

**WAPSIE VALLEY  
JUNIOR HIGH SCHOOL**

**2013-2014  
VOCAL MUSIC  
HANDBOOK**

**Miss Bieber, Vocal Director**

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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.

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**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](http://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.

#### **Choir Assistants:**

- Secretary:
  - Duties: Take attendance at each rehearsal, check in choir members at concerts and performances, recruit volunteers as needed, and other assist Miss Bieber as needed.
- Librarian:
  - Duties: Pass out music, file music, hand out forms, and collect student work.

These assistants will serve for a quarter at a time. Eight **kind, safe, responsible, and respectful** students will fulfill these duties throughout the school year. Let Miss Bieber know if you are interested. slip a week prior to the event. Parents must check out with Miss Bieber before leaving.

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

<b>Month</b>	<b>Day</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>	<b>Choir</b>
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 <sup>th</sup> – 12 <sup>th</sup> Grade Men
Oct.	6, 7	UNI Vocal Arts Festival	All Day	UNI, Cedar Falls	All State Auditioning Students
<b>Oct.</b>	<b>??</b>	<b>Fall Concert</b>	<b>TBA</b>	<b>Auditorium</b>	<b>JH &amp; HS</b>
Oct.	26	All State Music Auditions	All Day	Hampton-Dumont HS	All State Auditioning Students
Nov.	8, 9, 10	Musical Performance	TBA	Auditorium	
<b>Nov.</b>	<b>??</b>	<b>Veteran's Day Assembly</b>	<b>TBA</b>	<b>HS Gym</b>	<b>TBA</b>
Nov.	21	Opus Honor Choir	All Day	Ames	
Nov.	21 - 23	All State Music Festival	All Day	Ames	
<b>Dec.</b>	<b>??</b>	<b>Winter Concert</b>	<b>TBA</b>	<b>Auditorium</b>	<b>JH &amp; HS</b>



Jan.	11-13	Dorian Vocal Festival	All Day	Luther College, Decorah	Selected 11 <sup>th</sup> – 12 <sup>th</sup> 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	
<b>March</b>	<b>??</b>	<b>Pops Concert</b>	<b>TBA</b>	<b>TBA</b>	<b>JH &amp; HS</b>
<b>April</b>	<b>10</b>	<b>Music Dept and FFA Showcase</b>	<b>7:00 p.m.</b>	<b>WVHS</b>	<b>HS</b>
April	12	State Solo & Ensemble Music Festival	All Day	TBA	HS
April	?	CLS Arts Festival	All Day	TBA	JH
<b>May</b>	<b>9</b>	<b>HS State Large Group Music Festival</b>	<b>Evening</b>	<b>TBA</b>	<b>JH &amp; HS</b>
<b>May</b>	<b>??</b>	<b>Spring Concert</b>	<b>TBA</b>	<b>HS Auditorium</b>	<b>JH &amp; HS</b>
<b>May</b>	<b>??</b>	<b>Awards Banquet</b>	<b>TBA</b>	<b>TBA</b>	<b>HS</b>
<b>May</b>	<b>??</b>	<b>7<sup>th</sup>/ 8<sup>th</sup> Grade Awards Banquet</b>	<b>TBA</b>	<b>TBA</b>	<b>JH</b>
<b>May</b>	<b>18</b>	<b>Graduation</b>	<b>2:00 p.m.</b>	<b>HS Gymnasium</b>	<b>HS</b>

# 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)