

**Panther Creek
High School**



Choral Department

Handbook

2018-2019 EDITION

Message From the Director

Greetings! My name is Brad Bensen and I am the Director of Choirs and AP music theory courses at Panther Creek High School. I feel blessed to be teaching the students in this program and am quite sure that the time they invest with me this year will be well spent as they perform quality literature, learn more about music and also develop lasting friendships.

This updated handbook will help new choral families get acquainted with how the program works here at Panther Creek.

My contacts: bbensen@wcpss.net; office phone at 919-463-8656 ext. 25234

Program website: www.panthercreekchorus.com

Program Overview



The choral program at Panther Creek High School is aimed at producing excellence in its students through a challenging music curriculum that focuses on the development of the whole musician—as proficient performer, academic student and caring citizen. The mission set forth for this program will thus be: *“To encourage students to be people of exceptional character and musicianship while conveying personal standards of substance, commitment and **excellence**.”*

Students in the choral program will have the opportunity to learn music and musical concepts from literature representing a diverse array of styles, historical time periods, cultures, and musical genres. **The music selected will be appropriate for its educational and musical value, rather than its popularity, entertainment value or listener appeal.** *These music courses are indeed academic classes, and students will be expected to learn, participate and demonstrate their knowledge about such elements.* Concepts taught in the choral classes will be based on curriculum standards highlighted later in this handbook.

Getting Connected:

Regular classwork and student-specific announcements will be posted through the Wake ID portal for Google Classroom. Also, Remind.com is used frequently for reminders and important announcement. ALL students must enroll in this on their own; assignments will regularly posted here. Please make a priority to enroll on the first day of school as follows:

Pd. 2 Mixed Chorus

Course Code: nqd5wpg

Class Link (right click and open in new tab): [Mixed Chorus Google Classroom](#)

Must also connect through Remind through <https://www.remind.com/join/mxdchr>

Pd. 3 Women's Ensemble

Course Code: kso8ow2

Class Link (right click and open in new tab): [Women's Ensemble Google Classroom](#)

Must also connect through Remind through <https://www.remind.com/join/wmsens1819>

Pd. 4 Chamber Choir

Course Code: 9wuq4c

Class Link (right click and open in new tab): [Chamber Choir Google Classroom](#)

Must also connect through Remind through <https://www.remind.com/join/pcchbr18>

All Parents should likewise connect through our Parent Remind group, which will likely be used no more than once a month: <https://www.remind.com/join/chrsprnts>

The Performing Ensembles:

Mixed Chorus: Pd.2

The Mixed Chorus will be comprised of a variety of students representing all four grades, though mostly underclassman. This non-auditioned class focuses on basic musicianship and protocol for choral rehearsals and performances. It includes an introduction to music sight-reading and

proper singing technique using choral literature for mixed voices (SAB and SATB). Music selected will range from the 16th century through current day, including a cappella music, historical literature, lighter “mainstream” arrangements as well as music from various cultures, genres and languages. Students are expected to perform in 2 regularly scheduled chorus concerts (each with a matinee performance as well)

Women’s Ensemble: Pd. 3 This year-long group will include girls in grades 10-12. Ladies in this group must **already** have a fundamental understanding of sight-reading and singing techniques. Music selected is written specifically for 3-4 part female voices and will involve a wide range of styles, cultures, and languages. Students will perform in all regular chorus concerts, at our District Choral Festival and possibly at a couple of other events in the community.

Panther Creek Chamber Choir: Pd. 4 The premier performing group at PCHS, this year-long auditioned ensemble will represent students in the upper grades at PCHS. This class will require the greatest commitment and involvement of any choral class. Students **must** be proficient sight-readers and must have a working knowledge of singing technique. This class will sing throughout the year at regular chorus concerts but also in various community events in our area.

The Catatonas Our auditioned contemporary a cappella group! A non-credit extracurricular ensemble, The Catatonas are made of about 16 students who rehearse during 2 SMART lunch sessions per week. Generally, only the most capable and committed upperclassman students are considered for the group. Auditions are held in early September and will be limited to Chamber Choir students only.

Supplies/Materials

Students may need the following materials in every class rehearsal:

- **Water bottles filled with WATER are recommended for ALL choral rehearsals (a fountain is in the room)**
- Loose-leaf paper
- Pencils (NOT PENS! Choral music markings **MUST** be made in erasable pencil)
- Music (distributed in folders owned by PCHS)
- BYOD device (10 laptops are also available in the classroom)



Consider donating some of the following items to our classroom:

Tissues, AA & 9v alkaline batteries, hand sanitizer. THANKS!

Classroom Expectations

The following rules and expectations are applicable to both daily classroom rehearsals **as well as to any field trip or music event held outside of campus**, regardless of time or day.

1. **Be respectful to self, others and property.**
 - Students are to behave in a way that they cause **no disruption** to teaching or to other student’s learning while being considerate of others’ needs, feelings and belongings; Singing is a personal art; it is rude and hurtful to make fun of other’s efforts...
2. **Be on time!**
 - Plan trips to lockers, bathrooms, water fountains and visits with friends before the tardy bell rings. **We follow the school’s rules and consequences for tardies.**
3. **No ELECTRONICS, food, gum or open drink containers are allowed in the classroom.**
 - Cell phones should only be used for instructional reasons; otherwise, they **MUST** be STORED.
 - Only **water** in plastic bottles with replaceable lids is allowed and in fact *encouraged*. There is a water fountain in the room for refills.
 - **DO NOT** chew gum or eat other food during class.
4. **Learn from both success and failure.**
 - Success rarely occurs without many mistakes to precede it!; Further, **It is okay to be wrong, but don’t be content to stay that way!**

Discipline

It is my opinion that there are no bad students, just occasional bad decisions. Disciplinary actions will be based on school-wide conduct codes.

- 1) **Verbal warning (warning may not necessarily be phrased, “This is your warning!”)**
- 2) **Parent contact**
- 3) **Lunch detention**
- 4) **Admin Referral (after-school detention, ALC, etc.)**

Make-up Work

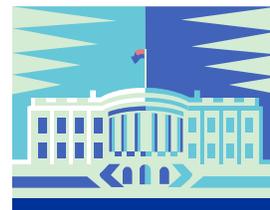
Absences due to illness or approved school trips are allowed several days to complete make-up work. **It is the STUDENT’S responsibility** to secure such assignments BEFORE a known field trip and immediately after other unplanned absences, such as sickness. *Missed/non-complete assignments made be made up, but a percentage penalty will apply to assignments that take more than 5 days to complete.* If an assignment involves a task that could only be completed on the particular day an activity was assigned (like a class listening assignment), the student will be omitted from that individual assignment (unless an alternate assignment is assigned to take the place of the missing grade). Students should utilize SMART Lunch for make-up of quizzes.

SMART Lunch

Per PCHS policy, it is the expectation that all students attend **4 SMART lunch sessions** throughout the semester, which will be documented on report cards in all classes at PCHS. Two days a week, the chorus room will be open for those needing help with class-related activities (Tuesdays-A and Thursdays-B). Please be aware that no putative grades are given for non-attendance, but extra credit may be awarded for being present at tutorials. **Students need to sign in with the date and initials on the SMART lunch clipboard.** Student-leaders may be involved in these sessions as peer-leaders. There may be at least 1 voice-part sectional per quarter, which will be required by **ALL** choral students. If I am not in lunch duty or have department meetings, the chorus room will be open for students to eat lunch in, assuming they properly clean-up after themselves. Students may also come for individual practice but must ask for use of the 2 small “practice” rooms, with a first-come, first-served process for reservation. *Tutoring sessions should be attended by any students who are not demonstrating success on various assessments and quizzes*

Student Leadership

Several opportunities exist for students to be involved in department leadership. The following positions will be either elected or appointed by the director:



- **President:** Represents class at choral meetings, helps director manage and recognize student needs, and coordinates music rehearsals in the absence of the director and advocates for the program. The President will also help promote the choral department as a whole and will act as a Historian to keep photographic or video media samples throughout the school year for viewing at an end of year presentation. The President may also attend monthly Booster meetings as a liaison between the students, director and parents.
- **Vice-President/Secretary:** Elected by peers, assists president and director with music related issues, organizes class meetings/social events, helps to maintain/promote class morale. Also is responsible for helping to promote public performances in the community (advertisement) and will help maintain a chorus bulletin board (if available). Responsible for the management of print music resources and class rosters (**will help take roll daily on a regular basis**). Creates electronic communication sources for class updates on Facebook/Twitter or class email lists.
- **Treasurer:** This student will check all deposits made by students before deposit into our new class safe. Integrity, accounting skills and responsibility are the obvious prerequisites.
- **Section Leaders:** Appointed by the director, these important helpers will take roll of their section each day, reporting to the VP, and will help lead sectional rehearsals.

Performance Activities

Concerts

Public performance is one of the most effective means of music education assessment. Because chorus is considered an **academic class**, grades are assigned for participation in all scheduled performances. **Unexcused absences from any of these events will result in a failing performance grade.** We need ALL of our students for our performances—each person makes a difference!

- Regularly scheduled **concerts are graded events**, counting **20%** of the student's quarter grade, assessed on the following criteria:
 - Proper preparation: Correct outfit, on-time, present for warm ups with group
 - Singing with appropriate energy/attitude
 - Focus, discipline and teamwork ethic (i.e. before concert and between songs)
 - Off-stage etiquette and discipline
- All reasons for absences will be considered excused or unexcused at the discretion of the director. **Any reason besides an unexpected emergency or sickness will need to be approved BEFORE the concert occurs.** *It is rare that concert absences for reasons other than illness will be approved.* **Because concerts are scheduled months in advance, and students/parents have access to these dates, poor planning on behalf of the performer will not be excused (such as not having a ride or scheduling other appointments).** Students/parents will need to take initiative to deal with any such issue before the actual date of a performance.
- If a student is **absent from school** (due to illness) on the day of a concert, he/she should contact Mr. Bensen so that planning can be made on the night of the concert to rearrange singers, soloists, etc. If the student feels marginally better, he/she might come to the concert as an audience member and do a written critique of the performance due the next school day attended. Otherwise, when the student returns, a signed note from a parent, stating that his/her child was sick is necessary to allow a grade substitution, **which will be a written paper due 5 days after the missed concert.**
- Any additional performance that is determined as a “graded/mandatory event” will be announced at least 1 month prior to the activity. Students that have conflicts must communicate immediately with Mr. Bensen; an alternative assignment may be necessary for those with non-flexible commitments
- According to board policy, students suspended from school on the day of a concert (or other performance) are **prohibited** from participating in that performance. Such students will have to make the grade up through an individually assigned activity (like a music history paper) or take a failing grade for the event.

Outside-of-Class Rehearsals

Occasionally, outside-of-class rehearsals will be scheduled if necessary to prepare for a performance.

- **Rehearsals MAY be held the DAY BEFORE the concert in the auditorium from 2:30-4:30.**
- Because a choral group is always incomplete if missing any of its members, **it is important that all members are present.** For this reason, such rehearsals will be GRADED events, based on participation, and meeting the general expectations.
- Students should plan to stay for the entire rehearsal. **Because there are a maximum of 2 after-school practices per semester, sports practices will not be an acceptable reason for a student missing, though a pre-determined school game will be an excused absence.**

Concert Attendance: Audience Members

Concerts are a great way to see the progress of the individual students as well as the program as a whole. These events are designed to be informative, enjoyable and hopefully inspiring. Important information:

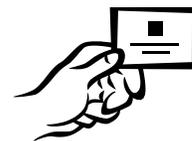
- a. Most concerts will last about **1 hour and 20 minutes.** It is hoped that parents, extended family and friends will come and support the efforts of our students.

b. **Admission** will be charged at regular concerts, as it is a main avenue to support the budget of the program. Additionally, numerous expenses are associated with every concert we perform—admission is necessary to help with such costs. PCHS charges a **general admission of \$5 for all arts class performances**. There is a single-family maximum of \$20 (immediate family members, only). **Children 6 & under are free**. However, a **concert punch card** is available for purchase which allows 10 ticket uses for just \$35. More information follows.



C. For those experiencing financial difficulty, a 1 use- Concert Pass is available directly from Mr. **Bensen** before the day of the performance. Students should see him directly to get passes.

Concert Punch Cards



Concert Punch Cards allows concert entry at a reduced cost of as low as \$3.50 per concert. The card sells for **\$35.00** and allows up to 10 tickets/uses, though is given as a **free gift** to any who make a family/personal **donation of \$100** or more (this does not include community/business donations; the “gift” amount = \$65 for tax purposes as a \$35 value has been received in return). The cards are good for regular chorus concerts only. Because the card is punched by ticket takers, card holders get to bypass long lines at the ticket window, resulting in a speedier entry into the auditorium.

*The cards should facilitate an easier entry flow for our concert audiences at while also offering a discount so that all family members can attend. The choral boosters also receive payment for these cards at the beginning of the school year when there are so many necessary expenses. This is a win-win for everybody! **Please consider purchasing one!***

Cards will be sold during the first week of school as well as at concerts in the ticket booth. The cards are generally distributed within a week of the first concert.

Performance Outfits



- Uniformity in appearance is important to choral performance. Therefore, all students will wear the designated outfit for each performance. No student will perform without the proper outfit, which can result in a zero performance grade.
- Assistance can be provided for **any** student financially unable to purchase the proper performance outfit. It is the **responsibility of the student/parent** to communicate a financial need to the director or appropriate booster organization member (President or Treasurer). A benevolence request application is attached at the end of this document and is on our website under “documents”
- Jewelry for the women in 3rd and 4th period is a set that is purchased at cost at the time of dress sizing. **No other jewelry should be worn.**
- Used dresses MAY be available from previous students; this will be discussed in class.
- The Mixed Chorus female shirts are rented items and must be returned in excellent condition.

