



# CONSERVATORY HANDBOOK

2022 - 2023

Director: Latoya A. McCormick

*“Through partnerships with families, school, alumni and the community, the mission of the Tarpon Springs Leadership Conservatory for the Arts is to develop each individual’s “Commitment to Excellence” for achieving success in every aspect of their life.”*

**T**ogether**E**veryone**A**chieves**M**ore

## **Table of Content:**

- 1) Leadership Letter
- 2) Meet the Director
- 3) Mission Statement
- 4) The Conservatory Tradition and Philosophy
- 5) Conservatory Ensembles
- 6) General Chorus Expectations and Standards
- 7) Student Leaders
- 8) Communication
- 9) Travel Policies and Standards
- 10) Financial Responsibilities and Policies
- 11) Choral Booster and Parent Responsibilities

# TARPON SPRINGS

## LEADERSHIP CONSERVATORY

*For the Arts*

Dear Tarpon Springs Leadership Conservatory for the Arts Students and Parents,

Welcome to the Tarpon Springs Leadership Conservatory for the Arts. The 2022 - 2023 school year gives us the opportunity to carry on the outstanding tradition of excellence that is the trademark of the Tarpon Springs Leadership Conservatory for the Arts. I want to congratulate you on your decision to be a part of one of the finest scholastic organizations in the country. The Tarpon Springs Leadership Conservatory for the Arts provides musical activities that encompass a wide scope of artistic and educational opportunities and allows everyone the chance to strive for the highest level of excellence.

The Tarpon Springs Leadership Conservatory for the Arts also features 4 ensembles: Syndicated Sound, Sophisticated Ladies, Freshmen Choir, and Musical Theater. The ensembles will present several public concerts and participate in assessments at the District and State levels hosted by the Florida Vocal Association and Florida Thespians. In addition to ensemble success, the members of the Tarpon Springs Leadership Conservatory for the Arts distinguish themselves through individual efforts in All-County, All-State, Solo and Ensemble Festival, and other honor activities. It is our goal to be a well-rounded program that prepares our students for success academically, musically, and in life.

All Magnet students are required to participate in their performance ensemble course every semester. Any student who wishes to qualify for the magnet seal and medal of distinction for graduation must take the following magnet courses: Freshman Leadership, Music Theory, and Music Techniques. Guard students will take Leadership and Dance courses. During their freshman year all students will take the Magnet Leadership Course. This course focuses on attitude development, self-motivation, responsibility assessment, communication skills, sensitivity in working with peers, and how to develop action plans to achieve group goals.

The Conservatory Handbook is intended for the use of students, parents, administrators, staff, and Directors as a convenient source of information regarding various aspects of the Tarpon Springs Leadership Conservatory for the Arts program. We have tried to cover as thoroughly as possible every facet of the program. Students and parents are encouraged to read this handbook carefully. Any questions regarding the content of the Conservatory Handbook may be directed to me. Conservatory members will be expected to understand and abide by all rules and regulations set forth in the Conservatory Handbook. Remember, to have a great organization, we must all participate, work together, and maintain a strong commitment to excellence!

Sincerely,  
Latoya A. McCormick (Director)

**Latoya A. McCormick**



## **Meet the** **Director**

I am a Pinellas county native. I started playing piano at the age of 7. I graduated from Northeast High School in 1998. I went on to Florida Southern College to receive a bachelor of music education degree (piano) in 2003 and a Master of Arts in music education from the University of South Florida (2006). I started teaching at Kings Highway Elementary in 2003. As I approach this 20<sup>th</sup> year of teaching, I still get excited about what the future holds for this school year. I started here at Tarpon High in January of 2021. We are in a rebuilding stage but that hasn't stopped the incredible talent. Last year, mounted the awesome musical *Legally Blonde*, which saw almost 800 people in the audience. We had 1 student make the

all state women's choir. We had 2 students nominated for Broadway Stars of the Future. The top show choir Syndicated Sound went to competition in Tifton, GA. We had 1 student make critics choice at Florida Thespians competition and 2 make honorable mention. When I am not teaching here at Tarpon, I also teach musical theater at St. Pete College, Clearwater campus. When I am not teaching, I also act and musical direct shows for different theaters in the Tampabay area. I also have a cake business- Cups and Cake by Latoya. When I am not at school, the theater, or baking cakes, I enjoy spending time with my wonderful husband.

## **Mission Statement**

Through partnerships with families, school, alumni and the community, the mission of the Tarpon Springs Leadership Conservatory for the Arts is to develop each individual's "Commitment to Excellence" for achieving success in every aspect of their life.

## **Purpose**

Through the study of music and performance opportunities, the Conservatory allows individuals to:

- Develop musical and performance artistry
- Poise
- Confidence
- Self-discipline

Individuals also develop an understanding and love for the art of music and the process for success in every aspect of their lives.

Membership in the Tarpon Springs Leadership Conservatory for the Arts will reflect the cultural and economic diversity of our community, brought together in a joyful, caring and supportive environment.

## **An Education in Music and Life**

The Tarpon Springs Leadership Conservatory for the Arts is dedicated to providing

- an outstanding musical experience.
- a comprehensive academic program.
- a leadership curriculum for all grade levels that develops each individual's ability for leadership.
- the opportunity to develop musical artistry, poise, confidence, and self-discipline.
- an understanding and love for the art of music and the process for success in every aspect of the student's life.

