

2020-2021 CHOIR HANDBOOK

LAS VEGAS HIGH SCHOOL VOCAL MUSIC DEPARTMENT



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LAS VEGAS **LV** HIGH SCHOOL
VOCAL MUSIC DEPARTMENT
2020-2021

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Dear Las Vegas High School Choir Students and Parents/Guardians:

Welcome to the LVHS Choir Program! You are now a member of an organization that is well recognized as one of the Clark County School District's finest vocal ensemble programs. Our seven Choirs contribute to the overall stature of our school, and give the Vocal Music Department an even wider base of diversity. I sincerely hope that your membership in our Choir program will increase your love for singing, learning music, and performing. In our 100 plus years of existence, the Las Vegas High School Vocal Music Department has established an outstanding reputation not only in Las Vegas, but also throughout the state. As a member of the department, you are expected to continue building that reputation. We can be as outstanding as we want to be – it all depends on **you**. Superior music groups are a result of many hours of hard work as well as a strong dedication and commitment from each member. Even though we will be meeting virtually this first semester, our expectations will still be the same. Your success and safety are our first priority.

To our parents: We want you to know that during these uncertain times, we understand how difficult it might be for your child to feel success in distance learning. The assignments will be based on vocal music production, sight-singing skills, and music theory. We hope to be back to in-person teaching soon, but until that time arrives, we must all do our best to be engaged. Parents we are going to need your help. Talk to your children and let them know that being active in online classes is crucial for their passing grades. Feel free to reach out with any questions or concerns. Having your child as a part of our virtual choir classes, will still continue to teach important life skills by allowing a student to: demonstrate and build musical skills and abilities; develop leadership skills; develop a sense of responsibility; make new and lasting friendships; participate in virtual workshops; represent our quality LVHS organization; and learn proper etiquette involved in virtual choir performances. We will be working hard to learn music for virtual performances and in some ways will be able to reach even more people with our online recordings.

This handbook is provided to clarify the procedures involved as a member of an ensemble and your responsibilities during distance learning or in-person instruction. You are strongly encouraged to read this handbook thoroughly so that you may better understand our policies, regulations, and your new obligations. A Las Vegas High School Choir member should be engaged, cooperative, strive for the highest possible scholastic record, develop a wholesome attitude toward the choir, school, and community, and in general, distinguish themselves by always doing the right thing when no one is looking.

One important thing you ought to know about me is that I believe that music is powerful beyond words and can bring people from all races, religions and backgrounds together as one! I also believe that any singer looking for a mentor or role model, need look no further than to a veteran choir member of LVHS. Our choir students have great big hearts, beautiful voices, and wonderful musicianship. Our choir officers are here for you, so don't be afraid to reach out to them and ask questions. This is a time of new learning for us all.

Remember, we're all in this together! 😊

"Sing"cerely,

Mrs. Janet Tyler
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"Music creates goodness where there might otherwise be darkness." -- Anonymous

Table of Contents

Welcome Letter.....	2
Preface.....	4
Objectives & Curriculum.....	5
Performing Ensembles.....	5
Commitment.....	6
Classroom Conduct & Procedures.....	6
Zero Tolerance - Nuisance Items.....	7
Rehearsal & Alternatives.....	9
Progressive Discipline.....	9
Grading & Evaluation.....	9
Daily Participation.....	10
Virtual Performances, Singing Exams.....	11
Citizenship Grade.....	12
Semester Exams.....	12
Extra Credit.....	13
Make Up Assignments.....	13
Fundraising & Student Accounts.....	13
Uniforms.....	14
Choir T-Shirt & Calendar.....	16
Minimum G.P.A. & Attendance.....	16
Choir Tours & Travel.....	17
Music & Room Responsibilities.....	17
Requirements to Letter In Vocal Music.....	18
Private Voice Lessons.....	18
Parent Booster Group.....	19
Extra-Curricular Choral Groups.....	19
Transportation.....	19
Department Officers, Representatives & Section Leaders.....	19
Achieving Musicianship.....	21
The following are required documents* that must be returned to the instructor for a grade:	
*Disclaimer & Handbook Acknowledgment Form.....	22
*General Permission Slip (contains CCSD forms <i>Field Trip Permit, Private Car Permit, & Publicity Permit</i>).....	23
*Medical Permission Form (<i>for trips of any kind</i>).....	24
Uniform Issuance Agreement.....	25

Preface

No doubt, a handbook of this size and scope can seem overwhelming. **Committing the contents of this handbook to memory or remembering everything contained herein is impossible.** However, the wisdom of experience has proven that the specifics and clarity are necessary. Nothing in this handbook is arbitrary - it protects the student and teacher with consistency and objectivity. The benefit is that all involved in this year's online choir program will continue to have a rewarding musical and educational experience. **There is still so much we can learn through distance learning.** Please use this handbook as a reference throughout the year as a guide for resolving concerns. You will quickly realize that all of the students with whom I work mean a great deal to me, and my expectations are high, knowing that at some point we may all fail to meet them. However, a standard of excellence ceases to be a standard if it is lowered or altered to accommodate individual weaknesses. It is this philosophy that, for me, makes choral singing such a beautiful art and necessary in the public education system. Our virtual choir productions will result from team work, sacrifice, and striving for a common goal.

Over the course of time, you will find that I will be one of your greatest online or in-person advocates and cheerleaders, especially when you prove that **you** are industriously striving to become **all that you can be**. *My greatest goal is your growth and betterment.* If you trust the direction I give you, I can promise you opportunities for great musical growth, and development of successful life skills. That which we choose to do, we will do to the best of our ability. Therefore, I commit my full energy. I will give you my very best each and every day -- from you I expect the same. As we continue to support each other, giving each other our best effort, no one could dare set a limit to our combined potential!

I know there will be times when you feel overwhelmed. We all will have good days and bad days, but the bottom line is this: **We choose our own attitude.** We can choose to be optimistic, involved and happy. Please know that my expectations are that every student enrolled in choir, will take part on a daily basis. That may mean checking on your Google classroom assignments, or practicing your parts, or working on your sightreading, or solo singing in sectionals, but whatever the work, I will expect you to get it done. When you have questions, feel free to reach out to your student leaders. There will also be choir office hours where you can have a one on one meeting with the director. There will be times when you have to get work turned in by a certain deadline. Work hard to be ahead of the deadline. We want you to feel healthy, using wisdom in eating, exercise, and rest. I expect you to appear and conduct yourself in the manner appropriate of those who represent the ideals of Las Vegas High School. I expect you to follow the online protocols in Google Meets. I also expect you to take responsibility for your choir grade and attendance. This is a very important part of being a great choir member. Remember, the success of your grades, rests upon your individual self-discipline. Try to end the late night hours and start getting up in the early morning to be truly awake and ready for school. Even though we are meeting virtually, we will all need to be on time, dressed professionally, and focused on the virtual task at hand.

There are specific contracts and agreements that accompany the membership in a LVHS Choir. Please understand that all financial agreements and obligations are firm. This includes in-person required trip deposits/payments, costuming/t-shirt/uniform fees, dry cleaning fees, alteration fees, music fines, fundraiser fines, etc. The student, as well as the parent, is expected to keep a positive or zero balance with the Vocal Music Department. (see Fundraising and Student Accounts)

The contracts on pages 24 and 25 should be signed by both the student and parent/guardian and turned in via Canvas/Email no later than Wednesday, September 16, 2020.

At this time, any fees requested will need to be paid via the LVHS webstore. All choir students will also be required to login to the Charms Account which will enable students and parents to view the current working financial status. To assist all choir members, our choir aide will be taking you through the login steps for Charms.

Finally, always be up front with me and tell the truth. *If and when you have criticisms or questions, avoid agonizing over such problems with others, especially other choir members, which only compounds the problem.* Bring such criticisms or questions straight to my attention, in private, so that something concrete can be done as quickly as possible. Never conclude that I am closed to your ideas, suggestions, criticisms, or needs. When given in the right spirit and at the right time, we will all be able to accept and appreciate help from each other.

Here's to the best year of singing and virtual fellowship!



**EXCELLENCE CAN BE ATTAINED IF YOU...
CARE MORE THAN OTHERS THINK IS WISE...
RISK MORE THAN OTHERS THINK IS SAFE...
DREAM MORE THAN OTHERS THINK IS PRACTICAL...
EXPECT MORE THAN OTHERS THINK IS POSSIBLE.
NO RISK, NO ART!**

OBJECTIVES & CURRICULUM

Choir is designed as the study of vocal production and music fundamentals. Students will have many opportunities to sing for personal enjoyment and perform a variety of vocal ensemble/solo literature. All choral music that is included in the Las Vegas vocal music curriculum is selected based on its place in music history, educational content, vocal demand, and support for modern and ongoing compositions and composers of the choral/vocal music art. Much of the standard choral music literature includes settings of religious texts. Religious ideas are not taught in the Las Vegas High School music classes. Musical selections with religious texts are used to teach classic music history, style, concepts, and techniques.

