

Music Department Handbook

MUSIC

Included in this Handbook:

- HCJH Music Philosophy Statement
- Conduct of a Musician
- Performance Attire, Rehearsals, Homework
- Activities and Music Contract
- Awards
- Insurance
- Activity Fee
- Transportation and Driver Information
- Checklist
- Parent Help

HCJH Music Philosophy Statement

The main purpose of the HCJH Music Department is to help develop the physical, emotional, spiritual, and scholastic advancement of students, as well as to allow those who are experienced or gifted in different musical groups to excel. Participating in a musical group is a privilege for those students who are interested and have the ability and right attitude. Membership must be earned by the student through the maintenance of acceptable scholastic grades as well as good conduct in class and at performances.

Music is much more than just performing . . .

- In music you will see the benefits of teamwork.
- You will experience first hand what it means to be a "Christian musician" and that you can honor God while playing or singing.
- You will learn that it is hard, continuous work that brings success.
- You will also learn that acceptance of responsibilities and making personal sacrifices will make winners.

The Heights Christian Jr. High Music Department has the philosophy that each student should have an equal opportunity to become a performer. Trying out for a music group is a positive, learning experience that allows each person to simply do their best. Those who make the performance groups are not "better" than those who do not make them; they are just perhaps a little more experienced or gifted in that particular area.

Our school was founded to honor God, and this is the main priority! As a member of a HCJH musical group, you must realize this priority and help to make it happen. In order to honor God, a student must live clean and play hard.

Conduct of a MusicianAt Performances:

1. All musicians are expected to observe the regulations and procedures that are specified by the director.
2. Any behavior contrary to the desires of the director reflects on the individual musician, the director, the group, the school, and most importantly the Lord, and will not be tolerated. Violations of this nature may result in removal from a performing group, expulsion from the group, and loss of awards and privileges.

In the Classroom:

1. Academic work should be considered more important than music.
2. Students should do their best in academics just as they do in music.
3. Passing grades in both scholastic work and citizenship must be maintained.
4. Show respect for your teachers, fellow students, and classroom activities.
5. Be prompt to class and have a good attendance record. Never cut class or school. Cuts are causes for suspension or expulsion from the group.
6. In the classroom, your conduct reflects upon the entire music program and its members. Keep this in mind as you conduct yourselves.
7. It is up to each student to make up required work in each class missed because of rehearsals or performances. Get the assignment from the class you are going to miss before you miss it.
8. It is the student's responsibility to make sure the grades are not dipping below a "C".

On and Off Campus:

1. The way you act and look on and off campus is a reflection of you as an individual. As a musician you should be a leader for students to respect and follow as an example.
2. Be neat and well groomed at all times. Adherence to the dress code of the school is a must.
3. Profanity is out of place no matter where you are!
4. Do not "pick on" any students or be loud and boisterous.
5. Support all school activities. Take an active part when possible, and never "bad mouth" any school activity.

On Music Trips:

1. Any time you are off campus, you represent your school and performance group as well as the Lord.
2. Dress in a clean and pressed performance outfit.
3. Conduct yourself in a respectful manner to all you come in contact with, and always show respect for property.
4. Everyone helps set up and tear down, even if it is not your performance group.

Jazz Band and Vocal Ensembles

All jazz band members must also be in Band.

All students involved in the vocal ensembles must also be in choir.

Performance Attire, Rehearsals, HomeworkPerformance Attire:

Each music student will wear a performance outfit consisting of black pants, a teal polo shirt, black socks and black shoes (low heel and closed toe/heel).

Praise and Dance Team will wear a dress, tights, dance shoes and hairpiece.

Rehearsals:Band

Be in your assigned seat when the bell rings.

Have all required materials at each rehearsal, lesson and performance:

Instrument or sticks (in good working order)

Folder with music, pencil and practice record

Organizer to write down important dates

Absences from performances without an excuse will definitely affect the student's grade.

No playing before or during roll.

When the director steps on the podium all talking stops and instruments go into attention position.

When the director's baton is raised: All eyes are on the baton

Instruments go into playing position

Finger the first note

All materials must be put away at the end of class.

Don't play other people's instruments – especially percussion!

Choir

Be in assigned seat with music and pencil when the bell rings.

Listen to instructions and mark music regarding cut offs and pronunciation.

Remain quiet and attentive when the director is working with another section or at the piano.

Put emotion and a love for the Lord in your song. He gave us this wonderful gift.

Handbells

Follow specific rules in handling and caring for the Bells.

When the director stands in front of the music stand all talking and playing stops.

When the director's arms are raised bells are in the ready to ring position.

Smile, work hard and have fun ringing.

Homework:

- Students should anticipate the need to miss all or part of a class due to performances and advise the appropriate teachers in advance.
- Homework is always due on time even if you will not be on campus for that period.
- Turn the homework in early or to your teacher before leaving campus for a performance.
- Get your homework assignment and class work in advance for the classes you will miss.

Performance Pickup:

- Students need to be picked up promptly after performances. Check the schedule for the place and time.

Activities and Music Contract

Eligibility

For any student to be involved in extra-curricular activities: cheerleading, music, sports, student council, etc., he or she must be academically and behaviorally average or better.

Reporting Grades

- There are two standard forms of communication from the school that are used to determine eligibility for extra-curricular activities: report cards and progress reports.
- Report cards are issued at the end of each quarter in November, February, April, and June. Progress reports are issued at the mid-point of each quarter.

Grade Requirements

- Students who receive below a 2.2 on their "Eligibility GPA" on a progress report or report card will be placed on probation. The Eligibility GPA is comprised of the five core academic classes, along with the Mini Course and P.E.
- Students who receive below satisfactory citizenship or work habit grades in a class (one or more "U's" and/or more than two "N's") on a progress report or report card will also be placed on probation.

Probation & Suspension

- Any student who is placed on probation will have their next report (progress report or report card) reviewed for satisfactory grades. Students on probation are allowed to continue participation in the extra-curricular activity.
- If the student's grades are satisfactory (an Eligibility GPA of 2.2 or higher, no "U's", and no more than two "N's") at the end of the probation period, he or she will retain their eligibility for extra-curricular activities. **If, however, the student's Eligibility GPA is again below a 2.2, or has a "U", or more than two "N's", that student will be put on suspension and will not return to his or her musical group until his or her grades are reported as satisfactory (as reported on a subsequent progress report or report card).** Students on suspension may not practice, participate, perform, or compete in an extra-curricular activity.

Additional Probations & Suspensions

- Any student who is placed on suspension at the end of an unsatisfactory probation period will not receive another probation period during his or her enrollment at HCJH. If he or she receives another progress report or report card with unsatisfactory grades, he or she will be placed on suspension and will not return to extra-curricular activities until his or her grades are reported as satisfactory (as reported on a subsequent progress report or report card). *see example A*
- Any student who is placed on probation but retains their eligibility for extra-curricular activities by receiving satisfactory grades on the next progress report or report card will continue to be allowed a probation period prior to a suspension. *see example B*
- Eighth grade students may begin the school year on probation (due to unsatisfactory grades on the previous fourth quarter report card) but, eighth grade students may not begin the school year at HCJH on suspension (regardless of his or her previous status). *see example C*

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- Students on probation or suspension may participate in tryouts and may be selected for a group; however, they must complete the probation or suspension and receive satisfactory grades on the next report in order to participate in the activity. Satisfactory grades are important even if you are not currently involved in an extra-curricular activity. See *example D*

Extra-curricular Activity Awards

- Being suspended from an extra-curricular activity may constitute loss of awards and privileges.

It is our desire to see all students involved in extra-curricular activities and be productive and responsible in the fulfillment of their responsibilities.

Example A:

A seventh grade student is in Band at HCJH. He receives unsatisfactory grades on his progress report and is placed on probation until the first quarter report card. Unfortunately, he does not receive satisfactory grades on the first quarter report card and is placed on suspension from extra-curricular activities. He receives satisfactory grades on a subsequent report and is no longer on suspension. He then makes the Choir but receives unsatisfactory grades on his third quarter progress report. He is placed on suspension rather than probation until he receives satisfactory grades on a subsequent report.

Example B:

An eighth grade student is in Handbells at HCJH. She receives unsatisfactory grades on her progress report and is placed on probation until the first quarter report card. She receives satisfactory grades on her first quarter report card and is off probation. She again receives unsatisfactory grades on her second quarter progress report but because she has never been on suspension she receives another probation period and is allowed to continue participating in Handbells.

Example C:

An eighth grade student had received unsatisfactory grades on his fourth quarter report card in the seventh grade. He begins the year on probation until the first progress reports even if he was suspended at the end of the seventh grade.

