

West Des Moines Community School District



2025-26

**VALLEY HIGH SCHOOL
VALLEY SOUTHWOODS**

**VOCAL MUSIC PROGRAM
GUIDEBOOK AND CALENDAR**

Haley Gibbons, Director of Vocal Music – Valley HS

Heather Nail, Director of Vocal Music – Valley HS

Chloe McCartney, Director of Vocal Music – Valley Southwoods Freshman HS

Anna Lee, Accompanist – VHS & VSW

Valley High School
Valley Southwoods Freshman High School
Vocal Music Guide

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Valley High School
3650 Woodland Avenue
West Des Moines, IA 50266

Valley Southwoods Freshman High School
625 South 35th St.
West Des Moines, Iowa 50265

Additional and most recent information can be found at www.valleyvocalmusic.org

Valley High School & Valley Southwoods Freshman High School Vocal Music Guidebook

Welcome Singers,

We are thrilled that you have chosen to become a member of the Valley High School or Valley Southwoods Freshman High School choral program! Your membership in the program indicates your interest in music, as well as your willingness to develop and use your talents in service to Valley and Valley Southwoods High Schools, and our surrounding community. The choral program offers you the opportunity to learn a wide variety of music, to perform under many different circumstances, and to make life-long friends with other musicians.

As a program, we strive to not only achieve musical excellence in a variety of domains, we also endeavor to create positive, lasting experiences for our students. We hope you will carry these experiences with you for life and that your time in the choral program will influence you to enjoy music well beyond high school. The guidelines stated in this handbook outline our expectations for choir members, as well as the activities planned for the upcoming year. Knowing these expectations will help you to be as successful as possible in the Valley choral programs.

Please read the information that follows carefully and share it with your parents/guardians. Remember, they are your biggest fans and supporters! If you have questions during the school year, please contact any vocal music director at the email addresses below. We will be more than happy to assist you with your concerns. We truly value your feedback to strengthen our program for you, the students.

We look forward to working with you in a collaborative effort to produce outstanding musical performances and to experience the unique joys that making music brings.

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[Link to 2025-26 Valley Vocal Music Calendar](#)

Links to activity Calendars:

AMPLIFICATION

CHORALATION

IGNITION

[JAZZ CHOIRS](#)

COURSE OFFERINGS

CURRICULAR CHOIRS

All meet during the school day for credit/grades.

Concert Choir (5th Hour) is a core choir designed for the grade 10-12 student who is interested in singing. Class will include study of intermediate vocal techniques and exercises, review of basic theory and terminology, intermediate sight-singing, study of the human voice, vocal health, and history of choral music through performances of various styles of vocal literature. Each semester the Concert Choir will study and rehearse music to be performed at specific concerts and contests. The course includes several evening concerts (please see calendar) each semester and additional non-scheduled calendar events that may arise. Students enrolled in Concert Choir may participate in Solo and Small Ensemble Contest, are required to participate in State Large Group Contest, and may audition for jazz and show choir ensembles. Group voice lessons are required of all singers in this ensemble and will be scheduled on a rotational basis with the director for assessment purposes.

A Cappella Choir (3rd Hour) is a core choir consisting of an auditioned group of students in grades 10-12 who would like a large ensemble experience. Class will include study of advanced vocal techniques and exercises, review of basic music theory and terminology, advanced sight-singing, study of the human voice, vocal health, and the history of choral music through performances of various styles of vocal literature. Each semester A Cappella Choir will study and rehearse music to be performed at specified concert and contest times. The course includes several evening concerts (please see calendar) each semester and additional nonscheduled calendar events that may arise. Students enrolled in the choir will be required to participate in Solo and Small Ensemble Contest or an alternate assignment, State Large Group Contest or equivalent, and may audition for jazz and show choir ensembles. Voice lessons

and sectionals are required of all singers in this ensemble and will be scheduled on a rotational basis with the Director for assessment purposes.

