



September 1, 2009

To the Forest Hill Choral Parents,

Welcome to all returning families and to those of you new to our Forest Hill Choral Family. Those of you unfamiliar with our department welcome to a tradition of pride and excellence established over 30 years ago. What makes this department so special? Well, it has been a combination of the following: dedicated directors (3 of which I had when I was at Forest Hill), talented & involved students, and strong family and community support.

As a graduate of Forest Hill (1990), I can attest to the wonderful experience this department gives high school students, and that is why I have returned to continue the tradition. Currently, we have about 80 choral students hard at work preparing for another SUPERIOR year!

The information contained in the Forest Hill Choral Dept. Handbook is extremely important and contains several items which require the attention and response of both you and your son/daughter. **PLEASE** read and study it carefully!

There are several forms included with the Handbook which need signatures. ALL FORMS are DUE by Friday, Sept. 11th, and are **due in order to participate in the Disney taping**. The medical form needs to be **NOTARIZED** and you will have the opportunity to have it notarized at the PARENT'S MEETING on Sept. 8th or the **Potluck Dinner on Sept. 24th**.

Students not returning all forms by the stated deadline will not be permitted to participate in the Disney Taping or any chorus after-school events until completed and notarized forms are turned in.

We will have our first **PARENT'S MEETING** on **Tuesday, Sept. 8th at 6:00 p.m. in the choral room**. *YOUR attendance is requested!!* There will be ample opportunity to explain and answer any questions at that time.

We will have our **Annual Potluck Dinner** showcasing our students on **Thursday evening, September 24th, at 6:30 p.m.??** in the Cafeteria.

If I could be of further assistance, please feel free to call the choral department office at **540-2404**.

Looking forward to meeting you!

Sincerely,

Elizabeth G. Phillips, Choral Director

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Philosophy

The Forest Hill High School Choral Department is guided by the ideal that in order to provide a complete and balanced curriculum, a basic study of music is essential for all students. The Choral Department provides choral music classes at all levels of vocal development and maturity. Education must concern itself with the art of living. It must allow students to build personal identity and self-confidence while learning. It must nurture creativity and productivity. A high-quality choral music program can contribute substantially to the achievement of these.

The Choral Department shall be open to all students with consideration given to grade level, choral background, balance of voice parts and class size. In addition, basic music aptitude and sincere interest are regarded as prime factors. Presumably every student enrolled will desire to participate in the performances and activities. Students wishing to enroll without performing or participation in outside activities may do so. *However, a very clear understanding should exist with the director before any student enrolls in a choral class, and most require extra participation beyond the classroom.*

Goals

The goals and objectives of the Choral Department shall be defined as follows:

- A. To provide, promote, and encourage interest and participation in choral music;
- B. To develop the individual voice and an understanding of its relationship to a choral ensemble;
- C. To foster confidence through creative self-expression;
- D. To increase musical skills and knowledge;
- E. To develop an appreciation for the aesthetic beauty and musical artistry;
- F. To channel individual energy to achieve a constructive, valid result;
- G. To upgrade the cultural level and awareness of the arts within the community.
- H. To prepare the student for the experiences available in higher education and to encourage future musical leaders;
- I. To enhance the democratic process by involving the students in group unifying endeavors;
- J. To instill the value of effort, sacrifice, cooperation, conformity, fellowship, self-discipline, and dedication, and;
- K. To always strive to best serve the interests of the student, school, and community.

Organization

A. The governing body of the Choral Department is the Choral Council. The Council consists of the following elected officers: President, Vice-President, Secretaries, Treasurer(s), Librarians, Historian, Properties Manager, Technology Support Manager, and Uniform Manager. In addition, each individual class will elect either one or two representatives to the Choral Council.

B. The Choral Council shall be empowered to make decisions concerning all matters of the Choral Department, as long as they are in agreement with the Director, Administration, and School Board policy. On occasion, certain matters will be brought before the entire Department for consideration, in which case, rule by majority would be in effect.

C. It shall be the continuing responsibility of each member of the Choral Council to see that all procedures and guidelines are executed properly at all times.

D. In turn, all choral students will be expected to support the actions of the Choral Council.

The Choral Council

The Choral Council is composed of student officers elected by the democratic process. Its major objective is to assume responsibilities such as those required of the Choral Boosters, but on a daily basis. In addition, it represents a positive force, which strives to maintain superior quality and an effective system. This is achieved through assistance and support of the Choral Director in the areas of classroom proceedings, public appearances, outside activities, and organization and enforcement of these principles in her absence. Choral Council will meet as needed throughout the year.

