



**La Cueva Choir Program Handbook
Syllabus and Grading Policy
2021-2022**

Concert Choir, Treble Choir, Show Choir



Katherine Green, LCHS Choir Director

Katherine.green@aps.edu

(505) 823-2327 ext. 33052 Room A-8

Office Hours: Tues/Thurs 10:30am-noon

Communication:

La Cueva Choir Website: lacuevachoirs.com

Facebook: *La Cueva Choirs 2021-2022*

Instagram: [@lacuevachoirs](https://www.instagram.com/lacuevachoirs)

Twitter: [@lacuevachoirs](https://twitter.com/lacuevachoirs)

Welcome to the La Cueva Choir Program!

Our program showcases three ensembles: Concert Choir, Treble Choir, and Show Choir. All La Cueva Choirs work to develop good musicianship skills, to improve and strengthen choral sound and to demonstrate progress through performances, festivals and contests. A secondary benefit of choir membership is the feeling of support and friendship students and parents experience as a result of belonging to our choir family.

What a great year this will be *singing together again!* Especially as we emerge from the virtual choir experience, students will find that being a part of a choral community has new meaning. Whether you are a returning choir student or new to our program, my goal for students is to develop the singing voice, expand musical knowledge, and to develop musicianship skills both as an individual and as an ensemble.

If you need to contact me, please email me directly to my APS email or call during my office hours Tuesday and Thursday 10:30am -12:00noon. I will respond as quickly as possible, if not within the next day. Detailed information regarding choir events, necessary forms and La Cueva Choir Booster contact information is available at our website: lacuevachoirs.com and communicated to students and families via student/parentvue and google classroom.

Katherine Green, Choral Director, La Cueva High School

From the Choir Boosters

As the Director, Mrs. Green is exclusively responsible for program decisions such as selection of repertoire, choreographer, soloists, which events the choir will attend, costumes, rosters, student leaders and chaperones.

The La Cueva Choir Boosters is a 501c3 non-profit organization which exists to support the needs of the director and students of the La Cueva Choir Program. The Choir Boosters sponsor fundraising events which benefit individual students and the general choir fund to defray the cost of choir participation. If your student needs financial assistance with the class fee, contact the director. For the La Cueva Choir Booster Constitution, Bylaws and calendar of meetings, please visit lacuevachoirs.com.

Choir is a year-round activity, so communication is key to success.

Your PRIMARY avenue of obtaining information or answers to questions is

lacuevachoirs.com

Throughout the year, updated information, i.e.; announcements, forms, events details, etc. is available on our website or via facebook, instagram or twitter.

ROBED CHOIRS - Treble Choir and Concert Choir

Treble Choir and Concert Choir study traditional choral music and, most often, perform in choir polos or robes. Singers in these choirs focus on building fundamental choral skills.

- Treble Choir is our auditioned intermediate women's choir.
- Concert Choir is our auditioned advanced mixed choir.

Both Treble and Concert Choir members study and perform higher level choral repertoire. In addition to class time, after-school rehearsals and/or community performances are periodically required and will be added to the Choir Calendar as far in advance as possible. Choir students involved in other activities will work with Mrs. Green to develop a contract to ensure equitable commitment to all activities.

SHOW CHOIR - UNDERGROUND

Underground Show Choir is our intermediate/advanced mixed division show choir. This ensemble performs popular music with choreography while growing their performance ability. Auditions are held in the spring for placement the following year. Concurrent enrollment in a robed choir is recommended but not required for membership in Show Choir. Students earn additional lettering points for being in two choirs.

Curriculum

Music repertoire will be chosen for each ensemble to study and perform, and will align with the NM Core Arts Standards (CREATING, PERFORMING/PRESENTING/PRODUCING, RESPONDING, CONNECTING.) Choir students will use their assigned Google Classroom as their primary means of assignments, forms, quizzes, and communication. We will also continue to use various media software tools to assist in our assignments including, but not limited to Smartmusic and Flipgrid.

