

La Cueva High School  
Choirs Handbook  
2011-2012

**Welcome to the La Cueva High School Choir Program!** I look forward to working with you to uphold our tradition of musical excellence and build on our history of success in performance and competition. The goal of our program is to achieve professionalism in performance through cooperation, consistent attendance and exemplary effort in rehearsal. Students will spend class and rehearsal time perfecting musicianship, vocal production, showmanship, choreography skills and execution.

Deanna Amend, Choral Director

**The objectives of the LCHS Choirs:**

- To expand and increase your knowledge and use of vocal technique and tone production
- To increase your knowledge of the historical background of choral literature as well as proper stylistic preparation and performance
- To advance your sight singing ability
- To mold your choir into an outstanding performance ensemble
- To help you develop maturity, responsibility, and teamwork skills
- To help you develop lifelong friendships and social skills

These objectives will be achieved through concentration on the New Mexico Arts Content Standards (6NMAC3.2)

- Learn and develop the essential skills and technical demands unique to music
- Use music to express ideas
- Integrate understanding of music by seeking connections and parallels among arts disciplines as well as other content areas
- Demonstrate an understanding of the dynamics of the creative process
- Observe, discuss, analyze and make critical judgments about artistic works
- Show increased awareness of diverse peoples and cultures through music
- Demonstrate knowledge about how technology and invention have historically influenced artists and offered new possibilities for expression
- Contribute to communities by sharing expertise in music and by participating in the activities of cultural institutions

**Students will be expected to participate in the following:**

- Daily work and rehearsals
- Out of school preparation and practice
- Rehearsals as deemed necessary by the director
- Out of school performances
- Group fundraising activities

**LCHS Choir Staff 2011-2012**

**Deanna Amend**  
Director  
[amend@aps.edu](mailto:amend@aps.edu)

**Andrea Felts-Pargas**  
Administrator  
[felts@aps.edu](mailto:felts@aps.edu)

**Anne Chapman:** Choreographer

### **The La Cueva Choirs Parents Association:**

As a parent/guardian of a choir student, you are an automatic member of the La Cueva Choir Parent Association, or LCCPA. The LCCPA assists the Choir Director, Mrs. Amend, in executing and attaining her goals for the year. There are multiple opportunities for involvement in the LCCPA, and we lend our time and our talents to help wherever we are needed.

### **The La Cueva Choirs Parents Association (LCCPA) Board:**

Karen Browning, Co-President/Trip Coordinator

[knkbrowning@comcast.net](mailto:knkbrowning@comcast.net)

Janice Mertens, Co-President

[janicemertens@comcast.net](mailto:janicemertens@comcast.net)

Stephanie Silver, Vice President

[steph@barnhillbolt.com](mailto:steph@barnhillbolt.com) , [ssilver6@me.com](mailto:ssilver6@me.com)

Carter Edwards, Treasurer/Bookkeeper (Administrator of choir accounts)

[carter.edwards@comcast.net](mailto:carter.edwards@comcast.net)

Holly Frost, Treasurer/Handler (Receives choir fee payments)

[candhfrost@msn.com](mailto:candhfrost@msn.com)

Kathy Casaus, Secretary/Communications

[casausfam@att.net](mailto:casausfam@att.net)

Deneen Rutledge, Main Street Representative, Event Coordinator

[denrut@aol.com](mailto:denrut@aol.com)

Jill Saugen, Main Street Representative, Event Coordinator

[jmsaugen@comcast.net](mailto:jmsaugen@comcast.net)

Maggie Dajani, 5<sup>th</sup> Avenue Representative, Event Coordinator

[emameen@aol.com](mailto:emameen@aol.com)

Lynda Miller, 5<sup>th</sup> Avenue Representative

[ltmiller@comcast.net](mailto:ltmiller@comcast.net)

Carla Irwin, Concert Choir Representative

[nmirwin@q.com](mailto:nmirwin@q.com)

Cee Ann Vaughan, Mixed Chorus Representative

[wyolobo@comcast.net](mailto:wyolobo@comcast.net)

