

Heritage Christian School Music Club Handbook

Welcome to the Music Club! In this Music Club Handbook you will find information explaining the rules and policies of our program. Parents and students are encouraged to read through it at the beginning of the year to learn what will be expected, and keep it as a reference as questions arise throughout the school year.

Mission Statement

The HCS Music Program seeks to develop student musicians who grow in personal discipline and skill, perform quality music with the ensemble, develop meaningful relationships, and use their musical abilities to bring glory to our Father in Heaven. We will perform several times throughout the school year for Heritage Christian School families and friends.

Heritage Christian School Statement of Faith

- 1) We believe in the one God, eternally existing in three persons: Father, Son, and Holy Spirit (Matthew 3:16-17, Matthew 28:19, John 10:30, 2 Corinthians 13:14).
- 2) We believe in the Scriptures as the final and supreme authority in faith and life (2 Timothy 3:16, Hebrews 1:1-2, 2 Peter 1:20-21, Revelation 22:18-19).
- 3) We believe that man is sinful and therefore separated from God, who is holy and perfect (Isaiah 53:5-9, Romans 3:23, 1 Peter 1:15-16).
- 4) We believe that Jesus Christ, by offering himself on the cross, paid the penalty of man's sin; and that we now may enter into the family of God on the basis of His shed blood. Christ's death is a substitutionary and propitiatory one-time sacrifice to God for our sins. Jesus Christ is the only mediator between God and man (Isaiah 53:5-6, Romans 5:9-11, Romans 8:34, 1 Timothy 2:5, Hebrews 6:20-7:25, 1 Peter 2:24, 1 John 1:9, 1 John 2:1-2).
- 5) We believe that all who receive by faith the Lord Jesus Christ are born of the Holy Spirit and thereby become children of God (John 1:12, Acts 10:43, Acts 16:31, Romans 10:9, Ephesians 2:8-9).
- 6) We believe that our Lord and Savior Jesus Christ was bodily resurrected, and that man will also be bodily resurrected at His triumphant return. We do not believe that man, as a creature fashioned by God's handiwork, will ever become divine or semi-divine. (Job 38-41, Isaiah 40:13-31, Jeremiah 18:3-6, Romans 9:21, 1 Cor 15:12-22, 1 Thessalonians 4:15-16).
- 7) We believe that children are given by God as a stewardship to their parents, not to the state, and that as parents we are given the authority and responsibility to determine the best form of education for our children (Deuteronomy 6:6-7, Psalm 127:3-5, Proverbs 22:6, Ephesians 6:4).

8) We believe that every person, as an image bearer of God, must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed towards any individual or group are to be avoided completely and are not in accord with Scripture or the principles of Heritage Christian School (Genesis 1:27, Mark 12:28-31, Luke 6:31).

9) We believe that marriage, by divine design from the beginning of creation, is only between one biological man and one biological woman. We believe that all other types of unions (i.e. polygamy, polyamory, gay marriage, etc.), as well as any and all sexual activity outside of marriage, are immoral and therefore sinful, as being against God's good design and purposes for His creation (Exodus 20:14, Matthew 19:4-8, Romans 1:26-27, 1 Corinthians 6:9-10, 1 Corinthians 7:10-14, 1 Timothy 1:8-11, Hebrews 13:4).

10) We believe that God created the human race with two genders, male and female, and that any form of self-conception or conduct which intends to adopt a gender other than one's biological birth gender is immoral and therefore sinful, as being contrary to God's revealed will and good design for His creation (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11).

Student Code of Conduct

Attending Heritage Christian School is a privilege with accompanying responsibilities including:

- To faithfully support HCS with prayer and a positive attitude.
- To uphold our unique Christian philosophy of education and the mission and purpose of HCS.
- To accept the authority of teachers and administrators within the disciplinary standards of conduct established by HCS.
- To abstain from profanity and obscenity in word and action, honor God and His Word, and respect school personnel, parents, and other students.
- To follow the HCS parent/student handbook and abide by the stated guideline.

