

# Perry High School

## Vocal Music Department Handbook

### 2018-2019

Welcome back! I am excited to begin another year of vocal music excellence here at Perry—we are going to have a FABULOUS year and I hope you're anxious to get started, too! I'd like to extend a special welcome to our incoming freshmen—we're happy to have you here! We had an AMAZING year together in 2017-2018 (including a THREE State-Qualifying choirs and THREE State Champion ensembles!!) and this year will be no less exciting—we have so much to look forward to. We have some changes and additions to the calendar this year, so read closely. This packet is to inform you of our choirs' rules and guidelines and to clearly explain grading and attendance policies. Please keep this handy throughout the year so that you can refer to it should questions arise regarding concerts, grades, attendance or any other item covered in the enclosed pages. The concert and rehearsal dates are subject to change and you will be notified of any revisions or changes in the attached schedule. Contest times and exact dates (i.e. Friday or Saturday) are subject to scheduling by the contest chairperson. The student contract and emergency medical form must be turned in by **August 24**. **The emergency medical form is IN ADDITION to the one turned in to the main office. If you do not turn one in, you cannot participate in any choral activity!!**

#### Choir Grading Policy

**All choir grades count in your GPA.** Your nine-week grade will be determined by class participation, performances and attendance, and at least two vocal assessments each nine weeks. Points will be distributed in the following manner:

#### Class Participation

Daily rehearsal participation is worth fifteen points (each day in class is not necessarily a rehearsal—there may be time taken for other activities). Students are not evaluated on how well they sing; rather, each student will be graded on actual efforts, improvement, correct parts and contributions. Points may be deducted for any or all of the following:

1. **Gum, candy and food, etc.** Gum, candy, food, pop, etc. are not welcome in the music room! This includes selling of said items.
2. **Make-up application during class.** Ladies, this is unnecessary! Please keep make-up, perfume, sprays, mirrors, etc. out of sight!
3. **Lotion, cologne, perfume, body spray, etc.** These items aren't just unnecessary, they're inappropriate for the classroom. **DO NOT USE THEM IN THE CLASSROOM OR JUST BEFORE ENTRY.**
4. **Talking without permission, disrupting class or refusing to sing.** You will be given one warning, then points will be

deducted. Repeated offenses may result in detention or removal from class.

5. **Tardiness.** Tardiness to class will not be tolerated. Do not stop at the restroom, your locker, etc.—come to class, get out your music, and get ready to sing. Repeated tardies will result in issuance of additional detentions and may result in dismissal from choir.
6. **Cell Phones.** Cell phones are not welcome in this classroom. This means not checking your phone for messages while hiding it behind your binder or sneaking the phone into the room in your pocket and looking at your texts while seated. If I see a cell phone or suspect usage, the phone in question will be confiscated and turned in to the office. I will also deduct participation points. Repeat offenses will result in additional detentions or dismissal.
7. **Homework, books, other assignments, etc.** You are in choir to sing. Please leave all books and materials for other classes outside the choir room on the shelves. If Mrs. Polen is working with another section, you are to study and memorize your music. Other books and assignments for other classes are not welcome during our class.

### **Quizzes, Tests, and Sight-reading**

All students will be focusing on music theory, basic musicianship and sight-reading DAILY. Every student, regardless of previous music experience, can benefit from these lessons. My job is to help you to become musicians, not just singers! Vocal tests will be given periodically to assess understanding of skills such as dynamics, rhythms, solfege, intervals, singing techniques and correct parts. Assessments will be given to determine your continued progress. We will be using Sightreadingfactory.com for mandatory assignments and assessments and you must use your computer to complete them.

### **Performances**

You are expected to attend all scheduled performances/rehearsals for your organization(s). Any missed rehearsal or performance will result in an **UNSATISFACTORY** grade. I do understand that emergencies can occur and any emergency will be considered on an individual basis. Make-up work and/or an unsatisfactory grade may be assigned. Please note that ***vacation and work are NOT acceptable excuses!*** And you may NOT leave a performance for any reason. Once you are here in the building, you are my responsibility—therefore, you **MUST** remain until the end of any performance!! If you do not, for any reason, your grade will be penalized and disciplinary actions may follow.

