



**Class Act New Schools Application**  
**Priority Application Deadline:** May 14, 2010  
**Final Deadline:** May 21, 2010

Please complete this application for participation in Pacific Symphony’s elementary school partnership program, Class Act for the upcoming 2010-11 school- year. Applications are due no later than **May 14, 2010 for priority processing and no later than May 21, 2010 for regular priority.** Applications should be sent to:

Susan Miller  
 3631 S. Harbor Blvd., Suite 100  
 Santa Ana, CA 92704-8908  
[smiller@pacificsymphony.org](mailto:smiller@pacificsymphony.org)  
 Fax: (714) 755-5789

E mail is the preferred method of application submission, though applications will also be accepted by fax, U.S. Mail, or hand delivery between 9:00am and 5:30pm, Monday-Friday.

Please note that this application should be completed by your school’s principal for the 2010-11 school-year. If you will have a new principal for the 2010-11 school-year your new and departing principal may complete the application together. If your new principal has not yet been identified, please contact Susan Miller immediately to discuss possible options.

Name of School	District	
Principal	Vice Principal	
Preferred Contact Person	Title	E-Mail

Thank you in advance for your interest in Class Act! **We have made significant changes to our program for 2010-11, so please make sure to read through the Learn About Class Act section in detail before completing your application.** We are excited to introduce a **Three Level Structure** to the program, providing a more customized approach for our schools.

Please feel free to contact Susan Miller at [smiller@pacificsymphony.org](mailto:smiller@pacificsymphony.org) or (714) 876-2341 if you have any questions concerning your application. **We will notify you if your school has been accepted for a site visit by May 28, 2010 and will update you on your application status by June 21, 2010.**

## **Application Check list**

Please verify that you have completed the following before submitting your application. Please note that only complete applications will be considered.

\_\_\_ **Read and Reviewed Part VI-VII** *Learn About Class Act* (pp. 11-27), all team members should read and review this section before the principal completes the school's application. **Please do not include these pages with your completed application**

\_\_\_ **Completed Part I**, *Application Instructions, Site Visit Availability Principal's Statement*, (pp. 3-4), this section requires the principal's signature

\_\_\_ **Completed Part II**, *General Information* (p .5), this section should be completed by the principal

\_\_\_ **Completed Part III**, *Level Choice* (pp. 6-7), this section should be completed by the principal

\_\_\_ **Completed IV**, *Proposed Team Member List* (pp. 8-9), this section should be completed by the principal

\_\_\_ **Completed Part V**, *Application Narrative* (p. 10), this section should be completed by the principal, on school letterhead

\_\_\_ **Additional letters of support** from other candidate team members, including Teacher Representative(s) and Parent Coordinator(s) (Optional), attached to completed Parts I-V

Applications will be accepted via e mail, fax, U.S. Mail or by hand delivery. E mail is the preferred method of delivery. **Applications will not be accepted after May 21, 2010.**

## Part I

# Application Instructions, Site Visit Availability, and Principal's Statement

Please read all instructions before completing your application. Please remember to read and sign the Principal's Statement.

### Application Instructions

- 1) Applications must be completed by **your school's principal for the 2010-11 school year**. Unfortunately we cannot accept applications completed by other members of a school's community. If your school's principal will change for the 2010-11 school year, please make sure that the incoming principal completes this application. Your current principal may assist the new principal if needed. **If your new principal has not yet been identified, please contact Susan Miller immediately to discuss possible options.** Please note that Class Act is an elementary school partnership program, serving students primarily in grades K-6, though K-8 schools may also apply.
- 2) Other candidate team members, such as Parent Coordinators, Teacher Representatives, or Music Teachers are also welcome and **encouraged to include additional letters of support at the end of the application.** We welcome the opportunity to hear from these valued team members.
- 3) Before completing your application, all team members should read through the **Learn About Class Act** section of the Application packet, found on pages 11-27. Even though some team members or schools may have participated in Class Act before, please note that they have been **significant changes** to next year's program elements, along with an updated financial policy.
- 4) You will be asked to provide site-visit availability. Availability is given in time blocks and site visits will take place during the first two weeks of June. We will notify you if your school has been selected for a site visit by May 28, 2010.
- 5) Please remember that if you choose to apply, you will be taking part in a **competitive application process**, where both current and new schools will be considered for the Class Act program. As such, please take the time to read through all materials carefully, verify that you have completed all sections of the application, and that your submitted materials reflect your school's commitment to becoming a part of the program.

## **Site Visit Availability**

**Please select five possible site visit dates and times below, ranking your choices from 1-5. Please note that not all schools will be granted site visits**

### **May 31**

- \_\_\_ 8-11.30am
- \_\_\_ 11.30am-1pm
- \_\_\_ 1pm-3pm
- \_\_\_ 3pm-5pm

### **June 1**

- \_\_\_ 8-11.30am

### **June 2**

- \_\_\_ 3pm-5pm

### **June 4**

- \_\_\_ 8-11.30am
- \_\_\_ 11.30am-1pm
- \_\_\_ 1pm-3pm
- \_\_\_ 3pm-5pm

### **June 8**

- \_\_\_ 3pm-5pm

### **June 9**

- \_\_\_ 8-11.30am
- \_\_\_ 11.30am-1pm
- \_\_\_ 1pm-3pm
- \_\_\_ 3pm-5pm

### **June 11**

- \_\_\_ 8-11.30am
- \_\_\_ 11.30am-1pm
- \_\_\_ 1pm-3pm
- \_\_\_ 3pm-5pm

## **Principal's Statement**

I acknowledge that I have read the **Learn About Class Act** section of the reapplication packet, pages 11-27.

Specifically, I have read and understand

- **Financial Commitment** outlined on page 15 (Level I), page 19 (Level II), and pages 23-24 (Level III)
- **Program Elements** outlined on pages 16-18 (Level I), pages 20-22 (Level II), and page 23 and 20-22 (Level III),
- **Partnership Commitments** outlined on pages 25-27.