Officers for the Choral Council for the 2009– 2010 school year are:

President – Clydia Jeudy
Vice-President – Te'Randa Scott
Treasurer – Alda Rivera
Recording Secretary – Marvin Campbell
Corresponding Secretary –
Librarians – Yvette Duarte
Historian – Nataly Fernandez
Technology Support Manager – Brian Seewaldt
Properties Manager – Yosvel Fundora?
Uniform Manager – Naisha Rodriguez

Class Officers will be elected by each class during the first month of school.

The Choral Boosters

The Forest Hill High School Choral Boosters organization has been formed to provide parental guidance and support to the students and Director of the Choral Department in every way possible. All parents, guardians, and friends are urged to join. The annual membership dues are \$15.00 per family and are included in the annual fair share for each family. Membership affords two complimentary admissions to all regularly scheduled choral events, with the exception of musicals or Dinner Theatres.

Board of Officers of the organization for the 2009 –2010 school year will be voted on at the first Parent's Meeting.

President – Vice-President –
Treasurer – Secretary –

Committee Chairs

Fundraising –
Telephone –
Receptions –
Newsletter –
Chaperone –
Equipment/Staging –
Trip Liaison –

Meetings of the Choral Boosters take place on the second Tuesday of every month, September through May, at 6:00 p.m. in the Choral Room. (time may change to accommodate rehearsal and parent schedules)

The dates for this year are as follows: Sept. 8, Oct. 13, Nov. 10, Dec.1 (?),
Jan. 12, Feb. 9, Mar. 9(?), Apr. 13, May 11

A form indicating your interest and relating to the choral boosters is attached.

Handling of Music

- A. Folders will be maintained in the folio cabinet by numbers corresponding to a numbered slot. Also, in most cases, each musical selection will have the same number.
- B. Generally, one student shall be responsible for removing and replacing it in the proper manner from the folio cabinet. Failure to do this will be considered a **conduct infraction**.
- C. Music should remain in the assigned folder, as the individual assigned that folder will be physically and financially responsible for it. **Failure to turn in the assigned folder will result in a \$15.00 book charge.**
- D. Music is not to be abused in any way.
- E. Occasional markings as requested by the Director should be made lightly and only in **PENCIL**. A sharpened pencil is to be in **every** chorus folder. **The music must be in class each rehearsal/class period.**
- F. In the event music is lost, the individual who is responsible will be accountable for the **replacement price of each piece**.
- G. In some cases, involving certain classes, ensembles, accompanists, etc., music and folders may be assigned to certain individuals for a longer, specified length of time. As is the case with school textbooks, failure to return this music at the specified time will result in the student paying the current replacement cost.

The Choral Facility

- A. All students will be expected to maintain the choral facilities in a neat and orderly fashion. The choral facilities are defined as all areas designated for choral activities, as well as the covered patio and immediate surrounding areas.
- B. Other than the rehearsal room itself, certain areas of the facility will be restricted except to individuals as designated.

More specifically:

- 1. Only the Librarians and Assistant Librarians are to be in the Music Library.
 - 2. Only the main elected officers are to be in the area assigned to them, and they must be involved in their duties while there.
 - 3. Only the Properties Manager is to be in the Properties Room.
 - 4. Only choral students, with the permission of the Director, are to be in the practice rooms. The rooms' use shall be restricted to musical rehearsals. Any music taken into them should be returned to its proper place, piano lids closed, lights off, and door closed. **NO FOOD or DRINK allowed!** Failure to comply will result in the elimination of the room's use by the offender(s).
- C. The Director's office is precisely that, and is not intended to be a student lounge. If the office door is closed, the student should knock and wait for an answer. If it is open, they should ask permission to enter.

- D. The telephone is intended for the use of the choral director for official choral department business, and is to be used only with permission from the Director. During regular school hours, it should be used for official Choral business only. The telephone is to be answered by individuals specified by the Director. The use of the phone is a privilege and not a right. Do NOT abuse it! It is not intended for personal extended calls or as a beeper service.
- E. The sound console is highly restricted and contains valuable pieces of equipment. Its use will be limited to the Director, Technology Support Manager, and Properties Manager when permitted by the Director.
- F. The grand pianos are to be used only by the accompanists and Director during choral rehearsals. They are NEVER to be played by other individuals, between classes, during lunch, or otherwise. Accompanists will be expected to open and close the piano properly for each rehearsal.
- G. The Choral Facility will be opened before school and during lunch hour for those students desiring to use the practice rooms properly, study, or to relax with quiet conversation. However, under no circumstances will frolic and rowdy behavior be tolerated.