**\*\*Please note: Excused absences from concerts for medical reasons MUST be accompanied by a DOCTOR'S EXCUSE. Otherwise, the absence will be**

**counted as unexcused and an unsatisfactory grade will be issued.**

Cell phones are NOT PERMITTED at concerts. If you must bring your phone with you, leave it in your car, jacket or purse. You are not permitted to have it out at any time during our pre-concert preparations or our performance. Phones will be confiscated if I see them or suspect usage.

**\*\*At Mrs. Polen's discretion, a student who misses one or more performances during the school year may be removed and may receive an "F" for the remainder of the year.\*\***

Every effort will be made to schedule our performances and rehearsals around athletic and band schedules. However, if a conflict does arise, please notify **both** advisors immediately. At that time, Mrs. Polen and your other advisor will work out a solution. *We cannot assist you if you don't notify us in a timely manner!*

**\*GAMES take priority over rehearsal.**

**\*PERFORMANCES take priority over practice.**

If a student has an excused absence, he or she will be eligible for make-up work. *Make-up work is NOT available for unexcused absences!* The amount of work assigned will be directly proportionate to the event missed. For example, a missed choir concert lasting approximately three hours will require a three-hour make-up assignment.

### **Critiques**

Part of your grade each nine weeks includes written 2 critiques of outside performances. Each critique must be at least one page long, typed and double-spaced in a size 12 font. Each must include the name of the performance, the date (must occur during that current nine-week grading period), and any other pertinent facts (which school, which church, which performing ensemble, etc) as well as a critical view of the performance. This can include, but is not limited to, comments on the performer, the composer, the conductor, the acoustics, the size of the audience and its reaction, or anything else that relates to the performance. Your opinion may be included, as well. Critiques are due to Google Classroom no later than one week before the end of the grading period. If they are not received by that time they will not count in your nine weeks grade and you will receive an F for this assignment. This year, critiques are due on the following dates: **September 14 & October 19; November 16 & January 10; February 15 & March 15; April 12 & May 10**

**IMPORTANT!! I DO NOT accept paper copies of critiques. All critiques must be submitted electronically via Google Classroom. All critiques must be submitted and time-stamped by 2:00 p.m. on the required due date or they WILL NOT BE GRADED. You have an entire 9 weeks to complete your critiques. Do not wait to submit until the last minute—computer glitches are**

**common and they are not excuses for turning in late work.**

### **Performance Grades**

You are all members of performing ensembles; therefore, your attendance at required performances is considered mandatory **for the entire duration of the performance**. All students will receive 150 of 300 concert points for attending the entire concert and performing. The remaining 150 points will be granted for:

1. Appropriate attire (50 pts.)
2. Appropriate performance behavior (50 pts.)
3. Appropriate concert etiquette and respect for other performers (50 pts.)

**\*Inappropriate behavior ON STAGE will result in disciplinary action and may result in immediate dismissal from your ensemble. Do not draw attention to yourself in a manner that is undignified or unprofessional.**

**\*Inappropriate behavior BACK STAGE during a concert will result in disciplinary actions and may result in immediate dismissal.**

### **Dismissal**

The following offenses may constitute immediate dismissal from choir:

1. Use or possession of drugs, alcohol, or tobacco. The offender will also be disciplined according to current school policy.
2. Persistent behavior which is disruptive and detrimental to the work and performance of the choir.
3. Unexcused absences or recurring and persistent absences. Student will receive an "F" for the remainder of the school year.

### **The Care and Feeding of the Choir Binder**

You are responsible for obtaining a **1-inch black choir binder** and maintaining its contents. These are available for purchase at Office Max or Walgreen's or many other local stores. Any music that is lost or destroyed will be replaced at the student's expense. You are required to have your folder in class each day. Please **DO NOT** leave your folder on the floor, on the shelves outside the choir room or in piles in the back of the room. We have too many students coming in and out of class and your binder **WILL** disappear.

In addition to music, you are required to have a sharpened pencil and notebook paper in your choir binder. Students' folders will be examined periodically to be sure that appropriate markings are in the music. Folders that are left behind on the shelves or in the room will be confiscated. You each have copies of music so that you can practice at home—there's no excuse to leave it in the choir room!

