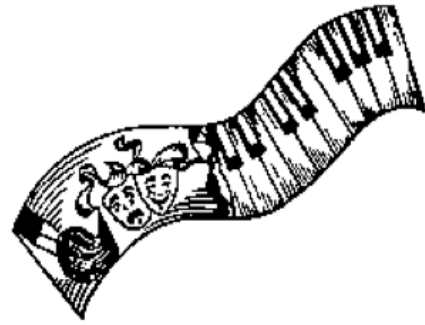




DISTRICT VII



APS Fine Arts

TO: District VII Music Teachers

Music Festivals are a meaningful and memorable part of your students' educational experience and all music teachers should plan to participate with their programs. This handbook has been prepared by the District VII Executive Committee and the APS Fine Arts Office to help standardize and clarify policies and to inform you of operating procedures for District VII Festivals. It is understood that these policies and procedures will be adhered to by the District VII Officers in organizing and running the various district music festivals. It is the responsibility of the individual music teacher to become familiar with these policies and procedures and to abide by them as all APS music teachers are expected to participate in all of their respective music festivals.

Changes in these policies and procedures will be made in the following manner:

- If an issue impacts all sections (band, chorus, and orchestra), the issue will be brought to the attention of the executive committee, who will discuss the issue and present it to the general membership for discussion and a vote at the annual spring meeting.
- If an issue only affects one section, the issue will be brought to the attention of the section vice-president who will present it to the executive committee, who will discuss the issue and present it to the section membership for discussion and a vote at the annual spring meeting.

NMMEA District VII Handbook

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APS Music Teacher Guidelines

The purpose of this section is to provide useful information that you will need regarding how the music programs function within the Albuquerque Public Schools. It is important to establish good relationships and communication with your colleagues and administrators in order to run an orderly and trouble free program. If you are unsure about something, please ask for assistance before issues and problems get out of hand.

People With Information

People you should get to know and rely on for assistance:

At your school building:

- Building Principal and Assistant Principal(s) (Direct Supervisors)
- Activities Directors (Transportation forms, field trip info. fundraising, calendar dates etc.)
- Counselors (Assist with scheduling and other problems)
- School Secretaries (Leave slips, transportation forms, field trips info., etc.)
- School Bookkeeper (Activity account monies and purchase orders)
- Custodians (They need to become your buddies)
- Department Colleagues (Develop a good working relationship within your department)

Fine Arts Office (880-8249)

- Janet Kahn - Fine Arts Instructional Manager - 340
- Luis Delgado - Fine Arts Coordinator - 338
- Gloria Deffenbaugh - Fine Arts Bookkeeper - 336
- Fran Isselhardt – Fine Arts Secretary – 337

The Fine Arts Office acts as a resource and support service for APS music educators. While they do not supervise the secondary music teachers, they are available for input and guidance in instructional and other matters. The Fine Arts Office oversees the purchase of musical instruments and equipment through bond monies, uniform purchases for high school bands, choir robes for high school choirs, develops curriculum at elementary, middle, and high school levels, assists the human resources department with teacher recruitment and staffing, assists NMMEA District VII with festival logistics, and acts as a liaison with community organizations who do educational outreach in APS secondary schools.

APS Musical Instrument Repair (765-5950 x238)

- Jim Hopkins - Band Instrument Repair Specialist
- Catherine Cunningham - String Instrument Repair Specialist

APS Musical Instrument Repair provides repair services for *APS owned instruments* and coordinates all piano tuning and repair requests. The string repair specialist does set-up and repair on all string instruments, bow rehairing, and case repair. If you are in need of strings for your instruments or cello boards, please call the Music Instrument Repair shop and check on availability. They are available to you free of charge. Accessories such as neck straps,

mouthpieces, ligatures, lyres, mallets, etc. for wind, brass, and percussion instruments can also be picked up at the repair shop, but you should call ahead to ensure availability.

The procedure for instrument repair is as follows:

Please bring instruments to the repair shop at 915 Locust SE between the hours of 8:00 AM and 4:00 PM. Call the repair shop first to be sure that someone will be there to receive them. Expect to spend a few minutes per instrument at the shop, as each instrument has to be tagged, logged, and signed for. If you have an emergency situation, please call ahead and the technicians will try to accommodate you.

You will receive a call from the Music Instrument Repair Shop indicating your instrument(s) are ready. Try to pick up your instruments in a prompt manner.

The procedure for requesting a piano tuning is as follows:

Call the Music Instrument Repair shop (765-5950 x238) between the hours of 8:00 AM and 4:00 PM.

Please have the following information ready when you call:

1. School Name
2. APS Equipment Number (This is essential.)
3. Room name or number where the piano is located (i.e., band room, #303, etc.)
4. Your Name
5. The date by which the tuning is needed.

Please call at least two weeks in advance of the date you need the piano tuned. Our contractor does not work exclusively for APS and requires some flexibility in his scheduling.

APS Transportation Office (880-3989)

Larry Madrid - Transportation Specialist (madrid_l@aps.edu)

This office will help if you are having problems securing bus services for field trips and other activity events.

APS Bus Contractors

Beal Bus Company – 877-9239
Carlene Castillo – 856-5275
Alice Gonzales – 877-1901
Joseph Gonzales – 833-1062
Joyce Gonzales – 839-4312
Durham Heights – 298-6831
Durham valley – 898-8301
Herrera Sunset – 877-4560
Herrera west – 836-4742

Lovato Bus Co. – 898-1128
Lucero bus Co. – 898-1454
Mountain Bus Co. – 281-3105
Albert Sanchez Bus Co. – 877-0697
Diana Sanchez – 877-0697
Sanchez Southwest Bus Co. – 345-7821
Ernest Sena – 247-3061
South 14 Bus Co. 281-2876
Judy Trujillo – 321-6696

Important Information for APS Music Educators

(Items that experienced and novice teachers need to keep in mind.)

Professional Organizations

It is strongly encouraged that you become a member of the Music Educators National Conference/ New Mexico Music Educators Association (MENC/NMMEA) in order to receive information from these state and national professional organizations. ***You must be a member of NMMEA in order to register any student to audition for an All State group or to participate in an All-State group if selected. You must also be an NMMEA Member to participate in all District Festivals.***

Try to stay musically active as a performer and consumer of music. This is an excellent role model for your students.

Yearly Calendar

Be sure to establish a calendar of events for your program which covers the entire school year. **It is very important to communicate this information to your administration and to the parents of your students. Check for conflicts with other school events and standardized testing dates.** There is absolutely no substitute for good communication with everybody involved with your program. If you need assistance with this, contact your section vice-president for dates and deadlines for events during the school year.

Please be sure to send a copy of your calendar to the district Fine Arts Office so that your concert dates can be published in the Fine Arts newsletter, *FAN Fare*.

Inventory

If you are a new teacher, or have been assigned to a new school, it is extremely important that you procure a current music equipment inventory list. Perform a physical inventory and immediately report any discrepancies to the appropriate administrator. It is the teacher's responsibility to keep accurate inventory records. This includes student loans, inter-school loans, as well as equipment and instruments sent in for repairs. In case of stolen property (student or school owned), report the theft to the appropriate school administrator immediately. Because APS is a self-insured entity, it is important that you make a strong case for replacement of the stolen equipment to your administrators. Be sure to tell your students to have their personal instruments placed on their parent's home owners insurance or, if their instrument is especially valuable, to secure a separate policy for their instrument.

Academic Eligibility (High School Only)

Students must meet all eligibility requirements in order to participate in all extra-curricular activities.

Eligibility requirements are as follows:

- A student shall have passed a minimum of four classes and not failed more than one.
- A student shall have had a GPA of 2.0 (on a 4.0 scale) or better for the previous grading period, or cumulatively, beginning with and including the second semester of grade 8. (Cumulative option may only be applied at the beginning of a semester and only semester grades are to be used.)
- In a non-traditional schedule (i.e., block schedule), a student must pass a minimum of three classes and maintain a 2.0 GPA or better per grading period during the semester.

For the purposes of NMMEA District VII, extracurricular activities are defined as:

- Activities which have interscholastic competitions (i.e. Competitive music festivals, Marching Band Competitions, All-State Festival.)
- Out of state travel. (*Be sure to file the appropriate paper work with the NMAA if traveling more than 300 miles beyond the state line.*)

Co-curricular activities are activities that are an extension of classroom instruction which are required by law (fine arts graduation requirement in local board policy). Classroom instruction should require no more than 20 hours per month for a student outside of the regularly scheduled instructional day for practice, meeting, events, or performances. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities require that students are not absent from class other than the sponsoring class for practice, meetings, events or performances. GPA and attendance requirements do not apply to co-curricular activities. (i.e Music Performance Assessment & Festival, Solo & Ensemble Festival, District Honor Band, etc.)

Field Trips

Before you take any field or activity trip, make sure you submitted the appropriate request forms (AD 14) to your building principal or activities director a minimum of five days before the trip or activity. You must have a signed APS permission and medical information form (INS 49) for each student. Remember to take and keep these forms along with you the entire time you are on an activity trip. Make sure you have enough parent chaperones on each of your field or activity trips. APS requirements for parent chaperones are as follows: **middle school - 1 parent for every 10 students; high school - 1 parent for every 15 students.**

Recruiting and Maintaining the Program

Plan and conduct a recruiting strategy for your classes. Start early, before the registration process begins. (Remember, your job will eventually depend on program numbers.) Stay in touch with your school counselors and keep them informed about your program needs. Encourage students to start music and continue with their music classes once they've left the middle school and high school program. Other ways to develop support for your program include:

- Present quality musical programs for your school and community. Be sure you have publicized the dates, times, and any ticket costs. Invite the Board of Education

- member for your school to your concerts; if they attend, be sure to introduce them publicly.
- Encourage participation by your students in all music festivals and help prepare them well.
 - Work with your school faculty to incorporate student performances and musical activities into other school disciplines and activities.
 - Be active in your school. Join the school governance council, or other committees, so that you can stay informed of developments that will impact your program and/or scheduling of your program. **Strive to be aware of what is going on in your school. Please be careful to not isolate yourself!!**

Recommendations for Private Lessons and Music Stores.

