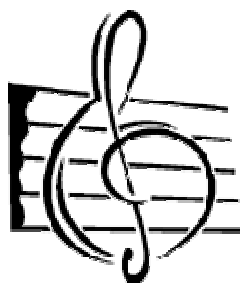


# Lahainaluna High School Choir Handbook

**2008-2009**



Lahainaluna High School Music Department  
Lahainaluna High School  
980 Lahainaluna Road  
Lahaina, HI 96761  
(808) 662-4000 ext. 313

[www.lahainalunamusic.org](http://www.lahainalunamusic.org)

July 2008

Aloha!

Welcome back to a new year here at Lahainaluna. I hope everyone's summer was an enjoyable one. Now that the days of sleeping late, waking up late, going to the beach, or (for some of us) working long hours are over, we start a new year hopefully ready and eager to learn and grow.

The purpose of this handbook is to help you and your parents or guardians understand what being in the Lahainaluna Choir is all about. Contained in this handbook are things such as supplies, rehearsals and uniform. Please keep this handy as it will be beneficial to you in the future.

I am looking forward to working with you students and parents. Have a great year!

Mahalo,

Myron K. M. Carlos  
Choir Director

# Music Department Mission & Philosophy

## Our Mission

To accord all students with rich experiences, a rigorous curriculum, and respect and appreciation of the fine arts through music of performance; to be lifelong stewards of musicality.

## Our Philosophy

### Preparation

Preparing young adults for light outside of high school is one of our goals. Whether it be a future in music, school or trade, we strive to prepare students for the real world through teamwork, discipline, promptness, punctuality, humbleness, appreciation and respect. Hard work yields good results.

### Professionalism

Just as instructors are expected to present themselves in professional manner so, too, our students are expected to display professionalism. There is a time and place for all actions. Respect before personal conviction.

### Performance

Performing on stage to exhibit one's talents and efforts is a privilege and an ultimate goal. Understanding that the performance is a culmination of months of hard work, but for one moment in time must be performed flawlessly, students will participate in opportunities designed for various purposes.

## **Pride**

Feeling a sense of accomplishment; knowing that you have given your best; representing Maui, Lahaina, Lahainaluna, and yourself with dignity, are our facets of pride.

# Class Supplies

- Folder (to keep music)
- pencil (no pens!)
- eraser
- folder paper
- \$5 Music Booster annual dues

# Concert Choir Overview

The Concert Choir is for students who wish to learn and/or enhance the basic fundamentals of singing. Students will learn to sing by themselves and with others in various singing styles and languages. Also covered will be basic music theory, sight singing and performance etiquette. **Afterschool and out-of-school activities are a part of the curriculum.**

# Grading

Every student will be assessed under these guidelines. It will reflect the student's grade for the *Quarter*. Semester grades are an average of the raw scores of two Quarters. Year grade is determined by the average of the raw scores of two Semesters.

Each Quarter, every student's grade will be calculated within the following criteria:

Performances	25%
Practice Chart	25%
Attendance/Aptitude	20%
Singing Tests	15%
Rehearsal/Sectional	10%
Assignments	5%

## **Performances**

Throughout the year, the student will be involved in several performances. The performance is to showcase what they have learned and worked on during class and afterschool rehearsals. It is a culmination of what they have learned, much like a final. Students may be removed from a performance based on any of the grading criteria resulting in a "0" (zero) for this portion of the student's grade. A student may also be denied performance by recommendation of the director.

## **Practice Chart**

The student is required to practice at least 100 minutes a week outside of classtime either in bandroom or at home by themselves or in groups. Students are to complete a practice chart weekly. If a practice chart is done at the bandroom, the instructor will initial next to the time recorded by the student. If a practice chart is done at home, a parent or guardian will initial next to the time recorded by the student. Time playing in scheduled class or rehearsal does not count towards practice chart time. Student run sectionals do count for practice chart time.

## **Attendance/Aptitude**

This portion entails individual student attitude and performance in class. This includes how hard and how well a student does in class. Frequent tardies forgetting class supplies will effect this portion of the student's grade.

## **Singing Tests**

Singing tests are administered to assure that the student is practicing and improving. We cannot help the student unless he/she helps himself/herself first. Testing criteria and procedures vary depending on content being tested on.

