

HANDBOOK

2026-2027

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Why Sing?
Why Join Choir?

Plato once said, “Music gives a soul to the universe, wings to the mind, flight to the imagination and life to everything.” For all the inquisitive minds reading this, Plato was born in Athens, Greece around 428 BC. That was over 2,000 years ago! However, music has existed far longer than a mere 2,000 years. It has the ability to transcend time. In 3100 B.C. Ancient Egyptian citizens would offer songs of praise in temples, palaces, battlefields, and tombs to Hathor, the goddess of music. From 1400 to 1600, music bloomed and became common in everyday life during the Renaissance period. Shortly after, from 1600 to 1750, European composers would entertain royalty and aristocracy with their Baroque style compositions. From 1619 to 1865, slaves in the United States would sing uplifting songs to raise spirits and ease the pain of their strenuous labor. Singing has been an integral part of our worlds’ history and has shaped the styles of music we listen to today. Many tunes, such as *Amazing Grace,* have musical roots that extend far back into the world’s history and are still present today!

Scientifically, studies have shown that music improves a student’s academic performance in school. Music has the ability to train the brain for higher levels of thinking and equip it with the skills tested in various standardized tests such as the SAT and ACT. In addition, studies have shown that music improves an individual's overall health. Singing is shown to release Endorphins, increasing one’s happiness, and Oxytocin, enhancing one’s feelings of trust and bonding. Time Magazine wrote, “Singing is like an infusion of the perfect tranquilizer, the kind that both soothes your nerves and elevates your spirits.” Singing is also shown to lessen feelings of stress, depression, and loneliness. Overall, singing helps you live a longer and healthier life!

From a social standpoint, group singing in particular is one of the most exhilarating music experiences there is. Time Magazine wrote, “It takes something incredibly intimate, a sound that begins inside you, shares it with a roomful of people and it comes back as something even more thrilling: harmony.” A recent study revealed that not only are singers in a choir mentally in sync with one another, but physically connected with those around them as well. Incredibly, singers who breathe together between certain phrases experience a decrease in their heart rates which results in synchronized heart beats all around the room. How incredible is that! 100 hearts are beating perfectly in sync with one another while breathtaking music is being produced. That truly redefines the depth of the connections that are made through singing.

The Reagan Choral Department strives to take the historical, scientific, and social significance of music and make a lasting impact in the life of every single child who walks through their doors. Singing is the ultimate form of expression. It is through music that an individual is able to discover him/herself, connect with people from all walks of life, and make a lasting impact on the world. By instilling a love of music early on, a Reagan choir student will look at the world with renewed eyes. A Reagan choir student has the ability to make a positive difference in the world because they have allowed music to change their life.

“Music can change the world because it can change people.” - Bono

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REAGAN CHORAL DEPARTMENT

Classroom Procedures/Expectations

The following rules have been established to ensure a positive and successful learning environment for all choir students:

1. All school district fine arts behavior policies will be followed.
2. Before class begins, all backpacks, cellphones, and homework from other classes must be placed behind the risers. **Cellphones are to be put away during class and secured according to district policy.**
3. Be on the risers with your ***folder, pencil, and music*** every day within the first minute after the bell rings.
4. Talk only with permission.
5. Respect yourself and others.
6. Food, drinks, gum, and candy are not allowed on the risers. Water is the only exception.
7. The choir director, **NOT** the bell, dismisses the class.
8. Please stay away from off-limits areas without permission from the director: choir office, pianos, practice rooms, library, uniform room, and storage closets.
9. Proper singing position is required at all times, sitting or standing.
10. When directors, substitute teachers, student directors, or any adults are speaking, give them your full attention.
11. 100% participation is expected all the time. Students should be rehearsing and singing for the entire class period.
12. Make sure to throw away any trash, bottles, and loose leaf paper that is left in the room.
13. Students are responsible for paying for lost copies of music.
14. Everyone will receive a choir binder at the beginning of the year. It is the student's responsibility to replace the binder if misplaced or lost.

PERFORMANCE GUIDELINES

Students:

1. Failure to participate in a concert is a serious infraction. Please see the Attendance Policy section for specific details concerning concert attendance and makeup opportunities.
2. Excused absences include but are not limited to: illness, death in the family, and other school-related conflicts.
3. If the absence from a concert is excused, there will be an alternate assignment available (Refer to the Grading policies for more information).
4. Concerts are scheduled before the school year begins, so make arrangements as soon as you know the dates.
5. Reasons for missing a performance must be given directly to the Director no less than 24 hours **before the concert**. They must be written out formally and signed by your parents.
6. There will be no laughing, talking, or whispering on the risers during a performance. If any does occur, the Director will stop the performance and ask the person causing the disruption to leave.
7. Uniforms are to be worn at all the concerts unless the Director instructs otherwise.
8. Students must be in compliance with our uniform policy for concerts. Failure to be properly attired will result in removal from the concert and a zero in the grade book.

9. UIL Concert and Sight-Reading Contest is also a requirement of the course, so all students are expected to participate.
10. If you are unable to participate in the Contest because of a legitimate conflict, you will be given written assignments while the other choir members rehearse and compete.
11. Students who are not performance ready for a concert may be restricted from singing on stage. Students who are removed from a concert will have to do an alternate assignment.
12. It is the students' responsibility to check themselves in for attendance. Students must be in their seats 20-30 minutes before the concert starts unless otherwise stated by the directors.
13. Cell phones and other electronic devices are to be turned off and not on person in the auditorium during concerts.
14. Students will remain respectful, attentive, and supportive of the other performing groups while seated in the auditorium.
15. Students should not leave a concert until they have helped put away the risers, piano, and shells. Students are also expected to help keep the choir room and any other classroom used clean and tidy for instruction the next day.
16. The State of Texas Essential Knowledge and Skills for secondary choral music outlines that concert attendance, evaluation and etiquette are an important part of the learning process for our students. **Therefore, students are required to stay for the entire concert**. Students who leave a concert early will be counted absent and will receive a zero.

Audience:

1. Please turn off all electronic devices.
2. Please do not take flash photography.
3. Please stay seated for the duration of the concert. If you have to leave, please exit during applause and close the doors quietly.
4. No unnecessary yelling or calling out other students' names.
5. Please take any noisy children into the lobby.
6. Applaud once conductors hands are by their side.

