

Warrenton High School
Department of Vocal Music
Procedure and Regulations Handbook for
2009-2010

The purpose of this handbook is to give ready reference to students, parents and school personnel the formula used for a successful vocal music program at Warrenton High School. Enclosed here you will find the grading scale for the WHS Choirs. Many activities are planned throughout the year and are also listed on the calendar. Another purpose of this handbook is to communicate the behaviors and values necessary to make our Warrenton High School Department of Choral Music among the finest in the state!

The WHS Women's Choir, Men's Choir, Concert Choir, Varsity Women's and ACappella Choir are performance-based ensembles. Therefore, the student will earn his/her grade through the accumulation of credit awarded for performance (i.e. classroom, concerts, contests and special events).

Without a doubt, this school year for the Warrenton High School Vocal Music Department holds wonderful and exciting opportunities for you and the students. Any assistance you can provide this year will be an invaluable asset to furthering our program

Please take the time to read the following handbook. Extremely important dates, times and noteworthy information are enclosed.

Thanks again for your continued support for the Vocal Music Department at Warrenton High School!

Sincerely,

Gregory L. Wieberg
Director of Vocal Music

VOCAL MUSIC COURSE OUTLINE

Warrenton High School
Department of Vocal Music

Mr. Greg Wieberg
(Vocal Music Office: 636.456.2173)

COURSE DESCRIPTIONS

Women's Choir*

Women's Choir is a choral ensemble composed of grades 9-12 ladies. This ensemble will explore a variety of musical literature. Students will be expected to learn and know basic music theory and sight singing for this class. This is a co-curricular class which grading is based on both in class performance and out of class performances.

Men's Choir*

Men's Choir is a choral ensemble composed of grades 9-12 men. This ensemble will explore a variety of musical literature. Students will be expected to learn and know basic music theory and sight singing for this class. This is a co-curricular class which grading is based on both in class performance and out of class performances.

Concert Choir*

Concert Choir is open to students Grades 9-12 who wish to learn the performance practices of a quality choral ensemble. You must have written consent from the Director and have passed a prior audition to be in this ensemble. This class is considered co-curricular in that grades are based on performances inside and outside of the classroom. Grades are also based on classroom participation, conduct, performance and written assignments. A wide variety of music literature, history, theory and sight reading is studied. Students in this class are eligible to receive a music letter if all requirements are met. Participation in an evaluative festival is required (i.e. District Music Festival).

Varsity Women's Choir*

Varsity Women's Choir is an advanced choral ensemble performing all genres of music. You must have written consent from the Director and have passed a prior audition to be in this ensemble. Rehearsal and performance techniques and procedures are studied and developed. Emphasis is placed on the esthetic values of music performed. Participation in special events, performances, concerts, assemblies and festivals are mandatory. Participation in an evaluative festival is required (i.e. District Music Festival). Music theory, harmony and sight reading are studied. Grades are based on classroom participation and written work, as well as attendance at performances outside the school day.

ACappella Choir*

ACappella Choir is an advanced choral ensemble performing all genres of music. You must have written consent from the Director and have passed a prior audition to be in this ensemble. Rehearsal and performance techniques and procedures are studied and developed. Emphasis is placed on the esthetic values of music performed. Participation in special events, performances, concerts, assemblies and festivals are mandatory. Participation in an evaluative festival is required (i.e. District Music Festival). Music theory, harmony and sight reading are studied. Grades are based on classroom participation and written work, as well as attendance at performances outside the school day.

***Certain performances are required. In performance classes, grades are directly affected by participation in required concerts and other activities. In most cases all music for concerts is memorized!!**

GENERAL RULES FOR THE VOCAL MUSIC CLASSROOM

1. Be respectful to Everyone!
2. Do not be Disruptive. Be a Leader!
3. Be in your seats and ready to sing before the bell.
4. Ask permission to speak, get up, etc.
5. No gum, food or drinks in the rehearsal room.
6. Disrespect towards school property and the property of others will not be tolerated.