Example D: A seventh grade student is not involved in choir, bells or any other extra-curricular activity until he makes the band in February. Unfortunately, he had not received satisfactory grades on the first quarter report card and was placed on probation even though he was not in a musical group. He then received unsatisfactory grades on the quarter two progress report and was placed on suspension even though he was not in a group. He then received satisfactory grades on the subsequent quarter two report card, prior to making the band, and became eligible to play. He then received unsatisfactory grades on the quarter three progress report while playing in the band and was placed once again on suspension. Satisfactory grades are important even if you are not currently involved in an extra-curricular activity.

Awards

Eligibility for Awards:

- The student must have participated in the performing group all year. The student must have maintained a satisfactory grade in academic work as well as citizenship.

Types of Awards Available:

- All musicians will receive a special plaque or medallion to show their participation.
- Special Awards will also be given at the end of the year:

Band:

- Director's Award
- Most Improved
- Honor Musician
- Outstanding 7th & 8th Musician
- Outstanding Jazz Musician

Choir:

- Outstanding 7th & 8th
- Most Improved
- Honor Musician
- Director's Award

Handbells:

- Most Cooperative
- Most Enthusiastic
- Most Improved
- Most Consistent
- Outstanding Ringer

Insurance

Insurance:

To be eligible to participate, each student must be covered by the required amount of insurance mandatory by the state law.

Music Fee

Participation in HCJH Music is an optional activity that requires considerable school resources.

-An activity fee of \$125.00 will be charged to each student for the year.

-The Music fee is due by September 25, 2009. Please turn in to Mrs. Henslin.

-Praise and Dance Team auditions will be in December. They will have different outfits and a separate fee due at another time.

Transportation and Driver Information

HCJH relies upon parents to transport students to and from certain performances. We appreciate your cooperation and involvement. Please make a note of the following items:

- You must possess a valid driver's license and current proof of insurance in order to transport students other than you own child.
- Please bring your drivers license and proof of insurance to the school office for verification. You will only need to do this once.
- When transporting students to or from an event, please do not stop for any reason. Directors and family members are counting on your timely arrival.
- Check before transporting students that you have an emergency card for each student. The emergency cards must be returned to the director or school office.
- Please help the directors with accountability; if you "bring" students to an event, please "return" the same students back to school or be certain that they left the event with a parent. The students will be reminded regularly to let directors and drivers know when they are leaving.
- Call the school office at (562) 947-3309 if you have any difficulty while transporting students.

Music Department Handbook Checklist

PLEASE SIGN AND RETURN TO MRS. HENSLIN BY FRIDAY, SEPTEMBER 25

Dear Parents and Students:

Please read each section together carefully and check off each item.

- HCJH Music Philosophy Statement
- Conduct of a Musician
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Please complete and return all purple colored papers.

- All purple colored papers completed and attached
- Activity Fee

I have read this Music Handbook and I understand my responsibilities as a musician at Heights Christian Jr. High.

Performing Group _____

Student's Name (Please Print) _____

Student's Signature _____

We have read this handbook and understand the responsibilities laid out for our student. We also understand that it is our responsibility to make sure our student arrives on time and is picked up on time from all performances.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____



PRELIMINARY PERFORMANCE SCHEDULE
2009-2010

Table with 3 columns: Date, Event, and Participants. Includes events like Pep Rally #1, LHHS Mass Band, WCHS Mass Band, Christmas Concert, and Spring Concert.

(Additional performances may be added to the calendar)

General Permission Slip

_____ has my permission to participate in all off
(student's name)

campus musical events during the school year 2009-2010. I understand that I will receive information prior to the event concerning place, time, cost, transportation and anything else that applies to the performance.

Parent Signature

Date

PARENT HELP NEEDED

Dear Parents:

At various times throughout the year we are in need of parents to help with decorating, refreshments and setting up the day of the program. If you are able to help in any way, please check below. Thank you for your support and encouragement of the music program. We can't do it without you!

Miss Valdez, Mrs. Stowell and Mrs. Henslin

HCJH Music Department

(Please return to Mrs. Henslin by Friday, September 25th)

I can help with the: _____ Christmas Concert, Dec. 8

_____ Spring Concert, May 4

_____ I am willing to help organize the refreshments.

_____ I am willing to help organize the decorations.

_____ I am willing to donate food, drinks or decorations.

_____ I am willing to help set up the day of the performance.

Parent Signature

Student's name

Telephone #

PERFORMANCE SHIRT

Please return to Mrs. Henslin by Friday, September 25

Student's Name _____

_____ I need to order a new shirt
_____ Size (S, M, L, XL –adult sizes)

_____ I have my shirt from last year.
It still fits and is in good condition.

Parent Signature