### **If my school is selected for the Class Act Partnership, and I accept this offer, I:**

- understand that my school will be responsible for the Class Act Financial Commitment, as it pertains to my assigned level of participation
- agree to perform and/or support all Class Act duties outlined on pages 25-26 during the 2010-11 school-year
- feel confident that the team members listed on pages 8-9 are willing and able to fulfill their respective roles in the partnership

I will be my school's principal for the 2010-11 school year, and have personally completed this application.

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Principal's Signature

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Date

## Part II

### General Information

Your school may have provided some of this information previously. We do ask that you complete this section to ensure that all of our information is current and correct. Thank you for your help with this!

Address	City	Zip Code
School Phone	Fax	
Grade Levels	Number of Students	Number of Teachers

**Please complete the table below, providing information on the number of classes, students, and teachers in each grade at your school.**

Grade	K	1	2	3	4	5	6	7	8	Total
Number of Classes										
Number of Students										
Number of Teachers										

**Does Your School have Title 1 Status?**

Yes  No

\_\_\_\_\_  
**School Year Start Date**

**Is your school?:**

year round

multi-track

Please detail number of tracks and track schedule: \_\_\_\_\_

\_\_\_\_\_  
**Available Start Date for Class Act Scheduling, if selected**

**Do you have a music program?**

Yes  No

**Is your district part of Arts Advantage?**

Yes  No

**If your school has a music program, please detail the grades it serves, frequency, length, and type of instruction (instrumental, general, vocal/choral) below:**

\_\_\_\_\_

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## **Part III**

### **Level Choice**

This year we will be introducing a new **Three Level** model to the Class Act program, designed to provide a more customized approach to our schools. You can learn about the three levels in great detail on pages 14-24. Please look through these pages carefully before making your decision about which level you feel would be the best "fit" for your school.

**You are asked to choose your preferred level of participation in Class Act below.**

If you have a First, Second, or Third choice, please note this by placing "1", "2", or "3" next to the appropriate Level. For example, you may feel that Level II is the best fit for your school, but also might be interested in Level I as a second choice. As such, you would put "1" next to Level II and "2" next to Level I.

#### **My School is interested in participating at the following Level(s):**

(Please check the Level for which you are applying. If you are interested in more than one level please rank levels 1, 2, or 3 based on preference)

#### **\_\_\_\_ Level I, Assembly-Based Program**

- **Program Elements include:** Prelude Assembly, Large Group Lesson, Family Night, Teacher Workshop (1 teacher per grade), Teacher Portfolio
- **Required Team Members:** Principal, Teacher Representative (2), Parent Coordinator (2), Music Teacher (if applicable)
- **Financial Commitment:** \$2.75 per student
- All students participate
  - More details on Level I can be found on pages 15-18

#### **\_\_\_\_ Level II, Traditional Class Act**

- **Program Elements include:** Prelude Assembly, Classroom Lesson, Family Night, Youth Concert (students 2 and higher), Interactive Musical Experience (students in grades K-1), Teacher Workshop (all teachers), Bravo Assembly
- **Required Team Members:** Principal, Teacher Representative (2), Parent Coordinator (2), Music Teacher (if applicable)
- **Financial Commitment:** \$3.25 per student, plus busing expense to Segerstrom Concert Hall for students in grades 2 and higher
- **Supplementary Volunteer Commitment:** 10 volunteers for Youth Concert
- All students participate
  - More details on Level II can be found on pages 19-22

***(Level Choice is Continued on the Next Page with Level III)***

### **Level III, Traditional Class Act with in-depth component**

- **Program Elements include:** Prelude Assembly, Classroom Lesson, Orff lessons for students in grades K-2 with option for grade 3, Family Night, Youth Concert (students 2 and higher), Interactive Musical Experience (students in grades K-1), Teacher Workshop (all teachers), Bravo Assembly
- **Required Team Members:** Principal, Teacher Representative (2), Parent Coordinator (2), Music Teacher (if applicable)
- **Financial Commitment:** \$3.25 per student, plus busing expense to Segerstrom Concert Hall for students in grades 2 and higher, plus \$720 per class for five-lesson Orff sequence. Orff lessons can be customized, to include a larger or smaller lesson sequence and a recorder component. Please contact Susan Miller for an estimate on customized programs
- **Supplementary Volunteer Commitment:** 10 volunteers for Youth Concert
- All students participate (K-2 or K-3 only for Orff lessons)
  - More details on Level III can be found on pages 23-24 (Level III financial commitment and elements) and pages 20-22 (elements shared by Levels II and III)

Please note that if selected for Class Act, your school will be assigned to one Level. Schools may not participate at multiple levels within the same school year. You are welcome to include a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice on this application and will be asked to discuss your level choice(s) further in your narrative.

## Part IV

### Proposed Team Member List

The success of Class Act depends upon the clearly defined commitments of all partners. Please read and review details of each team member's commitment to the program, outlined on pages 25-27. Once you have read through the commitment, please list your proposed team members, **taking care to choose individuals who are able to fulfill the commitments outlined in their job descriptions.** You will have the opportunity to list additional team members on the next page.

#### Required Proposed Team Members

Please list

##### Teacher Representatives

**Two required, one from the lower grades and one from the upper grades**

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Lower Grade Teacher Representative (Required)

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Upper Grade Teacher Representative (Required)

##### Parent Coordinators

**Two required. Please note that the vast majority of Class Act events occur during the school day, and at least one Parent Coordinator must be available to supervise school-site events that occur during the school day on a consistent basis.**

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Parent Coordinator #1 (Required)

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Parent Coordinator #2 (Required)

##### Music Teacher

**If your school has a music teacher, he/she is a required team member**

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Music Teacher (Required if school has a music teacher)

**Please note:** If your school has special circumstances that make it impossible to provide the required team members, please detail these circumstances below and propose how your school might fulfill its commitments through other means.