Our Online/In-Person Goals Are:

1. To develop correct vocal techniques: pleasant tone quality, proper intonation, accurate diction, and adequate breath support.
2. To develop fundamental music skills in notation, dictation, listening, music terminology, and sight singing.
3. To recognize musical elements (written, verbal, and non-verbal) and demonstrate expressive qualities (tempo, phrasing, and dynamics) in varying styles of choral music.
4. To develop the ability to sing a part securely.
5. To develop confidence in performing by practicing performance etiquette and decorum at home.
6. To have opportunities for the enjoyment of music through active participation.
7. To develop self-discipline by functioning as a responsible member of the organization.
8. To experience successful achievement and pleasure through group involvement.
9. To develop personal character traits of leadership, poise, and dependability, as well as provide an avenue for self-expression.
10. To develop a desire to continue musical experiences throughout your life.

PERFORMING ENSEMBLES

Membership into any of the performing ensembles is open to any student genuinely interested in learning and growing musically. Placement into the various ensembles is determined by audition, attendance, and behavior. Complete audition information is provided by the director in advance of the audition date. The decision of the director is final in all audition situations. The online performing ensemble serves as a “laboratory” setting for school musicians, allowing for the synthesis of individual skills and talents into unified musical expression. This year, we must perform in a virtual setting. While the focus of any ensemble is largely based on group expression, members will continue to develop individual musicianship through daily attention to their personal abilities in solo voice and music fundamentals.

The Las Vegas High School Vocal Music Department offers the following vocal music ensembles:

BELLA DONNE is a select female chamber ensemble open to singers by audition. Members are selected in the areas of music ability, harmony, rhythm, sight-singing, and performance ability. The focus of the Select Women’s ensemble is on higher level literature, both classical and contemporary. The Las Vegas High School Bella Donne performs at all LVHS concerts, and will take part in the CCSD Virtual Choir performance this year. Solo singing will be required throughout virtual distance learning.

CONCERT CHOIR is offered to those LVHS students who are interested in the study of singing and that have an established background in choral music performance. Concert Choir students will be asked to sing for the director. This is a director held audition, and should be taken seriously. Many styles of music will be learned. The Concert Choir is the “backbone” of the Vocal Music Department. The Las Vegas H.S. Concert Choir will take part in the CCSD Virtual Choir performance as well as share solo singing throughout the year. Note: All Concert Choir men are expected to perform with the LVHS Men’s Choir.

MADRIGAL CHAMBER SINGERS is a select chamber ensemble open to singers by formal audition only. Members are selected in the areas of musical ability, harmony, rhythm, sight-singing, and performance ability. The focus of the Madrigal Chamber Singers is on literature from the 14th, 15th, and 16th centuries, but strong Madrigal groups may perform more advanced choral literature of the 20th and 21st centuries. The Las Vegas Madrigal Chamber Singers will perform when possible this year. The holiday caroling season is on hold for now, but Madrigals will take part in the CCSD virtual choir project and also be assigned solo voice pieces per quarter. All Madrigals men are expected to perform with the LVHS Men’s Choir.

MEN’S CHOIR is a non-auditioned male chamber ensemble open to all male singers. Members will develop in the areas of music ability, harmony, rhythm, sight-singing, and performance ability. The focus of our Men’s ensemble is on the advancement of vocal production. The Las Vegas H. S. Men’s Choir members will submit solo studio work and will also take part in the CCSD virtual choir project.

SPECTRUM is a select show choir, open to singers by formal audition only. Members are selected in the areas of musical ability, harmony, rhythm, sight-singing, dance ability (including stunt work) and overall performance ability. The focus of the Spectrum ensemble is on literature from the 20th and 21st centuries. The Las Vegas Spectrum ensemble performs at all LVHS concerts, in various community events, and hosts their own spring extravaganza with three community performances. Due to Covid 19, all performances are currently restricted. This choir will take part in the CCSD virtual choir project.

COMMITMENT

Due to the nature of the course, enrollment in choir is for the period of one year. Because **each** student is so vital to the success of the ensemble and because the program thrives on successive progress, it is not possible to drop the course between quarters or between semesters. Students who need to make up lost credit should seek alternative means for credit retrieval such as: summer school, apex/distance learning, virtual/online high school, etc. Your enrollment in choir demonstrates your commitment to the ensemble and the choir program. **Therefore, you are required to be present at every rehearsal, sectional, event, and project scheduled in advance. Commitment includes the individual member's responsibility to the ensemble by maintaining good grades, good attendance, good citizenship, and a good attitude in all classes.** When choir conflicts with other events, you should consider your commitment to your grade and to the ensemble before choosing to participate in events that are not graded. Please refer to the CCSD and Las Vegas High School policies for more detail when confronted with such conflicts.

CLASSROOM CONDUCT & PROCEDURES

We are taking part in virtual choir because we have something in common -- we enjoy singing. How we sound as a solo singer has a lot to do with how much we practice. How we sound as a choir has a lot to do with how we work together. If you will follow the procedures listed below, every day of the year, the result will be a solo singer/ virtual choir that truly makes beautiful music! I ask that you come prepared to give all your efforts and emotions during every class. I know exactly what to expect from you and you can expect nothing less from me:

- Class will begin on time.
- Disruption within the Google Meet will not be tolerated.
- Making GREAT music will be our first and last goal.

I expect appropriate behavior at all times. Please exhibit the following conduct at all times:

1. Arrive to the Google Meet/Class with enough time to organize your supplies, your music, and be in your place BEFORE the teacher begins. Stationary seating is required. Remember to mute your mic, turn your camera on, and stay still during the meet. You must be seen to be counted as present.
2. Please have your chromebook/laptop, earbuds, a notebook, a Sharpie (Black preferred), your music, blank computer paper, and a pencil at your workstation. We will use these items often. **NEVER** mark on original music with pen.
3. Please have necessary materials every day for full class participation. **Cell phones should never interrupt your online class sessions.** Texting should wait. In person, the cell phone is not a necessary item and will be confiscated immediately if seen in students' hands. The phone will be placed in the choir aide office or turned into the administration office, and the LVHS discipline policy will be followed. Habitual phone issues will be placed in time out for periods of one week or more.
4. Follow all directions given by the online director, choir aide, guest clinicians, choir officers, student directors, section leaders, guest substitutes, or anyone that has been designated to run the online class. Double penalty will result for insubordination towards our choir aide, student teachers, section leaders, and others designated to run the class.
5. Please be courteous and respectful to others. **ALWAYS MUTE YOUR MIC WHEN ENTERING THE GOOGLE MEET.** When in break out sessions, listen and be ready to sing. Raise your hand to ask questions, then un-mute your mic.
6. Vocal production will be emphasized in online choir. When we have gum, candy, or food in our mouths, our tone production and diction are affected. **The Virtual Choral Music Classroom is a no gum, no food, and no candy class.** Enjoy gum and other food items later. This applies to Spectrum and Jazzy Candy also. Students with food or gum will not receive full credit. Note: Students are allowed and actually advised to have water in choir class. Water helps to keep the vocal chords lubricated and healthy for singing.

7. Please remember that when seated, proper posture is sitting up straight with your feet flat on the floor and with arms to your side. Throughout online learning, your best posture will be reached when you stand tall, with feet approximately 12-15 inches apart, knees slightly bent, never locked, one foot slightly more forward than the other, and shoulders rolled back for a proud stance. A tall neck should be apparent.
8. To minimize distractions during distance learning, ask your family to give you some privacy or quiet time. It is nearly impossible to take a solo vocal lesson with others interrupting or watching the lesson.
9. When we return to in-person learning, students are not to use equipment or the main desk in the choir room without permission; namely the piano, the laptop or choir officer computer, electronic devices/bluetooth speakers, musical instruments, or stereo equipment. Charge your phones at home. Students may not write on the white boards without permission.
10. When at school, Mrs. Tyler's office is private. The **phone/computer** in the choir office is not for student use. Use of any materials within the director's office, library, or choir room in general is a privilege. Students are to be granted access to materials through the permission of the director or choir aide only. Officers **may use** the designated student teacher desk/computer.
11. It is your responsibility to reach out to the LVHS administration if for any reason you cannot technically speaking, take part in online virtual classes. LVHS is doing a remarkable job getting technology assigned and handed out to students on time for the first week of school.
12. No conversation which disrupts the rehearsal and/or online class discussion will be permitted. **Parent phone contact as well as Progressive Discipline will be implemented immediately.** Rehearse in a professional manner, and we will have a professional product. During sectional rehearsals, all members of the section should be prepared to sing their part as a solo line so that total knowledge of the song is achieved by everyone.
13. Tardiness will result in a 50% loss of your daily points. If you are not in your Google Meet with your assigned materials when the attendance is taken, you are considered tardy. Parents will be contacted regarding habitual tardy issues.
14. Always remain in your seat or standing position during online learning.
15. Students must remain in the Google Meet the entire class time until dismissed for asynchronous learning by the director. When sectional rehearsals take place in Canvas or Google break-out rooms, students must remain in their assigned areas until called back or dismissed by the director. Section Leaders are asked to take virtual attendance and offer acclamations for motivated solo singers.
16. Students that miss the online class sessions, will need to email Mrs. Tyler and make-up any work missed within 3 days of the absence.
17. All students must follow the school dress code. **Students will automatically be removed from the virtual class and lose all points for the session.**

