

Choir Handbook 2025-2026

Handle or Link	Platform	Purpose
Website	http://westwoodchoirs.com	Official source of communication, all other methods link to this site The most up-to-date calendar.
Band App (Student)	https://band.us/n/ada7A3gaq6ohg	Student communication tool, works similarly to Slack. Students will use this to coordinate information about events and for choir sponsored social events. No parents on this Band.
Band App (Parents)	https://band.us/n/aaa80dibs9x2p	Student communication tool, works similarly to Slack. This tool enables parents to ask parent-parent questions about choir activities. The primary backchannel for Booster events. No students on this Band.
Instagram	https://instagram.com/westwoodchoirs	Instagram handle, open to all, used for posts during off-site performances and activities
Facebook	https://www.facebook.com/westwoodchoirs/	Facebook group, open to all, website posts to this outlet, also used for posts during off-site performances and activities

Table of Contents

WESTWOOD HS VISIONING DOCUMENT	2
CORE PURPOSE	2
CORE VALUES	2
CHOIR MISSION STATEMENT	2
CHOIR ACADEMIC GOALS	2
REHEARSAL ROOM/BEHAVIOR EXPECTATIONS	3
ENSEMBLE PLACEMENT	4
<i>Tiers, Explained</i>	4
<i>Sight Reading Assessment:</i>	4
<i>Vocal Range/Musical Artistry</i>	4
CONCERT ETIQUETTE	5
GRADING POLICY	6
ELIGIBILITY	9
CONFLICTS WITH CHOIR ACTIVITIES	10
CONTEST INFORMATION	11
TEXAS MUSIC EDUCATORS ASSOCIATION (TMEA)	11
UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL)	12
UNIFORMS	13
FINANCIAL INFORMATION	2
TRIPS	4
LETTER JACKETS	5

Westwood HS Visioning Document

Core Purpose

- To transform lives for the benefit of society.

Core Values

- Respect all in a welcoming and accepting environment.
- Uphold a learning culture built on perseverance and continuous growth.
- Value both inquiry and experience.
- Encourage innovative, creative thinking.
- Foster excellence and balance.
- Embrace professional autonomy and collaboration.
- Practice, promote, and support honesty.

Choir Mission Statement

To educate students with diverse and quality music to become literate and expressive musicians.

Choir Academic Goals

All of the goals listed below are directly related to the TEKS which are central to the Round Rock ISD Curriculum.

- Individual and Group Music Reading Skills
 - Learning to sight-read music scores using the “movable do” system
 - Learning musical terminology through repertoire
 - Assessments of knowledge musical proficiencies
 - Individual and group vocal assessment of vocal pedagogy, reading music, developing musicianship skills and singing varied repertoire
- Improvement of Vocal Skills through Opportunities for Individual Achievement
 - TMEA Texas All-State Choir Process (District, Region, Pre-Area, and Area Auditions)
 - UIL Solo & Ensemble Contest
 - Texas State Solo & Ensemble Contest
 - Private Voice Lessons
- Vocal training and musicianship through opportunities for group performances
 - Region 26 UIL Solo & Ensemble—be a part of an ENSEMBLE
 - Region 26 UIL Concert & Sight-reading
 - Concerts and Performances throughout the year
 - Concert Etiquette taught through participation in concerts during the year
 - Trips which include a Choral Festival/Contest

Rehearsal Room/Behavior Expectations

- **Maintain the highest level of rehearsal behavior.**
 - Sing to the best of your ability at all times. The Westwood Choir Room is a place where the directors train and educate each student to the best of their abilities so that each student can reach their full potential as a musician.
 - Conduct yourself properly at all times - Westwood Choir members take pride in everything they do.
 - Raise your hand and wait to be acknowledged before speaking. The Westwood Choir Hall will be a safe place where all students can learn and be musically expressive, an individual comment might disrupt the learning environment.
 - Follow instructions at all times.
 - Do not leave the room without permission. No one should leave the room without signing out.
- **Be prepared for all choir activities.**
 - Bring all required materials to choir activities. Westwood musicians arrive to rehearsal on time, prepared with materials & ready to learn.
 - Use the restroom before class.
- **Take care of the rehearsal spaces.** Westwood Choir members value and respect their peers, teachers, school property, and the property of others.
 - Backpacks go under the office window on the left side of the main entrance
 - You may bring water bottles to use during class time.
 - Ask permission before playing on the piano or using classroom technology items, including sound system
 - Eating is not allowed in the practice rooms
 - Keep all food or drink away from any electronic or musical equipment
- **Our time together matters.**
 - Tardies will be accounted for by the teacher, consequences are enforced by the administration
 - Be in your assigned place with your materials (folder with music, pencil, etc.) to be marked present and on-time.

Consequences

- Teacher/Student
 - In class redirection
 - Re-assigned seating
 - Lowered choir participation grades
 - Private conference with the student
- Teacher/Parent
 - Conference with student and/or parent
 - Participation in any choir trip revoked
 - Other choir privileges revoked
- Teacher/Administration
 - Office referral
 - Removal from choir as your elective

Ensemble Placement

We have ensembles designed to fit the needs of all students interested in singing. At the end of each school year, evaluations are conducted with intention to place students in the most appropriate ensemble based on skills and experiences demonstrated during the prior school year. For those students new to our campus, an entry evaluation is conducted to place the student as soon as feasible.

All students interested in singing are allowed in the Westwood Choirs with or without an evaluation. However, any student without an evaluation will be placed in our Tier 4 Choirs.

Tiers, Explained

Choirs are organized based on several criteria, based on demonstrable skill in several areas:

Sight Reading Assessment:

The [University Interscholastic League Sight-Reading Criteria](#) defines the required skills that will be assessed during the UIL Concert and Sight-Reading Evaluations in the spring semester. Students who participate in the All-State Choir Audition process must sight-read individually in later rounds, generally at Level 3 or higher on the Westwood HS Choir Level Up system. As such, all singers are evaluated for placement in an ensemble with demonstrable proficiency for that tier. A student who is currently enrolled in our program will have been evaluated, either through individual assessments or through group sight-reading activities during their ensemble through the current academic year.

Skill Assessment Breakdown:

	Tier 4	Tier 3	Tier 2	Tier 1
"Level Up" Target	A, B, 1	2, 3 +	4+	6+
Solfedge Recognition	none/some	refined	can peer teach	near perfect
Keys	C, F, G	up to 2 #/b	up to 4 #/b	any key
Harmony	primary triads	primary triads	primary triads	primary triads
Minor Triads	none/some	minor triads	minor triads	minor triads
Minor Scales	none/some	none/some	all minor scales	all minor scales
Altered Syllables	none/some	Fi, Si, Di, Te	Chromatic Scale	Chromatic Scale
Rhythm	none/some	accomplished	advanced	advanced
basic patterns	x	x	x	x
dotted half/quarter	x	x	x	x
dotted eighths		x	x	x
Tied notes across bar lines			x	x
Sixteenth note patterns			x	x
Simple syncopations				x

Vocal Range/Musical Artistry

Students in our ensembles are expected to develop their vocal tone over time. Students in Tier 1 or 2 have advanced vocal tone, with considerable range and control. Students who have advanced in the TMEA All-State Audition process, where they have prepared multiple pieces of music, evaluated by a panel of judges, over a period of time will be considered for higher tier ensembles. Directors will consider all students and their current level of demonstrable skill while considering placement for any advanced ensemble.

Ensembles are developed as a balanced group – equal numbers of students on each voice part. Directors will consider the student's current voice part, but might place a student in an ensemble for the following year based on a different voice part. Enrollment may have an impact on combined ensembles. For instance, a Tier 3 Tenor-Bass option does not currently appear on our master schedule, and all incoming, new to choir tenor/bass voices are combined into the Concert Tenor-Bass class.

Concert Etiquette

We work on music for a performance for up to 3 months at a time, only to have essentially 1 opportunity to share the work. Following are some guidelines to ensure a positive experience for all – performers and attendees.

Set a good example for the audience and other students. Other people may not know how to act at a choir concert and will be watching you for clues. Choir students will exhibit proper concert behavior during all performances in order to reflect positively on the choral program. Students will be graded on their concert etiquette.

Expectations

Enjoy the concert. This is the only time you will ever get to see it – so stay for the entire concert.

To make the concert enjoyable for all:

- Cell phones should be set to silent or turned off during choir concerts.
- Talking during a performance is not allowed. It is disrespectful to the musicians who have prepared for this event!
- No food or drink is allowed in the performance area, including the stage, backstage, and seating area. This includes water bottles.

Applause

- Support your fellow choir members with appropriate applause.
- Yelling, whistling, shouting names, etc. are not acceptable. The audience should never cause attention to be shifted from the performers on stage.
- When do I clap???
 - General Rule: applaud only after the conductor has lowered his or her arms.
 - During pop or jazz music you may applaud for a soloist during the song.
 - In songs that have multiple movements, applaud only after the final movement. This will be noted in the concert program. The conductor will lower his or her arms when the final movement is over.

Movement

- Do not leave your seat FOR ANY REASON other than extreme emergency. If you must leave, do so as quietly and as inconspicuously as possible ONLY between songs or during applause (making sure doors do not slam shut).
- Move between the stage and seating areas in quiet, single file lines. Sit in your assigned seat/row.

Grading Policy

Topic	Board Policy	Westwood Choir Policy
<p>Grade Percentages</p>	<p>When calculating a nine-week average at the secondary level, no single assignment or assessment grade shall count more than 30 percent of the total average, and no two assignments or assessment grades shall count for more than 50 percent of the total average, regardless of the grade category.</p> <p>Major projects may comprise more than one assignment.</p>	<p><u>Rehearsal Skills (25%)</u>: (listed as DAILY in TAC) TEKS 9.2, 10.2, 11.2, 12.2 <i>The criteria for daily grades are based on participation in all singing opportunities offered in the choral rehearsal</i></p> <ul style="list-style-type: none"> • The student will receive a grade for each called outside of the school day sectional. • The student will be on task & focused during all rehearsals. • The student will have music and supplies. • The student will be prepared to sing their part successfully. • The student will mark their music and take notes as needed. <p><u>Skills and Fundamentals (25%)</u>: (listed as PROF in TAC) TEKS 9.1, 10.1, 11.1, 12.1 TEKS 9.3, 10.3, 11.3, 12.3</p> <ul style="list-style-type: none"> • <i>The student will be expected to improve individual music skills.</i> • <i>An evaluation of the improvement will include voice part singing tests and written theory tests.</i> • <i>The student will be expected to improve fundamentals of singing and sight-reading.</i> • <i>An evaluation of this improvement will include periodic sight-reading tests.</i> <p><u>Performance Assessment (50%)</u>: (listed as PRFM in TAC) TEKS 9.2, 10.2, 11.2, 12.2, TEKS 9.6, 10.6, 11.6, 12.6 <i>All performances are graded and required. Dates and times will be published on the official choir website.</i></p> <ul style="list-style-type: none"> • <i>Students will receive a grade for each performance during each 6 weeks.</i> • <i>Performances will count as major exams.</i> • <i>The number of performances may vary during each grading period.</i> • <i>If no public performance occurs during a grading period, the performance grade will be based upon informal classroom performances determined by the directors.</i>
<p>Redo/Retake</p>	<p>Each student will be provided a reasonable and fair opportunity to retake or redo an examination/class assignment for which the student received a failing grade.</p>	<p><i>Students will be permitted to makeup daily grades up to an 80% grade, within one week of an assignment.</i></p>

Late-work Policy	<ul style="list-style-type: none"> • For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. • Each student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. 	<p><i>Students may submit late written work with a 10-point penalty per late class day.</i></p> <p><i>See the notation under “Make Up Policy” for specific guidance on missed performances.</i></p>
Homework Requirements	Shall be consistent by grade or course in each school, and when possible or appropriate, district wide.	<i>Students may be assigned ungraded, out of class work to prepare for auditions or competitions, completion will be evident through assessments and success at events.</i>
Academic Integrity	Determination based on judgment of teacher or other supervising professional.	<i>First confirmed offense, students receive a discipline referral, the second offense results in an automatic grade of zero.</i>

<p>Make-up Policy</p>	<p>Parent-Student Handbook: Students who miss a class due to illness or any other approved absence generally have one class day for each day missed to make up work. Previously assigned work for which they have had adequate notice and time to complete, even with the absence, should be handed in on time unless the delay is approved by the teacher. Any test missed due to absence will be made up immediately upon return or at the earliest possible day at the teacher’s discretion.</p>	<p><i>Students must make up assessments on the next class day following the absence.</i></p> <p><i>Additional Criteria Affecting Grades</i></p> <p><i>Excused Absences</i></p> <p><i>In accordance with RRISD policy, all excused absences will be honored with no grade penalty. These include:</i></p> <ul style="list-style-type: none"> ● <i>Medical emergency (A doctor's excuse must be provided)</i> ● <i>Death in the family</i> ● <i>Religious holiday</i> <p><i>Circumstances may justify an excused absence for reasons other than those listed above. If an excused absence is anticipated, written notification should be sent at least 10 days in advance.</i></p> <p><i>Performances cannot be made up! It is impossible to recreate the moment that the whole choir experienced; therefore projects must be completed to make the grade. This is true of both excused & unexcused absences.</i></p> <p><i>Examples of Unexcused Absences</i></p> <ul style="list-style-type: none"> ● <i>I forgot</i> ● <i>Work.</i> ● <i>Baby-sitting siblings.</i> ● <i>No ride.</i> ● <i>I had a non-school event</i> <p><i>If the absence is unexcused the highest grade possible is a 70 depending on the quality of the work. The project will include a 5-page report (typed) on a specific musical topic chosen by the director.</i></p>
<p>Other Subject Specific Policies</p>		<p>**Westwood High School courses are aligned with the Texas Essential Knowledge and Skills (TEKS) and RRISD School Board Policy.</p>

Eligibility

Students do not have to be eligible to participate in the required evening concerts. Students in I.S.S. at the time of an evening concert are **not allowed to perform in or attend the concert**. If a daytime performance or rehearsal causes the student to miss another class, the student is responsible to promptly make up all missed work.

Curricular Choir Activities

Curricular Choir Activities are those choir activities that occur as an extension of the choir class, as designated by Texas State Law and UIL.

- Curricular Choir Activities include graded choir concerts, rehearsals and sectionals.
- Curricular Choir Activities may occur during school, before or after school, or on the weekend.
- Eligibility is not a factor when determining participation in curricular choir activities.
- UIL Concert and Sight-Reading Evaluation no longer uses eligibility standards as an extra-curricular event, and as such, all students may participate in UIL Concert and Sight-Reading. Directors may remove a student for a behavioral issue, but eligibility will not prohibit participation.

Extra-Curricular Activities

Extra-Curricular Activities are those choir activities, particularly contests, which occur beyond the regular, required choir activities, as designated by Texas State Law and UIL.

- Students are eligible during the next grading period if they pass all of their classes on their report card with a grade of 70 or above.
- Students who receive grades of “Incomplete” on their report card in any subject are considered ineligible. They have 7 days after the end of the 9 weeks period to complete the missing work and have their grade changed to passing to regain eligibility.
- Students who receive grades of Incomplete on their report card but make up the work AFTER 7 days after the end of the 6 weeks period will regain eligibility.
- Students who receive failing grades on their report card in any subject are ineligible, even if the student completes work to get the grade changed after the 9 weeks is over, unless the failing grade was given in error by the teacher.
- According to UIL, there is no special compensation given to Special Education students if the modifications set out in the A.R.D. have been met by the teacher.
- Students who are ineligible due to grades may regain eligibility at the end of the 4th week of a 9 weeks period by receiving passing grades for all of their classes on their progress report (given at the end of the 3rd week of the 9 weeks period). If eligibility is not regained at that time, the student will have another opportunity at the end of the 7th week by the same process as stated earlier. Students who fail to follow through with their responsibility regarding grades may be removed from choir or placed in a lower choir.
- Students who receive failing grades on their report cards or UIL grade checks may or may not be allowed to participate in choir activities.
- **playlist, our spring show, is considered an EXTRA CURRICULAR ACTIVITY.**

Conflicts with Choir Activities

When a student is involved in more than one activity that requires after school time, conflicts may occur. The student must notify all affected parties (choir directors, parents, coaches, employers, sponsors) when there is a conflict so that there is time to determine how to handle the conflict (compromise, miss one or the other activity, work out a ride, etc.). Here is a list of activities a choir student may be involved in and their “priority.”