It is advised that you do not recommend one particular music store/dealer exclusively over other music dealers. You may offer guidance to students and parents as to the strengths or specialization of particular dealers. Likewise, you can recommend, but not require, certain brands of instruments and accessories to your students. You may not prohibit a student's participation in your program because of the brand or make of his/her instrument.

You can recommend private lessons for your students, but may not penalize a student if they are not taking private lessons. It is a good idea to provide a list of private teachers to your students but, if possible, be sure to provide several names per instrument. You cannot require students to study with a particular private teacher.

Important School Board Policies and Procedural Directives

New teachers should review these policies and directives and consult with their school administration if they have any questions or need further clarification.

ALBUQUERQUE PUBLIC SCHOOLS - PROCEDURAL DIRECTIVE - INSTRUCTION - ALL SCHOOLS

UNIFORM DRESS OR APPEARANCE FOR MUSICAL PERFORMING GROUPS

Guidelines

With reservations, the District does recognize that some schools may desire uniform dress or appearance for performing musical groups for positive reasons. These positive aspects might include group identity, motivation, and appearance. The ability of all students to participate in school-sponsored activities must be taken into consideration when uniforms are selected.

If a school does permit the wearing of a simple uniform dress or appearance requirements by musical performing groups, the following guidelines must be pursued:

- A. Parents are to be notified in advance of any uniform dress for musical performing groups during a school year in the school's course description booklet which is sent home to parents.
- B. Each teacher must have the approval of the school principal before any discussion and/or decision takes place between teacher and his/her class.
 - C. As often as possible, uniforms will incorporate clothing that can be worn at other times.
 - D. Total cost of outfit should not exceed minimum practical cost.
- E. Individual schools and/or music departments involved must be ready to help any student that cannot afford the minimum cost. Under no circumstances will any student ever be excluded from the performing group for not having the group uniform.
- F. Any exceptions to the above must be presented, in writing, to the school principal and will not be approved without counter signature of the appropriate assistant superintendent or designee.
- G. If a course or activity is required of all students, no fee may be charged nor may students be required to purchase a uniform.

NSBA/NEPN Classification: IHAGA

Revised: May 1995
Revised: April 1996
Revised: May 1997

RELIGIOUS ISSUES AND HOLIDAY PRACTICES

Instructional Guidelines

Because of the diversity of religious beliefs represented in the school community, the following instructional guidelines apply:

- A. The concepts of joy, giving, camaraderie, understanding, and sharing should not be negated for any child by holiday practice.
 - B. Instructional materials used should neither advance nor inhibit a particular religious belief.
- C. Holiday activities are permissible, but should have a strong instructional/curriculum tie and should not be drawn out over excessive periods of time.
- D. School staffs should meet and formulate school guidelines about holiday practices consistent with this instructional procedural directive. As they formulate these guidelines, staffs may want to consult with or involve parents.
- E. Classroom/schools should be "religion neutral" (neither promoting nor inhibiting religious beliefs) so as to assure comfort to all students.
- F. Religious symbols of any denomination should be used only when teaching about religious beliefs and only for brief periods of time during the course of instruction.
- G. When a symbol has both a cultural and religious significance, it should be considered a religious symbol and be dealt with according to this instructional procedural directive.
- H. Student initiated inquiry and/or activities related to religious issues and ceremonies should be accommodated, but only in the context of the above guidelines.

Cross Ref: **Board Policy 1.04**

Board Resolution 90052

NSBA/NEPN Classification: IMDC

Revised: May 1995
Revised: April 1996
Revised: May 1997

1.04 TREATMENT OF RELIGIOUS ISSUES

The District will remain neutral in matters involving religion. The District will adhere to the following guidelines:

- A. The school year calendar will be planned to avoid conflict with religious holidays. In case of conflict, students will be allowed unpenalized absences because of the observance of religious holidays. The student must in no way be pressured to choose between school attendance or religious observance.
- B. The sacred literature of all faiths may be studied only for its historical, artistic, cultural, literary, or other secular importance. Religious exhibits, music, or display of religious objects or symbols are permissible only if they are used as learning materials in these studies.
- C. School facilities may be used by religious groups in accordance with *Board Policy K. 03* outside of school hours or when such use will not conflict or interfere with the school program.
- D. The District will not conduct or sanction any invocations, benedictions, or formal prayers at the graduation ceremony.
- E. Board policy concerning student expression and association is set forth in the Student Behavior Handbook, which is an extension of Board policy.

Cross Ref. *Board Policy K 03* NSBA/NEPN Classification: ACD, IKFB, IMB, IMD
Approved: March 24, 1993 Revised: February

APS Fine Arts Program

Janet Kahn - Coordinator

Luis Delgado - Specialist

Helen Gomez - Bookkeeper

January 25, 1999

TO: High School Principals

FROM: Janet Kahn, Fine Arts Coordinator
Luis Delgado, Fine Arts Specialist

RE: Programming of Religious Music for School Music Groups

Because of parental concern over the last two years regarding programming at various concerts put on by APS high school musical groups, we have been asked to share information with you that will help you assist your music teachers in ensuring that all musical programs and presentations are “religion neutral” in content.

The APS Procedural Directive on Religious Issues and Holiday Practices is attached. Several of these sub-sections, however, are more relevant to this issue than others. We would like to clarify these items for guidance in the selection of music for concert programs:

- Christmas carols, or holiday music of various religions, can be taught providing there is a strong instructional/curriculum tie;
- Use of Christmas carols, or holiday music of various religions, should neither advance nor inhibit a particular religious belief;
- Music teachers should exercise care in the choice of additional instructional materials used to teach or enhance the context of a particular piece of religious music (i.e., posters, artwork, video, etc.)
- In terms of this sub-section, religious music could be viewed as a symbol having religious and cultural significance, and therefore should be treated as a religious symbol.

APS Board Policy I.04 Treatment of Religious Issues clearly states:

- The sacred literature of all faiths may be studied only for its historical, artistic, cultural, literary, or other secular importance. Religious exhibits, music, or displays of religious objects are permissible only if they are used as learning materials in these studies.

Because of the performance nature of secondary music classes, “studied” as mentioned above includes or implies performance.

If a teacher chooses to program religious music, there must be an effort to provide a balance in terms of secular music or representation of other cultural aspects on the musical program. It is inappropriate to present a program of all religious music from one religion, even if the selected music has historical and artistic merit.

It is important that teachers adhere to the above stated guidelines because students take these courses for credit and, as such, are required to be present for all classes and to participate in concerts and other presentations to the public. Because we are the public schools, we are obliged to be culturally sensitive to the communities we serve.

We are enclosing a publication from the Music Educators National Conference (MENC) entitled Religious Music in the School, which outlines their position on the use of such music in a public school music program. In addition, we are enclosing a copy of an article from the School Policy Legal Advisor regarding dealing with students who may request to opt out of a class where religious music has been programmed.

We hope this information is helpful to you. If you have any questions, please feel free to contact us at 256-4226. Thank You.

G.23 TUTORING OR ADVISING FOR PAY

With the exclusion of school personnel receiving stipends for extra- or co-curricular activities, school personnel are not permitted to receive pay for tutoring or advising any students assigned to them for classroom teaching or other school functions.

Class Instruction Before And After School And During Intersessions

Public school buildings may be used for class instruction (5 or more students per instructor) before and after school and during intersessions if the instruction enhances the school curriculum and/or provides opportunities that are not available during the regular school day. Instructor must be employed by the district and paid at the hourly rate established in the negotiated agreement. Funding for the program will be provided by donations from school related organizations or from student tuition. Student tuition rates will be determined based on income needed to pay the instructor, supplies, and other administrative costs for the program.

NSBA/NEPN Classification: GCRC, GCRD
Revised January 17, 1990
Revised February 20, 1996

STUDENT FEES, FINES AND CHARGES

Fees and charges are to be eliminated in the school program in all required courses. This includes required uniforms such as physical education uniforms. In cases where the student provides tools or materials, which become his/her property, especially when the student exercises choice as to the specific project, material, or design, the student may be required to provide the materials.

Optional Activities

Expense for enrichment assignments in optional activities is allowed. Any optional charge must be approved by the appropriate assistant superintendent "Report On Student Fees" form and must be forwarded to the appropriate assistant superintendent for advance approval. Any optional charges must be specified in the official course description.

In all cases provision must be made for students of limited means, and equal assignments must be provided as alternatives without stigma or discrimination. Students shall not be restricted from class activities because of inability to pay.

Uniforms are considered a fee if:

- A. Students are denied participation or excluded from the group;
- B. Students are graded.

Lost or Damaged Instructional Materials

APS authorities may hold a student responsible for any lost or damaged instructional material or equipment that was in the student's possession.

Before a student is held responsible, there must be evidence in writing (such as a checkout card) that the student was given responsibility for the material.

APS authorities may withhold the grades, diploma, or transcripts of the student responsible for damage or loss of any instructional material or equipment until the parent, guardian, or student has paid for the damage or loss. When a parent or guardian is determined to be indigent according to guidelines established by the State Board of Education, the District will work with the parent, guardian, or student to develop an alternative program in lieu of payment. A parent or child meets the indigent guidelines if they are eligible for free or reduced price meals.