Materials and Classroom Supplies

A Music Binder and the school assigned Chrombook are items that must be brought to class every day. A classroom storage slot will be assigned to each student when at school for their binder. The music we study is our “textbook.” If a student cannot find assigned music at collection time, the student may be charged for replacement.

- 1” three-ring binder for papers and assigned music. Black binders are required for Concert Choir.
- Pencil, Paper and 3-5 dividers
- Chromebook/personal computer for online/written assignments.
- Headphones
- Show Choir students will also be expected to have the appropriate athletic attire for practices and choreography sessions.

Concerts

Performances are an important element of our class and are mandatory and represent a major percentage of the grade earned by the singer. Performances will be dependent on safety protocols and may be presented outdoors, pre-recorded or on-stage in person. In-person concerts will be held in the La Cueva PAC. Performance dates are listed on the Choir Calendar and in our multiple online communication platforms.

- Fall Concert - October 18th at 7pm
- Winter Concert - December 10th at 7pm
- Spring Concert - March 10th at 7pm
- End of the Year Concert - May 3rd at 7pm

Additionally we will have a FallFest/Show Choir Spooktacular performance on October 30th and a Show Choir Spring Competition Presentation tentatively scheduled for February 25. See Choir Calendar for a complete list of events.

District Festival and State Contest for Robed Choirs

District - Both robed choirs will perform at the District VII Music Performance Assessment(MPA) in the spring. At MPA, singers are adjudicated on their group performance and sight-reading. Parents are welcome to attend the performance portion. Singers do not have to be grade eligible to participate. This event will host all schools from March 14-16 at Volcano Vista HS. Our ensembles will be scheduled on one of those days.

State - State Choir Contest is a competitive event sanctioned by the New Mexico Activities Association and will be held April 8-9 at V.Sue Cleveland HS in Rio Rancho. Singers are required to be grade eligible to participate. Concert Choir competes in the 5A Concert Choir Division and Treble Choir competes in the Treble Division. Parents are welcome to attend the event.

Concert Attire

Treble and Concert Choirs wear black choir polos that are ordered through our boosters and choir robes owned by the school and borrowed by the student. Each student will be assigned an appropriately sized robe which will be stored in the choir room. An APS Robe Contract must be completed for use of all APS

Uniforms and must be completed before the first concert. If a robe must be replaced due to loss or damage, the student will bear the cost.

In addition to the choir robe, students follow this performance dress code:

- Ladies
 - LC Choir polo
 - Long black pants or black skirt
 - Closed-toe black dress shoes (no tennis shoes or Toms, no white showing)
 - Tasteful hair out of the face and eyes
 - No visible jewelry
- Gentlemen
 - LC Choir polo
 - Black dress pants
 - Calf-length black dress socks
 - Black dress shoes
 - Tasteful hair out of the face and eyes
 - No visible jewelry

District VII Solo & Ensemble Festival - October 16th at Sandia HS

Solo & Ensemble Festival offers singers the opportunity to perform a solo or small ensemble for adjudication and constructive comments. This event is currently scheduled for October 16th and will be held at Sandia HS.

District Honor Choir - TBD

All-State Choir-Virtual Auditions on OpusEvents October 24-29

The New Mexico Music Educators conduct auditions for All-State Mixed Choir and Treble Chorus in October of each year. Singers usually perform the same solo at Solo and Ensemble and All-State Auditions as well as the prepared piece all La Cueva Choirs learn for the fall concert and a sight-reading example similar to those studied in class. Those chosen for these very elite ensembles rehearse and perform at All-State Conference in January of the following year. The top thirty-one singers in the state in each voice part (Sop. I, Sop. II, Alto I, Alto II, Ten. I, Ten. II, Bass I and Bass II) are placed in Mixed Chorus. Those Sopranos, I and II, and Altos I and II, achieving the next highest thirty-six scores are placed in Treble Choir. Any La Cueva singer selected for All-State Choir earns letter points. This year, auditions will be submitted online using the platform OpusEvents sometime between October 24-29. More information will be available on the NMMEA website www.nmmea.com Students in Concert Choir will be required to submit an audition for All-State. Students in Treble Choir are strongly recommended to submit an audition. Students in Show Choir may submit auditions for All-State and do not have to be enrolled in a robed choir to participate. Participation in All-State will merit earning a letter, but is contingent on maintaining all other elements of earning a letter.