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## **Optional Team Members**

Your School is welcome and encouraged to have additional team members, such as a third, and even fourth, Parent Coordinator or Teacher Representative. Your school may also have an Ambassador, more than one music teacher, or may wish to include your office manager or librarian as part of the Class Act Team.

**Please list any additional (optional) team members and their proposed role(s):**

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Optional Team Member

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Role

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Optional Team Member

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Role

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Optional Team Member

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Role

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Optional Team Member

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Role

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Optional Team Member

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Role

## **Part V**

### **Narrative**

Please answer the following questions in narrative form. Please complete your narrative on your school letterhead and attach it to this document. Please remember that this narrative should be completed by your school's principal, though other team members may attach letters of support.

### **Narrative Questions**

1. What excites you most about the Pacific Symphony's Class Act program?
2. As you know, Class Act offers three different levels of participation. Please share why you feel your first choice would be a good "fit" for your school and what you hope to achieve by having your school community participate at this level. If you have listed a 2<sup>nd</sup> or 3<sup>rd</sup> choice, please address why you feel these choices would be a good "fit" for your school and what you hope to achieve by having your school community participate at these levels.
3. Please explain how you envisage Class Act's relationship to your school and district's current music program. If your school does not have a music program, you may address the relationship to the district's music program and/or how Class Act might contribute to building an emerging music program at your school (if applicable).
4. Include a brief description of your school community.
5. Class Act is a volunteer-based program with support needed from Principals, Parent Coordinators, and Teacher Representatives. How will your school administrators, teachers, and parents work together to support the Class Act program in your school?
6. How will your school work with the Pacific Symphony to increase awareness of, and promote, Class Act within your school and local community? How will your school work with the Pacific Symphony to increase awareness of, and promote, other Pacific Symphony opportunities including concerts and Education offerings?
7. What else would you like for us to know about your school?
8. Do you have any questions about the program you would like addressed before moving forward with your application process?

## **Learn About Class Act**

**Please have all proposed team members read through this section of the reapplication packet. It contains important information about program elements, team member commitments, and financial commitment.**

**There have been some significant changes to the program for next season, so even if one or more of your team members has participated in Class Act previously, it is important to read through this section carefully before deciding to apply. Please pay special attention to the new three-level structure and the new Financial Policy. Your school should feel comfortable with all aspects of the program before moving forward with an application.**

**We strongly recommend sharing this section of the application with your teachers and PTA, and surveying your school community to verify their commitment to applying for Class Act and to establish which level of participation best suits your school's needs.**

**Please feel free to contact Class Act Director Susan Miller, [smiller@pacificsymphony.org](mailto:smiller@pacificsymphony.org), if you have any questions, concerns, or require further clarification on any element of the program.**

**Please keep this part of the packet, pages 11-27, for your reference. Please do not include the these pages with your completed application.**

## **Part VI**

### **Pacific Symphony, Class Act Goals, Program Structure and Elements**

Please read through the following information carefully before completing your application. If you have any questions about the program, please don't hesitate to contact Susan Miller, Director of Class Act. Please keep these pages for your reference and **do not include them in your application packet**. If accepted, all Class Act schools are expected to participate in all required program elements of their chosen and assigned Level.

#### **Pacific Symphony's Class Act Partnership**

Pacific Symphony's elementary school partnership program, Class Act, celebrates will celebrate its seventeenth season in 2010-11. From serving 5,000 students in 1994, to 18,000 students in the current season, the program's growth is the result of a partnership between the Symphony, schools, and parents dedicated to bringing quality music education to Orange County's elementary students.

The Pacific Symphony's core purpose is to enrich the human spirit through world-class symphonic music and community engagement. The Symphony maintains an ardent devotion to music education and works to foster deep connections with both its audience, and the community as a whole.

Tying into these values, Class Act strives to enhance existing school music programs through additional musical experience with the Symphony. Focusing on four to ten "contact points" with schools, the program works to increase awareness of, and involvement with, classical music for elementary school students and their families.

Class Act schools are selected through a competitive application process. Schools have the option of participating at three different levels of activity, allowing for a greater level of customization for each school.

Each year students form a relationship a new Class Act teaching artist (and Pacific Symphony musician) through activities including classroom lessons, ensemble performances, and assemblies. Students in Levels II and III culminate their year by attending in a Youth Concert at the Renée and Henry Segerstrom Concert Hall (for students in grades 2 and higher) or with the Interactive Musical Experience for students in grades K-1.

Parent and teacher volunteers form the backbone of each school's Class Act Team. These individuals are dedicated to promoting arts education in schools, and have been actively involved in Class Act from the program's inception. Teacher Workshops, given on-site at partner schools, foster high quality classroom instruction and offer curricular materials designed to enhance the objectives of the program.

One of the Pacific Symphony's primary goals is to lead the nation's orchestras in energizing current, and engaging new, audiences by presenting innovative educational programs that lead to a deeper understanding and love of music. With this goal in mind, Class Act is looking towards an exciting future with the creation and implementation of new initiatives.

## **Class Act Goals**

1. Form close relationships between school communities throughout Orange County and Pacific Symphony.
2. Enrich the quality of music learning and enhance availability in schools through sequential interactions with professional musicians.
3. Develop a foundation for life-long learning through the arts.
4. Enhance the school's learning environment via repeated exposure to the expectations of a concert and guest-artist environment.
5. Facilitate the teaching of and exposure to the arts in the classroom.

## **Class Act Program Structure**

Class Act will adopt a new **three-level program structure** in 2010-11. This new program structure will allow for a greater level of customization and will also allow schools to select a level of participation that best fits their needs.