Kim, Domina, Group Fundraising Coordinator

[kdomina@msn.com](mailto:kdomina@msn.com)

Gloria Medina, Individual Fundraising Coordinator

[gjmedina@comcast.net](mailto:gjmedina@comcast.net)

### **Communication – La Cueva Choir website: [www.lacuevachoires.com](http://www.lacuevachoires.com)**

Because choir is a year round activity, communication is essential. Your PRIMARY avenue of obtaining information or answers to questions will always be our website. Throughout the year updated information, i.e.; announcements, forms, events details, etc. will be available on our website. The La Cueva High School Choirs website is also accessible from the La Cueva Bears website. In the event that you are unable to obtain the information you are seeking, you should then contact the LCCPA Secretary/Communications officer listed above. Monthly parent meetings are also held the third Monday of each month at 7pm in the LCHS Choir Room.

### **Student Participation/Choir Fees**

Choir members are responsible for fees to support LCHS choir program, extracurricular events, and costume costs not covered by the Albuquerque Public Schools (APS). The LCCPA establishes a budget, apportions per-student fees, and fee schedule to cover these costs. These fees are paid through individual fund raising and payments from the students' families. Participation/Choir Fees cover many expenses including music purchase, clinicians, costumes, band/accompanist expenses, sets, festival fees, etc.

The LCHS Choirs student participation/choir fees for 2011-2012 are:

Concert Choir - \$75.00 due September 2, 2011

Mixed Chorus - \$60.00 due September 2, 2011  
Main Street (Show Choir) - \$650.00 (see below schedule of payments)  
Fifth Avenue (Show Choir) - \$650.00 (see below schedule of payments)

### **Show Choir Payment Schedule**

#### **First installment is DUE May 15, 2011:**

Main Street - \$175.00  
Fifth Avenue - \$175.00

#### **Second installment is DUE July 18, 2011:**

Main Street - \$175.000  
Fifth Avenue - \$175.00

#### **Third installment is DUE September 2, 2011:**

Main Street - \$150.00  
Fifth Avenue - \$150.00

#### **Final installment is DUE October 15, 2011:**

Main Street - \$150.00  
Fifth Avenue - \$150.00

Late fee procedure:

- If the student is two weeks behind the fee schedule the family will be confidentially notified by the LCCPA Treasurer.
- If the student is four weeks behind the fee schedule the LCHS Choir Director will be notified by the LCCPA Treasurer and the LCHS Choir Director will be responsible for addressing the issue.

If the student is not current regarding their fees, the Director reserves the right to exclude the student from participation in certain events.

### **Optional Spring Competition Trip**

This year the Concert Choir and Show Choirs will be going on a FAME Events competition trip in the spring to Orlando, FL. We are planning to travel by air. Participation is optional for this trip. There will not be a grade penalty for non-participation, but our groups will benefit from having as many of our members in attendance as possible. Students who participate will commit to paying \$500.00 out of their Individual Choir Account. These funds can come from individual fund raising, individual sponsorships and/or parent/guardian personal funds. The choirs will hold additional fundraisers throughout the year to offset the additional cost, estimated to be between \$300 and \$500 per student. Any student going on the trip is REQUIRED to participate in all trip fundraising events, no exceptions! A Commitment Letter will be required to be signed by both Parent/Guardians and Students and a non-refundable trip commitment fee will be collected. Both will be due on August 26, 2011. The Commitment Letter will be available on the website soon.

#### **Trip Payment Schedule:**

**Non-refundable** trip commitment fee of \$200.00 AND signed **Commitment Letter** are **DUE August 26, 2011.**

Second trip payment of \$300.00 is **DUE November 4, 2011.**

### **Payments:**

**Please make all checks for fees or trip payable to: La Cueva High School Choirs AND make note on your check the FIRST and LAST name of your student!!! NOTE: Please MAIL all checks, DO NOT send money to school unless directed to do so. Mrs. Amend is unable to accept or receive funds!**

Mail CHECKS to: Holly Frost  
11604 San Victorio Ave. NE  
Albuquerque, NM 87111

## Refunds

Some fees are non-refundable, such as trip deposits owed by LCHS Choirs to trip companies. Once money is deposited into the LCHS Choirs account, it will not be refunded unless approved by the Director and the LCHS Administration. This includes fees, sponsorship funds, profits from fundraisers and donations in any form. Students who are seniors and/or will not be in any of the choirs next year will be allowed to request a refund of money that is in their individual account. If a student leaves any choir before the school year ends, no refunds will be distributed. If the Director terminates a student's membership, no refunds will be distributed.

## Student Accounts

The Parents Association will keep five choir accounts; Main Street, 5<sup>th</sup> Avenue, Concert Choir, Mixed Chorus and the General Fund. Each student will have his or her name in the appropriate choir account and checks turned in to pay for fees will be booked and tracked for each student. The Parents Association will periodically distribute individual account information. Any parent can request account information at any time from the Treasurer-Bookkeeper.

## Financial Assistance

Financial Assistance will be available based on need. Contact Mrs. Amend if you are interested in discussing Financial Assistance.

Please note that **no student will receive 100% Financial Assistance**. To be eligible to receive Financial Assistance, **some personal financial contribution and/or fundraising effort is required**. Financial Assistance **cannot** be used for your initial choir fee payment.

Students who received Financial Assistance, have remained in the choir(s) for the full year, and who have money left in their individual account at the end of the school year will be subject to the following: Any amount that is less than, and up to, the amount of Financial Assistance received will roll back into the General Fund. If a student has an amount remaining that exceeds the amount of Financial Assistance received, the amount of Financial Assistance will roll back into the General Fund and the rest will remain in the individual account for use next year or will be subject to the refund rules above.

## Fundraising

- Individual Fundraising Activities are available to pay for the student's fees.
- Funds raised from Group Fundraising Activities will be put into a General Account used for the benefit of all Choirs (needs over and above the fees raised), and apportioned to those students who participate in the fundraisers.
- There will be Group Fundraising Activities over the course of the year. Students will be required to participate in at least two of the Group Fundraising Activities as part of their class Participation grade. **Student participation in the December Madrigal Dessert Concert/Silent Auction is mandatory.**

Individual Fundraising Activities may include the following:

- Sponsorships \$25 to \$500 (Sponsorship Information is available on the website)
- Entertainment Books
- Brochure Sales

Group Fundraising Activities may include the following:

- Corporate Sponsorships \$1000 - \$5000 (Sponsorship Information is available on the website)
- School Pizza Sales
- Coffee House Trip Fundraiser
- December Dessert/Silent Auction Event
- Sing/Dance Camp for Middle School Students

## **Earning a Letter in Choir**

The Choir Letter recognizes "above and beyond" accomplishments and represents extra dedication and effort beyond classroom requirements. Singers working toward a letter must maintain a 3.0 average in choir for the entire school year, remain grade eligible all year, earn at least 40 letter points (each student keeps a Letter Requirements Form in his or her classroom folder) and completes and turns in the form by Friday, April 20, 2012. Letters and bars are awarded at the end of the year LCHS Choir Banquet.

## **Student Requirements**

La Cueva Choir students are expected to be exceptional ambassadors for LCHS. This will be evident in our conduct, maturity, poise, showmanship and sportsmanship. The expectation of good behavior is extremely high, extending beyond the rehearsal room and beyond the school day. If a choir member behaves in a way deemed detrimental to the success and/or spirit of the group, the Director may remove that member from the organization.

## **Rehearsals**

### **a. Rehearsals During School**

- Rehearsals are mandatory.
- To receive all possible points, student must have all materials in class; music, pencil, shoes, costumes, etc. Mistreating or failing to put away costumes or set pieces will result in point deduction.
- Excused absences will not affect daily participation points if a make-up rehearsal with a section leader, dance captain or the director is completed within three days of the singer's return to school.
- Unexcused absences will receive 0 points per rehearsal.