Grading Policy

The grading percentages are as follows:

30% - Tests & Quizzes: Written, Singing and Sight-Reading

1. This includes but is not limited to: quartet singing tests, individual sight-reading tests, solfege speed tests, word tests, and any basic music theory tests.
2. Retesting for a higher grade is permitted at the discretion of the director.

50% - Classroom Participation, Rehearsals, and Weekly Grades

1. Choir is a performance-based curriculum. Weekly participation grades are based on being prepared for class with proper materials and active participation in rehearsal, as further defined in the class expectations and procedures. In order to maintain a 100 for a weekly participation grade, each student must earn 20 points per class period every week. The daily work in class will determine their weekly grade.
2. Lack of preparedness and/or lack of participation in class will result in points lost from the weekly participation grade.
3. Attendance in class and before/after school rehearsals is mandatory (unless otherwise indicated by the director). Each unexcused absence will result in a 20 point deduction from the student's weekly participation

grade. The guidelines for determining unexcused vs. excused absences are listed below under Attendance Policy. Please don't hesitate to ask a director if you are unsure.

20% - Concerts

1. Concerts are the assessments of our work in class and therefore, the most important test grades that we give. ATTENDANCE AT ALL CONCERTS IS MANDATORY.
2. See Attendance Policy for more information.

Before/After School Rehearsal Policy

Sometimes in order for our choirs to be successful and prepared for performances, extra rehearsals are needed outside of class time. We are respectful of our students' time and do not schedule any extra rehearsals, unless necessary. The requirements for these rehearsals are as follows:

Varsity Choirs:

1. Monday nights from 6-8 pm are set aside as a dedicated rehearsal time for the varsity choirs. All members of varsity choirs are expected to attend ALL Monday night rehearsals and should not schedule other events on Monday nights. Monday night rehearsals will be called as needed in the Fall Semester. In the Spring semester, during UIL preparation time, there will be weekly Monday night rehearsals. Monday night rehearsals that are called can be found on the Google calendar.
2. Other rehearsal times before and after school will be added as needed. These will be published in advance. If a rehearsal is called attendance is mandatory and the attendance policy published in this document will be followed.

Non-Varsity Choirs:

1. Non-Varsity Choirs will have extra before or after school rehearsals as needed. Those will be decided by the director and the rehearsal schedule will be published in advance. If a rehearsal is called, attendance is mandatory and the attendance policy published in this document will be followed.

Attendance Policy

Excused Absences must be pre-approved by the directors unless it is an emergency. Excused absences include (but are not necessarily limited to) religious reasons, death in families, other conflicting school events and medical reasons. Students with excused absences will be given a zero for their concert grade until the make-up assignment is turned in. All excused absences need a doctor's note or a printed letter signed by the student's guardian. Directors reserve the right to decide on the validity of the excuse.

Unexcused Absences will result in a zero for a grade. Unexcused absences include but are not limited to: job conflicts, vacations, forgetfulness, lack of a ride, babysitting younger siblings, practices or rehearsals with non-school groups or teams, and apathy. Unexcused absences can result in the removal of a student from an ensemble.

In Class Attendance:

1. Students are expected to be on time to class every day.
2. According to NEISD policy, anyone late to class by 5 minutes or more will be marked Absent.
3. Students will have 1 minute after the bell rings to get on the risers. They may use this time to sharpen pencils or go quickly to the bathroom.
4. Students not on the risers by 1 minute after the bell has rung will be counted Tardy.
5. Students that are off the risers for more than 5 minutes will be counted absent.

Before/After School Rehearsal Attendance:

We are very cognizant of your time and will only call rehearsals as needed. Attendance at before and after school rehearsals is mandatory and counts towards the participation grade.

1. No unexcused absences will be tolerated for before/after school rehearsals and will result in a deduction from the weekly participation grade. If the absence is excused, then students will be given the opportunity to do make-up work to receive a grade for the missed rehearsal (see next statement).
2. Students are ONLY allowed to make up 1 excused rehearsal each semester. Extenuating circumstances will be left to the discretion of the director.
3. In order to make up for a missed rehearsal, students must submit a recording of the practice session that they did on their own to make up for the missed rehearsal. It must be for the full time of the missed rehearsal. The directors reserve the right to test the student for a grade on whether they have learned the missed rehearsal material on their own.

Concert/Gig/Performance Attendance:

1. For excused absences, the alternate assignment must be completed no later than exactly two weeks after the concert (If the concert is on Tuesday, the assignment is due on the Tuesday two weeks later). If the grading period ends before the two week mark, students will be required to complete the makeup assignment before the deadline.
2. IT IS THE STUDENT'S RESPONSIBILITY TO PROVIDE WRITTEN DOCUMENTATION FOR AN EXCUSED ABSENCE AND SCHEDULE A SINGING MAKEUP WITH THE DIRECTOR.
3. The make-up assignment is a two-part assignment, consisting of a performance component and a written analysis of a recording of the concert.
    1. For the performance component, one of the directors will schedule a time for all makeup singing assignments to be performed together. The student must attend that makeup grading session before or after school to sing for the director the music that was performed in the concert. If a student has a scheduling conflict that cannot be avoided, s/he must contact the director before the scheduled makeup session to set up an alternate makeup session. During this session, the student will perform from memory any music that was sung from memory by the choir in the rehearsal or concert, and the student may use music for any pieces that were sung in the rehearsal or concert with music. The student will sing as a soloist with a small group of other students to make the grade up. The student will be graded on all aspects of musicianship including but not limited to tone quality, rhythmic accuracy, pitch accuracy, vowel production, tone production, breath support, and interpretation. At the discretion of the director, the student will sing solo a cappella, with piano accompaniment, or with a recording of the concert.

    2. For the written portion of the assignment, the student will be given a recording and program of the concert. The student must write an academic review of the entire concert (not just his/her choir's performance), speaking in a detailed manner of the performances of all choirs, using musical terms and ideas explored in class, including but not limited to aspects of tone quality,

blend, intonation, ensemble, interpretation, musical expression, breath support and phrasing, and other musical and artistic ideas. The paper should be 3-5 pages long, 12-point font, one-and-a-half spaced paragraphs (not double-spaced), one-inch margins on top and bottom, and 1.25-inch margins on the sides. Pictures and clip art may be included but does not count toward the 3-5 page amount. All makeup work should be completed by the due date specified unless an alternate due date has been worked out ahead of time with the director. If the student does not promptly set up a make-up schedule upon his/her arrival back to school, the grade may remain a zero.

