

Class Attendance, Grading And Discipline Procedure

Concert Choir & Chamber Ensemble

Your grade for the class will be determined by your attendance at in-class sectionals, rehearsals and performances, cooperation with the appointed staff, assignments, tests, quizzes, proficiency sections and overall participation/attitude. It is important to note that everyone starts the semester with an "A." As this is a performance-based class, attendance at all rehearsals and performances is expected and required.

Attendance (Performances)

The following is a list of policies regarding tardiness and absences, please read these statements carefully and use them to your advantage.

1. An excused absence may be issued to a student under the following circumstances:
 - A. An illness which has been or is being treated by a physician and/or an illness which is serious enough to keep you from your academic responsibilities.
 - B. Serious illness or death in the family.
2. The Director has the authority to make all decisions on evaluations of absences or tardiness. Excused Absence and Tardy forms may be obtained in class or online. You have two weeks from the date of the absence to complete and return an excuse form, otherwise the absence will become unexcused and a grade reduction may result.
 - A. All requests for an excused absence from a performance must be submitted in writing by hand by the respective student **two weeks** prior to the date, so that an alternate can learn your music. Failure to give two weeks' notice will result in a grade reduction.
 - B. Band is an academic class and the letter grade that you receive will affect your GPA.
 - C. Tardiness because of sport's conflicts will be excused if submitted and reviewed by the director prior to the start of the sports season. (I will be flexible with athletic programs that have already begun as long as proper notification occurs.)
 - D. Extracurricular activities and jobs are not excused absences or tardys.
 - E. Excused absences from a performance due to weddings are only granted when you are a member of the wedding party (bridesmaid, groomsmen) or for immediate family (Mom, Dad, Brother, Sister). You will not be excused simply to attend the wedding.

In short:

Excused absence = absence that is cleared with the Director

Unexcused absence = an absence not cleared with the Director

3. Unexcused absence from any performance will result in a two-letter grade reduction. (Additional unexcused absences will be lowered another full grade.) This includes all concerts, parades, Band Festivals, etc.

Athletic Conflict Procedure

1. If there is a band performance and an athletic practice scheduled concurrently, the band performance will take precedence.
2. If there is an athletic game and a band rehearsal (dress rehearsal etc.) scheduled concurrently, the athletic game will take precedence.
3. If there is a band performance and an athletic game scheduled concurrently, this will be dealt with on a situational basis. Hopefully a compromise can be established.

Participation

The following is a list of policies regarding participation, please read these statements carefully and use them to your advantage.

1. Follow all directions from the director and other guest staff. This includes all information in printed, verbal, and other formats, beginning with the guidelines and instructions given during the first rehearsal and all schedules and materials posted online via email, Charms Calendar, Facebook, Website, Remind 101 etc.... Responsibility for the direction of the ensemble begins with the Director. Responsibility for the performance of the ensemble rests with each and every member. Begin with your own performance.
2. Lack of proper equipment at rehearsal may result in loss of all daily points
3. Proper classroom procedure must be exhibited at all times

4. Students are expected to be attentive to announcements whether given by the Director, other guest staff members or student leaders.
5. During rehearsal, SILENCE IS REQUIRED. Student leaders will give instructions when asked to do so. We have no time to waste. Failure to observe this basic rule will slow our rehearsal and will not be tolerated.
6. Students are expected to raise their hand to speak and listen when others are speaking. Talking out of turn during rehearsal wastes valuable time and is distracting to all.
7. Frequent restroom interruptions disrupt rehearsal. Please use restroom before or after class when possible.
8. Students are expected to take care of their music and rehearsal space each day. This includes properly storing music and folders in the appropriate shelf after rehearsal is done and taking care of their chairs and stands.
9. Student will be expected to sing alone, in small groups and within the ensemble on a daily basis.

Check-off (For Daily Participation) (5 pts. Daily)

The following is a list of policies regarding check-off, please read these statements carefully and use them to your advantage.

1. Check-offs will be performed everyday by the Director and/or designated student leaders.
2. The student must be present during check-off to receive their points
3. Each student is to be present and possess a writing utensil, all necessary music, properly arranged rehearsal area at every rehearsal and abide by the guidelines of participation.

Singing and Written Exams (25-100 pts.)