In no case is the cost of replacement of lost or damaged instructional materials or equipment, such as classroom sets of textbooks or reference materials, to be shared among a group.

Student Financial Obligations

Students may have the following financial obligations:

- A. Library - overdue, damaged, lost, stolen materials
- B. Textbooks - lost, stolen, damages to textbooks
- C. Classroom materials and school property
- D. Athletics - uniforms, equipment, trainer supplies
- E. Extracurricular - fundraising monies, other fees.

Consequences for Non-Payment

A student may be prohibited from participating in the school's graduation exercises until all financial obligations are met.

PARENT ORGANIZATIONS AND BOOSTER CLUBS

Parent organizations should not commit the students or the school community to activities which impinge on instructional time or require inordinate amounts of time, effort, or money. It is essential that activities, which use the name of the school or implied support of the school or the District, adhere to the policies, procedures and financial safeguards normally expected of public bodies. For the protection of the parent groups and the schools, adherence of all parent groups is necessary. School personnel must ensure that the guidelines are adequately distributed and implemented.

Although parent organizations or booster clubs are affiliated with the school in the sense that they carry the name of the school and all their activities must be approved by the principal, such clubs are sole and separate entities from the school and are responsible for their own compliance with applicable Federal and State regulations.

Organizational Bylaws

An organization of parents or community leaders affiliated with a school must develop a constitution and/or bylaws. Those documents must be approved by the principal, in writing, and be filed in the principal's office. The document must contain the following.

- A. The name of the organization.
- B. The objective of the organization including the statement, "This organization will abide by all School board and administrative policies and procedures."
- C. Eligibility for membership and membership enrollment procedures.
- D. Officer selection, election procedures, and duties of each officer.
- E. Bonding documents for signatures from licensed insurance company within 30 days of receiving \$2,500.
- F. The principal or designee who will serve as an ex-officio officer of the organization.
- G. Specific fiscal auditing and accounting procedures established by each organization. The disbursements must require the signature of two persons designated by the membership in accordance with accepted practice.
- H. The Statement: "This organization (or club) will abide by all School Board and administrative policies and procedures."

Business will be conducted in open meetings, with adequate notification of all meetings to all members, and summary of proceedings kept. A copy of the summary of proceedings should be on file in the principal's office.

Finances

To bring uniformity to all schools and prevent possible compliance problems with state regulations, parent organizations must following the *APS Activity Fund Manual*:

Any activities or fund-raising projects initiated by the organization and which involve the use of the name of the school must be proposed, in writing, and be authorized by the school principal before the activity commences or any final arrangements are made.

A parent organization or booster club may conduct a fund-raiser on campus after receiving approval from the school principal. The fund-raiser may not involve any type of gambling (i.e. raffle sales, Las Vegas night, etc.).

If the fund-raiser is held during the school (duty) day, funds must not be handled by students if they are to remain outside of the school's activity funds. All funds handled by students are considered to be school activity funds and must follow all procedures applicable in the *APS Activity Fund Manual*.

If the fund-raiser is held after the school (duty) day, funds may be handled by students authorized by their parents. These funds are not activity funds, because the students are under their parents' jurisdiction when the school day is over.

APS employees may not be involved in financial activities of the organization in any way. This includes ordering items, making sales, collecting money or signing checks. If an APS employee handles funds, they become public funds. The employee's work relationship with the District takes precedence over their relationship with the parent organization. This only states that students and employees handling funds may cause treatment as activity funds. This does not preclude these people from helping the fundraising in other capacities.

No activity fund account will ever be permitted to incur a deficit. Clubs may not use the school's tax exempt number for any of their activities. They must obtain their own tax exempt numbers.

Organizations must maintain their own accounts outside of the school and must have for the principal, no later than one week after the close of school, an complete financial statement for the preceding school year.

Organizations may not use the school's mailing permit for mailings. Fees may only be charged for purposes incidental to the related school

program, whereas school fees would cover items required to support the basic program.

Hiring contractors or employees to provide services to be paid by the auxiliary group are permitted once the proper employment status and payment method is determined and approved by the District. Contact the APS Director of Accounting at 842-3575.

1.09 FIELD TRIPS

The Board of Education authorizes the Superintendent of Schools or designee to approve field trips for students. Students who participate in field trips to supplement class activities must have the approval of the principal and the consent from the parent/guardian obtained in writing prior to the trip. Field trips are defined as a school sponsored first-hand education experience for students away from the campus.

Authorized field trips must meet the following criteria:

- a) Staff members conduct field trips in connection with courses of instruction with a specific educational or cultural learning purpose.
- b) Principals may authorize travel for elementary school students within the Metro area. Travel outside the city/state must have approval from the Region Assistant Superintendent.
- c) The principal, with concurrence from the Region Assistant Superintendent, may authorize travel for students within the continental United States including overnight stays.
- d) High school students may be authorized to travel to a foreign country if the purpose is to familiarize students with the language, history; geography, natural sciences, and other studies relative to the district's course of study. Final approval for out-of-country trips must be obtained from the district's Superintendent or designee.
- e) For field trips within the State of New Mexico the preferred mode of transportation is by contracted Bus. For trips outside of New Mexico, the mode of transportation will be by the most cost-effective form of public commercial carrier. Parents may also be authorized to drive students on field trips provided they complete form IN549 and recognize that they assume the liabilities associated with transporting students.
- f) Chaperones will be of sufficient number and maturity to ensure the appropriate supervision and safety of the students participating. Principals will approve a list of chaperones for field trips in advance of such trips.
- g) Field trips to locations that put students at unnecessary risk of danger or injury are NOT authorized.
- h) The school district does not sponsor "senior trips". Senior trips fail to meet the criteria for field trips and, therefore, will neither be supported nor sponsored by the district. Companies that sponsor "senior trips" or their agent(s) are not permitted to use school

district property and/or other resources to promote such trips. District employees or students who choose to represent companies promoting "senior trips" will be considered agents of the company. Companies who sponsor "senior trips" will be responsible and liable for any and all accidents, injuries, suits, etc. which may occur as a result of such trip.

ALBUQUERQUE PUBLIC SCHOOLS - PROCEDURAL DIRECTIVE - INSTRUCTION - ALL SCHOOLS

FIELD TRIPS

For definition and criteria of district authorized field trips see Board Policy 1.09.

Elementary School Students

Elementary school student field trips are limited to the Albuquerque Metro Area. Travel outside the city/state must have approval from the Region Assistant Superintendent. Chaperones will be provided that are sufficient for the number of students participating. Principals and trip sponsors are responsible for the reliability of non-school staff chaperones. The preferred mode of transportation is by contracted bus.

Middle School Students

Middle school student field trips are limited to the continental United States and are authorized overnight stay. Chaperones will be provided that are sufficient for the number of students participating. Principals and trip sponsors are responsible for the reliability of non-school staff chaperones. The preferred mode of transportation for in-state travel is by contracted bus. Out-of-state travel shall be by public commercial carrier.

High School Students

High school students are authorized to take field trips within the continental United States and may be authorized to travel to a foreign country if the purpose is to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for such students. If student field trips involve awarding of credit, follow procedure... Alternative Methods of Earning Credits. Overnight stay is authorized. Chaperones will be provided that are sufficient for the number of students participating. Principals and trip sponsors are responsible for the reliability of non-school staff chaperones. The preferred mode of transportation is by contracted bus for event within the state. The mode of travel for out-of-state or country events shall be by public commercial carrier. High school students shall not transport themselves or others on field trips via personal vehicle except for approved district co-curricular or extra curricular activities.

Approval Procedure

Teachers/Sponsors of field trips must adhere to the following procedure

of approval:

Elementary School Trips:

Written request must be submitted on form AD-14 to the school principal/supervisor at least five days in advance of the proposed activity.

If the school principal/supervisor approves, an information copy will be forwarded to the region assistant superintendent, and to the district Risk Management office.

Middle School Trips:

In-State: Written request must be submitted on form AD-14 to the school principal/supervisor at least five days in advance of the proposed activity.

Upon approval by the school principal/supervisor, an information copy will be forwarded to the region assistant superintendent and the district Risk Management office.

Out of-State: Written request must be submitted on form AD-14 to the school principal/supervisor at least ten days in advance of the proposed activity.

Upon approval by the school principal/supervisor, the request will be forwarded to the region assistant superintendent for approval.

Once the region assistant superintendent approves, a copy will be forwarded to the deputy superintendent and the district Risk Management Office.

High School Trips:

High school trip approval will follow the same approval process for in-state and out-of-state middle school trips.

Out-of-country trips will follow the same approval procedure with the exception that approval must be sought at least twenty days prior to the anticipated trip and the superintendent or designee will make the final approval. A copy of the final approval will be forwarded to the district Risk Management office.

Parent Permission:

Students taken on field trips to supplement class activities must have the approval of the principal in advance and the consent of the parent/guardian obtained in writing prior to the trip. Use of district form INS-49 is required.

Signed permission forms will be in the possession of the sponsor who accompanies the students on the trip. A list of students who have signed permission forms will remain in the school office during the trip. The list should indicate which students that provided permission forms were absent. It is the teacher's responsibility to arrange for supervision of students who did not provide signed permission forms.

Field Trip Expenses

In the event that participation in a field trip or excursion is mandatory for a class requirement, and a student may be excluded from participating due to lack of sufficient funds, the trip sponsor may solicit funds for the trip from fund raising sources, and/or assign that student with an alternative assignment that will take the place of the field trip or excursion. Alternative assignments must consist of useful work related to valid instructional goals. They may not be punitive or burdensome in length of time or type of work required. Expenses for students participating in a field trip or excursion to any state, District of Columbia, or a foreign country authorized by the district shall not be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion may be paid from school district funds as well as incidental expenses for the use of school district transportation.

