

2026-2027
Southlake Carroll Senior High School
Choir Department Handbook/Syllabus

Ms. Casey LeVie
Director of Choirs
casey.levie@southlakecarroll.edu

I. STAYING CONNECTED

COMMUNICATION

In an effort to fully align with district expectations, Director communication will primarily be through ParentSquare. Families may occasionally receive communication from Presto related to outstanding balances, uniforms, or other Fine Arts specific information. Students will primarily receive communication through ParentSquare, however, GroupMe will still be utilized for show choir and other occasional needs, though we will work towards fully transitioning to ParentSquare.

GROUPME: Students Only Click link below or check "Welcome Back" Email for link

JOIN STUDENT GROUP-ME HERE

GROUPME: Parents Only–Scan the QR Code below:



PRESTO ASSISTANT

Each family will need a login for our logistics software, Presto Assistant, as this is where extra fees, demographic information, uniform assignments, and occasional communication happen for our department. You will get a welcome email from the department prior to Super Saturday; please log-in by that time.

CALENDAR OF EVENTS

The Carroll Choirs' calendar is available on both our website and in each Canvas. There is an iCal download available at www.carrollchoirs.com if you'd like to sync it with a personal calendar.

II. CHOIR REQUIREMENTS

SUPPLIES

Carroll Senior High School binders are purchased by the department for this academic year and may be stored at school. It is highly encouraged that students take their binders home consistently to practice their music on a regular basis. In the case of lost or damaged binders, students are responsible for supplying their own replacement. Binders must meet these specifications:

- Solid black with no markings or decoration of any kind
- 3-ring (with or without pockets)
- **No larger than 0.5"**

Students will also need to provide the following for their individual binders:

- Two (two) pencils – mechanical or classic #2
- A pencil bag that snaps into the three rings of the black binder
- Color highlighter(s): yellow at minimum, no limit to the max of colors

Click below for an Amazon list including all the items above for easy purchase.
https://a.co/2DNczgz

Each student should come to rehearsal with their folder every day. There is no flexibility in this requirement. Music will be provided to the students at no extra charge (excluding All-State packets).

Music for TMEA All-State auditions may be purchased at www.penders.com or www.jwpepper.com. The department may purchase sheet music for auditions for some/all students at director discretion. Practice tracks will be available through the director and to CISD students and private voice instructors only.

UNIFORMS

Each year members of the Carroll Choirs are issued choir uniforms that are the property of the CISD. Students are responsible for the care and upkeep of all pieces of this uniform for the entirety of the school year. Students are expected to return the uniform cleaned and in good condition at the end of the school year. Uniforms will be returned prior to the last day of school. When returned, the condition of the uniform will be assessed and charges may be made if further cleaning or repairs are needed. Any uniforms not returned before the last day of school will be considered missing and the office will be notified. Students who fail to return specific parts of the uniform will be charged the actual replacement cost for that piece of the uniform. If a student moves out of the district, they should plan to return the entire uniform before attempting to unenroll.

Please do not make any alterations to school-owned uniforms **that cannot easily be reversed** for the next wearer. Do, however, have dresses and slacks altered in length (but **NOT CUT** without permission from a director) so that **they touch the top** of the student's black shoes. Uniforms should always be neatly hemmed and pressed.

Dresses are washable, but launder best through Dry Cleaning. Men's tuxedo shirts should be laundered after each wearing. (PLEASE use a product such as Shout or Spray 'n Wash on the necks and cuffs of tux shirts.) Tuxedo jackets and pants should be **dry cleaned** on a regular basis. **UNIFORMS SHOULD ALWAYS BE HUNG ON HANGERS.**

Students are required to supply their own black socks (if applicable) and black dress shoes to wear with the uniform.

In addition, each student will be issued a choir t-shirt for use as their informal uniform. If a student misplaces or stains their shirt, they will need to purchase another.

