



# *Student & Parent Handbook*



---

**\*TURN IN PAGE 10 SIGNED BY PARENT/GUARDIAN AND CCHC SINGER TO YOUTH CHOIR  
ADMINISTRATOR BY SEPTEMBER 1ST**

# Community Choirs of Huntington County Handbook

---

## Table of Contents

Introduction / Mission Statement / Goals / Curriculum .....	2
The Program/Voice Placement/Membership/Resignation/Commitment to School Music Program/Tuition .....	3
Payment / Development / Board of Directors / Parent Volunteers / Attendance .....	4
Weather Cancellation / Rehearsals / Performances / Performance Guidelines / Performance Dress .....	5
Uniforms / Music / Home Study / Field Trips / Handbook .....	7
Parental Support / Audience Etiquette / Discipline Policies / Harassment Policy .....	8
<b>Liability and Photography Release / Statement of Commitment (*Sign &amp; Return at the Parent Meeting) .....</b>	<b>10</b>

---

**INTRODUCTION:** The Community Choirs of Huntington County (CCHC) is a not-for-profit corporation in its 33rd season. CCHC is a music performance program emphasizing music skills and understanding through choral music experience. Rehearsals and performances of quality musical literature form the foundation of instruction. The choir exists to artistically enrich the lives of the participants, their families, and the community. This handbook serves as a reference for the choir's educational structure and policies, as well as a guide to the optimal choir experience for choir members and families. The policies and procedures also promote equal and fair treatment of choir members and a uniform presentation of the choir.

**MISSION STATEMENT:** To lead singers and the community toward a deeper appreciation of beauty and creativity through excellence in the performance of choral music.

### **GOALS:**

- To foster the personal and social growth of choir members and promote their sense of self-worth, self-esteem, accomplishment, and pride
- To expose singers to the values and beliefs of other cultures and societies
- To attain the highest level of excellence in public performances
- To maintain choir membership open to singers of all racial, cultural, religious, and economic backgrounds
- To contribute to the cultural life of Huntington, Indiana, and surrounding communities
- To support school music programs by providing an organization which reinforces the musical experience received in school choirs

**CURRICULUM:** CCHC is an enriched learning environment designed to provide a rewarding musical experience for each singer. Singers study and perform a variety of music, beginning with unison folk songs and progressing to two and four-part choral anthems.

Masterpieces of music from all styles and periods form the foundation for musical learning and serve as the basis for the curriculum. We believe that *“Children should be led to musical masterpieces by means of musical masterpieces”* (Zoltan Kodaly). CCHC repertoire reflects a commitment to the style of choral music that provides the best musical education and vocal training for singers. Folk music, popular and Broadway tunes, and patriotic music are included. On occasion, composers have been commissioned to write special works specifically for CCHC.

Concepts about music (melody, rhythm, harmony, timbre, dynamics, form, style, and performance practice) and musical skills (vocal technique, theory, sight reading, ear training, etc.) will be taught systematically throughout the rehearsals. Solfege is used as the basis for teaching ear training, sight-reading, and audiation – the ability to hear music internally.

We believe there is value in all types of music. Though we perform in a variety of venues, including some churches, we are a non-sectarian organization, and it is our commitment to educate our performers and audience, not to promote or intrude upon the beliefs of our singers and audiences. Therefore, we ask that all singers sing all music presented to them, whether or not it coincides with their personal beliefs. Great care will be taken to ensure that music will be of the highest quality.

Each choir is dedicated to teaching developmentally appropriate skills that lead to excellence in musicianship. Educational goals coincide with the Indiana Academic Standards for Music Education as follows:

### ***Children's Choir*** (Mondays from 6:00 - 7:00p)

The Children's Choir is our entry-level choir for children who can demonstrate pitch matching. Curriculum goals include the following:

Goal 1: Sing in groups using appropriate breath control, pitch, diction, tone quality, and posture

Goal 2: Sing songs from diverse cultures

Goal 3: Master singing in unison before part singing is introduced

Goal 4: Audiate and sing from notated music with varied forms, tempi, and meters

Goal 5: Perform appropriately for a variety of audiences while following the cues of the conductor

### ***Treble Tones***(Mondays from 6:30 - 7:30p)

Treble Tones is our intermediate choir for youth who can demonstrate the skills noted above. Curriculum goals are listed below.

