

## Student / Parent Agreement Form

*Mr. Rahming, my child and I have reviewed over the CAST Vocal Arts Handbook. We understand the policies and procedures for this course and will observe and adhere to all.*

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Contact Phone

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

\_\_\_\_\_  
Parent / Guardian Name (Print)

\_\_\_\_\_  
Parental Signature

\_\_\_\_\_  
Date

### Parent/Guardian E-mail Contact Information

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

*(Please Print Legibly)*

Name: \_\_\_\_\_



## Vocal Arts Department Vocal Music & Musical Theatre

### OFFICIAL POLICIES AND PROCEDURES HANDBOOK

**Mr. W. Rahming, Sr. Instructor**

*Continuing To Build Excellence in Character and Vocal Performance*

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### St. Lucie Public Schools Career & Technical Education Photo Release

I authorize and give exclusive consent to the School Board of St. Lucie County to copyright, publish, and display all photographs and/or video taken in which I and/or my minor children listed below appear. I further agree that the School Board of St. Lucie County may use, or cause to be used, said photographs for publication and display on the internet; any and all exhibitions, public displays; publications, including, but not limited to, newsletters, brochures, and district reports; commercial art; advertising; or business purposes without limitation or reservation or any compensation.

Last Name	First Name	DOB
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Last Name	First Name	DOB
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Last Name	First Name	DOB
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Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Apartment # \_\_\_\_\_ Phone # \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

VOC0042



## Greetings!

### *Creative Arts Academy of St. Lucie*

Welcome to an exciting year of comprehensive vocal arts study. The handbook you now hold in your hands contains important information to help all vocal music and musical theatre students understand and enjoy all the benefits the CAST program has to offer. Students are expected to observe all policies and procedures within this booklet. Therefore, parents and students should read this booklet in its entirety in order to build a working knowledge of the CAST Vocal Arts procedural system. It's going to be a great year. Happy Reading!

## The Curriculum & Student Expectations

The CAST Vocal Arts Department is dedicated to providing various performance experiences that are designed to build a lifelong appreciation and enjoyment of theatre and vocal music. In addition, CAST members will receive a firm theoretical foundation in vocal music and theatrical arts that provides them the necessary skills to continue the study of these subjects in higher levels of education.

## What Shall We Learn?

In accordance to the Florida Sunshine State Standards, choral students will study basic to advanced music components such as pitch perception, rhythm skills, note and chord identification and performance etiquette. Students will demonstrate mastery by incorporating these skills and techniques in vocal performance. Musical Theatre students will study basic theatre arts which will include but not limited to Characterization, staging, and theatre tech (sound, lighting). Students will demonstrate mastery through the production of short One-Acts, Duet scenes, Monologues and Jr. Musicals.

## Our Foundation



Every well-built house has a firm foundation. The CAST Vocal Arts foundation is built upon excellence in character and performance within a *family-like environment*. All students are expected to conduct themselves in integrity dealing in all fairness toward their fellow classmates. Class meetings are designed and focused upon the learning and enjoyment of vocal music and theatre arts.

Students are expected to self-discipline themselves by observing all classroom policies and procedures. Students who fail to govern themselves according to CAST members procedures will be subject to the consequences outlined in the **Behavior** section of this handbook. It is the full expectation that all CAST members will actively learn and demonstrate that learning through a performance of the taught material. CAST members generally perform as an ensemble. The strength of this ensemble depends upon strong individuals within the ensemble. The ensemble can only rise as high as its weakest performing members. Therefore, every CAST member must equally contribute toward the success of the ensemble. In order to maintain a strong ensemble, coarse joking, ridiculing and bullying is not tolerated and offenders will receive consequences according to the SDIRC Student Code of Conduct.

## Student Behavioral Guidelines

*Excellent classroom behavior is necessary in order to build an environment conducive to proper learning. **The following classroom guidelines will help us have an excellent school year:***

- Arrive to class on time.
- Come prepared to learn (paper, pencil, notes, music, scripts).
- Candy and Food items are consumable with instructor permission.
- Cell Phone usage may occasionally be permissible under certain learning conditions outlined by the instructor.
- Use your best focus and participation efforts.
- Always be respectful. Show respect and courtesy to all classmates, instructor and peers.
- Stay safe. Always follow all safety procedures.
- Assigned seating is not optional.
- Raise your hand and wait to be acknowledged before speaking.
- Take responsibility for your success.

## Important Musical Theatre Requirements



Each school year the Creative Arts Academy Musical Theatre Department presents two Music Theatre International Broadway Junior productions. One takes place in the fall and the other in the spring of the school year. *As a part of their semester grade, all enrolled CAST musical theatre students are **required** to audition for each of the two productions. Musical theatre students must perform in one Broadway Junior production and participate as a crew member in two Black Box or Main Stage productions.* Exemptions may be given only at the instructor's discretion.