AS A MATTER OF EMPHASIS, STANDARD SCHOOL POLICY
ELIMINATES EATING OR DRINKING IN THE CHORAL FACILITY.

- H. Students are not to leave books, personal belongings, paraphernalia, etc., in the Choral Facility beyond the end of the school day. For the great majority, this means to take all personal belongings WITH you as you leave the class. For a few others, the end of the day will suffice. Students should not regard the choral facility as a temporary storage area for personal use, and most especially, NOT as an alternative to an individual locker.

All books and personal property remaining beyond the end of they day will be removed, and the choral department will not assume responsibility for any lost items. Abuse of the guideline will result in a conduct infraction and possible detention.

Classroom Procedure

- A. Aside from school policy governing class attendance, each member's presence in rehearsal will be an extremely vital factor in the organization's success.
- B. Each student shall be required to:
 - Be in class and in the assigned seat when the bell rings. Each individual will be required to remain quiet and attentive to **anyone** addressing the class.
 - ***Under no circumstances will assignments from other classes be tolerated during a choral class.***
- C. Mature and dignified behavior is expected of each individual at all times. This implies that all talking and/or communicating between individuals in the class will be out of order. However, if it becomes necessary to ask a question, the student should raise a hand and wait to be recognized. Wait until whoever is speaking has finished before asking questions.
- D. **Positive class participation** is expected at all times. Students will be addressed in a cordial and positive manner. All students are expected to respond accordingly.
- E. Each individual should retain the assigned seat during all rehearsals.

- F. Leaving the Choral Room for any personal reason should occur only when absolutely necessary.
- G. Class will end upon **dismissal by the Director** and not when the bell rings. Students are to leave the classroom in the same manner as they entered.
- H. Using the Director of the Choral Department as an excuse for tardiness to another class, missing a class, or leaving the campus will **not be tolerated**. This is very important and often abused. Veteran choral students especially, do not seem to understand this.

Strict adherence to these rules by all should allow every gathering of choral students to result in an efficient, motivating musical experience. Any and all infractions will be recorded, and every two (2) will result in the lowering of the conduct grade by one (1) number for that grading period.

Participation

This section is intended to apply only to those students who elect to participate and perform with the chorus. This includes all events, both during and after school hours. (This option is explained on the participation agreement.)

- A. Extra performances and rehearsals will be announced well in advance, several weeks in most cases. **Problems with transportation, arranging work schedules, conflicts with family plans, etc., should be resolved by the individual so as not to conflict with choral activities.**
- Parents and students may assume care will be taken by the Director to use reasonable discretion in all commitments. In return, full cooperation is expected from all students and parents.
 - If a conflict cannot be resolved, the reason for it should be stated in writing on the form provided for this purpose. The Director will then reserve the right to excuse or not excuse the conflict. However, if done properly and in advance, the absence will more than likely be excused.
 - In case of a last minute emergency, the completed form may be submitted the next day (following the conflict.).
- B. When a student accumulates two (2) unexcused absences, his/her continued participation in the chorus events and activities will be suspended until the end of the current quarter.
- C. From time to time various activities and endeavors will become appropriate or necessary. Each member will be expected to participate on a minimal "FAIR SHARE" basis.
- D. On a day school is in session, in order to participate in performances of any nature (on school grounds or away), it is necessary that a student be in attendance for a minimum of two periods (four hours).

AWARDS

- A. Awards will be based on participation and classroom achievement and will be given annually to all students who have met the following criteria:
1. They must have enrolled in chorus for one full school year.
 2. They must have participated in at least 80% of all performances, extra rehearsals and activities, and paid or earned their full "Fair Share".
 3. They must have received a grade in chorus of a "B" or better for each nine-week grading period.
- B. Special awards will be given to an individual in each of the five choral classes based on the following criteria:
1. Total cumulative points for the year.
 2. Outside work and support for all phases of choral activities.
 3. Participation record for all extra rehearsals and performances.
 4. Performance and accomplishment at District and State Festival.

This system will afford an objective and valid method of determining the truly outstanding students. The nature of awards may vary from year to year, depending on the availability of funds within the Choral Department.