Goal 1: Demonstrate and identify good breath control, pitch, diction, tone quality, and posture

Goal 2: Sing beginner a cappella pieces and with accompaniment, sing a variety of vocal styles, historical periods, and cultures with varied dynamics

Goal 3: Audiate and sing music written in the clef appropriate for their own voice in standard keys and meters

Goal 4: Audiate and perform basic scales, intervals, rhythmic and melodic patterns using hand signs and/or traditional music notation

### ***CopperSound*** (Mondays from 6:30 - 7:30p)

The a cappella choir, CopperSound, is our most advanced youth choir and is for mature singers who demonstrate the above skills. This chamber ensemble focuses on the art music genre, as well as pop, jazz, classical and other high-level vocal opportunities. Intonation, blending, musical independence, expression, and advanced sight-reading skills are emphasized. The curriculum goals are similar to those listed above, striving for more advanced theoretical understanding and demonstration.

Goal 1: Demonstrate, identify, apply, and explain healthy breath control, pitch, diction, tone quality, and posture

Goal 2: Sing advanced a cappella repertoire representing a variety of vocal styles, historical periods, and cultures expressively, using appropriate dynamics and blend

Goal 3: Audiate and sing music written in appropriate clefs, major and minor keys, and simple or compound meter

Goal 4: Audiate and perform more advanced scales, intervals, rhythmic and melodic patterns using hand signs and/or traditional music notation

### ***Joyful Songsters***

Joyful Songsters is a community choir that is open to all teens and adults. No audition is required. It is designed to provide an integrated choral experience for those with and without disabilities. Choir members promote a sense of community within the group and throughout the community while participating in high-quality music learning and performance. Singers are exposed to the concepts of vocal technique, basic sight reading, part singing, and dynamic interpretation. Accommodations are made for our singers, and all levels of participation are accepted.

**VOICE PLACEMENT:** A voice placement audition is required for all youth singers. **Current members of the choir must be reassessed in order to advance to a higher level choir.** Otherwise, members are not required to be reassessed annually. Students who dropped out of the choir during the year or did not return the previous year are required to be reassessed for vocal placement. Individual assessments may be arranged by contacting coordinator.cchc@gmail.com. No audition is required for Joyful Songsters.

**MEMBERSHIP:** The Community Choirs of Huntington County is meant to be a positive learning experience for our children and adults-one they will carry with them throughout their lifetime. The members of the choir should learn the meanings of "commitment" and "responsibility." They should feel a sense of pride in being a member of this program and not take their membership lightly. Enrollment in CCHC is for the season, and each member is expected to remain active and committed to the program for the entire term. In addition, there are optional summer opportunities and events. Choir participation provides an excellent avenue for individuals to develop lasting, cooperative relationships with other choir members and directors and a life-long love and appreciation for music.

**RESIGNATION:** We expect each singer who has made a commitment to sing for the season to fulfill that commitment. If, however, an extreme circumstance occurs that would prohibit a singer from achieving this aim, a personal conference with the Choral Director would be greatly appreciated. Except for extenuating circumstances, the parent/guardian is still responsible for the entire tuition fee if a singer resigns.

**COMMITMENT TO SCHOOL MUSIC PROGRAMS:** The success of CCHC is dependent, in large part, on the support of music teachers and other educators in the Huntington area. CCHC singers should be leaders in their school music ensembles. Every singer is encouraged to be an active participant in his or her school choir or other musical ensemble, if possible.

**TUITION:** The tuition for a student enrolled in CCHC depends on the program he/she participates in. Tuition is due for the entire year even if the child does not complete the season. Options for tuition payments are available upon special requests and board approval.

Discounts are available to make family participation more affordable, and are as follows; *Sibling - A sibling discount of \$25/season (\$12.50/semester) may be applied to the choir tuition for each additional family member; once an initial student is registered at full tuition. A standard tuition deposit of \$50 per member is required. This will be applied toward the tuition. The deposit is due by the first parent meeting of the season.*

Children’s Choir Payments	<u>Full Tuition</u> \$225.00
Treble Choir	<u>Full Tuition</u> \$250
CopperSound Payments	<u>Semester Tuition (2 semesters = 1 full tuition)</u> \$125
Joyful Songsters	No tuition requirement

**PAYMENTS:** All payments must be made by cash, check, money order, or credit card/with a transaction convenience fee added. Checks are to be made payable to the Community Choirs of Huntington County (CCHC) and mailed to: Community Choirs of Huntington County, P. O. Box 293, Huntington, IN 46750. Arrangements will be made to accept payments in person. To make an e-check or credit card payment, please contact the Treasurer at treasurer.cchc@gmail.com (please remember that a transaction convenience fee will be added for credit cards).