Winter/Spring Retreats, Travel, and community performances - Robed Choirs

Singers in our choirs may be required to travel to various locations by bus throughout the year. These events include, but are not are not limited to:

- Community events (requested performance events, middle school performances, caroling, etc.)
- Choir Retreats/Trips
- MPA District Festival
- NMAA State Choir Contest
- Graduation

Every choir member will be asked to complete an APS Permission Slip/Medical Release form for the year (includes all field trips). More information on travel forms will be sent out at a later date. Singers who choose to travel out of the district or state must complete a Trip Commitment Letter and pay or fundraise the additional cost for the trip.

Choir in the time of COVID-19: Classes will adhere to all protocols and may change depending on things throughout the year. ALL dates of performances/camps/retreats/trips etc., are all contingent upon state and district safety orders.

Grade Eligibility

Singers must maintain at least a 2.0 GPA with no more than one F at the end of each six-weeks grading period in order to participate in All-State Auditions, All-State Choir, out-of-town retreats, performances other than La Cueva Choir Concerts, show choir invitationals, competition trips and the NMAA State Choir Contest.

Earning a Letter in Choir

Singers who go above and beyond basic choir membership may earn points required for a La Cueva Choir Letter. Successful participation all year earns only a portion of the points, so additional participation in Solo and Ensemble Festival, All State Auditions, community performances, fundraisers and approved choir service hours are essential to earning a Choir Letter. In addition to earning letter points, singers must maintain an A average in choir for the entire school year, remain grade eligible all year and complete and turn in the Choir Letter Requirements form. Letters and bars are awarded at the end of the year LCHS Choir Banquet. Points and requirements will be outlined in the fall so students can keep track of their points earned.

Show Choir - Required Evening Rehearsals and Choreography Sessions

Choreography sessions with our choreographer or dance technician will occur periodically through the fall and winter in-person! The three choreo weekends that are scheduled are September 3-4, November 5-6, and January 21-22. Please do not schedule family trips or appointments during these days. Occasionally we may meet with our choreographer or arranger via online (zoom, google meet, or tutorials). Show Choir will have one evening rehearsal each per week (day of the week and time for each group TBA.) Since the dates for these sessions are shared so far in advance, show choir members must prioritize attendance. Intensive extra rehearsals may be scheduled close to competition time. These sessions and rehearsals are a part of the class participation grade.

Competition Performance Attire

Show Choir performs in costumes purchased using the costume fee. Students may be responsible for purchasing items not included in the costume fee which include:

Ladies: performance shoes, tights, bodysuit

Gentlemen: performance shoes, socks, compression shorts

Detailed information on exactly what and where to buy will be shared as soon as available.

We respect your right to wear your hair in a manner which expresses your individuality. However, for performance, you may be asked to modify your hairstyle or hair color so that it contributes to the stylistic integrity of our group and our show. Unless it is a part of the costume, no visible jewelry, headbands, hair bows, wristbands, watches, etc. may be worn in performance.

Show Choir Participation Fees

The overall cost to be in Show Choir is \$600, not including travel. These fees will not be raised this year, but may be lowered depending on the cost for music, music arrangements, costumes, show choir band, equipment, choreography needs or how much we fundraise. Detailed information on the costume fee and performer's fee may be found in the **Fees** section below.