4. This make-up assignment is intended to reflect the importance of the concert preparation and performances as well as give the director a chance to assess the 6-9 weeks' worth of classroom preparation that occurs before a concert. This is in accordance with the Texas Essential Knowledge and Skills criteria, set by the State of Texas. The concert is a major grade, so the make-up work reflects that.
5. A student will only be allowed to make up one concert per year. If you have an extenuating circumstance, please contact the director to discuss the matter.

Restroom Policy

1. Students will have the first 1 minute after the bell rings to get their music and get on the risers. This gives a student a total of 5-6 minutes to travel and use the restroom quickly before choir class begins.
2. Students experiencing a true sudden emergency can sprint to the restroom and bypass signing out. They will need to have a private conversation with their director afterwards. This also applies to concerts. If a student is feeling ill, they may leave the stage or auditorium, but they must explain afterwards.
3. Students should miss class only 1 time per week for restroom breaks. Repeated trips to the restroom will be addressed by the director to the individual student. If there is a medical reason for multiple bathroom breaks in a week, please discuss that with your director in private.
4. Students will sign out to use the restroom and sign back in once they have returned.
5. Students will not be permitted to use the restroom during class once sight reading has begun.

Uniforms

Formal Uniforms:

Formal Uniforms will be checked out on a specified Uniform Checkout Day. Times will be assigned based on the student's last name to avoid long wait lines. If you have a time conflict, please try your absolute best to at least make it to the fitting that day. If the whole day is conflicted, we will schedule one general make-up day after school. The date will be announced after the main uniform fittings. If both days are missed, the student and parent must arrange an appointment with the directors before or after school to individually check out their uniform. It is the responsibility of the student to make an appointment. Students without a uniform will not be allowed to perform and will receive a "0" for the concert, which is a test grade.

Gentlemen will be fitted in the orchestra room for a Tuxedo Jacket ($50) and Tuxedo pants ($50). Prices within the parenthesis reflect the cost billed to the student if the student damages or loses the uniform. Men are **required** to supply their own black tuxedo bow tie, black tuxedo cummerbund, white tuxedo shirt with black plastic studs and formal black dress shoes.

Ladies will be fitted in the choir room for a Concert Formal Black Performance Dress ($100). Prices within the parenthesis reflect the cost billed to the student if the student damages or loses the uniform. Ladies are

required to supply their own off-black sheer pantyhose and closed-toed black formal shoes. NO SANDALS. Dresses should be hemmed to one inch from the floor with shoes on.

Please follow the district hemming guidelines for any alterations. If any student does not have their dress or tuxedo pants properly hemmed, they will not be allowed to perform.

Informal Uniforms:

The Reagan HS Choir Black Polo is required for some performances and volunteer events. The polo costs $25 and sizes range from S-3XL.

The Reagan Choir T-Shirt is required for most extracurricular choir events. The t-shirt costs $15, and it comes in general unisex sizes.

These shirts are purchased from the Booster Club. Please go to reaganchoir.com/shop to place your order.

Concerts

Performances are the way we assess work that has taken place in class. Therefore, all concerts count as test grades and attendance and participation is mandatory for students.

Fall Concert:

Date: Tuesday, October 6, 2026
Student Call Time for Concert: 6:45 pm
Event Time: 7:15 pm
Uniform: polos and black slacks/ dress pants/ dress shoes
Admission: Free reserved seating
Description and Notes: The Fall Concert is the first official concert of the year. The competition choirs will each perform their own set of music. Attendance for all students is mandatory.

Holiday Concert

Date: Wednesday, December 8, 2026
Student Call Time: 6:30pm
Event Time: 7:00 pm
Uniform: Formal Tuxedos and Concert Black Dresses
Admission: $15.00
Description and Notes: The Holiday concert is one of our most well-attended concerts. Doors open at 6:30pm. All seating is reserved. Seats can be bought online and at the door. A link to the online ticketing system can be found at reaganchoir.com.

There will be a 15 minute intermission where we will sell concessions. There will be solos performed in between choirs. Refer to “Auditions: Travel Music” for more info on Holiday solos.

Chamber Singers and **Kantorei** will combine with the Reagan Orchestra for both of their Holiday concerts. All students in these two choirs, in addition to performing for the choir concert on **December 8th,** will perform for the Orchestra concert on **December 9th**. The mandatory rehearsal with the orchestra for these groups will take place on Monday, **December 7th** from 4:15-6:30 pm. Attendance at both concerts is mandatory for these two choirs.

Pre-UIL Concert:

Date: Thursday, March 4, 2027
Student Call Time: 6:45pm
Event Time: 7:15 pm
Uniform: Formal Tuxedos and Concert Black Dresses
Admission: Free reserved seating
Description and Notes: This is our most serious concert. It is a mock version of the Concert portion of the UIL competition that is held during the school day on March 24-25. We will ask that the audience hold their applause until the choirs have finished their 3 numbers to help the students adjust to the competition day. This concert features some of the most difficult music performed throughout the year, however, this is not a fully polished concert. The students will listen to the concert recording and will have a few more rehearsals to perfect their sound before the UIL Concert & Sight-reading competition. Attendance for all students is mandatory.

Pop Show:

Date: Thursday, May 6 and Friday, May 7, 2027
Student Call Time: 6:30 pm
Event Time: 7:00pm
Uniform: Pop Show attire; will be decided by each class
Admission: $15 reserved seating
Description and Notes: These are two required concerts for students. Each of them is a test grade individually. Tickets are pre-sold online and from the choir office. A link to the online ticketing system can be found at reaganchoir.com. Tickets will also be on sale in the choir office and at lunches the week of the show. Pop show usually sells out. It is not advisable to wait to buy tickets at the door; although some may still be available, we have had to turn people away. There is an intermission where concessions and other choir merchandise will be sold. Attendance for all students is mandatory.

Auditions

Solo Audition Policy: It is at the complete discretion of the directors to assign solos for any performance. Directors may assign solos based on student participation and ability displayed during the class time. Directors may assign solos based on previous auditions or on a different piece. The director's main purpose for choosing a solo is to choose the best performer for that part. There are usually many talented singers auditioning at any given time. Directors reserve the right to choose whether or not to “spread the wealth” and provide solo opportunities to other talented students. They also reserve the right to make the best decision for the performance. The directors may or may not choose to take classroom behavior into account when picking a solo.