Please look carefully through the following pages, which will outline this new program structure in detail. Please note that all students and teachers are required to participate in all required elements of their chosen level. Schools may select a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice Level on their application. Class Act staff will make all final decision on a school's final Level assignment, contingent on a successful application.

**Once you have read through the descriptions of the three levels, you are ready to complete Part III, Level Choice**, on pages 6-7. Remember to mark your preferred Level(s) of participation. You are welcome to select only one level, or if more than one level is of interest, you are welcome to rank your choices 1-2 or 1-3.

**As you read through the following pages, please use the guide below to help you find the information you need.**

### **Details about the Three Level Program Structure by page number:**

- **Page 14**, Class Act Program Levels Overview (all levels)
- **Page 15-18**, Level I Program Elements and Financial Policy Description
- **Page 19-22**, Level II Program Elements and Financial Policy Description
- **Page 23-24 and 20-22**, Level III Program Elements and Financial Policy Description (pages 20-22 outline elements shared between Levels II and III)
- **Page 25-26**, Partnership Commitments and Team Member Job Descriptions (all levels)

## Class Act Program Levels Overview

<b>Program Element*</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>
Prelude Assembly	Yes	Yes	Yes
Classroom Lesson	Yes	Yes	Yes (grade levels participating depend on individual agreement)
Orff Lessons (five lesson sequence)			Yes (grades K-2 or K-3)
Orff lessons (customized sequence)			Available (depending on individual agreement)
Family Night	Yes	Yes	Yes
Interactive Musical Experience		Yes, for students grades K-1	Yes, for students grades K-1
Youth Concert		Yes, for students grades 2 and higher	Yes, for students grades 2 and higher
Bravo Assembly		Yes	Yes
Teacher Portfolio	Yes		
Teacher Workshop	Yes, 1 teacher per grade level required	Yes, all teachers required	Yes, all teachers required
<b>Financial Considerations</b>			
Participation fee	Yes, \$2.75 per student	Yes, \$3.25 per student	Yes, \$3.25 per student, plus Orff fee (\$720 per classroom for five lesson sequence, plus materials fee). Fees for customized programs vary.
Bus Expense (for Youth Concerts)		Yes, for all students, chaperones and teachers grades 2 and higher	Yes, for all students, chaperones and teachers grades 2 and higher
<b>Other Considerations</b>			
Youth Concert Volunteer Required		Yes, 10 volunteers	Yes, 10 volunteers
Required Team Members	Yes	Yes	Yes
Principal	Yes	Yes	Yes
Two Teacher Representatives	Yes (1 upper grade, 1 lower grade)	Yes (1 upper grade, 1 lower grade)	Yes (1 upper grade, 1 lower grade)
Two Parent Coordinators	Yes	Yes	Yes
Music Teacher	Yes (if applicable)	Yes (if applicable)	Yes (if applicable)

\*Program Elements apply to the whole school unless otherwise noted

## **Class Act Program Elements and Financial Commitment**

Below you will find details concerning Program Elements and Financial Commitment for the three different levels of participation available for the 2010-11 school-year. Details for Level I are found on pages 15-18, Level II on pages 20-22, and Level III on pages 23-24 and 19-22.

### **Level I**

#### **Required Program Elements and Financial Commitment**

Level I is an assembly-based program with all activities, with the possible exception of the Teacher Workshop and Family Night, occurring on campus. If you are looking for an enriching experience for your school community that fits into your busy schedule of activities, then you will want to seriously consider applying for Level I as your first choice. Level I schools do not have an outside volunteer commitments and the total number of events is significantly less than Levels II and III. Schools in Level I will be asked to contribute 25% to their program expense, with the Pacific Symphony subsidizing 75% of their program expense.

#### **Level I Financial Commitment**

##### ➤ **Level I Schools' Financial Commitment**

Schools participating in Level I will be required to pay the Pacific Symphony a **participation fee of \$2.75 per student**. This is 25% of the total program expense. Class Act is a school-wide program, so when estimating your school's financial commitment you should take your total student population into account.

To **estimate the cost of Level I** participation at your school, please use the formula below:

$$\underline{\hspace{2cm}} \times \$2.75 = \text{Estimated total cost}$$

*# of students*

- **How can schools fund their contribution to Class Act?** Title I schools may apply Title I funds to all program expenses. Other funding options for all schools include: working with Pacific Symphony to create a personalized ticket-sale fundraiser, using PTA/PTO funds, and discussing funding options with your district

##### ➤ **Pacific Symphony's Financial Commitment to Level I Schools**

In 2010-11, the total cost of Level I is \$11 per student. Thanks to many generous foundations, individual, and corporate donors, the **Pacific Symphony is able to commit to subsidizing \$8.25** of each student's program expense. This is 75% of the total expense.

- **What does this mean to schools?** If, for example, a school has 500 students, the total program cost would be \$5,500. A school would then pay \$1,375 and the Pacific Symphony would subsidize \$4,125.

## **Level I Program Elements**

### **Kick-off/Scheduling Meeting (required)**

**Objective:** to set each school's team up for success by clarifying mutual objectives and by creating the school's personalized Class Act schedule

**Space Required:** any space that allows for all team members to sit at the same table

All members of the school's Class Act Team including Principal, Teacher Representatives, Parent Coordinators, Music Teacher (if applicable), Pacific Symphony Musician, and Ambassador (if applicable) attend this meeting with their Regional Manager. It is held in late Summer/early Fall at the school, and attendees tailor the school's full year of Class Act activities to meet their unique scheduling needs. All team members are required to attend the first twenty minutes of the meeting, and the principal and at least one Parent Coordinator are required to attend the subsequent scheduling portion of the meeting, though all team members are welcome. Schools are encouraged to arrange an opportunity for their whole teaching staff to briefly meet their Class Act musician while he/she is on site for the Kick-off/Scheduling Meeting.

### **Prelude Assembly (required)**

**Objective:** to introduce students to their musician, composer, and musical element of study through storytelling, instrumental performance, and active involvement

**Space Required:** MPR or other large indoor performance space. Large libraries or computer labs may be used if there is sufficient space for both students and performers

This 30-minute presentation and lesson is designed to launch the Class Act program at schools. This assembly, hosted by a professional storyteller, is held in October, November, December or January and is attended by the entire student body. Students meet their Class Act musician, watch a performance, learn about the composer of the year's history, culture, and music, and build enthusiasm for Class Act. The year's musical element (melody, rhythm, or form) is also introduced.

### **Level I Teacher Workshops (required for one teacher per grade-level)**

**Objective:** to provide one teacher per grade-level with tools they can share with their fellow teachers on integrating the Class Act curriculum into their classrooms

**Space Required:** An indoor space with enough room for all workshop participants to move around comfortably. Level I schools will partner with other Level I schools in their Region, with workshops occurring on one of the school sites.

Conducted by arts specialists in the fall and early winter, these workshops provide teachers with grade-level-appropriate activity ideas to help supplement the Class Act program in the classrooms. Workshops address state and national music content standards and help teachers to integrate music into other core subject areas. The application of what teachers learn in their workshop will later be applied to their classroom work with their students and the creation of their portfolio.

### **Level I Grade Level Musician's Lessons (required)**

**Objective:** to share the music of the composer of the year through the study of orchestral music, musical elements, and active music making

**Space Required:** A multipurpose room or large classroom with a whiteboard or blackboard. Room for 60-70 students to perform limited movements comfortably, power outlets, and a minimum of outside distractions are also required.

Class Act musicians teach a 30-45 minute assembly-style lessons to each grade level. In larger schools, there may be more than one grade level lessons. Students in grades K-1 receive a half-hour lesson, while older students receive a 45-minute lesson. Students develop a relationship with their resident musician through grade-level appropriate, interactive lessons focused on the historical importance of the music of the composer, specific musical concepts, and terminology. Students are prepared for their lesson with their Class Act musician through work with their classroom teacher.

### **Family Night (required)**

**Objectives:** for the school community to learn more about the music of the composer of the year, through the performance of a Pacific Symphony chamber ensemble, lead by their Class Act musician

**Space required:** MPR or other performance space in the community that can hold at least 250 audience members. Often churches, junior and senior high schools, and community centers are used

Held at the school, or other nearby location, on an evening between January and May, Family Night is a 45-minute chamber music performance featuring the school's Class Act musician. This event provides the entire school community (parents, students, teachers, community members) with the opportunity to see their musician perform in an ensemble, learn about musical instruments, and meet other musicians from the Pacific Symphony. Parent Coordinators are responsible for working with the Symphony's Education Staff and school staff to coordinate, promote, and host this event. School's are also encouraged to invite board members or other local VIPs to attend this special event.

### **Level I Grade Level/Teacher Portfolios (required)**

**Objective:** To provide a record of each grade-level's participation in Class Act through the preparation of a grade-level or individual teacher portfolio documenting students' and teachers' arts integration Class Act experience

Each Level I school will be required to present portfolios at the end of their Class Act year. One portfolio by grade level is required, though individual teachers/classrooms are also welcome to create their own portfolios. Teachers document their use of at least three activities from the Teacher Workshop packet and include examples of student work and a summary of their own exploration into arts integration. Instructions and guidelines for the portfolio will be presented at Level I Teacher Workshop

### **Additional Meetings (required)**

Meetings with different Class Act team members are scheduled as needed

**Assessment (required)**

All team members and teachers will be required to take part in assessments of the Class Act program throughout the year. These will include online surveys and grade-level lesson assessments with a brief student participation component.

**Yearly Reapplication (required)**

All Class Act schools will be required to reapply for the program each year. Changes in program elements and commitment expectations will be outlined in each year's application, allowing schools the opportunity to reevaluate their participation.

**Celebrations (not required, but fun!)**

Each Class Act year begins and ends with a celebration linked to a Symphony Concert. All team members are invited to enjoy the Pacific Symphony, meet team members from other schools, and to celebrate Class Act! Details about specific celebrations are provided a few months before each event.

**Additional Pacific Symphony Opportunities (not required, but encouraged)**

All Class Act Family members (all members of a Class Act school community) are invited to visit the online Class Act Concert Club, where they may benefit from special ticket offers to see the Pacific Symphony throughout the year. Title I schools are also invited to take part in the Heartstrings Program, which provides free concert attendance to children and their families. Additionally, Class Act schools are encouraged to nominate students for arts-X-press, the Symphony's summer arts camp for students entering 7<sup>th</sup> and 8<sup>th</sup> grade. Schools are also informed of appropriate Symphony Education offerings as they emerge, and are encouraged to share such opportunities with their school community.

## Level II

### Required Program Elements and Financial Commitment

Level II contains all the program elements currently found in Class Act 2010-11. If you your school is looking for a program that engages students, teachers, and parents equally in the learning experience, then you will want to seriously consider applying for Level II as your first choice. Schools in Level II will be asked to contribute 10% to the program expense, with the Pacific Symphony subsidizing 90% of their program expense.

### **Level II Financial Commitment**

#### ➤ Level II Schools' Financial Commitment

Schools participating in Level II will be required to pay the Pacific Symphony a **participation fee of \$3.25 per student**. This is 10% of the total program expense. Class Act is a school-wide program, so when estimating your school's financial commitment you should take your total student population into account. **Schools** in Level II will also be responsible for **covering all busing costs for transporting students in grades 2 and higher to the Youth Concert**. Arrangements and payment for busing should be arranged with your district/charter bus company.

To **estimate the cost of Level II** participation at your school, please use the formula below:

$$\left( \frac{\quad}{\text{\# of students}} \times \$3.25 \right) + \frac{\quad}{\text{\textit{estimated bus cost}^*}} = \text{\textit{Estimated total cost}}$$

\*=please consult directly with your district/charter bus company

- **How can schools fund their contribution to Class Act?** Title I schools may apply Title I funds to all program expenses and busing costs. Other funding options for all schools include: working with Pacific Symphony to create a personalized ticket-sale fundraiser, applying for a Target field-trip grant to pay for busing expense, using PTA/PTO funds, and discussing funding options with your district

#### ➤ Pacific Symphony's Financial Commitment to Level II Schools

In 2010-11, the total cost of Level II is \$32.50 per student. Thanks to many generous foundations, individual, and corporate donors, the **Pacific Symphony is able to commit to subsidizing \$29.25** of each student's program expense. This is 90% of the total expense.

- **What does this mean to schools?** If, for example, a school has 500 students, the total program cost would be \$16,250. A school would then pay \$1,625 and the Pacific Symphony would subsidize \$14,625. The school would also pay their busing expense.

## **Level II Program Elements**

### **Kick-off/Scheduling Meeting (required)**

**Objective:** to set each school's team up for success by clarifying mutual objectives and by creating the school's personalized Class Act schedule

**Space Required:** any space that allows for all team members to sit at the same table

All members of the school's Class Act Team including Principal, Teacher Representatives, Parent Coordinators, Music Teacher (if applicable), Pacific Symphony Musician, and Ambassador (if applicable) attend this meeting with their Regional Manager. It is held in late Summer/early Fall at the school, and attendees tailor the school's full year of Class Act activities to meet their unique scheduling needs. All team members are required to attend the first twenty minutes of the meeting, and the principal and at least one Parent Coordinator are required to attend the subsequent scheduling portion of the meeting, though all team members are welcome. Schools are encouraged to arrange an opportunity for their whole teaching staff to briefly meet their Class Act musician while he/she is on site for the Kick-off/Scheduling Meeting.

### **Prelude Assembly (required)**

**Objective:** to introduce students to their musician, composer, and musical element of study through storytelling, instrumental performance, and active involvement

**Space Required:** MPR or other large indoor performance space. Large libraries or computer labs may be used if there is sufficient space for both students and performers

This 30-minute presentation and lesson is designed to launch the Class Act program at schools. This assembly, hosted by a professional storyteller, is held in October, November, December or January and is attended by the entire student body. Students meet their Class Act musician, watch a performance, learn about the composer of the year's history, culture, and music, and build enthusiasm for Class Act. The year's musical element (melody, rhythm, or form) is also introduced.

### **Level II and III Teacher Workshops (required)**

**Objective:** to provide all classroom teachers with the tools they need to integrate the Class Act curriculum into their classroom

**Space Required:** An indoor space with enough room for all workshop participants to move around comfortably. Some workshops this year may require two rooms. Schools may partner with other Class Act schools for a \$70 reduction in their financial commitment.

Conducted by arts specialists in the fall and early winter, these workshops provide teachers with grade-level-appropriate activity ideas to help supplement the Class Act program in the classrooms. Workshops address state and national music content standards and help teachers to integrate music into other core subject areas. The application of what teachers learn in their workshop later guides them in developing a meaningful Bravo Assembly activity for their students.

## **Level II and III Grade Level Musician's Lessons (required)**

**Objective:** to share the music of the composer of the year through the study of orchestral music, musical elements, and active music making

**Space Required:** An empty classroom or multipurpose room with a whiteboard or blackboard. Room for 30-40 students to move around comfortably, power outlets, and a minimum of outside distractions are also required.

Class Act musicians teach a 30-45 minute lesson to each individual class. Students in grades K-1 receive a half-hour lesson, while older students receive a 45-minute lesson. Students develop a relationship with their resident musician through grade-level appropriate, interactive lessons focused on the historical importance of the music of the composer, specific musical concepts, and terminology. Students are prepared for their lesson with their Class Act musician through work with their classroom teacher.

## **Family Night (required)**

**Objectives:** for the school community to learn more about the music of the composer of the year, through the performance of a Pacific Symphony chamber ensemble, lead by their Class Act musician

**Space required:** MPR or other performance space in the community that can hold at least 250 audience members. Often churches, junior and senior high schools, and community centers are used

Held at the school, or other nearby location, on an evening between January and May, Family Night is a 45-minute chamber music performance featuring the school's Class Act musician. This event provides the entire school community (parents, students, teachers, community members) with the opportunity to see their musician perform in an ensemble, learn about musical instruments, and meet other musicians from the Pacific Symphony. Parent Coordinators are responsible for working with the Symphony's Education Staff and school staff to coordinate, promote, and host this event. School's are also encouraged to invite board members or other local VIPs to attend this special event.

## **Interactive Musical Experience (required for students in grades K-1)**

**Objective:** to provide a developmentally appropriate culminating experience for the youngest Class Act students, combining musical performance, active music making, and the music of the composer of the year

**Space Required:** MPR or other large indoor performance space. Large libraries or computer labs may be used if there is sufficient space for both students and performers

The newest program element, the IME is a hybrid between a concert and a class, created especially for students in K-1. Students sing, move, and play their way through an original story featuring the music of the composer of the year.

## **Youth Concert (required for students in grades 2 and higher)**

**Objective:** For students to hear the music of the composer of the year played by a full orchestra, to hear "their" musician in the context of a full orchestra, and to reinforce concepts and musical works taught throughout the year

**Space Required:** Held at the Orange County Performing ArtsCenter

A culmination of the students' experiences in Class Act, the Youth Concert is a 45-minute performance presented to students in grades 2 and higher by the Pacific

Symphony in late May or early June. The performance provides the entire student body with the opportunity to see and hear their Class Act musician performing as part of a full orchestra. The school is responsible for all associated transportation expenses.

### **Bravo Assembly (required)**

**Objective:** To provide a meaningful culmination to process based learning through a presentation that incorporates elements of the Composer of the Year's music

**Space Required:** Any space (indoor or outdoor) that allows the whole school to attend and participate in the Bravo Assembly comfortably

During the year-end Bravo Assembly, students use musical performance, drama, creative writing, dance, and visual art as forms of expression to demonstrate what they have learned from their participation in Class Act. All students participate in this special assembly, coordinated by the Teacher Representatives. Often parents are invited to attend this special school-wide event

### **Assessment (required)**

All team members and teachers will be required to take part in assessments of the Class Act program throughout the year. These will include online surveys and grade-level lesson assessments with a brief student participation component.

### **Additional Meetings (required)**

Meetings with different Class Act team members are scheduled as needed. For example: Parent Coordinator meetings generally occur once or twice a year, Teacher Representative meetings are scheduled with teachers who need additional assistance in Bravo Assembly preparation

### **Yearly Reapplication (required)**

Starting in the 2009-10 school year, all Class Act schools will be required to reapply for the program each year. Changes in program elements and commitment expectations will be outlined in each year's application, allowing schools the opportunity to reevaluate their participation.

### **Celebrations (not required, but fun!)**

Each Class Act year begins and ends with a celebration linked to a Symphony Concert. All team members are invited to enjoy the Pacific Symphony, meet team members from other schools, and to celebrate Class Act! Details about specific celebrations are provided a few months before each event.

### **Additional Pacific Symphony Opportunities (not required, but encouraged)**

All Class Act Family members (all members of a Class Act school community) are invited to visit the online Class Act Concert Club, where they may benefit from special ticket offers to see the Pacific Symphony throughout the year. Title I schools are also invited to take part in the Heartstrings Program, which provides free concert attendance to children and their families. Additionally, Class Act schools are encouraged to nominate students for arts-X-press, the Symphony's summer arts camp for students entering 7<sup>th</sup> and 8<sup>th</sup> grade. Schools are also informed of appropriate Symphony Education offerings as they emerge, and are encouraged to share such opportunities with their school community.

## Level III

### Required Program Elements and Financial Commitment

Level III contains all the program elements found in Level II plus the addition of Orff-Schulwerk lessons for students in grades K-2 or K-3. If you want to explore an in-depth partnership or want to complement your upper grade music program, you should seriously consider applying for Level III as your first choice. A customized program of Orff lessons can be created for your school, with options ranging from three lessons for one classroom, to five lessons for all students in grades K-2, to a recorder component for third grade students.

### **Level III Financial Commitment**

#### ➤ ***Level III Schools' Financial Commitment***

Schools participating in Level III will be required to pay the Pacific Symphony a **participation fee of \$3.25 per student**. This is 10% of the total program expense for all non-Orff activities. Class Act is a school-wide program, so when estimating your school's financial commitment you should take your total student population into account. Level III schools will also be **responsible for paying a supplement for Orff lessons**. A typical sequence of Orff lessons would include **five lessons per classroom**, and schools would be required to pay **\$720 per classroom** for this five lesson sequence. Individual programs and estimates can be created, and a third-grade recorder component is available. Please contact Susan Miller to if you would like to discuss Level III participation options in greater detail.

**Schools** in Level III will also be responsible for **covering all busing costs for transporting students in grades 2 and higher to the Youth Concert**.

Arrangements and payment for busing should be arranged with your district/charter bus company.

To **estimate the cost of Level III** participation at your school, please use the formulas below. Please keep in mind that below is just an example of how you might like to include Orff lessons at your school. Customized sequences are available and encouraged!:

#### **Determine Estimated Orff Lesson Cost**

$$\text{Number of K-3 classes} \times \$720 = \text{Orff Cost Estimate}^{**}$$

\*\*=please contact Class Act Director Susan Miller for estimations on a custom program of Orff Lessons. The formula above is for a five-lessons sequence per class.

#### **Determine Estimated Total Cost**

$$(\text{Estimated \# of students} \times \$3.25) + \text{Estimated Orff Cost} + \text{Estimated bus cost}^* = \text{Total Cost Estimate}$$

\*=please consult directly with your district/charter bus company

- **How can schools fund their contribution to Class Act?** Title I schools may apply Title I funds to all program expenses and busing costs. Other funding options for all schools include: working with Pacific Symphony to create a personalized ticket-sale fundraiser, applying for a Target field-trip grant to pay for busing expense, using PTA/PTO funds, and discussing funding options with your district
  
- **Pacific Symphony's Financial Commitment to Level III Schools**  
 In 2010-11, the total cost of Level III is \$32.50 per student for all non-Orff activities. Thanks to many generous foundations, individual, and corporate donors, the **Pacific Symphony is able to commit to subsidizing \$29.25** of each student's program expense. This is 90% of the total expense for non-Orff activities. **Schools cover their full expense for all Orff activities.**
  - **What does this mean to schools?** If, for example, a school has 500 students, the total program cost without Orff activities would be \$16,250. A school would then pay \$1,625 and the Pacific Symphony would subsidize \$14,625. In addition to this amount, the school would pay \$720 per K-3 class participating in a five-lesson Orff sequence. The school would also pay their busing expense.
  
  - **Customized Orff Programs and Related Costs** Schools may choose to have all students in grades K-3 participate in Orff lessons. They may also choose to have only one grade level or class participate. Costs will vary depending on the type of customized program chosen, so please contact Susan Miller for an estimate and tips on how to create your school's customized Orff program.

### **Level III Program Elements**

Level III will include **all program elements in Level II, plus a customized sequence of Orff-Schulwerk lessons.** Please see pages 20-22 for a detailed description of Level II program elements, all which are a part of Level III. Please see below for a detailed description of Orff Schulwerk Lessons, an exclusive offering for Level III schools. **Don't forget to look at the Level II program elements in detail, as these are also part of Level III!**

#### **Orff Schulwerk Lessons (for Level III only)**

**Objective:** to teach students in grades K-3 basic music skills through singing, dancing, playing basic rhythm instruments, and playing recorder (third grade students only)

**Space Required:** An empty classroom or multipurpose room. Room for 30 students to move around comfortably, power outlets, and a minimum of outside distractions are also required.

Class Act musicians, trained and certified in the Orff Schulwerk method of early childhood music education, provide anywhere from 3-20 lessons to students in grades K-3. Orff lesson programs may be custom designed for each school and a recorder program can be added for third-grade students. Schools will be assessed the full cost of Orff lessons. Orff lessons may be of particular interest to schools looking to strengthen their lower grade music programs or to better prepare students for upper grade instrumental study. Please contact Susan Miller to discuss customized options for your school's participation in Level III Orff lessons.

## **Part VII**

### **Class Act Partnership Commitments**

Please read through each team member's commitment before completing pages 8-9. Information on the Pacific Symphony's Commitment and Classroom Teachers' Commitment is also provided for your reference. All commitments pertain to all Levels of participation, unless otherwise noted. For example, Level I schools do not participate in the Youth Concerts, so any commitment pertaining to Youth Concerts is applicable to Levels II and III only, and is noted as such.

#### **Principal's commitment:**

- Attend one (1) Kick-off/scheduling meeting and additional individual meeting as needed
- Select and support the activities of Class Act Parent Coordinators, who serve as liaisons between the school community and the Pacific Symphony
- Select and support the activities of Class Act Teacher Representatives who serve as liaisons between the school and the Pacific Symphony
- Reserve the appropriate facility for each school-site activity
- Allocate time for each class to attend the musician's lesson, Prelude Assembly, Bravo Assembly (Levels II and III only), Youth Concert (Levels II and III only, grades 2 and higher), and Interactive Musical Experience (Levels II and III only, grades K and 1)
- Allocate time, support promotion, and secure appropriate facility for Family Night performance
- Allocate time for students in grades 2 and higher to attend the Youth Concert at the Orange County Performing ArtsCenter (Levels II and III only)
- Schedule buses and incur all transportation costs for the Youth Concerts (Levels II and III only)
- Allocate time for one (1), 1.5-2 hour Teacher Workshop
- Fulfill the school's financial commitment to the program
- Assist with program evaluation throughout the school year. This includes: teacher evaluations of musician lessons, student surveys, and team surveys
- Take an active role in working with Class Act staff to promote Symphony concerts and events, including assistance with the distribution of materials about Class Act and other Symphony programs

#### **Parent Coordinator's commitment:**

- To publicize and attend all school site events
- To recruit and coordinate a total of 10 parent or community volunteers for the Youth Concerts (Levels II and III only)
- To coordinate, promote and host Family Night
- To assist with program evaluation
- To attend planning meetings and one school site Kick-off/Scheduling meeting during the school year
- To help secure items needed by musicians for teaching (white board, microphone, etc.)
- To coordinate supervision and set-up for all school-based activities (Teacher Workshop optional)

- To take an active role in working with Class Act staff to promote Symphony concerts and events, including assistance with the distribution of materials about Class Act and other Symphony programs

**Teacher Representative’s commitment:**

- To assist in the implementation of the curricular materials
- To act as a liaison with school staff to promote special events, relay information and distribute materials in a timely manner
- To serve as a role model for school staff in supporting Class Act activities
- To coordinate the year-end Bravo Assembly (Levels II and III only)
- To coordinate the completion of Teacher Portfolios (Level I only)
- To assist with program evaluation, including the supervision of individual classroom teacher’s evaluations of musician lessons
- To attend planning meetings and one Kick-off/Scheduling meeting during the school year
- To take an active role in working with Class Act staff to promote Symphony concerts and events, including assistance with the distribution of materials about Class Act and other Symphony programs
- To support other classroom teachers in the fulfillment of their commitment, listed below

**Classroom Teacher’s commitment (this applies to all classroom teachers, including Teacher Representatives):**

- To attend Teacher Workshop, held on site or at a partner school (All teachers for Levels II and III, one teacher per grade-level for Level I)
- To prepare students for musician’s lesson.
  - **Minimum commitment:** have students listen to CD of composer’s music (provided) and share book about composer’s life (provided) with students before their musician’s lesson
  - **Preferred commitment:** do at least one preparatory activity found in Teacher Workshop packet with students, and share facts about composer’s life using Teacher Workshop packet, internet searches, or other appropriate resources
- To attend the musician’s lesson with their class
- To complete a one-page evaluation of musician’s lesson
- To participate in the preparation of the Bravo Assembly (Levels II and III only)
- To complete a portfolio of his/her class’ work using the Class Act curriculum (Level I only)

**Music Teacher’s commitment (for schools with a music teacher):**

- To support Class Act activities in a way that complements the music instruction already in place
- To provide assistance to classroom teachers for Bravo Assembly preparation, if needed (Levels II and III only)
- To provide links to the Class Act curriculum in their instruction, when appropriate

**Pacific Symphony's commitment:**

- To present the Class Act program for one school year
- To fulfill the Symphony's financial commitment as per the Financial Policy
- To provide quality educational activities and supplemental teaching materials for classroom teachers
- To provide each classroom with a CD of the composer of the year's music and a book about the composer's life
- To customize the Class Act schedule of activities, within the scope of the program's goals, to meet the individual needs of the school
- To support the school's Class Act Team in program implementation
- To conduct ongoing program evaluation and make program modifications and improvements based on evaluation results
- To maintain regular communication with all Class Act partners and team members
- To provide members of all Class Act school community's with appropriate opportunities to further engage with Pacific Symphony's other Education programs and concerts for all ages