

Wayne Trace High School  
Department of Music  
Concert Choir  
Handbook  
2010-2011

*Raiders*

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### **Course Outline:**

This course is designed to provide students with the opportunity to develop and refine technical skills, which will enable them to perform music at the Grade 2 – 4 level of difficulty. Students experience specially arranged repertoire from all historical periods, study the characteristics of each period, and learn the correct styles of performance. A variety of traditional musical forms and the social, historical, and intellectual elements that influenced the creation of the works being studied are examined. Basic skills of major and minor scales, expanding range, and the study of triads are included. Written projects in the areas of music history, performance critiques, and musical composition, etc., may be used to reinforce other areas of the curriculum. Skills in the criticism of musical performance continue to be developed. Rhythmic dictation, singing, written reflections, and experiences at musical composition and/or arranging may be included at the director's discretion.

### **Course Outcomes:**

The student will be able to:

- Follow classroom rehearsal procedures
- Meet individual responsibilities for care of music and student's own behaviors
- Follow concert performance procedures
- Meet performance obligations as indicated on the school's comprehensive Music Department calendar
- Demonstrate basic competencies of choral performance in the areas of tone production, intonation, articulation and range.
- Perform music of various genres, styles, cultures, and different historical periods employing the correct style and performance practices for each
- Demonstrate basic skills in harmony, structure, form and musical composition as they may relate to a particular piece of music

### **Attendance Policy:**

- **Attendance is mandatory at all performance events**
  - If for some reason an absence is to take place for a performance, fill out an absence form located on the music department bulletin board. If the absence is known ahead of time fill out and return the form at least one week prior to the event. If the absence is sudden and unplanned call the music office immediately and fill out an absence form as soon as possible.
  - Extreme effort is made to work around schedules of students in multiple activities. Please be patient and work with Mr. Lucas to come up with a schedule that will work so all students can participate.
- **Excused Absence**
  - An excused absence is an absence for reason of death in the family, sickness with a doctor's note and extreme extenuating family events planned before receiving the Music Department Calendar. If you are sick enough to miss a performance then you are sick enough to go to the doctor.
  - Attach the doctor's note to the excused absence slip for sickness, attach a parent note to the absence form for absence due to death in the family or extenuating family events.
  - Make up work will be assigned to collect the points missed because of an excused absence.
- **Unexcused Absence**

- An unexcused absence is that which a form has not been submitted to the music office within one week before the absence and is not an excused absence by the reasons listed above.
- Make up work will not be assigned and no points will be given to make up that performance according to policies and procedures set forth in the Student Handbook and Wayne Trace Local School District.

**Class Period Attendance:**

Every class is worth 20pts per student. If a student is absent a day with an excused absence from the office then those 20pts are not added onto nor taken away from that student. No make up work is assigned. If a student is absent with an unexcused absence then those points are taken away from that student with no make up work as required by the student handbook and practices of Wayne Trace Schools. These points may also be taken away for lack of preparedness for class.

**Grading Policy:**

20pts per class period  
 250pts per performance  
 25pts per written assignment

All grading is posted on ProgressBook no more than two days after collecting the assignment.

**Discipline Plan:**

If disciplinary actions need to be taken against a student this will be the order according to offences.

- 1) Verbal Warning/Stay after class to discuss behavior
- 2) Verbal Warning/Stay after class to discuss behavior
- 3) Call Home & Disciplinary referral turned into the office
- 4) Call Home & Disciplinary referral turned into the office
- 5) Call Home & Disciplinary referral turned into the office
- 6) Call Home & Disciplinary referral turned into the office
- 7) Call Home & Expelled from class.

**What You Can Expect From Me (Mr. Lucas):**

- Organization
- Communication
- Patience
- Timeliness
- Preparedness

**What I (Mr. Lucas) Expect From You (Student):**

- Timeliness
- Readiness to Learn
- Patience
- Preparedness

- Organization
- Your Attention
- Respect for others, others property and others time.
- No Gum!!!

### **Cell Phones:**

According to new school policy all cell phones or other electronic devices will be placed off, face down on the floor under your chair for the duration of the class. If a student is found to be using their cell phone or electronic device during class time or found anywhere other than under the chair, then the device will be taken from the student and given to Mr. Wilson. The device is then released to a parent/guardian of the student after being held at school for three days.

### **Music Department Staff:**

At times other district Music Department staff may be in the classroom. You are to show the same respect to those teachers as you show Mr. Lucas. Mrs. Wenninger is the accompanist for the jr./sr. high school and will be in class almost every day. She is to be given the same respect as a teacher and can follow the same discipline plan under the authorization of Mr. Lucas.

### **Concert Dress Code:**

Men: White long sleeve dress shirt  
Black Tie  
Black dress pants  
Black shoes and socks  
Choir Robe assigned to you

Women: White blouse/top – no tank tops or mid-Drifts showing, Choir robe assigned to you  
Black skirt or dress pants.  
Flesh colored hosiery  
Black dress shoes. No sandals  
or open toed shoes.

### **Materials:**

- Pencil
- Notebook paper (at times you may be asked to bring some blank notebook paper.)
- Music
- Leather choir folder assigned to you

### **Music:**

Sheet music is the property of Wayne Trace Local Schools and is to be taken care of better than a text book. It is important to only write in the music with a pencil.

**If music is found to be written in with pen or defaced beyond the normal wear the student using the music will be assessed the cost of the music to replace it!**

**You are assigned a folder at the beginning of the year. This folder is to keep music in good working order nothing more nothing less. If folders are worn beyond normal wear in the year that you are assigned it then you will be assessed the cost of the folder to replace it! You are to use your folder and your folder only.**

Some music given to students are copies because of educational purposes but originals or copy rights have been purchased.