ZERO TOLERANCE - NUISANCE ITEMS

The Choir Department has high expectations for all students involved in an online vocal ensemble. For intuitive, practical, and performance reasons, the department will not tolerate the following:

1. Consumption of gum, food, or drink during the class, with the exception of water
2. Cell phone use, including, but not limited to, text messaging, looking at social media, placing or receiving phone calls, playing games, sharing pictures or videos. (Phones are a tool, but should not distract students during online learning, unless recording or marking calendar dates at the request of the director.)
3. The use of nuisance items, such as fidget spinners, playing cards, iPods or game consoles

Students who violate this code of conduct will be subject to disciplinary action, including removal from virtual activities. Due to the deliberate and intentional nature of the above infractions, students may be removed from district wide virtual productions. Grades will suffer, and students may have their enrollment in the class completely revoked. ***Logically, a student cannot be distracted with nuisance items and be fully engaged in the learning process in the same moment. As demands on schools increase to improve learning, demands on students to engage themselves in the learning process will result.***

IN-PERSON INSTRUCTION ONLY:

PHONE/EARBUD USE/NON-USE POLICY

UPON ENTERING THE LVHS CHOIR ROOM:

- ALL STUDENT PHONES/EARBUDS WILL BE PUT AWAY DAILY THE ENTIRE DURATION OF THE PERIOD
- **FIRST INFRACTION** - PHONE/EARBUD IS TAKEN AND PLACED IN “TIME OUT” FOR 2 WEEKS
- **SECOND INFRACTION** - PHONE/EARBUD IS PLACED IN “TIME OUT” FOR THE REMAINDER OF THE QUARTER
- **THIRD INFRACTION** - PHONE/EARBUD IS PUT IN “TIME OUT” FOR THE REMAINDER OF THE SEMESTER
- **PARENT PHONE CALLS** WILL BE MADE ON BOTH THE SECOND AND THIRD INFRACTIONS - THE INFINITE CAMPUS PARENT LOG WILL REFLECT THE DATE/TIME OF PARENT PHONE CALL AND THE INFORMATION DISCUSSED OR MESSAGE DETAILS
- DETENTION WILL BE ASSIGNED IF CHOIR MEMBER REFUSES TO COMPLY TO NON-USE/TIME OUT POLICY
- TWO DETENTIONS WILL BE ASSIGNED IF CHOIR MEMBER DOES NOT ATTEND FIRST DETENTION
- A REFERRAL WILL FOLLOW IF THE STUDENT DOES NOT ATTEND THE TWO DETENTIONS

“TIME OUT” - A time out for either a phone/earbuds involves the student entering the classroom and placing his/her phone/earbuds in the choir aide office for the duration of the period - for the time assigned. (i.e. two weeks, one quarter, etc.) Just as students sign in their phone to use the restroom, a student will sign in/out their phone/earbuds throughout the assigned TIME OUT period.

REHEARSAL & ALTERNATIVES

REHEARSAL IS STILL THE MOST IMPORTANT PART OF OUR TIME TOGETHER. Rehearsal is when the greatest amount of teaching and learning takes place. **An atmosphere conducive to online learning must be maintained at all times.** Any action that serves to disrupt an atmosphere conducive to online learning will not be tolerated. The director shall be the final authority in deciding what is and is not disruptive. Parent phone calls will be made for students who cannot maintain focus during the rehearsal. Gross disregard for maintaining a learning atmosphere shall result in removal from the online rehearsal setting. At this point, it becomes the student's responsibility to arrange an online meeting with the director to discuss making up points missed from class. Only after such a meeting will the student be allowed to rehearse with the ensemble. Further violations could result in permanent removal from the ensemble, which may result in the loss of credit and/or an F grade for the class. If a student chooses to not take part in distance education, then the student chooses to fail the quarter/semester. Alternative assignments, if given, will challenge and require the student to research solutions on his/her own. It is impossible to recreate the choir curriculum for one student who exercises poor judgment. The removed student will be solely responsible for completing alternative assignments without placing extra burden on the teacher.

PROGRESSIVE DISCIPLINE

If a student chooses to break any of these rules regarding conduct and procedure, the following sequence of events will occur:

- * FIRST TIME: VERBAL WARNING TO STUDENT (DOCUMENTED), LOSS OF PARTICIPATION POINTS, PARENT CONTACT BY PHONE**
- * SECOND TIME: VERBAL WARNING TO STUDENT (DOCUMENTED), LOSS OF PARTICIPATION POINTS, PARENT CONTACT BY PHONE**
- * THIRD TIME: PARENT/TEACHER/COUNSELOR CONFERENCE, LOSS OF PARTICIPATION POINTS, POSSIBLE REMOVAL FROM ONLINE CLASS**
- * FOURTH TIME: REFERRAL TO ADMINISTRATION, PARENT/TEACHER CONFERENCE, LOSS OF POINTS, POSSIBLE LOSS OF OPPORTUNITY TO PERFORM, POSSIBLE REMOVAL FROM THE LVHS CHORAL MUSIC DEPARTMENT**

Mrs. Tyler is the final authority at determining appropriate and inappropriate online class behavior.

If a student chooses to cause a major problem or blatantly breaks online school/district rules, he/she will not be allowed to join the online class. If a student is removed from the online class, his/her overall grade will be affected.

GRADING & EVALUATION

CHOIR IS PERHAPS AN EASY "A", BUT IT IS NEVER A LAZY "A".

ONLINE VOCALIZATION, SECTIONAL SINGING, & THEORY ASSIGNMENTS
30% -- FORMATIVE GRADE

ONLINE SIGHTREADING TESTS, SINGING/DANCING TESTS, & THEORY TESTS
70% -- SUMMATIVE GRADE

QUARTER 1 & 2 = 45% EACH WEIGHTED GRADE

SEMESTER EXAM 10% = WEIGHTED GRADE

ONLINE VOCALIZATION, SECTIONAL SINGING, & THEORY ASSIGNMENTS = 30%

Online choir may require online Canvas/Google Classroom homework, but the most important part of improving your vocal music/dance skills and your grade will be practicing at home. This will help you to be more prepared for your sectional solo work and possible vocal/dance quizzes. Each student is expected to practice their piece(s)/dance(s) for 30-45 minutes each afternoon or evening. For the most part, work is done in online class by participating and being a responsible member of the ensemble. This 30% of the grade will be evaluated on a straight average. Section tests will cover the music currently rehearsed and will be sung/recorded individually. All recordings will need to be submitted via email, Canvas or Google Classroom. Students not passing the singing exam may not be able to take part in the virtual choir experiences throughout the year. This decision lies solely with the director. (Voice Tests = 100 points) Grade evaluation in the LVHS Choirs is determined on many more levels than just vocal/dancing ability. Each day, students make a choice about how they will conduct themselves and how they will behave during the online class/extra rehearsal. The student must accept the consequences of his/her choices and behavior. The following are examples of these considerations:

- 1) **Online attitude and personal discipline**
- 2) **Personal responsibility**
- 3) **Attention to and acceptance of online department policies and requirements**
- 4) **Ability to follow and interpret all directions**
- 5) **Social and mental maturity/wellness**
- 6) **Online rehearsal effort and progress**
- 7) **Online punctuality and dependability**
- 8) **Singing ability/growth**
- 9) **Participation in online class**
- 10) **Participation in extra rehearsals/video/studio taping**

ATTITUDE, MATURITY & PERSONAL GROWTH are major considerations in arriving at a grade. The extent of the individual's online contribution and **effort** to bettering these personal points will eventually be reflected positively in the total group. As the individual improves, so does the entire choir. **Inevitably, we must take the approach that we want to be ready upon our return to in-person choir rehearsals.** Learning our music at home will help us to do that. We must fight to be great! We must try every day to be better than we were the previous day, the previous week, and yes, even the previous month. We can do great things if we choose to work hard!

The effort a student puts forth in this online/in-person class is very important. Each time a student enters the Google Meet and follows the classroom procedures, he/she will receive 50 points. All a student needs to do to keep these daily points is to do HIS/HER VERY BEST for the time allotted during both synchronous and asynchronous learning.

Grading Scale:

90 - 100%	= A
80 - 89%	= B
70 - 79%	= C
60 - 69%	= D
59% or below	= F

DAILY SINGING/THEORY POINTS (TOTAL) = +50

***STUDENTS WILL enter the Google Meet room quietly**, making sure to mute their microphone and have their camera on. Students should always have the correct supplies for the online choir session. (See below) Students also need the required workspace with the possibility of closing the door to the room. Tardies will be reflected through lowered citizenship grades and the CCSD/LVHS Tardy Policy will be in effect.

*STUDENTS without the proper supplies, i.e. proper electronic device, earbuds/headphones, choir music, paper, and a pencil, cannot participate appropriately and therefore will not receive any theory/vocalization points for that particular day. Students are expected to practice or complete assignments during the Asynchronous Learning time in the weekly schedule. All students are required to check in with the instructor on Wednesdays during their awesome choir period! ☺ Choir members are also expected to take part in any extra online sectionals or dance rehearsals.