LETTERING POINTS RECORD

Name: _____

School Year		Freshman	Sophomore	Junior	Senior
		Choir GPA:	Choir GPA:	Choir GPA:	Choir GPA:
Acapella Choir	3 points				
Concert Choir	2 points				
Men's / Women's Choir	2 points				
School Musical					
(cast, chorus, dancer, pit)	2 points				
School Musical (crew)	1 point				
Community Musical	1 point				
Choir Accompanist	2 points				
Librarian	3 points				
Robe Chairman	3 points				
Choir Officer	3 points				
District Solo/Ensemble	2 points				
State Solo/Ensemble	3 points				
District Accompanist	1 points				
State Accompanist	1 point				
Church Choir (with verification)	1 point				
Community Choir (per season)	1 point				
Private Study (with verification)	2 points				
College-Sponsored Music Camp	1 point				
Honors Choirs					
(other than District or State)	1 point				
All-District Choir	1 point				
All-State Choir	3 points				
Director's Discretion	TBA				

TRIP GUIDELINES

TWO IMPORTANT RULES MUST ALWAYS BE FOLLOWED WHEN TRAVELING WITH THE MUSIC DEPARTMENT:

1. ALL SCHOOL RULES WILL APPLY ON TRIPS. BE FAMILIAR WITH YOUR STUDENT HANDBOOK.
2. MAKE WISE DECISIONS AND USE GOOD JUDGEMENT. NEVER SAY OR DO ANYTHING IN POOR TASTE WHICH COULD BRING DISCREDIT TO YOURSELF, YOUR PARENTS, YOUR DIRECTORS, YOUR CHOIR, YOUR SCHOOL OR YOUR COMMUNITY.

GENERAL TIPS FOR TRAVELING

1. Show courtesy and consideration for all others traveling with you.
2. Chaperones are there to help you. Consult and cooperate with them.
3. Be on time and help each other - PLAN AHEAD.
4. Do not take any jewelry, tapes/cd's, electronic equipment or anything that you are not willing to lose.
5. Headphones are required with all tape or cd players. Leave large boom boxes at home.
6. OBSERVE THE SCHEDULE IN EVERY DETAIL. If changes are made, you will be told about them as soon as possible.

FOR OVERNIGHT TRIPS

1. There is to be NO MIXED COMPANY in any room AT ANY TIME.
2. THERE WILL BE NO ROOM SERVICE OR CARRY-OUT SERVICE.
3. You may be assigned a chaperone and MUST ABIDE by his/her decisions. If you are in doubt, check with one of your directors.
4. TAPE AND CD PLAYERS MUST BE EQUIPPED WITH HEADPHONES IN YOUR ROOM.
5. Use only phones in the hotel lobby. The phone in your room is for EMERGENCY PURPOSES ONLY TO CALL YOUR CHAPERONE OR THE PERSON DESIGNATED AS THE MEDICAL AIDE.
6. CURFEW TIME is when specified on your schedule, unless you are told differently by your chaperone or director. YOU ARE TO BE IN YOUR ROOM AT CURFEW, GETTING READY FOR BED. YOU ARE NOT TO LEAVE YOUR ROOM FOR ANY REASON WHATSOEVER!
7. LIGHTS OUT IS 30 MINUTES AFTER CURFEW TIME.
8. CHECK IN is upon arrival at the hotel. You are to stay seated on the bus until your chaperone or director has given you your room assignment and key with any last minute instructions. When you enter your room, check it out for any damage which may have been done previously. Check for any other problem with the room which may exist. If there appears to be any problems or damage which you may be liable for, CONTACT YOUR CHAPERONE IMMEDIATELY.
9. CHECK OUT is on the day we leave for home. Take your luggage and other personal items to your bus, load them, and turn in your room key to your chaperone. Your chaperone will then check to see if your room has been left in order. IF THERE IS ANY DAMAGE TO YOUR ROOM, ALL OF THE STUDENTS WHO STAYED IN THE ROOM WILL BE ASSESSED A FINE FOR THE DAMAGE.

DEPARTMENTAL PHILOSOPHY

Vocal music is designed to educate students in all aspects of the vocal arts, including ensemble singing, solo singing and music fundamentals (sight-singing and theory.) The goal of the vocal music curriculum is to expose students to high quality literature and offer a variety of performance opportunities, so that, upon graduation, the students who have participated in the vocal music program will have a continuing desire to perform vocally.

DEPARTMENTAL TRAVEL POLICY

When traveling to events sponsored by the vocal music department, students must use school provided transportation. When returning from the event, students may return with their own parent or guardian only after the director has spoken personally to the parent or guardian at the event **and** received a written request from that parent or guardian.

CLASSROOM INTERRUPTIONS

Learning begins when the tardy bell rings. Students are expected to be in assigned seats, ready to participate at that time. This leaves NO time for conversations with the teacher or other students. Time will be allotted at the end of each block for business, announcements, and general housekeeping activities. No student will be allowed to leave the room without a pass.

TELEPHONES

The vocal music office phone may not be used by students before, during or after class. Students may use the vocal music office phone at the director's discretion.