Valley Singers (6th Hour) is a core choir and is the select mixed chamber choir at Valley High School. Membership is open to 10th-12th grade advanced singers who successfully complete a rigorous audition process in the spring. Members are highly encouraged to enroll in one of the core choirs to participate. Class will include study of advanced vocal techniques and exercises, advanced music theory and terminology, advanced sight-singing, study of the human voice, vocal health, and the history of choral music through performance of various styles of vocal literature. Each semester the Valley Singers will study and rehearse music to be performed at specified concert and contest times. The course includes several evening concerts (please see calendar) each semester and occasional other concerts in addition to Solo and small Ensemble Contest and All State Auditions. All singers are encouraged to study voice with a private instructor.

Select Treble Clef (8th Hour) is a core choir consisting of an auditioned group of students in grades 10-12 who have a treble voice. Class will include study of vocal techniques and exercises, theory and terminology, sight-singing, study of the human voice, vocal health, and history of choral music through performances of various styles of vocal literature. Each semester the Select Treble Clef will study and rehearse music to be performed at specific concerts and contests. The course includes several evening concerts (please see calendar) each semester and additional nonscheduled calendar events that may arise, including events that may require travel. Students enrolled in STC may participate in Solo and Small Ensemble Contest, State Large Group Contest, and they may audition for jazz and show choir ensembles. Voice lessons are required of all singers in this ensemble and will be scheduled on a rotational basis with the director for assessment purposes.

Bass Clef (2nd Hour) & Treble Clef (1st Hour) are core choirs designed for any voice interested in singing in an ensemble at the 9th grade level. Class will include study of beginning vocal techniques and exercises, beginning theory and terminology, sight-singing, study of the human voice, vocal health, and history of choral music through performances of various styles of vocal literature. Each semester both choirs will study and rehearse music to be performed at specific concerts. The course includes several evening concerts (see calendar) each semester and additional non-scheduled calendar events that may arise. Students enrolled in these choirs are required to attend group lessons and may audition for state solo and small ensemble contests and jazz and show choir ensembles.

Valley Southwoods Singers (5th Hour) is an elective course designed to challenge the 9th grade student interested in singing in a select mixed ensemble. Each semester VSW Singers will study and rehearse music to be performed at specific concerts. The course includes several evening concerts (see calendar) each semester and additional non-scheduled calendar events that may arise. Students enrolled in this choir are required to be enrolled in Bass or Treble Clef, participate in OPUS Honor Choir auditions and attend state solo and small ensemble contest.

CO-CURRICULAR ENSEMBLES

All co-curricular ensembles meet outside of the school day and must be enrolled in a core curricular choir to be eligible to participate, per school district and IHSMA rules.

Choralation Show Choir (Varsity) and Ignition Show Choir (Junior Varsity) are select mixed competitive show choirs for students in grades 9-12 who have completed a successful audition. These ensembles meet 1-2 times each week, after school or in the evenings, as scheduled by the director. They are designed to challenge students to sing while performing with choreography. Both Varsity and Junior Varsity Show Choir members will be assessed for a recommended contribution (\$420 Ignition, \$500 Choralation), which includes costumes, professional choreography, transportation, and personal items. Members will be required to attend camps outside the school day to learn the components of show production. Trips and personal attire will be an additional individual expense. Scholarships are available through Valley Voices. Students will **not** be denied access to any vocal music ensemble due to financial difficulties.

Vocalese, Vocal Point, Vox, Vocal Vision and Syncopation Jazz Choirs are select ensembles for 9-12 grade singers who successfully complete an audition process. Ensembles meet 1-2 times per week. Members will be assessed for a recommended contribution (\$250) which covers festivals, equipment, and expenses related to performances. Attire will be purchased by each singer with the advice of the director. Scholarships are available through Valley Voices. Students will **not** be denied access to any vocal music ensemble due to financial difficulties.

EDUCATIONAL NON-DISCRIMINATION STATEMENT

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation,

gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices.

