

Sebastian River High School

Choral Department Handbook

Syllabus, Policies, Signature Forms



2023-2024

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SEBASTIAN RIVER HIGH SCHOOL CHORAL DEPARTMENT HANDBOOK Syllabus, Policies, Signature Forms 2023-2024



OVERVIEW

This handbook contains the syllabus and policies of the Sebastian River High School Choral Department. Signature forms are located at the end of the handbook. Each student and parent are expected to read, understand and comply with the information and policies herein. Please submit the signature forms by the date specified.

Contact Information

Telephone: 772-564-4269

Email Address: larry.stanley@indianriverschools.org

srhschoraldepartment@gmail.com

Website: **www.srhschorus.com** (those with smart phones can add this website to your home screen for easy access)

Instagram: Follow us @singingsharks

Remind Messaging: Shark Choir parents and students can receive class reminders and other important information via app message/text message and/or email with "**Remind**", a safe way for teachers to text message students and stay in touch with parents. Instructions are in the "Addendums" section of this handbook. *Please note that the Encore member Remind instructions are different than the Shark Choir Remind instructions. If you are **not** in Encore, please follow the **Shark Choir** instructions.*

In the back of the handbook, there are four (4) forms to be filled out and returned to Mr. Larry J. Stanley, Sr., M.M., Director of Choral Activities by **August 31, 2023**

- 1. Choral Department Handbook/Syllabus Acknowledgement Form (student receives a grade of "A" if completed and returned by deadline)**
- 2. Travel Permission Form (must be signed in front of a notary public)**
- 3. Chorus Fee Submittal Form**
- 4. Singing Sharks Gear Order Form (if not ordering online)**

SEBASTIAN RIVER HIGH SCHOOL

2023-24 COURSE SYLLABUS

Course Name and FLDOE Number: Chorus 1303300

Teacher Name: Mr. Larry J. Stanley, Sr., M. M. **Room:** B101
Telephone: 772-564-4269 **Email:** larry.stanley@indianriverschools.org



Office Hours/tutoring availability: 2:05-2:30 Monday thru Thursday (please schedule an appointment to avoid conflicts with after school rehearsals/tutoring/auditions)

I. COURSE INFORMATION

- A. **Rationale** This course an elective that meets the music/fine arts requirement in the student's academic plan.
- B. **Course Description** This course is designed to instruct students in appropriate vocal production techniques and to sing in various styles, with aesthetic perceptions. The students will perform in small and large ensemble settings.
- C. **Essential Standards**
MU.912.S.2.1 - Apply the ability to memorize and internalize musical structure, accurate and expressive details, and processing skills to the creation or performance of music literature.
MU.912.S.2.2 - Transfer expressive elements and performance techniques from one piece of music to another.
MU.912.S.3.1 - Synthesize a broad range of musical skills by performing a varied repertoire with expression, appropriate stylistic interpretation, technical accuracy, and kinesthetic energy.
MU.912.S.3.2 - Sight-read music accurately and expressively to show synthesis of skills.
MU.912.S.3.5 - Develop and demonstrate proper vocal or instrumental technique.
- D. **Course Standards** Please consult the following website for a link to the official state course description and full description of each standard and benchmark:
<http://www.cpalms.org/Public/search/Course>
- E. **Required Course Assessment** Students in this course will take a midterm exam at the end of first semester and a locally created assessment (LCA) at the end of second semester.

II. LEARNING ENVIRONMENT

A. **Methods of Instruction** This course will be taught using various methods including lecture, group participation, cooperative learning, demonstration and performance.

B. **Texts/materials provided by teacher** Sheet music, music folder, musical accompaniment, concert uniforms.

C. **Materials required of student**

1. Materials/Supplies

a) Two boxes of tissues and one bottle of hand sanitizer.

b) Pencil, paper and school-issued laptop.

c) One blue Singing Sharks polo shirt purchased through the Choral Department.

d) Additional concert attire - uniform items/accessories to wear with school-issued uniforms:

1) Tenors/Basses: long solid black socks; and purchase a white wingtip pleated-front tuxedo shirt and black tuxedo shoes through the Choral Dept.

2) Sopranos/Altos: solid black ankle-length leggings to wear for Spring Pops; and purchase black character shoes through the Choral Dept.

2. Syllabus Acknowledgement sheet: The Syllabus acknowledgement sheet must be signed and returned in order to participate in after school rehearsals and concerts, which are graded.

3. Fees

a) Shark Choir Chorus fee: **\$60** includes fitting and use of chorus uniforms for all chorus students. *A \$10 late fee will be applied to those who pay their fee **after** the **August 31, 2023, deadline**, bringing the chorus and late fee total to **\$70**.*

b) Girls' character shoes \$35, by 8/31; add \$10 late fee after 8/31.

c) Boys' tuxedo shoes \$45, due by 8/31; add \$10 late fee after 8/31.

d) Boys' tuxedo shirt \$30, due by 8/31; add \$10 late fee after 8/31.

e) SRHS Singing Sharks polo shirt may be ordered online by midnight, **8/31/23**, at <https://srhschoir2023.itemorder.com/shop/sale/>; the exact cost of the polo shirt will be noted in the online check out, approximately \$35. The online

store is **limited to specific dates** - after the online store closes, items may not be purchased online. It is a graded requirement to wear the Singing Sharks polo shirt one designated day each month; if a student has an excused absence on a designated polo shirt day, then the student must wear their polo shirt on the first day of their return to school in order to receive their grade. For those planning on attending the Music In The Parks Festival in the Spring, wearing the Singing Sharks polo shirt is mandatory while not in the performance uniform.

f) RATIONALE FOR FEES

(1)The SRHS Choral Department is almost entirely self-sustained. Funds collected through fees and raised through various fund-raisers are the lifeblood of the program; they help sustain and grow the SRHS Choral Department. We are to be self-sustained because there is no line item in the SRHS budget for the financial expenditures of the Choral Department even though there are educational and participatory requirements to be met. The students participate in District/State Music Performance Assessments (MPAs) for final exam/end of course grades. Additional ongoing Choral Department expenses include cost of music, entry fees, transportation, uniforms and equipment, all of which enhance the students' musical performance experience. Uniforms and equipment must be maintained and eventually replaced due to normal wear and tear. Therefore, fees are required by each participating student.

(2)Other organizations in the school charge fees for participation: band, sports and clubs. Many of the fees for these organizations top the \$250 mark. The Choral Department fees are much lower, and they cover the entire year.

(3) If the Chorus fee remains unpaid, the amount owed will be added to the student's account and the student will be subject to the school's policy for clearing accounts in order to walk at graduation. Fees are non-refundable or transferable.

III. COURSE TOPICS/UNITS AND APPROXIMATE TIMING

Vocal development (ongoing), Sight-singing (ongoing), Rock Around The Clock Concert prep (8 weeks), Winter Concert/Prism prep (8 weeks), Music Performance Assessments (MPA) prep (9 weeks), Spring Pops Concert prep (8 weeks)

IV. ASSESSMENT

A. **Grading Plan** A weighted category system will be used. Each assignment is worth 100 points. The majority of tests and assessments are in the form of performance in and out of the classroom. There are written and vocal performance assessments on a weekly basis. More comprehensive tests are used at the end of each quarter and at the end of each semester.

Types of assessments:

1. Performance assessments in the classroom
2. Performance assessments outside of the classroom
3. Written assessments
4. Vocal/Singing assessments
5. Comprehensive tests at the end of each quarter and semester

Percentages of weighted categories:

1. Average Daily Grade 30% (participation effort, journal and music handling)
2. Performances 20% (including vocal tests)
3. Written Tests and Quizzes 20%
4. Projects and Written Assignments 30%

B. **Missed Assignment Policy** According to the Student Code of Conduct, all students shall have 2 days to make up work for each day missed (excluding truancy). Assignments and credit for makeup work are within the teacher's discretion. Parents/students are responsible for requesting make-up assignments.

C. **Grade Posting** Generally, assignments will be graded and entered within 2 days. Sometimes, longer or more detailed assignments will take longer to grade.

D. **Interventions for Struggling Students** Any student struggling with a grade below 70 is encouraged to request tutoring. This must be done after school by appointment.

V. COMMUNICATING WITH TEACHERS

All students are provided with an *Office 365* email account (student.name@sdir.org). It is expected that students will communicate with teachers using this account. Emails sent from other providers (Gmail, Yahoo, Comcast, etc.) may be blocked by our SPAM filters and may not reach the intended recipient. Students should conduct themselves respectfully and professionally in all written communication to school personnel.

Teachers will make every effort to return phone calls and emails within 24 hours. If you do not receive a response to an email within 24 hours, it is possible that your message was intercepted by our SPAM filter. Please contact the teacher via telephone if this happens.

VI. ATTENDANCE

One of the most important things you can do to be successful is to show up. Learning is a progressive activity; each day's lessons build upon those of the previous day(s). Just reading the material and completing work independently does not adequately make up for being in class. It cannot compensate for the loss of understanding gained during class participation or the loss of experience gained through explanation or supervised drill. You need to attend class every day. Any student who has an unexcused absence will receive a zero (0) for their class participation grade.

VII. CLASS RULES AND PROCEDURES

The expectations, rules, and consequences of my classroom are intended to keep the classroom environment safe, orderly, and productive. Please respect the rules so that we can maximize learning time together. The rules are not hard to follow, nor are any of them “out of the ordinary.” They are simply expected behaviors for high school students in this classroom. If you have any questions about any of these rules, or why they are in place, please ask me as soon as possible. Adherence to these rules/procedures/policies is a part of the student's daily grade. Thank you for your cooperation!

A. CLASS EXPECTATIONS

Show up on time

- Arrive to class on time and ready to learn
- Get music folder and sit in your chair

Have integrity

- Put forth your best effort at all times
- Follow directions when given
- Follow dress code
- Keep cell phone/electronic devices off and in your backpack

Act responsibly

- Be prepared for class each day
- Take responsibility for your actions

Respect everyone

- Respect yourself, the teacher, and others
- Preserve a positive learning environment

Keep it clean

- Clean up your area before you leave
- Use polite and appropriate language

Show your pride

- Listen to announcements
- Wear school colors on Friday

B. CLASS RULES/PROCEDURES

1. Turn off cell phones and electronic devices
2. No food or drink, except water with a closeable lid
3. Arrive to class on time and ready to learn; bring school-issued laptop to class
4. Put backpack in the designated area
5. No cell phones or electronic devices are permitted in the singing area; students may keep their cell phones in their backpacks
6. Get music folder and pencil
7. Sit in assigned seat before tardy bell rings
8. Teacher checks attendance
9. No talking during attendance
10. Start bell work (instructions on board)
11. Prepare for warm-ups
12. Follow teacher instruction
13. No applying make-up, lipstick, fixing hair, chewing gum or food
14. Do not cheat, plagiarize, or copy work
15. Use polite and appropriate language
16. Teacher will dismiss class
17. Do not line up at the door before dismissal

C. CLASS CONSEQUENCES

1. Verbal warning
2. Call home
3. Detention or sent to the self-reflection room
4. Office Referral

*** Serious offenses can, at the teacher's discretion, result in more severe consequences regardless of previous steps taken. It can also be cause for further action at the teacher's discretion.**

VIII. CHORAL PERFORMANCES AND REHEARSALS

A. PERFORMANCE AND REHEARSAL EXPECTATIONS

1. Participation

All Chorus students are required to participate in after school rehearsals and perform in concerts as a part of their Chorus class grade. Chorus students must attend all after school dress rehearsals during concert week and have paid for their shoes and uniform

fee in order to perform in the concert. Saturday Choreography Workshop attendance is mandatory from 9AM-12Noon, and Workshops are graded. Typically, there are two Saturday Workshops per grading period in preparation for each concert, and the dates are on srhschorus.com/calendar for the entire school year. Students are to be respectful to the chaperones and cooperate with reasonable requests in order to ensure a positive performance. Those who do not comply with reasonable requests will be dismissed immediately and receive a referral.

2. Remind

Parents and students are encouraged to sign up for Remind (a free smart phone app or text), which allows the teacher to safely communicate reminders via cell phone regarding choral performances and rehearsals. Instructions for signing up are in the addendum of this handbook.

3. Music Page

Practice tracks (audio) and scores are provided on the shrschorus.com **Music Page**, under **Resources**. Chorus students may use this resource to practice for upcoming performances. Access is granted only to students who sign up on the **Music Page**.

4. Auditions for Concert Solos, Duets and Small Ensemble Numbers

Chorus students are encouraged to participate in auditions held for solos, duets and small ensemble numbers for each concert. Students must obtain Mr. Stanley's approval for song selections prior to the audition.

5. After Rehearsal/Performance Pick Up Location and Timeliness

- a. The **pickup location** is **at the end of the B-Wing hallway near the parking lot.** This location is designated to ensure the student's safety, allowing the chaperones to supervise those waiting for their ride and preventing students from being left at school unattended.
- b. Students are to be picked up on time at the conclusion of after-school rehearsals and concerts. If the student is left waiting for more than 15 minutes after the scheduled pick-up time, the proper authorities will be contacted.

6. Concert Attire

Students' performance/concert attire will consist of items provided by the teacher and additional uniform items required by the student, unless otherwise specified. All other clothing worn in rehearsals and performances must comply with the dress code provided in the Student Code of Conduct or the student may not participate.

7. Concert Etiquette For Performers And Listeners

Students are expected to be respectful to those performing on stage. Whether sitting in the audience or waiting backstage, there should be no talking or other disruptions that would interfere with the performance. Audience members should not engage in cell phone conversations or use flash photography during performances.

8. Cell Phone Policy For Rehearsals And Performances

Cell phones are not to be used by the students during dress rehearsals or performances. Students will place their phones in the designated area until the rehearsal or performance has ended and students have been dismissed, at which time they may retrieve their cell phones.

9. Travel Expectations To And From Performances

When travel is required for performances, a school or director-approved vehicle will be used and driven by authorized personnel, teacher and/or chaperone.

10. Indian River State College Honor Chorus

This Honor Chorus, run by Indian River State College (IRSC), is to benefit high school choral students in the surrounding counties. Students have the opportunity to improve their vocal production, music reading and performance skills. Students will be selected by the SRHS Director of Choral Activities to fulfill the roster requirements as instructed.

11. Choral and Solo and Ensemble Music Performance Assessments (MPAs)

- a. Each school in the state of Florida is required to participate in the Solo and Ensemble MPAs and Choral MPAs. Assessments are made by a panel of judges for various categories and provide the students the opportunity to do their best and see the performances of those from other schools.
- b. Students must meet grade average and behavior requirements, in order to be considered for participation in MPAs. For those selected, participation is mandatory.

A. Uniform Policy for Chorus Students

Proper uniforms allow the students to complement their performance in the most professional manner possible. This policy outlines the responsibilities for the use and care of the tuxedos and dresses assigned to the students for the year's performances. Concert uniforms will be properly fitted and assigned at the beginning of each school year or upon the entrance of the student into the program.

1. Student Concert Attire - Uniform Care

a. Tuxedos

School-issued tuxedos must be maintained in clean condition for each performance and hung up properly while not being worn (the school-issued tuxedo includes jacket, vest, tie and slacks). The Choral Department will be responsible for cleaning the tuxedos.

b. Concert Gowns and Tunics

School-issued concert gowns and tunics must be maintained in clean condition for each performance and hung properly while not being worn. Also, CLEAR or non-

whitening deodorant should be used when wearing gowns and tunics. The white-type deodorant will stain the garment. The Choral Department will be responsible for cleaning the concert gowns and tunics.

c. Replacement Cost

If the school-issued uniform is damaged beyond repair, lost or not returned for any reason, the student will be responsible for the following replacement cost: tuxedo \$150, concert gown \$100, tunics \$80. If the applicable amount is not paid by the end of the school year, it will be added to the student's account. The student will be subject to the school's policy for clearing accounts in order to walk at graduation.

2. Policy on Jewelry For Performances

When dressed in the choral uniform, jewelry is not to be worn ("jewelry" includes watches, rings, necklaces, hoops or dangle-style earrings, facial piercings or gauges, anklets, hair bands on wrists or any other types of bands/bracelets). These items of jewelry are not part of the uniform; the only exception is that **small** clear, gold, or silver earring studs are permitted (only one in each ear), if desired. Hair bands and clips may be worn but must be the same color as the hair.

3. Policy on Hair Coloring and Tattoos For Performances

- a. For performances, hair is to be clean and styled out of the face. Unnatural hair coloring and excessive styling will not be permitted for any performances as this takes away from the uniform look of the group and is a distraction to others, including the audience.
- b. Tattoos visible beyond the edge of the uniform will not be permitted as it could take away from the uniform look of the group. For performances, if a student has a tattoo that is visible beyond the uniform, the student will be required to cover the tattoo with a skin-colored cover or makeup. Examples: skin-colored hosiery to cover feet and legs, skin-colored long-sleeved dance leotard worn under the uniform to cover arms. Other types of skin-colored coverings required for tattoos exposed other than on arms and legs may be pre-approved at Mr. Stanley's discretion.

4. Non-compliance to the uniform requirements and policies will result in the student not performing.

ADDENDUMS

SHARK CHOIR CHARACTER AND TUXEDO SHOE INFORMATION



Character shoes for girls and tuxedo shoes for boys are a part of the concert uniform.

Our SRHS Shark Choir students look and perform their best when wearing character and tuxedo shoes.



1. The SRHS Choral Department will place an order with the vendor
2. Shoe payments are due on or before August 31, 2023
3. Checks made payable to: SRHS Choral Department
 - a. Girls' character shoes \$35, after 8/31, add a \$10 late fee.
 - b. Boys' tuxedo shoes \$45, after 8/31, add a \$10 late fee.

Tuxedo shoes are worn by boys during rehearsals, auditions and performances. The structure of the shoe gives the proper protection and support for good posture and movement while performing.

Character shoes are worn by girls during rehearsals, auditions and performances. It's the heel that makes them stand out from a great variety of dance footwear and they are designed to help the dancer dance and carry themselves with poise on a stage. The shoe is flexible so you can feel the floor under you and articulate the dance movement; you can get movement throughout the foot and not be held back. The smooth surface of the bottom of the shoe can also help with turns and "twists". Character shoes with 2-inch heels are extremely comfortable. The heel height causes you to place your weight on the ball of your foot, making it easier to dance and more comfortable for your back. The closed toe also helps protect your toes.

One character/tuxedo shoe purchase can last a lifetime if you:

1. **Wear them indoors only!**

Character and tuxedo shoes aren't meant for street wear. If you're rushing to a rehearsal or a performance, slip on street shoes and put your character or tuxedo shoes in your backpack. You can change them in the chorus room/dressing room once you arrive. And make sure to take them off again after the performance. And, please, untie/unbuckle them when taking them on and off so you don't ruin the shoe's back or break the strap!
2. **Steer clear from water! No jumping in puddles!**

Moisture can damage your shoes by speeding up the growth of bacteria. To protect your footwear from mildew, girls: wear skin-colored hose or tights, boys: wear black socks, and dry the shoes properly after use. Ensure the place you store them is dry enough year round; put your shoes back in their shoe box; room temperature is ideal for storing. If your shoes happen to get wet, wipe them down with a soft dry cloth and leave to dry in a well-ventilated place. Avoid direct sunlight, as it can discolor the fabric.
3. **Take special care of them regularly!**

They're not recommended to soak in water, even if it's hand washing. Removing dust and dirt from the surface is the first step. You can use a wet cloth if the dirt doesn't come off effortlessly and a dry cloth to finish cleaning.

SINGING SHARKS' CONCERT AND EVENT SCHEDULE

All concerts held at the Sebastian River High School Performing Arts Center (PAC); general admission is \$5.00 per person. Free admission is granted for the following: children 6th grade and younger, Indian River County School employees, and Middle School students who wear their school's Chorus t-shirt. The admission policy above does not apply to the Prism concerts, for which admission tickets are sold online. Donations are also collected at each concert to help offset some of the Choral Department expenses.

Singing Sharks' Concert and Event Schedule* 2023-2024

**Please see the calendar on the srhschorus.com website for the complete/latest information, including rehearsal times; the information provided in this handbook is subject to change.*

Only main concerts/events are listed here (see website for mandatory rehearsal dates)

Aug 19, 2023 – Mandatory All Shark Choir Parent-Student Meeting and Uniform Fitting

Aug 31, 2023 – Deadline for All-State registration (for those choosing to audition)

Aug 31, 2023 – Deadline for Shark Choir Fees

Sep 9 or 23, 2023 (date tbd) – All State Written Test (for those participating)

Oct 5, 2023 – Rock Around The Clock Concert

Oct 11, 2023 (date tbd) - All State Vocal Quality Auditions (for those participating)

Nov 16, 2023 – Winter Christmas Concert

Dec 4-10, 2023 – Prism Rehearsals & Concerts

Jan 10-13, 2024 - All-State Concerts in Tampa (for those participating)

Feb 2/3, 2024 - District Solo & Ensemble MPA, at South Fork HS (for those participating)

Feb 27, 2024 - Shark Choir MPA Concert in the SRHS PAC (for all Shark Choir)

Mar 4/5, 2024 - District Choral MPA, location TBD (for all Shark Choir)

Mar 16, 2024 – Music in the Parks Festival Competition

May 2, 2024 - Spring Pops Concert (for all Shark Choir)

May 6, 2024 - Annual Shark Choir Awards in the SRHS PAC (for all Shark Choir)

"ENCORE" THE EXTRACURRICULAR SHOW ENSEMBLE

The Choral Department's Show Ensemble, "Encore," is an audition-only group of students who perform for community groups as well as in the SRHS Choral Department concerts. Encore members serve as ambassadors to the Choral Department and Sebastian River High School.

Auditions are typically held in April for the upcoming school year. Interested Chorus members may pick up an Encore Audition Packet prior to the audition. After the audition results are posted and before the end of the school year, there will be a mandatory Encore member and parent meeting for the newly selected group; the date will be noted in the Encore Audition Packet. Anyone who cannot attend this mandatory meeting with their parent or designated parent representative need not audition. The following lists the qualifications for audition and sustained membership:

- Active in SRHS Chorus, showing leadership, promoting unity, being respectful of the Director and others
- Follow Director's instructions, demonstrate "teach-ability"; blatant defiance can result in dismissal from Encore
- Keep my behavior and social media sites respectable, to include no inappropriate or tasteless pictures and/or profanity, as this reflects my character; I realize that if my page gets turned over to a member of the SRHS Administrative Staff or Mr. Stanley, the Director of Choral Activities, and is deemed in violation of this agreement, the result will be dismissal from Encore
- Maintain a grade average of 2.0 or higher; grades and actions must exemplify the finest of students at SRHS
- Abide by SRHS Choral Department Handbook policies and SDIRC Code of Conduct; immediate dismissal from Encore for a serious disciplinary record, including excessive time-outs, suspension, misdemeanor or felony
- Have an outstanding work ethic, learn music quickly and accurately, go to srhschorus.com/music-page, through member-only login to practice voice parts
- Demonstrate advanced vocal aptitude; learn vocal parts and be ready to perform the song selections; if an Encore member doesn't know their vocal part or choreography, when applicable, they may be asked to sit out for performances
- Utilize the Choral Department calendar at srhschorus.com/calendar to stay apprised of upcoming events
- Sign up for Encore Remind (students and parents): text @srhsencore to 81010 to join
- Be committed to attendance (rehearsals, concerts and performances); in the event of a conflict, contact Mr. Stanley via Remind text, phone call to 772-564-4269, or email srhschoraldepartment@gmail.com; a "no show" is disrespectful to the group
- Notify Mr. Stanley by email, Remind text, or phone call if you are sick and/or absent from school on the day you are sick and/or absent, before the rehearsal or event begins; if notification is not provided before the rehearsal or event, demerits can be given for lack of notification in addition to demerits for the missed rehearsal or event
- Arrive prior to rehearsal start time to sign in, put phone in designated area, put on character/tux shoes, get music folder and be in place for warm-ups
- Wear appropriate rehearsal attire: character/tux shoes, hair pulled back and out of the face, school dress code

- Be picked up promptly at the end of rehearsals and events, and no later than 15 minutes at the conclusion of rehearsals and events; violations can result in demerits
- If an Encore member misses rehearsals the week leading up to a performance or event, whether from sickness or vacation, they may not be allowed to perform, and demerits will be received
- Read and understand the Encore Attendance and Demerit Policy
- Saturday choreography workshop attendance is mandatory for all Encore members
- Wear polo shirts on designated polo shirt days without covering them up with other items of clothing, except for the matching Encore or Singing Sharks jacket, as applicable; other garments may be worn underneath the polo, but garments visible under the polo must match and not be a distraction
- Wear dark blue jeans on designated polo shirt days with no rips, holes or tears
- [Boys will] be clean-shaven for performances, this contributes to the clean-cut uniform look of the group
- [All will] wear hair back and out of face for performances; girls' hair behind ears in a low-center bun; boy's hair out of eyes, keeping bangs clearly above eyebrows, secured away from face for rehearsals and performances
- Have no unnatural hair coloring and excessive styling for performances; this takes away from the uniform look of the group and is a distraction to the audience; if not adhered to, the student will not be allowed to perform
- I understand that we are photographed often, and pictures may be put on all types of social media by a director, student, or other spectators
- Paperwork requiring parent and/or student signatures distributed for various activities throughout the year must be completed and returned by the designated due date to avoid receiving demerits for each day late
- Make Encore my top priority as an extra-curricular organization; I will give my best at every rehearsal and performance; I will attend scheduled rehearsals and performances
- Understand that Encore members will attend the annual District Solo & Ensemble, State Solo & Ensemble, Choral MPAs, and rehearsals; the student must adhere to this requirement in order to perform with Encore
- Understand that Encore members will attend the IRSC Honor Choir Festival in the Fall and the Music in the Parks Festival in the Spring, the required rehearsals, and submitting the associated fees by the designated deadlines; the student must adhere to this requirement in order to perform with Encore
- Submit \$50 Encore Annual Membership fee, due in May; subject to \$10 late charge after due date
- Submit \$50 Encore Camp fee, due in May; subject to \$10 late charge after due date
- [If you do not already own or need a new size] purchase the mandatory Encore Polo \$35 and optional Encore Jacket \$80; order form and money due in May; each subject to a \$10 late charge after due date
- If a student quits or is asked to leave and has purchased items that have not been delivered, the Choral Department reserves the right to keep the items along with any expenses paid; no refunds will be given

The consequence for not adhering to these expectations may include but is not limited to the following: verbal counseling, demerits, partial or full performance event suspensions, dismissal from Encore, or other consequences at the discretion of Mr. Stanley or the SRHS Administration.

1. Annual Encore Camp and Rehearsals
 - a. Encore Camp week is held at the end of July prior to the school year and concludes with a team building outing on Friday and "Sneak Peek" concert Friday evening.
 - b. Regular rehearsals once a week on Tuesdays, and occasionally on Mondays or Wednesdays from 6-8 PM.
2. Encore Fees
 - a. Encore Camp Fee: helps cover the cost of the camp and the team building activity.
 - b. Encore Annual Membership Fee: includes cost of fitting, use, and maintenance of the Encore uniform, costs to perform in addition to the standard choral performance costs, IRSC Honors Choir and Solo & Ensemble MPA expenses.
 - c. The Encore fees must be paid before the uniform is issued and before performing with Encore.
3. Uniform Policy for Encore Members

In addition to the uniform policy for all Chorus students, the following applies specifically for Encore members:

- a. Fitting: Encore uniforms will be properly fitted during auditions at the end of each school year, or upon the entrance of the student into the program.
- b. Care of School Issued Encore Dresses: Encore dresses must be maintained in clean condition for each performance and hung up properly while not being worn. Also, CLEAR or non-whitening deoderant should be used when wearing the uniform. The white-type deoderant will wear off and stain the garment.
- c. The SRHS Choral Department will have the uniforms cleaned periodically throughout the school year.
- d. Additional Uniform Items Necessary for Encore Members: **dark blue jeans** with no holes, rips or tears, to wear with the Encore polo shirt, and girls must wear solid black **dance shorts** under the Encore dress.
- e. If the uniform is returned in damaged condition beyond repair, lost or not returned for any reason, the student will be responsible for the following replacement cost: Encore dress \$200, tuxedo \$150. If the applicable amount is not paid by the end of the school year, then the amount owed will be added to the student's account and the student will be subject to the school's policy for clearing accounts to walk at graduation.

CHAPERONES - OPPORTUNITIES FOR PARENTS

Chaperones are a very important part of the Choral Program; without chaperones volunteering for rehearsals and concerts, we would not be able to have these events. There are many opportunities for your support. Please review these "Chaperone Responsibilities" to understand what is required as a chaperone and indicate your interest by filling in the information at the bottom of the Fee Submittal form in this Handbook. Appeals for specific opportunities to chaperone will be emailed prior to each event/need, and you will be able to indicate your availability at that time.

Chaperone Responsibilities

1. Support and enforce the Student Code of Conduct, and support and enforce the Choral Director's student behavior expectations. Please be clear, firm and consistent.
2. For chaperoned events involving travel away from the school, chaperones are to ride to and from the event on the bus/van/vehicle designated to transport the students to and from the event.
3. Student cell phones are not permitted in the performance area.
4. Chaperone cell phones must be turned to silent, and no flash photography is allowed during performances.
5. When students are wearing concert uniforms, help to ensure the uniforms are being worn properly, no undergarments visible, no jewelry (including hair bands and watches on wrists), only one stud earring/ear may be worn.
6. Supervise the movement for the staging of students during dress rehearsals and concerts.
7. Monitor the behavior and activities of the students. Proper concert etiquette while performing and while others are performing is expected. This includes no talking, no feet on the chairs or on the backs of chairs, no entering or exiting during a song. No inappropriate physical contact is permitted, which includes kissing, handholding, sitting on laps, etc.
8. Supervise students to the water fountain and to the restroom - students are to be escorted to and from the restroom door.
9. No open food or drink containers are permitted in the classroom, auditorium or backstage; this includes chewing gum and candy.
10. When applicable (during the Prism rehearsals and concerts), supervise students during snack time/food breaks in the courtyard/cafeteria.
11. Supervise students during after-rehearsal/after-concert clean up.
12. Supervise students in the pickup location at the end of the B-Wing hallway near the parking lot while waiting for their transportation.
12. If a student refuses to behave appropriately or follow reasonable instruction, take note of the student's name and report it to Mr. Stanley immediately, unless it is during a concert and not an emergency, when the behavior must be reported to Mr. Stanley after the concert.
14. In the event of an emergency/injury, notify Mr. Stanley immediately, whether during a dress rehearsal or a concert.

PATRON LETTER

This letter and donation form is available on Choral Department letterhead for distribution. If you would like to have copies of this letter on letterhead stationery and Patron Donation forms to share with your friends, family and members of this community, please download the files from srhschorus.com and print them; or, stop by the Chorus Room and we will be more than happy to provide the number of copies you need!



**Sebastian River High School
Choral Department**



Mr. Larry J. Stanley, Sr., MM, Director of Choral Activities

Dear Sir/Madam,

The Sebastian River High School Choral Program is made up of students in grades nine through twelve. This very talented group does more than just perform at the school. Members of this award-winning Choral Program perform throughout the community and in various competitions.

The Choral Department relies almost completely on donations and fundraisers for basic needs such as printed music, audio tracks for practice and performance, equipment, concert uniforms, travel fees and competition entry fees.

In previous years, generous donations from patrons have been put to great use in the Choral Department. To show our gratitude for your tax-deductible donation, your name/business name will be placed in each concert program and on the srhschorus.com website for one full year from the time you make your donation, which is good advertising for businesses! The biggest program of the year is the very popular and highly-acclaimed Prism Concert in December, held in the Sebastian River Performing Arts Center. Your name/business name will be included in the next Prism Concert Program if your donation is received by November 1st. The auditorium seats 1,060 people, and the five Prism Concert performances allow for a potential of 5,000 people in attendance all together.

The Patron Donation Form outlines the level of sponsorship and the instructions for sending any financial assistance you can provide.

Thank you for considering contributing to the Sebastian River High School Choral Program. The assistance of local businesses, parents and friends helps this program to continue to be a positive part of the community. If you have any questions or need additional information, please feel free to contact me at 772-564-4269.

Sincerely,

Mr. Larry J. Stanley, Sr., MM

Mr. Larry J. Stanley, Sr., MM
Director of Choral Activities
Sebastian River High School

9001 Shark Boulevard
Sebastian, Florida 32958

772-564-4269
larry.stanley@indianriversschools.org
www.srhschorus.com

PATRON DONATION FORM



**Sebastian River High School Choral Department
Patron Donation Form**

Name of individual, business or organization: _____

Contact person if business or organization: _____

Mailing Address: _____

E-mail address: _____

Phone: _____

~Category of Sponsorship~

Bronze \$50-\$99 Silver \$100-\$499 Gold \$500-\$999
 Platinum \$1,000-\$4,999 Diamond \$5,000 and up

Donation Amount: _____ Date: _____

Yes, I would like to be advertised as one of your patrons
 I would prefer to remain anonymous

**Make Checks Payable to:
SRHS Choral Department
9001 Shark Boulevard, Sebastian, FL 32958**

You may include your business card in this mailing.

For more information, call the SRHS Choral Department Office at 772-564-4269.

ACKNOWLEDGEMENT/SIGNATURE RETURN FORMS

The following pages contain signature acknowledgement forms. Please complete these forms, remove them from the Choral Department Handbook and **return to Mr. Larry J. Stanley, Sr., M. M., Director of Choral Activities by August 31, 2023***:

Forms

1. "Choral Department Handbook/Syllabus Acknowledgement Form" (to be signed by parent and student)
**Students who return the "Choral Department Handbook/Syllabus Acknowledgement Form" on or before August 31, 2023, will receive a test grade of "A", and students who do not return the required acknowledgement forms by August 31, 2023, will receive a test grade of "F".*
2. "Chorus Fee Submittal Form"
3. "Travel Permission Form" (to be signed in the presence of a notary public)
4. "Singing Sharks Gear Form"

Fees

Cash or Checks made payable to the SRHS Choral Department by August 31, 2023

- **Shark Choir Chorus Fee: \$60*** (required by all students enrolled in a Chorus class)

Students who return the "Choral Department Handbook/Syllabus Acknowledgement Form" and "Chorus Fee Submittal Form" with their fee at the conclusion of the **August 20, 2023, Shark Choir Parent/Student meeting will receive a \$10 discount. Shark Choir fees paid after August 31, 2023, will be subject to a \$10 late fee.*

- **Girls' Character Shoes:** \$35, by 8/31; add \$10 late fee after 8/31
- **Boys' Tuxedo Shoes:** \$45, due by 8/31; add \$10 late fee after 8/31
- **Boys' Tuxedo Shirt:** \$30, due by 8/31; add \$10 late fee after 8/31
- **Singing Sharks Polo Shirt:** All students \$35, due by 8/31 (see order form)

Order Singing Sharks Polos and other optional items online by midnight, August 31, 2023 (cash/check option available – see order form at the end of this handbook)

- **SRHS Singing Sharks Polo Shirt**

<https://srhschoir2023.itemorder.com/shop/sale/>

Approximately \$35, the exact online cost of the polo shirt will be noted in the online check out. The online store is limited to specific dates - after the online store closes, items may not be purchased online. It is a graded requirement to wear the Singing Sharks polo shirt one designated day each month, and for those planning on attending the Music In The Parks Festival in the Spring, wearing the Singing Sharks polo shirt is mandatory while not in the performance uniform .

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CHORAL DEPARTMENT HANDBOOK/SYLLABUS ACKNOWLEDGEMENT FORM

Complete and return this page by August 31, 2023*



**Students who return the "Choral Department Handbook /Syllabus Acknowledgement Form" on or before August 31, 2023, will receive a test grade of "A", and students who do not return the required acknowledgement forms by August 31, 2023, will receive a test grade of "F".*

Students who return the "Chorus Fee Submittal Form" and "Choral Department Handbook/Syllabus Acknowledgement Form" with their fee at the conclusion of the **August 20, 2023, Shark Choir Parent/Student meeting will receive a \$10 discount.*

Teacher: Mr. Larry J. Stanley, Sr., MM Chorus Class Period: _____

~PLEASE PRINT CLEARLY~

We acknowledge that we have received the SRHS Choral Department Handbook, which includes the Course Syllabus, and will abide by the policies and procedures indicated herein. We also agree to abide by the *Student Code of Conduct*.

Student Signature Student Name (Print Clearly) _____
Date

Student Email (for Music Page access) _____

Parent/Guardian Signature Parent/Guardian Name (Print Clearly) _____
Date

Mailing Address (Street) _____

(City, State, ZIP) _____

*** Parent/Guardian Email _____

*** Parent/Guardian Email _____

*** Parent(s)/Guardian(s) Telephone

Name	_____	Name	_____
Cell	_(_____)_____	Cell	_(_____)_____
Home	_(_____)_____	Home	_(_____)_____
Work	_(_____)_____	Work	_(_____)_____

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CHORUS TRAVEL PERMISSION FORM (Must Be Notarized)

Shark Choir Parents: Complete and return this notarized Travel Permission Form by August 31, 2023.

**Sebastian River High School Singing Sharks
==TRAVEL PERMISSION FORM ==
-Please Print Clearly-**



I give my teen, _____, permission to travel with the Sebastian River High School Singing Sharks (Shark Choir/Encore) for the 2023-2024 school year.

My Insurance Information

Student Allergies or Concerns

In an emergency please call:

(Name): _____

(Phone): _____

XX

xxxxxx **Only Sign below in the presence of a Notary Public** xxxxxx

Parent Signature

Date

Print Parent Name

This section is to be completed by a Notary Public-State of Florida:

STATE OF FLORIDA

COUNTY OF _____. The foregoing instrument was acknowledged before me this _____ day of _____, 20_____.

Signature of Notary Public-State of Florida

Name of Notary Typed, Printed, or Stamped

NOTARY SEAL

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

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CHORUS FEE SUBMITTAL FORM

Students who return the "Chorus Fee Submittal Form" and "Choral Department Handbook /Syllabus Acknowledgement Form" with their fee at the conclusion of the August 20, 2023, Shark Choir Parent/Student meeting will receive a \$10 discount.

Student Name (PRINT CLEARLY): _____

Please make checks payable to: **SRHS Choral Department**

Description	DISCOUNTED (Fee) Amt pd at 8/19 Annual Meeting	REGULAR Amt (if not pd at the Annual Meeting but by 8/31)	Amount + Late Fee (if paid after 8/31)	Enter Amount Paid	Enter Check #	Enter Date
Chorus Fee (pay at 8/19/23 parent mtg. to receive discount)	\$50	\$60	\$70			
Character Shoes (girls)	\$35	\$35	\$45			
Tuxedo Shoes (boys)	\$45	\$45	\$55			
Tuxedo Shirt (boys)	\$30	\$30	\$40			
Singing Sharks Polo (unless ordering online)	\$35	\$35	\$45			
Singing Sharks Jacket (unless ordering online)	\$80	\$80	\$90			
Total				\$		

Singing Sharks Polo Shirts may be ordered online (mandatory for students)

If paying by cash/check for the Singing Sharks Polo Shirt, please see separate order form at the end of this handbook.

Instructions for ordering online

Go to <https://srhschoir2023.itemorder.com/shop/sale/> by midnight, 8/31/23; this is a **limited timeframe** - after this date, the online order form will not be

Optional items also available online for anyone to purchase (parents, siblings, friends)

Singing Sharks **polo shirts** and **jackets!** Only for a **limited time**. **Note:** Parents who chaperone for the Music In the Parks Festival will be required to wear a Singing Sharks polo shirt.

Parents, please indicate your interest in chaperoning and/or fundraising activities:

____ I am interested in chaperoning ____ I am interested in fundraising

Parent Name(s) _____

Parent Phone Number(s) _____

Parent Email(s) _____

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SRHS Singing Sharks Gear Information

To order online, go to

<https://srhschoir2023.itemorder.com/shop/sale/>

by midnight, 8/31/23

Exact cost for online orders will vary from amounts listed below (limited to specified online store dates; deadline 8/31/23)

OR return this order form and pay by cash/check payable to SRHS Choral Department by 8/31/23
Subject to a \$10 late charge if cash/check paid after 8/31/23; order form and payment must be received prior to Choral Department placing order with vendor

REQUIRED for ALL SRHS CHORUS STUDENTS (and available to anyone else who would like a polo)

- Royal blue **polo shirt** (Ladies' and Men's sizes)
 - Left front: embroidered "Singing Sharks" script & block letters logo
 - Right front: your first and last name embroidered
 - Cost: **\$35**



OPTIONAL for ANYONE to purchase

- Royal blue **jacket** (Ladies' and Men's sizes)
 - Left front: embroidered "Singing Sharks" script & block letters logo
 - Right front: your first and last name embroidered
 - Back: embroidered "Singing Sharks" circle logo – shark with bubbles
 - Cost: **\$80**



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ITEMS for ENCORE ONLY (must use the order form, not available online)

- Black Encore **polo shirt** (Ladies' and Men's sizes), cost **\$35**
- Black Encore **jacket** (Ladies' and Men's sizes), cost **\$80**

SRHS Singing Sharks Gear Order Form for Cash/Check Orders Only (return by 8/31/2023)

To order online, go to
<https://srhschoir2023.itemorder.com/shop/sale/>
by midnight, 8/31/23

Exact cost for online orders will vary from amounts listed below (limited to specified online store dates; deadline 8/31/23)

OR return this order form and pay by cash/check payable to SRHS Choral Department by 8/31/23
Subject to a \$10 late charge if cash/check paid after 8/31/23; order form and payment must be received prior to Choral Department placing order with vendor

Item	Type (Circle)	Size (Circle)	First and Last Name to Embroider (PRINT CLEARLY)	Cost
Royal Blue Singing Sharks Polo	Ladies' / Men's	S – M – L – XL - XXL		\$35
Royal Blue Singing Sharks Jacket	Ladies' / Men's	S – M – L – XL - XXL		\$80
Encore only: Black Encore Polo	Ladies' / Men's	S – M – L – XL - XXL		\$35
Encore only: Black Encore Jacket	Ladies' / Men's	S – M – L – XL - XXL		\$80

Order placed by (name): _____ Total Cost: _____

Phone #: _____

Email Address: _____