Mixed Chorus:

Girls:

- White dress shirt w/ribbon belt: RENTED from Boosters through FairShare fee. Must be returned cleaned, in like new condition or a fee may be added for garment replacement
- SOLID black ankle or floor length skirt OR slacks (buy on own; MANY options are available on www.amazon.com)
- SOLID BLACK DRESS shoes (**closed toe**)

Guys:

- Black dress pants with visible black belt (shirt should be tucked in)
- Black dress shoes and BLACK socks
- White long-sleeve dress shirt with traditional collar.
- Black tie (rented from Boosters, to be returned immediately after the concert).



Women's Ensemble:

- Black polysatin dress cut to hem: **\$70.00**
- Black closed toe dress shoe with heel 2" or less (purchase on own)
- Pearl/diamond necklace and earrings **\$7.00** **TOTAL: \$77.00**



PC Chamber Choir:

- Guys:
- Black tuxedo outfit (from Savvi formalwear) consisting of:
 - white mandarin-collar tuxedo shirt w/ black studs and top button
 - black tuxedo adjustable-waist pants
 - black 1-button tuxedo coat
 - solid **black dress** shoes and **black** socks (purchase on own)
 - Black vest (borrow from choral boosters and TURN IN at end of year!)

TOTAL: ~ \$145.00; includes hem length alterations for present and future!

Note: Outfits will be ordered slightly larger to accommodate some future growth.

Girls:

- Black velvet/crepe back satin dress cut to hem: **\$95.00**
- Closed-toe black DRESS SHOE with heel 2" or less (purchase on own)
- Necklace, earrings and optional hair pins: **\$10.00** **TOTAL: \$105.00**



The Catatonas At Cappella Group:

Boys wear the tux from Chamber Choir minus their jackets. A special vest is ordered for each boy, costing \$19.00. Girls wear an inexpensive black dress from Target online (or similar), costing about \$30.00 (TBD).

Outfit procedures:

- *Girls in all periods will try on sizing garments with booster parents one day during class (to determine basic sizes/fit. These dates will be within the first couple of weeks of school and students will be informed in advance. Mixed chorus items (besides the blouses) should be purchased on own—please don't wait until the week of the concert to secure the items!*
- *Boys in Chamber Choir will be measured in class by a representative from Savvi Formalwear around **Sept. 5.***
- *Payment will be due **before** outfits are ordered (**checks made out to the Panther Creek Choral Boosters**)*
- ***Students that are provided outfits through the Choral Booster's benevolence fund should participate in fundraisers to help pay back the booster organization. Outfits that remain unpaid for will remain property of the organization.***

Choral Booster Organization

The choral booster organization is a **501c3 incorporated group of parent volunteers**. No dues or fees are required for membership. All choral parents are welcomed to be involved with the organization. The group exists for the benefit of both choral students and the choral program itself. "Boosters" help support the program by assisting the choral director with numerous program elements, including fundraising, organizing concerts, coordinating trips, and completing numerous other tasks that are necessary for the success of the choral program. **Volunteers that help by coming in during the day to help with program needs** (like outfit sizing, fundraiser distribution, student transportation, etc.) as well as those who **chaperone** on trips **MUST register as a WCPSS volunteer** by going to ANY Wake County school and letting them know that you need to register as a volunteer.

The Boosters will generally meet once a month in the chorus room at the school. **Information for each meeting will be sent out in an email format and on the website (and through the parent Remind.com messaging service) to remind families of the meetings.** Parental involvement is highly encouraged and greatly valued!

Fair Share



The choral program at PCHS has a “fair-share” cost to help acquire the necessary resources for choral activities throughout the year. This FairShare is simply the monetary difference between the projected program income and the amount needed to fully support our operating budget. The actual request is quite small compared to similar programs and **can be met via the following means:**

- a. Acquiring business/community donors (see attached information) **OR**
- b. By cash/check payment (and online at www.panthercreekchorus.com)

Fair-share funds will benefit **all** students in the program, as the Choral Boosters will use the money to help pay for *sheet music, concert accompanists and security, piano maintenance/tuning, program printing, transportation and fees for choral events/adjudication activities, outfit rentals and subsidies (Mixed Chorus), Retreat trips (Women’s Ensemble and Chamber Choir), payment for substitute teachers when choral activities take place outside of school, and other items that can be viewed on the operating budget.*