**Payment plan:**  
\$50 Registration Fee  
50% of the remaining balance due October 28, 2025  
Final balance is due by November 25, 2025.

**Spring Registration Payment Plan:**  
\$50 Registration Fee by January 27th, 2026  
50% of the remaining balance due February 24, 2026  
Final balance is due by March 24th, 2026

**Payment will not be accepted at choir rehearsals or performances and must be coordinated with the Treasurer.**

**DEVELOPMENT:** Student tuition covers approximately 20% of the CCHC operating budget. A goal of the choir is to continue to keep tuition costs affordable for all families. The Board of Directors strives to secure additional funding through foundations, grants, private and corporate contributions, and fundraising events to provide for the remaining budget needs. **Student participation in these fundraisers helps meet our goal to keep tuition costs reasonable.** A portion of all monies raised by students through CCHC fundraisers may be used by the board to cover the singer’s choir expenses (i.e.: tuition, uniforms, and field trips) and are the property of the CCHC. The remainder of all funds raised by students will go toward the operating expenses of the choir. **No funds will be returned to individuals or carried over if any individual leaves the choir and/or returns at a later date.** It is illegal for nonprofit organizations like CCHC to distribute funds to individuals.

**BOARD OF DIRECTORS:** The Community Choirs of Huntington County Board of Directors exists to oversee the business of the corporation.

Angie Troyer, President 260-366-7624  
**VACANT**, Vice President  
Joan Gardner, Secretary  
**VACANT**, Treasurer  
**VACANT**, Technology Coordinator  
**VACANT**, Public Relations Coordinator

Shelby Kipfer, Parent Representative  
John Gardner, Website Coordinator  
Megan Kohl, Community Member  
Kaitlyn McElhaney, Artistic Coordinator and Teacher Liaison  
**VACANT**, Uniform Coordinator

**Staff: (Nonvoting members)**

Alix Latta, Children's Choir Director  
Audra Lahr, Treble Tones Director  
Aaron Childress & Allison Jennings, Copper Sound Co-Directors  
Sue Nieman, Accompanist, Youth Choirs  
**VACANT**, Youth Choir Administrator

Stephanie Schultz, Joyful Songsters Director  
Tim Ivey, Accompanist, Joyful Songsters  
Terra Rowley, Joyful Songsters Choir  
Administrator/Grant Coordinator

***\*The participation of choir parents as members of the board is valued. If you have a talent you wish to share with our board of directors, please contact anyone on the board.***

**PARENT VOLUNTEERS:** There are many opportunities to assist with our choirs. Parents/Guardian(s) are invited to serve by promoting the choir through social and fundraising activities, helping set up risers for performances, as well as assisting with the supervision of singers. Parent volunteer meetings will be scheduled as needed. Contact a board member to sign up for a parent committee.

**ATTENDANCE:** Each choir member holds a very important place in his/her choir. Rehearsals and performances are expected to take a very high priority in each singer's life. Membership in CCHC is a commitment to faithful, consistent, and punctual attendance. Choir members are expected to attend every rehearsal and every performance.

Absences will be excused for the following reasons:

- Illness—please do not send your child to a rehearsal or performance if he/she has a contagious illness. If your child has laryngitis but feels well, he or she is encouraged to attend rehearsal in a listening capacity.
- Death in the family
- Mandatory school activity and extracurricular events
- Religious reasons

For the youth choirs, parent/Guardian(s) should notify absences, by emailing [coordinator.cchc@gmail.com](mailto:coordinator.cchc@gmail.com) or texting the attendance monitor as far in advance as possible for a planned absence or as soon as possible if your child is unable to attend at the last minute. Parent/Guardian(s) should also contact the attendance monitor if their child will be late or will need to leave early from a rehearsal, performance, or other event.