All Conduct Guidelines as listed in the HCS Parent/Student Handbook will be enforced. The most current copy of the Conduct Guidelines may be accessed using the following QR code



Liability Waiver

Per HCS policy, every family whose student(s) are participating in any club, class day, or other school related activity must have a Liability Waiver on file with the school. The Liability Waiver is available on *Homeschool Life* (HSL), located on the left side of the home page.

Overview of Ensembles

The Music Club is open to any HCS student enrolled in 3rd-12th grades.

- **Beginning Band** is for students 4th and up who are learning their instrument for the first time, or who need some additional practice on the music fundamentals. Band instruments include flute, oboe, clarinet, bass clarinet, alto saxophone, tenor saxophone, trumpet, French horn, trombone, baritone, tuba, and percussion (bell kit and snare drum).
- **Concert Band** is open, by audition, to students 7th grade and up who have studied their instrument for at least two years. Band instruments include flute, oboe, clarinet, bass clarinet, alto saxophone, tenor saxophone, trumpet, French horn, trombone, baritone, tuba, and percussion (bell kit and snare drum). String players may also audition for Concert Band.
- **Jazz Band** is open, by audition, to Concert Band members in 8th grade and up. Students must also be in Concert Band to participate in Jazz Band.
- **String Ensemble** is for students 7th grade and up with at least one semester of private lessons. Younger students can request special permission to participate. String instruments include violin, viola, cello, and string bass.
- **Junior Choir** is a smaller, non-auditioned choir ideal for younger voices. Vocal and choral techniques will be taught while we learn 1- and 2-part music in a variety of styles. Open to grades 3-6.
- **Concert Choir** is our largest non-auditioned choir for boys and girls, where vocal and choral techniques will be taught, along with music theory and score reading, while we prepare 3- and 4-part music in a variety of styles. Open to grades 6-12.
- **Chamber Singers** is the smallest vocal ensemble open by audition only. It is an advanced level vocal group that offers students with a more challenging vocal repertoire, more a Capella settings, and independent part singing. Open to grades 9-12.

Music Club Registration

Music Club participation requires a full school year commitment. Registration on HSL opens at the end of May of the prior school year and closes at the fourth week of September. The Music Club does not accept registration of new students during the school year except for families new to HCS (with director approval).

Auditions and Try-outs

Instrument try-outs will be available for students beginning a new band instrument at the end of the previous school year and just prior to the new school year.

All students who have played their instrument in HCS Beginning Band for two years or more and are in 7th grade or higher are eligible to move into Concert Band with no audition. All other incoming students who are in 7th grade or higher must audition first in order to join Concert Band. Jazz Band auditions are required for anyone seeking to join. Audition times and information will be available by contacting the band director at band@hcssd.org.

Voice assessments for all vocal students and Chamber Singers auditions will be held at the end of the previous school year and before the beginning of the school year. Audition/assessment times and information will be available by contacting the choir director at choir@hcssd.org.

String Ensemble auditions will be held at the end of the previous school year and before the beginning of the school year. Audition times and information will be available by contacting the strings director at strings@hcssd.org.

Fees

The Music Club registration fee, ensemble fee, and director fee schedule will be posted on the Music page on HSL. The Music Club registration fee covers facility rentals, the semester ensemble fees (billed in October and February) cover supplies for rehearsals, music purchases, printing costs, and other expenses for the year, and the director fee covers the director's compensation. The Music Club registration fee is charged annually for each Music Club student, regardless of how many ensembles they are in. All Music Club fees will be billed by the school office.

