



*Trabuco Hills High School
Vocal Music Department
Student/Parent
Handbook*

Our Vision: Connecting and enriching mustangs through vocal and choral music.

Our Mission: The Trabuco Hills High School Vocal Department provides a high-quality musical education that empowers students through collaborative performance, friendship, and family values.

Trabuco Hill High School Vocal Music

Dear Choral Student and Parent/Guardian,

As the Director, it is with great excitement that I welcome each of you to the 2023/2024 school year. I look forward to meeting you all and working with you throughout the coming months. We welcome back the returning choir members and extend a very special welcome to all of the new members. You are a part of what is to be an outstanding Vocal Music Department, and what lies ahead is more than just singing with some friends—your lives and lives of those who will hear you will be changed by the music we make.

We have an exciting year planned and we want everyone to be as informed and aware as possible of the various components that go into maintaining what is to become a highly successful program. Enclosed in this packet of information are several items. Please take some time to carefully read through each one of them, filling out and signing those that ask for information and/or signatures, and returning those indicated.

1.) Donations/Fundraising

Please read through the fundraising information, guidelines, and schedule. The school district and student body are able to provide us with only a portion of the resources we need to produce our events; we must donate and raise the rest. To do so, we have put together a plan which we feel will assist us in achieving our various goals.

2.) Costume and Wardrobe Information

Please read the enclosed portion regarding performance attire. It contains a complete listing and explanation of what your student's wardrobe requirements are and what financial responsibilities are involved.

3.) Classroom Rules/Ethics Contract

These documents lay down some basic guidelines to help establish a successful and positive experience for all choral students. At the bottom is a place for both the student and their parent/guardian to sign, indicating that they have read, understood, and agreed to the "Classroom Rules." Please keep one copy for your reference and return one signed copy to Mr. Haro.

4.) Choral Department Grading Policy

Please go over the grading policy very carefully together so that you will know what the various levels of expectation are. Keep in mind that grades are based on points, and that each student, simply by coming to class, working hard, and communicating with the director starts the year with high marks. At the bottom is a place for both student and his or her parent/guardian to sign indicating that they have read and understood the "Grading Policy." Please keep one copy for your reference and return one signed copy to Mr. Haro.

5.) THHS Choral Schedule

Although the calendar for the upcoming year is still in the process of being established, we have scheduled around 90% of the events already. While we will make every attempt to ensure that students' other schoolwork is minimally impacted by their participation in the choral program, there will be times

when students will be away from school during the school day (these are “excused absences” and students must be allowed to make-up opportunities by their other teachers), or away from school, after school, evenings, and/or weekends. Each student is held responsible for knowing the calendar and making whatever arrangements necessary to avoid conflicts with choir-related events. When in doubt or in the event of a possible conflict, the sooner a student communicates with me about a possible conflict before it occurs, the better chances are of a positive solution. Students are to fill out an “absence excuse form” no later than two weeks prior to the performance if an unavoidable conflict arrives.

Festival of Choirs (@ The Bridge Church)

October 30th @ 7:30pm Call time: 5:00pm

Winter Concert (@ The Bridge Church)

December 18th @ 7:30pm Call time: 5:00pm

POPS Concert (@ THHS)

February 22nd @ 7:00pm Call time: 5:00pm

February 23rd @ 7:00pm Call time: 5:00pm

Spring Concert (@ The Bridge Church)

Concert Date: 5/25 @ 7:30pm Call time: 5:00pm

There is a lot of information in this handbook, along with many forms to be filled out, signed, and returned. Please take some time now to go over everything together so we can get right into making music. If you have any questions, please do not hesitate to contact me at harok@svusd.org.

We have a great year ahead of us; we are poised to continue the great progress the program made last year, and I am confident that together we can continue the traditions of excellence to which the students, school, parents, and community have grown accustomed, and built upon. The vocal music program at THHS is a very special one and you should be proud, as I am, to be part of the choral family.

Sincerely,

Kenneth Haro

Director of Vocal Music
Trabuco Hills High School

Fundraising

Dear Choral Parent and Student,

Please note that the Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment.

Literature Donation

With little to no financial support from the Saddleback Valley Unified School District, the choral department at the high school needs to raise funds in order to provide our students with good, high-quality literature in order to produce an outstanding program. Unfortunately, music literature cost is primarily self-funded through the department and largely not covered through district budgeting. Though secondary, further department costs include attire financial support, festivals and competition expenses, supporting staff and coaching costs, equipment, and tour costs. Part of the money will come from fundraising, as a result of each student's fundraising donations. This year the requested donation for individual literature cost will be:

\$10 for students in Concert Choir

\$30 for students in Nightingales

\$30 for students in Chamber Choir

A student, or family, in two groups is requested to donate only once: whichever is the higher amount. Literature donations may be made immediately through the THHS Webstore under the "Choir" tab, and by selecting, "literature donation" (**it is tax deductible!**). After direct donations have been totaled, ALL STUDENTS will be required to participate in fundraisers to sufficiently earn enough to meet the needed budget shortfall. Those who do not make a direct donation will still be required to participate in fundraisers.

Anyone participating in fundraising activities is responsible for:

1. Turning in the correct amount of money in a timely manner. No exceptions can be made for loss of theft. **Students must be careful with their money and their products. All checks, money orders, or cashiers should be made payable to THHS Choirs. Cash will be accepted.**
2. Delivering any ordered items in a timely manner. **Items that are misplaced are the sole responsibility of the student.**
3. Selling all tickets checked out. **Items checked out to sell cannot be returned.**

Please note that all fundraising is done on behalf of our entire choral department.

Fundraising (cont.)

A number of different fundraising projects have been planned for this year while others are still being considered. Fundraising projects for coming academic school year have been tentatively scheduled as follows:

September - October (ongoing)	Blast Fundraiser
September 11th-29th	Local Business Sponsorships Rush
November 17tg	Sing-A-Thon

ONGOING FUNDRAISING PROJECTS CONSIST OF:

Choir Season Ticket Program - Become a season ticket holder by donating either \$400 at the Partner level, or \$600 at the Benefactor level. Please see attached form for further information.

Business Sponsorships - Though local businesses will primarily be sought after in September, businesses are still highly encouraged to stand by the THHS Vocal Department by pledging their support anytime throughout the academic school year.

Patrons of Choral Music – These can be anyone, family, friends, or business associates. Ask your family doctor, dentist, optometrist, insurance agent, lawyer, hairdresser, accountant, car mechanic, etc. A patron form is enclosed and more are available within the classroom.

Event Style Fundraisers – These are one time or recurring events held at local businesses or restaurants. The establishments agree to return a specific percentage of sales during a span of time. You will be made aware of these events in advance. Money gained from these events will be split amongst the students evenly in the general fund.

Tour Fundraisers – In the event that our program is planning an extended field trip or tour, special fundraising activities will be conducted to assist families in raising the necessary funds. Some tour fundraisers will garner funds for specific student accounts, others will raise funds to be distributed evenly between all touring students.

Please contact Mr. Haro by email at harok@svusd.org if you have any concerns or questions about fundraising.



Choir Season Ticket Program



By providing a tax-deductible donation to the THHS Vocal Department through the Trabuco Hills High School Associated Student Body, you help Mr. Haro and the department pay for much needed expenses, including but not limited to sheet music, choir dresses and suits, equipment, vocal coaches, field trips and festivals, retreats, and tshirts. We cannot thank you enough for your support!

Package 1 - Partner

Donate \$400 (Partner Level) to the THHS Vocal Department by selecting "Season Ticket Program - Partner Level" under the choir section of the ASB online store, and receive:

***Five (5) free tickets to one of each quarterly concert this school year.**

Package 2 - Benefactor

Donate \$600 (Benefactor Level) to the THHS Vocal Department by selecting "Season Ticket Program - Benefactor Level" under the choir section of the ASB online store, and receive:

***Two (2) reserved seats to every choir concert this school year!** Seat locations can be reserved directly with Mr. Haro and our parent leader. Seat reservations will be the same for each show.

***Five (5) additional free tickets to one of each quarterly concert this school year.**

***For each additional \$100 donation, you can select an additional reserved seat!**

\$600 - 2 Reserved Seats

\$700 - 3 Reserved Seats

\$800 - 4 Reserved Seats

\$900 - 5 Reserved Seats

and so on...

Purchase your season tickets through the THHS Webstore or through the Webstore link at THHSChoirs.com

Upon season ticket purchase at either the Partner or Benefactor level, you will be in contact with a parent leader to select your reserved seats, and/or verify your reserved seats per each season's quarterly concert. Please note that you have ten minutes after each concert begins to secure your Benefactor level reserved seating.