The operating budget of the Choral Boosters helps to subsidize program expenses while remaining committed to helping students with financial needs. Our annual Booster operating budget is around \$22,000. Planned Booster-specific income is expected to provide ~\$15k of this (through concert admission/pass cards, through family and community donations, and program specific fundraising). An expected shortfall of about \$9000 remains. A per-student participation cost is being requested as follows, **DUE OCTOBER 2nd:**

- **Mixed Chorus** (pd. 2) Fair Share Amount: **\$40.00** (1-semester class) Includes Chorus T-Shirt and White Blouse/Black Ties rental
- **Women’s Ensemble** (pd. 3) Fair Share Amount: **\$65.00** (for year-long students) Includes Chorus T-Shirt and November retreat/seminar
- **Chamber Choir** (pd 4) Fair Share Amount: **\$95.00** (for year-long students) Includes Chorus T-Shirt and September Retreat.

Students that have additional financial needs or extenuating circumstances should contact the choral boosters directly for assistance and/or consideration for a limited number of FairShare scholarships. Detailed information on the operating budget and designation of fair-share funds will be provided at the **parent meeting on Tuesday Sept. 4th at 7pm in the chorus room.** **At this meeting, you will also have an opportunity to pay for these expenses as well as register as a volunteer at PCHS...we definitely hope to see you there!**

Student Expenses and Fundraising



The choral program operates on an annual budget, supported by the Choral Boosters while also receiving a limited amount of money from the school for instructional music purchase. Fundraising efforts will be made to help fund the operating budget as well as for the financial needs of the students themselves (as related to choral expenses). Here are the answers to some likely questions:.

So what is the benefit of being a compliant 501c3 organization?

There are several benefits. First, we will not be required to pay taxes on our “income” (fundraising, concert ticket sales, donations, etc.). Second, those who donate to us can CLAIM A DEDUCTION on their annual taxes! (though donations made that receive a benefit, such as a “free” punch card are only deductible up to the point of that subtracted value—thus a \$100 donation that rewards the giver with a punch card valued at \$35 gains a \$65 deduction receipt). Third, we officially qualify for grants and “grant-matching” donations from some large local corporations. In general, being a 501c3 saves us (and perhaps earns us!) more funding to be used for the benefit of our organization and its students.

Does my child’s fundraising profits go into a dedicated student account for his/her needs?

No. According to IRS tax law, students cannot earn individual profits from their fundraising without paying applicable taxes. Fundraising is a means to help our program offer a well-rounded music experience. Some students cannot afford to pay program expenses; fundraising affords benevolence which can directly help such students, and it minimizes the amount of FairShare that needs to be collected.

What do I do if I can't afford my performing outfit?

It is the mission of the choral boosters to help students with financial needs to acquire the items needed to participate in class. One way that we can help to defray these costs is that we often have several used outfits that are offered at a reduced price—either through the booster group itself or through individual students selling previously worn performing outfits. Secondly, students/families can request benevolence to help subsidize the cost of the outfits. Certainly we understand that performing outfits are not inexpensive but we ask that those with financial needs try to help defray cost from the general group by partnering in fundraising activities. Ultimately, the choral boosters will work to ensure that EVERY child has the outfit specifics that they require!

How do I request benevolence?

At the end of this handbook, as well as on our website, will be a new “benevolence request” document. The document explains the benevolence procedure and features a short form that requests basic info from the student/family requesting the financial assistance. This form can be turned in directly to the choral director, the choral booster President or the Treasurer. Of course, benevolence through the choral boosters can ONLY be used to assist with financial burdens related to chorus class expenses.

Trips

Various off-campus performances may occur throughout the year, though most especially for the Chamber Choir, as it is considered our “touring” group. Various permission forms will be required for each and every trip taken during the year; students MUST have these to participate.

The year-long classes (Women’s Ensemble and the Chamber Choir) will be taking a chorus trip to **New York City** in the spring (April 5-8). The trip will involve performances and assessment, as well as extracurricular activities that will be educational and supportive of group unity and community. The trip is NOT mandatory but is a great way for the students to bond and strengthen their understanding of competitive performance. **We hope to fill 2 buses with students and interested chaperones, who pay the same amount as the students (total of 110 people, maximum).** Chaperones MUST be approved WCPSS volunteers. Information about the trip will be distributed sometime in early September. Deposits/payments will be taken in increments throughout the year and will be payable online. More trip info will be discussed at the first Booster meeting.

Choral Class Curriculum

The curriculum taught in all choral music classes is based on the NC Essential Standards for Music Education, viewable at: <http://www.ncpublicschools.org/docs/acre/standards/new-standards/arts/music/9-12.pdf> The goals are basically as follows:

- Understanding and demonstration of singing technique and vocal pedagogy
- Basic physiological understanding of tone production and care of the voice
- Musical literacy to include sight reading, interpretation, composition and dictation
- Musical harmonic/tonal structure, including scale construction, aural identification and key signatures
- Performance preparation skills and concert etiquette
- Evaluation, reflection and critique of musical performance in both written and oral formats
- Understanding music as a product of history and world cultures

Musical Literature:

The literature learned and performed in class will be of high quality and will represent a wide variety of musical samples. We will also learn music that the North Carolina Music Educators Association suggests through a published music list for our state. Such music is **sometimes sacred in nature**, due to its role in the historical development of classical music literature, *though religious themes will not be*

the focus of my teaching. Music is used specifically for the purpose of its educational and artistic value. An example of the state list is viewable at: http://www.jwpepper.com/branch/branch_index.jsp?&loc=WIN

Students will be encouraged to take seriously their exposure to new forms of musical literature. **The purpose of the class is not to entertain (or to train students to be entertainers), but rather to further the musical knowledge and performance proficiency of the students.** Such a goal will be the driving force behind all programming and rehearsal decisions.

Choral students are grouped into classes based on audition and/or their **length of experience** in the choral program: *Beginning, Intermediate, Proficient and Advanced*. All students who complete at least 2 semesters of Vocal 2/Intermediate level choral music, demonstrating content knowledge, performance ability, participation standards, literacy, etc.) are automatically placed into Proficient and Advanced Levels, which receive Honors Credit. However, it is the expectation that such credit merits enrichment or expansion activities to validate the credit. Thus, choral students at the Vocal 3 and Vocal 4 levels must complete a **Concert Evaluation Project** for EACH semester that they are enrolled in these levels. The project consists in the visiting of off campus choral performances at other schools/colleges, etc. and written reflections about these concerts. Clearly defined guidelines for the project are posted on the PCHS Chorus website (under “documents”) as well as on Canvas. Students should take seriously this project as the non-completion of it will result in at least a 10% reduction in the student’s grade (which impacts GPA the same as if the class were simply an Academic Level).

Grading

1. Classwork 50% (Includes Homework and Class Engagement)

Classwork may include worksheets, online reflections or written essays, oral discussions, etc. Little homework will be assigned, but may occasionally arise from time to time and will be graded under this category. If an item has not been turned in on time, it will be recorded as a ZERO, though, in MOST circumstances, I am willing to accept late work for an appropriate grade penalty, not to exceed 50%. Additionally, extra credit may be available via attendance at SMART Lunch sessions. Class engagement Includes daily involvement in questioning/answering, oral contributions, apparent singing effort, usage of appropriate posture, being on task, work ethic, etc. A common PCHS arts department grading rubric is used to determine participation grades. A copy of this rubric is available on the chorus website, www.panthercreekchorus.com under “Documents.” Unexcused school absences also impact participation grades. *Note: good discipline does not necessarily mean good participation.* *Class engagement/participation is an active process that should be obvious in daily rehearsals and out of class performances.*

2. Performance Attendance 20%

For performances, each student has a responsibility to other members of the choral class. The absence of a single singer will affect the total group’s performance. Students should arrive on time, dressed correctly and ready to warm up at the scheduled time. Performance etiquette, timeliness, singing energy and musical preparation will be the main areas of assessment for this grade.

3. Quizzes 30%

Students will be expected to complete both written and **singing examinations** testing knowledge of musical and conceptual elements discussed in class. Because this is a high-school course, students should be able to discern if they need to take notes whenever new concepts are presented, even if I don’t specifically tell them to do so. Some of the concepts that might be present on such assessments include knowledge of vocal part, singing tone, physiology/anatomy of the vocal mechanism, music theory and history, as well as vocabulary/terminology examinations.

FINAL EXAMINATIONS: As per Wake County school legislation, a comprehensive semester final exam will be given comprising 20% of the student’s overall grade. **Thus, items 1-4 above comprise 80% (40% each quarter) with the exam weighing 20%.** Students should **WISELY PLAN** for these examinations **THROUGHOUT** the semester. Senior exemptions will follow the school’s policy.

TENTATIVE Choral Department Calendar

Dates and times listed below are subject to change. Please monitor event times and dates as published on the program website and other documents sent home. **Items in BOLD are mandatory for all students.*

Date	Event	Place	Time
8/30-31	Chamber Choir Girls outfit sizing	Chorus Room	During Class (DC)
8/31	Signed chorus handbook forms due	Chorus Room	DC
9/4	Meet the Chorus Teacher/Booster Mtg. 1: Includes introductions, an overview of the classes, FairShare and fundraising explanations, budget details, trip planning, etc.	Chorus Room	7:00-8:30pm
9/4	Butter Braid Fundraiser Kick-Off	Chorus Room	DC
9/5 ?	Chamber Choir BOYS tuxedo sizing	Chorus Room	DC
9/6-7	Outfit Sizing: Girls 3 rd Pd.	Chorus Room	DC
9/11	Catatone Auditions (Chamber Students Only)	Chorus Office	After School: Signup Genius
9/12-13	Outfit Sizing: Girls 2 nd Pd.	Chorus Room	DC
9/14-15	Chamber Choir Retreat	Haw River Prk	~3pm depart; return ~4pm
9/20	Butter Braid Money/Forms Due	Chorus Room	DC
9/28	NC Honors Chorus Auditions (involves only select Chamber Choir students ~14)	Meredith College	TBA; during school
10/5	Catatones Sing for Homecoming Football Game	PCHS Stadium	6:30pm report
10/2	Parent Booster Meeting 2	Chorus Room	7:00-8:30
10/10?	Fundraiser Delivery	Chorus Room	2:15-4:30pm
10/26-27	Virginia Tech Honor Choir: Select Students (~6-8)	Virginia Tech	Overnight
10/29	After-school Rehearsal—ALL	Auditorium	2:30-4:15
10/30	Fall Concert—Includes Matinee	PC Aud	4:30, 7pm. Report 3:45pm
11/1	Parent Booster Meeting 3	Chorus R/Aud	7:00-8:30pm
11/5	Chamber Choir: Cary Choral Classic	Cary HS	7pm-8:30pm
11/6	Chamber Choir: Cary Choral Classic	Cary HS	8am-2:15pm; 7pm concert
11/7	NC Honors Chorus Rehearsal—select students ~ 4-8	Broughton HS	3:30-5:30pm
11/10-11	NC Honors Chorus—select students ~4-7	WinstonSalem	All Day; Concert 3pm
11/26-29	Spring Musical Auditions	Chorus Room	After school
12/3	Musical Rehearsals Begin	Chrs Rm/Aud	2:30-4:30pm
12/6	Chamber Choir Sing at NC Capitol	NC Capitol	11am
12/17	After-school Rehearsal?????—ALL	Auditorium	2:30-4:15
12/18	Winter Concert—Includes Matinee	PC Aud	4:30, 7pm. Report 3:45pm
1/12	UNC Men's Choir Festival	UNC	TBA
1/25-26	9-10 Invitational Honors Choir: By audition only	Wingate Univ.	All Day; Concert 3pm Sat.
1/29	Parent Booster Meeting 4	Chorus Room	7:00-8:30pm
2/2	ECU Choral Leadership Clinic: Select Students	ECU	7am-4pm
2/26	??? Pre-MPA Festival @ Meredith College	Meredith C.	During School
3/7-9	Spring Musical	PC aud.	7pm
3/14	District MPA Choral Festival—all second semester students	Meredith College	TBA—likely 11am-2pm
3/26	Spring Chorus Concert	PC Aud	7 PM; report @6:15
3/28	All-State Chorus Zone Rehearsal: Select Students	Cary HS	4-7pm
4/5-4/8	Chorus Trip to NYC!!! ☺	Tenn.	Leave 6am
4/26-27	All-State Chorus: Select Students ~8	Charlotte	Overnight
5/3	Pd. 3: Women's Choral Festival Combined Concert	Apex/G-L. HS	After school, TBD
5/23	End-of-year Chorus Concert	PC	7 PM; report @6:15
5/31	Chorus Banquet	Commons/ Aud.	6:00pm?

Choral Handbook Release Form

Please sign and return by Aug. 31st:

I have read the online Panther Creek Choral Handbook and understand/agree to the policies and procedures listed in the document.

Student Name: _____ (print)

X _____
Student Signature Date

Parent Name(s): _____ (print)

X _____
Parent Signature Date

Fundraising Permission and FairShare:

In signing below, I recognize that there are some expenses associated with being in the choral program. These expenses are not funded through the school, so it is necessary to request choral department members/boosters to help meet the financial needs of the program. Performance outfits are required and the choral program has a FairShare support program to help fund the operating budget. A financial commitment exists for choral students in the amount of \$40 for Mixed Chorus, \$65 for the Women's Ensemble and \$95 for Chamber Choir. Additionally, I also understand that my student's FairShare can be paid via cash/check, **or** by finding community sponsors and that financial assistance exists in cases of need. Outfit expenses can likewise be paid via cash/check or through requested benevolence. I also understand that some grants/scholarships may be available to those with financial need, but that a benevolence request application must be turned in before expenses are due. Additionally, my child has permission to participate in choral department fundraisers at Panther Creek during the 2018-2019 school year, but I also acknowledge that he or she *has no obligation to do so*.