Personal Appearance and Conduct

In order to obtain a highly reputable standard and also maintain the respect of peers, staff/administration, and the public, it is expected that all individuals will strive to appear and conduct themselves in a manner which would be a source of pride for the Forest Hill Choral Department. Certain types of clothing, make-up, jewelry, and hairstyles can create a very unfavorable impression. These will not be tolerated.

Enforcement

The Choral Council shall be designated to oversee these procedures, and to assist in the effective execution of them in any way possible. Students who shall be in violation of these procedures will be handled on an individual basis by the Director and Administration when necessary.

Summary

These guidelines have been drawn by and are a cooperative effort of the Choral Student and Parent Officers, Director, and the School Administration, and essentially have been in place since 1977. They are designed to foster understanding and develop communication among all involved. As in all matters concerning the School and its students, parental involvement is paramount. Our success is virtually dependent upon the degree to which these guidelines are followed, and the support from all concerned is an absolute necessity.

While adherence to these guidelines is expected, it is understood that there are exceptions to any rule. When it seems to be in the best interest of the Choral Department, **the Director reserves the prerogative to vary from these guidelines as deemed appropriate.** Similar latitude will not be in order for students or parents.

Guidelines For All Off – Campus And Overnight Activities

The following principles are standard operating procedures established by the Florida School Music Association. This High School and Choral Department are profoundly affected by these policies. They will be strictly adhered to during all Chorus trips off-campus and out-of-town.

1. No student should be allowed to accompany a group on a trip until he/she has agreed, in writing, to abide by the rules set-up and has submitted the written consent of his/her parents for him/her to make the trip.
2. All chaperones should be teachers or parents, but it is strongly recommended that the person in charge of the trip shall be a teacher. No other individuals should be allowed to travel with the group. There should be, at least, one chaperone for each ten students on day trips.
3. Travel in private cars should be avoided as much as possible. Driving into the wee small hours in the morning to return home should be **ABSOLUTELY PROHIBITED**. A chaperone must be in each car.
4. Chaperones should be sure to have all rooms checked before leaving hotels and motels, so that damages, if any, can be determined immediately.
5. A curfew should be set by the Director and set into place by the chaperones. The time should allow a reasonable amount of time after the close of the last event. It is strongly recommended that your curfew be no later than 11:00 p.m.
6. Chaperones should never retire until all students are checked in for the night, all visiting between rooms has stopped, and the chaperones are reasonably sure that the groups are quiet and in their rooms.
7. Chaperones should keep an accurate check on the members of the group assigned to them at **all** times.
8. Students should engage in school activities of group nature only. Under no circumstances will social dates involving students be allowed.
9. Hotel rooms are **BEDROOMS**. Under no circumstances should students of the opposite sex visit, play cards, or entertain guests in their hotel rooms.
10. When a student has been assigned to a group or a chaperone, he is to remain with the group at all times, unless other traveling arrangements are made prior to the time of departure.
11. No student should be permitted to visit relatives or friends while on a trip without previous arrangements being made by the parents with the Director.
12. Students should wear appropriate clothing at all times and adhere to the FHHS Dress Code Policy. Everyone: Shoes at all times. Free time: pants, shirts, swimsuits, according to activity as long as good taste is exercised.
13. If a group includes members of each sex, there should be chaperones from each sex or arrangements made with a chaperone from another school so that responsibilities may be shared.
14. When the housing makes close supervision impossible or when rooms are easily accessible by outsiders, a security officer is recommended during the evening and/or night hours.
15. Use of any **tobacco** products is **prohibited**.
16. **Alcohol** of any form is **prohibited**.
17. Illegal use of **drugs** in any form is absolutely **prohibited**.
18. Policies are of no value unless they are rigidly adhered to. It is not a matter of discretion on the part of chaperones as to whether or not they are to be adhered to. Regulations once decided upon should be carried through.

- ***Please note: Adults interested in chaperoning any events must review, understand, and strictly adhere to the chaperone guidelines on the next page.***

Chaperone Responsibilities

Out-of-town travel:

1. Establish and enforce student curfew hours.
 - Students & Alumni (if attending) will be expected to honor curfew hours and rules.
 - Students will be in their assigned room.
 - Open room checks will be done for each room at the curfew hour. Assigned students for each room should be accounted for.
 - Hall duty should be rotational and may be anticipated at least after the curfew hour, until such time as the chaperones are satisfied students are honoring curfew, remaining in their rooms, and sleeping.
 - If not sleeping, the students should be quiet, not disturbing neighboring guests.
 - Be prepared to answer host security concerns raised by complaints. Chaperones may need to quiet excessive noise.
 - No pool activity after the curfew hour.
2. Students should be advised that telephone calls should only be made at pay phones. Host establishments are now adding surcharges to room phones that may quickly run their phone bill up to an excess of \$50.00. A charge of \$5.00 per minute is not unusual.