For Joyful Songsters, singers or caregivers should notify Terra Rowley via [terra.rowley@gmail.com](mailto:terra.rowley@gmail.com) or 260-358-7499. We recognize that singers and families are busy juggling multiple activities. Let an attendance monitor know if you need assistance in getting your student to rehearsal or choral events. We will work with the families to coordinate rides and carpooling as needed.

Missing several rehearsals often makes singers anxious and unprepared for performances. Consequently, when a singer has accumulated a total of three excused or unexcused absences each semester they will need to meet with the Choral Director of the singer's choir to establish his or her readiness to sing in the concert.

**WEATHER CANCELLATIONS:** Announcements regarding weather cancellations will be e-mailed, posted on our Facebook page, and sent out using the **REMIND APP**\*. Please note that choir rehearsal will not automatically be canceled if school is canceled or released early due to weather issues. The board will make a final determination and communicate through REMIND by 4:30 pm.

\*Youth choir members can sign up for REMIND by texting : **81010** the message: **@sing1992**

OR you can type: **rmd.at/sing1992** in the internet browser of your smartphone/computer.

\*Joyful Songsters members can sign up for REMIND by texting Terra Rowley at 260-358-7499.

**REHEARSALS:** The following procedures will help us achieve the discipline for which we want to be known. They are enforced for the singers' safety, to ensure orderly rehearsals, and out of respect and courtesy for each other.

- Arrive no more than 15 minutes before the designated rehearsal time.
- Singers should report directly to the downstairs rehearsal area of the Merillat Center. Only use the elevator when medically necessary.
- Singers will maintain an appropriate volume level and be courteous of surroundings in the Merillat Center and First Presbyterian Church or on the grounds at all times. We are guests of these facilities.
- Check-in with the Attendance Monitor and report to the rehearsal room. It is your responsibility to check in with the Attendance Monitor, failure to do so may result in being marked absent.
- Give absence notes, permission slips, etc., to the Attendance Monitor. (Tuition payments will not be accepted by the Attendance Monitor or Choral Director.)
- Use the restroom before rehearsal.
- Bring only bottled water into the rehearsal area. Try to eat a nutritious snack or dinner before you arrive.
- Do not use electronic devices during rehearsal. This includes cell phones, iPads, and video game players. They should be turned off and placed out of sight when you come into the rehearsal room, or preferably left at home.
- If, for any reason, you cannot actively participate in a rehearsal, bring a written note for the Choral Director and observe the rehearsal quietly and attentively.
- If a singer becomes ill during a rehearsal, the singer should notify the attendance monitor.
- At all times show respect for each other, the Choral Directors, Accompanists, staff, parent/guardian(s), volunteers, and the facilities as well as Huntington University students, faculty, and staff.
- If parent/guardian(s) or interested members of the community desire to observe a rehearsal, out of courtesy, they should contact the Choral Director prior to the scheduled start of the rehearsal.
- **Drop off –Please drive up to the Merillat Centre from the south so that the children are getting out of the vehicle on the passenger side. Vehicles driving in both directions create a dangerous situation.**
- **Pick up-Children are to wait in the foyer of the Merillat Centre until the Attendance Monitor has released them to their parent/guardians' vehicle. Please drive up to the Merillat Centre from the south so that the children can get into the vehicle on the passenger side. Vehicles driving in both directions create a dangerous situation.**

**PERFORMANCES:** The choirs hold two concerts each year. In addition, the youth choirs have up to 4 other events this year. The Joyful Songsters season is longer and may have up to 10 additional events each year. It is a priority of the choir to sing at other community events and for various organizations whenever possible. This shows our gratitude to the organizations that support us and promotes the choirs within the community. Those dates are scheduled throughout the year and are communicated to the parents/guardians/caregivers as soon as possible.

#### **Performance Guidelines:**

- Dress rehearsals are required for participation in formal concerts.
- Get plenty of rest and eat a nutritious meal before a performance.
- Arrive ten minutes before the announced call time and immediately check in with the attendance monitor.
- Arrive in the proper uniform (formal or informal) for the specific performance.
- Conduct yourself in a quiet, polite, and professional manner at all times. Undivided attention will be given to the Choral Directors or chaperones.
- Let a chaperone know if you are feeling ill before a performance. If you begin to feel ill during a performance, quietly sit down and rest for the remainder of the program. Chaperones are always watching and will help if necessary.
- Be respectful and supportive of other musicians or performing choirs. Listen attentively and applaud at the appropriate times.