## **Leadership Development "One Individual At A Time"**

- All freshmen will take a Leadership Class based on *“The Seven Habits of Highly Effective Teens”*, by Stephen Covey. This course also includes lectures by guest Leadership speakers.
- Every Conservatory student will take 12-hour Leadership Class after school hours. This is a prerequisite for Student Leadership positions.
- The Conservatory has elected student leaders, which include section leaders, captains, and officers.
- The Conservatory offers students the opportunity to mentor in local elementary and middle schools.
- All Conservatory students are required to participate in the annual FBA Solo and Ensemble Festival.
- Conservatory students will partner with community and civic leadership organizations.

## **The Conservatory Tradition and Philosophy**

The Tarpon Springs Leadership Conservatory for the Arts has developed a proud tradition of excellence. By becoming a member of this organization, you assume the responsibility of continuing a proud tradition established by others through devotion and hard work. The Tarpon Springs Leadership Conservatory for the Arts is dedicated to providing educational opportunities and experiences in the performing arts for its students. All educational activities will take place in a professional environment that promotes social and artistic development through creative and innovative programs, each based upon high quality leadership and instruction. In addition, it is our belief that “the process is just as important as the product.” This places the emphasis on the development and growth of each individual student, not on specific performances.

Students who have a positive mental attitude, regardless of their individual skills, will always have a place in the Tarpon Springs Leadership Conservatory for the Arts. If your attitude is not positive and you are not doing your personal best to make the group successful, you should not be a part of this organization. In fact, students and parents who do not project an attitude that is positive and cooperative will be given the opportunity to either change their personal perspective or leave the organization.

Characteristics of a positive mental attitude include a generally cheerful outlook towards rehearsals and performances, cooperation in the preparation and maintenance of equipment and facilities, and an eagerness to do whatever is necessary to be successful. In short, the ideal band member is someone who will always give his or her best for the good of the organization.

*“Success is a journey – not a destination.”*

## **The Conservatory Ensembles**

**Syndicated Sound-** Auditioned mixed show choir. Made up of 10<sup>th</sup>-12<sup>th</sup> grade students.

**Sophisticated Ladies** – All ladies show choir. Made up of 10<sup>th</sup>-12<sup>th</sup> grade girls.

**Freshmen Choir** – Mixed beginning choir. Made up of 9<sup>th</sup> graders and any student that has never taken a high school choir course.

**Musical Theater-** Mixed class. There’s no prerequisite to musical theater. Any 9<sup>th</sup>-12<sup>th</sup> grade student with an interest in learning about musical theater can join.

To participate as a member of the one of the Tarpon Springs Conservatory Ensembles, a student must be enrolled in the proper chorus classes. Each member must meet all financial obligations and must attend all rehearsals and performances (contests and competitions). The Choral Boosters will arrange ample fundraisers to help meet financial obligations.

## **General Chorus Expectations and Standards**

### **I. BE PREPARED**

- A. Be seated and have all materials including folder (which is kept in an assigned slot), music, pencil, and paper in your assigned seat before attendance is taken.
- B. Nothing should ever be in your mouth (Gum chewing or eating is not permitted in the classroom). You can have bottled water at your seat.
- C. Stand up or sit up straight with both feet on the floor when singing.
- D. Only speak out in class with permission.
- E. Raise your hand and wait until you have permission to get out of your seat.

### **II. BE RESPECTFUL**

- A. Toward the teacher
- B. Toward any substitute
- C. Towards other students
- D. Towards classroom equipment and materials.

### **III. BE MOTIVATED**

- A. Take responsibility for your own actions
- B. Give YOUR best
- C. Try your hardest!

## **PHONE POLICY**

Phones should never be out unless I say it's "phone time". There will be times that you will need your phone in class. Phones can be used to find songs and acting material during class time. There will always be time at the end of class and you can take your phone out then. If I see your phone and it's not phone time or you are working on material, then you are in violation of the phone policy for room 8-01.

## **REWARDS**

1. Class Praise
2. Phone Calls Home
3. Free Fridays for electronic devices
4. Karaoke

## **CONSEQUENCES**

1. Verbal warning.
2. In class time out and deduction from class participation points.
3. Out of class time out and writing assignment and phone call home.
4. Lunch detention and phone call home.
5. After school detention and phone call home.
6. Referral

\*\*\*\*Severe Disruption – Automatic Administrative Referral\*\*\*\*

## **Classroom Procedures**

All students will be inside the Chorus Room before the tardy bell sounds. At two minutes after the bell, each student is expected to be at their seat, with music and a pencil.

Warm-up is a crucial time in each rehearsal. This is the time that students focus on the fundamentals of singing so that they may improve as a group and as individuals.

Problems of an individual nature (music missing, instrument problems, etc.) should not take class time. These issues should be dealt with either before school, after school, or just before class as a last resort.

Talking during rehearsals should be kept to a minimum. Any necessary talking should be about the music being studied and should never be a distraction to the conductor or other students.

## **Section Procedures**

Each section will be given a leader. The section leaders will lead small group work. Section leaders will report back to me if any problems arise.

## Standards

1. Chewing gum is NOT PERMITTED during any rehearsal.
2. NO food or drink is allowed inside the band room
3. All Conservatory members must RESPECT his/her uniform at all times.
4. There will be NO HAZING of rookies allowed.
5. Be in your seat and ready to begin ON TIME.
6. Insubordination WILL NOT be tolerated.
7. RESPECT other people's property.
8. Public display of affection IS NOT allowed while on "chorus time."  
Remember, this is a chorus function – not a date!
9. A chorus member will wear no jewelry other than stud earrings. Leave expensive jewelry at home.
10. NEVER disrespect another chorus or its members, EVER!
11. Remember to always CHEER for other choruses.
12. Show RESPECT to all Directors, administrators, teachers, chorus staff, and parents at all times.
13. Keep your language CLEAN! You never know who might be listening.
14. Remember you are a CLASS ACT. Do not do anything that would have to be explained. Always conduct yourselves as ladies and gentlemen.

## Grading Policies

### GRADING SCALE

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

### **Daily Participation – 45%**

This includes every after-school rehearsal and every class. Students can receive 3 points daily. Chorus and musical theater are about the ensemble, and the ensemble doesn't work if we are not all playing our part. Participation is key! If a student is disruptive or not on task, they lose one participation point (P). If the misbehavior continues, they lose all participation points for the day. Unexcused absences will also cause a loss of participation points.

### **Concerts and Performances- 35%**

This includes every performance and trip. **All chorus students are required to participate.** The concerts are always in the evening (usually at 7:00 p.m.) at Tarpon High, and the students are required to be in **uniform inside the choir room an hour before.** Any dress rehearsals for the Winter/Spring Concert, the musical, and the Music Performance Assessment will also be required. I will schedule any extra needed rehearsals at least 2 weeks in advance, so arrangements can be made. There will also be more venues in which select ensembles or individuals may be asked to perform, including Solo and Ensemble, All County, and various community performances. Information on all concerts and rehearsals will be sent home with students prior to the event.

- **Progress Testing– 20%**

This includes individual practice, sight-reading, honor group auditions and excerpt playing. Progress is shown through tone-quality, intonation, technique, phrasing, articulation, and music reading.

## 1) Chorus Curriculum Objectives

The Sunshine State Standards and National Standards are taught in all ensembles. Chorus courses in Pinellas County are co-curricular, not extracurricular, and the music being performed is rehearsed primarily during class time. Students are assessed based on their ability to perform the literature in a satisfactory manner. Department of Education State Course Descriptions include the following statement: “Special Note: This course generally requires students to participate in extra rehearsals and performances beyond the school day”. In addition, Pinellas County School District Course Descriptions for High School Chorus I through VI state the following: “As a co-curricular performance-oriented activity, attendance is required for rehearsals and performances beyond regular school hours.”

Every student will:

- demonstrate an understanding of the components of an artistic performance.
- understand the elements of music, such as melody, rhythm, harmony, and pitch as they are used in musical composition, analysis, and performance.
- demonstrate an understanding of how to properly perform with proper technique, tone quality, and intonation.
- utilize musical knowledge and skills in career and/or avocations after graduation.

The chorus curriculum will also develop every student in the following areas:

Attitude Development  
Positive Role Modeling  
Understanding in Self-motivation  
Self-Accountability

Leadership  
Develop Attributes of a Leader

Communication Skills  
Personal Responsibility  
Sensitivity in working with peers  
Action plans to achieve group goals

Teamwork  
Commitment to Excellence

## Rehearsal and Performance Attendance

All rehearsals and performances are MANDATORY! Any request for an exception must be submitted in writing and approved by the Director two weeks in advance of the conflicting date, except in emergencies. Work is not an acceptable excuse for missing any chorus event. Our schedule is always announced far enough in advance to avoid conflicts. If a change of schedule is necessary, a minimum of two weeks' notice will be given. Students are responsible for arriving at each rehearsal and performance on time, and for being properly prepared (properly dressed, instrument and music ready). Parents are encouraged to help their child take this responsibility seriously.

### *Excusable Absences:*

- illness that prevents a student from attending school
- doctor's appointment (if this is a check-up, try to schedule around rehearsal)
- death in the family
- important family engagement (wedding)
- religious holiday

### *Non-Excusable Absences*

- driving test
- homework (you must learn to manage your time well)
- attending a rock concert or pro-sporting event
- birthday
- work
- trips that aren't given two weeks' notice (for example, you know you are going to be at a wedding, and you don't tell us until the day before you leave)
- transportation issues (your section leader can help you find a carpool within the chorus)

## Student Leaders

The Chorus Leadership Council is a group of students that work with the Director in an advisory capacity. All of these participants must have completed the Leadership Training Workshop. These students will also be called on for special presentations to accept awards, have pictures taken with political representatives, etc., on behalf of the chorus. The Chorus Leadership Council is made up of the Chorus Presidents, Vice-Presidents, Secretary, and Historians. Chorus Leadership Council elections will be held at the end of each school year. To be eligible for an office, candidates must be full participants in the Chorus program, have exemplary attitudes, display loyalty and dedication, and be willing to give their personal time for the betterment of the Tarpon Springs High School Chorus.

## **Leadership Begins with Self-Leadership**

Begin with who am I?

What are my values and Core beliefs?

What kind of Leader do I want to be?

What motivates me?

What do I value?

## **Student Leadership Habits**

Adapted from *The 7 Habits of Highly Effective Teens* by Sean Covey

Habit 1: Be Proactive - "Take Responsibility for your life"

Habit 2: Begin with The End in Mind - "Define your mission and your goals in life."

Habit 3: Put First Things First - "Prioritize and do the most important things first."

Habit 4: Think Win-Win - "Have an everyone-can-win attitude."

Habit 5: Seek first to understand then to be understood - "Listen to people sincerely."

Habit 6: Synergize - "Work together to achieve more."

Habit 7: Sharpen The Saw - "Renew yourself regularly."

## **Section Leaders**

I will select these leaders on the basis of musical ability, service, dedication, loyalty, and leadership qualities. All of these participants must have completed the Leadership Training Workshop. The number of section leaders/captains will vary from section to section and year to year. All student leaders will carry out the policies of the chorus, Chorus Director, school, and administration to the best of their abilities. *All disagreements regarding specific instructions from a student leader should be discussed with the Chorus President, or ultimately the Chorus Director. Student leaders cannot give you permission to miss a rehearsal or performance, be tardy, or leave early.* Student leaders should be positive and work in the best interest of the Leadership Conservatory at all times.

# **Communication**

The Conservatory office at Tarpon Springs High School is the professional office of the Conservatory Directors. Students are not to be in the office without permission unless they are getting water. The telephone is off limits to students except in an emergency. All rehearsal times are published well in advance; parents should not need a phone call to verify that we have dismissed on time.

If there are any questions regarding the chorus program, please do not hesitate to call me at 727-487-1443 and leave a message. Your call will be returned as soon as possible. As an alternate means of communication, you may utilize the chorus website. Our website address: You may also email me at [mccormickl@pcsb.org](mailto:mccormickl@pcsb.org).

There are six means of communication with Chorus students and families:

1. Calendars events and information are discussed at the Parent Meetings.
2. Students receive calendars and trip packets in class.
3. Student Leadership regularly communicates with the students in their section.
4. Monthly email updates and school announcements.
5. Remind App: [Apps | Remind](#)  
Syndicated Sound Code: 3386ad3  
Sophisticated Ladies Code: 9bc82b8  
Freshmen Ensemble Code: 97dkhd  
Musical Theater Code: 4ck2gf
6. Websites: <http://tshschoral.org>

Please note: There are many performances on the calendar. As a family, please try to make the necessary arrangements to ensure that your child is able to attend all of these performances and rehearsals. We strongly urge you to read the attendance policy carefully and make note of how it can affect your child's grade. Updates will be sent out with the monthly email. Operating a chorus program on this level takes extreme dedication for the students and their families. We can only reach our goals if each student is willing to make the commitment to the chorus. Absences are the #1 downfall of any group related activity.

### **Chorus Instructional Staff**

We are very fortunate to have paid professionals, technical assistants, and guest artists as a vital part of our Conservatory program. Without their help the Leadership Conservatory for the Arts would not be able to achieve the standard of excellence we seek. The instructional staff must have the respect of all students and parents. Instructional Staff members are chosen by the Directors and report directly to them. Students should give these staff members the same respect they

would give any member of the TSHS faculty. Any problem should be brought immediately to the Director; do not confront an instructional staff member directly.

## **Chorus Travel Policies and Standards**

1. Possession and or consumption of alcoholic beverages and/or non-prescription drugs will NOT be tolerated. Any student who violates this policy will face administrative action and expulsion from school immediately.
2. Smoking, chewing or dipping of tobacco will not be tolerated.
3. Students are expected to behave at all times in hotels. Anyone deemed guilty of gross misbehavior will be dealt with by the Directors and may be sent home at the expense of their parents.
4. Conservatory members are not permitted in any other rooms on overnight trips. No unauthorized persons will be allowed to visit. At no point in time should there ever be a student of the opposite gender in someone else's hotel room.
5. Parents and students will be held responsible for any property damage and lost room keys.
6. Shirts and shoes are to be worn at all times.
7. Rooms are to be locked at all times.
8. Courtesy is expected in any dining facility the group may use. Other groups use these facilities as well; do not forget common courtesy.
9. No food, glasses, dishes, or signs are to be taken from the dining facility.
10. Please refrain from playing instruments in the hotel rooms.
11. All school rules must be strictly followed. The band department and school administration will deal with students who violate these rules.
12. No one is allowed to leave the hotel premises without permission from the Directors. Any student found doing so will be dealt with severely.
13. Profanity is not a part of the Tarpon Springs Leadership Conservatory for the Arts. Make sure that your language is never offensive while you are with our organization.
14. Follow all instructions from the Directors, instructors, and chaperones at all times. If you do not understand, ask. **REMEMBER:** Young adults do not roughhouse or damage property. As Tarpon Springs Leadership Conservatory members, you reflect not only the values you learn at Tarpon Springs High School, but those of your community as well.

Chorus members are expected to be at the right place, at the right time, with the right equipment---ready to go!!! The Directors reserve the right to dismiss and send home any student who disobeys the rules and whose general conduct and attitude

towards the trip and its participants is determined to be detrimental to the rest of the group.

