



# Music Handbook

## Luther High School

2021 -  
2022

## **MISSION STATEMENT OF LUTHER HIGH SCHOOL**

The mission of Luther High School is to assist parents in preparing their children to lead useful, sanctified, Christian lives of service to the glory of God and to die believing in Christ.

### **Psalm 150**

**<sup>1</sup>Praise the LORD.**

**Praise God in his sanctuary;  
praise him in his mighty heavens.**

**<sup>2</sup>Praise him for his acts of power;  
praise him for his surpassing greatness.**

**<sup>3</sup>Praise him with the sounding of the trumpet,  
praise him with the harp and lyre,**

**<sup>4</sup>praise him with tambourine and dancing,  
praise him with the strings and flute,**

**<sup>5</sup>praise him with the clash of cymbals,  
praise him with the resounding cymbals.**

**<sup>6</sup>Let everything that has breath praise the LORD.**

**Praise the LORD.**

## I. MUSIC DEPARTMENT MISSION AND OBJECTIVES

**Ps. 150: 6 “Let everything that has breath praise the LORD. Praise the LORD.”**

Musical talent is a gift from God which all are to develop and use in His service. Music education from Luther High School to the Association Elementary Schools and at Luther High School is an effective method for the growth and expression of faith and a useful tool for spreading the Gospel. The department is dedicated to the concept that each student receive a full and rewarding musical experience. This includes gaining musical knowledge, refining playing and singing skills, and attaining excellence in the performance of a wide variety of music. In addition, the department strives to develop the spirituality, personality, responsibility, character, and sense of teamwork in each music student.

The Luther High School Music Department has five objectives:

1. Spiritual: To use our God-given musical abilities and talents to their fullest possible extent to the glory of our Father in heaven.
2. Educational: To develop creativity, impart musical knowledge and understanding, refine performance techniques, and develop an appreciation of music through performance.
3. Cultural: To develop an understanding that music and the arts are a reflection of our culture, its impact on us, and a legacy that we will leave for future generations.
4. Social: To assist in the development of the total person by providing healthy opportunities for social interaction and character development.
5. Service: To lend color and atmosphere to certain school and community activities within the framework of an educational experience.

## II. ACHIEVING SUCCESS

**Ps. 150: 2 “Praise him for his acts of power; praise him for his surpassing greatness.”**

There is one factor that will help determine the success of any individual or group. That factor is attitude. In response to God’s unsurpassed love, power, and greatness, all student musicians should bring a proper attitude to their endeavors. It is a little thing that makes a big difference. It is what fosters hard work. Talent will only take a student so far. It takes dedication and determination to say "I WILL" to reach goals that have real meaning. Students should learn to discipline themselves to regular concentrated practice. Again, the proper attitude must be present, with sincerity, focus, and dedication as the basic foundation. A good attitude makes an artistic performance inevitable and is the factor that makes the difference between a musical organization and a group of individuals attempting to make music.

Music is an academic discipline that can be enjoyed by everyone who has the proper attitude and is willing to do his or her best work. Everyone should be striving to meet these goals and thereby create the best musical organization possible.

### III. THE STUDENT'S RESPONSIBILITY TO THE MUSIC PROGRAM

#### **Ps. 150: 1a "Praise the LORD. Praise God in his sanctuary."**

1. Matt. 5:16 "Let your light shine before men, that they may see your good deeds and praise your Father in heaven."
2. Respect yourself, your fellow students, and those in authority.
3. Follow all classroom rules, rehearsal guidelines, and school regulations.
4. Read, play, and sing music with insight and expression.
5. Improve his/her knowledge and understanding of music.
6. Contribute positively to his/her own music education and that of others by making the best use of his/her talents.
7. Cooperate with fellow music department members and share with them the responsibilities and privileges that are part of the music program.
8. Be honest and fair with others.
9. Encourage your fellow musicians.
10. Make a sincere effort to learn and improve daily.
11. Be regular in attendance.

### IV. THE RESPONSIBILITIES OF THE MUSIC DEPARTMENT

#### **Ps. 150: 1b "Praise him in his mighty heavens."**

1. Provide an atmosphere conducive to studying and performing music to the glory of God.
2. Provide the students with proper and adequate facilities and equipment for rehearsal and performance.
3. Provide the students with the materials and instruction necessary to advance their musical education.
4. Plan and prepare each rehearsal and class.
5. Encourage the daily progress of the entire performing organization.
6. Assess and evaluate the progress of each student.

