

Loveland  
Choral  
Department

2013-  
2014

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Choral  
Handbook

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Please visit our website at [www.thompsonschoools.org/loveland](http://www.thompsonschoools.org/loveland) where all of the information and forms in this handbook can be found in addition to a current calendar of all Loveland Choir Events.  
**ALL REQUIRED FORMS IN THE HANDBOOK ARE DUE SEPTEMBER 3, 2013**

# Loveland High School Choral Department

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Director of Choirs  
Erin Batlle  
920 West 29th Street  
Loveland, CO 80538

Telephone (970) 613-5293  
Fax (970) 613-7191  
[erin.batlle@thompsonschoools.org](mailto:erin.batlle@thompsonschoools.org)

August 26, 2013

Dear Loveland Choir Member & Family:

Welcome to the LHS Choral Department! Loveland High School is proud to offer a choral program that will emphasize learning, accomplishment, growth and excellence. We believe that discipline and hard work in an environment of energy and fun are the basis for what we will be able to achieve. Thank you for committing yourself to a year of choral excellence.

The Choir Handbook is designed to foster the success of the Loveland Choral Department, inform the students and their parents, and address questions and concerns that may arise throughout the school year. Answers to most questions concerning procedures in our department can be found within this book and/or on our choir website at [www.thompsonschoools.org/loveland](http://www.thompsonschoools.org/loveland).

The Loveland choral program has established a strong tradition of excellence both on our campus, in our local community, and across the state. In an effort to provide students with every educational opportunity possible we maintain a very active choral program with many activities.

A successful organization has great support systems in place. We rely heavily on the involvement of our parent community. We will be hosting an Ice Cream Social and parent information meeting on **Tuesday, September 3rd at 6:30 p.m.** at LHS. Ice cream will be served on the front lawn immediately and then all parents will move to the auditorium for the parent meeting at 7:00 p.m. We will be discussing policies/procedures, uniforms, and field trips. We will also give you information about our new parent Choir Booster Organization. This group will assist in the organization and operations of the choral department here at Loveland High. This is an excellent opportunity for you to be informed about the workings of the music department and areas that you can offer your support. **ALL PARENTS/GUARDIANS ARE REQUIRED TO ATTEND THIS MEETING.** Failure to do so may jeopardize your child's ability to participate in choir for the 2013-2014 school year.

Please take the time to read through ALL of the enclosed information in this packet and return **ALL OF THE SIGNED FORMS** to me on or before **Tuesday, September 3rd**. This is your student's first grade in choir and is worth 30 points.

**\*\*STUDENTS WHO HAVE NOT TURNED IN THEIR FORMS/FEEES OR HAVE NOT COMMUNICATED WITH THE DIRECTOR MAY BE REMOVED FROM THE PROGRAM.\*\***

I make every effort to communicate effectively with parents and students. The best way to reach me is via email. I would like to request that **ALL** students and parents provide an email address to be specifically used for LHS Choir. Please be sure to update me if your email address is changed. There will also be a quarterly email newsletter for parents. Please be sure to indicate on the forms below if you'd like to receive this publication.

I am absolutely thrilled to be at Loveland High School and I'm anticipating a fabulous year of choral music for Loveland High! I welcome you as part of our choir family and look forward to your involvement with the choir. Please do not hesitate to contact me with any questions or concerns that may arise throughout the year.

Sincerely,

Erin Batlle  
Director of Choirs

## MEMBERSHIP

Membership in the Loveland Choral program is open to every student enrolled at Loveland High School, regardless of musical experience. All students are auditioned and placed in an appropriate choral ensemble for their level of musicianship. Auditions occur each year to help place students appropriately and track their progress. As a member of a team, students are expected to put the group before themselves and maintain the Loveland Choir Code of Conduct discussed later in this handbook.

Participation in a music ensemble should be considered a privilege, not a right. In order to maintain the integrity of the department and provide a positive learning environment for all students, consistent in-class discipline problems, multiple placements of in-school suspension, discipline referrals for fighting, substance abuse, and/or bringing weapons on campus will result in a loss of privileges in the choral program to include movement into a different ensemble, loss of traveling privileges, suspension from performances, or removal from the choral program at the director's discretion.

## PARTICIPATION & ATTENDANCE

As a member of the organization, you will be expected to perform in class, concerts, extra rehearsals, and programs as scheduled by the director. Choir classes do not require an extensive commitment to after-school rehearsals. Students are given ample notice of scheduled events so that conflicts are minimal. As students continue their quest to be responsible adults and perfect the art of balancing and organizing activities and calendars, it is their responsibility to inform parents, employers, coaches, sponsors, and other teachers of choir activities. Routine doctor appointments and/or a student's job schedule will not serve as excused absences from rehearsals, performances, or activities. Outside rehearsals and concerts are part of the curriculum of the department and are **REQUIRED AS A PART OF THE GRADE FOR THE COURSE**. With prior advanced permission from the director, a student may be excused for special school activities.