### **Standards for Behavior on Buses**

1. Reread the Chorus Travel Policies section.
2. Chaperones should check each bus before anything is loaded and relay any problems or damage to the driver and Band Director.
3. Chaperones should load before students and spread out through the buses.  
The front seats on both sides of the aisle are reserved for the Directors and staff.
4. Students must ride the same bus in which they are assigned. DO NOT change buses!
5. Students are not to put anything on or under a bus until instructed to do so.
6. Buses will load by class; students may not save seats for students in other classes.
7. Roll will be checked before the bus moves and every time the students leave the bus. This includes, but is not limited to, rest stops, lunch, and practices.
8. The bus drivers must be treated with respect. Different drivers have different rules; whatever they say goes.
9. Nothing is to ever protrude out of the bus windows (heads, arms, instruments, etc.) nor should any item ever be thrown or dropped out of a window.
10. Normal conversation is appropriate; shouting or screaming is not. Singing may or may not be acceptable depending on the driver, content, and musicality. Good singing may be acceptable; bad singing never is.
11. C/D, mp3 and DVD players and other electronic devices are not permitted on school buses. On longer trips involving charter buses, these devices with headphones are generally permitted as long as the volume level is not excessive or disruptive.
12. Chaperones may reassign seats if they deem it necessary. Students may also be assigned to a different bus at any time at the Directors' discretion.
13. To avoid problems, school bus windows stay up as we enter or leave another school campus.
14. Students are to keep the buses clean at all times. At the end of a trip, every student should check the area where he/she was sitting, including the floor and overhead storage. The Bus Captain will remain on the bus to ensure that it is left in proper condition or see that a condition is corrected.
15. Public display of affection between students is not allowed on any bus at any time. Girls and boys will be separated on the buses during evening trips.
16. Be courteous and thank the drivers and chaperones when we return.
17. The Directors will ride different buses over the course of the year.

18. Students are not permitted to change out of uniform unless instructed by the Band Directors. NO EXCEPTIONS!
19. G and PG movies may be acceptable but must be approved!

### **Contests and Festivals**

Contests, festivals, and other adjudicated activities are important features of the Tarpon Springs Chorus program. It is through these activities that we obtain valuable feedback about our progress as individuals and as a program. Although we never “live or die” by one judge’s or panel’s opinion of our performance, it is important that we learn the value of giving maximum effort and standing by the results as our best possible effort of the day. Competitive performances are packed with emotion. Because of the amount of time, work, and discipline required to produce award-winning performances, we develop great camaraderie within the organization. We share hardship, discomfort, fatigue, oppressive heat, cold, long bus rides, disappointment, tears, success, and joy. There is a high level of tension that goes along with these emotions. The tension often causes students to react immaturely. We learn to avoid these normal pitfalls and to channel our energy and attention toward the goal of performance excellence and the ultimate success that will follow.

Regardless of the outcome, the Tarpon Springs Chorus will stand with pride as scores are announced and accept the results graciously. We show our respect for others and appreciate their performance. We know “winning” is the state of every individual having endured the hardships, taken the chance of competing, and having done his or her personal best to demonstrate their “commitment to excellence.” The Band’s image is based on each individual. Our public reputation is based upon our appearance, our actions, and our projection of pride. It is the responsibility of each band member to ensure that we present the best possible image at all times.

### **Competition**

As an organization, it is very important that we are all on the same page when it comes to our philosophy on competition. We compete to strive for excellence. It is an opportunity for us as performers to do what we love to do and that is to perform in front of an audience. The competition is the challenge for us to be the best we can be in a performance environment! This experience will be something that will serve us well for the rest of our lives. When we participate in a competition we absolutely want to do our very best. We would like to think that our work ethic and our absolute dedication to excellence would result in us having the opportunity to perform with the elite performance ensembles at any performance event. However, that has nothing to do with a placement or the other participants. Our focus is solely on our performance. At the conclusion of an awards ceremony, we should be proud of our accomplishments, but not because of what place we came in, but rather, because we performed our best with excellence, passion, and artistry.

# Uniforms and Costumes

- Practice Wear includes: a standardized t-shirt or spirit shirt and black shorts for every student.
- All students should have a pair of black pants and black conservatory polo to wear throughout the school year for various events.
- In addition, the ladies will need dance shorts to wear under their dresses.
- Shoes (show choir and freshmen choir)

## Financial Responsibilities and Policies

The Tarpon Springs Leadership Conservatory for the Arts strives to maintain a high quality, affordable program. However, to ensure our students receive the opportunities to perform and develop valuable skills such as teamwork, commitment, and leadership, the program requires adequate funding. The Pinellas County School System is unable to provide the financial support needed for any school band programs. The responsibility for meeting the financial needs of our program falls squarely on the shoulders of the band boosters, parents, and students.

The Pinellas County School District provides each program \$500 for its operating expenses and \$200 for new music. This financial contribution only supports 5% of our operating expenses for a year and does not cover any outside performance opportunities other than FVA local events.

The average cost of support each member of our program per year is over \$500 excluding travel costs. A portion of these costs must come from various student trip fees. The rest comes from parent **AND** student fundraising throughout the year. It is important that students participate in each fundraising event in order to fund additional expenses not covered by trip fees (e.g. props, costumes, etc.). I work with the Tarpon Springs Choral Booster's Board of Directors to create a budget each year that is an *estimation* of the necessary operating expenses needed for the following school year. Few of these expenses are covered through School Board contributions and it is necessary to charge each student to cover workshops, uniform rental and cleaning, chorus staff, band shirts, trips, and numerous other expenses.