SELECTION OF CHORAL LITERATURE

Students participating in courses offered by the Vocal Music Department at Valley High School and Valley Southwoods Freshman High School will study and perform a wide variety of choral literature. Based on the following criteria, the directors determine the selection of literature:

- A. The literature should be of appropriate musical material to aid the physical development and function of the vocal mechanism.
- B. The literature will include representation from the historical periods of Renaissance, Baroque, Classical, Romantic, and Twentieth Century, including multicultural representation.
- C. The literature will be written by composers of historical significance or those presenting valid alternative programming opportunities.
- D. The literature will represent a wide variety of text sources and types.

WEST DES MOINES VOCAL MUSIC OUTCOMES

Students will rehearse, evaluate, refine, present, and analyze individual and ensemble skills which include the following:

- 1. Intonation
- 2. Rhythm
- 3. Musical expression
- 4. Technique
- 5. Tone Quality

Students will respond to, analyze and evaluate skills which will include the following:

- 1. Ensemble Intonation and Section Blend
- 2. Role identification and ensemble prioritization
- 3. Form and Historical/Stylistic Context

IOWA CHORAL DIRECTORS ASSOCIATION
POLICY STATEMENT

It is the position of the Iowa Choral Directors Association that the inclusion of significant sacred and secular music is imperative to facilitate a total music experience for Iowa's youth. From a global perspective, choral music offers a wealth of literature that reflects and supports diverse cultures, traditions and people, as well as compositional styles of all eras. To achieve any educational objective, the quality of repertoire is of paramount importance.

While public school teaching objectives and criteria for repertoire selection should not support religious indoctrination, the selection of quality music will invariably include music with a sacred text within its broad scope. Music without sacred text, architecture minus cathedral, or painting without scriptural themes is incomplete, even from a secular point of view. Therefore, to exclude sacred music from the public school curriculum would hamper student, as well as teacher, opportunities in gaining artistic understanding and aesthetic expression.

“Sacred” refers to all manner of religious belief and not only to the Judeo-Christian teachings. The term “study” includes not only classroom instruction but public performances as well. Prior to the 17th century, almost all significant choral music was associated with a sacred text. “Secular” refers to non-religious considerations. Since choral music with a sacred text comprises such a substantial portion of the artistic repertoire from the choral medium and the history of music, it should retain an important place in the music education of Iowa's youth.

PERFORMANCE POLICY & DISCIPLINE EXPECTATIONS

Participation in public performance is mandatory. Any absence must be excused by the director at least two days prior to the performance date. **All absences will require reassessment.**

In the event a conflict should arise between activities within the high school, an arrangement agreeable to all parties will be worked out in consultation with the student, activity sponsors involved, the principal and the parent/guardian. The principal, following consultation with the director, will make decisions concerning absenteeism beyond this point.

Students absent from a performance will be required to reassess for full credit as assigned by the director. **Students will be allowed one week to consult with the director about reassessment.** Loss of credit may result if make-up work is not completed.

DISCIPLINE EXPECTATIONS AND CONSEQUENCES

Each student/parent/guardian is furnished a copy of the Discipline Policy of the West Des Moines Community School District. This document clearly defines breaches of discipline and outlines administrative rules and procedures for handling student discipline. All students and parents should be aware of the contents of this policy.

The Discipline Policy applies to students while on school premises, while on school-owned and operated school buses or on chartered buses, while engaged in school-sponsored activities, and while away from school grounds.

It is expected that Valley/Valley Southwoods students who participate in vocal music activities will represent themselves and the West Des Moines Community Schools in an appropriate and responsible manner.

Upon any breach of discipline by a vocal music student, a conference will be held with the student, vocal music director, parents, and principal. Sanctions will be determined at that time and may include out-of-school or in-school suspension.

ACADEMIC EVALUATION

Choral activities seek to provide Valley/ValleySouthwoods students with an appreciation of various types of music, attitudes about music as it relates to their lives, an understanding of basic musical concepts, discriminations regarding compositions and performances, and performance and listening skills. Student grades will be determined using the following formulas.