## FINANCES

There are various fees that are assessed to students as a necessity to the daily operations of the choral program and to offer important educational opportunities. Special arrangements can be made due to financial hardship by submitting the "Choir Expenses Contract" found at the end of this handbook. Information concerning required and/or possible expenses can be found later in this handbook. Scholarships will be available to qualifying families. Finances should never be a barrier to a student's participation in the department; however, if no communication is made, no assistance can be offered. Choir uniforms **WILL NOT** be distributed until payment is made or arranged.

## BOOSTER CLUB

The Choir Booster Organization is a brand new organization this year. It serves as a fundraising and parent support organization for the vocal music department. Activities of the Booster Club benefit all students in our department by providing adult support at events and lowering the cost of all activities through fundraising. We are always in need of parent volunteers and leaders to serve as officers in the organization. Information concerning booster club activities and membership will be available via the choir website, or may be obtained by contacting the choir office.

## STUDENT AWARDS

There are many opportunities for students to earn group and individual awards in the choral department. Students are awarded LHS Choir Letters through a point system that is cumulative throughout their 4 years at Loveland High School. Requirements for earning a choir letter and an application are available in the choir room and on the website.

Unfortunately, the department is currently unable to fund the cost of letter jackets. Therefore there will be cost incurred for students wishing to receive their jacket. Jackets can be ordered each fall once a student qualifies. In addition, the vocal music department presents annual awards at our spring awards concert held each May.

## STUDENT RESPONSIBILITIES AND EXPECTATIONS

Certain standards are necessary for the integrity and reputation of any organization. Every choir member will be expected to display manners, follow school rules, meet deadlines, and always represent LHS and the choir with pride and dignity. Choir members are expected to have and maintain a character above reproach. Not following school rules both in and out of choir may result in loss of membership and all of the privileges of the group. Members of the Loveland choirs are expected to demonstrate the following:

**Responsibility** through punctuality, following through with commitments, bringing supplies to rehearsal, communicating with the staff, delivering information to parents, and making a marked effort to improve musical skills and learn repertoire.

**Professionalism** by displaying self-discipline, working well with others, having an attitude of respect of the director and other school staff, presenting a positive image for the organization, and displaying the qualities of a professional musician.

**Dignity** by adhering to the campus dress code, using appropriate language and etiquette, displaying self-motivation in rehearsal, and presenting oneself in a well-groomed manner.

**Integrity** through honesty with the director, oneself, and other students, regular attendance at school and out-of-school rehearsals and events.

**Compassion** through sensitivity and acceptance of diversity, displaying kindness and encouragement to peers, and showing sympathy for others.

## REHEARSAL ETIQUETTE

The single most important factor of the success of any choir is the work it accomplishes in its rehearsals. How you rehearse is how you will perform.

1. Strive daily to demonstrate the qualities of Responsibility, Professionalism, Integrity, Dignity, and Compassion as outlined in the Loveland Choir Code of Conduct.
2. Participate in all daily rehearsal activities.
3. Respond to instructions and requests of the director the first time given. Not singing is not an option.
4. Cell phones are not to be seen or heard during any rehearsal.

## DAILY REHEARSAL PROCEDURES

1. Enter the room in a calm and dignified manner.
2. Place all personal belongings in designated place at the back of room.
3. Pick up your folder and pencil and be in your seat when the bell rings.
4. Be ready to focus on our main priority of making music. This requires absolute attention, positive attitude and a willingness to make a mistake.
5. Plan on working every day, the entire class period from August until the end of May. We do not have free time or free days in choir. Do not plan on having time to leave the room for restroom, locker, etc. Students will only be allowed to leave in the event of an emergency.

**CLASSROOM DISCIPLINE PLAN**

1. Verbal Warning
2. 2nd Verbal Warning
3. Rehearsal Time Out, Student Conference and Parent Contact
4. Office Referral

Any physical/verbal violence, major infraction of LHS or TSD Policy, or student refusal to cooperate in discipline procedures of time out and written contact will result in an Immediate Office Referral.

**USE OF THE LOVELAND HIGH SCHOOL MUSIC FACILITY**

1. Be respectful of our room and equipment so that we may enjoy it for years to come. No food, drink or GUM is allowed in rehearsal or performance spaces.
2. Please come and visit me in the choir office at any time; however, knock and/or wait to be acknowledged before you enter. At no time should a student be in the choir office without the director.
3. Practice rooms may be used for voice lessons, practicing choir music, and/or completing singing tests. At no time should a practice room be used to “hang out,” talk, eat lunch, etc.
4. We are lucky to have a computer in the choir room for student use. Please use your TSD login when using the computer and remember to sign off when finished. The computers are for school-related use and you are expected to abide by TSD computer-use policies.
5. We will have stereos for student use to assist in your practice while in the practice room. The stereo in the choir room or choir office may be used with permission from the director for group practice.
6. We have a very nice piano for our choir room. **DO NOT PLAY THE PIANO.** It is an expensive musical instrument, not a toy. If you are in need of a piano for practice please use a practice room.
7. Do not write on the boards – if you need to make an announcement to the choir, check with the director.