Please see the following section for additional policies pertaining to a student's financial obligations. Should you have any questions, please direct them to me, Choral Booster President, or Treasurer.

## Trip Fees

The Tarpon Springs performance ensembles travel frequently during the year, in county, out-of-county, and out-of-state. Trip fees defray the costs of transportation and lodging. Individual students will be responsible for providing funds for their own meals. Typically, the top show choir will take one or two destination trips and stay overnight.

Trip expenses are the responsibility of each student and their parent/guardians. A schedule outlining a student's financial obligations is provided prior to each school term. Those families who cannot meet the various financial obligations must contact the Chorus Director, Choral Booster President, or Booster Treasurer to make other arrangements. **No one will be denied participation because of extreme financial hardship; but everyone must participate in fundraising efforts.** Second semester participation in a concert organization requires an extra fee if a Spring Trip is planned. Trip Fees must be paid on time or students will not be allowed to attend the trip.

## **Ensemble Fees:**

As a member of one of the vocal ensembles, each student is responsible for paying a \$150 ensemble fee. The fee helps for the rehearsal t-shirt, musical rights, sheet music, arrangers, choreographers, and vocal coaches. You can pay the fee all at once or you can follow the payment schedule below:

- 1<sup>st</sup> payment due by August 26<sup>th</sup> - \$50
- 2<sup>nd</sup> payment due by September 30<sup>th</sup> - \$50
- 3<sup>rd</sup> payment due by October 28<sup>th</sup> - \$50

## **Fundraising Opportunities**

There will be more than adequate fundraising activities to allow each family the opportunity to raise the necessary funds to cover trip fees. Money raised through fundraising efforts may be used to pay for band trips, the band banquet, or any other items deemed appropriate by the Directors. All remaining money left in each student's name at the end of the school year will automatically roll over into the next school year. If there is any money remaining in a student name at the end of four years of service, that money will go towards the needs of a scholarship student. Monies that were raised through fundraising are generated for the specific use of the Tarpon Springs High School Chorus and will not be refunded. Fundraising money may be transferred to another family member who may be continuing in the chorus program.

There is a need to fundraise for our Chorus's general account. This account maintains our daily operation of the program and covers expenses that student generated funds cannot cover. Several fundraisers will be made available for families to participate in that will help build up the "general fund". Parents and students should remember that having a weak general fund is like having a car with no engine. The car might look great, but it isn't going anywhere without fuel.

The Band Boosters have several major fundraisers that help offset expenses and make performance opportunities possible for everyone. Participation is required for EVERY chorus parent/guardian at these events.

- o Dinner Theater – October
- o Bake Sale- December
- o Worlds Finest Chocolate- January
- o SNAP Raise – February
- o Spring Musical- March
- o Spring Concert- April
- o Raise Right

In addition, in some cases family and friends may wish to make a donation to support the Chorus, or an individual student's scholarship.

#### Fundraising Credits

Credits for other fundraisers will be applied 30 days after the closing date for that fundraising event.

This year we will be using RaiseRight as a means to help families pay for student fees. If you go to the website: <https://www.raiseright.com/brands> and use the enrollment code: **8HNEMFADWTPV** your student will receive credit towards their fees when you purchase gift cards from this website.

#### Payments

Payments are to be made on or before the due dates. Payments may be in the form of cash, check, or credit card. If you would like to pay by credit card, please go to the chorus website. Once there, go to the Payments and Fees button. Checks may be mailed to 1411 Gulf Rd., Tarpon Springs, FL, 34689, or deposited in the Red Box inside the chorus room.

Payments more than 30 days late will receive a reminder email by the Booster Treasurers. If payments are more than 45 days late, a Booster Board member will make phone contact.

Checks returned for non-sufficient funds (NSF) will result in a \$35.00 fee to be added to a student's account.

More than one NSF check will require that all future payments be made by cash, money order, or cashier's check.

All trip fees must be paid in full prior to trip departure dates.

## **Refunds**

Refunds for payments that are not related to fundraising must be requested in writing to the Treasurers in a timely fashion and be approved by the President, Director, and in some cases, the school administration. **Monies that were raised through fundraising are generated for the specific use of the Tarpon Springs High School Chorus and will not be refunded.**

## **Criteria for Financial Assistance**

The Tarpon Springs Choral Booster's Board of Directors strives to make all attempts to keep trip fees as low as possible for every student. Their goal is to provide the very best educational experience for all of our students without jeopardizing the integrity of the program. A large percentage of each student's trip fees primarily pay for each individual's trip expenses (i.e., hotel, bus fare, contest and participation fees, etc.).

Knowing that there are a wide variety of socio-economic backgrounds that participate in our program, the Chorus Booster Board goes to great lengths to provide a variety of fundraising opportunities that can offset the entire cost of the program. At the conclusion of all attempts to fundraise, an individual who is still experiencing difficulties in paying their student's trip fees, must call the Booster Presidents and/or the Treasurers to either make a private payment plan or to arrange for financial assistance.

The criteria used for financial assistance for a student may include, but not be limited to:

1. The student meets the criteria for Free or Reduced Lunch.
2. The parent signs a statement stating they are financially unable to pay fees.
3. Student displays a positive attitude and attends all rehearsals.
4. Student/family participates in all general fund fundraising activities.