Telephone bills are the student's responsibility!
3. Students are restricted by school rules to consume no alcohol, no drugs and to refrain from smoking during school trips. Chaperones should set an example by following these restrictions as well.
 - Activity observed should be brought to the Director's attention for appropriate disciplinary action.
 - School disciplinary action is clear.
4. Boys should not be in the girl's rooms, and girls should not be in the boy's rooms.
5. Chaperones should not be alone with any student.
6. Students should be accompanied by a chaperone when touring local town areas and entertainment establishments.
7. Chaperones should be sure to have all rooms checked before leaving hotels and motels, so that damages, if any, can be determined immediately.
8. Chaperones should keep an accurate check on the members of the group assigned to them at **all** times.

Epcot Candlelight Processional:

1. Chaperones will be expected to assist with first aid tent detail, backstage detail, and front row detail.
2. If a FHHS student becomes overheated during the performance, Epcot paramedics will help get the student offstage to a FHHS chaperone (front row or backstage). The chaperone will then help the student get back to the first aid tent for a cool pack & drink.
3. Chaperone detail may cause the chaperones on these details to miss this performance, yet at least one more will follow. This should allow viewing.

Local Choral Events:

1. Transportation to and from local events may be required if bus transportation is not available. Please help as you can.
2. Students should not be transporting each other to local engagements.
3. Travel in private cars should be avoided as much as possible. Driving into the wee small hours in the morning to return home should be ABSOLUTELY PROHIBITED. A chaperone must be in each car.

Fair Share

At the beginning of each school year, each participating student will be asked to pay a “fair share” amount in order to assist the choral department with the yearly department expenses. Please read the following for payment options.

Financial Commitment: (for Singing Falcons, Male Chorus, and Les Femmes)

“Fair Share” for School Year	\$105.00
“Fair Share” helps pay for the following:	
• Parent Booster Membership	
• Basic Supplies, Materials, and Music	
• Festival Registration / Assessment	
• Concert Program Printing	
• Meals, Socials	
• Awards	
Choral Dept. Polo Shirt	\$20.00
Uniform rental	\$25.00
Disney Trip (optional)	\$80.00
GRAND TOTAL for YEAR	\$230.00
GRAND TOTAL for YEAR <u>without Disney</u>	(\$150.00)

Financial Commitment: (for Dimension 20)

“Fair Share” for School Year	\$135.00
“Fair Share” helps pay for the following:	
• Parent Booster Membership	
• Basic Supplies, Materials, and Music	
• Festival Registration / Assessment	
• Concert Program Printing	
• Meals, Socials	
• Awards	
Choral Dept. Polo Shirt	\$20.00
Uniform rental	\$25.00
Disney Trip (optional)	\$80.00
GRAND TOTAL for YEAR	\$260.00
GRAND TOTAL for YEAR <u>without Disney</u>	(\$180.00)

Additional Expenses (varies by student):

- Character Shoes (ladies) \$20.00
- Tuxedo items \$25.00 - \$120.00
- Jacket/sweatshirt (optional) prices range from \$40.00 - \$130.00
- Banquet (may be added to above expense) \$30.00

Payment options:

- 1) Payment in FULL = \$ 230.00 / \$ 260.00 ... without Disney = \$ 150.00 / \$ 180.00
- 2) Monthly installments during FALL Semester \$50 for 4 months, Sept.-Dec.= \$200.00 remainder of budget due by Jan. 30th. (\$30.00 / \$60.00)
- 3) First payment of \$50.00 paid by Sept. 15th, and remainder of budget fundraised or paid by monthly installments.

All ADDITIONAL funds above financial commitment will be applied to possible Spring Trip.

Fees Policy

Any request for money from a student shall be in writing, addressed to the student’s parent or legal guardian, and shall clearly state: (a) no penalty of any type will imposed against the student based upon a failure to pay; (b) no student shall be denied the right to participate for failure to pay; (c) the principal may forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity; and (d) this request is for a voluntary payment.

