

CLASSROOM POLICY AND PROCEDURES:

CLASS AND REHEARSAL ETIQUETTE GUIDELINES

1. Obey the rules of the school. Make sure you are following the dress code. Any student found cheating on any written quiz will not receive credit.
2. Have all necessary music and a pencil ready at every rehearsal. Use your pencil to mark your music with conductor's directions, so things don't have to be repeated over and over in rehearsal.
3. Remain quiet when not singing. Use that time to study your part and to start memorizing.
4. Be on time to rehearsal.
5. No gum, food, and drinks, except for water bottles allowed in the classroom.
6. No cell phone use during rehearsal

GRADING:

70% Demonstration of correct rehearsal skills, vocal technique, class participation, self-evaluations, punctuality for concert call-times, and assessments on musical preparation.

- 10 points can be earned/rehearsal
- 7/10 points if student is tardy, but demonstrates other correct rehearsal skills. Students are responsible for signing the tardy log to verify they were in class.
- The 4th tardy will move the students to an NC. Students need to attend attendance school to clear the NC.
- 5/10 points if student is more than 20 min late. (Counts as an absence according to attendance policy.)

30% Performances (25-35 points)

Students will earn 10 points each rehearsal for being on time and demonstrating correct rehearsal skills and participation in class activities. Additional points will be earned for performances, call-times for performances, and testing of musical skills. Please note the weighted categories above.

Full participation credit will be given to those students who are on time, with no food, drink, or gum in class, no cell phone use, and who are respectful of other students and the director. Remember, I don't give grades, you earn them. Positive benefits of keeping the rules and participating in class will be full participation points resulting in your own good grade.

At the director's discretion, points will be lost for disruptive behavior such as excessive talking and tardiness. Continued disruptive behavior will result in a poor grade, negative contact with parents and/or a referral to the administration.

PLEASE DON'T CHEW GUM!! REPEAT OFFENDERS WILL LOSE THEIR DAILY PARTICIPATION GRADE WITHOUT FURTHER WARNING.

CELL-PHONES ARE NOT A NECESSARY REQUIREMENT OF REHEARSAL. STUDENTS WHO CONSISTENTLY CHOOSE TO USE THEIR CELL-PHONE

DURING REHEARSAL WILL LOSE ALL REHEARSAL POINTS FOR THE DAY IF THEIR CELL-PHONE IS OUT. PERIOD!!!

ATTENDANCE, TARDY AND MAKE-UP POLICY:

- Students need to be in rehearsal in order to learn their music and demonstrate their mastery of rehearsal skills and etiquette.

The award of credit in this class is subject to the Westlake Attendance policy. Students must make-up any absences that cause a NC through attendance school. As the Westlake Attendance policy states, “Attendance is the measure of one’s commitment.” Because of the nature of performing arts classes where most, if not all, the work is done during the class rehearsal, daily attendance is vital. What is done during class rehearsal cannot be replicated on an individual basis. Each student’s presence and contribution is extremely important to the ensemble during rehearsals and performances. **Appointments, vacations, and other activities should be scheduled around class time and performances.** Please make sure you have checked the calendar for performance and rehearsal dates on the website. (www.westlakechoirs.org)

- Make-Up Process: Music Files page on website Password: Thunder
- Absences/Tardies need to be made-up within one week

Students may make-up **4** excused absences per term for full credit by listening to and practicing along with the rehearsal recording found on the music files page of the website. (www.westlakechoirs.org Password: Thunder) **Absences must be made-up within a week of the absence.** However, absences that occur during the last week of the term, must be made-up before the term ends for those participation points to apply. After you have made-up your absence, please fill out the make-up form on the website. If you have a vacation release or a serious illness that causes you to miss more than four days of class per term, please see me for an individual project to supplement the practice time. Students will receive a loyalty make-up waiver based on the number of years they have been involved in the Westlake Choral program. If you participated last year, you get one free absence make-up. If you’ve participated for the past two years, you receive two free absence make-ups. To use your loyalty waiver, simply email me within a week of your absence stating that you are redeeming your make-up waiver.

Tardies must be made up within a week of the tardy as well. Tardy make-up is 20 minute after school. **Tardies must also be made-up within a week.** According to the Attendance Policy, the grade will go to a NC after the 4th tardy. Students must attend attendance school or make arrangements with the instructor to make up the NC.

Students who miss a class because of a school excused activity because they are directly involved in a sport, student body activities, or a class field trip where they are **required** to participate will be excused from making up that absence. Students who elect to miss class for state games or non-required class activities, while those absences are still school excused, must make-up that absence in order to earn those participation points.

