

Heritage Christian Academy Bands Handbook 2017-2018

Glorifying God, Pursuing Excellence, Learning Music

1 Praise the Lord!
Praise God in his Sanctuary;
praise him in his mighty heavens!

2 Praise him for his mighty deeds;
praise him according to his excellent greatness!

3 Praise him with trumpet sound;
praise him with lute and harp!

4 Praise him with tambourine and dance;
praise him with strings and pipe!

5 Praise him with sounding cymbals;
praise him with loud clashing cymbals!

6 Let everything that has breath praise the Lord!

Praise the Lord!

Psalm 150:1-6
English Standard Version

Contact Information:

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Mrs. Allen's E-mail: mallen@hcaeagles.org

Student Name:

Band/Class Period:

INTRODUCTION

Welcome to the Heritage Christian Academy Bands. I feel very privileged to be given the opportunity to work with these kids. My education background is: BA Church Music, Minor: Psychology – Spring Arbor University 1993. My main instruments are voice and saxophone. I have directed worship teams, church choirs, instrumental ensembles, handbell and chime choirs for many years. I have been a private music lesson instructor in voice, saxophone and beginning piano for over 20 years.

This is my first year teaching at HCA and this is my 3rd Christian school I have taught at. I have also worked as music director for Senior Centers and churches. I have been married to my husband Max since 1993 and we are proud parents of 3 beautiful daughters: Rebecca, Rachel and Jessica. All girls are heavily involved in Band, Choir, Theatre, softball, worship teams and Bible quizzing.

I am excited to share my passion in worship music with the students at HCA! Psalm 150:6 states “Let everything that has breath praise the Lord” - That’s ALL of us, whether we consider ourselves talented musically or not. *In my classes we will spend our time simply praising the Lord using what God has given us. I will emphasize the importance of making music with the focus on our worship to the one who deserves our praise!* Music is a critical part of a well-rounded education and helps students develop their God given potential. We will spend time glorifying God through learning the foundations of music such as music theory, music history, and performance skills. Every student is precious and has special gifts and talents. I believe it is my mission in life to encourage young people and help them to believe in themselves.

The following are guidelines that I will enforce to help the students be organized, efficient and the most productive in our classes. We only have a short time together each week so I want to be sure we are using all of our time wisely. My goal is to encourage them to excel and be the best they can be, because God deserves our very best.

I. REQUIRED MATERIALS

All students must:

- Have their instrument with them, in proper working condition, every day.
- Have their instrument labeled with their name and address
- Bring all their music with them every day.
- Keep their music in the music folder provided for them. (Charges for lost music apply.)
- Have one, single subject, 70 page notebook for listening and music theory notes. (Wide or college rule.)
- Have extra reeds, oils, cleaning supplies, etc. with them every day
- Have two pencils with them every day.
- Have the following books for their instrument with them every day:
 - 5th Grade: Essential Elements 2000 Book One
 - 6th Grade: Essential Elements 2000 Book One and Book Two
 - 7th & 8th Grade: Essential Elements 2000 Book one and Two

II. BAND ROOM RULES

1. **RESPECT.** Show respect for classmates, teacher, the band room, Heritage Bands, and yourself. This includes:
 - a. Not making ANY sort of extra noise or creating distractions while the teacher is working.
 - b. Being kind and courteous to classmates.
 - c. Taking proper care of equipment and only touching equipment assigned to you.
2. All music making stops INSTANTLY when the teacher gives the cut-off.
3. **No gum, candy, food, or non-water beverage in the band room.**
4. You must warm up in an appropriate fashion.
5. At all times students will comply with the school rules.

III. DISCIPLINARY CONSEQUENCES (DEMERITS)

Infractions of the rules (including those listed in the school guidelines) will result in the following:

1. A warning.
2. A second warning will earn a demerit and a loss of participation credit. (3 Demerits in a single academic quarter in band will result in an after school detention.)
3. Pack up instrument; fill out a Think Sheet and loss of all participation credit.
4. At any time, depending on the infraction, Mrs. Allen can choose to jump any of these steps for an appropriate level of punishment.

IV. REHEARSAL ROOM PROCEDURE

When you arrive in the band room:

1. Get your instrument and folder and go directly to your assigned seat.
2. Sit down and be ready for the day's activities.
3. If you complete the first activity early, sit quietly and wait for the rest of the class.
4. After the opening activity, get your instrument out. Place your case to the right side of your seat and begin warming up softly until the director begins rehearsal.
5. All talking stops when the director steps in front of the class.
6. We rehearse to make music, doing only the things we can do together (balance, blend, intonation, etc.)
Practicing of individual parts needs to take place at home.

V. ADDITIONAL HELP

Individual help is available after school upon request as Mrs. Allen's schedule permits. These times are not designed to be long term solutions or private lessons. If additional instruction is needed it will be recommended that the student enroll in private lessons. Time slots must be reserved at least a day in advance to avoid any and all conflicts with the teacher. It is your responsibility to make any necessary arrangements for transportation.

VI. SCHOOL-OWNED INSTRUMENTS

A limited number of school-owned instruments are available for student use, however due to the condition and quality of the majority of these instruments it is strongly recommended that each student has their own personal

instrument. These instruments can be rented or purchased. Students who used school-owned instruments will be issued a rental contract and their student accounts will be charged a monthly \$10 maintenance fee. This will help cover the maintenance made to the instruments throughout the school year. School-owned instruments will then be repaired at Meyer Music at no additional cost to the student/family, except in cases of severe damage through abuse caused by the student (ie. dropping instrument, major dents, broken keys, broken pads, dented mouthpieces, etc.)

It is the student's responsibility to keep the instrument clean while it is in their possession. However, students using school-owned instruments will be assessed a \$10 cleaning and repair fee any time they are caught chewing gum, eating or drinking (except for water) while using the instrument. These behaviors can cause severe damage to the instrument.

School-owned instruments must be returned at the end of the school year unless prior arrangements have been made to continue to borrow the instrument during the summer months.

VII. GUIDELINES FOR GRADING

Marking period grading will be comprised of the following categories:

Practice Records – 30% of overall grade

Performances, Playing Tests, Written Test and Other Assignments – 30% of overall grade

Class Participation – 40% of overall grade

A. Required Performance Attendance

It is very important to a successful band performance that all members of a group be in attendance. Performances will depend on grade level and may include two annual concerts and Commencement.

ATTENDANCE IS MANDATORY FOR ALL REHEARSALS AND PERFORMANCES. The student will not receive full credit if these problems occur:

- Gum or candy any time between warmup and performance.
- Failing to bring all required items for concert
- Improper attire: (if you have attire problems, please see Mrs. Allen prior to the performance)
- Behavior issues while performing:
- Behavior issues off stage, including during warmup, in the hallways and in the audience
- Leaving before the end of the entire performance, not just the individual students part of the performance
- Behavior expectations include professional behavior onstage, and respectful behavior while in the audience. Students in the audience may only talk between pieces or groups, and may not use electronic media at any time during the performance.

Concert Attire

1. Black dress pants or skirt (no jeans please).
2. Dress shirt and tie or blouse.
3. Black dress shoes and black socks. *NO athletic shoes!*

Missed Performances

We have very few performances during the year so attendance is **MANDATORY** for all rehearsals and performances. However, occasionally it is impossible for a student to attend a performance. In all excused cases, a make-up assignment must be done to receive a grade for the performance, just as one would have to do for missing work in another class. Absences will be handled as follows:

Emergencies, including but not limited to illness or accident. Please notify Mrs. Allen prior to the performance if possible. Student will need a written note upon return to school detailing the reason for the absence. Students may choose to do the written makeup assignment as for other types of absences, or may arrange an outside-of-class time to come in and play their concert pieces for Mrs. Allen. This performance will be graded as a playing test. Completion of makeup work will start at 100% credit.

Because of the limited enrollment in band it is vital that students are at all performances. Other situations can be handled through communication with Mrs. Allen on a case by case basis. Needless to say that like any group activity band requires the participation of all its members to be successful.

NO CREDIT will be given if a student fails to notify Mrs. Allen of a conflict prior to a performance, or does not turn in a makeup assignment within two weeks of the scheduled concert.

B. Practice Records

Practice records are submitted *the first day of class each week* after having been signed by a parent. **Students are expected to practice 35 minutes per day for 3 days a week and one 30 minute practice on the weekend. Students who are not truthful in recording practice times or obtaining parent signatures will not receive credit for the practice record.**

PRACTICE RECORDS MUST BE SIGNED BY A PARENT OR GUARDIAN TO RECEIVE CREDIT.

Please note: If student has an unforeseeable reason for not practicing (illness, injury, broken instrument, etc.), it should be indicated on the practice record and grading will be adjusted accordingly. If something is known about in advance (extracurricular activities, short vacations, etc.), students are expected to make up the time on another day that week and grading will not not be adjusted.

C. Student Assessments and other assignments

Prior notice will be given before all assessments. Please refer to these regularly to stay up to date on all required assignments and assessments. Playing tests will usually happen at least once per marking period, but as often as necessary as deemed by Mrs. Allen. Two types of playing tests will be given. Test on scales will be graded on *Note/Fingering Accuracy, Appropriate Tempo and Steadiness of Tempo*. Test on etudes, part of concert pieces or lines from method books will be graded in each of the following categories: *Notes, Rhythm, Technique, Interpretation /Intonation, Tone*. Grading will vary for other tests, quizzes and assignments. This category will include, but is not limited to, written theory tests and quizzes, written history theory tests and quizzes, and any major project assignments.

D. Class Participation

Students receive a daily grade for being prepared and participating in class:

Instruments and supplies. If the instrument is in the shop, a written note must be provided by the parent for *EVERY DAY THE INSTRUMENT IS NOT IN CLASS*. This note must come with the student each day they do not have their instrument, or in advance, not after the fact.

Band folder with music, practice record and other handouts. Music should never be carried in your case. Any severely damaged or lost music will result in a 25 cent fine per page. Completely losing band folder/all music will result in a higher fine based on the value of the music lost.

Sharpened pencil with eraser. We only write in ***PENCIL*** in band, NEVER pen or marker (even erasable is not acceptable...it doesn't erase completely.)

E. Extra Credit

Some possible activities include, but are not limited to, the following:

Private Lessons. A signed note from a parent with a list of dates that lessons were attended. Dates must be during the current grading period.

Performances in church or private lesson studio recitals. Turn in either a program from the performance or a note, either one signed by a parent.

Attending other musical performances. Turn in a signed program from the performance or a note from a parent.

VIII. CALENDAR

Scheduled performances and other requirements will be announced well in advance in class. It is your responsibility to keep track of the calendar. The calendar can always be found at <http://www.hcaegales.org/calendar.aspx> All scheduled performances and rehearsals are mandatory as stated above.

IX. SIGN AND RETURN

By signing below you are signifying that you have read this handbook and agree to comply to all of its policies for this school year. Failure to comply will result in the outlined consequences including grade reduction or failure. This must be returned and kept in the student's band folder during the year.

Parent Signature:

Date:

Student Signature:

Date: