

# East High School Vocal Music Department Classroom Procedures

## 1. Beginning Class

- ~ Obtain your folder as you enter the room
- ~ Get materials (pencil, paper, folder) out of your bag and leave the bag in the back of the class
- ~ Turn off cell phones and electronic devices and store them out of sight
- ~ If necessary unstack chairs daily as instructed by the teacher.
- ~ Be in your seat with your folder when the bell rings
- ~ Begin work on the assignment or participate in warm-up activities

## 2. If you are tardy

- ~ Quietly enter the room without interrupting the teacher or other students
- ~ Sign yourself in the tardies & absences book
- ~ Get your materials and proceed quietly to your seat

## 3. When you have been absent

- ~ Sign in the tardies & absences book and give your pass to the class secretary who will return it.
- ~ At an appropriate time during class find out what you missed from a class officer or from your section leader.
- ~ Make up work or tests must be completed in a period of time that is equal to the number of days absent. For example if you were absent Monday and returned Tuesday, the make up work must be completed during or by the next class. If you were absent Monday and Tuesday and returned to class on Thursday, the work must be completed by the following Monday.

## 4. When you lack materials (music, pencil etc...)

- ~ If you had yet to receive the music because of an absence you should get the music from the class secretary without disrupting class.
- ~ If items were left at home or forgotten you should share music with a neighboring student. The secretary will also have pencils for loan.

## 5. During Class

- ~ Participate in all class activities at the first teacher request
- ~ Raise your hand if you have a question or need further explanation of a topic
- ~ Bring a water bottle to class, **please do not ask to get a drink from the water fountain outside of class.**
- ~ If you are ill and cannot sing, inform the teacher before class begins.
- ~ Pass papers in to the center of your row and then up to the front of the room.

## 6. During Rehearsal

- ~ While singing, sit on the edge of your chair or stand with the "noble posture"
- ~ When learning music, train yourself to look at the music (not just the words but also the notes. Train yourself to see the notes and words at the same time.
- ~ Always have a pencil and mark problem spots and reminders in the music.
- ~ Highlight your notes in the music if you have trouble following your part.
- ~ Use the white pvc sections to assist in hearing yourself.
- ~ Always try to improve, memorize the music as you learn it.
- ~ During non-singing times, practice your part quietly with the part that is singing or practice rhythm reading or sight-reading in the music.

## 7. During Sectional Rehearsals

- ~ Work hard and fast and stay on task try to master the music
- ~ Point out problem spots and practice them in isolation
- ~ When the section of music is mastered, inform the teacher immediately
- ~ Report disruptive students to the teacher immediately, these students are slowing down the progress of the choir

## 8. At the end of Class

- ~ The bell is the signal for the teacher, not for students
- ~ Remain at your assigned seat until you are dismissed by the teacher
- ~ Put chairs back as directed by the teacher
- ~ Replace your folder in the correct slot of the cabinet

## 9. Cell Phones

- ~ Cell phones are a damaging distraction during class in school.
- ~ Please turn them off and store them at the beginning of class. If a parent needs to contact you, please have contact you during passing periods, during lunch or after school. If a parent needs to reach you for emergency purposes, they should contact you through the student advisors office.
- ~ Cell phones that are seen by the teacher in this class will be confiscated and given to the student advisors Office.
- ~ Please contribute to the success of this class by respecting this rule.

### Classroom Environment

Please strive to create a safe and non-threatening environment in room 401. Students must feel comfortable enough to sing and experiment with their voice without fear of being teased or criticized. Please be helpful and supportive of other students.

### College Information

Information about music schools and college music auditions and programs is available in room 401.

### Octavos and Music Folders

Students are responsible for the upkeep of music folders and octavos. Music will be checked out to individual students by number. Please do not deface folders or music in any way. If music is not returned in good shape or is lost, students will be charged for the replacement value of the music. Students are encouraged to take folders home to work on music and assignments.

### Office

Please be respectful that the office is Mr. Taylor's space. Students are not to be in the office without permission of the teacher.

### Passes

School policy states to passes are not to be issued during the first and last 15 minutes of classes. Students will be allowed no more than 3 passes out of class per semester. Passes will only be used for emergency situations (urgent sickness or injury).

### Pianos

Do not play the pianos when the stereo is playing! Students are welcomed to practice on the pianos in room 401. When playing the pianos please be respectful of others in the room.

### Stereo and Sound System

The teacher controls what is played on the stereo. Do not change the music that is playing unless instructed to do so by the teacher.

### Telephone

Telephone use is limited to lunch hour and passing periods. Do not even ask to use the phone during class time. **Always ask before using the telephone!**

### Windows

**Please do not ever sit on or in the window sills or throw objects of any kind out the window.** Sitting on the window sills is grounds for a referral. Please do not yell out the windows.