**\*\*Class participation without a binder is impossible. Therefore, any student who forgets a binder will receive a warning for the first offense each nine weeks. The second offense will result in loss of participation points for the day; subsequent offenses will warrant detentions and calls home.\*\***

## **Concert Apparel**

Because you are representing Perry High School, your community, your families, and me whenever you perform in public, a dress code for each group has been adopted.

### *Lyrics:*

Each member will be assigned a robe and will be responsible for the robe while it is in his/her possession. A \$10 fee per student will be assessed for robe maintenance. Attire for under the robes is as follows:

**Black dress pants (NO JEANS), black choir t-shirt (to be purchased by each student for a nominal fee), black socks or stockings and black dress shoes (closed toe)—no bare legs. No tennis shoes. A plain black t-shirt is not sufficient—we will all wear the same shirts. If you lose your shirt, you will be required to purchase another. Do not show up to a performance without the appropriate attire!**

### *Symphonic:*

**Each member will be required to purchase a gown or tuxedo. Students may use our fundraising opportunities to raise money to pay for these items and a payment plan will be introduced so that everyone can purchase the required attire. In addition, men must wear black socks and black dress shoes. Ladies must wear black closed toe shoes and sheer or skin-toned stockings. See me if you have any questions!**

*Bel Canto:* **Each member will be responsible for purchasing her own gown and black dress shoes. Bra straps must be hidden or clear—no colors sticking out from the straps!**

*Treblemakers:* **Performance attire—to be announced**

*Pipers:* **TBA**

*Kinsmen:* **Gentlemen are required to wear black dress pants (can be your Lyrics pants or Symphonic tux pants), a tux shirt and long black tie, black shoes and black socks.**

## **General Guidelines**

Ladies: Earrings of your choice are permitted as long as they are small and unobtrusive--no big hoops, long dangling earrings, etc. Facial piercings or tongue piercings must be removed. Hair color for concerts may not be any color that does not occur naturally on the heads of humans—no blue, green, purple, etc. Those who are non-compliant will be asked to leave and will fail the performance.

Gentlemen: No tennis shoes, T-shirts, or jeans, please. Facial piercings or tongue piercings must be removed. Hair color for concerts may not be any color that does not occur naturally on the heads of humans—no blue, green, purple, etc. Those who are non-compliant will be asked to leave and will fail the performance.

## **Website**

A great way for you and your parents to find a copy of our handbook, calendars, music files for rehearsal and other info is to check out the PHS Vocal Music Department website! Simply navigate to the district home page, click on the Perry High School bar, and look for the Vocal Music Department link or go directly to <http://perrylocal.org/polen/> I'll be updating the site frequently, so check back often!

## **Follow PHS Choirs on Remind:**

There are three ways to receive updates on your phone.

1. Join via text: Text class code to Remind number 81010. Our class codes are @9h842 for Kinsmen; @kgf26 for Pipers; @649764 for Treblemakers; and @phsvoca for all other choirs and for general choir info.
2. Join online: Visit [remind.com/join](http://remind.com/join) and enter the class code there along with your phone number.
3. Download the Remind app and join a class by using the class code or search for Mrs. Polen's classes.
4. Visit [remind.com/join](http://remind.com/join) and enter the class code and your email address. Or, send a blank email to [code@mail.remind.com](mailto:code@mail.remind.com). You'll get a response with further instructions. If the class code is @phsvoca, you would send a blank email to [phsvoca@mail.remind.com](mailto:phsvoca@mail.remind.com).

## **Choir Letters**

Students may earn a letter in choir by:

- \*Successful completion of two years in at least one ensemble
- \*Attending all performances/after school rehearsals for that ensemble for two years
- \*A grade of B or higher during the two-year period

Please read the information sheet thoroughly, sign and return to Mrs. Polen by August 24, 2018.

**I have carefully read the information sheet and I understand all that is expected of me as a Perry High School choir member. I also understand that failure to comply with these rules could result in dismissal from the organization.**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Dear Parents,  
Please sign this contract to show that you have also read the information form and that you understand the requirements and responsibilities of being a choir member.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**(please do not detach)**

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My child, \_\_\_\_\_ has my permission to accompany the Perry High School choir to all shows and performances for the 2018-2019 school year. Transportation during the school day will be by school bus.

Parent/Guardian \_\_\_\_\_  
Date \_\_\_\_\_

