**LIBERTY HIGH SCHOOL MUSIC DEPARTMENT**



**CHOIR HANDBOOK**

**2021-2022**

**Mr. Joshua Shafer**

**Director of Choirs**

**Main Office: (623) 773-6525**

**Music Office: (623) 773-6551**

**jshafer@pusd11.net**

**FROM A CROWD TO A CHOIR**

**Our Mission – “WHY”**

The Liberty High School Choir singers and director choose to develop musical precision, share artistic passion, and inspire inclusive unity through singing.

**Our Vision – “WHAT”**

We welcome all students to sing in the Liberty Choir family. Our singers expect to create music at the highest level, and we empower each other to become dynamic musicians through energized rehearsals and exciting performances. Most of all, we care about the person behind the voice. Singing in a choir offers us an unparalleled opportunity to learn about yourself, the world around you, and how you can create positive change in your life and in the lives of others. Whether you seek to build upon your past choir experience or are ready to try singing for the first time, we have a home for ALL in Liberty Choir!

**Our Goals – “HOW”**

**Love**

You chose to come here for many reasons; we hope a deep love of music is the most important one. You will experience many styles of music, in different languages, with a wide variety of meanings. Not every song will tell your story, but every song will teach you something important about someone else’s.

**Serve**

Liberty Choir is a family. We only succeed when each person contributes equally. We expect you to attend and participate in every rehearsal and every performance. You will show this best by giving up a bit of your own will to serve the best interests of the group.

**Care**

We treat each other with respect, understanding, and compassion. Doing less is being less. DO MORE! BE MORE!! Never give up on your best effort. Praise and encourage your choir family members. Refuse satisfaction with less than your best efforts but use your caring attitude to create positive change.

**My Role for You**

My role is to love, serve, and care for YOU. I will do anything within my limits to help you reach academic and personal wellness. I am blessed to live in a musical world and to spend my time loving, serving, and caring for young people. I am proud of you for who you are – you are appreciated!

**LIBERTY CHOIR FAMILY NORMS – OUR FOUR AGREEMENTS**

The Liberty High School Choir singers and director agree to the following norms – whether virtual or in person – in rehearsal, at performances, on tour, and at any other time when we are together representing the LHS Music Department:

**We agree to be positive.**

Honor your “WHY” to keep obstacles from getting in the way.

We are better together, and together, we will accomplish great things.

Defend loyalty – no energy vampires allowed.

**We agree to be impeccable with our word.**

Speak with integrity – say only what you mean.

Avoid speaking against yourself and gossiping about others.

Use the power of your word toward truth and love.

**We agree to be professional.**

Gather your current sheet music, a sharpened pencil, and water before every rehearsal.

Prepare your physical place and your mental space for making music.

Honor praise with humility, and accept criticism with dignity.

**We agree to always do our best – all in, all the time.**

Your best will change from moment to moment.

Practice intensely, reflect truthfully, accept yourself genuinely.

Act because you love what you do, not the expectation of a reward

**Behaviors that hurt our progress are subject to the following accountability measures:**

Director/Student Conference Notification of parent/guardian and administrator

 Daily rehearsal target grade reduced

Director/Student/Parent Conference Notification of administrator

Daily rehearsal target grade reduced further

 Student letter to parents returned with signature

Formal Referral Administrative meeting with student and parent

Daily rehearsal target grade reduced further

 Conduct improvement plan

LHS Discipline Process Formal Referral

 Suspension from online course engagement

Removal from program with no credit awarded

**Substitute Teacher Expectations – the *ULTIMATE* display of trust**

Comply with any substitute teacher WITHOUT RESERVATION.

Respect any substitute teacher to the UTMOST EXTENT.

A negative report from a substitute teacher warrants appropriate disciplinary action, including suspension from ensemble travel for the semester.

**Cell Phone Policy**

Cell phones are STRICTLY prohibited from any Liberty Choir activity without clear and direct permission from the director. **To clarify: unless the director specifically verbalizes permission to use a cell phone, cell phones will not be seen or heard at any time…period.** The official LHS Cell Phone Policy is as follows:

1st Offense: Cell phone will be taken until the end of the day. Student will be given a warning & it will be noted in Synergy. The student will pick up their cell phone from attendance at the end of the day.

2nd Offense: Student will be assigned a lunch detention by administration & it will be noted in Synergy. The student will pick up their cell phone from attendance at the end of the day.

3rd Offense: Student will be assigned 2 days of lunch detention & it will be noted in Synergy. The parent will be called to let them know 3rd incident has occurred & to ask them to come in to pick up phone and conference about situation.

Additional Offenses: On-campus then off campus suspension will be assigned by administration & parent meeting will be scheduled.

**REHEARSAL SUPPLIES**

We expect you to bring these items to each rehearsal:

Three-ring binder – one-inch width

Sheet music

Sharpened pencil

Loose-leaf notebook paper – 5-10 sheets, NOT from a spiral-bound notebook

All folders may be stored in our choral folio cabinet. Music may go home for practice but must be returned by your next rehearsal. Forgetting your music means you will miss markings and notes, placing you behind the rest of us and not allowing you to reach our daily rehearsal targets. Every singer is expected to mark their music and to make notes whenever necessary or directed. Forgetting your supplies will impact your daily rehearsal target grade.

**WALK THE WALK, AND TALK THE TALK**

Grading is a controversial issue in educational performance art. It is difficult to equitably measure talent or assess artistry. With that in mind, your grade in a Liberty Choir reflects your ability to GROW vocally and musically. Our concerts are our major assessments and the time for you to showcase your artistic growth.

**Aligned Checks and Major Performance Assessments – 80% of Course Grade**

Aligned Checks – 32% of Course Grade

Daily Rehearsal Skills – 5 points possible per day (refer to Daily Rehearsal Skill Rubric)

Attendance – A singer must be in attendance to receive any points for the day. Absences

 may be made up in arrangement with the director.

Body Alignment

Score Marking

Sound and Silence

Engagement

 Memorization Checks – 100 points per assessment (refer to PUSD HS Choir Performance Rubric)

Music Literacy/Artistic Development – 100 points per assignment or assessment

 Sight Singing Factory

 Comprehensive Musicianship

Major Assessments – 48% of Course Grade

 Major Concerts - 100 points possible per concert (refer to LHS Choir Performance Rubric)

 Attendance/Punctuality/Attire

 Engaged Audience Member

 Engaged Performer

**Course Assessment – 20% of Course Grade**

**PERFORMANCE ATTIRE**

MIXED CHOIR/CONCERT CHOIR

Option 1 Top Black button-down, long-sleeved shirt with collar

Option 1 Bottom Black long dress pants – no denim.

Option 2 Top Black dressy blouse, modest neckline, long or short-sleeved

 Option 2 Bottom Black long dress pants – no denim.

 CHAMBER CHOIR (fitted and loaned from our wardrobe collection for the year)

 Option 1 LHS Chamber Choir Tuxedo

 Option 2 LHS Chamber Choir Dress

**Shoes:** Black dress shoes. No flip-flops. No open toes. No slide-ons. No clunky heels. No sneakers. Your shoes will cover the entire foot. ALL OF IT.

**Socks:** Black socks that cover your ankles.

**Hair:** Pull long hair away from your face and secure with barrettes, head band, ribbon, etc. Accessories should be simple, plain, and discrete.

**Grooming:** Wear deodorant! Please do not wear cologne or perfume. Many people experience breathing difficulty due to overexposure to fragrance chemicals.

**Accessories:** Please wear a red accent item (e.g.: jewelry, hair accessories, belt, etc.).

Singers who choose not to follow the concert dress code will lose 20% of their original concert grade for EACH violation.

**PERFORMANCE EXPECTATIONS**

**~ ALL performances – in-school and out-of-school – are REQUIRED! ~**

Excused absences (illness, family emergency) will be made up only if cleared with the director at least one week before the concert. Parents and legal guardians may notify Mr. Shafer by phone, e-mail, written note with legitimate signature, or in person. Excused absences may be made up for up to full credit.

Unexcused absences (e.g.: work, skipping the concert, attending a conflicting non-school event, failure to secure a ride, failure to tell your family) may be made up for up to 50% of the original grade. To make up an absence, you will sing your concert music in class with a small group (chosen by the director) to support you. Audience members may consist of remaining choir members and others by invitation from the director.