This list should help students to know when they have a commitment how to handle it.

- A UIL event takes precedence over any non-UIL event.
- A district level event takes precedence over any non-district, lower level event.
- A performance/district level event takes precedence over a practice.
- A practice for a UIL or district level event takes precedence over a practice for a non-competitive performance/game.
- When there are two activities of equal importance (practices, performances/games, competitions) the student will need to work out a compromise with all parties involved.
- A practice for a one-time performance takes precedence over a routine, regularly scheduled practice.
- A school event takes precedence over a non-school event, even if that non-school event is a competition.
- A Varsity level event takes precedence over a Non-Varsity level event.

Students MUST check event calendars for ALL of their scheduled activities for conflicts as soon as dates are available. Sometimes, a student will need to make a choice regarding activities that are of equal importance without fear of reprisals or forfeiture of status/position. Make every effort to ensure that family events must be scheduled around REQUIRED choir activities.

Choir Students with Jobs

- Having to work is NOT considered an excused absence from any required, graded choir activity. Missing a required, graded choir activity for work is considered an unexcused absence and will follow the district policy for make-up work.
- Students should notify employers well in advance (at least one month or as required by your employer) of all required choir activities.
- Students may request an extra copy of the choir calendar or may request a letter from the choir directors to give to their employer regarding required choir activities that may interfere with work. This letter is available in the choir room. The letter must be completed by the student, with a teacher signature, at least two weeks prior to the events listed on the letter.

Students MUST complete the conflict form, available on the choir website, no later than three days prior to the event.

Contest Information

Texas Music Educators Association (TMEA)

TMEA is the professional organization for all Texas music educators. TMEA sponsors the Texas All--State Choir. In Texas, the All-State Choir audition process begins with approximately 20,000 students and is narrowed down to 500. It is an outstanding accomplishment to earn a spot in the Texas All-State choir. In order to become a member of the All-State Choir, students participate in multiple rounds of auditions throughout the fall.

- *Round 1: District*
- *Round 2: Region*
- *Region Clinic and Concert*
- *Round 3: Pre-Area*
- *Round 4: Area*
- *TMEA All-State Choir Clinic/Concert*

Who should enter:

- Students of the Chamber or Chorale choirs are expected to audition for the first round.
- Students of any other choir are encouraged to audition
- **Participation in the TMEA process is a major factor in placement in choirs for subsequent years**

Costs:

- The entry fees and music for All-District Choir Auditions are paid for by individual students.
- **Students provide their own copies of the All-State Literature** – you will keep this at the end of the process
- Students who advance to the Area round will have their expenses paid for the overnight trip to the audition
- If a student earns a spot in the Texas All-State Choir, student expenses are paid by the school district for the TMEA Convention to rehearse and perform with the choir at the convention.

Expectations

- Follow through with the entire audition process. Only 3 conditions remove you from the process:
 - The audition process itself,
 - An appeal filed by a TMEA member, or
 - A director.
- Practice their music nightly with recordings and music
- Maintain eligibility in order to participate in auditions, clinics, and concerts
- Attend any sectionals, clinics, concerts and auditions that are held for that audition level - students will be removed from the process if they fail to attend any required activities associated with the audition process or fail to adequately prepare their music as determined by the Choir Directors.

University Interscholastic League (UIL)

Concert and Sight-Reading

This contest involves each choir being judged on their stage performance and their sight-reading skills as a group.

All students will participate with their choir.

Region 26 Solo and Ensemble Contest

Solo and ensemble contest is open to any student in the choir program, although private voice lessons are highly encouraged for students who wish to participate past the region round. Students who wish to enter an ensemble should work with the directors prior to the entry deadline. The entry fee for Solo and Ensemble is \$10 per event. Students must pay an accompanist in order to participate in the solo competition (pricing follows Round Rock ISD policy).