TRABUCO HILLS HIGH SCHOOL CHOIR

Advertising Order Form 2023-2024

Did you know that with the decline in our state budget, programs like the Trabuco Hills High School Choir are almost funded 100% outside the general school budget? Because of this, our program looks to partner with local businesses to not only fund the choir program so that we can maintain the high level of choral excellence, but also to help extend the reach of your business.

Knowing that every business is different, we'd like to extend the chance to advertise in all of our 4 choral Music Concerts throughout the 2023-2024 school year in a variety of sizes and price breaks. In addition to our choir programs, we'd like to advertise your business on our choir website so that we can help extend your advertising further than just our local high school community. (All website advertising includes your company logo artwork and a hyperlink to your business website).

Advertising also acts as an individual fundraiser for our students, so please help them by indicating a THHS student to sponsor with this advertisement request.

To advertise with the THHS Choir, please make your selections on this form and remit payment with your artwork to the enclosed instructions.

Thank you for your continued support of the vocal arts at Trabuco Hills High School!

Place Your Order

Program and website advertising only
(check one)

Website Only.....\$200
Business Card Size.....\$250
1/2 Page Advertising.....\$500
Full Page Advertising.....\$1000

Note: 25% of all advertising will go directly to the student that you and your business identify as your THHS sponsored student. If no student is indicated, the funds will go to the general student fund account.

www.thhschoirs.com

Please send payments to:

Trabuco Hills High School
Attn. Kenneth Haro
27501 Mustang Run
Mission Viejo, Ca 92691

Please E-Mail Artwork to:

Kenneth Haro
Trabuco Hills HS Choir
harok@svusd.org

Name:

Contact Name:

Title:

Address:

Telephone: () -

Fax: () -

E-Mail Address:

Company Website

THHS Sponsored Student Name:



SPONSORS OF TRABUCO HILLS HIGH SCHOOL VOCAL DEPARTMENT

Due to the decline of our state budget, programs like the Trabuco Hills High School Choral Program are almost completely financially supported outside the current school budget. As a result, our choral department relies on the help and assistance of our families, friends, and local businesses in order to produce a high quality music program. Without this help, our students would not be able to produce amazing concerts throughout the year, they would lack the necessary materials needed to provide a historical, multicultural, and academically enriching selection of music throughout the year, and they would be unable to travel and participate in nationwide choral festivals.

Your donation allows us to enrich each student's musical education beyond the minimal expectation. It will assist our musicians by providing them with the necessary materials, music, and performance opportunities necessary for a lifelong memorable, and world-class education.

If you wish to donate to the Trabuco Hills High School Vocal Department, your name will be recognized and printed in each concert program throughout the current academic year. Become a sponsor and support our amazing singers under the following categories:



Platinum	\$500 and up
Gold	\$250 - \$499
Silver	\$100 - \$249
Bronze	\$50 - \$99
Blue	\$25 - \$45

Each donation can be tax-deductible and may be placed in either yours, or a loved ones name.

Name: _____

E-mail: _____

Phone: _____

Amount of gift: _____

Address: _____

Please return form and donation to:

Name to be placed under donation: _____

Trabuco Hills High School
Attn: Kenneth Haro
27501 Mustang Run
Mission Viejo, Ca 92691

Choral Department Wardrobe Information

Our goal is to help each student look and feel their absolute best when performing as part of the outstanding Trabuco Hills Choral Department and perform with the utmost poise and confidence. The following information and policies will help us reach this goal. Each group's Vice-President is responsible for that group's wardrobe and will do everything in their power to help each student in their ensemble with any wardrobe questions and/or problems.

With this in mind, THHS intends to uphold costume guidelines in the following fashion:

Tuxedos/Suits will be owned by the Chamber Singer student.

Chamber dresses will be owned by the student.

Nightingales dresses will be owned by the student.

Students in the Trabuco Hills High School Choral Department are responsible for any and all wardrobe items (such as sweaters, tuxedos, dress, costume, hanging bag, etc.) issued to them at any time throughout the school year. This includes keeping items clean, pressed, and in good repair. Additionally, if an item is issued in a hanging bag, it is expected that these items will be kept in the hanging bag at all times when not being worn. Those items which are checked out are to be returned immediately following the final performance. It is the student's responsibility to thoroughly inspect items issued to them at the time they are issued for any problems. Once an item is checked out, it is the student's full responsibility to return it in the same condition. If any problems are noted at the time of issue, these should be noted in writing by the person issuing the item and kept on file. It is also advisable that each student inspect their wardrobe item(s) after each usage for damage and report/fix any found problems immediately. If any wardrobe item is lost, stolen, or damaged while issued to a student, the student will be held financially liable up to the following amounts:

Choir dress for Chamber Choir: \$90.00

Tuxedo for Chamber Choir: \$150.00

Nightingales Choir dress: \$85.00

For the concert performances, students should have a conservative hairstyle. All hair must be pulled back and out of the face area. All should be very conservative with their make-up. All students may wear one ring per hand and one set of non-dangling earrings. Final approval of appearance rests with the director.

Attire for Concert Choir

Baritones: Black dress pants, black dress belt, black dress shoes, black socks, white button-down dress shirt, black tie. All attire must be presentable for each performance.

Sopranos and Altos: Black top with conservative neckline (shoulders covered), black pants or black skirt no shorter than knee length with black tights, black dress shoes (closed toe) with no more than one inch heel.

Trabuco Hills High School Vocal Department

Classroom Rules

In order to ensure that each student has a healthy, happy, and productive learning environment, all students are expected to do the following:

- 1.) Be on time to all classes, rehearsals, performances, meetings, and events:
To be early, is to be on time;
To be on time is to be late;
To be late is not to be!
- 2.) Show respect to all leaders, student and/or adult, by paying attention, not talking or being disruptive, and doing as asked at all times with joy and confidence.
- 3.) Be in their assigned seat with all their materials (including their music and a sharpened pencil with an eraser) and ready to begin before the "tardy" bell sounds.
- 4.) Participate fully at all times (if a student is healthy enough to be in school, they will be expected to actively rehearse).
- 5.) No food, drink, candy, or gum while class is in session. Water is okay.
- 6.) Do homework and other class work outside of classes and rehearsals.
- 7.) Stay with their group and in their seat at all times at festivals, competitions, and performances (unless otherwise instructed by Mr. Haro).

Class Materials

Ensemble members of Chamber Choir, Nightingales, and Concert Choir will also be required to store their music in either a standard 3-ring binder, or folder, for rehearsals. Each ensemble member will be given an individual student number so that they may elect to store their music in the classroom as an option. Should a student lose their music, it will be their own responsibility to contact either the ensemble's secretary to arrange for a new copy of music, or download a PDF copy through the ensemble's Google Drive.

Cell Phone/Media Player Policy

Due to the proliferation of problems in the choir classes regarding cell phones and media players, and headphones, new rules are being implemented and will be strictly enforced.

1. Cell phones, media players, and headphones are to be put away, on silent/off, and in the student's backpack/bag during class time.
2. Cell phones, media players, and headphones detected in the choir room will be immediately requested to be placed on Mr. Haro's desk (for charging). Consistent use of cell phone, media players, and headphone use will be given to the attention of the front office for further disciplinary action.
NO WARNINGS WILL BE GIVEN
3. All school rules will be enforced upon unauthorized use of cell phones and media players.
4. In addition to school rules being applied, the student's grade will be lowered in the category of: ATP (see grading for further details).
5. Repeated violation of the cell phone and media player rule may result in: parent contact, lowered grade, and removal from advanced groups.

California Education Code 48901.5.(a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. *A teacher may request that a student place their cell phone or electronic device on their desk to be returned at the end of the period, if necessary.*

On the rare occurrence, since some cell phones are also used by students as calendar devices, the instructor may allow them to be used. Explicit instructions will be given in such cases. The same scenario may apply to media players and headphones for rehearsal use.

Please sign and date that you have read and understand both the classroom rules and cell phone/media player rules, and headphone use, and return the bottom half of this form to Mr. Haro by 8/26/22.