Grading Scale

Students will be given grades based upon mastery and development of the core music standards. A scale of 1-4 will be assessed on all work with detailed rubric explanation for area criterion. The vocal music department goal is for students to become competent group participants and independent performers and consumers of music. Any student who assesses below a 1.5 will be **required** to reassess to show growth and/or proficiency before being given a passing grade. Student grades will be based on both performance assessment and knowledge/understanding.

4.0 - 100% - A - Meeting (more complex than the standard)

3.5 - 95% - A - Meeting (moving beyond the standard)

3.0 - 90% - A - Meeting (consistently meeting the standard)

2.5 - 80% - B - Developing (partial success with standard)

2.0 - 70% - C - Developing (partial success with the standard with major errors still)

1.5 - 60% - D - Beginning (requires help to show partial success)

1.0 - 50% - F - Beginning (with help limited success)

GRADING CRITERION

Students will be graded by applying rubric criterion detailed in the course syllabi to the following standards, in addition to a final exam that will synthesize the other areas in one small assessment. Each outcome area will be equally weighted in the final grade. The competency areas are in the chart on the following page. Students will receive both individual and ensemble based grades. Rehearsals, lessons, concerts, knowledge-based tasks, and recordings will be used to determine proficiency for standards. All grades may be re-assessed within a two week period of posting.

VALLEY SOUTHWOODS AND VALLEY VOCAL MUSIC GRADING

SECONDARY MUSIC (OUTCOME CATEGORIES LISTED BY THE STANDARDS)

<u>MUSICAL GROWTH PROCESS</u>	<u>PERFORM:</u>	<u>Rehearse, Evaluate, Refine and Present</u> <i>Develops and applies rehearsal strategies to address individual and ensemble challenges in a variety of music.</i>
UPDATED OUTCOMES		<u>Analyze</u> <i>Demonstrates, using music reading skills, how analyzing and understanding elements of music inform response to music.</i>
Perform 1A.	10	Intonation – accuracy, tone control, breath, embouchure, vowel shape, vibrato
Individual Skills Intonation		
Perform 1B.	10	Rhythm – Pulse, subdivision, meter
Individual Skills Rhythm		
Perform 1C.	10	Musical Expression – Phrase shape, line connectivity, conveyance and understanding of text
Individual Skills Musicianship, Expression		appropriate use of dynamics, phrasing, timbre and articulation to bring the music to life.
Perform 2A.	10	Technique – Scales, key, range, articulation, solfege, diction, musicianship, posture and mechanics
Individual Skills Technique		
Perform 2B.	10	Tone Quality – accuracy, tone control, breath, embouchure, vowel shape, vibrato
Individual Skills Tone Quality		
Perform 2C.	10	SEMESTER FINAL
Individual Skills Sem. Exam		
	RESPOND:	<u>Evaluate</u> <i>Explains how analyzing & understanding elements of music informs our response to music.</i>
Respond 3A.	10	Ensemble Intonation and Section Blend
Ensemble Skills Intonation & Section Blend		
Respond 3B.	10	Role Identification; Ensemble Prioritization and Balance
Ensemble Skills: Prioritization, Role Identification, Balance		
Respond 4A.		<u>Analyze</u> <i>Select, analyze and interpret artistic work for presentation.</i>
Ensemble Skills Music Analysis, Form, Historical, Stylistic Context	10	Form Historical and Stylistic Context
Connect 5A.	CONNECTION:	<i>Demonstrates an understanding of how music relates to other disciplines. (EMBEDDED)</i>
Individual 21st Century Skills	10	21st Century Skills

	<u>CREAT</u> <u>E</u>:	<i>Plan and Make</i> - Organize and develop artistic ideas and work.
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DAILY REHEARSAL EXPECTATIONS

The Vocal Music Department is proud of the outstanding accomplishments of the choirs and individual members of the program. The continued success of the ensembles is dependent upon the daily contribution of each member.

We anticipate each individual will approach rehearsal with high expectations and a willingness to work toward the fulfillment and realization of those expectations.