Cancellation and Drop Policy

Every member of the ensemble is essential to the group's success, so we do ask for a full year commitment. However, there is a grace period during the first four weeks of rehearsal, when a student is permitted to drop out if the family feels that a certain ensemble isn't the best fit. After the fee deadline, however, students are not allowed to

drop, except for special circumstances, and no refunds will be issued. In the event that the student wants to leave the ensemble after the initial grace period, a conference needs to be scheduled with the student, parent, and director. It is our hope, however, that everyone will commit to the ensemble for the entire school year.

Communication

The HCS Music group on the BAND app is the primary communication method and should be checked regularly. When a response is requested, please do so in a prompt manner. Questions or concerns should be expressed directly to the person responsible on BAND, or via email at music@hcssd.org. General questions that are applicable to a broader audience may be posted on the main HCS Music page or on the specific ensemble chat on BAND. Music Club students and parents can become members of the HCS Music group on BAND. Please use your first and last name when creating your profile on BAND so that others will know who you are.

General Information about Music Club can be found on our choir or band web pages located on the school website: <https://www.hcssd.org> in the Sports and Clubs section or by directly going to: <https://hcssd.org/band/> or <https://hcssd.org/choir/>. More detailed information is available on the Music page of the *Homeschool Life* (HSL) site. Families may also follow the Heritage Music Club on social media at:

Facebook: <https://www.facebook.com/people/Heritage-Music/100057517326596/>

Instagram: <https://www.instagram.com/hcs.band/?hl=en>)

Rehearsals and Practice

The Music Club conducts rehearsals at our Music Academy days. Rehearsals occur almost every Friday throughout the school year at Del Cerro Baptist Church, located at 5512 Pennsylvania Lane, La Mesa, CA 91942. The Music Club calendar and the daily rehearsal schedule is posted on HSL and on BAND.

* Please see the Ensemble Specific Instruction sections at the end of this document for additional rehearsal instructions.

Because Music Academy only meets once a week, students are expected to practice on their own in-between rehearsals in order to be prepared to rehearse as a group. They should plan on practicing at least five days a week for at least 20 minutes per day.

Check-in/Check-out: When students arrive for Music Academy rehearsal, they must first obtain a name tag at the check-in table and wear their name tag while on campus. Students must check-out before they leave campus by returning their name tag at the check-in table. This is for safety purposes, so that Music Club leaders know who is on campus in case of an emergency.

Parent Supervision: Students younger than 7th grade may only be on campus without a parent/guardian during their scheduled ensembles. If a parent cannot be on-site when a student is not in ensemble practice, he/she must designate another adult who will be present, and the check-in table volunteer must be informed at drop-off. Siblings may not stay on campus without supervision of a parent or another designated adult.

Tardiness Policy: We have a limited rehearsal time window. Unless prior arrangements have been made, Music Club students are expected to be *in their seats* ready to start at the beginning of rehearsal or by the call time for a performance. A student who is tardy more than twice must meet with the ensemble director to assess the student's commitment to the ensemble. Repeated tardiness will be dealt with at the discretion of the director and parent committee.

Absences: Maximizing rehearsal time is essential since we only meet once a week, and students are expected to attend all rehearsals. However, if you or your student are ill, please stay home and send a message on the **Music Attendance** public chat on BAND. Please either discuss planned absences with the ensemble director or send a message on the Music Attendance public chat on BAND as far in advance as possible.

Concert Uniform

Unless otherwise specified, the following is required for all Music Club performances:

- **Ladies:** Black dress (covers shoulders, mid-calf length skirt, modest neckline) OR black blouse or sweater with a modest neckline, black slacks or black skirt that reaches past the knee when sitting. (Cello players must have floor length skirts or slacks.) Black tights or socks, black dress shoes*.
- **Gentlemen:** White long-sleeved button-down collared shirt (tucked in), black slacks (no jeans), black socks, and ALL black dress shoes*. Tie is optional. No jackets, please.

*No Tennis shoes, Flip Flops, or open-toed shoes.

A Music Club t-shirt will also need to be purchased for less formal performances. Shirts are ordered in the fall after the Music Club cancellation date.

