	TBA	TBA	HS
May	??	7th/8th Grade Awards Banquet	TBA	TBA	JH
May	18	Graduation	2:00 p.m.	HS Gymnasium	HS

Extra-Curricular Performance Opportunities:

National Anthem - HS Football, Volleyball, and Basketball Games, and Wrestling Meets

The National Anthem is performed by HS Choir Members at various sporting events throughout the year as solos, duets, quartets, or small ensembles. Points will be awarded toward lettering for each performance. Miss Bieber has arrangements for different voice types available. Miss Bieber must rehearse with a soloist or group before the performance.

Musical

Auditions are open to 9 – 12 music department students. The selected musical will be released to the students during the first week of school. Singing, speaking, and non-speaking acting parts will be auditioned and judged by the musical directors. There are also stage management, costume management, lighting, and sound board positions available.

Madrigal Dinner

Solos, duets, trios, quartets, and small ensembles will be performed by interested/able students.

Variety Show

Auditions are open to ages 10 and up in the community to sing, dance, play an instrument, etc as a solo or small ensemble. Singers may not use any vocal tracks on the CDs. The music department staff will judge auditions. Please call/email to set up an audition.

All-State Auditions - Hampton-Dumont, IA

Open to students who have attended All-State Camp in the summer, must sign up spring prior.

“Real Men Sing” Men’s Choir Festival at Wartburg, Waverly, IA

Hosted by the Wartburg Ritterchor and directed by Dr. Lee Nelson, this festival features over 300 male singers from around the state and Great Northern Union in a day of singing & voice master classes. The festival will culminate with a public concert at 5pm.

UNI Vocal Arts Festival, Cedar Falls, IA

Hear the UNI Concert Chorale and the UNI Chamber Singers performing choral works of all genres. Take a private voice lesson with our Voice Faculty and audition to perform as a soloist at the Vocal Arts Festival Grand Finale Concert, and become eligible to receive a scholarship.

Dorian Vocal Festival - Luther College, Decorah, IA

The Dorian Vocal Festival is for outstanding junior and senior vocalists in high school. Of these students, 1400 are chosen to participate in the Festival Choir. A grand concert is held at the end of the Festival. During this concert the Luther College Nordic Choir also performs.

Meistersinger Honor Choir Festival - Wartburg, Waverly, IA

The Meistersinger Honor Choir is conducted by Dr. Lee Nelson. The weekend culminates with a concert featuring the honor choir as well as select Wartburg vocal ensembles. Guest ensembles and soloists are typically also part of the program.

State Solo and Ensemble Contest

Sponsored by the Iowa High School Music Association, it is open to all vocal music students grades 9-12 with instructor approval. Students may sing solos, duets, trios, quartets, and many combinations of small ensembles. Entries are critiqued by a judge and given a rating.

Fundraising & Performing Arts Booster Club

Fundraising

Every four years the music department goes on tour! We fundraise each year to build up our accounts enough to offset some of the expenses. Each student has the opportunity to raise funds for his/her personal account by selling items and/or participating in fundraisers such as the Variety Show, Food Sales, Butter Braids Sales, and other planned activities throughout the year. Note: A portion of all fundraised money goes into the Performing Arts Boosters.

We keep a detailed record of how much each student has fundraised in their personal account that is posted publicly in the music room. All HS musicians will receive the total in their account as they make payments towards the trip and may even end up with extra spending cash.

The Performing Arts Boosters

The Performing Arts Booster Club is made up of all the parents of students in choir, band, and drama. This parent group hosts the Variety Show, assists with the Madrigal Dinner, helps offset the costs of honor choir registrations, purchases music equipment, and supports all activities in the music and drama departments. Please encourage your parent to attend meetings regularly on the **second Thursday of each month at 6:00 p.m.** to ensure you receive the highest quality music program possible. Please thank our booster members when you get the chance!

REQUEST FOR ABSENCE FORM

Name _____ Today's Date _____

Absence request date _____

Reason for absence

Miss Bieber's signature _____

REQUEST FOR ABSENCE FORM

Name _____ Today's Date _____

Absence request date _____

Reason for absence

Miss Bieber's signature _____

Dear Wapsie Valley High School Vocal Music Parent or Guardian,

A vibrant, educational, accomplished, and enjoyable choral program involves cooperation from student and parents. Your help in making this a successful year is very important.

The handbook is to acquaint you with the expectations and guidelines that are part of the Wapsie Valley Vocal Music Department. After you have read this handbook please complete this page and return it to Miss Bieber by Friday August 30, 2013.

Thank you,

Sarah J. Bieber
Director of Vocal Music
Wapsie Valley Jr./Sr. High School

I have read the handbook and understand the expectations for my child to participate in the Wapsie Valley Vocal Music Program.

(Parent signature)

(Date)

Parents/Students please mark the required concerts/events on your personal calendars as each student is responsible for their participation in that event.

=====

Student Signature

Students, please sign below indicating, with your signature, that you have read and understand the expectations set forth in this handbook.

(Student printed name)

(Student signature)

(Date)