Winter/Spring Travel

Performers in Show Choir may be required to travel to various locations by bus or transported by a chaperone. These events include, but are not are not limited to:

- Community events (requested event performances, middle or elementary school, local, caroling, etc)
- Invitationals and in-state competitions (if offered)
- Spring Competition Trips

Every show choir member will be asked to complete an APS Permission Slip/Medical Release form for the year(includes all field trips). More information on travel forms will be sent out at a later date. Show Choir performers who choose to travel out of state must also complete a Trip Commitment Letter for each trip and pay or fundraise the additional cost of approximately \$650 per person. Travel is expected. We are more competitive with our whole group represented at competitions. Blocking may be adjusted for those not traveling, but students not traveling are still required to be at all classes and extra rehearsals in order to earn the full grade for the class. Students must be grade eligible in the previous semester or recover a grade in the six weeks leading up to a trip. Parents will be notified if their student has a grade that is in question.

Fees

Class Fee (all La Cueva Choir singers) -\$100

Class fees pay for the required LC Choir performance polo, music, copyrights, virtual software, clinicians, bus transportation, All-State Auditions, Solo & Ensemble Festival Registration, District Festival and State Contests registration costs, accompanist and music, lettering and end of the year awards.

Concert Choir & Treble Choir Spring Retreat Fee estimated \$200 depending on the location

Show Choir Participation Fees \$600 Total

Performer's Fee \$300

Includes choreography, music arranging and licensing, show sets, show choir band/tracks, and choreography/tutorials.

Costume Fee \$300

Includes costume pieces, make up, jewelry, show t-shirt, invitational t-shirt. Does not include shoes, socks, tights, body suit or compression shorts.

*A Fee Schedule has been set. A late fee of \$25 will be added if payment is not submitted by the date and you have not communicated with the boosters within three days of the payment due date.

Show Choir Trip Fees **TBD - estimated around \$650**

Oceanside Show Choir Competition San Diego, California March 30- April 3

Fundraising

The La Cueva Choir Boosters will provide group and individual fundraising opportunities throughout the year. Funds raised through group fundraising will go into the general choir fund to defray costs over and above collected class fees. Some group fundraising events may be designated as ensemble specific or Trip Fundraising events that will benefit specific areas that need more fundraising.

Group Fundraising Activities may include: Car Washes, Goodwill Drop-off, Sponsor & Program Advertisements, Dessert Night, Concert donations.

Financial Assistance

To be considered for Financial Assistance, a student's parent or guardian must complete the Financial Assistance Application available at lacuevachoirs.com and submit the form to the director with a **25% personal financial contribution and/or fundraising effort in advance of any assistance award**. The director and Administration will keep the application confidential. Financial Assistance cannot be used for your initial choir fee payment. The maximum amount of assistance will be no more than 50% of the choir fees due. For example, a Show Choir member may request up to \$300 of the \$600 Show Choir fee. At this time, financial assistance may not be requested until later in the semester. The first payment must be submitted in order to be considered for future requests.

Student Accounts

The Choir Booster Treasurer will maintain an individual account for each student. You will receive regular email update on the status of your student's account. If the account is in arrears, an email will be sent and the director and school office will be notified. Otherwise, student account information is kept confidential. Fines will be issued through Synergy for accounts 30 days in arrears.

Refunds

Once money is deposited into the LCHS Choirs school account or Booster Account, it will not be refunded unless approved by the Director and the LCHS Administration. This includes fees, trip payments, profits from fundraisers and donations in any form. If a student does not maintain grade eligibility, class fees and trip fees will not be refunded. If a student leaves choir, no refund will be distributed. If the Director terminates a student's membership, no refund will be given.

Mailing Show Choir Payments and Trip Fees

Show Choir fees and Choir Trip fees can be paid through Paypal at lacuevachirs.com or by check directly to “LCHS Choral Boosters”, please make all additional checks for additional fees or trip payments payable to “LCHS Choral Boosters” AND note on your check the FIRST and LAST name of your student, Student ID#, and choir ensemble name. You may also pay remaining fees via PayPal at lacuevachoirs.com. DO NOT send money to school. Mrs. Green is unable to accept payments.