Parent Volunteers

Our Music Club relies on the contributions of all families to make it successful. Sign-ups for parent volunteers will take place on the Music page on HSL. Parents are required at the beginning of the year to volunteer for at least one job. These jobs may be carried out by either parents or one of their students. Families whose students are involved in the Club Café fundraiser must also volunteer for at least one Café job.

Please take full responsibility for the job(s) you sign up for by finding a replacement for yourself if you will be absent, or you can no longer fulfill your initial obligation. If you need to switch jobs permanently with someone else, please speak with a committee member to help make those arrangements.

Fundraising and Donations

The Music Club may participate in fundraisers throughout the year, which will help fund the program as a whole. Students who wish to raise funds for their personal Music Club costs should do this on their own. For tax reasons, donations to the Music Club cannot be designated for a specific person.

High School Letters/Pins and Honor Cords

Letters will be purchased by the club to have in their inventory. Students should receive only one* high school letter. The club will then bill families for the letter given to their student.

**If every club provided a letter for the High School age participant, some would end up with multiple letters due to participation in multiple clubs.*

The HCS Letters can also be purchased from Al's Sport Shop. They have our correct letters on file. They carry two sizes. Our Letters "HC" combined are 6" inches high and about 7" wide.

Pins are provided by the clubs and presented to the high school Music Club participants at the end of year celebration. A one-time pin for the ensemble will be given to the eligible participants, and a new "year" pin will be given each year that they qualify for a pin. The Music Club will keep a record of each of the High School participants and what pins they have received each year. The pins that club members would only receive one time during their four years of High School can be placed on an HCS letter, and then the "year" pin is placed under the other pins.

Qualifications for Music Club Letters

- Concert Band-Lettering

To earn a letter in Concert Band, students must be in 9th-12th grade, and can only letter for a maximum of 4 years. In order to letter in Concert Band, a student must:

- participate in all performances (or complete a make-up assignment),
- have no unexcused absences from rehearsals,
- perform in at least one musical performance outside of Band class during the school year (church, class day, recitals, etc.), and
- memorize all 12 major scales.

- **Jazz Band-Lettering**

In order to letter in Jazz Band, a student in 9th - 12th grade must:

- participate in all performances (or complete a make-up assignment),
- have no unexcused absences from rehearsals, and
- play an improvised solo in at least one performance

- **Strings-Lettering**

In order to letter in Strings, a student in 9th - 12th grade must:

- participate in all performances (or complete a make-up assignment), and
- have no unexcused absences from rehearsals,

- **Choirs-Lettering**

In order to letter in Choir, a student in 9th - 12th grade must:

- participate in all concert performances,
- have no unexcused absences from rehearsals,
- display proficiency in learning their parts and memorizing lyrics,
- be an encourager and helper to younger choir members, and
- pass LEVEL 2 of our sight singing and rhythm reading assessments

Letterman Jackets

Parents have the option to buy a letterman jacket if they so choose. The correct colors for HCS are on file at:

Al's Sport Shop
9250 Mission Gorge Road
Santee, CA 92071
(619) 562-4263
Alssportshop.com

Honorary Cords for Graduation

The Music Club may choose, at the club's expense, to present their graduating club members with a cord to wear with their cap and gown when they walk at graduation. Cords for performing arts are Orange/Orange/White. Band, Choir and Drama are all "performing arts" and will have the same cord for their members.

The HCS policies will require the following for our club to present a graduating senior with a cord:

- The senior must have participated in the club for a minimum of two years and one of the two years must have been their senior year.
- The student must not have received any disciplinary action during their senior year.
- The list of the names of the seniors being considered for a cord must be submitted to the principal for approval. Also, the HCS Club Manager should be informed so that they can keep track of who will receive a cord and for which clubs.

Honor Cords have been purchased by HCS and will be charged to the club for each participant that has earned one. If participants earn a cord in multiple Performing Arts clubs, they will only receive one cord per color and the cost of that specific cord will be divided up by the clubs they earned that one for.