Students will be expected to:

- 1) Demonstrate an awareness of the importance of rehearsal time.**

(Be in seats with folder/music and all necessary materials at the bell. Rehearsals end when the director is finished conducting.)

- 2) BRING A PENCIL AND MUSIC TO ALL REHEARSALS.**

- 3) Focus mentally on the conductor and the literature.**

- 4) Focus physical energy on the correct application of proper singing technique.**

- 5) Demonstrate respect for the rehearsal facilities and equipment. (No playing the piano prior to rehearsals. Keep the room and equipment clean and orderly.)**

- 6) Leave food, beverages other than water, gum, and candy out of the choir room.**

ATTENDANCE POLICY

Because of the laboratory nature of class, daily attendance is important. Students will be allowed to reassess absences from scheduled rehearsals for full credit when deemed necessary by the director. Reassessment procedures will be in accordance with those established in the Valley High School and Valley Southwoods Freshman High School Parent/Student Guidebook. Students will be allowed one week post assessment to schedule a consultation with the director about how to reassess.

TARDINESS

Students are expected to be in assigned seats when the bell rings or at the appointed start time. They will be considered tardy if not in place with the appropriate materials. Disciplinary actions will be taken if habitual tardiness occurs. The following policy will be in place regarding tardies and 21st century skills grade may be impacted:

1 tardy = verbal warning/marked on Infinite Campus

2 tardies = parent notification/marked in Infinite Campus

3 tardies = administrative collaboration with director and student/marked in Infinite Campus

HOMEWORK

Students are expected to know the material covered in class. On occasion, it will be asked that students take music home for additional practice and memorization. Music will be memorized for performances. Assignments may be given to watch choral performances, attend concerts, or listen to recordings outside of class. In addition, students will be given a small number of written assignments which should be completed in a timely and thorough manner.

UNIFORM REQUIREMENTS

Bass Clef & Treble Clef - Valley Southwoods

Men/Unisex Option: Choir Robe

The Vocal Music Department will provide a choir robe and stole. A \$30.00 fee will be requested of each student to help maintain the robe. Students will assume responsibility for repair or replacement due to neglect. For this option, students are required to wear black dress slacks, black dress shoes, black socks, and a black t-shirt underneath the robes. Collared shirts are not allowed as they show under the robes. NO JEWELRY!

Women: Choir Robe

The Vocal Music Department will provide a choir robe and stole. A \$30.00 fee will be requested of each student to help maintain the robe. Students will assume responsibility for repair or replacement due to neglect. For this option, students are required to wear skirts, shorts, or dresses, black opaque tights, and black closed-toe dress shoes underneath their robes. The undergarment must be so that it is not seen below the hemline of the robe, and collared shirts are not allowed as they show under the robes. NO JEWELRY!

Southwoods Singers - Valley Southwoods

Men: Black tuxedo, white tuxedo shirt, black socks, black shoes. Tuxedos will be furnished by the Valley Voices. A \$50.00 fee will be requested of each student. Students will need to supply black shoes and black socks. Students will assume responsibility for repair due to neglect. NO JEWELRY!

Women: Black dress, black shoes. Dresses will be furnished by Valley Voices. A \$50.00 fee will be requested of each student. Students will need to supply black closed-toe shoes and black opaque tights. Students will assume responsibility for repair due to neglect. NO JEWELRY!

Please see director for gender neutral options.

A Cappella Choir & Concert Choir

Men/Unisex Option: Choir Robe

The Vocal Music Department will provide a choir robe and stole. A \$30.00 fee will be requested of each student to help maintain the robe. Students will assume responsibility for repair or replacement due to neglect. For this option, students are required to wear black dress slacks, black dress shoes, black socks, and a black t-shirt underneath the robes. Collared shirts are not allowed as they show under the robes. NO JEWELRY!