FEES

CSHS Campus Fees are listed below:

- Choir Fee - $90 (covers all uniform and performance expenses) - Payable in Skyward

Fees for this school year beyond the above listed are as follows:

- TMEA All-State Choir Audition fee: $20 (due by 9/8/26)
- CISD Solo Contest: $10 per singer (due by April 9, 2027)
- HS The Carrollers Show Choir Fees: $325 (due in full by January 1, 2027)
- HS SLC Show Choir Fees: $500 per performer (due in full by January 1, 2027)

*Show Choir Fees that are not paid in full by the specified deadline will constitute a student's position as "not in good financial standing." This may limit their ability to participate in both show choir performances and competitions at director discretion. Please communicate with the director if you have extenuating financial circumstances, questions, or concerns when addressing the required show choir fees above.

III. STUDENT EXPECTATIONS

GRADING POLICY

Choir is a performance-based class; **therefore, it is inevitable that students who miss performances for any reason other than a serious emergency will see a significant drop in their grade for that grading period**. For that reason, it is crucial that the student **and their parents** understand that choir requires a commitment that often extends beyond the normal school day. Choir is curricular and extra-curricular simultaneously. Since the students receive major grades for performances, students who miss performances without a director-approved excuse could easily fail the class for that grading period. This statement is not meant to alarm you, but to help you realize that choir involves a commitment not every student is able and/or willing to make. The commitment is not the child's alone, however, and parents should carefully note the dates on the choir calendar marked as mandatory.

MANDATORY PERFORMANCE DATES

Tuesday September 29: Fall Concert
Tuesday December 1: Winter Concert
*Tuesday March 23: Pre-UIL Concert
*Thursday/Friday April 1-2: UIL Concert & Sight-Reading
Friday May 14: Pop Show

*dependent on ensemble & director decision on a case-by-case basis
*required for all members of a Varsity Ensemble

Grades for performances are as follows:

100—On time for warm up in complete uniform and modeling proper performance etiquette through the entire activity
90----Tardy and/or in incomplete uniform
85----Excused absence supported by a parental phone call and email or written excuse
65----Unexcused absence supported by a parental phone call and email or written excuse
0----Unexcused absence with no parent communication

**Notification must be received in a timely manner in order to avoid a grade of zero being assessed.

Excused absences include medical emergency or personal injury, death in the family, and other special circumstances approved by the directors. In the case of conflicts with other school activities, arrangements for a compromise between the choral directors and the sponsor of the other activity can be made. However, the student is responsible to notify all sponsors of the conflict as far in advance as possible. Excused absences may receive a variable grade dependent on director and parent discussion.

Choir grades will be weighted as follows:

Summative Grades – 60%
This includes (but is not limited to): Performances, Quizzes, Tests, Mid Terms
Formative Grades – 40%
This includes (but is not limited to): Daily Participation Grades, Sight-Reading

Though Choir is both curricular and extracurricular simultaneously, grades may not be awarded for rehearsals or additional activities outside of school hours, excluding mandatory performances. Though mandatory performances are outside of school hours, they are the primary summative grade in Choir and thus must be measured and applied to a student's grade in the course.

DISCIPLINE MANAGEMENT

Choir students are expected to exhibit exemplary behavior at all times. Infractions of school rules and rules of the Carroll Choral Department will not be tolerated. Students who interfere with teaching and learning on a repeated basis will be called in for a conference with the director. If the behavior is not corrected, the parents will be contacted by the director If the problem persists, the matter will be turned over to the school administration for appropriate disciplinary action. Repeated disciplinary problems may result in a student's removal from the choral department.

Students are expected to adhere to the CISD Code of Conduct.

ACADEMIC ELIGIBILITY

Carroll Choirs follows the UIL eligibility calendar when participating in events at the UIL level. Department wise, we use the UIL calendar as well to determine eligibility for the missing of school day events for activities such as show choir.

If a student does not maintain a passing average in every class [with the exception of specifically stated Advanced Level courses in which a grade below 70 does not determine ineligibility (see director if you have questions)] , the state declares them ineligible to participate in any extra-curricular activity for a period of at least four weeks. Maintaining a passing grade in each of the student's classes is crucial to the success of the CSHS Choirs and each of its members. Students who are consistently ineligible may be placed on probation for a period of time deemed appropriate by the director. At the end of the probationary period, the director will review with the student their academic progress and take appropriate action. Academic success is, after all, the most crucial aspect of a student's high school career.