**SUPPLIES**

**Each student will need to provide a 1” black 3-ring binder for music and pencil at EVERY REHEARSAL.** Students must bring their folder by Friday, August 30. Music and other materials will be issued on loan from the school throughout the school year. Students are financially responsible for folder contents provided by the school. Students are expected to have their folder, music and a pencil at every rehearsal. In the event any materials distributed by the teacher are lost, it is the student’s responsibility to obtain another copy or to pay the replacement cost. **All music is chosen based on its educational, historical, and musical value.**

**UNIFORMS**

All students will be expected to purchase the following uniform pieces:

LADIES	GENTLEMEN
Black Formal Dress, “Elyse”	Black Tuxedo

In addition, the following items must be obtained by the student:

LADIES	GENTLEMEN
Black closed-toe dress shoes	Black dress shoes
Black nylons	Black dress socks

- Jazz Choir students will be required to furnish a separate performance uniform. Details TBA.
- Students will be responsible for the cleaning and proper maintenance of all uniforms. All dresses must be hemmed before the first concert (October 8th). See Mrs. Battle with questions and recommendations.

Students are financially responsible for all uniform pieces. Fundraising will be available to offset the cost. Scholarships are available for families experiencing financial hardship. Students will potentially be able to sell their uniform to an incoming student when they graduate.

### STUDENT LEADERSHIP

The development of leadership in students is a primary goal of the department. Officers will be elected and/or appointed by the director to serve as student leaders for the Choral Department. Officers for 2013–2014 will be elected at the beginning of the school year. Officer descriptions are listed below and online.

Section leaders and/or class representatives are appointed in each choir to assist in leading the section musically during class and serve on our leadership team. A student may be removed from office by the director at any time as the result of unsatisfactory behavior or poor representation of the vocal music department.

### PRACTICE & PRIVATE LESSONS

Students are required to practice outside of class. Advanced ensembles require both individual and sectional work. Performances will be memorized, so daily practice is crucial. Practice rooms can be made accessible before school, during lunch, and after school.

I highly recommend that students take private lessons. It is the single greatest way to accelerate a student’s learning and show initiative for progress. Private lessons range from \$25–\$65 per lesson. There is a list of recommended voice teachers in the choir room and online. See Mrs. Battle with further questions.

### STUDENT TRAVEL

The choral department will occasionally engage in travel for festivals and performances, some of it overnight. Details concerning upcoming trips will be discussed early in each school year. Although some choir trips are optional, students are strongly encouraged to participate as we will be performing on all trips and need our entire team in order to be successful. Specific regulations concerning student travel will be discussed in detail preceding all trips. These specific guidelines should be kept in mind:

- When traveling with the Choral Department you are serving as a representative to the public of our choir, school, and district. Students will be expected to behave in a way that brings honor to our choir, school, and district.
- Payment schedules will be finalized early in the year. Payment deadlines are final and must be adhered to so that deadlines to travel agencies, bus companies, etc. can be met by the department. In almost all cases, trip payments are non-refundable as this money goes directly to tour companies, hotels, busses, etc. Students will be given ample fundraising opportunities to significantly reduce or eliminate parents’ out-of-pocket costs.
- Consistent discipline problems in school (including multiple assignments to in-school suspension) may result in the loss of trip privileges. Any flagrant offense of school policy or TSD Code of Conduct will result in the loss of travel privileges for a period to be determined by the director and school administration.

## MONEY MATTERS

The following is an anticipated list of choir expenditures that will occur throughout the year. They are listed to help you plan your budget. Ample fundraising opportunities will be provided to assist families in meeting these expenses. Please note that in some cases, fees are approximate. Required expenditures are so indicated.

DESCRIPTION	COST	REQUIRED/OPTIONAL
Choir Fee	\$50	Required
Uniform Shoes	Varies	Required
Choir Pride T-Shirt	\$12	Optional
Choir Pride Hoodie	\$25	Optional
Choir Pride Polo	\$18	Optional
CO All State Audition	\$20 (\$35 with accompanist)	Optional (juniors and seniors)
Fall Retreat	\$150*	Required for Jazz and Chamber
Spring Festival	TBA - overnight	Required for Chamber

Other optional expenses might include, letter jacket patches, professional performances, and social outings.

## REFUND POLICY

Most fees charged to the student involve advance payment for a service or item. In such cases (i.e. accompanist fees, trip fees, etc.), the vocal music department has a deadline for receiving reimbursement from the supplier. Because of this, the following policy is strictly followed: There will be no refunds in any case where a student has paid for an activity or supply but is no longer able to participate. This policy applies no matter what the reason is for withdrawal and specifically includes, but is not limited to, the situations of ineligibility, illness, unexpected family travel, or withdrawal from the LHS Choir.

## TURNING IN MONEY

In order to assure the security and proper accounting of funds, money will always be handled by the director. Please use the following guidelines to assure you receive proper credit for money you turn in:

1. Checks should always have the student's name and an indication of what the money is for in the Memo Line.
2. Cash should be placed in an envelope, marked clearly with the student's name, amount, and purpose of the payment.
3. Students should fill out and sign the tabulation sheet for the activity money being collected before giving the director the envelope. Always place payments in the depository. Never leave money on a desk or on the piano.

## CHOIR PLACEMENT POLICY

There is a place for every student in choir at Loveland High School! The director is committed to the proper placement of each individual singer. Each and every student is afforded equal opportunity to excel and achieve.