In case of emergencies, students may use the vocal music office phone at the director's discretion. Cell phones are not to be used at any point during class or a performance situation. They will be confiscated on the spot!

EXTRA RESPONSIBILITIES

All positions will be filled through application and popular vote. Along with their regular duties, each officer will be required to attend a monthly officer meeting.

President:

The liaison between the teacher and the class. He/She will be responsible for implementing the ideas of the teacher and other officers. The President will be responsible for the choir when the teacher is gone, and must possess good leadership skills.

Secretary:

Responsible for taking roll at the beginning of each class, before each concert, and keeping records for Seal of Excellence. The secretary must learn the names of all choir members and have good attendance.

Treasurer:

Responsible for keeping financial records for each class. Works directly with Booster treasurer. The Treasurer must have good organizational skills.

Librarians:

In charge of keeping music filed and in order. Librarians must be willing to spend time before and after school each week filing and repairing music.

Robe Chairmen:

In charge of keeping robes in order, checking for needed repairs, distributing robes and stoles to students and returning robes and stoles to storage after a performance.

CONCERT DRESS

••••• EVERYONE: IF IN QUESTION PLEASE ASK! •••••

MEN'S CHOIR, WOMEN'S CHOIR, CONCERT CHOIR and VARSITY WOMEN'S CHOIR**

The purpose of professional dress for a concert is we are performing for the public. As a choir we are representatives of the High School and must represent it well. We must convey to our public that what we do we take seriously. Our concert is not top quality if we do not sound our best and look our best! *Never settle for second best!*

*Men: Robes, Collared shirt, dark slacks with belt, dark socks, dark dress shoes***

*Ladies: Robes, Dress or Blouse & Knee length skirt or slacks, hose/socks, dark shoes - -no high heels!***

ACAPPELLA CHOIR**

Men: BLACK Collared Long Sleeve Shirt
BLACK Tie
BLACK Dress Slacks
BLACK Socks
BLACK Dress Shoes
NO JEANS. NO TENNIS SHOES.

Women: BLACK Dresses or Blouse and slacks/skirt.
Dresses and skirts are to be below the knee.
Preferably to the ankle bone.
BLACK hose.
BLACK Shoes - Heel not more than 2"
NO JEANS, TENNIS SHOES, or HIGH HEELS.

****EVERYONE:** *Earrings allowed as long as they are NOT brash and distracting! Eye, nose rings, etc. need to be removed for performance. Proper grooming is expected at all performances in or out of school. Long hair is pulled back and out of the face. Hair color other than natural color is not allowed for performance. EVERYTHING is at the director's discretion! If in doubt always ask WELL IN ADVANCE. Failure to follow procedure or make issue with can result in being banned from performance! NO JEANS, JEAN SKIRTS, OR TENNIS SHOES!*

FRAGRANCE-FREE POLICY

The vocal music department maintains a "fragrance-free" policy. Please do not wear fragranced perfumes, colognes, deodorants, lotions, etc. to class or to concerts which may negatively affect people with fragrance sensitivities and allergies. Please encourage family and friends attending concerts to do the same.

CONCERT ETIQUETTE

- ∴ The use of flashbulb cameras during a concert is distracting to performers.
- ∴ Do not enter or leave in the middle of a piece being performed. In an emergency, leave during applause at the end of a piece.
- ∴ Turn off all pagers and cell phones.
- ∴ Do not applaud until the end of a piece or until the conductor's hands are lowered. Do not applaud between the movements of a multi-movement work.
- ∴ Applaud soloists at the end of a piece. It is traditional, however, to applaud jazz soloists immediately after their solo.
- ∴ Polite and loud applause is acceptable at the end of a performance. Please reserve cheers and yells for sporting events.
- ∴ Do not talk while musicians are performing or preparing to perform (entering the stage, etc.)
- ∴ Avoid noises such as coughing, squeaking chairs, or opening candy. Don't hum or sing along.
- ∴ Please keep small children with you at all times. Be courteous to other audience members by moving to the rear of the performance area with fussy children. It is acceptable to leave the performance area with crying infants and small children.

ONE FINAL WORD.....

We have made a strong commitment to coordinate our choir programs from the middle school through the high school level. These programs are nothing without respectful, responsible, and reliable students. Support your choirs and each other. Keep a calendar of your personal schedule (performances, school events, etc.) with you at all times. Be on time for your commitments (early is even better!)

Warrenton High School
Department of Choral Music Handbook

This document is due by: Friday, August 28, 2009

Student:

I have read the Department of Choral Music Handbook. I understand and agree to the rules that have been set forth for the course. I also realize the decisions I make in class and attending concerts will directly reflect the grade I will receive for the course. I am also aware of the appropriate attire that must be purchased is required to participate in the choirs.

Signed: _____ *Date:* _____

Parent/Guardian:

I have read the Department of Choral Music Handbook. I have discussed the obligation my son/daughter is making in taking the course. I am also aware of the designated mandatory concert dates that have been scheduled on the calendar. I am also aware of the appropriate attire that must be purchased is required to participate in the choirs

Signed: _____ *Date:* _____

_____ Please contact me to help with Booster events.

Please print name(s):

Home Phone: _____

Cell Phone: _____

Work Phone: _____

2009-2010 Student Profile

••• WRITE NEATLY •••

Name: _____

Grade (9,10,11,12): _____

Your Cell Phone: _____

Your email: _____

Parents/Guardians email: _____

Parents/Guardians: _____

Address: _____

Zip Code: _____

Home Phone: _____

Mom Cell Phone: _____

Mom Work Phone: _____

Dad Cell Phone: _____

Dad Work Phone: _____

Class Schedule

First Hour: _____

Teacher: _____

Second Hour: _____

Teacher: _____

Third Hour: _____

Teacher: _____

Lunch Shift: First Second Third

Fourth Hour: _____

Teacher: _____

Fifth Hour: _____

Teacher: _____

Sixth Hour: _____

Teacher: _____

Seventh Hour: _____

Teacher: _____

Warrenton High School
Department of Vocal Music
Expectations

Welcome to my classroom. I am excited to begin this school year and to have you a part of a strong program. There are many wonderful things that are planned for this year and are expected of this class.

This elective class has certain requirements, certain expectations of your behavior. If you want to become a better singer, learn how music has shaped the world to the present day and be in a hard working, excellent ensemble, you have picked the right elective! You and everyone around you will be held to the following to make it an excellent ensemble, and to achieve our goals. Please remember this class is an elective. That means you elect to take this class. It is not required. If you do not decide, or elect to uphold the following expectations, you are not invited to remain in our ensemble. Please decide now, so we can start fresh!

1. When you are running on "WHS Choir Time", you arrive early to prepare for rehearsals. You are to be seated with your folder, music, pencil and any other necessary equipment before the final bell or the appointed time for other rehearsals.
2. You must participate fully by opening your mouth to the proper vowel shape and participate in all physical warm ups and activities in the class AT ALL TIMES!!!! Everything has a purpose and will help the ensemble to achieve their maximum potential!
3. Books, purses, etc., are to be placed under chairs during class time. Do not bother anyone else's property. Do not bring unnecessary materials to class.
4. It is dangerous and hampers vocal technique to chew gum and sing. Get rid of it before you sit down! Therefore, no credit for the day is given each time you do not choose to abide by this rule!
5. It is impossible to produce our very best sound without correct singing posture. When you are sitting, use only the first inches of your chair and sit up holding your folder off your lap and in a position where you can see both your music and your director. EVERY TIME YOU SING! Class points will be lost if you choose not to abide by this rule!
6. Be it a student director, student teacher, a guest clinician a substitute teacher or myself always show respect by stopping all conversation when the individual is having class. Please do not have to be asked to stop talking. Talking during instructions or while another section is practicing is disrespectful and immature and will not be tolerated. Talking will definitely result in the loss of class points.
7. To reach the highest level of excellence we have come to expect of ourselves, it is absolutely necessary to mark every detail on your music in pencil. Keep a pencil in your folder and be ready to mark problems immediately. There are many places you will need to mark for yourself without being directed to do so. Class points will be lost if you choose to not abide by this rule.
8. Exert control over yourself. Demand alertness, vitality, musical expression and a positive attitude from yourself
9. When the bell rings at the end of class, you must place your folder in the correct slot number in the cabinet not on it!
10. HAVE A BRIGHT PERSONALITY!!!!
(We all have to fake this on certain days!!)

If you can uphold the expectations, you will never hear them mentioned! Then, we will have an excellent choir! If you can't uphold them please see me and you need to elect to place yourself in a different elective.

Warrenton High School
Department of Choral Music
Grading Policy

1. Concerts: 20% of your total grade.

Scheduled performances are mandatory and reflect in your grade by your attendance or lack thereof.

Performances are geared for learning experiences and demonstrate individual abilities as well as ensemble abilities. Each performance missed will result in the lowering one letter grade (i.e. an A to B).