If you need music replaced fill out and return a music replacement form located on a Music Department bulletin board. Do not ask Mr. Lucas during class time if you need a new copy. If original copies were given out then **you will be assessed the price to replace your copy of music.**

### **Rehearsal Procedures:**

Any quality ensemble is developed only through many hours of hard work in the rehearsal room. An atmosphere of order and discipline and a sense of purpose are of primary importance for rehearsal efficiency. Group discipline is engendered by student respect for the group, the director, and the job to be done. An attitude of serious musical interest is also necessary. A group which displays the above qualities is on the way to becoming a fine musical organization. It is no accident that a professional sounding ensemble also has a professional approach to rehearsals.

Adhering to the following routines will help us to function more efficiently in rehearsal. It is hoped that all members will assume their responsibilities in the following areas:

1. **Preparation** – Students are to find their designated folder and find their assigned seat. If outside work for that class period was assigned then be sure it is completed and ready to be turned in or reviewed.
2. **Whiteboard** - Important announcements as well as the objectives and daily rehearsal schedule are posted on the whiteboard. Students should note these items as they enter the band room. Please have your music ready for rehearsal before it begins.
3. **Warm-Up** - This period is extremely important. Students will be instructed on the procedures and methods of warm-up with various exercises. This "ritual" is part of every rehearsal. The purposes of the warm-up period are to perfect details of:
  - A. Intonation
  - B. Tone Quality
  - C. Balance
  - D. Range

The warm-up time is especially important to prepare the voice to sing more difficult passages later that same class.

4. **The Rehearsal** - All singing should begin from silence. Any undercurrent of sound such as talking, moving about, etc. is an unnecessary distraction and results in confusion. It is impossible to be highly critical of our singing when there is noise present at rehearsal. Maintaining silence during the rehearsal is a discipline which can be developed only with a great deal of effort. "Check" yourself especially during long rests or during long periods when the instruction may be working with another individual or section. These are times when background noise becomes a source of distraction.

5. **Attendance** - Rehearsal begins three to five minutes after the second bell. Each member should be seated and ready to work at this time. Those not ready at this time will be considered tardy. Attendance is taken by the director every day. Students who are temporarily unable to sing are to sit with the ensemble during the rehearsal. Much value can be derived from rehearsal even though you may not be

able to participate actively. If a student is causing distractions during rehearsal, the student will be assigned another task at the discretion of the director. Any student who is temporarily unable to sing for whatever reason must bring a note from home. The note should state the reason for not singing and the length of time. All notes should be given to the director at the beginning of the period.

6. **Studying during rehearsal** – Studying for other classes is not permitted during a rehearsal. All books must be left in the lockers outside the rehearsal room! Do not leave books sitting in hall or around door to the music room. This is a fire hazard.

### **Transportation:**

All students are required to ride the bus to all traveling events and performances unless extreme instances have been taken up and approved by Mr. Lucas.

If a student wishes to ride home with his/her parent from an event, fill out and return a Transportation Leave Request form located on the bulletin board in the music room. This form must be received one day prior to the traveling day of the event. **No transportation leave forms will be accepted the day of the event or at the event.**

### **Emergency Medical Forms:**

For traveling with any school group an emergency medical form must be collected and copied for the director to have on the bus and on file anywhere the choir goes. These forms are typically turned into the office at the start of each year. Be sure to have this form turned into school officials in a timely fashion to avoid not being able to participate in Music Department trips.

### **The Music Room:**

#### I. Practice Rooms

Students may use the practice rooms before and after school for practicing and sectional rehearsals with permission from the director. Practice rooms may be used any time during the day with a written excusal from the appropriate teacher.

#### II. Main Rehearsal Room

Each person is assigned a seat according to his/her section and singing ability. Each member must be in that seat during the entire rehearsal.

The rehearsal room is to be kept neat and clean at all times. The music room is not your bedroom so do not treat it as such!

Music is stored in folders in assigned slots when not in use.

The percussion equipment stored in the main band room are **NOT TO BE TOUCHED** by those who do not play them.

Students desiring to use the main music room other than during the regular class time must secure permission in advance from the director.

#### III. Percussion Room, Uniform Room, Storage Room, Instrument Storage Room

These rooms are off limits unless otherwise noted by the director. Ask permission before assuming you may enter.

#### IV. Pianos

There are two pianos in the main rehearsal room, one in the practice room and one in the main music room. Both pianos are to remain locked at all times unless directed to do so by the director. Any student wishing to use the practice room piano is more than welcome with permission by the director. Misuse of the school pianos will cause that person to lose piano usage privileges.

#### V. Music Room Risers

The risers in the music room are brand new, purchased over the summer and are very expensive. Do not misuse these in any way or you may be referred to the principal for disciplinary measures. **When getting on or off the risers step only onto the front of the riser. The back and sides of the risers have chair stops that can make them very easy to trip and fall.**

#### Web Page:

Starting this fall the Music Department will have a blog style web page. This page will be used for the most up to date information about all music department happenings. Mr. Lucas will post announcements and all important information here on a weekly basis. The site will be:

[www.wtjrsrhsmusic.com](http://www.wtjrsrhsmusic.com)

I have read the Concert Choir Handbook for the 2010-2011 School Year and agree to abide by it to be best of my abilities and knowledge. I will communicate with Mr. Lucas about any conflicts or questions I have at any point in the school year. I have also received the Music Department calendar for this school year and understand the attendance policy set forth in this handbook and by the policies of Wayne Trace High School.

\_\_\_\_\_ (Student)

\_\_\_\_\_ (Parent)

\_\_\_\_\_ (Date)