Leadership Structure

The HCS Board of Directors has general oversight of the HCS Music Club. The HCS Club Manager is the only person with the authority to sign club contracts that create financial obligations for the school. An assigned HCS School Board Member represents the HCS Music Club at all HCS School Board meetings.

The Music Club Parent Committee consists of a minimum of 3 HCS parents. The minimum assigned roles include president, treasurer, and secretary. This committee exists to serve the Music Club families and the directors as well as keep our assigned HCS board member informed about the HCS Music Club. Other jobs this committee performs include praying consistently for the ensembles, coordinating volunteers, approving the annual budget, selecting performance venues, and adapting the Handbook as needed. The Parent Committee also has “full responsibility for the management of the club within the scope of school policies” (“HCS Club Policies and Procedures” 2).

The Ensemble Directors make all musical decisions, including repertoire selection, acceptance into the ensemble, and student leadership positions. The Directors must obtain a unanimous Parent Committee approval on all secular music selections to be used by their ensemble. In addition, the directors work with the Parent Committee to hold ensemble members accountable to the “HCS Code of Conduct” and the “HCS Music Club Handbook.”

Parent Committee members will receive a student discount which will be applied to the family account.

Guest & Alumni Directors/Teachers

Applications and Background Checks

If the Music Club has an alumnus or guest person outside of HCS who is willing to volunteer for the club, that person must fill out the “HCS Volunteer and Contractor Application.” The application should be provided to the club committee for approval. It is required that anyone working with the students must be a Christian.

Once the committee has approved the applicant, the applicant must be directed to the HCS website for filling out the information required for a Background Check. HCS will have the Background Check done and bill the club.

Outside teachers or directors will be required to fill out a W-9 form through the school. Outside teachers or directors will receive any payment in the form of a check which will be taxable.

Individual Ensemble Policies

All Music Club students are responsible for bringing the following items to all rehearsals and performances. We highly recommend that students label their belongings, such as their instrument case, music stand, music folder, and water bottle.

With the exception of the Beginning Band book, all music is the property of the Heritage Music Club Department and should be returned in good condition at the end of the year. Please use PENCIL ONLY on the music.

Beginning Band, Concert Band, and Jazz Band

Instruments and Supplies:

Band students must provide their own **instrument** and **folding music stand**, and should always be prepared with their music and a **pencil** for each rehearsal. Beginning Band students must purchase their own “Tradition of Excellence Book 1” for their instrument.

The following additional supplies are recommended:

- Flute: Soft cleaning cloth, tuning rod. Optional: key oil, pad saver.
- Clarinet, Oboe, and Saxophone: Cork grease, at least three playable reeds, reed saver case, cleaning swab or pad saver. Optional: key oil, mouthpiece brush.
- Brass instruments: Valve Oil or Trombone slide oil, Tuning slide grease, **towel to keep water from the instrument off of the ground.** Optional: mouthpiece brush, soft cleaning cloth, straight mute.

- String instruments: String musicians should supply their own shoulder rest (if needed), endpin stop (if needed), rosin, soft cloth, and extra strings.

String Ensemble

Instruments and Supplies:

String Ensemble students must provide their own **instrument** and **folding music stand**, and should always be prepared with their music and a **pencil** for each rehearsal.

The following additional supplies are recommended:

- Violin and Viola: shoulder rest (if needed), endpin stop (if needed), rosin, soft cloth, and extra strings
- Cello and Bass: endpin stop (if needed), rosin, soft cloth, and extra strings

Concert Choir, Chamber Singers

Supplies:

Choir students must supply their own **choir binder**, which is a three ring binder that can be ½ inch to 1 inch in spine width, can be any color, and must have a **clear view pocket** for our choir cover sheets. Choir students must bring their choir binder to every rehearsal and should always be prepared with their music and a **pencil** for each rehearsal.