### **b. Rehearsals After School**

- Rehearsals are mandatory. Work conflicts are not considered excused absences.
- Tardiness or leaving before all equipment is put away will result in grade penalty.
- Excused absences will not affect daily participation points if a make-up rehearsal with a section leader, dance captain or the director is completed within three days of the singer's return to school. Absences are excused at the discretion of the Director.
- Main Street Rehearsals are on Tuesday nights from 6:00 to 8:00 pm.
- Additional night and weekend rehearsals may be scheduled as we get closer to competition.
- Unexcused absences will receive 0 points per rehearsal.

## **Choreography Sessions**

If a performer misses a choreography blocking session, the performer may be blocked out of the number(s) rehearsed. In addition, it is the performer's responsibility to schedule a make-up rehearsal with a dance captain to cover missed material. The Director reserves the right to have the performer "sit-out" at Choreography or blocking session if all choir fees are NOT current.

## **Musical Vocal Parts and Choreography**

Performers must take personal responsibility for knowing notes, choreography and blocking. Section leaders, officers, dance captains and the Director will be glad to schedule help sessions if asked. Performers may be tested at any time on vocal parts and choreography. Inability to properly execute any element may result in the removal of a performer from a number.

## **Block Positions**

Performers must understand that blocking positions are based upon the Director's and Choreographer's interpretation of the best look for each particular number. Staging may change at any time. No performer has the "right" to any particular position regardless of skill or seniority.

## **Solos**

After an audition, solo selections will be assigned by the Director in order to present the best sound for each particular number. Multiple soloists may be selected for the same solo part and soloists may change for each

performance. If a performer is not present for rehearsals, regardless of the reason, the solo may be given to another singer. No performer has the "right" to any particular solo regardless of skill or seniority.

### **Performance**

If a performance is missed and is unexcused, the Director has the right to begin the process of membership termination. The Director is the only one with the authority to grant a credit recovery assignment after a performance absence. A paper and/or assignment will be given to replace the grade.

### **Rehearsal Standards and Etiquette**

Choir offers both a family atmosphere and a great deal of freedom that other classes do not. With that relationship and freedom come more responsibility. Every member is important – without every voice our choir is not all it could be. Leave your differences with each other at the door. Support each other and the other groups (Concert Choir, Fifth Avenue, Main Street and Mixed Chorus.)

Be ready to rehearse. Spit out your gum. Have a pencil ready to make notes in your score. Keep your folder in order. Quickly find your place in the music. Pay attention to your posture. In order to learn you must listen. Raise your hand and ask questions. Pay attention even when the Director is working with another section. Either talk at a whisper level or do not talk at all. Those who “goof off” will soon stop if they have no one to talk with or no audience for their “show.” The best disciplinarian in the choir is not the Director, but the choir member who wants the choir to be the best it can be and who will not put up with those who do not contribute.

### **Student Leadership**

Each group will elect officers and section leaders. The Director and Choreographer will appoint dance captains. Officers, section leaders and dance captains must be exceptional performers who work to earn the respect of those whom they represent. They should lead by example and treat fellow choir members with respect and without bias. The Director may replace an officer, section leader or dance captain at any time at her discretion.

### **Competition Etiquette**

1. Be friendly and outgoing to all other schools even if they don't return the courtesy. Give support to everyone.
2. Clap for all performers. Do not engage in any trash talk.
3. During competition finals, display good sportsmanship.
4. Conduct yourself with professionalism and maturity while at the competition site.
6. Horse play is never acceptable.
7. When you are not performing or preparing for a performance, you must be in the auditorium watching other schools and learning from their performances and adjudications.

### **Parent Volunteers**

Be respectful to all parent volunteers. Answer with “Yes, ma’am” and “No, sir.” Do not complain about their work. Whether helping with hair, make-up, costuming, staging or fundraising, parents are donating their time and deserve your thanks and respect.