## **Rehearsal/Sectional**

Students are required to attend scheduled afterschool/out-of-school rehearsals and sectionals. Rehearsals are done when the choir is in full attendance. Sectionals are done with select groups of the choir by the director. Rehearsals/Sectionals begin roughly 2 weeks to a month before any major concert. A schedule will be provided within an adequate time for the student to arrange drop off and pick up times and for their work schedule should they have a job. Student-run sectionals do not fall under this criteria however, repeated absences will be recorded and parents will be notified of the possibility of their child being removed from a performance.

## Assignments

This includes any worksheets, forms or notices that the student brings home to work on. This includes written assignments, permission forms, fundraisers, etc.

## Grading Scale

A - 90% +

B - 80-89%

C - 70-79%

D - 60-69%

F - 0-59%

\*- Quarter, Semester, and Year Grades are rounded to the nearest percent (ones place); grading program used: Easy Grade Pro

# Dress Policy for Performances

\*subject to change with notice

## FORMAL DRESS:

Ladies option 1: black dress (skirt not to expose more than 3" above the knee, slit not to extend past mid thigh, mid area not showing); black heels; stockings are optional (natural or black colors only); No obscene, bawdy or unnecessary jewelry or accessories; natural colored and appropriately styled hair; (optional complimentary black jacket/coverup)

Ladies option 2: black button down dress shirt (no polo shirts); black skirt (skirt not to expose more than 3" above the knee); mid area not showing; black heels; stockings are optional (natural or black colors only); No obscene, bawdy or unnecessary jewelry or accessories; natural colored and appropriately styled hair; (optional complimentary black jacket/coverup)

Ladies option 3: black button down dress shirt (no polo shirts); black slacks; black heels; stockings are optional (natural or black colors only); No obscene, bawdy or unnecessary jewelry or accessories; natural colored and appropriately styled hair; (optional complimentary black jacket/coverup)

Ladies option 4: black button down dress shirt (no polo shirts); black slacks; black dress shoes; black socks; No obscene, bawdy or unnecessary jewelry or accessories; natural colored and appropriately styled hair; (optional complimentary black jacket/coverup)

Men: black button down dress shirt (no polo shirts, short or long sleeved); black slacks; black dress shoes; black socks; No obscene, bawdy or unnecessary jewelry or accessories; natural colored and appropriately styled hair

#### ALOHA ATTIRE:

Ladies option 1: Aloha print dress (skirt not to expose more than 3" above the knee, slit not to extend past mid thigh, mid area not showing); dress heels; stockings are optional (natural or black colors only); No obscene, bawdy or unnecessary jewelry or accessories; natural colored and appropriately styled hair; (optional complimentary jacket/coverup)

Ladies option 2: Aloha shirt; black, white or tan skirt or slacks (skirt not to expose more than 3" above the knee, no jeans, capris okay); mid area not showing; dress heels; stockings are optional (natural or black colors only); No obscene, bawdy or unnecessary jewelry or accessories; natural colored and appropriately styled hair; (optional complimentary jacket/coverup)

Ladies option 3: black or white button down dress shirt (no polo shirts); aloha print skirt (skirt not to expose more than 3" above the knee, no jeans); dress heels; No obscene, bawdy or unnecessary jewelry or accessories; natural colored and appropriately styled hair; (optional complimentary jacket/coverup)

Men: Aloha shirt (short or long sleeved); black, white or tan skirt or slacks; dress shoes; matching socks; No obscene, bawdy or unnecessary jewelry or accessories; natural colored and appropriately styled hair

NOTE: Aloha print is NOT floral print.

Violation of ANY part of this dress policy may result in an immediate removal from the performance unless otherwise previously cleared by the Director resulting in a 0 (zero) for the performance part of the grading criteria.

## Absence and Tardy

*This section deals particularly with events that are not a part of a typical school day.*

At no time is the State of Hawaii, the Department of Education, Lahainaluna High School, Lahainaluna High School Music Program, the Lahainaluna Band or any of the mentioned's affiliates responsible for a student who is in transit to and/or from an event or not in attendance. Absences and tardies *during school/class time* will be dealt with according to the school policy on attendance (see student planner for attendance policy).

### Rehearsals

If a student is either (1) absent, (2) tardy to or (3) leaves early from a rehearsal/sectional without proper clearance from the Director more than once, they will be removed from the performance resulting in a "0" (zero) for that portion of their grade.