Women: Choir Robe

The Vocal Music Department will provide a choir robe and stole. A \$30.00 fee will be requested of each student to help maintain the robe. Students will assume responsibility for repair or replacement due to neglect. For this option, students are required to wear skirts, shorts, or dresses, black opaque tights, and black closed-toe dress shoes underneath their robes. The undergarment must be so that it is not seen below the hemline of the robe, and collared shirts are not allowed as they show under the robes. NO JEWELRY!

Valley Singers

Men: Black tuxedo, white tuxedo shirt, black socks, black shoes. Tuxedos will be furnished by the Valley Voices. Students will need to supply black shoes and black socks. A \$50.00 fee plus the cost of the retreat will be requested of each student. Students will assume responsibility for repair due to neglect. NO JEWELRY.

Women: Black dress, black shoes. Dresses will be furnished by the Valley Voices. Students will need to supply black closed-toe shoes and black opaque tights. A \$50.00 fee plus the cost of the retreat will be requested of each student. Students will assume responsibility for repair due to neglect. NO JEWELRY.

Please see director for gender neutral options.

Select Treble Clef - Valley High School

The Vocal Music Department will provide a choir robe and stole. A \$30.00 fee will be requested of each student to help maintain the robe. Students will assume responsibility for repair or replacement due to neglect. Singers are required to wear skirts, shorts, or dresses, black opaque tights, and black closed-toe dress shoes underneath their robes. The undergarment must be so that it is not seen below the hemline of the robe, and collared shirts are not allowed as they show under the robes. NO JEWELRY!

Please make arrangements for appropriate concert uniform early in the semester. If any assistance is needed, please contact your vocal music instructor immediately.

PRACTICE ROOM PROCEDURES

Students are encouraged to frequently, and appropriately use the practice facilities available in the Vocal Music Department. Practice rooms are to remain locked when not in use. A key must be obtained from the director to open the room, and again to lock the room upon completion of the practice session. **NO FOOD OR DRINK OF ANY KIND IS ALLOWED IN THE PRACTICE FACILITIES.** If food, drink, or trash is found in any practice room, the directors reserve the right to not allow students to use the practice room space. A maximum of five students will be allowed per practice room. Larger ensembles may use the choir room or ensemble room with special permission from the instructor. Students will be expected to treat the facilities and equipment with care.

HONOR CHOIR FESTIVALS

Students will be given the opportunity to participate in choral festivals held at various colleges and universities. Students will be selected on the basis of their classroom performance. Festival participation gives students the opportunity to work with guest conductors in large ensemble situations, an opportunity to sing in master class settings, and to visit various campuses. The student must pay for the cost of attending these festivals. Festival information will be posted in the choral room.

VALLEY VOICES

The Valley Voices Booster Organization exists to support the Vocal Music Department through fundraising and service opportunities. Parents of students enrolled in vocal music ensembles at both Valley Southwoods and Valley High School are encouraged to actively participate by attending monthly meetings. See the calendar at the beginning of the guidebook for specific dates. Valley Voices makes significant contributions to the secondary vocal program and we welcome **all** parents to get involved and support their student(s)!

VOCAL MUSIC AWARDS & LETTERING

The Vocal Music Department proudly acknowledges the outstanding accomplishments of our ensembles and individual members in an annual Awards Ceremony/Senior Recital. Students in each ensemble are eligible to earn a letter award in recognition of their contributions to the program. Letters will be awarded to students who have distinguished themselves through their performance and participation. In order to receive a Vocal Music Letter, a student must earn a minimum number of points as designated by the department during the school year. A letter will be given the first year and a bar for each succeeding year the student qualifies. Points do not accumulate from year to year, and point total requirements are subject to change.

In addition to receiving a letter in Vocal Music, students are eligible for a number of awards based on their participation and achievement in various contests, festivals, competitions, and department-sponsored activities throughout the year. A partial list of additional awards includes:

All-State Participation Certificates/Medals – Presented to students accepted into the All State Chorus.

All-State Jazz Participation Pins – Presented to students accepted into the All-State Jazz Choir.

Officer Awards – Presented to individuals who act as elected representatives of the ensembles for their leadership and assistance.