Attendance Issues

The attendance or participation of a student on a field trip or excursion authorized by the district shall be considered attendance for the purpose of crediting attendance for apportionment from the average daily attendance count in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance which would have accrued had the students not been engaged in the field trip or excursion.

Credited attendance shall not exceed 10 school days except in the case of students participating in a field trip in connection with courses of instruction, or school-related educational activities, and which are not social, cultural, athletic or music activities.

Chaperone Minimum Standards

It is preferred that school staff be the primary chaperones for student field trips, however, if sufficient staff is not available, the next preferred would be parents or guardians. It is important to advise parents or guardians that non-school aged children will not be allowed since chaperones will need to provide full attention to the students on the trip. Principals will approve a list of chaperones prior to each field trip.

The chaperone minimum standard for general education student supervision is: Elementary School - one chaperone for every seven students; Middle School - one chaperone for every ten students; High School - one chaperone for every fifteen students. These are minimum standards and higher chaperone/students ratios are encouraged to reduce the risk of student injury/incident,

The chaperone minimum standard for students with disabilities requires higher chaperone/student ratios in order to reduce the risk of student injury/incident. Some students may need one to one supervision whereas supervision ratios for others may be decreased as per the individual student's mobility, mental capacity and behavior. The principal and teacher working with a particular group of students would be the best authority of what ratio of supervision is needed.

Cross Ref.: Board Policy 1.09. 'Field Trips'
Board Policy 1.10, "Activity Trips"
APS-4 9 "Permission to Participate/authorization for
Medical Services" form
AD-14 "Request for Special Activities Student Trip
"form

NSBA/NEPN Classification: IJOA

Revised: May 1995

Revised: April 1996

Revised: June 1997

ALBUQUERQUE PUBLIC SCHOOLS - PROCEDURAL DIRECTIVE -
INSTRUCTION - ALL SCHOOLS DISTRICTWIDE

ACTIVITY TRIPS

For definition and criteria for Activity Trips, see Board Policy I.15. Principals may approve "Activity Trips" for students to participate in activities that would not be authorized as a district covered Field Trip providing that "Event Insurance" is purchased by the school/student.

"Event Insurance" can be purchased through the Risk Management Department by transferring funds to account number 101.3135.5700.000 or by check made payable to:

Albuquerque Public Schools, Risk Management Liability Account

The policy limits per injury are:

- \$250,000 medical coverage
- \$10,000 death and dismemberment
- \$2,000 dental coverage

For current premium charge per student contact the Risk Management Department at 842-3767.

Cross Ref.: *Board Policy I.15*

NSBA/NEPN Classification: IJOA

Approved: August 1997

**ALBUQUERQUE PUBLIC SCHOOLS
RISK MANAGEMENT**

725 University Boulevard, SE
P.O. Box 25704
Albuquerque, New Mexico 87125-0704
Phone: (505) 842-3767 Fax: (505) 848-9489

BRADFORD ALLISON, Ph.D.
SUPERINTENDENT

MICHAEL J. VIGIL
CHIEF FINANCIAL OFFICER
JAMES DORN
DIRECTOR OF RISK MANAGEMENT

August 4, 1999

MEMORANDUM

To: School Principals
From: James M. Dorn
Approved: Michael J. Vigil
Chief Business Officer
Subj: Activity Trip Insurance

A reminder - district procedural directives require the purchase of "activity trip insurance" for students participating in field trips and activities which are not of an educational nature. Such non-educational trips include hiking trips, roller-skating, swimming, trips to "Uncle Cliffs amusement park, "The Beach" water park, etc. The cost of this insurance is \$0.70 per student and must be purchased through the Risk Management Office prior to the trip.

Please follow these instructions for purchasing activity trip insurance:

1. The request for activity trip insurance must include:
 - a. Date(s) of trip
 - b. Time of trip
 - c. Destination
 - d. Teacher's name
 - e. Number of students
 - f. Grade level
2. Requests and payment must be received in the Risk Management Office at least 3 days prior to the activity.
3. ***No cash or personal checks can be accepted*** - submit school checks or use the Unisys debit/credit function to transfer funds to the Risk Management Liability insurance account 101.3135.5700.000

4. Payment cannot be refunded unless the entire group cancels.
5. Submit requests and payment to Eva T. Bierner at the Risk Management Office from 7:00 am - 4:30 pm. If you need assistance or more information please call 842-3767.
6. Risk Management will send confirmation to the school upon receipt of request and payment and confirmation of coverage.

Failing to follow this process will result in *no insurance coverage* for your activity trip'.

(This memo is a scanned copy of the original)

NMMEA DISTRICT VII HANDBOOK

NMMEA District VII is comprised of the City of Albuquerque. The membership is made up of the music directors from the public, charter and private schools. The function of the District is to promote the objectives of the State Organization, and to promote music education through District music clinics and festivals. The District upholds all NMMEA requirements regarding director membership in the state organization, or sponsorship by an NMMEA member in good standing, in order for students to be eligible for participation at state and district events. Students must be members of their school music program, if one is available. Exceptions may be made by the district president and section vice-president on a case-by-case basis to cover scheduling conflicts (i.e., block schedule, etc.)

NMMEA District VII Officers - Duties and Responsibilities

The NMMEA executive offices are President, Vice-President for High School Band, Vice-President for Middle School Band, Vice-President for High School Choir, Vice-President for Middle School Choir, Vice-President for High School Orchestra, Vice-President for Middle School Orchestra, Vice-President for Guitar, and Secretary/Treasurer. The terms for these offices shall be two years. These officers will be paid an honorarium of \$200.00 in appreciation for their service to the students and teachers of the District.

A section may choose to run its festivals by committee. If that format is chosen, the section vice-president will still serve as a communicator between the District VII Executive Board and the section, and will oversee all festivals for their section. Each committee will select a chair person who will organize the group and delegate responsibility. It is expected that all teachers in the section will take a turn at serving on a committee. In smaller sections, teachers may be asked to serve every year. Committee chairmanship should rotate after several years.

Duties of the District VII President

1. Chairs all District VII general membership meetings and executive committee meetings.
2. Compiles the District Music Events calendar and maintains the District VII membership roster.
3. Oversees all Music Performance Assessment & Festivals, Solo and Ensemble Festivals, and Honor Group Festivals for all sections.
4. Orders reprints of District VII Solo and Ensemble certificates as needed.
5. Represents the District on the NMMEA Board of Directors at their summer and winter meetings.
6. Keeps the District VII Handbook and policies updated.
7. Corresponds with all member private and parochial schools regarding meetings, music events calendar, and festivals.

8. Works with the APS Fine Arts Office to ensure that all District VII events and meetings function smoothly; keeps the APS Fine Arts Office apprised of issues that concern music educators within APS.
9. Responsible for managing the District VII nomination process for NMMEA state awards.

Duties of District VII Secretary/Treasurer

1. Attends and takes minutes of all District VII general membership and executive committee meetings (or appoints someone to take minutes), types and sends copies of the minutes to other officers and the APS Fine Arts Office.
2. Disperses all financial transactions and keeps an updated, balanced ledger of district funds.
3. Presents secretary/treasurer reports at all general membership meetings.
4. Arranges for a yearly audit of the district's financial matters.
5. Collects fees for all festivals 4-5 weeks prior to events. Each school will only be scheduled upon receipt of all fees.

Duties of District VII Section Vice-Presidents

SPRING

1. Annual Spring Meeting: Preside over the section meeting. Discuss dates, host directors, and sites for the following year's festivals. Discuss any problems encountered with festivals during the current school year.
2. Prepare and present a budget for MPAF and Honor Group festivals to your section at the Spring meeting. The section must vote to adopt or reject the budget presented. If the budget is adopted, it must be adhered to for the following year. If the budget is rejected, the section must make revisions and pass a budget before the meeting is adjourned.
3. By the end of the school year, contact prospective host directors and sites to make sure they can host the assigned festival and have cleared the date(s) and secured the use of the building. Be sure to forward this information to the district president for inclusion in the district events calendar.
4. Make sure that all section financial matters are up to date and that there are no outstanding bills. Turn in all fees and receipts, with a completed treasurer registration form, for reimbursement to the secretary/treasurer. **All receipts must be submitted to the secretary/treasurer within one week of the conclusion of each festival.**

SUMMER

1. Contact and secure adjudicators for Music Performance Assessment & Festivals and Solo and Ensemble Festivals. Do not rely on verbal commitments; please send a written agreement for them to sign (see Contract and Agreement forms).

2. Send adjudicator information and all signed agreements to the fine arts coordinator and/or the district secretary/treasurer.

FALL

1. Annual Fall Meeting: Preside over the section meeting. At this time, present registration and performance dates, host sites, and other information regarding the various festivals to the section membership.
2. Confirm adjudicators for festivals.
3. Make arrangements to have on hand sufficient certificates for the year's festivals. Inform the district president of the bulk number needed for a festival at least four weeks in advance.
4. Check with festival site hosts regarding:
 - a. Number of rooms needed for the festival being hosted.
 - b. Key and padlock needs, especially for Friday night set-up and Saturday festivals.
 - c. Number of pianos and/or risers needed. **At least six weeks before the festival:**
 1. Locate additional pianos or risers to be used from neighboring schools.
 2. Write down the APS numbers and physical room locations at the schools the pianos are borrowed from.
 3. Give this information to the Fine Arts Office so that they can arrange for transportation to and from the festival site.
 4. Call Music Instrument Repair (765-5950 ex.238) to arrange for piano tuning.
5. **Send out festival registration reminders to schools at least four weeks prior to the festival registration deadlines.** Remember to include the private and parochial schools who participate in the district festivals. (If needed, ask the district president for a current District VII membership roster.)
6. Receive festival registration forms. Check with the secretary/treasurer to see which schools have made payment so that they can be scheduled. **Do not schedule schools for events until payment has been received by the secretary/treasurer.**
7. Create a festival schedule from the registration forms and send that information out to the participating schools and directors at least two weeks prior to the festival dates.