### V. THE MUSIC DEPARTMENT ORGANIZATION

#### **Ps. 150: 2a "Praise him for his acts of power."**

1. Section Leaders: The role of the section leader is very important and carries with it several responsibilities:
  - a. Set a musical example for the section by learning parts quickly.
  - b. Lead sectional rehearsals as needed.
  - c. Set a rehearsal model for the section.
  - d. Encourage section members to continue improving.
  - e. Be active in the smaller groups within each performing organization such as pep band, Sound Foundation, jazz ensemble, handbells, instrumental choirs, etc.
2. The Luther High Music Parents Organization may also serve as an advisory panel for issues affecting the department and its organizations
3. The Individual Music Department Faculty with overall responsibility for their performance organization(s)
4. The Music Department Chairman having responsibility over all the department's activities

## VI. THE MUSIC DEPARTMENT CURRICULUM

### **Ps. 150: 2b “Praise him for his surpassing greatness.”**

God has given everyone the gift of music and commands us to use music as a way of returning praise and honor to Him. Through the courses listed below, the Luther High School Music Department seeks to give the opportunity for each student to develop his/her God-given musical talents to the fullest. For further information on each of these courses, please consult the Luther High School Catalog.

- Music Appreciation (9-12) Paul Adickes- one semester:
- INDIV. VOCAL INSTRUCTION (9-12) Mandy Rupprecht - 1/2 period/week:
  
- Music Theory (9-12) – Paul Adickes- one semester
- CANTATE CHOIR (9-10) Paul Adickes - two semesters:
- CONCERT CHOIR (10-12) Paul Adickes - two semesters:
- DIGITAL MUSIC (9-12) Paul Adickes – one semester
- INDIV. PIANO/ORGAN INSTRUCTION (9-12) Brenda Harle - 1/2 period/week:
- INSTRUMENTAL INSTRUCTION (9-12) Jonathan Witte - 1/2 period/week:
- BAND (9-12) Jonathan Witte - two semesters:
- LUTHERAN ELEMENTARY BAND (5-8) Jonathan Witte
- RELATED EXTRA-CURRICULAR ACTIVITIES

These activities take place in and around the Music Department curriculum.

Information will be distributed during the appropriate curricular activity. **Any questions about these activities can be directed to the appropriate instructor.**

- a) Brass Choir
- b) Color Guard/Working Flags/American Detail
- c) Handbells
- d) Jazz Ensemble
- e) Lutheran Vanguard of Wisconsin
- f) Pep Band
- g) Percussion Ensemble
- h) Sound Foundation
- i) Woodwind Choirs

## VII. REHEARSAL GUIDELINES

1. Be prompt! It is essential for students to develop good habits. This begins with being on time for rehearsals.
2. Upon arriving at class everyone will get their music, instruments, and/or equipment and move to their seat.
3. Prior to the start of rehearsal all students will prepare themselves with a short intelligent warm up. Students using special equipment, such as pianos or percussion will get their equipment ready for the selections to be performed and then warm up also.
4. When the conductor steps on the podium, all students will become quiet and attentive.
5. During the rehearsal, there is to be no unnecessary talking. All students will be concentrating on task at hand.
6. Always rehearse with the correct posture. It makes a difference.
7. Gum chewing is not allowed in rehearsal.

8. All students are expected to have a pencil at rehearsal.
9. At the end of rehearsal all music, equipment, and instruments will be properly cleaned as needed and returned to their proper storage place.

## VIII. INSTRUMENTS AND EQUIPMENT

### 1. Care of School Equipment

Please remember that the school owned instruments, uniforms, robes, and equipment are not our own. They belong to God who has chosen to bless Luther High School with their use through the generous offerings of the Association members. These items are very expensive and must last for many years. Therefore, it is the responsibility of students, parents, and instructors to take care of them in the best possible way.

### 2. Instruments

The school owns many instruments. The instruments are issued by the band director to those who need them. There is a rental fee of \$63.00 per year for school instruments. This fee will help to defray the ever-increasing costs of repair and maintenance. Any maintenance costs incurred during the year resulting from normal wear and tear will not be the responsibility of the student. However, all damages due to neglect, carelessness or abuse on the part of the student will be charged to the student.

Percussion players pay an annual fee of \$45.00 per year for the cost of replacing mallets, sticks, and drum heads, and for minor percussion repairs.

### 3. Uniforms and Robes

Luther High School owns a full set of band uniforms, a full set of color guard uniforms, Concert Band attire, and three full sets of choir robes. Complete details concerning proper wear and the care of the uniforms and robes will be given to the students at the time of issuance. The uniforms and robes represent the students, the performing organizations, Luther High School, our synod, and most importantly, our Lord. Therefore, they need to be treated with great care and respect.

### 4. Recording and Amplification Equipment

A great deal of recording and amplification equipment is owned by Luther High School. Most of that is stored in and around the Choir room. Students are not to use any equipment without the permission of a director.

### 5. Recordings and Videos

Luther High School owns a large number of recordings and some videos describing both instrumental and vocal technique and appreciation. Students are welcomed and encouraged to see a director to check out and use these resources.

### 6. Supplies

Reeds, valve oil and other instrumental supplies are available for sale in the Band office. A price list and times for purchasing supplies is posted. Students should plan ahead for their needs.

