

VOCAL ARTS DEPARTMENT 2020-2021

STUDENT HANDBOOK

Shon Parker, Vocal Arts Department Chair
Phone: 651-290-2225(text/call)
parkers@spcpa.org

This resource is intended for use by students and parents/guardians as it contains much of the information regarding our departmental policies and grading practices that govern the classes and program activities in the Vocal Arts program. All classes within Vocal Arts abide by all school-wide policies, in addition to those covered in this document. Additional information may be found in the SPCPA Student Handbook. Contents are subject to change.

SPCPA Voice Department Commitments to our Community:

LAND ACKNOWLEDGEMENT

We collectively acknowledge that Saint Paul Conservatory for Performing Artists is located on the traditional, ancestral, and contemporary lands of Indigenous people. SPCPA resides on land that was cared for and called home by the Dakota and Anishinaabe people, and other Native peoples from time immemorial. This land holds great historical, spiritual, and personal significance for its original stewards, the Native nations and peoples of this region. By offering this land acknowledgment, we affirm tribal sovereignty and will work to hold SPCPA accountable to American Indian peoples and nations.

BIAS AND ANTI-RACISM STATEMENT

Biases are inherent in our world. Everyone a part of our school, from Superintendent to first day student, experiences privilege and oppression differently. Biases for or against racial/ethnic backgrounds, culture, language, gender expression, sexual orientation, family structure, cognitive or physical ability, economic class, and religion are inevitably culturally intertwined with our experiences at SPCPA. The SPCPA Vocal Department is committed to taking a proactive approach to eliminating bias and/or racism in our environment. We in the Vocal Department will strive to create an environment and provide an inclusive space for every member of our classes, our department, and our school as a whole.

DEPARTMENT MISSION STATEMENT The Vocal Arts Department seeks to unite each student's talent and passion with high-level vocal training and a comprehensive musical education. Through this education, we expect students to leave our halls well prepared for success in a Collegiate future in music at a Conservatory, College or University.

SPCPA CORE ARTS VALUES SPCPA's core arts values help guide all programs towards development of their craft with practical experience through a growth mindset philosophy:

- **TRAIN:** to educate and train future practitioners of the arts
- **DISCOVER:** personal discovery through a collaborative spirit in performing arts
- **LEARN:** stimulate and sustain interest in dance, music, and theatre as a source of truth and insight into the human condition.
- **CREATE:** construct a creative environment where artistic risks may be safely taken and creators take responsibility for their vision.
- **EXPLORE:** encourage students to use their physical, sensory and intellectual potential to explore ideas and raise questions.

VOCAL ARTS VALUES The Vocal Track nurtures an environment that seeks to create and develop

- **Knowledgeable Singers:** lifelong students of technique and healthy singing
- **Musicianship:** developing the skills to read, analyze, and create music
- **Sensitive Performing Artists:** showing interpretative opinion through effective, engaging performance
- **Responsible Future Professionals** hired for talents and abilities, and subsequently rehired for traits consistent with dependable, consistent, cooperative, and collaborative artists.

CURRICULUM The Vocal Arts curriculum includes materials that develop music fundamentals including but not limited to: Music Theory, Piano, Musicianship, Instrumental/Performance Techniques,

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Music History, Repertoire, Songwriting, Diction, and Professional Techniques. In addition to coursework, every student will rehearse in ensembles and foster solo singing development in Studio.

DEPARTMENTAL EXPECTATIONS We want students to be passionate about singing and committed to their art form. SPCPA is not for everybody, but for students that have a love for singing, and possess the dedication to grow and improve through hard work. It is not our expectation or requirement that each student will go on to pursue music after high school, but we will grow in music as if they were. Finally, the department takes the Conservatory's commitment to equality and inclusion for all very seriously. There is a zero tolerance policy for discriminatory or bullish behavior.

CLASS PLACEMENT While we support and encourage students to continue their studies with private lessons or other outside training, it is not a requirement for participation in our department. Please note that a student's Academic scheduling needs/restrictions may play a role in a student's given course schedule. Anytime students find themselves in redundant coursework, *and if an opportunity is possible*, the department will do all it can to create a challenging environment for all students, either through curriculum development or course change.

DEPARTMENT DRESS CODE Please refer to the Student and Parent Handbook, page 29, for dress code policy. Within that we also encourage you to choose clothing that allows you to perform needed scheduled movement and performance moments.