The following is a list of policies regarding singing and written exams, please read these statements carefully and use them to your advantage.

1. Students will be required to perform/take preplanned, as well as “pop” singing and written exams.
2. These exams will be at the discretion of the Director.
3. Playing exams will be recorded for use in student development and grading justification.
4. Performances will be considered Playing Exams. However, per the attendance policy, if you have an unexcused absence from a performance, there will be a two-letter grade reduction.
5. The Final Exam will include a digital portfolio of the performances and recordings you have made throughout the semester, a singing portion, a reflection and a written exam component.

Sectionals and Homework (5-20 pts.)

The following is a list of policies regarding sectionals and homework, please read these statements carefully and use them to your advantage.

1. Students will be required to take their music home and to practice it on a regular basis as part of their “homework”.
2. Homework (Practicing) may be documented and submitted upon the Director’s request through preformatted journals or digital recordings.
3. Students may be required to attend a certain amount of sectional or individual instruction outside of class depending on need.

Spot Check (10 pts.)

The following is a list of policies regarding spot checks, please read these statements carefully and use them to your advantage.

1. At least once a week each student will be given a spot check grade. A spot check is used to check that students are doing the things asked of them on a regular basis or practicing an assigned musical task/section.
2. Students may not be given advanced notice when they will be evaluated. Most of the time it will be in the form of evaluating performance by asking the student to demonstrate or perform in a group.
3. Things that may affect the spot check are:
Posture, Knowledge of Musical Concepts, Wrong Notes, Dictation, Proper Singing Mechanics, Rhythm, Basic Theory Questions, or MAJOR performance errors (like not being able to play full sections)

Auditions

The following is a list of policies regarding the Auditions, please read these statements carefully and use them to your advantage.

1. There may be times when solo parts or small group parts become available. These will be chosen through an audition process.
2. You will be given at least one week to prepare the part that you wish to audition for. All materials will be provided by the director.
3. There will always be a back-up for every solo in case of illness.

CONSEQUENCES OF NOT MEETING EXPECTATIONS

Students are expected to be on excellent behavior at all times. Self-discipline is the key to classroom discipline.

Disruptions such as excessive talking, out of seat without permission, tardiness, and coming to class unprepared, will be dealt with first, by a brief meeting with the student. Should a second offense occur, the offense will be dealt with in accordance to the student handbook. Disruptions such as fighting, profanity, slander, vandalism, or disrespect for a teacher or other school staff, etc. will be sent directly to the office and proper documentation will occur.

The director has the ability to amend, alter or add to the *Class Attendance, Grading And Discipline Procedure* document presented here for the benefit of the program and/or students involved.

All issues, concerns and/or requests should preferably be presented to the director by the student prior to the director discussing those matters with their respective guardians. The goal is to run this program as if every student is a young professional in an effort to prepare them for entering the "Professional World". Communication with guardians is always available in every circumstance and frequent communication from the director will be provided to parents and guardians.

I have read this document and agree to adhere to the policies outlined within.

Student:

Parent/Guardian:

Print Name

Signature

Print Name

Signature

Date

Date

Classroom Procedure

Pre-Rehearsal Procedures:

- Now is the acceptable time to ask questions
- Place **all** items unnecessary for rehearsal in your locker
- Retrieve your supplies, writing utensil and music
- Find your seat – Do displayed work if available
- Arrange your seat in the proper location
- Place your music in the order listed on the board
- Begin warming up on your own

Rehearsal Procedure:

- When rehearsing, you are expected to stand/sit with proper posture at all times
- There is no talking during rehearsal
- Save random questions for after class
- Class will move very quickly – stay alert
- Mark all comments on your music with a pencil – this is mandatory
- Listen to your section leaders for intonation and musical direction

Post Rehearsal Procedures:

- Now is an acceptable time to ask questions and bring up concerns
- Return everything to exactly how it was before you arrived in the class – always leave it better than you found it

Rules

- Aside from water, in a sealed container – There is absolutely no food or drinks allowed in the choir room
- Frequent restroom interruptions disrupt rehearsal. Please use restroom before or after class when possible
- Respect others as you would like to be respected
- Conduct yourselves as young professionals
- No cell phones are to be used or out during class unless given permission