Each year, The Walt Disney Company hosts the Disney Performing Arts program at each of their theme parks both in the state of California and Florida. Through this program students have the opportunity to become “Disney Cast Members” for a day by presenting a 20 minute performance at one of the theme park locations. Schools are accepted to perform through audition only.

Due to the fact that this performance must be of the highest quality, students who wish to participate must undergo a rigorous audition process. The audition consists of two parts: 1) Dancing and, 2) Voice Quality. In the first audition, students will be given basic choreographic movement to learn, rehearse and then perform in front of a panel of judges. Students must *successfully pass* the dance audition in order to receive a ticket to the Voice Quality audition. Each student admitted to the Voice Quality audition will receive a song selection which they must learn and be prepared to perform at a separate and final audition. All auditions will take place in the month of September. Dates and Times for auditions will be announced during the last week of August. Auditions are open to all CAST Vocal Music members grades 6th - 8th.

Selected members of the Disney Performing Arts choir will have rehearsals and community performances outside of school hours in preparation for the theme park performance. Policies and procedures concerning Disney Performing Arts participation must be agreed upon by student and parental signature prior to a student being allowed to attend rehearsals and preparation performances.

## Consequences

Verbal reprimands and parent contact is given by the instructor to any student who violates a class policy or procedure. Students who consistently violate classroom policies and procedures will receive a “take five” with a written “motivator” assignment to complete. **Lunch or After School Detention** with parent contact may be given upon three infractions. Four or more infractions will result in a referral submitted to the CAST administration.



## CAST Vocal Arts Point System

CAST members receive *Weekly Preparation, Participation, and Written Assignments*. In addition, students will periodically have written and performance based assessments. receive a total of five (5) earned points.

*Rehearsals and ALL Performances* receive a total of ten (10) points based upon student attendance.

*Written Examinations* are given at the conclusion of each semester and are based upon a 100% point scale.

## Performances & Rehearsals

The CAST Vocal Arts Program is co-curricular in nature therefore, Performances and Rehearsals are **Mandatory**. All students must be in attendance at performances and rehearsals *unless exempted by the director*. Please refer to the CAST Vocal Arts Performance Calendar in order to avoid scheduling conflicts.

Parents of students unable to attend a rehearsal or performance because of **Family Emergencies** or **Sickness** must notify Mr. Rahming in advance by phone or email in explaining reason for student absence. More *preferable activities* are not considered emergencies. *Parent notification of a more preferred activity does not constitute an acceptable excuse for absence*. Excused absences will not be given under these circumstances. Students who receive an excused absence must complete an alternative assignment in order to satisfy the missing grade. This assignment is due no later than two (2) days after the date of the performance or rehearsal.

## **Florida Vocal Association (FVA) Solo & Ensemble, Music Performance Assessment and other related festivals**

**Music Performance Assessment** is held each year by the Florida Vocal Association. The CAST Vocal Music Department may participate in this event as an ensemble or choir. A state grade / ranking is received according to an assessed live performance at this event. All vocal music CAST members are required to perform at this event and will receive semester performance grades for their participation. CAST members may be *excluded* from participating in the following instances:

- Student has a documented history of behavioral problems in vocal arts classes and/or on the CAST campus.
- Student has not attended mandatory rehearsals.
- Student has not sufficiently learned all performance selections.
- Student grades in core academic classes are low (less than 2.0 GPA).

Alternative assignments will be given to members unable to attend Music Performance Assessment.

### **CAST Vocal Arts Event Planning Committee**

Parental involvement is the key to our choral success. Our numerous performance activities throughout the school year require adult volunteers. All parents interested in assisting at CAST performance events can be a part of our Choral Event Planning Committee. If you would like to be a part of this group, contact Mr. Rahming *by email* at: **creativecastmembers@gmail.com** or *by phone* at: **(772) 467- 4278**.

All vocal arts department correspondence (except in a few rare cases) will be done electronically through e-mail or by phone messaging service. To ensure that all parents and guardians receive all current CAST vocal arts announcements and information, please write your e-mail address and phone number on the provided form on the back cover of this booklet and return it to Mr. Rahming at your earliest convenience.

## **Vocal Arts Rehearsal Tips:**

- All CAST members must bring **all required** materials to each and every class meeting. These items must be visible to the director while they are actively being used by the student. Points will be deducted from all students who do not bring these items to class.
- All CAST members must be actively participating by singing or acting when instructed to do so during class rehearsals. In case of sickness, student condition must be verified *in advance of the class meeting* by a parent phone call, e-mail, or written note. Should a student become ill during the school day, participation will be excused at the discretion of the director.
- Occasionally there may be scheduled afterschool rehearsals. These rehearsals begin at 3:30 pm and conclude at 4:30 pm.
- *Cell phones must be placed in a secure location away from students during rehearsals. Three (3) points will be deducted from students who break this policy.*

## **Student Photos**

Due to the public performance aspect of Vocal Music and Musical Theatre, there is a distinct possibility that your child may be photographed. Please complete the attached Parent Photo Release form so that your child may enjoy the full educational benefit these courses provide.





## Uniforms and Other Necessary Materials

These are the required materials for Vocal Music CAST members

1. A folder of any type to collect music and/ or scripts, and a #2 mechanical pencil. These items are to be brought to each and every class meeting.
2. All enrolled students must submit a \$20 lab fee. This fee covers uniform rental, MPA entry fees and travel costs. Uniform measurements take place during the month of September each school year. Uniforms are checked out of storage by students on the day of each performance and returned the following school day. Uniform policy is subject to change.
3. (Boys) A dark, solid colored belt. Belts should not have large buckles or any sparkling / shiny attachments across the length of the belt.
4. (Boys) White tee shirt (under shirt), solid black dress socks. *No other colors are acceptable.*
5. (Boys) Solid black or dark colored dress shoes. *Athletic type shoes and sneakers are not acceptable.*
6. (Girls) Solid black flats. Flats should not have shiny or sparkly attachments. *Athletic type shoes and sneakers are not acceptable.*
7. (Girls) A camisole top (under shirt). *No bikini strap type.*

Musical Theatre CAST members will also need:

1. One black tee shirt (no pictures or logos) and black slacks. This uniform is used for crew work and theatre ensemble pieces.

*Should you have difficulty obtaining any of the required materials please contact Mr. Rahming at (772) 467-4278 or by e-mail at [creativecastmembers@gmail.com](mailto:creativecastmembers@gmail.com)*

## The CAST Vocal Arts Department

The following vocal arts courses are offered at CAST: **6th Grade Vocal Music, 7th & 8th Grade Intermediate/Advanced Vocal Music, 6th Grade Musical Theatre** and **7th / 8th Musical Theatre**.

The vocal music repertoire ranges from *Bach to Rock* which is all inclusive of **Art songs, Broadway, Sacred, Jazz** and current **popular styles** of music. Our singing CAST members receive instruction on all styles of choral music literature. Musical Theatre CAST members perform both dramatic and comedic youth plays, one-acts, monologues, duet scenes and small ensemble pieces

CAST members are expected to have all learned material memorized and prepared for performance by the specified timeline given by the instructor.

## Rehearsal Rules

Rule #1: The Director is always right!

Rule #2: When in doubt, refer to rule #1.



## Tips For Success

*Here are a few tips to make your vocal arts experience more enjoyable.*

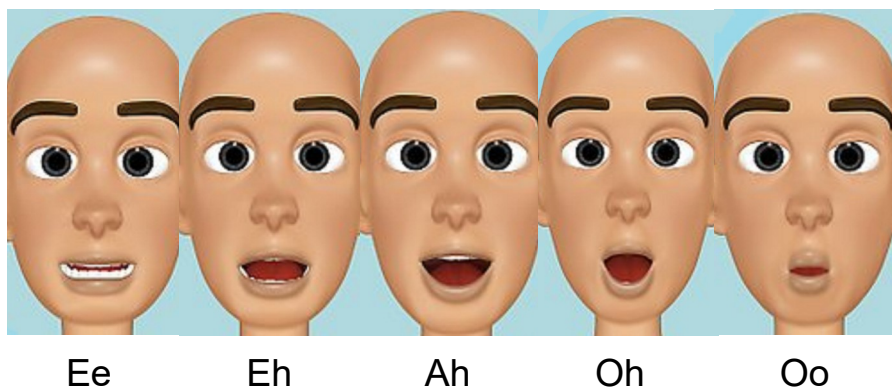
1. If you have personal questions or concerns, voice them to the director in private.
2. Never let peer pressure determine your participation in class.
3. Always give your best effort (even when you don't feel like it).
4. Teamwork is necessary for great results.  
**Together Everyone Achieves More.**
5. A positive attitude produces positive results.
6. Practice makes improvement not perfection.
7. Blend and Balance.

8. Excellence is never an accident. It is the result of hard work and dedication.

9. Music is 80% mental, 20% physical. If you can't perceive it in your mind, you can't achieve it with your voice.

10. Be willing to learn something new. Those who know everything can't be taught anything.

### Correct Vowel Placement For Singers



### Correct Breath Control Procedure

1. Stand erect with your feet shoulder-length apart.
2. Relax the face, neck and shoulders.
3. Drop (relax) the jaw.
4. Breathe in through nose and mouth. Breath out through mouth.
5. Slowly release air through your mouth using the diaphragm.

### Rehearsal Guidelines

1. Students must participate fully in rehearsal activities.
2. All students must have their sheet music / script *in hand* when rehearsing.
3. Students must be supportive and cooperative during rehearsal.
4. The Rehearsal Leader is chosen by the director.
5. The Rehearsal Leader operates the sound equipment. No other CAST member can operate equipment unless authorized by Mr. Rahming..
6. Random playing of the piano should not occur during group rehearsals.
7. All CAST members must participate in *strike* and clean-up after rehearsals and performances.