IV. TRAVEL & TRANSPORTATION

TRAVEL

Every member of the CSHS Choir must have a completed "Release and Consent" form on file with the director. NO student will be allowed to go off campus on trips (local or otherwise) until this form has been signed and returned to the directors.

The CSHS Choir will take performance and/or competitive trips on an annual basis. "Four Year Plans" are below:
2026-2027: Out-of-State (All Choir and/or Show Choir Competition)
2027-2028: POTENTIAL OUT-OF-COUNTRY FOR ALL CHOIR
2028-2029: Show Choir Only
2029-2030: All Choir

Guidelines for payment deadlines and/or refund policies differ with each travel company. Once a destination and a travel company have been selected, students will be issued those policies. Once the company's deadlines have passed, no refunds will be issued.

TRANSPORTATION

Students will not be allowed to drive themselves related to activities outside the CISD district boundaries during the school day, unless proper documentation has been given, signed, received, and approved by the director and/or campus administration. Students may transport themselves to various CISD campuses when related to Choir if and only if the proper documentation has been given, signed, received, and approved by the director and/or campus administration. All efforts will be made to transport choir members together on CISD school buses or other district vehicles if the event takes place between 8:00am - 3:30pm on a school day. In the event that your student is participating in an individual or group event (auditions and performances) outside the school day, you may be asked to provide transportation for your child. The parent must also check the student out through a director (or a designated chaperone) before the student leaves the site of the event.

V. OPPORTUNITIES & ENRICHMENT

AUDITIONS FOR TMEA HONOR CHOIRS

CSHS Choir members are encouraged to enter what is referred to as the Texas All-State Choir audition process. The first round of auditions is September 19 at L.D. Bell HS. True preparation for these auditions requires a commitment to practice at home and to do work in sectionals, with a private voice instructor, or coachings with the director on a regular basis. Students who plan to participate in the all-state process are strongly encouraged to take private voice lessons through the CISD Music Enrichment Program.

As of 2026-2027, the 9/10 Honor Choir Process has changed for TMEA Region 31. All students who would have previously chosen to participate in the 9/10 Honor Choir process as opposed to the full All-State Process will now audition at Round 1 (District Auditions–September 19th) with the All-State repertoire. Placement in the Honor Choir is now Grades 9-12 and will be determined by chair placement at Round 1. There is potential for a 9th/10th grade student to advance to Round 2 and beyond depending on chair placement–this also equates to potential in earning placement in the Region Mixed or District Mixed Choir at our TMEA Clinic & Concert, Saturday November 14 at Carroll Senior HS.

More information regarding the TMEA All-State Process will be available on our website, www.carrollchoirs.com, and will be communicated from both director and voice instructor alike.

CISD PRIVATE VOICE LESSONS

Private voice lessons are offered during the school day at a cost of $30 per half hour. Payment for voice lessons is made directly to the teacher according to district guidelines and policies. Students who expect to be competitive in the all-state audition process, solo contest, and/or college vocal auditions should plan to study privately, either on-campus or off-campus. The benefits of private voice lessons are numerous. Students in CISD are very fortunate to have this opportunity with some of the top rated voice instructors in the DFW Metroplex. I highly encourage every student who is able to participate in the music enrichment program. Students will be assigned to studios and/or continue with their voice teachers as indicated by the Voice Lesson Policy and Voice Lesson Registration Form.

If your student is interested in lessons, please fill out the form and read the Voice Information Policies at www.carrollchoirs.com

VI. COMMUNICATION & RESOLUTION

CONFERENCES

All parent conferences must be arranged by contacting the director of your student's ensemble. Please do not hesitate to contact us if you have questions or concerns. Conferences must be set up at least 48 hours in advance and parents would need to check in at the front office.

Please sign the "Handbook Acknowledgment and Student Contract" form on our website under "Forms."