Iowa Choral Directors Award – Presented to a senior member in the name of the Iowa Chapter of the American Choral Directors Association for outstanding contributions in musicianship, scholarship, character, leadership, service, and vocal ability.



Scholarship Application for Ensemble Participation and Trip Costs

The goal of Valley Voices Booster Club is for every student to be able to participate in co-curricular vocal ensembles and trips. Our scholarship program is designed to help students in need of financial assistance. A limited number and dollar amount of scholarships are available to students who would otherwise not be able to afford these vocal experiences. Please note that while Valley Voices wants to assist all students as much as possible, funding is limited. If further financial assistance is needed, we can help find other funding sources for the student.

Scholarships are subject to the following conditions:

1. Valley Voices will provide fundraising opportunities to help students minimize fee and trip costs. Each student applying for a scholarship must prove their willingness to participate in as many individual fundraising opportunities as possible to earn credit.
2. **Applications** must be filled out completely and submitted to the student's director or booster treasurer.
3. Only directors and the Valley Voices Treasurer will be aware of which students are on scholarship assistance.
4. Scholarships may be revoked or families asked to repay the full amount if the scholarship recipient violates any WDMCS school board policies.

Section to be completed by student or parent

Type of assistance requested (circle one): Recommended Contribution Trip Cost

Dollar amount we are able to pay: _____

Remaining balance to be scholarshipped: _____

Name of student: _____

Vocal ensemble(s): _____

Student or Parent Signature: _____

Date submitted: _____

Please submit completed forms to the student's director or mail to: Valley Voices Treasurer Valley High School 3650
Woodland Ave West Des Moines IA 50266

***** West Des Moines Community Schools*****

Music Department

Out-of-School Performance Practices

Due to their nature as performing groups, music ensembles utilize both classroom and out-of-class time. They are considered co-curricular because the outcomes of class instruction are used in public demonstrations for an audience. The groups most frequently used in such a dual role are band, orchestra, and choral ensembles. The vitality and value of these classes are affected through group preparation for public performances during in-class and out-of-class times. We the directors hold in high regard our students' time, energies, and contributions, and on our part, we are dedicated to most efficiently using time spent in the classroom and outside of it. For students, the nature of our ensembles inherently includes out-of-class time participation. In addition, these public rehearsals and performances are under the West Des Moines Community School District's School Board Policies, regardless of the location of such rehearsals or performances.

We want to ensure that students who enroll in our classes understand that the conditions for satisfactory grades include out-of-class performances. A schedule of performances for the semester is given to students at the beginning of each semester and sent home to parents/guardians for planning purposes. Because of the collaboration fundamental to our ensembles, we rely on the contributions of all members, and we aim to make it as easy as possible for students to attend out-of-class performances. It is important to note that some of the class and co-curricular activities are conducted off campus, and students may be responsible for arranging their own transportation. Notification of any such event will be sent to parent/guardian prior to performances.

If a student must be absent, written agreement of the out-of-class schedule from both parents/ guardians and students is required. Approved absences will be honored when the director is informed before the performance, and arrangements to make up the absence should be discussed with the director. Students are encouraged to make up the work in advance if possible. Again, we'd like to stress that parents are asked to provide a written excuse to the primary director of the ensemble when their student will be absent from a performance. In the event a conflict should arise between activities within the school, an arrangement agreeable to all parties will be worked out in consultation with the student and the activity sponsors involved.

We pledge to inform parents of a student who violates the code of conduct upon report of said violation. Any behavior occurring during rehearsals, trips, or performances that violates the WDMCS School Board Policies will result in immediate removal of that student from the rehearsal, trip, or performance. The student's parent/guardian will be immediately notified, and it will be the parent/guardian's responsibility to retrieve the student and take the student home, or to cover the cost of the student's removal and transportation home. What constitutes a conduct violation and district consequences for such violations can be found in the student handbook.