### **Grading Policy**

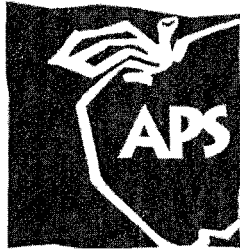
Students earn points in four categories: daily attendance/participation, music folders, tests and performances.

- Daily Attendance and Participation (40% of the total grade) Excused absences will not count against the grade if the student completes a make-up assignment within three days of returning to school. A student is considered tardy if not in his or her assigned place with all materials when the director begins rehearsal and his or her grade for that day will automatically be lowered by 20%. The remaining 80% of the daily grade will be earned through positive active participation. Chewing gum, eating, using electronic devices and disrupting rehearsal will lower the daily participation grade.
- Music Folders (10% of the total grade) Each student is expected to provide and maintain a half-inch three ring binder notebook (anything larger will not fit in our folder cabinet.) Notebooks will hold a

materials list, calendar of choir events, music, theory notes, writing assignments and written tests. Notebooks will be checked one each six-week period. Notebooks turned in late due to an excused absence will retain full point potential.

- Tests (20% of the total grade) Students will be given singing or dancing tests on the music we are studying as well as written tests on the concepts we have covered. The written Final Exam will be worth 10% of the student's total grade.
- Performances (30% of the total grade) Choirs will present multiple performances each six-week period. These may be 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. Work and practice for other activities, LCHS sanctioned and otherwise, are not valid excuses for missing a performance. Every effort is made to inform students and parents of additions or changes to the calendar as early as possible. A student must see Mrs. Amend immediately on return from illness or family emergency to discuss a commensurate credit recovery assignment. The assignment will be due three days after the student's return to school.

**APS Photo Video Release (see following page)-** Photos and videos will be uploaded occasionally to the La Cueva Choirs website. Parent/Guardians of all choir members will be required to sign the APS release form. Please see Mrs. Amend if you have questions regarding this policy. The release will also be available on the website, and will be due **August 26, 2011**.



# **Albuquerque Public Schools**

## ***Parent 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 be produced 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.

Please sign below to allow us to include your child in such photographs, films or recordings. Signing below also gives the district permission to use the artwork done by your son/daughter in district publications and/or promotions, including the Albuquerque Public Schools website, and/or on any advertising and marketing efforts for the Albuquerque Public Schools. We appreciate your help presenting students and programs to the community.

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### ***Granting Permission***

If we have read and understand the above information. I/we hereby give permission to the Albuquerque Public Schools and the news media to photograph, film or record classes or activities in which (student) is participating and to use artwork, photographs, films, or recordings for educational programs and/or to release them to the news media for use in its educational news coverage.

I waive all interest in my child's artwork including those that are monetary.

Name of Teacher

Name of School

Parent or Guardian Signature

Date

Student Signature

Date

**LCHS Choir Handbook Agreement  
2010-2011**

**Parent:**

I have read the above information and agree to support my singer in following the requirements listed in the LCHS Choir Handbook. Please complete, sign and return this page by **Friday, August 26, 2011**.

Print Name

\_\_\_\_\_

Sign Name

\_\_\_\_\_

Date: \_\_\_\_\_

**Student:**

I have read and understand the importance of the handbook requirements. If I choose to break a rule or create a situation that negatively influences the choir(s), I understand that I may be dismissed from the choir if the situation cannot be resolved satisfactorily. I also understand that all school policies and disciplinary procedures apply at all times.

Print Name

\_\_\_\_\_

Sign Name

\_\_\_\_\_

Date: \_\_\_\_\_

**Individual Fundraising for Choir Fees:**

Do you intend to fundraise all or a portion of your choir fees? \_\_\_\_\_

If yes, approximately how much are you expecting to fundraise? \_\_\_\_\_

**Individual Fundraising for Trip:**

Do you intend to fundraise all or a portion of your trip fees? \_\_\_\_\_

If yes, approximately how much are you expecting to fundraise? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Student re: Fundraising**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Guardian re: Fundraising**

\_\_\_\_\_  
**Date**