## IX. FACILITIES

### 1. Rooms

Rehearsal rooms for the band and choirs are located along the north hall of Luther High School. Most rehearsals, lessons, and practice take place in these areas. When the band rehearses outdoors, it will generally do so on the track, the practice football field, or on the streets in front of school. No food or drink is allowed in any practice or rehearsal rooms unless approved by a director. Any defacing or abuse of the practice or rehearsal rooms will also not be tolerated.

### 2. Storage

All music, instruments, and equipment have an assigned place. Instrumental students will be assigned an instrument cubbyhole. Instrumental and vocal music folder assignments will be made and “folder holder” places assigned. It is the student’s job to make certain that anything used during a rehearsal or an individual practice is properly put away. If instruments, music, or equipment is left somewhere other than its assigned spot, it will be collected and the student may be fined \$1.00.

### 3. Fire Drills

A primary and secondary exit strategy has been posted in each classroom at Luther High. If a fire drill should occur during rehearsal or while you are practicing, please follow your instructor’s commands using the correct exit strategy for your room. The last one out should close the doors.

### 4. Bulletin Boards

The official music bulletin board is located on the wall outside the doors to the choir room. Official schedules, notifications and posters will be displayed there.

Check the bulletin boards in the front of the band room and along the paneled wall of the choir room on a regular basis. Information and announcements concerning band and choir activities, workshops, honors groups, summer camps and clinics, college programs, etc. will be found there.

## X. STUDY HALL PASSES

A student may obtain a pass to come to a music room from study hall. The guidelines are as follows:

1. A student must see a choir room teacher for a choir room pass, and a band room teacher for a band room pass. Passes may be written out whenever it’s convenient for the student and teacher to meet together.
2. When a student comes to the music area, they are to PRACTICE or work on some other designated project. This means the entire hour. The practice room area will be monitored.
3. Generally there is one student per practice room unless students are working together on an ensemble or large group music.

4. The procedure to follow is this: Go to study hall at the beginning of the hour for attendance. After attendance, students with passes will be excused. Students are then to come directly to the music area.
5. There will be no permanent passes issued.
6. The number of students allowed in the music area for practice during a given period will be determined by the amount of available space.

#### XI. PRACTICE

Practice is essential to developing quality musicians. It is also more enjoyable to participate if a student can play and sing well. Individual and small group practice makes that possible. The best way to succeed with your God-given talents is to develop them by practicing on a regular basis. Here are some helpful reminders regarding practice.

1. Practice for progress and results, not just for a specific amount of time.
2. Follow a sensible order for practice: a) warm up exercises such as long tones and scales; b) review previous work, then move into new material; c) practice difficult sections slowly and correctly before going at tempo; d) warm down with slow, long passages at the end of a session
3. Always practice with and for good tone.

#### XII. WORSHIP PARTICIPATION

Based on the principles of Christian Love and Christian Fellowship, and in agreement with the admissions policy adopted by the Luther High School Board of Control, Luther High School musicians participating in a worship service will follow these guidelines. All students involved in a musical organization are allowed to participate in worship services within a large group. Leadership positions in the worship services are reserved for students who are members of the Wisconsin Evangelical Lutheran Synod or a church body in doctrinal fellowship with the WELS. Examples of leadership activities are: singing or playing a solo, giving a reading or a solo oral presentation, or accompanying a musical organization on a keyboard instrument.

#### XIII. TRANSPORTATION

For both choir and band activities, busing is provided for events when necessary. Information about busing to a certain activity will always be provided to the students of that organization well in advance of the event. Student busing will generally be provided when the organization is traveling outside the immediate La Crosse area, or when there are enough students to justify the cost of the bus. The general guidelines listed below will govern music department activities and busing. In addition to these general guidelines, the director will use his best judgment regarding any riding situations, and make a decision that he feels does not put any student(s) in danger.

- In situations where busing is not provided, parents must make arrangements for their child(ren)'s transportation to the activity.

- In situations where busing is provided, parents must provide written or phone notification of their child(ren)'s intent not to ride the bus. This notification must be provided ahead of time.
- If parents wish to take their child(ren) home with them after an activity, the parents and the child(ren) must speak to the director together and receive permission to leave.
- If parents wish their child(ren) to ride home with someone else's parents after an activity, the child(ren) must provide a written note from their parents giving their permission and stating exactly whose parents are permitted to take the child(ren) home.
- Students going to the activity on the bus will not be permitted to ride home with another student, other than a sibling.

*(In the event that transportation is necessary to an event outside the states of Minnesota and Wisconsin, students may be asked to share in the cost of transportation to that event. . If air transportation is used students would be asked to purchase their ticket. When necessary, the Music Department will seek approval for fundraising to defray transportation costs. Events where this may occur include Choral Festival, Band Festival, Handbell Festival, Jazz Festival, and any extended tours taken by a performing ensemble.)*

#### XIV. DISCIPLINE MATTERS

With the Law and Gospel setting the tone, the Music Department, in conjunction with the administration and the Board of Control, will deal with any discipline matters on a case by case basis. The high school's code of conduct will be used in these matters. Any discipline that occurs within the department may be of greater consequence than the school's code of conduct. The administration and director(s) of the organization(s) involved will meet with the student(s) and parent(s) involved at an appropriate time to inform all parties of actions taken.