NMMEA District VII Teacher Duties and Responsibilities

Teachers are expected to participate with their students in all festivals for their discipline and grade level. NMMEA District VII hosts these events to benefit the students of District VII, and it is each teacher's responsibility to see that his/her students have an opportunity to participate.

1. For all festivals, it is the teacher's responsibility to register for events and pay fees by the published deadline. Teachers will register online at www.nmmea.com and all fees should be sent to the secretary/treasurer with the treasurer registration form. Students will not be scheduled until all fees have been paid to the secretary/treasurer.

2. Please include all required information in your registration. This is especially important for Solo and Ensemble festivals.
3. Make scheduling requests at the time of registration, and be specific about each student or group.
4. Check with your school administration for all necessary field trip forms, including parent permission forms, and teacher excuse lists, etc. You must have a signed APS permission form and medical information form (INS 49) for each student.
5. **Directors are expected to be at the festivals at the time of their student's performances. In addition, directors are expected to assist in running the festival at the request and direction of the section vice-president or site host.**
6. Ratings, adjudication forms, and certificates will be released at the end of the festival or upon completion of a school's scheduled participation, and will only be released to the school or group director. Students will not be allowed to view rating sheets at the festival site.
7. **Monitoring of student behavior at festivals is the teacher's responsibility.** Be sure to have adequate chaperones to assist in this matter and please inform the students and parents of expected proper concert behavior. Encourage your students to listen to other student's performances.

NMMEA District VII Fees

Event Registration Fees – All fees and the treasurer registration form must be received by the registration deadline in order for students to be scheduled.

Solo and Ensemble Festival:	All Solo Events	\$5.00 per solo
	All Ensembles	\$5.00 per each person in the ensemble not to exceed \$40.00
Music Performance Assessment & Festival:	APS HS and MS Bands	\$110.00 per participating ensemble
	APS HS and MS Choirs	\$100.00 per participating ensemble
	APS HS and MS Orchestra	\$75.00 per participating ensemble
Honor Groups:	HS Honor Band	\$75.00 per school
	MS Honor Band	\$75.00 per school
	Beginning Orchestra Festival	\$10.00 per school
	Honor Choir	\$15.00 per student
	Charter/Private/Home School	\$20 per student selected (MS Band) \$25 per student selected (HS Band)
	Guitar Honor Festival	\$75.00 per school

Adjudicator Honorarium

Solo and Ensemble Adjudicator: \$25.00 per hour

Music Performance Assessment & Festival Adjudicator :Orchestra & Band \$250.00 per day, plus per diem of \$100.00 per day and \$0.55 per mile for travel (if applicable)

Music Performance Assessment & Festival Adjudicator : Choir \$250.00 per day
Travel (Mileage/Airfare): \$750.00
Out of Town Adjudicator Per Diem: \$130.00, maximum of 3 days, covers breakfast and dinner

Honor Group Conductor: HS Honor Band - \$450.00 (Percussion Assistant \$200.00)
MS Honor Band - \$500.00 (Percussion Assistant \$350.00)
HS Honor Guitar - \$450.00
MS Honor Guitar - \$325.00
HS Honor Choir - \$400.00 (Accompanist \$400.00)

Festival Expenses

Each section VP will prepare and present a budget for MP AF and Honor Group festivals to their section each year in preparation for the following school year. Budgets must be adhered to as each festival is required to pay for itself.

NMMEA DISTRICT VII FESTIVALS

Philosophy of Festivals

District VII Festivals are held for educational purposes only and all NMMEA District VII schools are encouraged to participate in the Music Performance Assessment & Festivals and Solo and Ensemble Festivals. Since the District is composed of many types of schools representing varying demographics and educational philosophies, the following general points will be followed:

- Individuals and groups of all ability levels should feel that participation in a district festival is worthwhile.
- Festivals are not to be competitive; each group is judged on its own merit.
- Pursuit of musical excellence should be of paramount importance.

The following procedures are used to help promote this philosophy:

1. For purposes of adjudication, festivals are organized along the traditional models of a Music Performance Assessment & Festival and a solo and ensemble festival at both the middle and high school levels. All Solo and Ensemble entries shall perform for ratings. Music Performance Assessment & Festival entries shall perform for ratings, with the option of having the ratings unpublished.
2. For purposes of enrichment, “Honors” and “Massed” groups are organized for student participation at both the middle and high school level.
3. Ensemble groups who are not part of APS may enter and participate in District VII Music Performance Assessment & Festival by paying entry fees as stated in the fees page. These schools, and other out of district groups, may participate on a “space available” basis.
4. Non-APS and home school students who wish to participate in Solo and Ensemble Festival may do so by paying the entry fees as stated on the fees page and by having a District VII member/director be their sponsor.
5. **Music should be of good quality and an appropriate challenge to the students.**
6. Ratings used at adjudicated festivals shall be as follows:
 - I = Superior in every aspect of the performance or sight-reading.
 - II = Excellent performance or sight-reading. Some minor errors or flaws readily apparent and noted.
 - III = Good performance or sight-reading. Good preparation has taken place, but there is still much improvement to be made in the categories listed on the adjudication sheet.
 - IV = Fair performance or sight-reading. Some preparation has taken place, but there are major areas of improvement to be addressed in the solo’s or ensemble’s preparation,

instruction, and curriculum as per the categories as listed on the adjudication sheet.
V = Poor performance or sight-reading. Major improvement is needed in all aspects of the student's, or group's, instruction and curriculum.

Plus and minus signs may be used in combination with the above ratings. Ratings will not be posted at the festival site.

7. Sight-reading is required at Music Performance Assessment & Festival when it is a component of the festival.
8. Adjudication comments are to be educationally constructive, made in a positive manner, and confidential.
9. A list of ratings shall be published after the conclusion of a District Music Performance Assessment & Festival. It will be distributed to all participating directors and will contain the ratings for each participating group's performance, sight-reading, and a performance composite score. **Publication of a school's ratings is optional at the discretion of the participating director. This option must be indicated on the initial entry form before the group is scheduled for participation in the festival.** (It is the responsibility of the vice-president to ensure that non-publication options are administered.) No ratings shall be posted or shared at the festival site.

Solo and Ensemble Festival

Preparation Duties for Vice-President:

1. Contract adjudicators for the festival. Be sure to send them a copy of the adjudicator responsibilities and let them know about the adjudicator meeting 30 minutes before the festival starts.
2. Send registration reminders to directors in time to allow for return by the published deadline on the District VII Calendar of Events. Remember to include private and parochial schools who are District VII members. (Confirm NMMEA status with district president.) Check or follow up on arrangements for additional pianos needed for the festival.
3. After receiving registrations from the directors, contact the secretary/treasurer to confirm which schools have paid their fees in full. The secretary/treasurer will send receipts to those schools paying by check and bill those schools paying by purchase order. **Do not schedule schools for events until payment has been received by the secretary/treasurer.**
4. Based on the registrations for the festival, confer with the site host to determine the exact number of rooms needed, number of pianos, locations of performance sites/rooms, location of warm-up rooms, percussion and other equipment needs, and festival headquarters.
5. Schedule the festival events. Type up the schedules and distribute to participating schools. Be sure to include directions to the host school and a map of the building layout indicating which rooms will be used for the festival along with the schedules.

6. Request a bulk number of certificates from the Fine Arts Office at least four weeks prior to the festival. Get certificates before the day of the festival. Be sure you have signed plenty of certificates before the day of the festival so that they will be ready for distribution to the directors.
7. Call the secretary/treasurer with the number of hours adjudicators are scheduled to adjudicate and pick up paychecks to be distributed at the end of the festival. Refer to the fees page to determine the hourly rate adjudicators will be compensated.
8. Oversee the management of the festival and festival headquarters in conjunction with the site host; this includes a meeting with all of the adjudicators prior to the start of the festival to explain all rules, policies, and procedures. Plan on being at the festival site all day in case an emergency arises or an executive decision is needed.

Preparation Duties for Site Host:

1. Secure permission from your school administration to host the festival and make any arrangements for custodial services if required by the school administration. Any custodial fees will be paid by District VII as a festival expense. Contact the secretary/treasurer for the procedure for paying custodial fees.
2. Consult with the section vice-president regarding the number of needed performance and warm-up spaces and the availability of rooms within your school. For Band Solo and Ensemble, also provide a list of percussion equipment you will be able to have on hand for use during the day.
3. Send a building map to the vice-president indicating the festival headquarters, performance rooms, and warm-up rooms three weeks prior to the festival. Make arrangements to enter the site building prior to 9:00 AM. Ask your building principal to contact APS Security for clearance in advance of the festival date.
4. The day before the festival, bring together a group of people to assist in setting up the rooms. Be sure to draw a map or take a picture of each room as it is before you move any furniture around. The purpose for this is to be able to put the room back in the same order it was in prior to the festival. Make sure there is adequate seating for an audience (preferably near the exit). Make sure there is a desk or table and a comfortable chair for the adjudicator, and ample amount of performers' chairs, stands, cello boards, etc.
5. On the day of the festival, the host should arrive 60-90 minutes before adjudication begins. Put up signs (inside and outside the building) showing where the registration table, the warm-up room, and the performance rooms are located. Consider posting signs that ask people to be quiet in the hallways, and the people only enter the rooms between performances.
6. Make sure the registration table has copies of each room's performance schedule as well as extra adjudication forms.