Mail CHECKS to: La Cueva Choirs
P.O. Box 91403
Albuquerque, NM 87199

Grading Policy

Students earn points in four categories:

- **REHEARSALS (attendance/student engagement/participation)**
- **ASSIGNMENTS (Online/Written/Vocal)**
- **ASSESSMENTS**
- **PERFORMANCES**

• **Rehearsal - Attendance/Student Engagement/Participation (40% of the total grade)** Attendance is VERY important. A student is considered tardy if not present, on time, or is not in his or her assigned place with all materials when the director begins rehearsal. Absence from rehearsal prevents a student from contributing and learning. No points are earned if a student is absent for any reason. Excused absences will not count against the grade if the student communicates with the director of absence and completes a credit recovery report within three days of returning to school.

Credit Recovery Report Instructions: for each day absent, you will be asked to document practice, and read and write a report on one of the articles found at one of the following sites below and submit within three days of returning to school. Provide a summary of the article and be sure to print or link the article, and include your name, choir period, date of absence, and date of submission.

http://www.vocalist.org.uk/singing_articles.html

<http://musiced.about.com/od/beginnersguide/a/intro.htm>

Show Choir students have the choice to submit an outline and summary of a show choir performance online- including song choices, theme, costumes, overall sound and dance choreography.

The participation grade is earned through positive active student engagement and participation. Chewing gum, eating, using your phone or electronic devices, doing work for other classes and disrupting rehearsal lowers the daily participation grade. Make an appointment to talk with Mrs. Green if you do not understand why you are receiving a low participation grade.

For show choir members, afterschool/evening rehearsals and choreography sessions are also a part of the attendance and participation grade. If a show choir member is absent (excused or unexcused) for an evening rehearsal or choreography session, that member could potentially not be chosen for a solo or

choreography feature. Only emergency absences from evening rehearsals and choreography sessions such as sudden illness, injury or serious family crisis will be excused. Work and practice for other activities, LCHS sanctioned and otherwise, will not be considered excused unless prior communication has been made with Mrs. Green. Mrs. Green must receive a parent email prior to an evening rehearsal or choreography session absence or the absence will be graded as unexcused. If an evening rehearsal or choreography session absence is excused by Mrs. Green, credit may be recovered by attending an after-school learning session with Mrs. Green and a Choir President.

• **Assignments - Online, written, vocal, music folders (25% of the total grade)** Listening Labs, Music theory, music study, and short essays will occur on the extended period day (A or B schedule) or given as homework. If a student is absent, written work must be submitted within three days of return to school. Each student is expected to provide and maintain a folder with paper which may be stored in the assigned folder cabinet when in-person learning occurs.

• **Assessments (10% of the total grade)** Students will be given singing assessments or dancing assessments (show choirs only) on the music we are studying as well as written/online assessments on the concepts we have covered. The written Final Exam is worth 10% of the student's semester grade.

• **Performances (25% of the total grade)** Choirs will present multiple performances each six-week period. These may be online or on or off campus during or after the school day. Performances are an effective way to assess student learning and the only way to assess the choir's growth as an ensemble. To put performances into perspective, Choir Concerts are like district games in athletics, the Music Performance Assessment District Festival is like a state playoff game and the State Contest is just that; the NMAA State Choir Contest. Only emergency absences from performances such as sudden illness, injury or serious family crisis will be excused. Work and practice for other activities, LCHS sanctioned and otherwise will not be considered unexcused absences from a performance. Mrs. Green must receive a parent email prior to a performance absence or the absence will be graded as unexcused. If a performance absence is excused by Mrs. Green, the student will report within three days of return to school for an after school lesson with Mrs. Green in which the student will individually perform the concert repertoire for credit recovery. Every effort is made to inform students and parents of additions or changes to the calendar as early as possible.

Choir Rules and Consequences

1. Store your phone in the assigned wall pocket and backpack in storage area.
 2. Be on time, ready for class, and in your assigned seat with all of your materials before the bell rings.
 3. No talking when the teacher is working. Sound stops immediately on a rehearsal cut-off.
 4. No food, gum, candy, or drink other than water in a closeable bottle.
 5. Be Respectful to others in the classroom and all materials.
- *Follow all safety instructions at all times. Please wear your mask and remain socially distant.

Consequences

- 1st: Brief conference after class and e-mail to parent
- 2nd: Second email to parent and Administrator
- 3rd: Referral to Administration

Online Google Meet Rules and Expectations(for choreography or clinician sessions)

1. Log in a few minutes before our session begins..
2. Be Prepared - Be sure your computer is charged. Have your camera on.
Prepare your space for singing and/or dancing(show choir). Check your surroundings
3. Presentation - Wear appropriate clothing, sit up straight, be engaged.
4. Participation - Be focused, Be attentive, Be an Active Participant
5. Communicate Responsibly
 - Mute Yourself - mute yourself when the teacher or others are speaking
 - Chat Responsibly in the chat box - Type your question in the chat box.
 - Raise your hand to speak -Speak clearly, look up when speaking, stay on topic, no side conversations.
6. Be Respectful at all times - be kind, be considerate.

Social Media Policy Agreement: Having social media outlets is a form of personal expression, however, we ask that students exercise caution when participating in social media and make appropriate choices when posting pictures, opinions, and messages. It is the responsibility of every student to present themselves appropriately in all social media platforms that they possess, whether it is google classroom, facebook, instagram, twitter or any other media platform or online communication. We trust and expect that they will represent themselves, our school, and our La Cueva Choir Program in a positive manner. (Please refer to the APS Handbook and the LCHS Agenda on the Internet Use Policy.)

Students are expected to abide by the following:

1. Students who choose to post to websites or other forms of online media must ensure that their submission does not reflect poorly upon LCHS or LCHS Choir.
2. Posting material online (pictures, comments or video) portraying sexual activity, alcohol or use of controlled substances is not allowed.
3. Students may not use social media sites to publish disparaging or harassing remarks about fellow or former LCHS Choir Program members, or members of competitive performing arts programs, etc.
4. Any messages posted by students about other student that include slurs based on race, ethnicity, religion, gender or sexual orientation will be considered discrimination and will be handled according to school and district policy.
5. Any statement or act that meets the criteria of “bullying” on social media posts or text messages is in violation of school district policy and will be reported to a school administrator and may result in disciplinary and /or legal action.

Consequences for Inappropriate Internet/Social Media Use

- 1st: Contact parent, parent will be asked to monitor all social media, Administrator notified
- 2nd: Contact parent and Referral to Administration, Administrator discretion (ISS, OSS)
- 3rd: Contact parent, Referral to Administration, removal from events, trips, competitions, and ensemble

Albuquerque Public Schools

Parent/Guardian Permission to Photograph/Record/Reproduce Student Art

Many programs, activities and events taking place in the Albuquerque Public Schools are of interest to the public. Often civic, educational, student and other groups are interested in learning about our students and programs. From time to time, we produce or allow to produce photographs, student artwork, video recorded programs, and films to provide information to the public about our programs. In addition, newspaper coverage, broadcast television and radio programs, and cable television programs sometimes feature our classes and activities. When any such artwork, video tape, audio recording, film or photograph is produced and released, it becomes the property of the party to whom it is released, and it may be replayed or reprinted at a later date.

Parents will be asked to allow us to include your child in such group photographs, films or recordings. Agreeing gives the district, the director, and our choir boosters permission to use the artwork done by your son/daughter in school and district publications and/or promotions, including the Albuquerque Public Schools website, and/or on any advertising and marketing efforts for the Albuquerque Public Schools, La Cueva Choirs Website, Facebook, Instagram, Twitter and any virtual choir project or virtual concert that ensues. We appreciate your help in allowing students to be presented in our choir program to the community.

La Cueva Choir Program Handbook, Syllabus, and Grading Policy Agreement Form

After reviewing this La Cueva Choir Program Handbook, both students and parents are asked to complete an online Agreement Form. This ensures that both students and parents understand and agree to the expectations. Information from the parent form will be shared with our booster board in order to communicate via email.