**No Leadership Conservatory student has ever been denied or will ever be denied participation in the program due to financial hardship.** However, it is the philosophy of the Tarpon Springs Leadership Conservatory for the Arts that in a performing arts curriculum, students receive "education through performance". All of the above criteria must be met in order for any student to receive financial assistance.

If a student chooses not to participate in any general fund fundraising activities, there is still an opportunity for he or she to receive music instruction during the curriculum school day. However, he or she will only participate in outside performance opportunities that are covered by the school district, or those events that do not have a cost associated with them.

All financial assistance information and arrangements are kept confidential between the Director, the Magnet Liaison, the Booster Presidents, and the Booster Treasurers.

All Booster financial information is audited every year. Copies of the year-end audits are submitted to the school bookkeeper and principal for review and Booster compliance.

If you have any questions, contact the Choral Booster President or Treasurer for assistance.

## **Rentals**

### Uniform Care

School owned uniforms become the responsibility of the student to whom they are assigned. Any damage, other than normal wear and tear, will need to be repaired at the student's expense.

## **Choral Boosters**

*Volunteers are the only human beings on the face of the earth who reflect this nation's compassion, unselfish caring, patience, and just plain love for one another.*

Parents are an important part of the Tarpon Springs High School Leadership Conservatory for the Arts and have a vital role to play. When students join the Conservatory, their parents become magnet parents and members of the Choral Boosters. Without the assistance and cooperation of parents, there would be no chance to reach the level of success that we hope to achieve. All magnet parents should do the following things.

1. Attend monthly Parent Magnet Meetings held the second Monday of each month in the chorus room. Parents must attend 7 out of 9 meetings between September and May each school year. Sign in at monthly parent meetings must be completed no later than 30 minutes after the designated start time. The sign in cards will be removed at that time. Meetings last approximately 1½ hours with additional time for committee meetings or to help with band projects. Arriving late, leaving early, or failure of a parent/guardian to sign in, will result in the meeting being counted as unattended.

If circumstances arise which make it impossible for a parent to attend a required meeting, a representative (18 years or older) may be sent. However, the representative may represent only ONE family.

It is the parent's responsibility to make the representative aware of all obligations and the representative must make the parent/guardians aware of the information distributed at the meeting. We have no make-up policy. However, there will be minutes posted on the Charms website and/or in the newsletter for your convenience.

Failure to attend meetings may result in probation and ultimately dismissal from the program.

2. All magnet parents should volunteer for parent committees. There are many different tasks with which we need your assistance. Everyone can find a niche that suits his or her expertise. A few of the areas we can always use help with are chaperones, uniforms, transportation, equipment, sewing, meals, and publicity.

3. Be supportive of the Conservatory program and your child's participation by:
  - helping your student be prepared and punctual for every rehearsal and performance.
  - notifying the Directors if your student will be absent or late for performances or rehearsals. This should be done in advance except in emergency situations.
  - encouraging your student to practice at home and helping them find a quiet place to do so.
  - showing your interest and support in your child's music study by enthusiastically attending every performance possible.
  - discussing with the Directors and staff anything that will help them understand and better serve your student.

Your involvement in the Tarpon Springs Choral Booster organization should be viewed as a partnership between you and your son or daughter. As children grow older, there are fewer opportunities for parents and students to participate in the same activities. The Conservatory program is one of those few activities that the entire family can experience together. Your family can share in the anticipation and preparation for an upcoming event and go through the experience together.

A performance provides an opportunity for parents to support their children through their applause. Parent support also sends the students, and the other members of the marching band, a message that their efforts matter and we respect and appreciate them.

Through active participation in the Tarpon Springs Choral Booster Organization, some Conservatory parents will become a father or mother to more than just their own children. An active parent can, and will, make a difference in the lives of all the students. The following are suggestions to help you make your experience and your participation more effective and enjoyable.

### **Opportunities to Volunteer**

We rely heavily on our volunteer workforce. We cannot do it without you! Each parent is asked to give at least 24 hours of service each semester; most give much more. The best thing to do is get involved in the fundraisers! It is possible to have all of your trip fees paid for completely by fundraisers. It just takes some effort on your part.

1. Everyone that volunteers in any way for the Chorus MUST be a registered and active Pinellas County Schools Volunteer. There are no exceptions. Any parent that wishes to chaperone an activity must also be Level 2 screened within the Pinellas County School System. You may contact the Tarpon Springs High School Volunteer Coordinator if you have any questions. The Coordinator's name is Clarice Taylor and you may reach her at [TaylorC@pcsb.org](mailto:TaylorC@pcsb.org)
2. Please fill out the Student/Parent Information Sheet. It will give you an idea of some of the jobs needed to help the organization to achieve its goals.
3. Committees: Each Board chairperson needs committee members.

4. Chaperoning: Every activity that the chorus participates in requires parents to chaperone. There will always be an experienced chaperone to direct the activity. District guidelines require 1 adult for every 10 students. Level 2 Chaperones must ride the bus to and from the event.

## **CHAPERONE DO'S AND DON'TS**

### **Do's:**

Give POSITIVE support to the group, especially after a performance.