#### **Performance Dress:**

Uniform appearance is an important part of group performance. It conveys a message of equality among choir members and emphasizes the whole rather than individuals.

#### **Looking Your Best for a Choir Performance**

- Make sure you dress in the correct uniform and that it still fits. Children can grow a lot from the first concert of the season to the last.
- All uniform pieces should be clean and neat (ironed if necessary). Shirts must be tucked in. Be sure to include all pieces (i.e. tie, choir pin, etc).
- Good personal hygiene is a must for all singers. Make sure to bathe and brush your teeth before a performance. If you need deodorant, please use it.
- Clean, combed hair is always expected of each singer. So that you can clearly see the director, hair should be groomed away from your face. Use natural-colored barrettes, bobby pins, small black bows, or a black ribbon to secure hair, if needed. Any colored or large hair accessory will be removed before the performance. Different colors, rhinestones, or large bows are distracting and may block the view of another singer.
- No obvious makeup should be worn.
- No perfume or scented products should be worn. Many people are sensitive to perfumes.
- Nail polish, if worn, should be clear or “nude” in color.

**UNIFORMS:** CCHC has uniform guidelines that are utilized for various performances.

<b><u>Formal Concerts: Women</u></b>	<b><u>Formal Concerts: Men</u></b>
<ul style="list-style-type: none"><li>● Choir pins must be worn on the left side pocket area</li><li>● Black dress shoes closed toe</li><li>● No tennis shoes</li><li>● No flip flops / crocs</li><li>● Long hair must be out of face using a neutral hair tie, hair band, bobby pins or any other applicable accessories.</li><li>● Black dress or skirt, knee length or longer</li><li>● Nice black top, short sleeves or longer, otherwise, a black shrug like jacket must be worn.</li><li>● Solid nude or black tights or panty hose.</li><li>● Makeup must be neutral</li><li>● Jewelry must be simple, no gaudy/large pieces.</li></ul>	<ul style="list-style-type: none"><li>● Choir pins must be worn on the left side pocket area</li><li>● Black dress shoes closed toe.</li><li>● No tennis shoes</li><li>● No flip flops / crocs</li><li>● Long hair must be out of face using a hair tie, hair band, bobby pins or any other applicable accessories.</li><li>● Blank pants</li><li>● White long sleeve dress shirt with undershirt</li><li>● Solid black bow tie for Children's Choir</li><li>● Solid long black neck tie for Treble Tones</li></ul>

**Formal Uniform CopperSound**

Same as above: Wear all black with an accent of gold of students' choice (i.e. tie, belt, a piece of jewelry, shoes, etc.).

<b><u>Semi-formal: ALL</u></b>	<b><u>Informal: ALL</u></b>
Black dress pants CCHC T-shirt Black dress shoes closed toe. No tennis shoes No flip flops / crocs Long hair must be out of face using hair tie, hair band, bobby pins or any other applicable accessories.	CCHC Tee-Shirt* tucked in Jeans without holes Black flats or clean, plain colored tennis shoes

**\*Accessory items and t-shirts will be ordered via the Uniform Coordinator. If you need help finding uniform pieces for your child, please contact [coordinator.cchc@gmail.com](mailto:coordinator.cchc@gmail.com).**

All uniform components will be kept at home by the students. The student is responsible for maintaining the uniform and wearing it to all performances.

**MUSIC:** Music folders will stay in the Merillat Center unless your Choral Director gives you permission to take your folder home. If music is lost, irreparably damaged, or not returned, an additional fee of \$2 per piece of music will be charged to cover replacement costs. Never fold or roll music. All markings should be done lightly in pencil.

**HOME STUDY:** Occasionally, learning assignments involving music theory or memorization of text and music are given. Completion of these assignments is an important part of the singer's choral experience. The Choral Director will determine when the assignments are given and how they will be evaluated.

**FIELD TRIPS:** The CCHC choral program occasionally schedules trips to provide opportunities to perform, learn, and grow as musicians in educational settings outside of the Huntington community. For trips requiring significant travel, all students are encouraged but not required to participate. All trip expenses are the responsibility of the choir member. In the months leading up to a trip, various fundraisers are scheduled allowing students to raise money for travel and other expenses.