MUSIC FOLDERS

Students will be issued a numbered music folder, which is stored in its appropriate numbered slot for each ensemble. Students will then be responsible for that folder and the music in it for the remainder of the year. You are welcome to take your folder home to practice, but you must have your folder with you at each rehearsal in order to earn your full daily participation grade. **If you do not have your folder, your participation points will be reduced by half. If you don't put your folder away after rehearsal, your participation points for the next rehearsal will be reduced by half. Lost music will be fined \$3 for each piece of music not turned in.**

CALL TIME AND CONCERT ATTENDANCE:

- All scheduled performances are on the calendar on the website. Students and parents are expected to plan ahead with these dates.
- Call time will be approximately 1 hour before the start time of performances. Call-time points are earned only if students are present at appointed call-time. No points will be earned for anyone who is tardy.

Performances are mandatory. **Students may NOT make-up points for missed performances.** Work, church or civic activities, and family parties are not valid reasons for excused absences for a performance. In the case of serious illness, or an emergency, a parent/guardian must contact me **BEFORE** the performance in order to make arrangements for that individual to earn those performance points. Students must be in attendance during the “dress rehearsal”, which is the last class before a performance in order to perform during a concert. For the majority of concerts, this is the only time that we have to rehearse in the auditorium and get placed on the risers. Students who miss these “dress rehearsals” will still be required to come to the concert and write a concert critique in order to earn the points for that performance. **Students must also have an 80% attendance/participation average to be eligible to sing in performances.** If you haven't attended the rehearsals, you will not know your music well enough to perform. Ineligible students will still be required to come to the concert and write a concert critique in order to earn the points for that performance.

Students are given a specific call-time for each performance. These call times will be worth 10 points in addition to the points assigned to the concerts. Students are expected to have signed-in by the call-time. Students who are late will not earn these points and will not be given the opportunity to make-up these points. These times are not given on a whim; they are necessary rehearsal and prep time for the concerts. Students who want to earn an A grade are those students who make sure they fulfill their rehearsal and concert obligations.

GRADE SCALE:

A	94%-100%
A-	90%-93%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
C-	70%-72%
ETC.	

GRADE/ATTENDANCE REQUIREMENTS AND FINANCIAL OBLIGATIONS

Students should strive to maintain a cumulative 2.5 grade point average and least an 80% attendance average. There is a class and uniform fee required for the class. There are a number of extra rehearsals necessary for the first concert. Extra rehearsals could be as few as 3-4 and as many as 12. The director will determine the number of extra rehearsals based on the theme of the show. Students are expected to attend to be eligible for participation in the group numbers. Students are given these dates as they are scheduled, with at least TWO weeks notice. If students are unable to attend, they will not be blocked into the group choral numbers.

District music participation fee	\$50
Choir T-Shirt	\$10
A Cappella Ladies	
Black Concert Dress	\$85
Jewelry	\$10
A Cappella Men	
Full Tux Package	\$150
(pants, tux shirt & coat, vest & tie)	
Tux Shirt & Coat, Gold Vest and Tie	\$125
Gold Vest and Tie	\$45
Music Tour (not required, but strongly encouraged for Members of A Cappella)	\$650-\$1500 (Depending on location)
Women's Choir	
Black Concert Dress (same as will be used in A Cappella)	\$85
Blue sash rental fee (non-refundable)	\$5
Men's Choir	
Black Tux Pants (same as will be used in A Cappella)	\$30
Dress Shirt and Tie Rental (non-refundable)	\$10

Monday Night Concerts and Concert Admission

There are 3 choral department concerts that are scheduled on a Monday night during the school year: the first themed concert in October, the Christmas concert in December, and the Final Concert in May. Many choral students are involved in school athletics and activities whose events and games are scheduled by the Utah High School Activities Association all evenings of the week, except for Monday night. Scheduling 3 of the 4 Choral Department concerts on a Monday night ensures more Westlake students are able to participate in both choir and other high-school activities at Westlake.

Concert Admission is charged for the first concert of the year in order to raise funds for the choral department. We generally raise \$2500-\$3000 with a \$5/student and \$7/adult ticket prices. These are the prices that are standard throughout the Alpine School District for their musical productions. The funds help students earn money towards their uniform or tour costs if the pre-sale concert tickets. It also provides a budget for the cost of the first concert such as professionally designed concert posters, guest clinicians, and technical needs such as light gels and backdrops. Remaining funds are saved and used for bigger projects such as buying or replacing equipment (risers, library shelves, keyboards) as needed.

PRACTICE ROOM USE

Students are welcomed and encouraged to use the practice rooms. Practice rooms are available through teacher contract time (7:15 AM-2:45 PM) Students are welcome to use the practice room after 2:45 as long as the instructor is available to supervise. They will also be available during lunch if the instructor is available to supervise. Students are expected to be practicing if they are using the practice rooms, not as a place to hide during assemblies or a class you don't want to go to.

FUNDRAISING

In order to help students earn funds towards tour, the choral department will hold two main fundraisers. Students may not be individually credited with more than \$599 total per tax year with any fundraisers in which they participate.

- We will be selling cookie dough in early September. Students will be able to earn 45% of what they sell.
- Our first concert is used as a fundraiser since admission is charged for this concert. Students will earn a portion of the ticket prices they pre-sale. Tickets that are bought at the door will go in the general choir account.