FACILITY USE POLICIES

Wenger Rooms

- Modules are only to be used by current SPCPA Instrumental ,Vocal and MT students.
- Lights and fans will remain on at all times during the school day.
- Students will close & clean up, and be out 10 minutes before the end of class.
- No food or beverages are allowed in the modules, with the exception of a water bottle.
- Students may not allow any SPCPA student, other than those who have been authorized, to enter the module while they are using it.
- Modules are to be used solely for practice.
- Students admitted to any module will be under the sole discretion of the instructor.
- Any *damage to a module while in use by a student will be the direct responsibility of that student. The Vocal Arts Department has zero tolerance for violating any of these rules.

*(Damage includes breakage, removing any part of the module, graffiti, and other behavior that compromises the integrity of the module.)

Classrooms and other spaces-

- Students will use SPCPA's Vocal Arts Department equipment only under the guidance, direction, and supervision of an SPCPA faculty member.
- The modules and all other Lowry classrooms will not be available for student use before the school day begins, during lunch periods, or after school. (At the discretion of the music faculty, rehearsals may be called during these times.)
- Pianos are only to be used by permission under supervision of a faculty member.
- Students who use a personal instrument (e.g. guitar) may make arrangements with the Department Chair to secure it safely in the Department Office.

GRADING

Daily Five-The Daily Five accounts for 70% of the Vocal Arts Department grading. Every day, each student has the opportunity to one point for each category:

- **Attendance:** Student is present, mentally and physically
- **Punctuality:** Student is on time, and ready to work when class begins
- **Preparedness:** Student is dressed appropriately for class, has

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all required materials, and has completed all due assignments

- **Participation/Engagement:** Student demonstrates effort and attentiveness, participates fully in all aspects of class, and takes responsibility for their learning
- **Collaboration:** Student works generously and cooperatively with others, and is accountable to their classmates

Written and Performance Work- This content makes up 30% of Vocal Arts Grades. This section of grades is meant to provide an accurate representation of the student's skill level demonstrated in a performance, project, worksheets, test or quiz.

Grading Scale

A 93-100% = 4.00; A- 90-92.9% = 3.66

B+ 87-89.9% = 3.33; B 83-86.9% = 3.00; B- 80-82.9% = 2.66

C+ 77-79.9% = 2.33; C 73-76.9% = 2.00; C- 70-72.9% = 1.66

D+ 67-69.9% = 1.33; D 63-66.9% = 1.00; D- 60-62.9% = 0.66

F Below 60%

Make Up Assignments- The bulk of a student's grade consists of their participation and effort made in each of their classes every day. However, students are eligible to complete a make-up assignment for excused absences from their music classes. This project may be agreed upon between student and teacher. This project will count towards a total of 4 excused absences, so the real application of thought put into these projects is expected. Students can find make-up assignment instructions on the following:

sites.google.com/spcpa.org/spcpava

All make up assignments for missed work are due **no later than 2 weeks** from the date of the excused absence in order to receive credit. Additionally, students may make up Daily 5 points the following ways:

- 1) submitting an article review assignment
- 2) reviewing a performance
- 3) writing about a performance in which they participated

The subject of the makeup assignment must be pre-approved by the instructor. Assignments cannot be replicated to cover more than one class. ***Daily points that are lost due to unexcused and/or unknown absences are not eligible to be made up.**

Attendance: Policy and Procedure- The Vocal Arts Department follows all SPCPA school policies regarding attendance and tardiness. Please refer to the School Student & Parent handbook, page 7, for information on attendance policy.

GENERAL INFORMATION

COMMUNICATION- is key to facilitating a positive learning experience. We will do our best to communicate important information to students and families.

- For Students: Please talk with your teacher and let us know what is going on if you are having difficulties. It is important that you inform us with any struggles, educational or personal. You advocating for yourself allows us to be advocates for **you**, so that together we can help you find success. If you need to get in contact with a parent/guardian during the school day, please make arrangements with your teacher to go to the Lowry Main Office.
- For Parents/Guardians: Hello Parents/guardians! in need of getting in contact with their student should make arrangements through the SPCPA school directory service. We have staff and

16 W 5th Street Saint Paul, MN 55102 Phone 651-290-2225 • Fax 651-290-9000

info@spcpa.org • www.spcpa.org

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protocol to quickly get in contact with us. Please avoid texting and calling your student on their mobile devices during class time. To foster a focused learning environment, students are expected to have phones away unless directed otherwise, and answering/texting during class will result in a loss of all Daily 5 points for students.