**HANDBOOK:** Keep this handbook in an easily accessible place so that you may use it for quick reference. It is important to read and understand the entire handbook as well as to examine all CCHC policies and procedures with your choir member. After reading the handbook, choir members and parent/guardians are asked to sign and return the Statement of Commitment confirming the understanding of what is expected of the choir member and parent/guardians by November 1st. If you have questions, please contact your choral director or a member of the Board of Directors.

**PARENTAL SUPPORT:** Being supportive of your singer's choir involvement includes volunteering, helping your child follow the CCHC rules, encouraging home study, and nurturing his or her love of music. Reinforcing singers' commitment to CCHC builds integrity, and is a life skill lesson. It is important to children that parents/guardians attend their performances. They are excited to share what they have learned with you. Please use the following performance etiquette guidelines to set an example for others during performances.

## **AUDIENCE ETIQUETTE**

### ***Before the performance:***

- Arrive on time for the beginning of the concert. Doors generally open 30 minutes before a performance. If you are late, please wait outside the concert hall until the end of the piece being performed.
- Turn off cell phones and all other electronic devices before entering the concert hall. Refrain from text messaging or playing games in the concert hall.
- Performances are not always enjoyable for very young children. Please take them outside the concert hall if they become disruptive.

### ***At the performance:***

- Do not engage in any activity that could be distracting to the audience or performers such as talking, laughing, or walking in and out of the concert hall.
- Sound recording is prohibited unless permission has been granted in advance by the Board of Directors. Flash photography is prohibited as it is a distraction to the choir members.
- Do not attempt to call attention to individuals in the choir. Children will be especially tempted to wave to family and friends. Don't encourage this behavior. A simple smile will show them how proud you are.

### ***Applause***

- It is customary to applaud when the conductor comes onstage.
- If the piece consists of multiple sections or movements, hold your applause until the end of the piece. If you are unsure of when you are to applaud, watch for the director's hands to come down to her side.
- Hold applause for soloists until the end of the piece, unless the song is in jazz style. The Choral Director will recognize the soloist(s) individually at the end.

## **CODE OF CONDUCT**

**Director Authority:** Directors are hired by and under contract with the CCHC Board and have authority to use best efforts to rehearse and maintain control in rehearsals and performances. The Director may call out unacceptable behavior and, if necessary, initiate the discipline policies described in The Handbook.

**Respect and Cooperation:** Members are expected to show respect for and cooperation with members, directors, accompanists, other staff or volunteers, and to comply with instructions from those in authority, as described in The Handbook.

**Negative Behavior:** Any form of negative, offensive, insulting, discriminatory, or aggressive behavior is prohibited. Members should avoid causing discomfort to others, including excessive talking during rehearsals or performances, or uncomfortable touching, especially after a caution or request. Failure to adhere to this expectation may result in removal from a rehearsal, or other discipline actions as described in The Handbook.

**Fees and Fundraising.** Members are responsible for any tuition or fees and are encouraged to participate as able in fundraising projects. The percentage of profit that will be go towards the student's CCHC expenses and the percentage towards the general operating expenses of CCHC will be designated at the beginning of each fundraiser. Failure to meet financial obligations could result in removal from the group and/or non-participation in the future.

**Attendance:** Members are expected to attend rehearsals and performances unless sick or excused, as described in The Handbook.

**DISCIPLINE POLICIES:** We expect model behavior from all choir members during rehearsals, performances, and other events. Choir members are representatives of CCHC and the Huntington community. It is important that the public knows that CCHC members are outstanding citizens, ambassadors, as well as excellent singers.

Consequences of ***disruptive behavior*** during a rehearsal or performance:

- First time- Verbal warning: The Choral Director will verbally address the singer.
- Second time- Another verbal warning: The Choral Director will verbally reprimand the singer and remind the singer that it is his or her second warning.
- Third time- Removal from rehearsal. The singer will be asked to sit quietly in the hall with the Attendance Monitor and wait for his/her parent/guardian(s)/caregiver. When the parent/guardian(s) come for pick up, the Choral Director will have a meeting with the singer and parent/guardian(s) to discuss what happened during the rehearsal. Being asked to leave a rehearsal will count as an unexcused absence.

***If a singer is removed from a second rehearsal*** it will result in another meeting with the singer, parent/guardian(s), Choral Director, and a member of the Board of Directors.