To prevent a student from being removed from a performance due to their attendance a parent/guardian must inform the director in writing as early as possible (phone call or e-mail for unforeseen, sudden instances). Acceptable reasons will be considered on a case-by-case basis. Further information may also be requested (i.e. trip itinerary, doctor's note). Please use the attached EXCUSED ABSENCE REQUEST FORM to request missing a Rehearsal.

NOTE: Although a student is removed from a performance due to attendance, to prevent further lowering of grade, the student MUST still attend rehearsals.

## Performances

Parents, please make all possible arrangements to personal activities to ensure that your child is in attendance for all performances. If a student is unable to attend a performance, he/she must inform the director no later than two **weeks in writing with a parent/guardian signature** before the scheduled performance. To make up for an acceptable missed performance, the student must make it up with a written assignment. Acceptable absent and tardy excuses for performances are 1) hospitalization and 2) a death in the family. A copy of an official document is needed in order to still get credit. Trips, doctor appointments, outings, or anything of the sort is unacceptable and should be scheduled accordingly to the best of your ability to not conflict with the student's education.

Students are also expected to assist in the loading and unloading of equipment prior to any performance and immediately following a performance. They are also responsible for assisting in the setup and breakdown of the venue.

If there are some things already in conflict feel free to discuss it with the director. Please use the attached EXCUSED ABSENCE REQUEST FORM to request missing a rehearsal or a performance. ALL REQUEST OUTCOMES ARE SUBJECT TO THE DIRECTOR'S DESCRESION. JUST BECAUSE YOU TURN ONE IN, IT DOES NOT MEAN YOU ARE EXCUSED.

## Music Booster Club

The Lahainaluna Concert Choir is a part of the Lahainaluna Music Performing Arts program along with the Lahainaluna High School Band and the Lahainaluna High School "Luna" Marching Band Programs. The support group that assists in the Music Performing Arts Program is the Music Booster Club.

The Lahainaluna High School Music Booster Club is comprised of parents, school faculty, community members, alumni, and students who assist the Lahainaluna High School Music Department, particularly the performance ensembles (Band, Choir and Marching/Pep Band) in the activities it partakes in from fundraising to chaperoning and all in between.

A \$5 annual Music Booster due will be assessed per each student enrolled in the Music Performing Arts Program (A one time fee per student regardless how many ensemble he/she is a member of). Meetings are usually once every month. If you are interested in being an officer or a member of the Lahainaluna High School Music Booster Club, please let the Director know.

## Section Leaders

The role of the section leader is to keep the general demeanor of their section productive and positive. They are responsible for keeping their section well informed and well prepared. Section leaders are currently being worked out and posted on the Music Department website ([www.lahainalunamusic.org](http://www.lahainalunamusic.org)). Students are asked to cooperate and work with their section leader for the betterment of the entire band as a whole.

# Music Officers

The Officers are the leadership board that aids in providing services and activities for the Music Program.

Manager: Josie Gomez

Assistant Manager: Dinah Lee Galam

Secretary: Dejarhae Macugay

Treasurer: Kiana Hayes

Uniform Manager: Joey Damaso

Equipment Manager: Cyril Domingo

Historian: Jovanno Diaz

Librarian: Kekaulike Shibao

## Expectations

All students are expected to:

-make more music—less talk.

-conduct themselves in a civil manner

-support each other by being vigil and ardent supporters of the Lahainaluna High School Music Department.

-treat everyone including themselves with appropriate respect

-be ready to learn: mentally, emotionally and physically (have all supplies—including instrument and music)

- be responsible for their own actions as well as the consequences
- answer all questions honestly and promptly
- adhere to all classroom and school rules set forth
- learn how to read music
- PRACTICE
- ask for help as soon as possible—not as soon as convenient
- keep your parents/guardians well informed
- be prompt
- be aware of all assignments
- exercise self control
- exercise professionalism
- be a positive contributing member to the group
- try harder

All information within the Handbook subject to change with notice.

## **Classroom Rules**

- Come prepared—Mentally and Physically.
- Respond with a clear and articulate voice.
- No food, drink, gum chewing allowed. Water in a resealable, spill-proof container is

allowed.

–Remove shades/sunglasses from your face.

–During lectures, raise your hand if you wish to speak, otherwise, remain quiet.

–Put things back where you got them from before leaving the room.

–It is everyone’s responsibility to keep the room clean.

–Ask before going to the restroom. Please try to use it either before school, during recess or lunch. More than 5 minutes is considered a class cut.

–Class starts.

–Cell phones and pagers are off—not on vibrate or silent. They are OFF.

–Cell phones, pagers, personal media players and personal video game players are NOT IN VIEW. (Including headphones)

–No games of any sort allowed during class time.

–Don’t touch equipment that is not yours.

–Use equipment for what it’s intended for.

–Practice rooms are for practicing only.

–The Band Room is open during non–class times for practicing, homework or office work only.

–All school rules apply.

# Bus Rules

- The Driver is ALWAYS right.
- Be VERY respectful to the driver. Get to know who they are.
- Respect the adults and chaperones on board.
- Exercise self control on the bus.
- Respect bus riding "traditions" (Alma Mater, cheers, etc.)
- No food, drink, gum chewing, or water unless it's okay with the Driver.
- Headphones are used with media players. NO LOUD SPEAKERS.
- No instruments played on the bus.
- Keep your volume to a reasonable level.
- Leave the bus in BETTER condition than when we got there.
- Nothing is to be physically out of the bus.
- Stay seated.
- Follow the posted rules unique to each bus.
- All school rules apply.

# Concert Etiquette

- Don't wander around in the auditorium, especially while the performers are performing.
- Arrive on time. Stay till the end of the performance. Don't leave early to beat the rush.
- Don't take pictures. Especially flash pictures.
- Turn off all your noise making gadgets, like watches, phones and pagers.
- Take your coughs outside.
- Clap enthusiastically to show your appreciation. Don't holler and hoot.
- Don't talk or whisper or whistle or hum or sing or drum your fingers or click a pen or tap a pencil or chew your gum loudly or open up crackly food wrappers or snap your fingers with the music or sniff, snort and cough or comb your hair so others can hear you pulling the tangles out.
- If you start and continue to sneeze or sniff or cough, please leave the auditorium quietly and quickly. This allows others to concentrate on the music, not on you. This includes taking out crying babies and little kids.
- Turn the pages of the program or the music score (if you're following along with the performers) so that others can't hear the pages rattle.
- Come in and be seated before the concert starts. Moving around makes an audience notice your sounds, not the music sounds.
- Make sure your "beepy" electronic gadgets won't go off during the performance. **TURN THEM OFF.** This includes watches, phones, beepers and anything else that might disturb others.
- Do I even need to mention portable radios, portable games and CD players? Leave them at home. (Using a recording device may be considered a copyright violation. *Don't do it.*)

- All performers appreciate enthusiastic applause. Loud screams, whistling, etc., belong at rock concerts, not at concert performances.
- Be careful that your clapping is not so loud that it hurts the ears of the people near you.
- ***Don't do anything that makes people hear you instead of hearing the performance.***
- Don't wiggle around or comb your hair or wave your arms or bob your head around or wave your program or try to get your friends attention or rock back and forth in your seat.
- Please don't wear hats or have "big" hair. You could block the view of five or six people!
- If you have to use the restroom, do your best to hold it. Sit calmly until the music stops and the audience claps. Then in a calm (but fast) manner, leave the auditorium. Do not come back in until you hear clapping again. Then enter and be seated quickly and quietly.
- If you arrive late, wait outside the concert hall doors until you hear applause. Then enter quickly and quietly. If you don't know where your seat is, find another seat quickly. Sit there until the intermission so you won't disturb others by hunting for your correct seat. Promise yourself to be on time next time.
- Never use cameras during a performance. The noise is annoying and the movement of the camera operator is distracting and the flash is just awful! Even the performers can get confused and make mistakes when cameras are going off at the wrong time.
- The only person who should EVER take a picture during a performance is the official photographer. S/he will know when to click, when to move and when to be still and quiet. S/he will also have the kind of equipment that will not need a flash. (A flash does no good further than about 10 feet anyway.) Video/digital cameras are quieter (but not noiseless), but the movements of the operator are very distracting. No one else should take photos of any kind from the time the concertmaster/mistress tunes the orchestra until after the performance.
- Do not bring something else to do while you are listening, like a book, laptop, or homework. Leave your Pokemon cards and other pocket sized fun things at home. Seeing you dig them out and fiddle with them is very disconcerting to others.

- Don't pass notes to your friends.
- Dressing up is optional, but a classical concert is one of the few occasions left that might be called "special" in our increasingly casual world. Consider dressing up as a sign of respect. After all, if the musicians are in tuxes and gowns, the least you can do is iron those khakis and wear something better than sneakers. Jeans and flip-flops just won't do.
- *Don't do anything that makes people notice you instead of noticing the performance.*

## Guidelines while in Public

The following guidelines pertain to the standards which will be enforced for all members of the Concert Choir program as they represent Lahainaluna at concerts, festivals and affiliated events. As the Lahainaluna Concert Choir are most visible in uniform, members must constantly strive to make a good impression.

- Do not remove any part of the uniform without permission of an adult helper, section leader or director.
- Improper conduct will never be tolerated.
- Profanity of any kind is forbidden.
- Public displays of affection are not allowed in uniform.
- When traveling by bus, students are required to be on the bus. Driving is not permitted unless cleared with the director and has submitted a student driver form (available from the director) for the State of Hawaii.
- Remain in assigned area while in the audience. Moving around is not permitted.
- Homework, reading, laptops, gaming devices, cell phone use is not permitted during performances.

- Food and drink allowed only at the appropriate time.
- Non Concert Choir friends or relatives are not permitted to sit with you in the designated area.
- Show respect for all other groups performing, as they have worked just as hard as you. Rude comments and public criticisms are inappropriate and immature.

An infraction of the expectations, rules and/or guidelines will result in **one hour detention afterschool of that day. An hour will be added per day missed** (including weekends). Should detention hours not be satisfied by the end of any quarter, the hours accumulated will be submitted to School Administration and further additional hours will cease. Detention must be cleared through Mr. Carlos. **Any contraband items will be confiscated and redeemable by a legal parent or guardian of the respective student. Non-redeemed items will be disposed of quarterly. Damaged property due to negligence will be reimbursed by the party responsible.** Should the responsible party not take responsibility, all in the immediate vicinity will be held responsible. Administration may also be contacted. These rules are non-negotiable.

## List of Events

The **Calendar** Link on our website ([www.lahainalunamusic.org](http://www.lahainalunamusic.org)) is always the most current schedule of events. Besides concerts and rehearsals, important dates such as due dates, fundraisers, booster meetings, etc. will be posted. Here is a current *tentative* list of events that we have scheduled this year:

- August 12 - Booster Meeting
- August 24 - Car Wash
- September 9 - Booster Meeting
- October 19 - Car Wash
- December 7 - Car Wash
- December 9 - Booster Meeting
- December 14 - Winter Concert
- January 13 - Booster Meeting
- February 10 - Booster Meeting

- February 22 - Car Wash
- March 10 - Booster Meeting
- March 16 or 17 - Spring Concert
- April 14 - Booster Meeting
- April 19 - Car Wash
- May 12 - Booster Meeting
- May 24 - Aloha Concert
- May 30 or 31 - Music Department Banquet

Again, this is a TENTATIVE list of events. Please check the website as the year progresses for the most current of events.



My child has shown me the Choir Handbook and we've discussed it together and adhere to the terms listed herein.

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Parent/Guardian Signature date

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Student Signature date

# Lahainaluna High School Music Performing Arts

PERFORMANCE / REHEARSAL

## EXCUSED ABSENCE REQUEST FORM

*This form should be submitted at least 2 weeks prior to the scheduled activity whenever possible.*

Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Instrument or Position \_\_\_\_\_

I am requesting permission for my son/daughter to be excused for:

being TARDY for

being ABSENT from

EARLY RELEASE from

the activity listed below according to the policies outlined in the Choir Handbook regarding excused absences.

\_\_\_\_\_ on \_\_\_\_\_  
INDICATE THE SPECIFIC PERFORMANCE EVENT OR REHEARSAL HERE DATE OF THE EVENT

Briefly state the reason you are requesting your student be excused from this commitment below.

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Parent's Signature \_\_\_\_\_ Phone # \_\_\_\_\_

***The student & parent will be notified in the event their request for an excused absence is denied.***

*RETURN THIS FORM TO MR. CARLOS*

*Keep this as your "master copy". Make copies as needed.*