This percentage may be made up by typing a 3 page paper of the director's prior approval.

This paper will have one inch margins and use a 10 point font size.

- Or - by making up 3.5 hours of service to the Vocal Music Department.

This paper/service must be made up by one week from the missed performance. No exceptions!

Excuses of severe personal illness and death are the only two excuses I allow with doctor and/or parental excuse. I will not excuse work!

2. Conduct/Individual Performance: 60% of your total grade.

It is my philosophy to give you the greatest opportunity to succeed. Individual performance as well as group performance is mandatory for an ensemble to reach its highest potential!

Responsibility is the key word here!

- A. Your daily participation in class is vital to your understanding and improvement of your voice. Failure to listen and participate in class in any way will result in no credit for the day.
- B. Announced and unannounced quartet checks will be done during each semester to demonstrate ability and improvement.
- B. Each of you is responsible for being in class **on time** and **in your seat** when the bell rings. Rehearsal time is valuable as we are not given but fifty minutes to rehearse.
- C. Each of you is responsible for having any necessary materials and a **pencil** in your folder at all times for rehearsal marks, notes, etc.
- D. Each of you is responsible for being attentive, in control, and ready to be an active part of the ensemble at all times!
- E. You may lose points by forgetting items essential for performance or leaving them behind after a performance.
- F. Failure to attend sectional practices may result in deduction of class points.
- G. Failure to pay attention in class and respond to direction will result in no class credit.
- H. You will receive credit per day for participation. If you have an excused absence you have two days to make up any performance or written test work done in class.

Your responsibility is to be fully respectful of the classroom teacher, substitute teacher, student teacher, and of other students. This means taking the initiative, following instructions, no disruptions and no food/drinks in the rehearsal room!

3. **Written Examinations: 10% of your total grade.**

Periodic **announced** written examinations will be given to attain an evaluation of your progress in class. There will also be a semester final.

4. **Director's Evaluation: 10% of total grade.**

I will take into account your individual progress over each semester.

This is based on your efforts, achievements, and cooperation within the choral program.

Warrenton High School
Department of Vocal Music
The Code of Conduct

The choral program here at Warrenton High School is a privilege. A privilege you have elected to be a part of. I believe that this program has the potential to be the best in the area! However, I need your help in obtaining that goal! I have previously spoken of responsibility. Each one of you has a responsibility to carry yourself as an adult. At all times you are a representative of yourself, the choral ensemble you perform in and of Warrenton High School. Each of you are then expected to observe the following rules:

- A. Be Respectful to Everyone.
- B. Do not be Disruptive.
- C. Be a Leader.
- D. Be in your seats and ready to sing before the bell rings!
- E. Ask permission to speak, get up, etc.
- F. Absolutely no food or drinks in the rehearsal room.
- G. All four legs on the floor at all times! The chair that is.

Our ability to progress and achieve both as individuals and as choirs is dependent upon our ability to function in an orderly, systematic manner as we strive to attain our goals. Each of us is dependent upon the other, not only for high musical standards, but even more importantly, for high moral standards, strong character and a sense of responsibility to our organization. Just one undisciplined individual can have a detrimental effect on the positive effort of the other choir members. To help communicate the values and behaviors that are necessary for success The Code of Conduct has been established. Repeated failure to comply with these can result in the deduction of class points and disciplinary action!

1. Each student must strive to demonstrate a sense of responsibility in the following manner:

Bring all necessary items essential for performance to the performance site
(robe, uniform, props, etc.)

Keep your choir robe/ uniform clean and pressed and take it home after each performance.

Show nothing but respect for everyone and their property.

Attend all special rehearsals and performances.

Represent yourself, school community and your choir with only the highest professional conduct on all choir trips inside and outside of the community.

2. Because of school equipment kept in the Music Room and personal items during classtime, we must all provide for a common defense by reporting any activity that is suspicious or might cause harm, damage, or theft.
3. Use only professional behavior in the Music Room. Off-color remarks, inappropriate language or obscene gestures are not tolerated in any circumstance. Disciplinary action will be sought if this rule is violated.
4. No public display of affection. NO PDA!
5. Keep your folder in the folder storage cabinet only. Please do not leave personal items in the

music room -- it is not your locker!

6. Do not bring food or drink into the Music Room of any kind!
7. The chalkboard is for information and instructional purposes. Please do not write on the chalkboard.
8. My office is off limits to students! You may only be in the Music Office if you have permission.
Access to the computer and phone are also off limits!!!!