REQUIRED MATERIALS

Students are expected to have a notebook, a 3-ring binder, a pencil with an eraser, and some sort of headphones. Wireless are acceptable but it might be a good idea to invest in an input cable. Students should have, at the least, these materials with them for **every** Vocal Arts course.

PRACTICE AND STUDY

Students are expected to make regular progress in acquiring vocal technique, musical skills, and performance skills. Progress is only possible through consistent practice and study outside of the classroom. Please don't hesitate asking your VA Faculty about practice or private lesson suggestions.

WHO DO I SPEAK WITH?

Teacher: Your grades, assignments, and tests.

Department Chair: Juries, J-Term, Policy and Procedure, Curriculum questions, Class placement

Administrative Staff: Signing in and out, Early Release needs, Tardy Passes, Testing needs

If your concern/question does not fall into any of the categories listed above, please contact your department chair and that person can help direct your question to the appropriate person/parties.

ELECTRONIC DEVICES- Cell phone or tablet use (texting, making a phone call, snapchat, etc...) during class without permission **will result in the loss of all of a student's Daily 5 points for that class period.** Faculty/Staff reserve the right to confiscate any electronic device at their discretion. (Confiscated electronic devices will be returned to the student at the end of the class period.) Students needing to contact their parents/guardians should ask permission from their instructor. **Parents or guardians** are respectfully asked to contact their student through procedures found in the Communication & Families section of the Parent & Student handbook starting on page 13.

FIELD TRIPS- All SPCPA students are excused one time per semester from academic classes to attend an arts-based field trip. Any missed academic work will still be due. **Students need to submit a signed permission slip and costs (if applicable) to Nancy Galatowitsch by the given deadline.** Students on Educational Benefits will be exempt from the cost of the trip though a signed permission slip will still be required. *All students are greatly encouraged to attend these field trips.*

ARTISTIC CONTENT

PLAGIARISM, VIDEO AND AUDIO RECORDING Videotaping, recording or taking photographs in class is strictly prohibited. Materials, work product, compositions, and performances are considered intellectual and creative property and will be treated as such. Any content capture of your teacher or classmates is not allowed unless you have their explicit consent/permission or it is covered under formal accommodations as part of an instructional plan such as an IEP. Please refer to the Student and Parent Handbook, beginning on page 17, for any Academics related questions.

PERFORMANCE CONTENT While we encourage free expression of ideas and emotions, and there are instances where performance sometimes requires content offensive to some, we always encourage a consideration of space and viewing audience when choosing performance material.

J-TERM For 13 days in June academics go on hiatus and students are immersed in rehearsals for an

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arts performance project. These rehearsals culminate in public performances. J-Term replicates the professional experience and engages students in the artistic energy of various professional rehearsal and performance venues. J-Term is a part of SPCPA training. It is required as part of the school year and earns a full credit for successful participation. Grades are Pass/No Credit. There are no academic classes during J-Term.

JURIES SPCPA Vocal Arts students participate in Juries in the Spring. Juries give students the opportunity to demonstrate the application of the skills they have learned in class. Juries are presented in front of the Vocal Arts faculty. Students will be evaluated in a variety of categories that align with departmental rubrics.

CLASS CONDUCT- Students are expected to take responsibility for their own behavior and contribute to a productive learning environment. Please refer to page 25 of the School Student & Parent handbook for information regarding behavior expectations.

ACADEMIC DISHONESTY- Students are expected to maintain the highest standards of academic conduct. Please refer to page 17 of the School Student & Parent handbook for information regarding integrity and disciplinary action.

DISCIPLINARY ACTION- If the student chooses to ignore the policies and procedures outlined in this handbook, the following consequences may occur (not limited to just one action):

- Verbal/Nonverbal reminder from instructor
- Loss of Daily Points/Negative consequence for grade
- Contact with home
- Student meetings with Teachers and/or Director(s) and/or Deans
- Write up and referral to administration

VOCAL ARTS HANDBOOK ACKNOWLEDGMENT

The student is expected to share this handbook with their parent(s)/guardian(s). By signing below, student and parent(s)/guardian(s) are acknowledging that they have read and understand the described departmental policies, procedures, expectations and responsibilities.

Any violation of the policies and guidelines contained herein may result in immediate disciplinary action laid out in this handbook or found described in SPCPA's Student and Parent Handbook.

Please use ink, not pencil, to complete this form. Thank you.

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Printed Student Name

Student Signature Date

Parent/Guardian Signature Date