ANY STUDENT with gum or food cannot sing in the proper manner and will receive 1/2 points for the day's participation. Daily Point Deductions will apply to choir members who disregard this learning request. In addition, each student may receive a warning phone call to the parent regarding this inappropriate behavior. **A student with gum may also be asked to leave the online rehearsal until he/she can follow the rules. Because students are at home, water/herbal tea, etc. are acceptable in class, but please keep your focus on the expectations and don't let your drinking distract from the outcome of our Google Meet.*

*ANY STUDENT disrupting class or not following the classroom rules may not receive the total Daily Participation Points.

VIRTUAL PERFORMANCE, SINGING EXAMS, THEORY EXAMS = 70%

Performances are the most important part of being in choir. We work constantly to be prepared **to perform**. Throughout this distance learning experience, we will be preparing for a virtual choir performance. We will learn one song per quarter. If students struggle with this goal, we will find a way to adjust the timeline and help the student any way possible.

VIRTUAL CHOIR PERFORMANCES (including proper performance attire/online submission deadlines) =	+900
PERFORMANCE IN ONLINE LVHS SOLO & ENSEMBLE FESTIVAL/COMPETITIONS =	+800
SPRING HONOR CHOIR AUDITION = (Extra Credit)	+200
SPRING HONOR CHOIR PERFORMANCE = (Extra Credit)	+400
SOUTHERN ZONE ALL-STATE AUDITION = (Extra Credit)	+300
SOUTHERN ZONE ALL-STATE PERFORMANCE = (Extra Credit)	+600
Excused Absence from Virtual Performance (must turn in make-up assignment) =	+750
Unexcused Absence from Virtual Performance =	+450
Extra Online Rehearsals (scheduled in advance) =	+500
Excused Absences from Extra Online Rehearsals = (must turn in make-up assignment) =	+400
Unexcused Absences from Extra Online Rehearsals =	+250
Online Theory Exams =	+100
Individual Online Singing Exams =	+100

1. **All students who participate in the CCSD Honor Choir or the Nevada All-State Choir must have fewer than 6 absences in the current semester. *Note: Students who know that they cannot commit to the Honor Ensemble schedule, should not audition.**
2. **When applicable, all choir members must participate in the scheduled Pre-Festival Choir Concert, or they will not be allowed to participate in the Spring/CCSD Choral Music Festivals.**
3. **When applicable, choir members of Concert Choir, Bella Donne, Jazzy Candy, and the Madrigal Singers, must pass a vocal test to participate in the CCSD Advanced Choral Music/Jazz Festival.**
4. **When travel resumes, all out of town trips are required for Madrigals, Spectrum & Bella Donne. Students who do not attend and have an excused absence will receive a 650 point make-up assignment.**
5. **Throughout the block schedule, all students must be in school a minimum of 2 periods the day of a choir performance. If not, they will not be allowed to perform virtually or otherwise at the event. (CCSD Policy)**

An excused absence is one that follows the CCSD online policy for absences during the regular school day. The same CCSD/LVHS guidelines apply for all virtual practices. It is in the students and parents best interest to communicate with the director. When absences arise, reach out via email, Canvas, Google Classroom, Remind App, or phone call. Communication is a very important part of successful online learning. **Take it upon yourself to be engaged and responsible.** To that end, Mrs. Tyler will be communicating with all students/parents through the Weekly Instructional Guide. This guide will better prepare everyone for the upcoming events, assignments and expectations within our virtual classroom. When applicable, students who miss school the day of an **in-person** performance or rehearsal cannot perform or attend that evening. **THIS INCLUDES ALL CCSD/NV HONOR ENSEMBLES. NO EXCEPTIONS!!!!**

CONFLICTING WORK SCHEDULES WILL NEVER BE ACCEPTED AS AN EXCUSED ABSENCE FOR ANY CHOIR REHEARSAL/PERFORMANCE/FUNCTION!!!!

The attendance policy of the school district will be followed. A student will be considered to be absent when that student is not present all day, any number of individual class periods, or more than thirty (30) minutes late to class. For all students in grades nine through twelve, the number of absences shall be limited to 10 unexcused absences per semester. On the 11th absence, the student may lose credit and/or be referred to an alternative program.

SPECIAL NOTE TO STUDENTS:

It is the student's responsibility to see that **all absences** are excused. It is also the student's responsibility to check in with the director/choir aide if he/she is tardy, as to change absence marks to tardy marks. Unexcused absences will not be tolerated. Students with chronic attendance or attitude problems will not be allowed to participate in the LVHS Virtual Choir Project. This determination lies with the director and the LVHS Administration.

Citizenship Grade Criteria:

O (Outstanding)—Exceeds Standards

Student will exhibit the following traits, and student's behavior will be addressed no more than three times:

- ♪ Is a positive role model, who leads quietly or outwardly
- ♪ Is consistently respectful of teacher and fellow students
- ♪ Works to improve the online/in-person classroom atmosphere
- ♪ Consistently takes an active part in online/in-person class discussions, groups, etc.
- ♪ Is a self starter
- ♪ Consistently comes to online/in-person class prepared and completes all work to the best of his/her ability
- ♪ Demonstrates personal and academic integrity
- ♪ Missing 1-2 assignments
- ♪ Absent and/or Tardy no more than two times

S (Satisfactory)—Meets Standards

Student will exhibit the following traits, and student's behavior will be addressed no more than five times:

- ♪ Contributes positively to online/in-person class—usually when called upon
- ♪ Is usually respectful of teacher and fellow students
- ♪ Usually takes an active part in online/in-person class discussions, groups, etc.
- ♪ Usually comes to online/in-person class prepared and completes most assignments not always to the best of his/her ability
- ♪ Demonstrates personal and academic integrity
- ♪ Missing 3-4 assignments
- ♪ Absent and/or Tardy no more than four times

N (Needs Improvement)—Approaches Standards

Student will exhibit the following traits, and student's behavior will be addressed no more than seven times:

- ♪ Contributes positively to online/in-person class—occasionally when called upon
- ♪ Is occasionally respectful of teacher and fellow students
- ♪ Occasionally takes an active part in online/in-person class discussions, groups, etc.
- ♪ Occasionally comes to online/in-person class prepared and completes some assignments not always to the best of his/her ability
- ♪ Missing 5-6 assignments
- ♪ Absent and/or Tardy no more than six times

U (Unsatisfactory)—Below Standards

Student will exhibit the following traits, and student's behavior will be addressed no more than nine or more times:

- ♪ Contributes positively to online/in-person class—rarely when called upon
- ♪ Is rarely respectful of teacher and fellow students
- ♪ Rarely takes active part in online/in-person class discussions, groups, etc.
- ♪ Rarely comes to online/in-person class prepared and completes few assignments
- ♪ Missing 7-8 assignments
- ♪ Absent and/or Tardy seven or more times

SEMESTER EXAMS = 10% (Weighted Grade for the Semester)

The semester exams will include both a vocal and written portion. All students, even students who earn 2x2x2, will sing for a grade. The first semester vocal exam will include online submission of the C Major/Diatonic Scale. The second semester vocal exam will include the Chromatic Scale. In both semesters, all Men's Choir and Madrigal Chamber Singers will perform a vocal solo for their director and peers. All test content will be covered in online/in-person class and online/in-person review sessions will take place to assure the information is learned. The semester grade will be calculated in the following manner: **45% of your first/third quarter grade + 45% of your second/fourth quarter grade + 10% for the semester exam = semester grade.**

EXTRA CREDIT

Up to 500 points of extra credit may be earned each nine weeks. Extra credit points are available as follows:

Online Concert Attendance	+200 points
*Must submit online program and short descriptive paragraph.	
Music History Report	+350 points
Read/Write Assignments	+500 points
Private Voice Lessons	+100 points per month
*Must submit an online letter, (lessons of record), by private voice instructor	

MAKE UP ASSIGNMENTS FOR MISSED PERFORMANCES

Absences from a virtual concert are excused at the director's discretion. Students should plan ahead to assure the virtual performance submission meets the required deadline. Otherwise, the student will be considered absent. Unexcused absences CANNOT be made up. For example, being unable to utilize the proper technology by week 9, being too tired to perform, or going to work instead of practicing, will not be considered as excused absences. **Covid 19 has changed the way we look at attendance circumstances, so communication with the director, is highly recommended.**

VIRTUAL PERFORMANCE Excused absences can be made up in one of the two following ways:

- 1) Create a virtual concert of your own made up of similar logistics to the virtual performance you missed:**
 - A) Must be of equal length of time**
 - B) In a live situation, your solos or ensembles must equal the number that you would have performed had you been present. Music for either virtual or in-person performance(s) must be approved by the director first.**
 - C) A virtual audience of at least 10 people must be obtained (In-person audience size = 50 people)**
 - D) When applicable: Admission must equal that of the missed performance and proceeds must go to the general choir account**
 - E) Online karaoke tracks or live accompaniment may be used**
 - F) The online event should be publicized through online posters and a virtual concert program**
 - G) The online event must be as formal (concert dress and etiquette), as the missed virtual performance**
 - H) The director must be available to attend the virtual performance**
- 2) Write a six page report on a composer, musical time period, instrument, performer or music education. When possible, the report must be single spaced, handwritten and include references. The report should include online critiques of said composer. Please email Mrs. Tyler if you have questions.**

Make-up work must be done within a timely manner to be considered for a grade. You will have two weeks from the time you are absent to present the make-up work to Mrs. Tyler.

FUNDRAISING, MUSIC & STUDENT ACCOUNTS/BANKING

Fundraising is a crucial activity for the choir program at Las Vegas High School. This enables us to purchase those materials necessary to enhance the choral music experience in ways which would normally not be possible through district funding (such materials include uniforms, music folders, larger quantities of music, music software, sound equipment, etc.). Because everyone benefits as a result of the fundraising, **every choir member is expected to participate as much as possible.** Those of you that want to help others are very much appreciated. **We applaud your generosity.** Whenever possible, parents/guardians will be notified in advance of all fundraising activities.

Before each fundraiser, you (the student) will be notified if the profit made on the sale will be applied toward the choir budget or toward your personal account. The money raised belongs to LVHS. Profits earned by the student will be placed in the student's name and will be used for uniform/choir fees, or travel costs. Any lost, stolen or damaged materials are the responsibility of the student, and will be charged accordingly. **(FEES CHARGED TO THE CHOIR DEPARTMENT FOR LATENESS MAY BE PASSED ALONG TO STUDENTS ON FUNDRAISERS AND/OR TRIP PAYMENTS.)**

****All proceeds from fundraisers must be turned in two weeks following the initial start of the fundraiser. If monies are not turned in within this time frame, all profit will go to the LVHS Choir Program. This year, online fundraisers are being planned.**

Fundraising Cont.....

DURING IN-PERSON INSTRUCTION, ALL LVHS CHOIR STUDENTS WILL BE REQUIRED TO PARTICIPATE IN THE FOLLOWING FUNDRAISERS TO HELP PURCHASE THE MATERIALS NEEDED TO RUN OUR PROGRAM :

- 1) Fright Night/Carnival - Each choir class is asked to help by bringing candy/food items for the event; Bella assists with games.
- 2) Talent Show – Each choir student is required to sell one ticket.

We appreciate your hard work and efforts to keep our program running smoothly. Any other fundraisers that are chosen may be used toward your travel expenses, fees, etc. Please note: If you have fundraiser ideas, please speak with a Choir Co-President, a Co-Vice President, or Mrs. Tyler.

IN-PERSON MUSIC: Music, music folders, and a fine slip are assigned to every student enrolled in the LVHS Vocal Music Department. The music and folder belong to the school. If the vocal music is not returned by the given due date, the fine will need to be paid prior to the semester ending. If the music and folder is not returned, a \$25.00 fee will apply. Students that habitually keep their music, may not be allowed to participate/perform. **Last spring, all music and music folders were expected for return. If you could not bring the music to the school we understand, but we will still need the music in order for you to avoid a fine this school year. Please mail your music to the school no later than September 16, 2020.**
***LVHS Address: 6500 East Sahara Ave. Las Vegas, NV 89142**

At the end of each in-person school year, every student is required to carry at least a \$0.00 balance on his/her account. Positive balances will carry through to the next school year. **Seniors:** positive balances will also be absorbed into the choir account and all negative balances must be paid prior to graduation. While we understand that financial obligations may be overwhelming at times, it is not in anyone's best interest to allow a student account to accumulate a large negative balance over an extended period of time. We will gladly work out a payment plan that is accommodating to all involved parties at the request of the parent or guardian. If a student is not actively making payments to reduce the balance on his/her account, the student will be required to participate in all fundraising opportunities. Failure to adhere to this policy may result in the student not being allowed to travel with performing groups, or other consequences deemed necessary by the director. All money earned through choir fundraisers must stay in the choir department and cannot be used to pay any other fees throughout the school.

UNIFORMS

During In-Person Instruction/Live Performances: Our choir has a reputation of looking very professional. In order for us to look this way, we must all wear the same attire. All uniforms must be wrinkle - free and in good condition for **ALL** performances. Students wearing dirty, wrinkled, or un-hemmed uniforms, as well as incomplete uniforms (missing tie/cummerbund, wrong shoes, white/incorrect socks, etc.), will lose the privilege to perform and will lose their total points for that performance. All students are expected to get their uniforms hemmed if need be. No neck jewelry, face jewelry, or bracelets are to be worn during the performance. If men or women have pierced ears, studs or small earrings may only be worn. No watches are to be worn during the performance. No unnatural hair colors (i.e. crazy bright colors; red, blue, green, pink, etc.) are to be worn at the performance. Students with unnatural hair color, are expected to either temporarily dye their hair, or wear a wig. Tongue rings or other tongue piercing items must also be removed prior to the performance. Each choir will have uniform checks in class prior to the festival performances. Should you have a financial restraint that diminishes your opportunity to purchase/rent the uniform(s) early in the school year, your parent needs to contact Mrs. Tyler as soon as possible so that a payment plan may be set up for you and your parent/guardian.

DUE TO THE PANDEMIC AND ECONOMIC CRISIS, THE UNIFORM FEE IS WAIVED.
UPON OUR RETURN TO IN-PERSON LEARNING, WE WILL RE-ADDRESS
THE FORMAL UNIFORM FEE POLICY.

Semester 2 In-Person Instruction only: All formal uniforms must be dry cleaned and returned by April, 2021. **Students that return the uniform to the department without dry cleaning, will receive a \$20.00 dry cleaning fine slip.** Upon check out, students will receive a fine slip equal to the purchase and shipping of the uniform. Initially, there will be a grace period of one week past the due date. This grace period gives students and parents a bit of leeway.

In-Person Instruction: Women of Concert Choir & Bella Donne

The women of Concert Choir and Bella Donne will purchase/rent their formal gowns from a reputable company. The cost of this rental is \$40.00. These women are also responsible for purchasing black character shoes, as well as the spring costume: a spring colored/pastel polo shirt (no logos please) and a pair of nice blue jeans, denim capris, or a denim skirt. No jewelry or colored hair accessories are to be worn. All rentals must be returned (dry cleaned) to the school by the assigned date.

In-Person Instruction: Men of Concert Choir/Men's Choir

The LVHS men wear formal tuxedos. We purchase these through a formalwear dealer for \$240.00. The tuxedos include: shirt, tie, cummerbund, jacket, and pants. The men are responsible for paying a one time non-refundable payment of \$50.00 for rental of the tuxedo, the choir department pays the rest. At the end of the Festival season (two weeks after these performances), or if you leave LVHS, you will turn in your tuxedo and all accessories or you will be charged for the balance of the overall purchase cost. The men of Concert Choir/Men's Choir will also be responsible for purchasing BLACK PATENT TUXEDO SHOES (Approximate cost: \$10.00) AND BLACK SOCKS to be worn with the tuxedo. All men are also responsible for purchasing the spring costume: a spring/pastel colored polo shirt (no logos please) and a pair of nice blue jeans. All rentals must be returned (dry cleaned) to the school by the assigned date.

In-Person Instruction: Madrigal Chamber Singers

Our Madrigal Singers wear regal Renaissance costumes and will be responsible for obtaining their own costume. Students will do a character analysis of a person who lived during the Renaissance period (Europe 1300-1600), and will use that information to create their character. This character analysis must be a one - two paragraph typed submission. We suggest that before having a costume made, students should bring in the pattern for the costume at the beginning of the school year. There are also many online resources for Renaissance costume purchase. We will look at your costume idea and decide if it will be adequate for the time period. SHOES: any slip-on shoe or rustic boot (men) will work. Men and women will wear tights. Headgear for men and women are recommended but not mandatory. On occasions when the Madrigals will be asked to perform in attire other than their costumes, professional job interview attire will be appropriate. The graduation uniform is black, white or red formal attire. The Madrigal Singers also perform with the Concert Choir. These formal uniforms will be assigned by our Choir Aide and will be the responsibility of the choir member. Please treat these uniforms with respect. The CC uniform will be due by the assigned date. Please return the uniform dry cleaned, with a proof of receipt. The Madrigals are also responsible for purchasing the spring costume: a spring colored polo shirt (no logos please) and nice blue jeans or denim capris (girls). Students who choose to use department renaissance costumes will pay a one time non-refundable fee of \$50.00, due by the assigned date. When students graduate, they have the option of selling their uniform to an incoming singer or keeping it as a memento.

In-Person Instruction: Women & Men of Spectrum

The women of Spectrum will provide their own tan leotard, tan tights, tan character and tan jazz shoes, closed toe tennis shoes, white and red spanx, leggings or sweats, shorts, T-shirts, and various other accessories. The men of Spectrum will provide their own black jazz shoes, black dress shirt and pants, black socks, sweats, shorts, T-Shirts, and various other accessories. Spectrum members will purchase their "Reds" and other costumes for our Spectrum Show performances. We will suggest that members shop at our local Goodwill, Walmart, or Deseret Industry stores for all additional costume pieces. **PLEASE KEEP ALL RECEIPTS.** Women will pay \$150.00 for the red dress and men will pay \$80.00 for the red vest. All members will purchase the Spectrum T-Shirt (\$20.00), as well as the Choir Department T-Shirt (\$10.00). **The T-shirt costs are not included in the uniform dress/vest purchase fee.** Character/Jazz shoes will be shown in class. Spectrum dress/vest money should have been paid prior to the school year beginning. Spectrum students should wear jazz shoes or other closed toe shoes for rehearsals. Additional costumes may be added, which students will fundraise for, to help with the cost of these new items. Spectrum members will also be responsible for purchasing a spring colored polo shirt (no logos please) and nice blue jeans or denim capris (girls). As mentioned in the audition contract, Spectrum members will also pay a Spectrum fee of \$75.00 which covers the pre-record sessions, Spectrum Show Backdrop/supplies cost, and other costuming needs. The fee of \$75.00 and Spectrum T-Shirt money (\$20.00) may be due in March, 2021.

CHOIR T-SHIRT FEE, CHOIR FEE & CALENDAR

ONLINE INSTRUCTION – ALL CHOIRS: Throughout distance learning, students will be utilizing various programs and software linked to music instruction (i.e. music theory, virtual choir performances, sightreading factory, etc.). Each student will need to pay the \$10.00 Choir fee online. When we do return to in-person instruction, an additional T-Shirt fee may apply. During the 2020 virtual choir performance(s), students are required to continue to wear appropriate school attire. **The Choir fee of \$10.00 is due on September 16, 2020.**

ALL CHOIRS: Members of all LVHS Choirs are required to provide a personal calendar or planner. This calendar/planner will need to include all applicable online/in-person sectionals or additional rehearsal dates and times. Students should be signed in to the class REMIND app on their phone. Their student leaders will be sending out reminders through text messages as well. Throughout Distance Learning, the choir website, lvhschoir.com, will be a helpful tool for you to keep track of important deadlines, etc. Canvas will also be used for posting choir announcements, information and added rehearsals/sectionals. **The Choir Calendar is part of the student's Choir "equipment" (pencil, paper, music, technology, and calendar/planner). Students: please make sure you always have your calendar with you for adjustments and assignments.**

MINIMUM G.P.A. & ATTENDANCE

Choir students are an integral part of our school and must represent LVHS in a responsible fashion. It is imperative that you keep your grades up and attend **ALL** of your online/in-person classes on a regular basis. When we return to campus, there will be times that you will miss school due to appointments or illness. If your grades are not up to par **OR** you have had too many absences, your teachers can keep you from our performances. As you are aware, if you are not at these performances, you are jeopardizing the ensemble and our performance. Your grade will suffer if this situation occurs. Therefore, the following rules will apply during in-person instruction :

1) All choir students must maintain a minimum Grade Point Average of 2.0 and may have no F's at the time of travel. Students not meeting these grade eligibility requirements may not be allowed to travel. Be aware that if students have paid for their trip and their grades make them ineligible, **any money towards travel is non-refundable**. Report cards will be checked during class on report card day (please make sure you bring your report card with you to class) and again prior to any choir trip. This includes choir trips within our community, such as Honor Choir, Elementary or Middle School performances, Holiday performances, etc. Any student not maintaining a 2.0 GPA or higher, may not be eligible to perform for the following quarter (**this includes traveling**), and if there is money paid towards a trip, this money will continue to be non-refundable. Note to Parents: You will be informed of this situation by phone if it is within a few days of the performance/trip. Anyone who is ineligible for 2 consecutive quarters may be subject to removal from the LVHS choirs. **Parents, please remember that your students' grades can be monitored online on a daily basis therefore, it is vital that the students consistently monitor their grades so there are no surprises when they are informed of a failing grade.**

2) Choir students may have no more than 10 unexcused absences a semester (this is very generous). It is important that you attend all of your classes every day - missing one class counts as a full day absence. Any choir student who has more than 10 absences from school in one semester may be ineligible for the following semester. Parents will be informed of this situation by mail.

*Students: with online grade checks so readily available, there is no excuse to not know what your grades are. If report cards come out close (i.e. within days) to a performance or trip, the above rules still apply.

**Ineligible students are still required to attend performances as an audience member (unless they are during school hours) to receive credit for that performance. Students must write a critique on the concert and turn it in to Mrs. Tyler on the next school day following the performance. If the performance is during the school day, another make-up assignment will be given (please see make-up assignment for performances - page 12). Ineligible students are guaranteed to lose their monetary deposits/trip payment money. LVHS Choir trip packages are non-refundable.

***Truant students from choir or other classes that Mrs. Tyler is made aware of, could be made ineligible to perform/travel. If you do not care enough to go to all of your classes, including choir, you must not care enough to perform/travel.

CHOIR TOURS AND TRAVEL

In-Person Instruction: One of the most rewarding parts of being in a performing group is the opportunity to travel with that group in order to perform. The LVHS auditioned choirs travel out of town at least once each school year. This is a privilege and only students who exhibit proper execution of all classroom rules, attend all performances/rehearsals, and have the permission of the director, may attend. All out of town trips are required performances for the Madrigal Singers, Spectrum show choir and Bella Donne. After all, the reason we travel is to perform and without a full choir, traveling would not prove to be worth our time. Because this is a performance trip, students who do not attend the trip with a pre-approved excuse, will be given a make-up assignment. Costs for each trip will be determined and announced in advance. The costs of the trips will depend on the availability of funds, location and duration of the trip, and other factors. Parents and students will be required to sign a form stating their intention to attend or not attend the trip by the specified date to be determined. **Once a deposit has been made, no refunds (on any portion of the trip) will be given, and you are responsible for the total amount of the trip payment.** We travel with a tour company and cannot get the money refunded. A complete itinerary and trip guidelines will be issued to each student and parent in advance. Students will be required to follow all trip rules as stated in the trip guidelines. Any infraction of the rules will be dealt with on an individual basis, and the student with the infractions may be sent home at the expense of the parent/guardian.

*****Please understand that if you do not travel due to GPA requirements, or school disciplinary action, no refunds on any portion of the trip will be given, and you will still be responsible for the total amount of the trip payment.**

Please be aware of the following travel guidelines:

- 1) You will be required to sign rule sheets for each trip to make sure you are aware of all of the travel expectations. These will be provided with the itinerary.
- 2) There will be one (1) chaperone for every ten students traveling on the trip.
- 3) Room and bus assignments will be selected by Mrs. Tyler/Choir Aide.
- 4) No smoking, drinking of alcoholic beverages, or any type of illegal/legal drugs will be tolerated at any time at any function. Violators will be dealt with severely and in accordance to the CCSD and LVHS policies.
- 5) Only exemplary conduct will be accepted from the members of any Las Vegas Choir performing ensemble. Members will be on their very best behavior at all times. This includes conduct on the buses, in hotels, in restaurants, at other schools, and in all group appearances. If a student chooses to break the rules or behave in a manner unbecoming an LVHS Choir member, the student will be sent home at the parents' expense.
- 6) Parents/guardians will be required to attend a LVHS Choir trip meeting at which time, NV Driver's Licenses and Insurance cards will be needed for the safety of the student traveling.

MUSIC & ROOM RESPONSIBILITIES

IN-PERSON INSTRUCTION: **MUSIC** is a part of the choir equipment owned by the school and careful handling of it will extend its usefulness. Music should be kept in your choir folder when not in use. Please, never use pen to mark your music - PENCIL ONLY. Any damaged or lost music/folder must be replaced by the person it is assigned to. Each time music is passed out, your music number will be recorded on an inventory sheet. If your music is not returned in good condition, you will be fined for the amount of the music plus shipping. **FOLDERS** are assigned to each student at the beginning of the school year. You are responsible for keeping your folder in good shape. You are also responsible for returning it to the assigned spot at the end of class. The Citizenship grade will be lowered each time your folder is left out. Standard procedure for music turn in is as follows: music will be returned to the LVHS Choir Dept. the day after the concert. If the music is not turned in within 2 days of the concert, a fine will be assessed. This will assist with keeping our choral library organized and in good shape.

IN-PERSON INSTRUCTION -CHOIR ROOM: Choir members are to keep the choir room neat and clean. All food items will be eaten in the cafeteria or quad. **NOTE:** The choir room will not be available during lunch. The only drink allowed in the choir room will be water. Sonic, Starbucks, or fast food drinks, are not allowed and will be disposed of by the director. Students will be requested to keep the chairs in place and use the waste baskets for items to be thrown away (i.e. water bottles, Kleenex). **The LVHS Choir Department piano, music stands, keyboard, amps and office chairs, other equipment is not for student use. If any of these items are damaged by a student, the student will be fined accordingly.** In order to utilize these instruments and items, the students must obtain permission from the director. The room is not a storage place for all of your books, assignments or clothing items. If these kinds of student items are found, they will be turned in to the office, thrown away or donated to Goodwill.

IN-PERSON INSTRUCTION -STORAGE ROOMS AND CABINETS: Storage areas throughout the room are for approved equipment only. Please do not hang your uniforms in these areas without permission. Access to these areas and equipment are through the director/choir aide only.

Again, it is a privilege to use the music, choir room, and equipment – please treat it as such.

REQUIREMENTS TO LETTER IN VOCAL MUSIC

Students will be awarded letters based on an accumulation of points; a minimum of **15 points** must be earned. Students can letter in choir each year they are in the program, but the points are awarded yearly. **POINTS ACCUMULATE OVER ONE YEAR. THEY DO NOT "ROLL OVER" INTO THE NEXT YEAR.** It is the responsibility of the student to keep track of his/her individual point totals. A form will be made available to students in the spring to apply for a letter. **IN ORDER TO RECEIVE A LETTER, STUDENTS MUST HAVE SUCCESSFULLY COMPLETED CHOIR WITH A GRADE OF AN "A" (SEMESTER GRADE AVERAGE).**

Points are awarded on the following basis:

5 points	Participation in Bella Donne or Concert Choir with a grade of "A" each semester (grade average)
4 points	Participation in Spectrum or Madrigals with a grade of "A" each semester (grade average)
6 points	Serve as a choir department officer
4 points	Take private voice lessons for the given school year. Students must take regularly scheduled weekly lessons (virtually), for a minimum of one semester to qualify for these points, and must provide written proof from the instructor
6 points	Participation in the musical. Students must attend all rehearsals unless excused by the director (Spring 2020?)
4 points	Choreograph a routine
2 points	Participation in Men's Chorus, Jazzy Candy
4 points	Participation in the LVHS Solo & Ensemble as a virtual vocal soloist
2 points	Audition for CCSD Honor Choir (Spring 2021?)
3 points	Successfully complete CCSD Honor Choir (Spring 2021?)
2 points	Audition for the Nevada All-State Choir (Cancelled at this time)
2 points	Serve as a Section Leader/Class Rep.
4 points	Successfully complete Nevada All-State Choir (Cancelled at this time)
3 points	Participation in the Virtual LVHS Choir Talent Show
1 point	Participation in an approved community performing ensemble (UNLV Workshop, church choir, etc. Students must provide written proof from the director of the ensemble. (In-person Instruction Only)

First Year: Felt Letter

Following Years: Choir pin, then additional designation bar to add to currently existing letter, 4 year white letter

PRIVATE VOICE LESSONS

Every attempt is being made to find competent vocal coaches for each choir member who shows interest in taking private voice lessons. Individual voice lessons should be an integral part of every serious choir student's curriculum. A list of instructors will be made available to students within the first month of the school year, and lesson prices will vary. If a student is serious about his/her training, he/she should plan a minimum of three hours of weekly practice time for each weekly lesson received. If a student is planning on participating in LVHS Solo & Ensemble Festival or auditioning for college scholarships (you can still receive \$\$\$ even if you do not major in music - singing can help you pay for college), you should seriously consider taking private lessons.

PARENT BOOSTER GROUP

In-Person Instruction only: We currently do not have a Parent Booster Association for the parents of the LVHS choir students however, if you are interested in helping our program this year, I would encourage you to stop by the choir office and visit with us. If you would like more information about assisting this school year, please contact Mrs. Tyler at 799-0180 ext. 4050. Remember that the support of the parents and families is an important component to our success. **All funds raised by the choirs will help to defray costs for uniform fees, upcoming events, retreats, and trips.**

EXTRA-CURRICULAR CHORAL GROUPS/ACTIVITIES

Due to the 8 period block schedule, one of our extra-curricular choirs from the past now has the opportunity to rehearse during the school day. The Men's Choir class will meet during school as well as after school. **Our Contemporary A cappella ensemble, "Ear Candy", and our Vocal Jazz group, "Just Jazz" will continue to be a combined ensemble known as "Jazzy Candy".** Jazzy Candy will meet virtually and will continue to rehearse after school. All students who engage in these extra-curricular choral activities will be held to the same rules and standards that are expected of LVHS Choir students in our curricular choirs. This includes all of the aspects discussed in this handbook. Students who fail to follow the rules, G.P.A. requirements, or represent the LVHS Choir Department in nothing but an exemplary manner will be removed from these events.

"Unless you try to do something beyond what you have already mastered, you will never grow."

TRANSPORTATION

In-Person Instruction: It is the policy of the choir department to not be involved in transportation to and from events. Due to the costs of transportation, buses will seldom be provided. It is the student's responsibility to obtain a ride to and from choir events. Furthermore, it is the policy of the choir department, Las Vegas H.S. administration, and the CCSD to discourage student carpools for reasons of safety and liability. All transportation to and from scheduled choir events is ultimately the responsibility of the student.

At the conclusion of any choir event, students will have adult supervision for no longer than thirty (30) minutes following dismissal. After the 30-minute period, no adult supervision will be provided. **Please ensure that your child remains safe by picking them up from all choir events in a timely manner.**

DEPARTMENT OFFICERS, REPRESENTATIVES & SECTION LEADERS

Online and In-Person Instruction: Vocal Department Officers are selected in the previous school year (spring semester) to serve for the upcoming school year. All officers will assist with the planning, set-up, and clean up for all concerts and vocal department activities. Vocal Department officers will assist the director with all fund-raising activities and may organize and carry out additional fundraisers besides those planned by the director. Student officers will show respect for the director, aide, and each other at all times. The duties of department officers, representatives and section leaders are as follows:

CO-PRESIDENT

- 1) is a member of two vocal (curricular) ensembles
- 2) has had at least two years of experience in a LVHS vocal ensemble
- 3) is an incoming senior
- 4) conducts all business meetings of the officers and **in charge of all activities – time commitment for all events a must**
- 5) assists the director in carrying out all choir policies
- 6) serves the treasurer, assists our choir aides and may be responsible for money handling/financial records

CO- VICE-PRESIDENT

- 1) has had at least one year experience in a LVHS vocal ensemble
- 2) acts in the absence of the president(s)
- 3) serves as a member on all committees
- 4) works alongside the Equipment Managers/Sound Technicians in assuming responsibility for set-up and strike for all performances, arranging chairs and equipment, inspecting equipment as each quarter comes to an end, assists with technology throughout the year

SECRETARY

- 1) keeps typed, accurate minutes of all business meetings and is prepared to read them if called upon by the director or president
- 2) heads up the Spring Concert Committee – see Co-Presidents as well
- 3) coordinates activities between all vocal ensembles alongside the VP's
- 4) works with the publicity manager
- 5) assists Co-Presidents/Treasurer with financial records if needed

TREASURER

- 1) keeps accurate balance sheets (incoming and outgoing \$) on each student enrolled in LVHS Choir
- 2) assists Adult Aide with student fines forms
- 3) assists Adult Aide with deposits (will learn accurate procedures for monetary deposits)
- 4) assists Adult Aide with receipt ledger information

HISTORIAN

- 1) is responsible for taking photographs at all choir functions
- 2) is responsible for video-taping each choir concert on and possibly off campus
- 3) serves on various committees during the year (publicity, equipment, banquet, fund-raising, etc.)
- 4) acts as Sunshine Committee coordinator, procuring and addressing student needs
- 5) is responsible for adding to and correlating the choir scrapbook

PUBLICITY & MARKETING MANAGER (Recruitment)

- 1) is responsible for publicizing all choir events via posters, flyers, or other means 1 week in advance
- 2) is responsible for planning and executing recruiting activities (work with Co-Presidents)
- 3) will assist director/choir aide with press releases

LIBRARIAN (Music Facilitators)

- 1) is responsible for organizing the choral music library
- 2) keeps accurate record of music on a computer generated spreadsheet – URGENT!!!!
- 3) assists president/treasurer with student fines for music left out or never turned in
- 4) collects music after each concert and re-organizes pieces in the library

Mrs. Tyler will appoint the following positions to the Executive Choir Board:

SPECTRUM OFFICERS

- 1) Assistant Director
- 2) Production Assistant
- 3) Line Captains
- 4) Costume Assistant

CLASS REPRESENTATIVES/SUB-TREASURERS

- 1) keep all student records of music fines and keep classes individually updated on all department information, activities, etc
- 2) report to the Executive Board by attending all meetings and sharing pertinent class information

LIBRARIAN REPRESENTATIVES

- 1) assist the Executive Board Librarian
- 2) assign choir classes with music/folder numbers
- 3) help collect music after each concert

SECTION LEADERS

- 1) will encourage all members of their sections to learn all music
- 2) will assist weaker members of their section
- 3) will call sectionals as needed
- 4) will set an example

More tragic than not knowing your part, is not knowing of what it is a part!!!!

There is no "I" in TEAM!

Achieving Musicianship

The Importance of Attitude

The greatest single factor that will determine the success of any individual is attitude. Students should keep a positive attitude toward reaching high expectations at all times. It takes dedication to reach goals, and a positive attitude makes achieving goals enjoyable. The "right attitude" must be present with sincerity, concentration, and dedication as the foundation.

Approach each new musical piece the same way: What can I make out of this? What is the music trying to say? Am I giving every last effort to make my part contribute to the whole sound of the ensemble? This shows a positive attitude.

Music is an academic discipline, but it is not something that only a few especially gifted can appreciate. Music is not something that is mysterious and difficult to understand, though it is a complicated science. It is demanding, and only by great effort and study can you really be rewarded as a performer. By keeping our expectations high, we can challenge the boundaries of our limited perception and really appreciate the beauties of life.