All performing groups encourage parent/student communication with the respective directors. Parental participation in the junior and senior high schools is appreciated and valued as it enhances the performance program. We the directors pledge to continually inform administration, students, and parents of upcoming events, performances and festivals that take place during the year. The structure and implementation of these out-of-school performance practices and policies in the music disciplines is consistent within each building and throughout the district. Please be sure you get notifications from Finals site/Blackboard, Talking Points, and check emails regularly. The communication and performance expectations are important to your child's development in the music program!

Please sign the following page and return the form to your vocal music director by Friday, September 5th OR fill out the following Google form to indicate your

signature:

[VHS/VSW Vocal Music Guidebook Acknowledgement and Agreement 2025-26](#)

Please sign and return this form to Valley High School and/or Valley Southwoods Vocal Music Department.

We have received and reviewed the information regarding out of school performances, and understand the additional commitment to out-of-school performances and presentations as a requirement of the choir courses. We also understand the policy regarding student conduct code violations and our responsibility to remove and/or transport our student should a conduct violation occur.

Student Name Printed: _____ Student Signature: _____

Parent Signature: _____ Date: _____

**West Des Moines Community School District
Student Out of District Travel Health Information**

Student Name (Last, First, MI) _____ **Grade/ID #** _____

Address _____ **Telephone #** _____ **Birthdate/Age** _____

I hereby give my permission for the above named student to attend this school-sponsored event and acknowledge that all school rules relative to student behavior are in effect throughout the trip.

Date: _____ **Parent/Guardian Signature:** _____

Authorization for Health Care

This form provides information for use in case medical care is necessary or advisable during travel out of district. Information will be kept in strict confidence and will be used only if necessary by authorized adults.

If your student has a special medical problem that occurs after this form is completed and at the time of the trip, please notify the school nurse so arrangements may be made for the student's medical care. **If your student will need medication on this trip, the Authorization to Administer Medication must be completed and signed.**

Parent/Guardian: _____

Address : _____ **Home Phone Number(s)** _____

Cell: _____ **Parent/Guardian Work Phone Number(s):** _____

In an Emergency, when parent/guardian cannot be notified, please contact:

_____ Relationship _____ Phone _____

_____ Relationship _____ Phone _____

Health/Accident Insurance _____ **Policy Number** _____

Personal Physician _____ **Phone** _____

Personal Dentist _____ **Phone** _____

Health Information **Does your student have:**

Allergies (food, medication, environmental) _____ Treatment? _____

Asthma _____ Treatment? _____

Diabetes _____

Seizure Disorder _____

Other Medical Problems (Explain with treatment guide) _____

Does the student require any special health care or diet? ____ (☐) Yes ____ (☐) No

Explain: _____

Does the student take medication on a regular basis? ____ (☐) Yes ____ (☐) No

Explain: _____

Does the student have a chronic health condition? ____ (☐) Yes ____ (☐) No

Explain: _____

Authorization to Administer Medication

*This form must be signed by the parent/guardian to authorize the administration of ANY medication that is being sent for the student who is participating in the trip. Medication must be in an **original pharmacy container** with a pharmacy label listing child's name, medication name, dosage, time.*

Student _____ Birthdate _____

Physician/Dentist _____ Phone _____

Medication will be kept and administered to your student by the teacher/chaperone in charge.

Please give above named student the following medication(s):

Name _____ of _____ medication(s):

Comments: _____

—

I request that the prescribed medication be administered according to written directions on the original container.

_____ **Date** _____ **Parent/Guardian**

Consent for Medical Treatment

Iowa law requires a parent's or legal guardian's written consent before their son or daughter can receive emergency treatment, unless, in the opinion of a physician, the treatment is necessary to prevent death or serious injury. Please use this consent for any location our child may need it. As the parent(s), or legal guardian(s), of the child named on the front of this card, I (we) authorize emergency medical treatment or hospitalization that is necessary in the event of an accident or illness

of my (our) child on this school sponsored trip. I (we) understand that this written consent is given in advance of any specific diagnosis or hospital care. *This written authorization is granted only after reasonable effort has been made to contact me (us).*

Date

Parent's/Guardian's Signature

Revised 11/07