***Removal from a third rehearsal*** will result in removal from the choral program, either for a determined length of time (Probation) or for the entire year (Expulsion). **Tuition is non-refundable.**

#### ***Probation***

If the singer does not meet the standards of behavior stated in the CCHC Handbook, a probationary period will be considered. A conference will be held, which will include the singer, parent/guardian(s), the Choral Director, and a member of the Board of Directors. The offenses will be discussed at the conference and a probationary period will be determined. When the probationary period has been completed, another conference will be held with the singer, parent/guardian(s), Choral Director, and member of the Board of Directors to determine if the student will be allowed to return to rehearsals or if he/she must leave the choir permanently.

#### ***Expulsion***

Permanent expulsion from the choir is something we hope to avoid. The following are behaviors that require ***immediate expulsion*** from the choir: possession of a knife, weapon, explosive, or item resembling or used as a weapon; possession, use, or being under the influence of narcotics, illegal drugs, tobacco products, or alcoholic beverages; threat of engaging in law-breaking of any kind. If any behavior which constitutes a danger to others is exhibited, the student will be permanently expelled from the choir. In the event of expulsion, tuition is non-refundable.

#### **Harassment Policy**

It shall be a violation to harass another student, employee, or volunteer of the Community Choirs of Huntington County through conduct or communications of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

All complaints of harassment shall be handled in the following manner:

1. Complaints will be made to a member of the Board of Directors. Complaints are preferred in writing. If a verbal complaint is made, the CCHC Board member who receives the complaint shall complete a written report.
2. Written reports must name the person(s) charged with harassment and state the facts.
3. The written report shall be brought to the Board of Directors as reported.

The Board of Directors will:

1. Complete an investigative report of alleged harassment. The Board will conduct any necessary follow-up, gather additional information, and conduct interviews with any students, employees, or volunteers having information of the situation.
2. Contact all parent/guardian(s) involved in the situation immediately.
3. Meet with the parent/guardian(s) and the student charged with the harassment.
4. Determine appropriate disciplinary action. Disciplinary action could be as extreme as dismissal from the choir with no refund of tuition.

**The remainder of this page was intentionally left blank  
(so the release prints on a separate page)**

**The remainder of this page was intentionally left blank  
(so the release prints on a separate page)**

**Community Choirs of Huntington County  
Statement of Commitment,**

**Liability and Photography/Videography Release  
2025-2026 Season**

- ☐ **Insurance:** I, and my child, understand that the Community Choirs of Huntington County does not provide accident or health insurance for its members, program participants, volunteers or guests, and further understand it is the participant's parent/legal guardian's responsibility to provide such coverage.
- ☐ **Medical Treatment:** As the youth participant's parent/legal guardian, I give permission for the Community Choirs of Huntington County staff or volunteers to provide emergency medical treatment, and to arrange for transportation to an emergency center for treatment deemed immediately necessary or advisable by a physician.
- ☐ **Property Loss:** I, and my child, understand that the Community Choirs of Huntington County is not responsible for personal property lost, damaged or stolen while using choir facilities, including parking lots, or while participating in choir programs. Please do not bring items that you would not want lost or stolen.
- ☐ **Photograph/Video Release:** I, and my child, hereby acknowledge, and give permission for the Community Choirs of Huntington County to use, without limitation, photographs, film footage or audio recordings which may include the youth participant's image or voice for purpose of promoting or interpreting Community Choirs of Huntington County programs.
- ☐ **Release of Liability:** I am an adult age 18 or older and give permission for my child to participate in Community Choirs of Huntington County activities. I understand the risks associated with these activities and assume such risks. Therefore, I understand and expressly acknowledge that I release the Community Choirs of Huntington County, its board of directors, partner organizations, employees, members, volunteers, and guests from all liability for any injury, loss, or damage connected in any way whatsoever to his/her participation in Community Choirs of Huntington County activities, whether on or off the premises.
- ☐ I hereby acknowledge that I have read the 2025-2026 CCHC Student & Parent Handbook and understand the commitment and expectations as a choir member.

---

Choir Member Printed Name

---

Choir Member Signature

---

Date

---

Choir Member Parent / Guardian Printed Name

---

Choir Member Parent / Guardian Signature

---

Date

Please sign and return this page to Angie Troyer at the Fall Parent Meeting or within 14 days of receiving the Handbook for your child to be considered a member of CCHC.