Analyze your own attitude and try to develop a more positive one. You who are in musical ensembles are a favored few. Choir can do much for you. Make the most of it in every rehearsal and in every performance. Make each rehearsal like a concert.

The Importance of Discipline

Because of the nature of the organization, choir discipline must be strict. Choir students and parents must be willing to accept the ideals, principles, and rules of the organization.

Because musicians are constantly on display, each must continually be aware of the importance of good behavior. The student should remember that he/she represents his/her organization, school, and community whenever he/she performs or appears publicly. Any misconduct casts a direct reflection on our school and community and may well undo the work of hundreds of loyal students.

A good musical ensemble is built on discipline, and discipline must be evident in every aspect of the program. The self-discipline needed to practice diligently whether individually or as a group is vital to the program. Rehearsals must also be disciplined. With discipline comes attainment of things worth-while.

“Discipline is not the enemy of enthusiasm!”

-- Principal, Joe Clark

DISCLAIMER & HANDBOOK ACKNOWLEDGEMENT FORM

In-Person Instruction: The teacher reserves the right to reasonably alter this course, its expectations, objectives, goals, procedures or any other aspect of the course if seen fit for optimal instruction, time constraints, and/or situational/circumstantial oversights. Your signature on this document acknowledges that you have read the content, understand and support the rules and procedures contained herein, and will continue to keep yourself informed of all communication, especially information shared via Infinite Campus. Your acknowledgement is also an indication that you will make a positive contribution to the Las Vegas High School Vocal Music Program.

This Handbook Acknowledgement Form is due within two weeks upon receipt of the handbook and within two weeks of enrollment in the choir program. Failure to complete and return this and all other required forms will result in a student being removed from performing opportunities and/or the vocal ensemble.

I, _____ (student name), have read and understand the Las Vegas High School Choir Handbook. I feel as though I can make a positive contribution to the Choir program at Las Vegas High School and that I will strive to follow all rules and procedures outlined herein.

Date	Student Signature	Email Address

Date	Parent/Guardian Signature	Phone	Email Address

ATTENTION PARENTS! WE NEED HELP!

Are you interested in being a parent volunteer (assisting with events organized by others)?

Yes _____ No _____

Are you willing to chaperone choir trips (must pay own way)?

Yes _____ No _____

LAS VEGAS HIGH SCHOOL VOCAL MUSIC PROGRAM
GENERAL PERMISSION SLIP

Student Name _____

Student Number _____

Field Trip (CCF-796)

I request that my child be allowed to participate in an authorized Clark County School District Field Trip. I understand that my child will be chaperoned by a responsible adult while away from the school, who will take reasonable precautions to protect my child from harm and injury. I understand that this is a supervised activity. In order to maintain order, students will be expected to comply with rules, standards, and instructions for student behavior. I waive and release all claims against Clark County School District employees or their agents arising out of my child's failure to remain under such supervision. If at any time my child's behavior is incompatible with the standard for student behavior, his/her further participation may not be permitted. In the event that my child is injured, becomes ill, or involved in an accident while away, I understand that the chaperone will seek medical attention for my child, and the school will contact me as soon as possible, and that I will be financially responsible for medical treatment. I further agree to hold the Clark County School District, its employees, and agents harmless for any injury or illness caused by the negligence of persons other than employees or agents of the Clark County School District when such injury or illness occurs during the trip.

Private Car

I give permission for my son/daughter to travel to the various destinations on the various dates for the purpose of all scheduled choir and choir related activities throughout the school year.

I understand that he/she will be traveling, at times, in a private vehicle and will be chaperoned by a Clark County School District employee while at the various destinations.

I further agree to hold the Clark County School District, its employees and agents, harmless of any injury or sickness directly caused by the negligence of persons other than employees or agents of the Clark County School District when such injury or sickness occurs during the aforementioned trips.

Publicity (CCF-562)

At times during and after the school day, school personnel and/or news media may ask to interview, photograph, audiotape, film and/or videotape students. This material may be utilized in media that includes, but is not limited to, the following: newspaper articles, television coverage, websites, internal or external publications, newsletters, video presentations, and/or school district presentations.

Your signature on the form below authorizes the school and/or school district to release your child's name, photograph, and/or audio/video/film production for publication related to school functions and activities. Examples may include, but are not limited to, student activities, individual or group achievements, sporting events, musical or theatrical presentations, and/or discussion forums. Exclusions from certain publications may be included on this form. Please list specific publicity events or publications you desire to exclude your child from: _____

Once signed and dated, this form shall remain in effect until the end of the current school year. At any time during the school year, however, you may revoke this permission for future use by notifying, in writing, the choir director.

Printed Name of Parent/Guardian

Parent/Guardian Signature & Date

Student Signature



STUDENT MEDICAL PERMISSION FORM

(Please print or type.)

Student Name: _____ Date of Birth: ____ / ____ / ____ Home Phone: (____) _____
Last First MI

Address: _____ Sex: ____ Student ID: _____
Number & Street City State ZIP

Emergency Information

Parents/Guardian Name(s): _____ Work Phone: (____) _____ or (____) _____

Emergency Contact (if parents cannot be reached): _____ Phone Number: (____) _____

Physician's Name: _____ Phone Number: (____) _____

Who is responsible for medical payments? Insurance Individual

IF INSURED, Medical Insurance Company Name: _____ Phone Number: (____) _____

Insurance Company Address: _____
Number & Street City State ZIP

Name of Primary Insured: _____ Group #: _____

Note: Insurance coverage is not required for participation.

Brief Medical History

Special Health Concerns: _____

Asthma: yes no

Heart Problem: yes no

Diabetes: yes no

Allergies: yes no

Seizures: yes no

Other: _____
(Includes pregnancy, recent surgery, or other chronic conditions)

Current Medications:

Medication:

Dosage per day:

_____	_____
_____	_____
_____	_____
_____	_____

Note: If your child is taking medication regularly, please bring a supply in a labeled container. (Please Note: Prescription medication requires a current prescription label. Over-the-counter medication must be accompanied by an order from a licensed health care provider.)

Should activity be restricted? yes no If yes, please explain: _____

I, the parent or legal guardian of _____ (my child), authorize and direct the Clark County School District to obtain medical care for my child in the event such care is reasonably necessary. I understand that, if possible, I will be contacted in the event my child requires medical attention. I grant to a licensed health care provider or accredited hospital permission to perform any reasonably necessary medical and/or surgical procedures that are essential for the treatment of my child and agree to be responsible for payment for such care. I release CCSD, its employees, and agents from any damages, liability, or loss resulting from the exercise of discretion in securing in good faith medical care for my child.

Parent or Guardian Signature: _____ Date: _____



LAS VEGAS HIGH SCHOOL VOCAL MUSIC DEPARTMENT

UNIFORM ISSUANCE AGREEMENT

Choir Name _____ Student Name _____ Student # _____

You are being issued the following uniform and/or accessory to your uniform. You are responsible for the rental fee, the maintenance, dry cleaning and/or care of these items. All uniform items must be kept neat and clean and in good condition at all times. In preparation for all performances, uniforms should be freshly pressed and wrinkle free. Students with wrinkled uniforms, will not be allowed to perform with the ensemble.

Date Issued	Item(s) Issued	Student's Signature	Replacement Cost	Date Returned
	Formal Attire		\$150.00-\$200.00	

REPLACEMENT OF ITEMS

+In the event of a non-returned, lost, destroyed or damaged uniform/accessory, you are responsible for the cost of the replacement item(s). Cash is required for the replacement of the item(s). Students/parents should pay the school banker.

RETURN OF ITEMS

Upon completion of the school year, graduation or withdrawal from the choir program, the following terms will apply:

+All uniform and/or accessory items issued are considered Las Vegas High School owned property and must be returned, properly dry cleaned and in good condition, no later than the required deadline date. (See handbook/website for assigned return dates)

+If the issued uniform and/or accessory items are not returned, or the items are returned unclean, damaged and/or unusable, the cost of replacing these items will be submitted to the school banker via student fine slip.

+Choir members with outstanding uniform fines, may not be able to participate and/or travel the following school year. Seniors that have not returned uniforms and/or accessory items will receive a Senior Fine and will not be allowed to walk at graduation until paid.

CLEANING OF UNIFORMS

+All uniform and accessory items should be maintained with proper care. Formal tuxedos and gowns should be dry cleaned prior to the return date. Spectrum, Ear Candy, Just Jazz, and Madrigals costumes should be returned as is.

I, _____ & _____, thoroughly understand the
Student name (print) Parent/Guardian name (print)

Uniform Issuance Agreement and agree to abide by the indicated terms. Should I fail to return any item(s) listed above, my signature authorizes the LVHS Vocal Music Department to submit an additional student fine slip indicating the loss of the uniform/accessory. Furthermore, I understand that if the uniform is not returned dry cleaned, there will be a fine slip submitted for \$20.00 to cover the cleaning cost.

 Student Signature Date Parent/Guardian Signature Date

 Choir Director Signature Date Choir Aide Signature Date