Prior to being placed in the choir program, each singer entering grades 9–12 will be auditioned by Mrs. Battle and placed in an appropriate choir according to his/her abilities as a singer and musician. All incoming freshman will be auditioned in the spring and placed in an appropriate choir according to their individual development. These auditions host no “call-backs” and are based solely on the audition process.

### Audition procedures:

#### Incoming 9th Grade Students

For incoming students, all singers will sight-read a beginner line of music, at the director’s discretion. The music will be transposed into an appropriate key according to individual voice classification. The director will also test each student’s range and ask them to sing a short musical excerpt. This excerpt will be sent to the middle school choir directors at the beginning of the spring semester. Interested students will be expected to prepare this excerpt prior to the auditions.

#### Current Students

Auditions will be based off of the Colorado All State Choir format. Here is the breakdown:

Solo Performance	Skills Performance
Folk song or Art Song	Sight-reading (rhythmic and melodic)
	Intervals (identification and recall)
	Scales and Triads

50%

50%

Students currently enrolled in the choir program will be expected to read at the level in which they are currently enrolled. Beginner, intermediate or an advanced line of music will be chosen at the director’s discretion. All students will perform a vocal solo to determine vocal quality and instructional retention. This piece will be chosen by the director and taught to all choir students during class. The skills portion of the audition will be recorded. Students will have access to the audition rubric that will be used prior to auditions.

Following the audition, all students will take a written music theory exam, which focuses primarily on basic music concepts. This assessment will be used to help determine educational needs. The counselor’s office will also provide a grade-check and eligibility verification for each individual student. A student’s overall academic eligibility could have an effect on final choir placement.

Student conduct (attitude, behavior, attendance, citizenship) in and out of school will be taken into consideration, as well, and could have an effect on choir placement. Mrs. Battle will measure conduct for current choir members at Loveland at her discretion. For incoming freshman, feeder-school teacher recommendations will be considered.

Note: The size of each choir is NOT based on a numeric quotient, but on balance and blend as needed. Additionally, students are auditioned and placed in choirs according to educational needs, not grade level.

# PERFORMING CHOIRS

Students are expected to remain in choir from August through the end of May.

## WOMEN'S CHOIR

**PLACEMENT 9–12**

This choir of female voices consists of 9–12 grade students. The ensemble serves as an introduction to choral music at the high school level and/or review of choral and vocal techniques necessary for success in advanced choral ensembles. Students will study vocal and choral techniques, music theory, sight-reading, music history and literature, performance practices, and creative expression. Students are required to participate in school concerts, CHSAA Vocal Large Group Festival, and specially requested programs. Membership is open to any student through audition with the director.

## MEN'S CHOIR

**PLACEMENT 9–12**

This choir of male voices consists of 9–12 grade students. The ensemble serves as an introduction to choral music at the high school level and/or review of choral and vocal techniques necessary for success in advanced choral ensembles. Students will study vocal and choral techniques, music theory, sight-reading, music history and literature, performance practices, and creative expression. Students are required to participate in school concerts, CHSAA Vocal Large Group Festival, and specially requested programs. Membership is open to any student through audition with the director.

## MIXED CHOIR

**PLACEMENT 9–12**

This select mixed ensemble consists of 9–12 grade students, many of whom have had previous choral experience at the high school or middle school level. This is an intermediate level ensemble. Students will study vocal and choral techniques, music theory, sight-reading, music history and literature, performance practices, and creative expression. Students are required to participate in school concerts, CHSAA Vocal Large Group Festival, Spring Pops Concert, and specially requested programs. Students are admitted in to this class by audition with the director and by recommendation of the middle school choral director. Students must maintain academic eligibility to participate in this ensemble.

## CHAMBER CHOIR

**PLACEMENT 10–12**

This choir serves as the varsity ensemble for the choral department. Students in this ensemble perform varied repertoire at an advanced level. As a member of the varsity ensemble, a higher level of commitment is expected of its members. Students will study vocal and choral techniques, music theory, sight-reading, music history and literature, performance practices, and creative expression. Students are required to participate in Fall Retreat, school concerts, Metro State Choral Celebration, Singing Valentines, Spring Contest Festival, and specially requested programs. Membership is open primarily to students with previous choral experience in grades 10–12 by audition with the director. Students must maintain academic eligibility to participate in this ensemble.

## JAZZ CHOIR

**PLACEMENT 10–12**

This ensemble focuses on the performance of vocal jazz, pop, musical theatre, and contemporary a cappella music. Students in this ensemble perform varied repertoire at an advanced level. As a member of this ensemble, a higher level of commitment is expected of its members. Students will study vocal and choral techniques, music theory, sight-reading, music history and literature, performance practices, and creative expression. Students are required to participate in school concerts, Broadway Night, Swingin' in the Snow, Singing Valentines, UNC Jazz Festival, and specially requested programs. Membership is open to students with previous choral experience in grades 10–12 by audition with the director. Students must participate in a traditional choir and/or AP Music Theory and maintain academic eligibility to participate in this ensemble.

## GRADING AND ASSESSMENT

Students will be systematically assessed concerning their mastery of the Colorado Common Core Standards for High School Music and the Loveland Vocal Music Department “Expected Student Outcomes” that follow in this handbook. Grades will be calculated using the following system.

### I. REHEARSAL GRADE/DAILY ASSIGNMENTS/ATTENDANCE – 50%

Students will be assessed on their development of vocal technique and ensemble skills as outlined in the “Expected Student Outcomes”. Students will be assessed and given feedback throughout each grading period on topics specific to their current coursework. Students will receive 5 points/day for their daily rehearsal grade. **Students will lose their 5 points for an absence regardless of if it is excused or unexcused.** Assignments are due on their assigned date. Late assignments will result in a loss of points.

### II. SIGHT-READING/THEORY/HISTORY/SKILLS EVALUATION (SINGING AND WRITTEN) – 15%

Students will be regularly assessed and provided feedback for individual preparation of musical skills, ensemble parts, and sight-reading progress through both written and singing tests throughout the year.

### III. PERFORMANCE GRADE (PRIMARY ASSESSMENT) – 35%

Students will receive a grade for required performances of the department based on their attendance, punctuality, and concert etiquette at the performance. **THESE GRADES WILL OCCUR OUTSIDE OF CLASS TIME AT SCHEDULED CHORAL DEPARTMENT EVENTS.** Students are required to stay for the duration of the concert.

Student mastery is the goal of every assignment in the vocal music department. In most cases, singing tests may be retaken for credit. Concert performances are a required element of the state curriculum and cannot be duplicated through alternative written work. In the case of a pre-approved school conflict or verified emergency, the student will be given the opportunity to recover points on the student grade through one of the assignments listed below. In order to preserve the integrity of the performance, students may not be able to perform in concerts due to absences from rehearsals / dress rehearsals regardless of excused or unexcused absence status. Students will always be given ample advance notice of required performances; therefore, the following activities are examples of what will not be considered an excused absence from Choral Department events: Student’s Work Schedule, Regular Doctor / Dental Appointments, Lack of Transportation, Babysitting Obligations, Church Activities, Non-School Related Sports Events. A written parent excuse is required for all missed events.

## EXCUSED ABSENCE MAKE-UP ASSIGNMENTS

These opportunities are for students who would like to make up for an excused absence either during or after school. All assignments should be completed within two class meetings of the missed rehearsal or event.

### REHEARSALS / DRESS REHEARSALS (CHOOSE ONE ASSIGNMENT)

#### I. Individual Rehearsal

As the director will not be available to lead make-up rehearsals with individual students, the student will be required to rehearse individually in one of the choir room practice rooms for thirty minutes during lunch, before or after school. The director must be present in the choir room and the student should make the director aware of when the rehearsal is starting and ending. Students should complete an “Individual Rehearsal Report” available in the choir room or online and turn it in to the director.

## II. Program Notes

Choose a piece your choir is currently performing and complete typed program notes using the guide found in the choir room or online. You must correctly site and document at least three sources for your research.

## III. Performances (excused)

Students must make an appointment to sing all required music for the director after school within a week of the missed performance to recover the performance portion of the grade; AND students must attend an approved alternate concert and complete a "Performance Critique and Analysis" found in the choir room or online.

## LOVELAND CHORAL DEPARTMENT STUDENT OUTCOMES

The following list of skills based on the Colorado Common Core Standards for High School Music and the education philosophy of the Loveland Choral Department that summarizes the outcome of a student engaged in the choral program for 4- years:

### I. Vocal Technique

- a. The student can demonstrate good singing posture and proper breath technique
- b. The student has a basic knowledge of the anatomy associated with the vocal instrument
- c. The student can sing with consistent tone throughout their vocal range
- d. The student has a basic knowledge of the registers of the voice and can navigate appropriately through all vocal registers
- e. The student can sing accurately and expressively at different tempi and with a full range of dynamics
- f. The student has basic knowledge of singing diction in English, Latin, Italian, German, French and other languages as encountered in the repertoire
- g. The student can evaluate vocal performances and identify strengths and opportunities for improvement

### II. Musicianship

- a. The student can accurately sight-sing melodies in major and minor keys using chromatic tones within functional harmony
- b. The student can accurately read standard rhythms in a variety of simple and compound meters
- c. The student can accurately sight-read a single part in a four-part choral texture
- d. The student understands basic musical terminology and can evaluate the expressive and technical markings in a choral score and respond appropriately
- e. The student can evaluate structural qualities (form) of a piece of music regarding repetition and formal properties.
- f. The student understands basic conducting gestures and their connection to choral performance

### III. Ensemble Skills

- a. The student demonstrates proper ensemble etiquette through consistent performance in rehearsals
- b. The student demonstrates the ability to perform choral music for an audience
- c. The student can sing their choral part accurately and expressively either alone or as a member of an ensemble with attention to tone, blend, intonation, and balance
- d. The student can memorize music and perform music from memory for an audience
- e. The student can identify the historical and cultural background of the literature being performed

### IV. Life Skills

- a. The student will develop a life-long appreciation for choral music and the fine arts
- b. The student will obtain the skills needed to engage in music as a performer, patron, and/or consumer throughout their lives
- c. The student will develop cultural awareness and tolerance learning to cooperate with an eclectic group of people to reach a common goal
- d. The student will develop communication and time management skills needed for success in higher education
- e. The student will develop self-discipline and the ability to focus on difficult tasks in order to achieve goals
- f. The student will demonstrate the core values of the Loveland Choral Department (Responsibility, Integrity, Professionalism, Dignity, and Compassion) in all of their daily endeavors

### HONOR CHOIR OPPORTUNITIES

There are a number of select honor choir opportunities available for students throughout the school year. The following is a list of each event and the time of year it takes place:

HONOR CHOIR NAME	PERFORMANCE DATE
CO Choral Directors Select Honor Choir	November (annually)
CO All State Jazz Choir	January (annually)
CO All State Choirs	February (annually)
ACDA Southwest Regional Honor Choirs	March (annually)

Please check online for more information regarding auditions and additional opportunities.