Student Name

Student Signature

Date

Parent/Guardian

Parent Signature

Date

Contract of Ethics

Trabuco Hills High School Vocal Department



As a member of the Trabuco Hills High School Vocal Department, I will uphold a good moral standing and provide a safe environment for myself and the students around me. As representatives of our high school, vocal program, and the Southern California community, I will be a good role model and uphold a persona of humility, honor, discipline, and respect at all times. As such, I will abide by all rules and regulations provided by Mr. Haro, including a zero tolerance policy to drugs and alcohol use. I am not to take part in the abuse and illegal intake of alcohol at any point throughout the year. More so, and regardless of my potential legal age of 18, I will not partake in the use of smoking, marijuana or any sort, or vaping on or off campus, or while as a current student of the THHS Vocal Department. I will be self-aware as to what is appropriate and inappropriate to post on any and all social media platforms as my actions and imagery will have a direct reflection upon the department in how we behave and act as Mustangs. Lastly, all department members will treat their fellow students and colleagues with complete respect at all times. Should any issue arise of conflict with any fellow vocalist, it must be brought to the attention of Mr. Haro immediately or else all parties may be subject to immediate removal of ones ensemble. Failure to uphold any of these standards will result in your dismissal of the vocal department and could result in disciplinary action through our administration leading to suspension or expulsion. The THHS Vocal Department is an elective by student choice. As such, a student may be removed at a teacher or administrator's discretion and placed into an alternative elective should classroom or school rules be violated.

Print Student Name

Student Signature

Print Parent Name

Parent Signature

Trabuco Hills High School Vocal Music Department

Grading Policy

Students will be graded on a point system. The scale is as follows:

90 – 100 percent = A

80 – 99 percent = B

70 – 79 percent = C

60 – 69 percent = D

Less than 60 percent = F

There are six general categories for earning points:

- 1) “Punctuality/Attendance Points” (PAP)
- 2) “At Task Points” (ATP)
- 3) “Music Test Points” (MTP)
- 4) “Choral Service Work” (CSW)

PAP – **“Punctuality/Attendance”** points will be determined based on the roll sheets. Each day is worth two points. Students will lose a point for tardiness, and will lose both points for unexcused absences. Up to 15 PAP points can be recovered through Choral Service Work (CSW).

ATP – **“At Task”** points will be determined by the Director’s observations of each student’s work during classes, rehearsals, and performances (with input from section leaders where appropriate). Students can earn up to 100 ATPs per quarter. No CSW points are available in this area.

MTP – **“Classwork/Music Test”** points will be determined by classwork and music tests given periodically throughout the school year. Test scores will be averaged each quarter, and the resulting number will be translated into points. Up to 10 CSW points are available.

CSW – **“Choral Service Work” (Extra Credit)** points will be determined case by case. Students who recognize a lack of points on their grade scale, and who seem to the director to have amended the behavior which led to the lack of points will be given opportunities to earn a limited number of those points back again. They will do this by completing tasks in support of the choral program. For example, organization of the choir room, choral library work, personal music projects, etc. Honor Choir auditions, serving as an ensemble officer, section leader, or attending an outside choral performance with a written reflection may also serve as CSW.

There are also two specific categories for earning points:

- 1.) **Rehearsal Points** – students will lose 0 points for each of the first two out-of-class rehearsals which are missed (if excused in advanced*); excused absences after the first two will carry a penalty of 75 points. Students will lose 125 points for each out-of-class rehearsal that is missed, if unexcused.
- 2.) **Performance Points** – students will lose 175 points for each performance that is missed (if excused in advance); students will lose 250 points for each performance that is missed, if unexcused.

*an absence will be considered excused only if the student turns in an “Absence Excuse Form” signed by a parent or guardian. This form is to be submitted as soon as the calendar conflict is identified, but will not be accepted any less than **two weeks before** the date of the event.

Please sign and date that you have read and understand the grading policy. Return the bottom half of this form to Mr. Haro by 8/31/23

Parent/Guardian: _____

Date: _____

Student: _____

Date: _____

Friends of Trabuco Hills Vocal Music

Volunteer Information

Due to the rapidly expanding growth of the THHS Vocal Department, we are in desperate need of help and assistance to run our quarterly concerts, fundraising events, and supervision of various festivals. A little help goes a long way that can dramatically improve the quality of each concert and event our amazing musicians put on for their fellow friends and family members. **All volunteers receive one free concert ticket in addition to free entrance for each volunteer!** If you are interested in assisting, please fill out the following information below:

Please have your son or daughter return this form to Mr. Haro in class by 8/26/22.

Parent Name: _____

Student: _____

Address/City: _____

E-mail: _____

Home Phone: _____

Cell Phone: _____

Please check the work areas that you have an interest in. You don't have to be in charge, just willing to help!

___ Providing/Serving refreshments for various events

___ Selling/Taking tickets for various events

___ Set up/Clean up crew for various events

___ Chaperoning yearly tour

___ Other _____

Committees

___ Choral Banquet

___ Traditional Concerts