X _____
Parent Signature

Borrowed Outfits/Equipment:

Some attire is provided to students, on behalf of the Choral Boosters, as a part of the class FairShare fee. For Mixed Chorus, boys receive a black tie that must be returned the night of the concerts. Ladies in Mixed Chorus will have white blouses that have been purchased by the Boosters and are loaned out/rented. These blouses must be **cleaned** and **returned** during the 1st week of the New Year (January 3rd due date). Outfits not returned will require a payment of \$33 for replacement. Likewise, boys in the Chamber Choir will receive black vests that go with their tuxedos (but are owned by the Boosters). Graduating seniors should dry clean and returned their vests by May 31st, or pay a \$20 replacement cost. Please sign below indicating your understanding of the outfit rental procedures and the associated costs for non-return of the items:

Signature of parents of Mixed Chorus students and Chamber Choir boys: X _____

Video and Audio Recording Consent:

Because of the nature of performing arts courses, it is necessary to record audio and sometimes video clips of class rehearsals and performances. Such recordings are generally used for in-class assessment, critiques and learning assignments. Please sign below indicating that you are aware that your child will be recorded in a group setting for assessment purposes.

X _____
Parent Signature

PANTHER CREEK HIGH SCHOOL CHORAL BOOSTERS BENEVOLENCE POLICY

A Benevolence Policy is required by the IRS when assistance is provided to organizations, governments and individuals by a 501c3 organization. This policy clearly defines what kind of assistance may be provided, in what situations it may be provided and how it is to be provided. This policy provides the IRS documentation of benevolence disbursements and establishes benevolence funds are being distributed fairly.

1. Benevolence will be provided by the Panther Creek High School Choral Boosters in a non-discriminatory fashion, based on verified need and/or merit, to a charitable class large or indefinite enough that providing aid to members of the class benefits the community as a whole.
2. A Benevolence Committee will be annually created by the PCHS Choral Boosters Officers and a Chairman will be appointed by the PCHS Choral Director.
3. The PCHS Choral Boosters Officers will determine set guidelines for the Benevolence Committee in regards to:
 - The Charitable class to offer Benevolence. (All students involved in PCHS Choral Department Classes and PCHS Choral Events)
 - The criteria to receive Benevolence. (Financial Need)
 - The maximum Benevolence amount the Benevolence Committee is authorized to approve for a recipient per year. (\$150 Total for Cash and Non-Cash Benevolence to be used for goods, fees or services such as but not limited to Fair Share, Supplies and Tickets)
4. Procedures Established for Benevolence:
 - A Benevolence Form will be required and kept with our accounting records to include the recipient's name and address, costs associated with providing the assistance, the amount distributed to the recipient, a complete description of the assistance provided, purpose for which the aid was given, manner in which the recipient was selected, charity's objective criteria for disbursing assistance, verification of benevolence need, any relationship between a recipient and members, officers, trustees or donors of the charitable organization and the composition of the committee approving the assistance.
 - A PCHS Choral Boosters Officer will receive the Benevolence Request and submit a Benevolence Form to the Benevolence Committee for their review.
 - Within our set guidelines, the Benevolence Committee will have the final approval or denial of who receives assistance, how much assistance they will receive and what supporting documents are required per request. Requests outside our set guidelines will be decided by the PCHS Choral Boosters Officers.
5. An annual budget expense line item for Benevolence will be set up for the distributions of cash and non-cash benevolence items. Cash Benevolences will be paid directly to the vendor on behalf of the student. Non-cash Benevolences will be by waiver of costs for any goods, fees or services provided by the PCHS Choral Boosters.

***Panther Creek High School Choral Boosters
Benevolence Form***

Date of Benevolence Request: _____

Recipient's (requestor) Name: _____

Recipient's Street Address: _____

Recipient's City, State, Zip Code: _____

What is benevolence request for? _____

What is the total cost of the item/event involved in this request? \$_____

How much can the recipient contribute toward this expense, if any: \$_____

****Costs of Assistance: Total Amount Requested from Choral Boosters**_____

PARENT Signature: _____

For Booster Use Only

Amount Distributed _____

Date of Disbursement _____ Check # _____ or Fee Waiver _____

Complete Description of Assistance Provided: _____

Charity's Objective Criteria for Approval or Denial of Benevolence: _____

Verification of Benevolence Need: _____

Relationship between Recipient and Members, Officers, Trustees or Donors of this Charitable Organization, if any: _____

Committee Members approving Benevolence: _____