## ACADEMIC ELIGIBILITY RULES AND REQUIREMENTS

Choir students are responsible for maintaining high academic standards. Many of the performances / competitions that we engage in are subject to eligibility rules established by the state. Other events, such as concerts, are considered co-curricular and are necessary as part of the Colorado Common Core Standards students must attend in order to receive credit for the course and are not part of eligibility requirements.

Events subject to eligibility requirements	Required events not subject to eligibility rules
<ul style="list-style-type: none"> <li>• Colorado All State Choir Auditions</li> <li>• CHSAA Large Group/Spring Choral Festivals</li> <li>• Trips or Concerts that are off-campus</li> </ul>	<ul style="list-style-type: none"> <li>• Rehearsals and sectionals</li> <li>• In-class rehearsals and performances</li> </ul>

- 1) All students must be eligible according to Loveland High School and Colorado High School Activities Association Regulation rules in order to participate in a contest or activity that requires the student to miss another class.
- 2) Students must be passing all but one class when their eligibility is taken for a given performance. Typically, this runs from Sunday to Saturday and will make the singer ineligible for **the entire week** until the grades are corrected.
- 3) Students must be present in class on the day of a contest or the day before if the student will be missing school the following day because of contest.
- 4) If a student is ineligible to compete in an out of school event, they will have the option of completing a written assignment to make up 70% of the value of the performance. The writing assignment can be found online or in the choir room.

Any student with missing assignments on his/her report card is considered ineligible until the missing assignment is cleared with the teacher and a formal grade change is submitted. Students are expected to monitor their eligibility throughout the school year. Students with consistent eligibility problems will be removed from auditioned ensembles so that they may focus their time on academics. I am here to help you succeed and will go to great lengths to assist you in choir and your academics, but I cannot help once the grades are officially posted. Communication is essential!

# STUDENT LEADERSHIP

## CHOIR COUNCIL

We will be implementing a Choir Council this year to offer students the opportunity to gain leadership experience, assist with various needs within the choir/music department, and promote the vocal music department within the school and the community. The following is a list of the available positions and a brief description:

### **President**

- In charge of all student officers
- Create agenda for monthly Choir Council meetings
- Run all the Choir Council meetings and any full choir meetings
- Delegate jobs/Ensure that all officers are fulfilling their jobs
- Plan social activities and service projects

### **Administrative Vice-President**

- Ensure that all students and parents have accurate contact information entered in the choral contact spreadsheet.
- Ensure that all choir council planned activities have the proper facilities reservation paperwork completed.
- Assist the Choir Booster Organization Uniform Chair and coordinate with Choir Representatives to ensure uniforms are ordered, distributed, hemmed, and a buy-back list assembled at the end of each year.

### **Logistical Vice-President**

- Assist the director with choral concert logistics
- Chair the Setup Committee and coordinate choir representatives and volunteers to set up and tear down before and after events and concerts
- Assist directors with bus lists for each event and make sure each bus is supplied with all necessary non-medical supplies.

### **Library Vice-President**

- Maintain choral library
- Train and coordinate Choir Representatives to ensure library items are properly checked in, checked out, and maintained
- Create master folders of music for each choir

### **Secretary**

- Keep minutes from Choir Council and Choir meetings
- Write thank you notes to those who assist the choir
- Keep a binder of all programs for the school year
- Assist with other officers as needed

### **Treasurer**

- Work with Choir Booster Organization parent liaison to collect and distribute choir spirit-wear items
- Keep track of order forms and sizing for t-shirts, etc.
- Collect, organize and/or turn in monies collected from various choir events or fundraisers to director and fill out appropriate paperwork for the director.

### **Public Relations Officer**

- Keep a record of all LHS Choir Department activities for the year through photos, articles, journals, etc.
- Assist in preparing photos and captions for the school yearbook
- Maintain the choir/music bulletin boards in the choir room and the hallway by the choir room
- Maintain the LHS Choir Facebook page and the LHS Twitter handle on a weekly basis.