Texas State Solo and Ensemble Contest (TSSEC)

Any student that earns a 1st Division on a Class I Solo or Ensemble at the Region level is eligible to participate in this event at UT during the Memorial Day Weekend. Entries for this event are \$20 per event, and students must pay for their accompanist for any solo event.

Uniforms

Students are expected to follow the listed uniform guidelines below, without exception. Students may not be allowed to perform and/or their grade may be affected if the following guidelines are not met.

Informal Uniforms

The informal choir uniform consists of a choir shirt, and denim color. Informal choir uniforms must be worn on all concert days, to all informal concerts, singing the Star-Spangled Banner, on choir trips, etc. No other shirt will be permitted. Choir shirts are required for all choir students.

Formal Uniforms

Each choir member will be issued a district-provided formal dress or tuxedo. Formal choir uniforms will be issued at the beginning of the school year, on an assigned day, coordinated with student officers, directors, and booster club parents. Once the choir fee has been paid, the uniform should be kept at home. Failure to adhere to any listed uniform guideline will prevent you from performing with the ensemble.

Tuxedo

Black Tux Pants

Black Tux Coat

Black Bow-Tie

*** Black Tuxedo or Dress Shirt

*** Black dress shoes with socks – no white socks!

Dress

Current WHS Fine Arts Dress

WHS Choir Provided Pearls

*** BLACK, low heeled, closed toe shoes

*** **STUDENT PROVIDED**

Formal Uniform Guidelines

- Uniforms should be treated with pride.
- Formal choir uniforms and other parts are numbered and will be tracked.
- Proper shoes and socks must be worn with the uniform at all times - non-compliant shoes:
 - Flip-flops are not acceptable.
 - Large, tall heels are not acceptable.
 - Black athletic shoes are not acceptable.
- **Hair must be pulled back as part of the uniform**
- **Jewelry must not be worn with choir uniforms.** This includes necklaces, watches, and bracelets. Earrings and rings must be small and inconspicuous and kept to a minimum.

Choir students are financially responsible for all parts of their formal choir uniforms that they use, including dresses, jackets, pants, ties, cummerbunds, and garment bags. Repair and/or replacement costs are the responsibility of the student. Costs for replacement:

- Dress = \$100.00
- Tuxedo = \$100.00 (Jacket = \$70.00, Pants = \$30.00)
- Tie/Cummerbund (sets only) = \$15.00

Alterations and Care of Formal Uniforms

- Westwood Choir will provide alterations, and the garments will be cleaned at the end of the year.
- Never cut any material from a choir uniform when it is altered to fit you.

Formal Uniform Check-In

Students who do not turn in their uniform by the last day of school will be turned into the AP office. Report cards and schedules or diplomas will be held until the uniform is returned to the choir.

Financial Information

Choir Dues

The choir fee for every choir member this year is dependent on ensemble enrollment. This fee includes the current year choir t-shirt used for informal performances, cleaning and alterations for formal uniforms, and transportation to various events. This fee also includes class materials: folders, pencils, pencil pouch, music, notebook paper, dividers, staff paper, etc. If you qualify for financial assistance through free or reduced lunch, you can see a director for a scholarship application.

2025-2026 Dues

- All Choirs - \$75 Activity Fee
- Chamber/Innova – additional fee determined in advance of Madrigal Festival

Additional fees (based on participation)

- TMEA Round 2 Choir Entry - \$20
- UIL Solo and Ensemble - \$15 entry fee per event
- UIL Solo and Ensemble – Accompanist fees – set according to RRISD schedule, paid directly to accompanist
- Private Voice Lessons - follows RRISD schedule for fees
- Trips and Festivals – separate contracts and payment schedules will be communicated (see later in document)

Student Activity Account

There are several fundraising activities during the year to help with trip expenses. The required expenses are minimal. When you send checks please make them out to the “WHS Choir” unless otherwise directed and put your child’s name in the memo on the bottom left of the check. Please contact a director with any questions or concerns.

Payment Information

Payments must be made on time or students may be denied the opportunity to participate in the activity. The following procedure should be used whenever any type of payment is made:

- Payments may be submitted via the district online payment system.
- Payments may also be turned in using an envelope, found in the choir room next to the payment drop box.
- All payments, especially cash, should be paid before school starts in the morning.
- If the payment is cash, you must have exact change.
- Make all checks payable to Westwood HS Choir.
- Include the choir student’s name in the “memo” area of all checks.
- Include a current phone number and driver’s license number on the top of the check.

Insufficient Funds

District policy states that we are not allowed to accept checks from any individual who has had at least one check that was returned for insufficient funds. Cash and money orders can be accepted in this instance.

Fundraising - Choir Program

There are two entities that provide fundraising opportunities to the choir program. Westwood HS governs fundraising activities that are applied to student activity funds. Examples of the use of these fundraisers would include student choir fees, audition entry fees, and trip payments.

Fundraising – Choir Booster Club

The Westwood Choir Booster Club also has fundraising opportunities, which are aimed at support of the entire choral program. -The purpose of this organization is to supplement and enrich the choirs of Westwood High School.

Information about the boosters and the benefits of membership is available on the <http://westwoodchoirs.com> website, located under the Boosters tab.

Trips

Choirs take many small choir trips throughout the year. Parents are encouraged to attend these trips as chaperones.

Local Trips may include:

- Local choir concerts, both professional and scholastic
- Retreats
- UIL
- Auditions

Major Trips

- **The choir may take one two to five-day choir trip per year within or outside the state of Texas.**
- Trip location will be determined by the staff and announced at the beginning of the school year. Students in all choirs are encouraged to attend.
- Students are expected to conduct themselves in a manner that reflects positively on the district. Students must follow all choir and school rules as well as legal, ethical, and moral requests from directors or chaperones while on the trip.
- Students and parents must sign a Travel Contract when signing up to attend a festival trip or any trip with a personal financial commitment.

Financial Responsibility

- Trip refunds are controlled by the tour company. The refund policy will be set out in the trip information letter and the Travel Contract given to each student when signing up for the festival trip. Students will forfeit all or part of the money they paid to attend the trip if they cancel FOR ANY REASON after the refund deadlines.
- Receipts will be issued for all trip payments made that reflect the balance due.
- Trip payments must be made on time so that we may pay the tour company.
- Parents are invited to attend this trip. Cost for parents is the same as for students, minus festival entry fees

Trip Pick-Up Times

Sometimes it is difficult to determine our exact arrival time when itineraries are set for choir trips. Students will be provided an opportunity to communicate the travel changes via phone. Additionally, check the choir communication methods for any updates available (Twitter, etc.). Parents, please be prompt when picking up children from choir trips.

Letter Jackets

Letter Jackets for the Music Department are fitted at certain times in the year. Students who participate fully in the choral program will qualify for a jacket prior to their senior year. A senior will qualify for a letter jacket based on three years of participation in the program and enrollment for their senior year. Students must have earned OR been awarded a jacket the PREVIOUS year and the student must enroll in choir the following year. These jackets are earned by any combination of **fifteen points**. The letter jacket point matrix is listed below. Students who have qualified must turn in a completed form for a clearance letter to our letter jacketed supplier.

9	10	11	12	Participation Points Earned	Pts
				Summer Choir Camp <i>(provide proof of attendance)</i>	1
				HS TMEA District Choir Auditions	1
				HS TMEA District Choir Member	2
				HS TMEA Region Choir Auditions	1
				HS TMEA Region Mixed Choir	3
				HS TMEA Area Candidate	4
				HS TMEA All-State Choir	6

9	10	11	12	Participation Points Earned	Pts
	1	1	1	Performing a Solo at Regional Level	2
9	0	1	2	Performing in an Ensemble at Regional Level	2
				Performing a Solo at State Level	4
				Performing in an Ensemble at State Level	4

9	10	11	12	Participation Points Earned	Pts
				Ninth grade year	2
				Tenth grade year	2
				Eleventh grade year	2
				Twelfth grade year	4
				12th grade (w/3 previous yrs. Successful completion)	9
				Varsity Choir Member	2
				Choir Officer	2
				Director Points	1