Travel Music Audition: Students are selected to perform solo or small group pieces while the choirs travel to and from stage during the holiday concert so that the evening is filled with non-stop music. On average, we select 6 to 10 singers to sing between the choir numbers. Students will sign up to perform a secular (non-sacred) piece. Students must be memorized and have their piece performance ready. Students will be able to sign up for an audition time. They will be able to see what other songs students have already chosen. This is to help students not sign up for the same song. They are allowed to sign up for the same song, however it is not advised since only one variation of a particular song can be performed at each concert. Students' results will be posted at the director's discretion.

Musical Auditions: These auditions take place on Monday, Oct 13th, which is a school holiday. There is a solo singing audition and group dancing auditions. Materials will be passed out a couple of weeks before the auditions. Students will have to prepare the audition music on their own. The theatre and choir directors will select students based on their auditions and work in class to "call back". Call back auditions will take place later in the day on Oct 13th. Students will be asked to read lines and sing more difficult cuts of music. Audition results will be posted at the directors' discretion.

Pop Show Audition: 60% of our Pop Show is composed of solos and small groups. Students will perform their prepared numbers in front of approximately 20-25 Reagan faculty members. Faculty members are invited to attend the auditions. They score the students based on a standardized point system. The scores are tallied up after the auditions and the top 15 to 18 acts are selected. The directors reserve the right to void a student's audition based on behavior issues. Students will be given a time slot. There will be around 10 students in each 15 minute time slot. Students within each audition group will sing in front of each other and the faculty. Once a student has performed, they are allowed to leave. Students are allowed to sign up for two solos or a solo and group number. It is up to the directors' discretion which act will be chosen if both acts that a student auditions with are selected by the judges. It is advised that students select upbeat songs and fast tempo songs. There can only be so many slow ballads that are chosen. Audition results will be posted at the director's discretion. It usually takes multiple weeks to come up with the finalized concert list so be patient and do not ask when results will be posted.

Choir Auditions: All students interested in advancing or remaining in a Varsity choir will have to apply and audition at the end of every year. Auditions include a sight-reading excerpt, a rhythm proficiency exercise, vocalized drills, and ear training tests. The audition usually takes about 10 minutes. These auditions are part of the consideration for what choir placement each student will be placed in for the next year. In addition, at the beginning of each year, all new students will audition for placement into our non-varsity groups. If it is determined that a student is in need of more individualized instruction, they will be placed in VocaLibre.

Soundsations and Chantez Nouvelle Auditions: This is a two day process. Students will have to prepare and polish two assigned audition pieces that will be distributed in April. They must also view the step by step video and be ready to perform the dance callback material. One of the audition pieces will be a musical theatre solo that will be sung with an accompaniment track. The other will be a 4 part pop tune octavo where the student will have to sing the appropriate voice part harmony with the accompaniment track. Students must go through both the Varsity Choir Audition and the Soundsations/Chantez Audition to be in the ensemble. Both auditions will be taken into consideration.

Chamber Singers Auditions: For students interested in being Chamber Singers, there is a second audition, in addition to the Varsity Choir Audition. Students will prepare their part on an assigned audition piece and sing in solo quartets (or whatever type of required voicing, depending on the piece). They must be able to successfully

sing their part against the other singers in the ensemble. Both auditions will be taken into consideration for this group.

Service Projects

The Choir program offers multiple venues for service hours. We try to have at least one event a semester. We have volunteered at places like Habitat for Humanity and the Animal Defense League. Students can also help with the choir library and cleaning the choir room. Service events are great opportunities for students to get to know one another.

Social Events

There will be opportunities for students to attend a fun social event led by members of the Choir Council. Previous events have included Halloween Social, Christmas/Holiday parties, and Rollercade Skating Rink. All choir students are invited, but attendance is not mandatory. Social events are designed to foster student camaraderie within the choir program. Students are encouraged to attend and make new friends and acquaintances in choir.

Letter Jacket Points

Choir Students have the opportunity to earn a letter jacket through the choir program. The jackets are gained through a point system. Once a student earns 20 points after one or more consecutive years in choir, the student earns a jacket that will be fitted sometime in August/September and the student will receive the jacket sometime in the fall semester. However if the student is not enrolled in choir the next year, the student will forfeit their letter jacket. Each following 10 points will result in a Bar pin that can be added to the Letter Jacket. Points are awarded as follows:

Mixed Region Auditions: 2 pts
Treble Region Auditions: 2 pts
Region Clinic/Concert: 2 pts
Pre-Area Auditions: 3 pts
Area Auditions: 3 pts
All-State Choir Member: 10 pts
Worker at the Area Auditions hosted at Reagan: 2 pts
UIL Solo & Ensemble: 2 pts per event
UIL Concert & Contest: 3 pts per event
Choir Council: 2 pts

If a student has been in the Reagan Choir Program for 3 consecutive years of high school and has not already received a letter jacket, said student will automatically earn a Letter Jacket and be fitted at the beginning of their senior year (provided they are still enrolled in choir for their senior year).

Choir Council

Although it may not seem like it, running the Reagan HS Choral Department is a lot of work. Not only are the directors in charge of 240+ rambunctious, music-loving students, they must also attend to the logistics of any successful fine arts program. It is physically impossible for two choir directors, no matter how hardworking they are, to get everything done in time and manage to keep the choir program running smoothly. This is where the choir council comes in. The main purpose of choir council is to make choir fun while still ensuring that every task is accomplished. Being a part of the Reagan choir council is truly an incredible experience.

Similar to any school's student council, the choir council is made up of various positions including the positions of President, Vice Presidents, Secretary, and Treasurer. In addition to the typical positions, choir council has the social and service chair, in charge of planning social and service events, choir keepers, in charge of keeping the room clean and in order, and historians and media specialists, in charge of documenting the year.

A position on the choir council is open to any student who has been in the choir program for at least a year, regardless of grade or choir class. To be considered for a spot, one must complete a five week application process and schedule an interview with Ms. Cowart and Mr. Magee. The directors then review each application and decide who receives which position. Once the directors have reached an agreement, positions for the following years' council at our annual choir banquet. Once positions are announced, students are obligated to accept their position on the council for the next year.

When a student receives a position on the council, it is their responsibility to complete the tasks their position requires. Choir council must attend mandatory monthly meetings and all choir related functions.