It is **YOUR** responsibility to schedule your make-up performance. Any student unable or unwilling to make up a concert absence will receive no credit – a grade of zero. This policy is non-negotiable!

**AFTER-SCHOOL OBLIGATIONS**

Membership in Liberty Choir will require rehearsals, performances, and occasional travel outside of the school day. These activities directly connect to the PUSD High School Performing Arts Curriculum and are considered co-curricular requirements for this course. All singers will receive a grade for these events, and make-up assignments will be offered in accordance with the make-up policy outlined in your PUSD/LHS Student Handbook. The performance attendance policy applies in all instances.

Many singers also choose to participate in athletic and other extra-curricular activities. We aim to minimize scheduling conflicts, but they may occur from time to time. Please refer to the following guidelines to assist you in prioritizing your commitments:

 **WHEN THESE ACTIVITIES OVERLAP STUDENTS SHOULD ATTEND**

 Music Practice/Sports Game Sports Game

 Music Performance/Sports Practice Music Performance

 Music Practice/Sports Practice Split overlapping time evenly

 Music Performance/Sports Game Meet with Choir Director and Coach

**2021-2022 LIBERTY CHOIR CALENDAR AT A GLANCE**

October 7 Fall “Meet LHS Choirs” Concert 6:30pm

October 14 LHS Choir Feeder Festival Rehearsal 9:00am-1:00pm

October 15\* ACE Fall Choral Festival TBA

November 30 Winter Choir Concert 6:30pm

December 1 LHS Choir Feeder Festival Concert 6:00pm/7:15pm

February 10-12\* NAU Jazz-Madrigal Festival TBA

March 8 Spring “Meet the Choirs” Concert 6:30pm

March 31-April 2 Spring Musical 7:00pm

May 10 Spring Choir Concert 6:30pm

May 14\* Chamber Choir Final Concert 7:00pm

**CALL TIME FOR LHS CHOIR CONCERTS – 5:45 SHARP, Choir Room**

**CHOIR COMMUNICATION**

We ask all Liberty Choir members to join their ensemble Remind account during the first week of rehearsal to receive performance reminders, choir updates, travel communication, and supplemental rehearsal material. Please use the information below to join:

 MIXED CHOIR/FALL Text **@fcdg2k** to 81010

 MIXED CHOIR/SPRING Text **@lhsmixe** to 81010

CONCERT CHOIR/FALL Text **@4eg7ke** to 81010

CONCERT CHOIR/SPRING Text **@9e32gk** to 81010

CHAMBER CHOIR Text **@bf4fke** to 81010

**RECRUITMENT**

We want to fill our Liberty choirs with vibrant, cool, sophisticated young men and women who love to sing and enjoy spending time together. Members of our choirs come from all walks of life: football, volleyball, softball, basketball, visual art, dance, theatre, band, NHS, Student Council, the list goes on…

We always have room for more! If you know a friend or new student who is…

* Ready to sing,
* Ready to work hard,
* Ready to have fun,
* Ready to JOIN CHOIR!

…direct them to speak with their guidance counselor about joining us. Regardless of your prior musical experience, we have a home for you in a Liberty Choir!

**PARENT AND COMMUNITY SUPPORT**

Parent involvement can help our choirs become true beacons of our Liberty artistic community. You can help:

Support your child by attending his/her concert.

Offer to videotape or record our concerts.

Participate in fundraiser opportunities.

Show positive interest in your child’s singing and love of music.

Contact our booster club – Liberty High School Music Education Association (LHSMEA) – to volunteer for a fundraising event, to attend a monthly meeting, or to consider becoming a member of the executive board.

~ ~ ~ Visit the LHSMEA website: [www.libertyhsmusic.com/](http://www.libertyhsmusic.com/) ~ ~ ~

Call, e–mail, or visit me with questions, concerns, or compliments. Often, problems stem from simple misunderstandings. I am a teacher, yes, but human, foremost; I am not perfect, and I will make mistakes. I want to be on your wavelength because I know we both want your child to succeed!