Provide CONSTRUCTIVE comments and be FAIR with the students you are chaperoning.

Be GENUINELY interested in the students as you interact with them.

Consider segregating yourself from your own son or daughter unless he or she asks for your assistance. Your child will know you are there if he/she needs you!

Be CONSISTENT with the rules and regulations of the group. If you are unsure of how to handle a situation, ASK!

Have a good time and ENJOY yourself, just remember that your first responsibility is always to the band.

Be a good EXAMPLE at all times. Students will mirror what they see from adults.

Help dispel RUMORS by investigating and not repeating the many rumors that seem to always start on a trip.

SUPPORT and ENCOURAGE your directors. They are dedicated individuals who work hard to make events possible for the students.

### **Don'ts:**

Do not complain in front of the students.

Do not put down other choruses. They have worked just as hard as we have and deserve our respect.

Don't hesitate to volunteer your services when needed.

Don't chatter or small talk on the band radios, these are for necessary communication only.

Don't grant "special" favors to the students.

Stay flexible and do not criticize or change policies that the directors have set forth on the trip.

Do not smoke, drink alcohol, or use improper language or engage in any questionable behavior.

## Calendar of Events

### August

- 1<sup>st</sup> payment of student fees due by 8/26/22
- After school SS rehearsal 8/19/22 until 5:30
- After school SS rehearsal 8/26/22 until 5:30

### September

- After school SS rehearsal 9/2/22 until 5:30
- Parent Booster Meeting- 9/12/22 @ 6
- All State auditions- 9/12/22 @ Pinellas Park High School (select students)
- After school SS rehearsal 9/16/22 until 5:30
- All County auditions- 9/20 (select students)
- After school SS rehearsal 9/23/22 until 5:30
- 2<sup>nd</sup> payment of student fees due by 9/30/22

### October

- After school SS rehearsal 10/7/22 until 5:30
- Parent Booster Meeting- 10/10/22 @ 6
- After school SS rehearsal 10/14/22 until 5:30
- After school SS rehearsal 10/21 until 5:30
- After school rehearsal 10/25 and 10/26 until 5 (all students)
- Dinner Theater 10/26-10/28 (all students)
- 3<sup>rd</sup> payment of student fees due by 10/28/22

### November

- Six the musical at the Straz 11/1/22 @ 7:30
- Frozen rehearsals start (various students on different days) 11/1-12/9 until 5
- All County Concert 11/1/22 -all day (select students)
- Musical theater Night 11/10/22@7 (MT)

- Parent Booster Meeting- 11/14/22 @ 6
- Hadestown at the Straz 11/29/22 @ 7:30
- Discover Night 11/30/22 @ 6 (SS)

## **December**

- Florida Thespians District Competition (MT) 12/3/22 -all day
- Tech rehearsals and Q2Q 12/10/22 (all students) 10-5
- Dress rehearsals after school 12/12-12/14 (all students) until 6
- Winter musical: Frozen 12/15-17 (all students)
- Winter concert (BC, SL, and SS)
- Disney Candlelight

## **January**

- Parent Booster Meeting- 1/9/23 @ 6
- All State Conference (select students)- 1/11-1/14/23
- World's Finest Chocolate Fundraiser- 1/20/-2/4/23
- Grease rehearsals start (various students on different days) 1/30-3/24 until 5

## **February**

- Solo and Ensemble- 2/4/23 @ Gibbs High School (BC, SL, and SS)
- Parent Booster Meeting- 2/13/23 @ 6
- Send off Concert 2/24/23 @ 7 (SS and SL)

## **March**

- Peach State Invitational (SS)- 3/4-3/6/22- all day
- New York City 3/10-3/13/22
- Parent Booster Meeting- 3/6/23 @ 6
- Tech rehearsals and Q2Q 3/25/23 (all students) 10-5
- Dress rehearsals after school 3/27-3/29 (all students) until 6
- Spring Musical: Grease 3/30-4/1 (all students)

## **April**

- Parent Booster Meeting- 4/11/22 @ 6

## **May**

- After school rehearsal 5/1 until 5 (all students)
- Spring Concert (all students)- 5/2/23 @ 7
- Parent Booster Meeting- 5/1/23 @ 6
- End of the year banquet-5/19/23

**TARPON SPRINGS**  
LEADERSHIP CONSERVATORY  
*For the Arts*

**(Please sign and return this page by August 26, 2022)**

## **2022-2023 Performance and Commitment Agreement**

Students who meet the standards and expectations of the magnet program will receive the following upon graduation:

1. A medal of distinction to wear at graduation;
2. A letter of recommendation for any College or University stating their successful completion of these requirements and their ability to succeed at the highest level; and
3. A seal on their diploma indicating their achievement.

Failure to comply with this contract will be an indication to us that you are not committed to our magnet expectations. Lack of compliance may lead to removal from our magnet program and/or school.

By signing below, I acknowledge that I have read the Member Contract and understand all of the conditions for acceptance into the Tarpon Springs Leadership Conservatory for the Arts listed above, and agree to abide by all rules and procedures set forth by the Directors.

Student Name (Print):

\_\_\_\_\_

Grade:

Student Signature:

\_\_\_\_\_

Date:

Parent/Guardian Name (Print):

\_\_\_\_\_

Signature (Parent/Guardian):

\_\_\_\_\_

Date: