

**REYES ELEMENTARY  
CHAMBER CHOIR  
2019-2020 HANDBOOK & CONTRACT**



**Mrs. Rocio Rodriguez  
Choir Director**

**2015 Canutillo ISD Elementary Teacher of the Year**

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Music Department Phone Number: (915) 877-1300

Remind Code: @reyeschoir

# **WELCOME TO THE REYES CHAMBER CHOIR!**

It is great honor that your child has been selected to become a member of this wonderful choir. All members were selected by audition and being here is an honor. Other important factors that Mrs. Rodriguez considered were every student's behavior. It is vital that in any program sponsored by the C.I.S.D. School of Music, every student possesses excellent behavior at the practices and all performances.

**Choir Fact: students that are involved in any Music program (choir, band, orchestra) are more likely to graduate from high school and go to college.**

We should all take pride in good behavior and set an example for all students at Reyes Elementary. As a whole, the better the behavior from the students in the choir, the more fun and exciting things we will be and able to participate in. It is very important that parents or guardians ask me any questions that you might have. \*\*\*REMIND Choir Code: @reyeschoir\*\*\*

**(In the agreement form at the end of this handbook, I strongly encourage you to subscribe to the Remind© texting system. Texting is the best and fastest way to communicate with parents. It is very important especially for concert announcements and last-minute changes. You can also e-mail me any time).**

## **REHEARSAL RULES**

- Practice days are: **Mondays (4<sup>th</sup> grade) and Wednesdays (5<sup>th</sup> grade) from 2:30 to 3:15pm in the Claw Café Stage.**
- For after-school practice and concerts, bus transportation will **NOT** be provided.
- Be aware that teachers and staff are **NOT** responsible to take care of your child once the rehearsal has ended.
- **If for any reason you need to pick up your child before the practice ends, ALWAYS notify the choir director before leaving. This is for safety purposes. Any student that leaves early without any further notification will be dismissed from the program. Please communicate with Mrs. Rodriguez directly, not with the school office. Use my office phone number (915) 877-1300 ext. 1323 or text message phone number through Remind© Message System**
- Members must arrive at the practice **on time at 2:40 pm. No Exceptions!**
- No gum, food, candy or drinks in class. Bottled water is permitted.
- Come to practice prepared with music in hand.
- Have folders and supplies at all times.
- Don't talk when the teacher or another student is talking.

- Treat others as you would like to be treated. **Bullying is unacceptable.**
- Have a positive attitude toward learning music.
- Non-choir students are not allowed in the music room during practice **unless the director allows it.**
- **NEVER** leave the practice or go outside without notifying the choir director.
- **Cell phone** is not allowed in the choir rehearsal. If a student is caught using it, the choir director will confiscate and send it to Ms. Alarcon or Ms. Carrillo. Parents will have to pick it up.

**Note:** It is expected that every student follows the C.I.S.D. policies and Reyes E.S. policies (including those stated in the School Handbook). If these policies are not followed, **the choir director will refer the student to the administration and local authorities will be contacted (in case of a student is caught using any type of illegal substance). The student will be dropped from the choir program automatically.**

## **CHAMBER CHOIR PARENT-TEACHER COMMUNICATION**

The **ONLY** official means of choir communication will be...

- In person
- Reyes Music Class Website ([www.redhawksmusic.org](http://www.redhawksmusic.org))
- Choir Newsletter
- Remind App
- Last-Minute Flyer or Official School Flyer
- Phone or E-mail
- Official Reyes ES Page ([www.canutillo-isd.org](http://www.canutillo-isd.org))

Any other means of communication such as:

- Third-party persons (except administration)
- WhatsApp parent groups
- Facebook (except Reyes Elementary Facebook page)
- Instagram or other social networks...

**Are NOT considered official choir communication!**

Please communicate directly to Mrs. Rodriguez or Ms. Carrillo for any questions or concerns 😊

## FIELD TRIP RULES

A field trip is an exciting experience for all choir members. It is educational and leaves great memories. Field trips (in town or out of town) are considered school trips, and all School and Canutillo I.S.D. policies apply as well. Here are the Reyes Chamber Choir rules for field trip:

- All students must possess excellent behavior skills. Choir members are representing the Reyes Elementary School and Canutillo I.S.D. community.
- Chaperones will travel with the choir. All members must follow all chaperones' directions.
- Parents can travel, unless they make their own arrangements for traveling. Parents cannot make decisions without notifying Mrs. Rodriguez or chaperones. Parents may accompany their children along with the assigned chaperone. Non-custodial parents or guardians are not allowed to contact or visit choir members during the trip. In case of an issue on this matter, Mrs. Rodriguez will call the police.
- In a case of a minor incident (i.e. a lost bag or an incident with a student), choir members must notify their chaperones and the choir director. Please do not contact parents through cell phone. This creates confusion and more issues. Mrs. Rodriguez will be in charge of notifying parents on a timely manner.
- In a case of a major incident (i.e. an accident that requires hospitalization), chaperones and/or Mrs. Rodriguez will notify authorities, the principal, and parents. Only Mrs. Rodriguez or an authorized person will notify parents of the incident. Again, choir members will not be allowed to use cell phones to notify parents.
- Choir members can use the cell phone **only** to keep communication with parents about the trip (i.e. share pictures of the trip). They will not be allowed to use it for social network (i.e. Snapchat). There will be a cell phone curfew hours for out-of-town trips (10:00pm to 6:00am). I strongly encourage choir members to turn off cell phones during these hours in order to get full rest and be ready for the event/competition.
- Choir members are the only ones responsible for any lost item. Chaperones and Mrs. Rodriguez will not take care of money or cell phones.

- Choir members are not allowed to carry their own medication. Mrs. Rodriguez will contact the school nurse to get the documentation and medication needed.
- Mrs. Rodriguez will send additional documentation pertaining Field Trip Regulations. All choir members and their parents must sign the documents required for trips.

## **DISCIPLINE PLAN**

For students who choose NOT TO follow the expectations and procedures (in town or out of town), the following consequences will apply:

1. Verbal warning.
2. Contact parents/guardians.
3. Conference with parents and student.
4. Referral to Principal's office.
5. Expulsion from the Choir Program.

For those students who DO follow the expectations and procedures, the following consequences will apply:

1. Praise
2. Positive Notes
3. Awards, treats, parties, trips!!!

## **PRACTICE ROUTINE**

A structured classroom environment is crucial to the success and efficiency of a choir practice. Members of the Reyes Elementary Choir are expected to demonstrate good behavior during class, concerts, public performances and field trips. All expectations and procedures will be enforced whether the choir is on or off campus.

1. Line up quietly outside the music room.
2. Enter the room quietly.
3. All backpacks should be left in set-up area.
4. All students should be sure to have all binders/folders **before** practice starts.
5. Practice order will be on the board. All music must be in order before a downbeat for warm-up is given.
6. When the conductor steps onto the podium, all attention must be directed to her. Immediately stop other activity and stand and wait for instruction.

7. No talking or playing while the conductor is rehearsing the choir or an individual section. Other sections are expected to listen, read through their parts or participate as directed.
8. **Pack up only after the conductor has dismissed the class.** Be sure all music is put in its proper place at the end of practice or performance.

### **Restroom/Water**

Please remember to use the designated hand signals to receive permission to use the restroom or get water.



## **ATTENDANCE POLICIES**

A successful choir must have extra practices outside of the regular school day. Both the parent and the student need to understand that choir requires time commitment, which are different from other programs.

- **If you child accumulates THREE absences per semester from practices and/or performances will result in dismissal of the program. Students that arrive to choir practice after 2:40 pm is considered an absence.**

- **Please note that parents will receive ample notice to plan for these practices and/or events.** Other practices may be called with ample notice prior to performances. Please make plans to attend **all** practices.

- **Absences with written, advance notice from the parent for illness or family emergencies will be accepted. Only TWO EXCUSED ABSENCES will be accepted per semester.**

- If parents or students decide not to continue being a member of the choir, parents **must** submit a **written** notice to Mrs. Rodriguez (no verbal or text messaging notices, please). **This decision is permanent and unchangeable.** Talk to your child about this decision and always feel free to talk to Mrs. Rodriguez on this matter.

## **ACADEMIC & BEHAVIOR ELIGIBILITY**

Choir activities are extra-curricular. These require that students meet minimum standards of academic eligibility for extra-curricular activities such as chamber choir.

- All choir members must pass **Mathematics, Language Arts, Reading, Science, and Social Studies** with a minimum of **70 or above**.
- All choir members must pass **Music Class** with a minimum of **90 or above**.
- Core subjects are a priority, and if a choir member is failing, he or she will be automatically dismissed from the program. There will be remedial period (three weeks before the 2<sup>nd</sup> progress report) for students to abandon choir activities and resume them once they have met eligibility.
- Mrs. Rodriguez will notify all classroom teachers what students are participating at the choir. She will be informed about every single student's progress. Parents and/or guardians will be informed if their child has not met these requirements.
- Classroom teachers are authorized to notify Mrs. Rodriguez if choir members are not meeting these requirements, including behavior incidents in the classroom.
- Students may be eligible to return to choir once his or her academic requirements have been met and with the approval from Ms. Carrillo.
- If a choir member gets involved in a bullying incident (inside or outside choir) or another behavior issue, he or she will be expelled automatically without a remedial time. Bullying in our school is unacceptable.
- If a choir member has not met these requirements for a second time, he or she will be dismissed from the choir automatically. In case parents are making payments for an out-of-town trip, refunds **WILL NOT** be granted.

## **FUNDRAISING**

Fundraising activities are an essential part of our choir program. Funds will be used for attending the western Playland Superior Festival, the purchase of T-shirts, and a sound system.