**Representatives–At–Large from each choir class**

- Serve as members of the Uniform, Set-Up and Library Committees and as such:
  1. Assist in organizing and distributing uniforms for their choir and notify the Choir Booster Organization liaison if a student has lost any accessories. Keep in close contact with Administrative Vice President for this duty.
  2. Assist in the set up of concerts and all other events. Keep in close contact with Logistical Vice President for this duty.
  3. Maintain and oversee music distribution for their choir. Keep in close contact with Library Vice President for this task.
- Put up posters in the school to advertise choir concerts and other choir sponsored events
- Assist with ushering at choir shows and concerts

These student leaders are to help in the day-to-day operations of the choir program. Although there certainly are other strong leaders in choir, a strong leadership hierarchy is important to our success. If a choir member has a complaint about a council member, he/she should contact the choir director, who will consider the complaint and outline a course of action. Each of these officers will be elected by a campaign/election process. A student leadership application can be found online or in the choir room.

**SECTION LEADERS**

Student section leaders will be chosen by Mrs. Batlle based upon each student's musicianship and leadership qualities. These students will be chosen for each ensemble to assist in any of the following ways:

- Set an example for the choir through constant preparation, promptness, and energy.
- Attend ALL concerts.
- Lead regular sectionals and monitor progress and musical needs within a section.
- Taking attendance at the beginning of rehearsal.
- Other responsibilities assigned by the director.

# LOVELAND HIGH SCHOOL CHOIR EXPENSES CONTRACT

We understand that family finances may require you to budget for choir expenses on a different timeline than our due dates. Should you need to make **alternate arrangements for payment, please fill out this form** and return it on or before the fee due date. Forms are available on the choir website and in the choir room.

**Please choose either option A or B regarding payment for choir fee. Please check your choice and sign and date the bottom of the form before returning it with your first installment of the choir fee.**

**OPTION A**  
I choose to pay my choir expenses in  
\$\_\_\_\_\_monthly installments. (fill in dollar amount)

**OPTION B**  
I choose to pay my choir expenses in two  
\$\_\_\_\_\_installments. (fill in dollar amount)  
Please indicate date of second payment\_\_\_\_\_

**ALL FEES NEED TO BE PAID IN FULL BY MAY 7, 2014!**

WHAT FEE IS THIS FORM FOR? \_\_\_\_\_

Name of  
Son/Daughter:\_\_\_\_\_

Signature:\_\_\_\_\_

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







# CHAMBER CHOIR AND JAZZ CHOIR STUDENT CONTRACT

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

Home Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Street

Apt #

City/State

Zip

email: \_\_\_\_\_ Voice Part: \_\_\_\_\_

I will agree to the following terms if selected for Chamber Choir or Jazz Choir:

I will attend all scheduled rehearsals and will be on time, unless I have notified Mrs. Batlle in advance and have been excused. Rehearsals will be held during the school day, with some rehearsals extending past normal school hours. Additional rehearsals will be scheduled as needed at the discretion of Mrs. Batlle.

I will attend all scheduled performances and will be on time. I will also clear any work related issues upon receiving a minimum two week notification from Mrs. Batlle. Missing rehearsal for work is not an option!

Tardiness will not be tolerated. A tardiness policy will be established at the beginning of the 2013–2014 school year.

The student will pay all fees and expenses in a timely fashion, unless arrangements have been made with Mrs. Batlle.

I understand that I am highly encouraged to enroll in private voice instruction.

Drug and alcohol use will not be tolerated. Students found involved in such activities will be dismissed from the group and will be dealt with according to rules stated in the student handbook.

I will try my best to represent the ensemble in a positive light by my actions both in and out of the group. I understand that failure to do so will jeopardize my membership.

I understand that if I become ineligible, I could jeopardize my membership in the ensemble.

**I have read and understand the above agreement and will comply with the terms stated.**

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# LOVELAND CHORAL PROGRAM VOLUNTEER OPPORTUNITIES

In order to maintain a tradition of excellence and reputation we enjoy, WE NEED YOUR HELP. All exceptional choral programs rely on parental/guardian volunteers. If each child has one parent/guardian volunteer for one item listed below, all of our needs will easily be covered. Contribute today!

<p><b>Field Trip Volunteers</b></p> <p> <input type="checkbox"/> Fall Chamber &amp; Jazz Retreat, September TBA  <input type="checkbox"/> Metro State Choral Celebration, 11/7/13  <input type="checkbox"/> Singing Valentines, 2/14/14  <input type="checkbox"/> Chamber Spring Festival, April TBA  <input type="checkbox"/> CHSAA Vocal Large Group, 4/16-18/14  <input type="checkbox"/> UNC Jazz Festival, 4/24/14  <input type="checkbox"/> Opera Colorado, May TBA         </p>	<p><b>Fundraising Subcommittees</b></p> <p> <input type="checkbox"/> Assist in planning fundraisers  <input type="checkbox"/> Assist in grant writing  <input type="checkbox"/> Assist in identifying restaurants and businesses that will donate/contribute to the Loveland Vocal Music Department         </p>
<p><b>Daytime Help</b></p> <p> <input type="checkbox"/> Chaperone students at special events (contest, field trips, district tours, etc.)  <input type="checkbox"/> Distribute fundraising orders/organize deliveries.  <input type="checkbox"/> Coordinate ticket sales for special events  <input type="checkbox"/> Decorations for choral events         </p>	<p><b>Miscellaneous</b></p> <p> <input type="checkbox"/> Spirit bags for All State Auditionees and other various events  <input type="checkbox"/> Uniforms (measurements, organization, distribution)  <input type="checkbox"/> Seamstress  <input type="checkbox"/> Food committee (organization, donation, volunteer, etc.)         </p>
<p><b>Evening Help</b></p> <p> <input type="checkbox"/> Concert set-up  <input type="checkbox"/> Concert teardown  <input type="checkbox"/> Ticket sales  <input type="checkbox"/> Taking donations  <input type="checkbox"/> Chaperone concerts         </p>	<p><b>Special Skills</b></p> <p>Please, let me know of your special gifts and talents that you would be willing to share with us that may not be listed here. We appreciate everyone's contribution!</p> <p>_____</p>