7. Arrange for parent or student helpers throughout the day. Be sure to have a meeting with these helpers to outline their duties and responsibilities. An ideal distribution would be as follows:
 - a. 2-4 people at the front desk to help with registration/information and to direct parents and students.
 - b. 1-2 people per room to act as door monitors and to assist the adjudicators in any manner needed. It is preferable to have one person inside the room and one in the hallway to keep participants on schedule and control the opening and closing of the door.
 - c. 1-2 adults at the headquarters to assist with collecting and collating adjudication forms, preparing the award certificates, and preparing the packets for individual schools.
8. Purchase refreshments for adjudicators. District VII allows an expense limit of \$35.00 per day of festival. Provide 4-5 #2 pencils per adjudicator as well as extra adjudication forms. Be sure to save all expense receipts for reimbursement from the secretary/treasurer.
9. During the festival, coordinate the following activities at the festival headquarters:
 - a. Prepare a large envelope/packet for each participating school.
 - b. Collect and collate, by school, all adjudication forms.
 - c. Provide a signed certificate for every participant receiving an **excellent** or **superior** rating. Directors will complete the certificates and award them at their own schools.
 - d. Place all forms and certificates in the appropriate envelope/packet.
 - e. At the end of the festival, release the envelopes/packets to the appropriate directors only.
 - f. All rooms should be clearly marked and directions to each room should be available at both the check-in table and the warm-up room.
10. Make arrangements for a noon meal for the adjudicators and festival directors. The meal expenses will be paid for by District VII (Expense limit of \$10.00 per person).

Adjudicator Duties and Responsibilities:

1. Adjudicators will not accept unauthorized photocopied scores. If a student fails to provide a score with numbered measures, the student may perform for comments only, but no rating will be given.
2. Students are expected to provide an accompanist when the composition to be performed has a written accompaniment. Tape recorded accompaniments are allowed. Failure to provide an accompaniment should result in a performance for comments only with no rating given. Students should not be penalized for performing compositions that have no accompaniment.

3. Adjudicators are not to ask whether a student has had private lessons, with whom a student studies, what grade the student is in, or which performance groups they are a part of.
4. Positive verbal comments from the adjudicator are encouraged, but only within the time limit.
5. Standard performance times are 10 minutes for high school students and 7 minutes for middle school students. Students are expected to adhere to these limits. An adjudicator may stop a student performance if the performance exceeds the scheduled time, but should not penalize the student for not having completed the performance. Students who wish to perform an extended work are expected to pay for additional time slots. Otherwise, students should be allowed to finish performing the piece they have prepared. Please help keep the festival running on schedule by adhering to these time limits.
6. Students are to be adjudicated on the music they perform and should not be penalized for the music chosen. Comments may be offered regarding the choice of music, but this should not be reflected in the final rating. It is assumed that all students will have received some guidance from their director regarding the choice of music to be performed.

Solo and Ensemble Festival Procedures and Policy Guidelines:

Eligibility Requirements

1. Participants must be a member of a school performing group, where such a group exists.
2. Participants must be in grades 6-12 or equivalent levels in alternative education settings.
3. All participants must be approved by the school director or approved sponsor.
4. Solo and Ensemble Festival is considered a co-curricular activity for high school students. GPA and attendance requirements do not apply if all co-curricular guidelines are met.

Registration and Fees

1. It is the responsibility of the section vice-president to contact directors at all public, private, and parochial schools regarding registration (see district president for complete list of schools).
2. It is the school director's responsibility to register and pay fees by the established deadline. **All fees must be sent to the secretary/treasurer in order for the school's entry(ies) to be scheduled.** (Refer to fees page)
3. All fees should be paid with one check or purchase order made out to NMMEA District VII. No cash will be accepted. Receipts will be issued by the secretary/treasurer.
4. Fees will be established annually at the section meetings and published in the fees page of this handbook.
5. **No refunds** will be made for cancellations of any registrants.

Music Requirements

1. Music performed should be of good quality and an appropriate challenge to the student(s).
2. Students must have a legal, printed copy of the music with measures numbered to give to the adjudicator. Failure to do this will result in a performance for comments only with no rating given. **Unauthorized photocopies are not allowed.**

3. Solos must be performed with the appropriate accompaniment, if one exists for the composition. Tape recorded accompaniments are allowed. **Failure to provide an accompaniment will result in a performance for comments only with no rating given.** Compositions which have no written accompaniment may be performed with no penalty.

Participation

1. Students may participate in any number of events, at the discretion of their teacher.
2. No more than two students to a part for ensemble entries. Small ensembles are not to be conducted. Large instrumental ensembles (brass and woodwind choirs, percussion ensembles) have the option of using a conductor.
3. The director may participate only as a conductor or as an accompanist.

Site Mechanics

1. Standard performance times are 10 minutes for high school entries and 7 minutes for middle school entries. Performances may be stopped if they exceed these time allotments. If a student wishes to perform an extended work, then he/she should pay the fees for additional time slots. There is no penalty for performing part of a piece.
2. **Rating sheets will be released at the end of the festival only to the director.** Ratings are not to be shared with the students at the festival site.
3. Directors of participating schools are **EXPECTED** to be at the Festival at the time of their students' performances. Directors of participating schools are also expected to assist with the running of the Festival at the direction of the section vice-president or site host.
4. Supervision of middle school students must be provided by directors.

Awards

1. Certificates will be given to all participants in either solo or ensemble categories who receive a Superior (I) or Excellent (II) rating.
2. Certificates will be distributed to the director by the section vice-president at the conclusion of the festival, and are to be distributed by the school director.

Music Performance Assessment & Festival

Preparation and Site Duties for Vice-President

1. Early in the school year, confirm arrangements for the festival site and adjudicators. Be sure to send an adjudicator agreement form to each adjudicator for his/her signature. Forward all adjudicator agreement forms to the Fine Arts Office as soon as possible for payment processing. If adjudicators are from out of town, make hotel arrangements for them; if needed, arrange to pick them up from the airport, etc.
2. Check with the host school to determine what equipment they will have available for use during the festival.
3. Send out registration reminders to directors in time to allow for return by the deadline published on the District VII Calendar of Events. Remember to include private and parochial schools – contact the district president for list of schools. If a fee is due, remind teachers to send all fees to the secretary/treasurer.
4. If needed, call Music Mart (889-9777) to make arrangements for sight-reading music at least one month before the festival. (See performance & sight-reading procedures for more information.)
5. Upon receipt of registration forms, develop a schedule for the festival. **Do not schedule schools for events until payment has been received by the district treasurer.**
6. Distribute schedules and cover letters explaining procedures to participating directors. Be sure to include a list of what equipment will be available at the host site, directions to the host school, and a map of the school or building where the festival will be held. Include instruction regarding number of cassette tapes needed, and number of music scores needed for adjudicators.
7. One month before the festival, contact the Fine Arts Office to make arrangements for recording services.
8. After all registration forms have been received, confirm with the secretary/treasurer that all fees, if any, have been received, then reconfirm facilities and equipment needs with the site host. Be sure to check on:
 - a. number of chairs and music stands needed for the warm-up room, sight-reading/clinic room, and performance area
 - b. risers, pianos, percussion equipment
 - c. tables and lamps for adjudicators
 - d. cassettes and recorders (with hand held microphones), if needed, for adjudicators
 - e. parking arrangements
 - f. pencils, extra paper and envelopes for the adjudicators (secretary/treasurer can provide these items)
 - g. extra adjudication forms available
 - h. day and time for site set up (registration table, performance areas, festival headquarters, etc.) and number of signs needed
 - i. extra light bulbs, extension cords, masking tape, back-up recorders, batteries, envelopes for music scores and ratings.
 - j. adequate parent/student help
9. Programs can be copied at APS Graphics. The Fine Arts Office will cover the expense - the

pink slip from APS Graphics should be turned in to the Fine Arts Office.

10. Oversee the management of the festival in conjunction with the site host; this includes a meeting with all of the adjudicators prior to the start of the festival to explain all rules, policies, and procedures. Work out a schedule with the other section vice-presidents so that a vice-president is on site at all times in case an emergency arises or an executive decision is needed.
11. Make arrangements to return any music borrowed for sight-reading purposes.
12. Keep the festival on schedule.

Preparation Duties for Site Host

1. Secure permission from your administration to host the festival. Be sure to talk with those teachers who will be displaced during the festival (drama, choir, band, PE, other classes).
2. Consult with the section vice-president regarding the facility and equipment needs for the festival. Be sure to provide a complete list of the equipment that will be available for use during the festival.
3. Provide section vice-president with accurate directions to the school site and a building/room map of the festival site at least three weeks before the festival.
4. Arrange for 2-4 parents and 12-15 students to help at the festival each day. Use students to act as escorts for each participating group, aides for the adjudicators, and runners for the festival headquarters and stage set-up crew. Try to have at least one adult at the registration table at all times and one adult who is in charge of receiving completed adjudication forms, recording them on a festival master list, and preparing the packets for the school director to pick up.
5. Arrange for refreshments for the adjudicators during the festival dates (District VII will reimburse expenses to a limit of \$35.00 per day).
6. Arrange for meals for the adjudicators, site host, and section vice-president. Expenses are to be reimbursed by District VII to the limit of \$10.00 for lunches and \$20.00 for dinners for the site host and section vice-president. Adjudicators receive a \$100 per diem which covers hotel expenses, breakfast at the hotel, and dinner. Adjudicators should therefore pay for their own dinner.

Adjudicator Duties and Responsibilities

1. Adjudicators are not to accept unauthorized photocopied scores. If a director fails to provide an acceptable score with measures numbered, or permission to photocopy, he/she may perform for comments only but no rating will be given.
2. Comments, both oral and written, should be positive and constructive, and should help the students understand the rating given.
3. It is expected that adjudicators will not confer with each other about ratings to be given.
4. Groups should be adjudicated on the music performed. Since this district is composed of many types of schools representing varying demographics and educational philosophies, the following general points should be considered:
 - Individuals and groups of all ability levels should feel that participation in a district festival is worthwhile.
 - The festival is not competitive; each group is to be adjudicated on its own merit.

- Pursuit of excellence in musical performance should be of paramount importance.
5. Ratings used at adjudicated festivals shall be as follows:
 - I - Superior in every aspect of the performance or sight-reading.
 - II - Excellent performance or sight-reading. Some minor errors or flaws readily apparent and noted.
 - III - Good performance or sight-reading. Good preparation has taken place, but there is still much improvement to be made in the categories listed on the adjudication sheet.
 - IV - Fair performance or sight-reading. Some preparation has taken place, but there are major areas of improvement to be addressed in the Music Performance Assessment & Festival's preparation, instruction, and curriculum as per the categories as listed on the adjudication sheet
 - V - Poor performance or sight-reading. Major improvement is needed in all aspects of the students', or group's, instruction and curriculum.

Plus and minus signs may be used.

6. Teachers may help the adjudicator know their students by writing comments on the Optional Information Sheet for Adjudicators.
7. Adjudicators should help keep the festival on schedule.
8. If time allows, clinic/comments may be given by one or more of the adjudicators after a performance. All comments should address the music performed, no single student(s) should be singled out for negative comment or criticism.
9. Performance and sight-reading adjudicators are to follow the established procedures as described by the section vice-presidents at the adjudicators meeting prior to the start of the festival.

Music Performance Assessment & Festival Procedures and Policy Guidelines:

Eligibility Requirements

1. Music Performance Assessment & Festival is considered a co-curricular activity for high school students. GPA and attendance requirements do not apply if all co-curricular guidelines have been met.
2. The number of groups from individual schools that may participate in the main District Music Performance Assessment & Festivals will be set by the vice-president at the fall section meeting. A section may choose to have an additional festival to accommodate additional middle and high school groups if there is a large number of groups who wish to perform at a festival.

Registration and Fees

1. Fees to participate in the District Music Performance Assessment and Festival are set by the individual sections (Band, Choir, and Orchestra). All participating schools, regardless of district affiliation, are responsible for paying registration fees. **All fees must be sent to the secretary/treasurer by the deadline in order for the school's entry(ies) to be scheduled..** (Refer to fees page.)

2. It is the responsibility of the section vice-president to mail entry forms to all public, private, and parochial schools – contact the district president for a member list. It is the responsibility of the director to return those forms on or before the established deadline.
3. All fees should be paid with one check or purchase order made out to NMMEA District VII. No cash will be accepted. Receipts will be issued by the secretary/treasurer.
4. Fees will be established at the annual District VII spring meeting and published in the fees pages of this handbook.

Participation

1. It is expected that all NMMEA District VII middle and high school band, choir, and orchestra programs prepare for and participate in their respective Music Performance Assessment & Festivals. All bands and high school choirs must perform for ratings. Middle school choirs and all orchestras have the option of performing for ratings, or performing for comments only. All performing groups have the option of not publishing their ratings.
2. Ensemble Classifications for Choir
 - a. *Advanced/Varsity*: At least 60% of the students are third or fourth year members of their high school choir program.
 - b. *Intermediate/Non-Varsity*: 51% of the students are second, third, or fourth year members of their high school choir program.
 - c. *Beginning*: 50% or more of the students are first year members of their high school choir program. All middle school choirs are considered beginning ensembles.
 - d. *Small Independent High School*: 500 students or less.

Music Requirements

1. Music performed should be of good quality and an appropriate challenge to the students.
Band and Orchestra: There is no required music list to be used for MPAF.
Choir: Each ensemble must perform one selection from the Texas UIL Prescribed Music List (PML). The selection must meet the advanced repertoire requirement determined by an ensemble's repertoire classification.
 - a. Advanced high school/varsity ensembles must perform one level five (V) piece from the PML and two other appropriate pieces of music. A varsity ensemble may also choose to perform one level six (VI) piece from the PML and only one other appropriate piece of music.
 - b. Advanced high school/varsity ensembles may choose to perform up to 20 minutes of selected movements found in a larger, complete work (such as a mass). At least one movement of the work must be found as an octavo on the PML. That movement must meet the level V repertoire requirement.
 - c. Intermediate high school/non-varsity ensembles must perform one level four (IV) piece from the PML and two other appropriate pieces of music. A non-varsity ensemble may also choose to perform one level VI piece from the PML and only one other appropriate piece of music.
 - d. Intermediate/non-varsity high school ensembles may choose to perform up to 20 minutes worth of movements found in a larger, complete work. At least one movement of the work must be found as an octavo on the PML. That movement must meet the level IV repertoire requirement.

- e. Small independent high school ensembles, beginning high school ensembles, and all middle school ensembles must perform one piece of music found in the PML, and two other appropriate pieces of music.
2. Teachers must provide adjudicators with original music scores with measures numbered. **No photocopied scores will be allowed without official documentation attached to each score explaining that it is “on order”, “out of print”, etc., and that publisher’s permission to photocopy has been granted.** Failure to provide scores for the adjudicators will result in a performance for comments only with no rating (NR) being given.

Site Mechanics

1. Directors are expected to adhere to scheduled performance times as established by the section vice-presidents. Performing groups are scheduled at 20 – 30 minute intervals.
2. Rating sheets will be released to the director of a participating group only after the adjudication sheets have been checked for completeness and the ratings have been recorded on the festival master list. Ratings are not to be shared with students at the festival site.
3. Directors are responsible for arranging transportation for students, adult chaperones, and all necessary equipment to and from the festival.
4. Sight-reading Procedures for Band and Orchestra
 - a. The director will assist his/her group in getting seated. Students will be expected to arrange their own chairs as there is generally not a set-up crew in the sight-reading room.
 - b. Monitors will pass out folders and instruct the students to keep them closed. Directors should check with the students to make sure they have the correct folder and that the parts are evenly distributed. Directors should also instruct the students to keep the folders closed.
 - c. The adjudicator will instruct the director and students to remove the appropriate level music from the folders. The adjudicator and director may consult on selecting the piece for sight-reading. There should be three different levels of sight-reading material available, with three pieces at each level to select from.
 - d. The director will review the selected sight-reading piece while the adjudicator gives general instructions to the students.
 - e. The director will be given up to eight minutes to review the music with the students. The director and students may count and clap rhythms, sing, “air band”, or finger sections of the music. The director may demonstrate by clapping or singing. The students are not allowed to play their instruments at this time. The director is not required to use all eight minutes. The director may begin the sight-reading at any time, at his or her discretion.
 - f. After the initial eight minutes are up, the adjudicator will signal the director that it is time to begin the sight-reading. During the sight-reading, the director may not give out rehearsals numbers or vocalize in any way. Infractions of this rule may result in a lowered rating.
 - g. The adjudicator may use any time remaining to clinic the group on sight-reading skills and procedures or to comment on the group’s Festival performance. Comments from the

adjudicator, written or verbal, should be as positive and constructive as possible, in keeping with the Festival's educational goals.

h. The monitors will collect all of the folders at the end of a group's sight-reading time, rearrange them in score order in preparation for the next group.

5. Sight-reading Procedures for Choir

- a. Sight-singing music will be on the chairs when the students enter.
- b. There will be a piano, music stand, and sight-singing music prepared for the director.
- c. The adjudicator will choose one exercise to be used for all components of the sight-singing adjudication. It is the director's responsibility to make sure the adjudicator chooses an exercise of the appropriate level.
- d. The director has up to 1 minute to introduce the exercise.
- e. The ensemble will then clap and count the chosen exercise for the adjudicator.
- f. Next, the ensemble and director have up to 2 minutes to discuss the exercise.
- g. The ensemble will chant the chosen exercise in rhythm using solfege, numbers, or neutral syllables.
- h. The ensemble will sing the exercise using solfege, numbers, or neutral syllables.
- i. The adjudicator may provide verbal comments if he or she chooses.

Discussion procedures for Sight-singing:

- a. The teacher is allowed to establish the key of the music by playing the scale, arpeggio, and starting pitch(es) both before the chanting section and the singing section.
- b. During the chanting and singing rehearsals, the director may give instruction, bring attention to certain rhythmic patterns, call out intervals by name, number, syllable, etc., but may not sing the intervals. He/She may not sing or clap the exercise.
- c. Curwen/Kodaly hand signs may only be used with ensembles sight-singing in multiple parts during the practice session. Singing or clapping by the director is not allowed.
- d. During the chanting and singing performances, the teacher may only establish the key, as previously described, and conduct.