**LHS ATTENDANCE POLICY**

**ATTENDANCE**

If a student does not miss any school during each semester, they will be entered into the attendance reward program. If a student must miss class, parents/guardians are to call in excused absences within 24 hours of the student missing class to the attendance office at 623-773-6531.

Unverified absences will result in disciplinary actions to be determined by administration.

If a student accumulates five (5) unverified or ten (10) total absences in a semester class, or three (3) unverified or five (5) total absences in a quarter class, the student will be placed on a no-credit status.

**NO CREDIT STATUS**

The student is required to attend class, complete assignments, and take exams. Classroom behavior and attitude will be taken into consideration during the appeal. A progress grade will be kept while the student is on no-credit status. The progress reports and report cards during the semester will be marked with an “NC” until the appeal hearing.

**APPEALS PROCESS**

Parent/Guardian will need to complete the **credit appeal form** and turn it in to Liberty High School attendance by the **date provided on the loss of credit notification form**. The attendance department will contact the parent/guardian to schedule a date/time with the Attendance Review Committee. Failure to turn in the credit appeal form by the due date will result in an automatic loss of credit.

**The student is to attend the appeal hearing with at least one parent/guardian.** The student will present the case and provide documentation to the committee which will be made up of an administrator, a counselor, and three teachers.

The student and parent/guardian will be **notified of the committee’s decision within two business days of the appeal.** If the appeal is granted, the grade earned will be issued at the end of the course. If the appeal is not granted, an “NC” will be the final grade for the course, which may have to be repeated depending on the type of course and graduation requirements. However, if the final grade is a 59% or below, a grade of “F” will be posted to the transcript rather than the “NC”.

**SWEEP**

**1st Period Tardies:**

1st period is the class that has the most tardies. To address this occurrence, our approach 1st period will be handled differently than the other class periods. Students who arrive to class after the final bell, with an unexcused tardy, will be sent to **1st period suspension “Sweep.”** Students will remain in “sweep” for the duration of 1st period. “Sweep” is a consequence; it is not a study hall.

A “swept” student MUST inform the classroom teacher of the tardy THAT SAME DAY or the make-up work may not be given to the student.

Students not in class due to being swept will be given the opportunity to make up missed work subject to the following conditions:

* It is done at the teacher’s convenience.
* The make-up work should reflect the same competencies missed; however, it does not necessarily need to follow the same format. For example, a student who missed a true/false quiz may be given an essay quiz instead.
* Teachers will set reasonable deadlines for make-up work.

**LIBERTY HIGH SCHOOL CHOIR AGREEMENT FORM**

Welcome home to our Liberty Choir family! Please read the Commitment Agreement Form with your parents/guardians. You and your parent/guardian must then initial each line item to indicate your agreement, complete the Conflict List on the back, and then sign. This form MUST be returned by Friday, August 16th, for a homework grade. Your grade will be reduced by 10 points for each day late (1 day late=90%, 2 days late=80%, etc.).

1. I agree to ATTEND ALL DAILY REHEARSALS AND FORMAL PERFORMANCES and will make curricular concerts my highest priority. I have listed any known or anticipated conflicts with evening concerts on the back.

S\_\_\_\_\_\_ P/G\_\_\_\_\_\_

2. I agree to ATTEND ALL EXTRA REHEARSALS AND PERFORMANCES to the absolute best of my ability and will make any extra rehearsals and performances the highest possible priority. I understand that these may occur with less than desirable notice, and I will make every possible effort to accommodate for them. If it is impossible to attend an extra rehearsal or concert, I will notify the director directly IMMEDIATELY.

S\_\_\_\_\_\_ P/G\_\_\_\_\_\_

3. I agree to read, understand, and follow all Liberty High School Music Department, Liberty High School, and Peoria Unified School District policies AT ALL TIMES throughout my tenure in Liberty Choir.

S\_\_\_\_\_\_ P/G\_\_\_\_\_\_

4. I agree to COMMUNICATE WITH ALL OF MY TEACHERS/COACHES/LEADERS that I am a member of a Liberty Choir. I will provide reasonable advance notice of any activities that warrant missing class/practice/meetings, and I will request and complete all assigned notes, homework, assessments, and announcements.