OR

Please accept my enclosed, one-time monetary donation:

\$10   
  \$20   
  \$30   
  \$40   
  \$50   
  Other



# CALENDAR OF MAJOR EVENTS 2013–2014

This calendar is an overview of major events and not intended to be comprehensive. A complete and current calendar can be found on our website [www.thompsonschoools.org/loveland](http://www.thompsonschoools.org/loveland)

Event	Date	Time	Location	Choir
LHS Choir Ice Cream Social/ Parent Info Meeting	September 3rd	6:30pm	LHS Front Lawn/LHS Auditorium	All Choir Members and Parents/Guardians
Jazz & Chamber Choir Retreat	September TBA	TBA Overnight	TBA	Jazz Choir & Chamber Choir
Broadway Night LHS Choir Fundraiser	September 25th	7:00pm	LHS Auditorium	Jazz & Interested Choir Students
LHS Alumni Concert	September 27th	7:00pm	LHS Auditorium	All interested LHS Choir
All LHS Choir Concert	October 10th	7:00pm	LHS Auditorium	All Choirs
All-State Choir Recital	October 22nd	7:00pm	LHS Auditorium	Auditioning Students
CO All-State Choir Auditions	October 25th–26th	Varied	Fort Collins HS	Auditioning Students
Musical Audition Info Meeting	October 28th	3:30–4:30p	Choir Room	Interested Students
Metro-State Choral Celebration	November 7th	TBA	King Center	Chamber, Jazz
LHS Musical Auditions	November 20th	3:30–7:30p	LHS Auditorium	Interested Students
All LHS Choir Concert	December 3rd	7:00pm	LHS Auditorium	All Choirs
LHS Musical Callbacks	December 9th	3:30–7:30	LHS Auditorium	Indicated on callback list
Sounds of the Season	December 17th	7:00pm	TBA	LHS Music Department
LHS Caroling Party	December 13th	4:30pm	TBA	All Interested Choir Members
Swingin' in the Snow LHS Choir Fundraiser	January 30th	7:00pm	TBA	Jazz Choir & Interested Choir Students
Colorado All State Choir Weekend	February 6th–8th	TBA Overnight	Colorado Convention Center	Interested Students Audition
Singing Valentines	February 14th	Various	Various	Chamber Choir & Jazz
All LHS Choir Concert	February 25th	7:00pm	LHS Auditorium	All Choirs
LHS Musical Performance: TBA	March 14th, 15th, 21st, 22nd	7:00pm 2:00 pm	LHS Auditorium	Interested Students Audition
Festival TBD	April TBA	TBA Overnight	TBA	Chamber Choir
CHSAA	April 16–18	TBA	TBA	Mixed, Women's, & Men's Choirs
UNC Jazz Festival	April 24	TBA	University of Northern Colorado	Jazz Choir
Opera Colorado: Carmen	May 6th	TBA	Ellie Caulkins Opera	Interested Students
Spring Pops Concert	May 20th	6:30pm	North Lake Amphitheater	All Choirs & Symphony Orchestra Members
LHS Choir Awards Night	May 22nd	6:30pm	TBA	All Choirs
LHS Graduation	May 24th	6:00pm	The Ranch	Chamber Choir & Jazz

For the most current calendar, check [www.thompsonschoools.org/loveland](http://www.thompsonschoools.org/loveland)



# LHS Choir Pride Shirt Survey

Students and their families will be able to purchase choir spirit-wear this year! Prices are approximated below, but will be based on the overall quantity that is ordered. You are not required to purchase these items, but it is a great way to show your support of the Choral Department! Please put how many of each item that you would be interested in purchasing:

\_\_\_\_\_ Loveland High Choir Pride T-shirt (\$12)

\_\_\_\_\_ Loveland High Choir Pride Hooded Sweatshirt (\$25)

\_\_\_\_\_ Loveland High Choir Pride Polo Shirt (\$18)

\*This will in no way commit you to purchasing any items. These forms will be used to estimate our overall order.\*

**Please return this form along with the “Contract and Acknowledgement Form”**

## **REQUIRED CHECKLIST:**

- Signed “Handbook Acknowledgement Form” (**REQUIRED**)
- Signed “Chamber & Jazz Contract” (only Chamber Choir and Jazz Choir members)
- Completed “Volunteer Opportunities” form (**REQUIRED**)
- Record and/or “Major Events” on your home calendar or refrigerator (**REQUIRED**)
- Completed “Pride Shirt Survey” (optional)

TURN IN ALL COMPLETED FORMS TO MRS. BATLLE BY TUESDAY, SEPTEMBER 3, 2013!