- Parents and choir members must participate at all fundraising activities, either by selling items, helping as volunteers, or making out-of-pocket payments.
- Every choir member is responsible to raise money for their own trip.
- If parents or choir members are not present at an activity (i.e. movie nights), or fails to donate items for these events, the choir member will not receive credit for it.
- All money raised will be used exclusive for the benefit of the Reyes Chamber Choir program.
- After any event, Mrs. Rodriguez will count the money in front of other witnesses. She will deposit the money with Ms. Carrillo in the school safe.
- Mrs. Rodriguez will send additional documentation pertaining Field Trip Regulations. All choir members and their parents must sign the documents required for trips.

## **VOCAL HEALTH FOR CHOIR MEMBERS**

Keeping a vocal health in choir is crucial for all members. The following things are expected to be followed:

- Posture while seated.
- Sit toward the front of your seat- without your back touching the back of the seat.
- Feet slightly apart with the weight of your body forward.
- Body tall with hips, spine, and head directly in line with one another.
- Chest lifted to enhance breathing.
- Shoulders down and back.
- Arms naturally by the side of the body.
- Posture while standing.
- Feet shoulder-width apart with the weight of the body slightly forward.
- Knees slightly relaxed.

- Body tall with the hips, spine and head directly in line with one another.
- Chest lifted, shoulders back, and arms naturally by your sides.
- Drink plenty of water.
- Avoid yelling, throat clearing.
- If you are sick, please see a doctor and follow the prescription appropriately.

## **PERFORMANCE EXPECTATIONS**

Choir is a performance-based class that is taught during the school day. Public performances, however, might be held **outside** of the school day.

- **All choir students are required to attend all performances. In the event of a schedule conflict please contact Mrs. Rodriguez IMMEDIATELY.**
- As a school function, it is expected that a choir performance will take priority over all other activities, including group meetings, practices, sports practices, school sporting events, non-school sporting events, parties and social activities. Exceptions are made for family emergencies (i.e. death in the family, serious illness) or events previously arranged (i.e. catechism or graduations).
- A performing group depends on all of its members to attend; it can be detrimental to our performance if even one person is missing. **Again, unexcused absences will result in dismissal of the program.** Unexcused absence means that you did not attend the concert and did not discuss it with Mrs. Rodriguez before the fact. **Please Communicate!**

## **PERFORMANCE DATES**

The RES Chamber Choir will perform in the following programs:

- **Veterans' Day Concert. Friday, November 8<sup>th</sup> at 9:00 am.**
- **Canutillo ISD Combined Choirs performance at Canutillo High School. Date and time will be announced.**
- **WorldStrides Festival in Anaheim, CA, April 16-19, 2020.**

Also, they will participate at different programs within the district including outside-the-district performances. More information will be given to you on our first meeting.

## **CHOIR UNIFORMS FOR FORMAL CONCERTS**

**All the information pertaining the new choir uniform is available at [www.redhawksmusic.org](http://www.redhawksmusic.org)**

**All students must have choir uniform ready by November 1<sup>st</sup>, 2019. First performance with new uniform is November 8<sup>th</sup>, 2019.**

## **INFORMATION OF CHOIR MUSICAL SELECTION**

Choir members will be performing a series of concerts throughout the school year. The music includes but not limited to:

- Holiday music (i.e., Christmas, Winter World Celebrations, Patriotic celebrations, etc.)
- Classical music (i.e., music from the greatest Classical composers)
- Pop music (i.e., Musicals, film music, pop singers, rock, etc.)

All the music selections have been carefully chosen according to the musical and historical content. Some of them might include sacred content that belongs to the historical and cultural background of Texas and our community included in the Texas music curriculum. If you have any questions about this matter, please do not hesitate to contact Mrs. Rodriguez. Choir members that cannot participate at any holiday concert or similar activity due to religious practices, students can be excused with a previous parent written notification. Students will not be excluded from the choir program on this matter.

## **CONCERT ETIQUETTE**

### **For students and parents:**

Talking, sleeping, laughing, reading, ringing cell phones, and/or any electronic devices are considered rude during a performance and will not be permitted. If you are on stage, your behavior determines how the audience reacts. If you are quiet, the audience will be as well. If you are in the audience, your quiet, polite behavior tells the performers that you respect their performance. Everyone works very hard for their performance and deserves a polite, full audience. All parents should maintain

a positive attitude towards the students and the choir director at all times. It is important to project positivism at all events since the choir will be representing the Reyes Elementary community. Please make plans to attend at all concerts. Parents and family members are the most important audience members. Please recognize your child for a great job!

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## **Reyes Elementary Chamber Choir** **Parent/Student Agreement Form**

**STUDENTS:** I have read the Reyes Elementary Choir Handbook and I understand all choir policies and regulations, including all field trip regulations.

Student Name \_\_\_\_\_

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

Date \_\_\_\_\_

**PARENTS:** I have read the Reyes Elementary Choir Handbook and I understand all choir policies and regulations, including all field trip regulations.

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

**CELL PHONE:** \_\_\_\_\_

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

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_