S\_\_\_\_\_\_ P/G\_\_\_\_\_\_

5. I agree to notify the director – IN WRITING – of ANY CONFLICT that may interfere with daily rehearsals, extra rehearsals, or performances of any kind.

S\_\_\_\_\_\_ P/G\_\_\_\_\_\_

6. I agree to provide a minimum of 24 hours’ notice pertaining to a PERSONAL CONFLICT (family emergency, health emergency, funeral services) using any means necessary – note, e-mail, phone call, text message, etc.

S\_\_\_\_\_\_ P/G\_\_\_\_\_\_

7. I agree to defer FINAL DISCRETION TO THE DIRECTOR in all matters concerning the educational and artistic best interests of Liberty Choir, its members, and their families.

S\_\_\_\_\_\_ P/G\_\_\_\_\_\_

8. I agree to enroll and remain in my choir for the ENTIRE SEMESTER (Chamber Choir: ENTIRE SCHOOL YEAR). Should circumstances arise making it completely impossible to maintain my membership for the entire school year, I will communicate with the director as early and as transparently as possible.

S\_\_\_\_\_\_ P/G\_\_\_\_\_\_

9. I agree to uphold and practice the mission, vision, and goals of our Liberty Choir family: to embrace artistic passion and musical precision to reach personal excellence; to love, serve, and care; to work hard, have fun, make music, and advocate for our Liberty Choir family.

S\_\_\_\_\_\_ P/G\_\_\_\_\_\_

CONFLICT LIST

DATE(S) of Conflict REASON for Conflict TIMEFRAME of Conflict

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I have read completely, and agree to follow, every expectation on the Liberty High School Choir Agreement Form. I understand that breaking this agreement may result in removal from Liberty Choir. I understand that honoring my agreement allows our singers and their families to receive a positive, educational, and rewarding choir experience.

Student Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2019-2020 FORMAL CONCERT SCHEDULE (dates may be subject to change):

March 9th – Spring “Meet the Choirs” Concert

May 6th – End of Year Concert

May 15th – Chamber Choir Final Concert

**Daily Rehearsal Target Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **4 Points** | **3 Points** | **2 Points** | **1 Point** | **0 Points** |
| **Body Alignment** | **A:** I attended rehearsal today.**B:** My absence was excused. |  | I attended half of rehearsal today with prior notice. |  | Not Observed |
| **Rehearsal Markings** | I was in my seat with all my materials when the bell rang. |  | I was inside the classroom door when the bell rang. |  | Not Observed |
| **Sound and Silence** | I had my folder, music, and sharp pencil at beginning of rehearsal. |  | I had 1 or 2 of these items at beginning of rehearsal. |  | Not Observed |
| **Engagement** | I eagerly sang and participated in rehearsal from start to finish, including the first note of entrances. |  | I participated in rehearsal but missed some entrances or I did not have my best attitude. |  | Not Observed |
| **Self-Management** | I utilized consistently appropriate rehearsal etiquette. No cell phone use at any time |  | I had a momentary lapse and got off-task, but quickly got back on track. One cell phone warning. |  | Not Observed |

**LHS Choir Concert Rubric**

|  |  |  |
| --- | --- | --- |
| **Category** | **Meets Expectations** | **Does Not Meet Expectations** |
| **Attendance****Punctuality****Attire****25%** | Student attends concert and signs in.Student appears in warm-up location at call time.Student is wearing all required elements of performance attire. | Student does not attend concert.Student does not appear in warm-up location at call time.Student does not wear all required elements of performance attire. |
| **Engaged Audience Member****25%** | Student models appropriate audience etiquette throughout entire concert. Includes and is not limited to:-Staying for the duration-Remaining silent during music-Putting away cell phones | Student does not model appropriate audience etiquette throughout entire concert. Includes and is not limited to:-Leaving concert early-Conversation during music-Cell phone usage |
| **Engaged Performer****50%** | Student demonstrates appropriate performance etiquette throughout entire concert. Includes and is not limited to:-Walk-on & walk-off professionally-Consistent engagement with conductor-Appropriate engagement with choir | Student does not demonstrate appropriate performance etiquette throughout entire concert. Includes and is not limited to:-Walk-on & walk-off unprofessionally-Disengagement from conductor-Inappropriate/no engagement with choir |