#### XV. ATTENDANCE

1. Attendance is taken every day. A student must be in the rehearsal room by the second tone or a tardy will be assessed. Students should be seated promptly in their chairs with everything necessary for rehearsal. Attendance at rehearsals during regular school hours is required. Matters involving attendance during these hours are handled through the normal school attendance procedures.
2. The music department's main performance organizations are full curricular classes. In any type of group activity, attendance on the part of its members is vital to the success of the entire ensemble. Therefore, certain attendance rules and guidelines are connected with the performance schedules of the Music Department. Students are expected to be at all scheduled performances of the music organization to which they belong. These performances are the culmination of many hours of rehearsal and preparation. The performances are also the final step of the learning process and of the assessment for the organization. Performances can be thought of as taking the final test for that portion of the year. These performance activities are all clearly marked on the Luther High calendar. An unexcused absence from any one of these events has a great impact on the student's

point total for the quarter and ultimately upon the grade as well. Acceptable excuses for absence from scheduled performances include:

- 1) illness
- 2) funeral
- 3) family wedding
- 4) family confirmations and baptisms
- 5) extended trips or family vacations approved well in advance
- 6) other excuses approved in advance

All excuses are to be in written form, signed by the parent(s), and turned in before the performance if at all possible.

**ABSENCES FROM EVENTS WHEN THE ENTIRE ORGANIZATION PARTICIPATES DUE TO JOB OBLIGATIONS WILL NOT BE EXCUSED.**

3. Attendance at any scheduled full rehearsals outside of the normal school day is expected unless excused ahead of time.
4. Absences not excused in advance or satisfactorily resolved will have a negative impact on a student's grade.

XVI. PARENT ASSISTANCE

At Home:

1. Show interest in the music studies of your child(ren).
2. Arrange a regular time for practice.
3. Find a quiet place where he/she can practice without interruption.
4. Band parents, keep the instrument in good repair with reeds, supplies, etc. in the case.
5. Teach your child(ren) to be on time for rehearsals and performances.
6. Make faithful attendance at all music activities important.
7. Encourage your child(ren) to play for others when the opportunity arises at church and school, in the community, etc.

At School:

1. Keep a record of your child(ren)'s various musical activities.
2. Notify the director if he/she is to be absent from or tardy to a rehearsal or performance and explain why.
3. See that all their music and instruments/equipment comes to school when needed.
4. Help your child(ren) arrange schedules so as not to conflict with music activities outside the school day.
5. Discuss with the director anything that will help him to better understand your child.
6. Attend performances and meetings of the music parents' organization.
7. Help with parent activities.

Parents play an important role in the musical experience of their children. In summary, there are a few suggestions listed below that will help benefit both parent and child in sharing the enjoyment of music:

1. Take an interest in your child's progress.

2. Take an interest in your child's practice habits.
3. Take an interest in your child's assignments and commitments.
4. Take an interest in the program.

*The Music Department staff extends a sincere thank you to both the parents and students of the Luther High School Music Program for your support of and commitment to the courses and programs of the department.*

May God bless each one of you as we praise our Lord together with the varied gifts of music that he has shared with each of us!!

**Ps. 150: 6 "Let everything that has breath praise the LORD. Praise the LORD."**

## APPENDIX 1

### MUSIC LETTER AWARDS

Earlier in this handbook, music grades were described. Those grades are used to assess students' work required of every member in a performance organization. Below is a list of ways in which a student can earn points toward a letter award for outstanding individual dedication and accomplishment in the Music Department. This list is not necessarily all-inclusive. Rather, the Music Department faculty has attempted to list most of the ways which could earn points toward the letter. The Music Department faculty reserves the right to make final decisions as to the awarding of any points. A total of 100 points is needed to achieve a letter award.

- Band or Choir Librarian 7 points/quarter
  - Pep Band 2 points/game
  - Serving as a chapel piano player 10 points/semester
  - Handbells at Luther High 10 points/semester
  - Handbells in your congregation 10 points/semester
  - Church choir in your congregation 10 points/semester
  - Coulee Chorale 10 points
  - 1st Chair in Band 10 points/semester
  - Section leader in Choir 5 points/semester
  - Jazz Ensemble/Combos 10 points/semester
  - Sound Foundation 10 points/semester
  - Honors Band Participation 10 points/festival
  - Attendance at concerts in which you did not perform 5 points/concert
- NOTE: PARENT'S SIGNATURE IS REQUIRED ON A PROGRAM WHICH MUST BE TURNED IN TO THE DIRECTOR.
- Private study 10 points/quarter
  - Solo Performance with Band or Choir 5 points/solo
  - Assistance with Music Department Performances (Setup, takedown, technical assistance, etc.) 5 points/event
  - Membership in outside performance organization(s) 10 points/organization
  - Other areas of service points awarded at director's discretion
- WSMA Solo/Ensemble Festival:
    - Assisting with Elementary Band Program

	SOLOS				SMALL ENS. (6 or less)					LARGE ENS. (over 6)		
	A	B	C		A	B	C		A	B	C	
*)	24	--	--	*)	18	--	--	*)	12	--	--	
1)	20	16	12	1)	16	12	8	1)	10	8	6	
2)	14	10	6	2)	10	6	4	2)	8	4	2	
3)	8	4	2	3)	4	2	1	3)	2	1	--	

## **MUSIC DEPARTMENT SPRING AWARDS CRITERIA**

### **MUSICAL KNIGHT AWARD**

This is the highest award given by the Luther High School Music Department, recognizing individuals who have displayed exceptional dedication and excellence within the entire Music Department.

#### Recipient

1. Awarded to a graduating senior who has displayed exceptional musicianship and dedication within the Music Department.
2. May be awarded to more than one person in a given year.
3. May not be awarded if no suitable candidate is found.
4. Is decided by the Luther High School music staff in conference.

#### Qualifications

1. Candidates must have distinguished themselves by outstanding musicianship and dedication to the vocal and instrumental divisions of the Luther High School Music Department. Participation in the Band and the Choir are highly regarded for consideration as a well-rounded musician.
2. Candidates must have been members in one of the following organizations:
  - Sound Foundation
  - Jazz Ensemble
  - Handbells
  - Piano/Organ
3. Candidates must have displayed outstanding musicianship by receiving a 1st division rating at the State level of the W.S.M.A. Solo and Ensemble Festival.
4. Candidates must have demonstrated faithfulness by continued service and performance in Luther High School's performing organizations throughout their years at Luther High School, especially during the senior year.
5. Candidates must have demonstrated a true Christian spirit, support for Luther High School's objectives, and a desire to be a good ambassador for Christian education.

### **JOHN PHILLIP SOUSA AWARD**

For 48 years thousands of high schools have honored their top band student with the John Phillip Sousa Award. The pinnacle of achievement in a high school band program, the Sousa Award recognizes outstanding dedication and superior musicianship, qualities that all directors seek to instill in students. The award may not be given if no suitable candidate is found.

#### Recipient

1. Awarded to a graduating senior who has distinguished him/herself by exceptional musicianship in the band program.
2. Is decided by the Luther High School music staff in conference.
3. May not be awarded if you suitable candidate is found.

#### Qualifications

1. Candidates must have distinguished themselves by outstanding dedication to the Luther High School Band Program.
2. Candidates must have distinguished themselves by public performance as a soloist or member of a small ensemble.
3. Candidates must have been faithful in attendance at performances and rehearsals.
4. Candidates must have shown an appreciation for the special gift God has given them by willingly using their talent in His service
5. Must have been a participant in the Luther High School Band program for four years.

#### **CHORAL ALL STAR AWARD**

This award is given to four graduating seniors who have distinguished themselves by displaying vocal leadership and excellence within the Luther High School Concert Choir.

#### Recipient

1. Awarded to a graduating senior who has distinguished him/herself by outstanding vocal contributions to the Concert Choir.
2. Is usually awarded to one member in each section, but is not restricted to one in each section, nor must there necessarily be a recipient in each section.
3. Recipients are chosen by the Concert Choir Director and the Music Department Staff.

#### Qualifications

1. Candidates must be seniors.
2. Candidates must have demonstrated leadership in their section.
3. Candidates must have demonstrated outstanding vocal technique.
4. Candidates must have been faithful in attendance at performances and rehearsals.
5. Candidates must have distinguished themselves by public performance as a soloist or member of a small ensemble.
6. Candidates must have shown an appreciation for the special gift God has given them by willingly using their talent in His service.

#### **SYDA BERG AWARD**

This award consists of the recipient's name being inscribed on a school owned plaque, and a scholarship check is awarded to the recipient. The scholarship is distributed at the discretion of the Music Department faculty.

The following criteria are taken into consideration for the scholarship award:

1. Dedication to musical growth while at Luther High School.
2. A desire to continue in music education, especially in the service of the church.
3. Need.

## **HANDBELL LEADERSHIP AWARD**

This award is given to a graduating senior who has distinguished him/herself by displaying leadership and excellence within the Luther High School handbell choirs.

### Recipient

1. Awarded to a graduating senior who has distinguished him/herself by outstanding contributions to the handbell choirs.
2. May not be awarded if no suitable candidate is found.
3. Recipients are chosen by the Music Department Staff.

### Qualifications

1. Candidates must be seniors.
2. Candidates must have demonstrated leadership in their section.
3. Candidates must have demonstrated outstanding technique.
4. Candidates must have been faithful in attendance at performances and rehearsals.
5. Candidates must have shown an appreciation for the special gift God has given them by willingly using their talent in His service.

## **NATIONAL SCHOOL MARCHING AWARD**

This award is given to a senior who has distinguished him/herself as an outstanding leader in the band marching program at Luther High School.

### Recipient

1. Awarded to a graduating senior by distinguishing him/herself by outstanding marching leadership.
2. Is decided by the Luther High School Music Staff in conference.
3. May not be awarded if no suitable candidate is found.

### Qualifications

1. Candidates must be seniors.
2. Candidates must have shown outstanding marching technique and leadership.
3. Candidates have shown an appreciation for the special gift God has given them by willingly using their talent in His service.

## **LOUIS ARMSTRONG JAZZ AWARD**

This award is given to a graduating senior who has distinguished him/herself as a Jazz ensemble leader and performer from within the Concert Band.

### Recipient

1. Awarded to a graduating senior who has displayed dedication and musical growth from within the Jazz Band.
2. Is decided by the Luther High School Music staff.
3. May not be awarded if no suitable candidate is found.

### Qualifications

1. Candidates must have distinguished themselves by outstanding Jazz contributions to the Jazz Band.
2. Performance of a solo by improvisation.
3. Must be a member of the Luther High School Band.
4. Candidates must have shown an appreciation for the special gift God has given them by willingly using their talent in His Service

## APPENDIX 2

### DRUM MAJOR AND COLOR GUARD CAPTAIN SELECTION

The information shown below along with a permission slip will be given to all interested sophomores in the spring of the year. Special exceptions will be made for other class members when vacancy needs warrant it.

#### Drum Major And Color Guard Captain

The Luther High Marching Knights may have two drum majors and two color guard captains. Whenever possible, one position in each area is filled by a senior and the other by a junior. The positions are held for two years unless unforeseen circumstances arise. The band director makes the choices of drum major and color guard captain. He may consult with other music faculty and administration prior to his decision. Whenever possible the selection of the new drum major and color guard captain will be made public at the Music Awards Night.

#### Major Considerations About Drum Major

There are four areas that the band director considers when choosing a drum major. Each candidate for drum major must:

- Be of good Christian character, representing themselves, their school, and their Lord to the best possible degree
- Be able to physically and emotionally carry out the position of leading and conducting the Marching Knights during practices, warm ups and on the parade route
- Be able to make the commitment to band above all other activities for their two years of service
- Be using him/herself in the way that is most beneficial to the band as a whole.

What is meant by the last point is that the director must consider where a student wishing to become drum major will best serve the band as a whole. There are times when a student is infinitely more valuable to the band as a player rather than as a conductor.

#### Major Considerations About Color Guard Captain

There are four areas that the band director considers when choosing a color guard captain. Each candidate for color guard captain must:

- Be of good Christian character, representing themselves, their school, and their Lord to the best possible degree
- Be able to physically and emotionally carry out the position of leading the Marching Knights Color Guard during practices, warm ups and on the parade route
- Be able to make the commitment to color guard above all other activities for the two years of service
- Be able to lead the color guard and work independently with the other members during rehearsals

## APPENDIX 3

### CONCERT CHOIR VOICE PLACEMENT TESTS

The Concert Choir exists to provide a special opportunity for students to praise God in a focused, challenging ensemble.

Membership in Concert choir is determined by means of a voice placement test, given to all who are interested in membership. This audition is also given to any students not currently in the Concert Choir, but wishing to be considered for membership during their senior year. Sophomores and Juniors currently in the Concert choir are not re-auditioned. Auditions are given by the director of the Concert choir.

Auditioning students must meet the following criteria to be considered for membership in Concert choir.

- He/She will demonstrate a Christian Spirit in his/her daily life.
- He/She will be a faithful student working to the best of his/her abilities.
- He/She will demonstrate a strong commitment to music and worship by stating their past and present membership in previous musical organizations including:
  - elementary school choirs
  - area adult church choirs
  - Luther High School musical organizations
  - area civic musical organizations
- He/She will demonstrate skill and potential in the following areas:
  - vocal tone and projection
  - pitch accuracy
  - blending ability
  - part singing ability
  - sight reading ability
- He/She will demonstrate an ability and willingness to work closely with others in a spirit of Christian love and teamwork.
- He/She will be given positive recommendations from faculty members including the Concert Choir Director, Cantate Choir Director, the Music Department Chairman, the Luther High School Principal, area Lutheran Elementary School Principals, and area Lutheran Elementary Choir Directors as deemed necessary by the Concert/Cantate Choir Directors.

After the audition process has been completed, the directors extend invitations to those meeting the above criteria for membership. Final selection rests with the Concert Choir Director.

## APPENDIX 4

### SOUND FOUNDATION AUDITIONS, PROCEDURES, AND CRITERIA FOR SELECTION

The Sound Foundation of Luther High School is the extra-curricular arm of the Music Department's choral division. The Sound Foundation performs a number of different roles, both sacred and secular. They present sacred music during Lenten services. They participate in the Christmas and Easter Concerts. They also represent Luther High School at the National Lutheran Choral Festival. The Sound Foundation also performs a great deal of secular music. They are asked to perform at banquets, meetings, and they produce a two hour Knight Revue show each spring.

Every year after vocal auditions and much prayerful consideration, selections must be made. Below are the procedures for auditions and criteria for selection used for the Sound Foundation.

The successful candidate will meet the following criteria for membership into the Sound Foundation.

- He/She will demonstrate a Christian Spirit in his/her daily life.
- He/She will be a faithful student working to the best of his/her abilities.
- He/She will demonstrate a strong commitment to music and worship by stating their past and present membership in previous musical organizations including:
  - elementary school choirs
  - area adult church choirs
  - Luther High School musical organizations
  - area civic organizations
- He/She will demonstrate outstanding skill or potential in the following areas:
  - vocal tone and projection
  - pitch accuracy
  - blending ability
  - part singing ability
  - sight reading ability
- He/She will indicate in written form their reasons for wanting to be a part of the Sound Foundation.
- He/She will demonstrate an ability and willingness to perform structured choreography.
- He/She will demonstrate an ability and willingness to work closely with others in a spirit of Christian love and teamwork.
- He/She will be given positive recommendations from the Cantate Choir Director, the Music Department Chairman, the Principal, and other faculty members as deemed necessary by the Sound Foundation Director.
- He/She will be a member in good standing of the Concert Choir.

## **SOUND FOUNDATION AUDITION PROCEDURES**

The Sound Foundation is chosen from the members of the Concert Choir. One evening in spring is set aside for the auditions. No Sound Foundation positions are held for more than one year. All candidates (including existing junior SF members) must audition each year. Candidates bring their filled out audition forms to the audition room on the evening of the audition and give them to the director. Music is handed out for the students to learn in a mass rehearsal.

Students are then brought up in groups of four to six, and are each given a microphone. As the entire group sings, one student at a time is brought up in volume, so the director can hear each voice functioning in a larger group. Auditioning students are not aware that their voice is being brought up, so the true nature of their vocal ability and potential is revealed. Various groups of students in various combinations are brought to the front, and each auditioning student has a number of opportunities to sing and be heard.

When the director is satisfied that he has heard all the voices to an adequate degree, all students are brought to the front for a mass run-through of the piece. At that time, the director observes group behavior, including stage presence, interaction with other students, and overall stage comfort level.

The Sound Foundation Director, Concert Choir Director, Cantate Choir Director, and Music Department Chairman are the only faculty present making evaluations. Area vocal professionals may be present to assist with the selection process as well.

All auditions are videotaped.

After prayerful consideration, review of audition tapes, comments, review of the audition essays, faculty comments, and approval by the Principal, the Sound Foundation Director alone makes the final decision regarding membership. The list is published on the Music Bulletin Board

## APPENDIX 5

# THE LUTHER HIGH SCHOOL MUSIC ASSOCIATES CONSTITUTION AND BYLAWS

### THE CONSTITUTION

#### ARTICLE I: NAME

The name of this organization shall be the Luther High School Music Associates. (LHSMA)

#### ARTICLE II: MISSION STATEMENT

The mission of the Luther High School Music Associates, in adherence to the policies of Luther High School, is to assist our music program as it leads our students in Christian lives of service that glorify God through music.

#### ARTICLE III: OBJECTIVES

1. Promote greater interest in the various phases of the Music Department of Luther High School
2. Provide Christian fellowship for the LHSMA members as they serve as role models in lives of service to God
3. Help organize and implement approved projects that give financial support to the Luther High School Music Department
4. Maintain a consistency of programs through Luther High School Music Department staff changes

#### ARTICLE IV: MEMBERSHIP

1. Parents and guardians of students participating in the music programs are members of the organization
2. Any adult who is interested in service to and development of the music programs

#### ARTICLE V: EXECUTIVE COMMITTEE

1. The Executive Committee shall be the governing body of this organization and shall consist of these members:
  - a) President
  - b) Vice President
  - c) Secretary
  - d) Financial Recorder
  - e) Committee Chairs

*Music Department Handbook*

2. All Music Department staff shall be ex officio members

ARTICLE VI: DISSOLUTION

Should future exigencies make the dissolution of this organization necessary or desirable, all assets of this group shall revert to the Music Department of Luther High School.

ARTICLE VII: AMENDMENTS

1. This Constitution may be amended at any two consecutive regular or annual meetings of the LHSMA by a 2/3 majority of those present. Proposed amendments to the Constitution must be mailed to members two weeks in advance.
2. Any changes in the Bylaws can be approved by a simple majority vote of those present at any regularly scheduled meeting. Proposed changes to the Bylaws must be mailed to members two weeks in advance.

**THE BYLAWS**

ARTICLE I: ELECTION OF OFFICERS

1. Each year two officers shall be elected to the Executive Committee. These officers shall be the President and Secretary on even years and the Vice President and Financial Recorder on odd years. This shall be done at the annual meeting by a simple majority vote of the members present. New officers will assume their office at the beginning of the next fiscal year. Each officer may succeed him or her self for one additional term. After completing two terms retiring officers shall not be eligible for reelection for at least one year.
2. The Executive Committee shall serve as a nominating committee, establishing a slate of not less than two candidates where a vacancy will exist. Additional nominations may be made from the floor.

ARTICLE II: DUTIES OF OFFICERS

1. The President shall preside at all meetings of the group, appoint all committees and shall be ex officio member of all committees.
2. The Vice President shall assume all duties of the president in his absence.
3. The Secretary shall keep the records and minutes of all meetings and attend to the correspondence.
4. The Financial Recorder shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds and shall make a report to the organization at the annual meeting.

ARTICLE III: EXECUTIVE COMMITTEE

1. The Executive Committee shall be the policy-making body of the organization, passing on all bills and expenditures, planning programs and meetings, auditing the books of the organization, and filling vacancies that may occur among officers. They shall transact the business of the organization.
2. The fiscal year of the organization shall begin on July 1.

ARTICLE IV: STANDING COMMITTEES

These committees shall consist of volunteers from the organization or as appointed by the Executive Committee. Each committee shall have a chairperson appointed by the Executive Committee.

1. Band Activities Committee
  - a) Band Camp
  - b) Chaperone
  - c) Lutheran Elementary Bands
  - d) Music Library
  - e) Parade
2. Choral Activities Committee
  - a) Chaperone
  - b) Choral School
  - c) Music Library
3. Uniforms/Equipment Committee
  - a) Band Apparel and Equipment
  - b) Cantate Choir Apparel and Equipment
  - c) Concert Choir Apparel and Equipment
  - d) Sound Foundation Apparel and Equipment
4. Department Events Committee
  - a) Fruit Sale
  - b) Spring Spotlight
  - c) Fall Festival
  - d) Knight Revue

ARTICLE V: DUES

There shall be no dues.

ARTICLE VI: MEETINGS

1. The regular meetings of the organization shall be held in September, January, and April at 7:30 P.M. at Luther High School.
2. The annual meeting shall be the regular meeting in April.
3. Special meetings may be called by the President.

ARTICLE VII: QUORUM

The members in attendance at a meeting shall constitute a quorum.

ARTICLE VIII: AUTHORITY

The rules contained in Robert's Rules Of Order, Revised, shall govern this organization in all cases in which they do not conflict with the rules of this group.

## APPENDIX 6

### BACKGROUND CHECK POLICY

Luther High School (LHS) exists for the purpose of bringing Christ into high school education. While Christ is the center for the education at our school, our school does exist in a sinful world. Realizing that misconduct by our faculty, staff, and volunteers can be harmful to the Luther High School Association, both financially and with regards to reputation, the LHS Board of Control (BOC) finds it necessary to implement a system for screening its faculty, staff, and volunteers. These periodic screenings will consist of background checks, and in special cases additional checks may be dictated by area of service to LHS.

The focus of these screenings will be to identify potential problems from past history that may compromise our students and the Luther High School Association *or may constitute immoral conduct as defined under Wis. Stat. 115.31(1)(c) "conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety welfare or education of any pupil."* Immoral conduct also includes intentionally using an educational agency's equipment to download, view, solicit, seek display, or distribute pornographic material.

## APPENDIX 7

**2021-22**

**PARENT/GUARDIAN ACKNOWLEDGEMENT FORM**

Dear Parents / Guardians,

This handbook is designed to give you information about the new structure of the Music Department. It is not just for the students. It is also for you. Please take the time to read it.

During the first days of class, your child(ren) will be going through the parts of the handbook which pertain to them. If you have any questions about what you read, please ask them. If you don't get a satisfactory answer or would like more information, please free to call any of the music faculty.

So that the Music Department staff can have some assurance that these handbooks made it home, **please tear off this acknowledgement form, sign it, and return it to Mr. Adickes or Mr. Witte.** This will indicate that you have received the handbook. Only one (1) form per family is necessary. Forms can be given directly to the instructors, mailed to them, or given to the front office where the school secretary will put them in the appropriate mailbox.

Thank you in advance for your cooperation in this matter.

The Music Department Faculty

PS: Returning this form is worth 10 points toward your child(ren)'s letter for the year.

***I /We have received the Music Department Handbook***

Parent / Guardian Name: \_\_\_\_\_

Child(ren) Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_