Being a part of the choir council is a wonderful and rewarding experience. Students on council get the opportunity to bond with students in all of our choir classes, get to know the directors better, and help foster the sense of family within the choir program. Choir council is truly the backbone of the Reagan choir program. Anyone who has had the privilege of being a part of the choir council will be quick to share their fond memories and agree that it was a wonderful experience.

The Reagan Choir Booster Club

This is one of the most important aspects of our choir program. This is a 503c non-profit organization run by choir parents whose sole purpose is to support our choir program. Each year they raise and contribute close to $50,000 towards the choir program. That averages to about $167 per student for the entire year. Technically every choir parent is automatically a member of the booster club. It is, however, run by an elected group of volunteers called the Booster Board Members. These moms and dads meet once a month to plan fundraising and choir volunteer opportunities for parents to sign up for. All parents are invited and highly encouraged to attend these meetings. Without the booster club, the Reagan choir program would not be able to continue to flourish as it has traditionally. Most of the money that the Booster Club raises comes in the form of parental and business sponsorships. All the money raised goes directly back into the choir program. The Choir Booster Club is an invaluable part of the Reagan Choir Program, and its success is based heavily on parental support.

Scholarships

There are two types of scholarships provided by the Reagan Choir Booster Club. The first type pays for a portion of the All-State summer camp tuition and boarding cost. Most summer camps cost around $350-400. Students have to fill out a one page application at the end of the school year. The directors either approve or deny the application. Applications are typically approved until the scholarship funds have been exhausted. Applications are processed on a first come first serve basis.

The second type of scholarships are the one time college scholarships that are intended to help with the auxiliary costs of attending a school of music. All applicants must be graduating seniors who are majoring in music in college. They have to fill out an application and sing for a panel of judges composed of unbiased booster club members and Reagan faculty. Applicants may be awarded a $1000 music achievement scholarship, and one member will be awarded the $2,000 Jo Scurlock-Dillard scholarship. Scholarship winners will be announced at the end of the year banquet.

Miscellaneous Ledger

Each Reagan choir student will have a "Ledger" under the school choir account. Students can raise funds for their ledger by selling advertisements for pop show. Their school account ledgers can be applied to any activity being paid out of the School Choir account, not the Reagan Choir Booster Club account. Any money left in a student's ledger when they graduate or leave choir will be transferred to the general choir program's account. If the student has a younger sibling currently enrolled in the Reagan Choir Program for the upcoming year, their funds will automatically be transferred to the newer ledger. Students are not allowed to withdraw from this ledger.

Choir Awards and Senior Dinner

The Choir Booster Club sponsors the end of the year Choir Awards. All students are invited and there is no charge. Dress is Sunday Best. Students are encouraged to dress formally for the event. A variety of awards will be distributed during the event. All parents are invited and encouraged to attend. After the awards ceremony, the directors and seniors will attend a dinner to celebrate the seniors at a local restaurant. There will be a charge for each senior but that amount will be announced once the restaurant is secured.

Voice Teachers

We have 3 on-staff voice teachers at Reagan High School. They offer supplemental individual one-on-one coachings during the school day for students who are interested in improving their technique and advancing in our competitions. Students must fill out the voice teacher request form. Students are assigned into studios on a first come first serve basis. Once a parent has signed the voice teacher request form, that student is obligated to take voice lessons for the entire year. Voice teachers are paid directly by the student. The standard rate is $108 a month for 4 once-a-week lessons. Students will be placed in a scheduled routine where they will either see their teacher for 25 minutes during their choir class, lunch period, before school, or after school. If a student misses a lesson, it is up to the voice teacher whether or not they choose to reschedule. If the voice teacher is notified with ample time, then they can try to fit another student in that slot. If the voice teacher is not notified and they are waiting idle through the scheduled voice lesson, the student will be obligated to pay for that time without a make-up lesson.

Voice Coachings

The Choir Directors have limited availability for individual voice coachings. Typically the choir directors will give individual voice coachings for the all-state process, musical leads, and college auditions. Voice coachings with the directors are free, but in order to sign up students must follow certain guidelines:

1. 98% of the notes and rhythms must be learned on the students own time.
2. The student must have music and a pencil at all coachings.
3. The student must find a time that the director has free time to schedule a coaching. Some weeks may not have any free time slots.
4. Coachings are scheduled on a first come first serve basis.

Competitions

UIL Concert & Sight-Reading: This is the highest level of assessment for choral programs in the state of Texas. Students will work together to present the most polished set of music that they can prepare. Students will sing together in their respective choirs in front of 3 specialized judges. Those judges will score the performance a Division I Superior, Division II Excellent, Division III Average, Division IV Below Average, Division V Poor. Students will then sight-read a brand new piece of music that they have never seen before. They will have 6 minutes to rehearse before being expected to sing it perfectly all the way through. The Reagan Choir's expectation is that all the choirs receive a Superior rating from every judge.

Students must meet the directors' performance expectations before competing at the UIL Concert & Sight-reading event. The directors reserve the right to test the students on their ability level, and if the student does not meet the choir program's standard, they will have to do an alternate assignment in place of competing at UIL. ***Failure to attend the required extra rehearsals will result in being removed from the competition****. Behavior infractions are justified reasons for dismissal from the competition.*

UIL Solo & Ensemble: This is an individual competition where students have the opportunity to perform a classical solo in front of a judge. The judge will score them on a Superior, Excellent, Average, Below Average, or Poor rating. Students have to pay for their rehearsal time and performance with their accompanist. Students with voice teachers will choose their song during their lessons. Students without voice teachers will be given a set of pieces to choose from for their pieces. Freshmen will sing a Grade III piece. If they score a Superior rating, they can sing a Grade II their sophomore year. Once they score a Superior rating on a Grade II song, they will perform the difficult Grade I literature for any remaining year.

The TMEA All-State Process:

The TMEA All-State process is one of the most important competitions for the Reagan Choir Program each year. It is a voluntary competition that takes our students on a musical journey lasting up to 9 months. On May 1st, the Texas Music Educators Association releases the selected audition material for the following year. The audition material consists of the best choral music written from both classical and modern composers. Students can purchase their music packets online on JWPepper.com or at JWPepper San Antonio (8823 Tradeway St., San Antonio 78217).

All Reagan choir students are invited to participate in the All-State audition process. Whether you are a choir veteran, a brand new freshman, or decided to join choir this past year, you can benefit from the process. Every part of the journey is a learning experience, however it is a very competitive undertaking. It is estimated

that over 17,000 students begin the process each year. Only the top 2% over a course of 4 elimination rounds will remain to form the prestigious Texas All-State Choirs.

The purpose of the audition process is not to find the most naturally gifted vocalists, but to find the top 2% of the most hardworking, intelligent, and artistic high school musicians in the state of Texas. College admissions and scholarship review committees weigh the all-state process heavily because it shows a student's commitment to discipline, perseverance, outside-the-box thinking, and consistency. There is a direct correlation with all-staters who also earn good grades in high school and their collegiate success. They are the quintessential "well-rounded" student.

The time commitment may be rigorous and the losses can be tough, but the journey of learning and perfecting this timeless music and then auditioning under pressure for a couple of minutes truly produces the highest caliber students. We highly encourage our students to undertake this endeavor and will continue to prepare them using every resource available to us. Reagan has a tradition of having a high number of devoted auditionees and, likewise, a high number of All-State choir members.

Voice Parts

Each student will have to choose which "voice part" to audition in. There are 8 options from highest to lowest in range: Soprano 1, Soprano 2, Alto 1, Alto 2, Tenor 1, Tenor 2, Bass 1, Bass 2. Women and men can sign up for any voice part that best fits their tessitura range. Students will only compete against others in the same voice part. Once a student has auditioned in a particular voice part, they are not allowed to change voice parts. Choir directors and voice teachers can definitely help each student choose the best voice part for their personal instrument. Usually singers are between two voice parts as options. Choir directors and voice teachers decide on voice parts depending on the students range at the time and range of the music selected for that year. Students attending camp must select a voice part before going to the camp. Students may be advised to change voice parts after the camp if their voice changes before the months leading up to the audition. Regardless of any voice change, summer camps are an invaluable resource to help prepare the singer's understanding of the music.

Summer Camp

Participating students are highly encouraged to attend a 3 to 4 day choir camp hosted by various universities throughout Texas. These choir camps cost anywhere from $150 to $500. Students usually have the option of staying at the dorms with other campers under the supervision of camp counselors. Registration info can typically be found on each university's school of music website. A successful google search would include this as an example: University of Houston School of Music Choir Camp. Most students that do well in the all-state process have attended a choir camp in the summertime. The Reagan Choir Booster Club offers some financial assistance to the summer camps for those that need it (please see **Scholarships)**. Some popular choir camps to consider:

Baylor University

Sam Houston State University

Stephen F. Austin University

Texas Christian University

Texas State University

Texas Tech University

University of Houston

University of North Texas

University of Texas

University of Texas-San Antonio

San Antonio Chamber Choir Camp

Before and After School Rehearsals

After the first week of school, our Google calendar will show a choice of before and after school rehearsals. Students are encouraged to attend as many rehearsals as possible if they are serious about competing in the all-state process. These rehearsals are not mandatory, and they are free of charge. The first few weeks of rehearsals are intended for learning the pitches and rhythms. Students will be expected to reinforce their learning at home with their rehearsal tracks which will be provided. Many rehearsals will be geared toward one voice part (sectionals). Once rehearsals include all voice parts, the focus will be on competitive musicality which is paramount for student success. Students are expected to come to the sectionals already warmed up. Students may use music stands during the sectionals. Music stands are available on a first come first serve basis. Students are allowed to attend sectionals of other voice parts. Students are allowed to attend as many sectionals as they can. We suggest attending 2-4 a week as their individual schedule permits. Many students go to every sectional available. Students that do not attend sectionals regularly typically do not advance in the competition.

The Audition Process

Each round is similar in the way students audition and the judging process. **At the end of the school year, usually on May 1st, TMEA releases 8 choral selections (per voice part).** They range in difficulty from advanced high school level to extremely advanced collegiate level. Some selections are only a couple of pages long. Some selections can be up to 40 pages long. Out of the 8 pieces , typically 5 are chosen for the first two audition rounds that occur in late September/early October. The students will work to learn the entire piece perfectly, but they do not need to have it memorized. Students may mark their music as much as they can to serve as a reminder during each actual audition. In late July, the Reagan Choir Department will provide practice tracks that are produced by TMEA. The tracks will have the piano accompaniment and a singer performing each individual voice part on separate tracks. The piano track will be exactly what is used in the audition. It is paramount that students practice with these learning tracks in order to understand the tempo changes used at the auditions. However, the tracks are designed to be void of all musical sensibilities, historical performance practices, and specificity of technique. Essentially the tracks are meant as a solid foundation, upon which each choir coach must build each singer to be a competitive performer for each different audition selection. That is why the after school rehearsals are so paramount.

On the day of the audition, at registration, students will be given a specific “cut” or smaller portion from the selections they have been working on. The cut will include the exact beat and measure where the audio piano track will begin. Usually it will be about 4 to 6 measures of silent counting before the singer should begin singing at the specific place also stated on the cut. The cut can include small portions from all of the assigned choral selections for that specific audition or it can include larger portions from only a couple of the selection. Either way all students learn the cuts the morning of the audition. Students typically speculate which sections of their pieces will be cut, but we encourage the students to be prepared on every measure of every page because there is really no way to tell where the cuts will be.

The students will be assigned a random audition number the day of their auditions. They will audition in numerical order. Depending on the length of the cut students can guess what time they will audition, but often times there are delays. Once their number is called in the holding area, they will be moved to a warm-up room, then to the actual audition room. The audition room will be in a random classroom at the assigned high

school site. When the singer enters the room they will be enclosed by cardboard tri-fold partitions. They only person they should see is the audio speaker technician which sole purpose is to press play after the singer walks in to the room and places their music on the available music stand.

Behind the partition are 5 judges. The judges will only know the audition number of each singer. They will not know the auditionee's name or school affiliation. The judges are tasked with ranking each student from first to last place. This can get very difficult when a room has over 60 singers. The judges are not allowed to have any ties. Each student must be given an individual rank. In order to facilitate this difficult process, judges are given 300 "points" to assign singers. The actual numerical value of their "score" is insignificant. It is just a means to rank each singer. For example, Judge 1 could assign a "Jessica" a score of 250, but has also scored other singers at 260 and 270. Judge 2 however scored "Jessica" a 120, but that was Judge 2's highest score of the day. Judge 2 actually ranked Jessica 1st chair, and Judge 1 ranked Jessica 3rd chair. The ranking is the only thing that matters. At the end of the audition day, each singer will receive a ranking from each judge. The highest ranking and lowest ranking positions will be dropped. The middle three rankings will be added together, and the lowest ranking sum will earn 1st chair (or 1st place). The second lowest ranking sum will earn 2nd chair etc…

A tally between two singers can look like the following.

	Singer "A"	**Singer "B"**
Judge 1	~~1st Chair~~	2nd Chair
Judge 2	3rd Chair	~~1st Chair~~
Judge 3	~~4th Chair~~	~~9th Chair~~
Judge 4	3rd Chair	1st Chair
Judge 5	2nd Chair	1st Chair
Total	8 ranking points	4 ranking points

In this case Singer "B" out performs or beats Singer "A" by 4 ranking points. The lowest ranking point possible is 3 if the middle 3 judges all rank that singer 1st chair. Each round will advance a specific number of ranked singers to the next round. Everyone else will be eliminated from the competition. Notice that the judges ranked each singer quite differently. Much like high diving and figure skating, judges are having to score on a very subjective competition. Judges are listening for intonation, dynamic contrast, word stress, vocal technique, diction accuracy, phrasing, and overall artistic knowledge on each piece. Since judges are not allowed to tie singers, students are not trying to meet a certain standard of performance, rather, they must be the very best performer of that day. 6 months of work for a 4 minute audition can be a very daunting challenge, but that is why we believe in the process, and the quality of musicians and students it produces.

Audition Logistics

Students will need to provide their own transportation to the audition site unless the audition is help a considerable distance from San Antonio. Typically we ask students to arrive no later than 7:30am, but times vary between each audition. If a student has a school related conflict in the morning such as the SATs, they can request a PM audition time. These requests must be submitted at least two weeks before the audition date. Students traditionally wear either their Reagan choir shirt or the Reagan choir polo. Everything else must be in

compliance with the school dress code. Once students arrive, we typically will have a school "warm-up circle" for about 15 minutes outside. This is more of a last minute pep talk. Students should warm up for at least 2 hours before the competition starts.

Students must remember to bring an original (not photocopied) version of every song they are auditioning with. No one at the competition can have any form of electronic communication such as cell phones, tablets, or laptops. This is to prevent cuts from leaking to afternoon auditionees. Students who are done auditioning can use their phones to call their parents for transportation purposes, but only under the supervision of a chaperone.

Students may have to wait all day before auditioning. We advise that each student brings homework, books, board games, blankets, snacks, and water to keep themselves comfortable and occupied. Most audition sites will have a snack bar that sells candies and water. Some sell pizza and breakfast tacos. Parents are allowed to bring their students food.

District Auditions - Saturday, Sept 26, 2026

This audition is for any section with an enrollment over 80. The Phase audition divides each of the voice parts into 2 or 3 random "zones" depending on the size of the section. Each zone has a unique set of 5 choral judges. If a section is zoned 2 ways, it will advance the top 39 from each zone. If a section is zoned 3 ways, it will advance the top 26 from each zone. Those top 78 singers per section will audition a brand new cut the very next week at the Mixed Region auditions. Everyone else will be eliminated.

Mixed Region Auditions - Saturday, Oct 24, 2026

This audition is the first audition that will include all 8 voice parts. This audition will determine who makes the Mixed Region Choir, the Treble Region Choir, who else is eliminated, and who advances to the next round. The top 18 of each of the Tenor/Bass sections will perform at the All-Region Clinic and Concert in the Mixed Region Choir. The top 10 of every section will advance to the Pre-Area round in December. The top 18 chairs of the Treble sections will perform at the All-Region Clinic and Concert in the Mixed Region Choir. The next 20 chairs in the Treble sections will perform in the All-Region Clinic and Concert in the Treble Region Choir. Everyone else is eliminated from this year's competition. Students who earn a spot in one of the region choirs will have to learn additional pieces to perform at the Concert.

Honor Treble Region Auditions – Tuesday, October 27, 2026

This audition is for students that sing in either the Soprano or Alto voice parts. This audition is only for students that are freshmen or sophomores or have been in a high-school choir program for less than two years. This audition will determine who makes the Honor Treble Region Choir. This audition has a completely new set of music from the Mixed Region Choir and Treble Region Choir. The top 26 of each section (Soprano 1, Soprano 2, Alto) will perform at the All-Region Clinic and Concert in the Honor Treble Region Choir. Students who audition in the Mixed Region Auditions, but do not place in a choir can participate in this audition given that they are a 1st or 2nd year high school choir member. Students will learn music selected at the Region level. Students will compete in an audition process very much like the all-state process. 26 students will be selected from each voice part. Students that make the choir will earn the privilege of performing at the Region Clinic and Concert. Students do not advance past this audition, however students have benefited immensely from the process.

All Region Clinic and Concert - Friday and Saturday November 6th-7th, 2026

The students that made the Mixed Region and the Treble Region choirs will have the wonderful opportunity to work with some of the top high school and university choir directors in our state and surrounding areas. They will rehearse Friday night and all day Saturday. They will put on a Concert for the parents Saturday night.

Students will be released after 7th period Friday afternoon so that they have plenty of time to beat the traffic, eat dinner, and get to their assigned rehearsal and concert site. Students are in charge of eating dinner on their own. Students are also responsible for their own transportation to and from the site.

Students must wear their school assigned tuxedos and dresses for the Saturday night concert. Students must have their music, pencil, water, and a black binder at all times. Students who earn a spot in one of the all Region choirs are expected to participate for the entire clinic and concert. Students that make the All-Region choirs represent the top 20% of all high school singers in the state of Texas. It is quite an accomplishment and an honor.

Pre-Area Auditions - Tuesday December 1, 2026

This Audition is for the top 10 singers in each voice part from the Region audition. Students will have about a month and a half to learn the three additional "Area" pieces for this audition. Any of the 9 combined auditioned pieces can be used in the cut. This audition contains a sight-reading portion. Students will sing through the assigned cut, and then be escorted back to the holding area. They will then wait again for their sight-reading audition number to called out. The sight-reading portion will count for 20% of their total score. The top 5 singers will advance to the final round in January.

All-State Area Auditions - Saturday January 9, 2027

This is the final round of auditions. There is a sight-reading round at this audition that is worth 20% of the total score. Our region's top 5 from each voice part will compete against the top 5 from three other regions. From those 20 singers in each voice part, the top 3 chairs from each section will make the All-State Mixed Choir. The next 4 chairs from each of the Treble sections will make the All-State Treble choir. The next 3 chairs from each of the Tenor-Bass sections will make the All-State Tenor-Bass choir. There are a total of 8 Areas in the state and the singers from each area will combine to make the combined Texas All-State Choirs. All-Staters will have to register for the all-state convention immediately following the audition and will receive a packet with new music to learn for the TMEA convention.

TMEA All-State Clinic and Convention - Wednesday through Saturday February 10th-13th, 2027

This is the largest convention in the state of Texas, and it is the largest music convention in the nation. All-Staters will be excused from school and will stay in a district sponsored hotel downtown for 3 nights. They will rehearse with a world-renowned conductor for 4 days and perform a grand concert in the Henry B. Gonzalez convention center on Saturday. Students will be given a small per diem for food. All-Staters will be treated to a group dinner by their directors on Friday night. All-Staters will earn an All-State Patch and a Letterman Jacket paid for by the district. The TMEA All-State Choirs are considered to be the one of the very best high school choirs of the nation. Students in the All-State Choirs are in the top 1% of all high school singers in the state of Texas. It is one of the most prestigious honors for a high school student to earn in the United States.

Region and All-State Choirs

Mixed Region Choir –

This is an auditioned choir made up of students who auditioned at the All-Region Choir Audition. In order to be in this choir you must place in the top 18 at the All-Region Choir Audition.

Treble Region Choir –

This is an auditioned choir that is made up of treble singers who rank chairs 19-39 at the All-Region Choir Audition. If you make this choir you will be expected to learn new pieces chosen by the Region.

Honors Treble Region Choir –

This is an auditioned choir that is made up of 1st and 2nd year high school choir members who audition at the Treble Region audition and place in the top 26 chairs.

All-State Treble Choir

This is the premier high school treble choir in the state of Texas. Members of this ensemble will rehearse at the Henry B. Gonzalez convention center during the annual TMEA Convention with some of the most recognized choral conductors in the world. Students in this ensemble are part of the top 2% of high school Sopranos and Altos in the state out of 30,000 participants. Students in this ensemble earn the coveted title of a Texas All-Stater.

All-State Tenor Bass Choir

This is the premier high school tenor bass choir in the state of Texas. Members of this ensemble will rehearse at the Henry B. Gonzalez convention center during the annual TMEA Convention with some of the most recognized choral conductors in the world. Students in this ensemble are part of the top 2% of high school Tenors and Basses in the state out of 30,000 participants. Students in this ensemble earn the coveted title of a Texas All-Stater.

All-State Mixed Choir

This is the premier high school mixed choir in the state of Texas. Members of this ensemble will rehearse at the Henry B. Gonzalez convention center during the annual TMEA Convention with some of the most recognized choral conductors in the world. Students in this ensemble are part of the top 1% of high school Sopranos, Altos, Tenors and Basses in the state out of 30,000 participants. Students in this ensemble earn the coveted title of a Texas All-Stater.

Reagan Choirs **(Seven Auditioned Choirs)**

"Leolani"

Auditioned, JV UIL Competition Women's Choir, Accelerated curriculum covering the Intermediate level of Choral Singing that prepares students for the Advanced levels of the Varsity ensembles. Specializes in strengthening female voices. **(2nd period)**

"Cantus"

Auditioned, JV UIL Competition Men's Choir, Accelerated curriculum covering the Intermediate level of Choral Singing that prepares students for the Advanced levels of the Varsity ensembles. Specializes in the male changing voice **(4th period)**

"Bel Canto"

Varsity UIL Competition Women's Choir, by audition only for 10th – 12th graders, Advanced understanding of choral and music sight-reading skills. **(3rd period)**

"Kantorei"

Varsity UIL Competition Mixed Choir, Men & Women, Advanced choral skills and proficiency in sight-reading. Competes in the American Classic Celebration of Excellend. Audition only 10th to 12th grade. **(7th period)**

"Chamber Singers"

Varsity UIL Competition Mixed Choir and Madrigal Choir, Men & Women, Mastery of choral skills and high proficiency in sight-reading, Performs collegiate level repertoire. Competes in the American Classic Texas Madrigal Festival. Audition only 10th to 12th grade. **(6th period lunch rehearsals then 7th period class)**

"Soundsations!"

Show Choir ensemble, audition only, must also be a member of Kantorei Choir or Chamber Singers. Performs many gigs outside of campus, especially during Christmas time. **(5th period with 6th period lunch)**

"Chantez Nouvelle"

Female vocal A Capella ensemble, audition only, must also be a member of Kantorei Choir, Bel Canto, or Chamber Singers. Performs many gigs outside of campus, especially during Christmas time. **(5th period with 6th period lunch)**

Additional Courses Offered

VocaLibre - No audition required (1st period)

For students who are brand new to choir or in need of more individualized instruction, this class is designed to develop their skills in music reading, rhythm counting, vocal technique and development, aural skills, and the fundamentals of choral singing. During the first semester, these students will sing and participate in smaller vocal recitals to fulfill performance requirements without overwhelming the new musicians. Second semester

they will form a choir that will perform at the Pre-UIL Concert. These students will also perform in our Pop Show.

Students will not compete at the UIL Concert & Sightreading, and they will not be required to attend this competition. Students in this class will receive a more customized curriculum that will prepare them to eventually join a choral ensemble once the desired skills have been reached.

AP Music Theory

For Juniors and Seniors predominantly. Students need to already have a background in music (Band, Choir, Orchestra, Private Instruction) to be successful in this class. Students study how music is constructed and learn basic music composition skills. If students score high enough on the AP Music Theory exam, they can earn college credit. Highly recommended for any student planning to be a music major in college and students who are interested in the more complex intricacies of music.

Student Conductor

Occasionally we will have a student who is considering majoring in music education when they graduate. Those students can request and audition to be assigned as a student conductor for a particular class their senior year. These students will be treated similarly to a student teacher. Their duties will include: vocal warm-ups, rehearsal practices, voice coaching, theory tutoring, and any help asked for by the directors. Students will be given opportunities to conduct at the Fall and Winter Concerts. Students that are highly proficient at piano have also been allowed to accompany the choirs. Students will receive conducting coachings and choral pedagogy lessons from the directors. Students will have to be a part of a Varsity Ensemble as a primary choir class.

Student Aide

Student Aides are usually seniors with free class periods that are willing to serve the choir department. They will be assigned to secretarial work such as organizing, cleaning, and alphabetizing. Students must get director's approval to be a student aide.