Sight-singing Exercises According to Level:

A. Middle School, Semester Long:

Length: 1 melody, 8 measures

Key: C, F, or G Major

Clef: Treble

Number of Sight-singing Exercises: 1

Time Signature: 4/4

Starting and Ending Pitches: Tonic

Intervals: Step-wise motion, no skips

Note Values: Whole, Half, and Quarter

Rest Values: Quarter

B. Middle School, Year Long:

Length: 1 melody, 8 measures

Key: C, F, or G Major

Clef: Treble and Bass Clef in unison

Number of Sight-singing Exercises: 1
Time Signature: 4/4
Starting and Ending Pitches: Tonic
Intervals: Step-wise motion, thirds within tonic triad
Note Values: Whole, Half, and Quarter, Eighth (beamed)
Rest Values: Whole, Half, Quarter

C. High School, Beginning:

Length: 1 melody, 8 measures
Key: C, F, or G Major
Clef: Treble and Bass Clef in unison
Number of Sight-singing Exercises: 1
Time Signature: 4/4 and 3/4
Starting and Ending Pitches: Tonic
Intervals: Step-wise motion, thirds within tonic triad
Note Values: Whole, Half, Dotted Quarter, Quarter, Eighth
Rest Values: Whole, Half, Dotted Quarter, Quarter, Eighth

D. High School, Intermediate Treble:

Exercise will be in two parts (SA)
Length: 1 melody, 8 measures
Key: C, F, or G Major
Clef: Treble
Number of Sight-singing Exercises: 1
Time Signature: 4/4 or 3/4
Starting and Ending Pitches: Tonic
Intervals: Step-wise motion, thirds within the tonic triad
Note Values: Whole, Half, Dotted Quarter, Quarter, Eighth
Rest Values: Whole, Half, Dotted Quarter, Quarter, Eighth

E. High School, Intermediate/Non-Varsity Mixed Voice:

Exercise will be in three parts (SAB). SAB will be required of ensembles whose repertoire includes 2 or more pieces written for SAB.
Length: 8 measures
Key: C, F, G, D, and B-Flat major. No modulation
Clef: Treble and Bass (Treble, Treble, Bass for SAB)
Number of Sight-singing Exercises: 1
Time Signature: 4/4 or 3/4
Starting and Ending Pitches: Tonic
Intervals: Step-wise motion, thirds within the tonic triad
Note Values: Whole, Half, Dotted Quarter, Quarter, Eighth
Rest Values: Whole, Half, Dotted Quarter, Quarter, Eighth

F. High School, Advanced Treble:

Exercise will be in three parts (SA) that are rhythmically interesting
Length: 8 measures
Key: C, F, G, D, B-Flat, A, E-Flat Major. No modulation

Clef: Treble, multiple parts
Number of Sight-singing Exercises: 1
Time Signature: 4/4, 3/4, 6/8
Starting Pitch: Tonic or Dominant
Ending Pitch: Tonic
Intervals: Step-wise motion, skips within the tonic triad, major and minor thirds, perfect fourths, and perfect fifths within the tonic triad.
Note Values: Whole, Dotted Half, Half, Dotted Quarter, Quarter, Eighth
Rest Values: Whole, Dotted Half, Half, Dotted Quarter, Quarter, and Eighth

G. High School, Advanced/Varsity Mixed Voice

Exercise will be 3 parts (SAB) or 4 parts (SATB). SAB will be required of ensembles whose repertoire includes 2 or more pieces written for SAB. SATB will be required of ensembles whose repertoire includes 2 or more pieces written for SATB.

Length: 8 measures
Key: C, F, G, D, B-Flat, A, E-flat major. No modulation
Clef: Treble and Bass (Treble, Treble, Treble, Bass for SATB)
Number of Sight-singing Exercises: 1
Time Signature: 4/4, 3/4, 6/8
Starting Pitch: Tonic or Dominant
Ending Pitch: Tonic
Intervals: Step-wise motion, skips within the tonic triad, major and minor thirds, perfect fourths, and perfect fifths within the tonic triad.
Note Values: Whole, Dotted Half, Half, Dotted Quarter, Quarter, Eighth
Rest Values: Whole, Dotted Half, Half, Dotted Quarter, Quarter, and Eighth

6. Clinic Procedures for Orchestra

- a. Each orchestra will wait quietly in the hall until the adjudicator has dismissed the previous group.
- b. The orchestra director will assist his/her group in getting seated and introduce the clinician to the orchestra members.
- c. The adjudicator may use the time to clinic the group on their festival performance or on general matters of orchestral technique and performance. Comments from the adjudicator, written or verbal, should be as positive and constructive as possible, in keeping with the Festival's educational goals.
- d. If sight-reading is part of the festival, the procedures should be similar to those listed for bands.

Honor Group Festival

Preparation Duties for Vice-President

1. Contract a clinician to serve as the conductor of the honor group. Offer assistance to the clinician in picking an appropriate program.
2. Send student nomination reminders to directors two weeks prior to the stated deadline on the District VII Calendar of Events. Remember to include private and parochial schools - contact the district president for a list. **Remind directors that all fees are due at the same time as the nomination forms.**
3. After receiving nomination forms from the directors, contact the secretary/treasurer to find out which schools have paid. **Do not schedule schools for events until payment has been received by the district secretary/treasurer.**
4. Convene a committee of no less than four section directors to review the nominations and make the final membership selections.
5. Make arrangements with the host school to have enough chairs, stands, and other equipment necessary to host the festival.
6. Send out a final schedule for the honor festival, and any required music to participating schools. Be sure to include final chair or section audition times and audition materials, rehearsal times, sites, final concert locations, and if there is a charge for the final concert in the schedule. Include a site map, directions to the school, and a phone number that will be available to the students and directors. Invite other directors to assist with seating auditions and running the festival.
7. Type up the final program and have it duplicated for the final concert.
8. Be a good host for the clinician by making arrangements for lunches, dinners, etc. If he/she is from out of town, make hotel arrangements and arrange for transportation to and from the hotel. District VII will reimburse meal costs at \$10.00 for lunch and \$20.00 for dinner for the clinician, host, and section vice-president.
9. Before the final concert, make arrangements with the secretary/treasurer to have an honorarium check ready for presentation after the final concert.

Preparation Duties for Site Host

1. Check with the section vice-president regarding the equipment needed for the honor group rehearsals and for the amount of additional rooms needed for chair auditions or section rehearsals.

2. Be at the school early to open the rehearsal area for students and parents. If possible, have an area where parents may wait if they choose to stay during the rehearsal.
3. Assist the section vice-president in running the festival.

Clinician Duties and Responsibilities

1. Pick an appropriate program that will challenge and motivate the honor group.
2. Rehearse and prepare the group for a final concert within the scheduled amount of time.
3. Comments from the clinician should be as positive and constructive as possible, in keeping with the festival's educational goals.

Honor Band Festival Procedures and Policy Guidelines

Eligibility Requirements

1. Participants must be a member of a school performing group where such a group exists.
2. Participants must be in grades 6-8 (or the equivalent) for the middle school honor band and in grades 9-12 for the high school honor band.
3. All participants must be nominated by the school director and/or sponsored by a District VII music educator.
4. Honor band is considered a co-curricular activity for high school students. GPA and eligibility requirements do not apply.

Registration and Fees

1. It is the responsibility of the section vice-president to send registration reminders to directors at all public, private, and parochial schools - contact the district president for a member list.
2. It is the responsibility of the director to register and pay all fees by the established deadline. **All fees must accompany the nomination forms in order for a school's students to be considered for membership in the honor group** (refer to fees page).
3. All fees should be paid with one check or purchase order made out to NMMEA District VII. No cash will be accepted. Receipts will be issued by the secretary/treasurer.
4. Fees will be established annually at the section meetings and published in the fees page of this handbook.

Nomination Guidelines and Site Mechanics

1. Middle School directors should nominate five of their best students in ranked order. The first two nominations will automatically be accepted and the selection committee will choose from the remaining students to fill out the instrumentation of the honor group. Be sure to describe each student's ability level on the nomination form (range, tone quality, technique, etc.)
2. High School directors will nominate 10-15 students in ranked order. The first three will automatically be accepted and the selection committee will choose from the remaining students to fill out the instrumentation of the honor group. Be sure to include each student's musical achievements and ability level (range, tone quality, technique, etc.) on the

nomination form. This information will be used by the nomination committee to fill out the honor groups.

3. All selected students are expected to be at all rehearsals and performances. Please have all students check the rehearsal and concert dates to assure attendance at the festival.
4. All directors should volunteer to assist the site host and section vice-president in running the rehearsals and final concert.

Honor Choir Festival Procedures and Policy Guidelines

Eligibility Requirements

Beginning Orchestra Festival

Preparation and Site Duties for Vice President

1. Select a date during the orchestra section meeting of the District VII Spring Meeting.
2. Select chairperson(s) to coordinate the festival.
3. Decide on the date all participating directors will meet in order to turn in names of participating students and to cover other details. Typically, this meeting will be in late January.
4. At the District VII fall meeting, set a date and site to choose festival repertoire. The chairman will remind directors a month in advance.

Preparation Duties for Festival Chairperson(s)

1. Order approximately 500 chairs to be delivered to the festival site the day prior to the festival. This is done through APS Materials Management (848-8840).
2. At the fall District VII meeting, set or confirm the date and site for the festival. Choose a committee to select festival repertoire. Usually no more than two pieces are done in parts. Keep in mind the multicultural make-up of the district when choosing music. Usually, five pieces are chosen for the program. Decide on the order and metronome markings for each piece. Decide on a performing group such as a high school group to perform as an inspiration to the beginning orchestra members. The festival chair will remind directors of logistics and schedules at least a month in advance of the festival.
3. Contact the performing group as soon as possible after the above meeting.
4. Send out selected music to all teachers by the beginning of winter break. Remind all participating teachers about the January meeting.
5. Hold January meeting with teachers who will be participating. Assign conductors for each piece. Obtain the names of all students from participating schools to go in the program. Assign jobs to teachers; these may include typing up the program, bringing a podium, setting up the sound system, setting up chairs or obtaining any needed percussion equipment.
6. Call Music Instrument Repair to get the piano tuned or make sure an electric keyboard with an amplifier is available.
7. Double check with the host school to make sure the festival is still in the schedule and on the availability of chairs from APS Materials Management. (See #1 above)
8. Send out invitations to school board members, principals, and other important guests, and notify the media by the end of February.

9. Send out letters to all teachers outlining the expected dress of students, reminding students and teachers to bring folding stands, rehearsal and concert schedule, order of pieces and conductors, invitation to parents, seating charts, and a map of the host site.
10. Early in March, contact the Fine Arts Office about printing the programs.