

The Board of Directors provides this statement of faith to define ourselves. People of all faiths are welcome to be members of this group:

STATEMENT OF FAITH

We believe the Bible to be the inspired word of God, the final authority of faith and life, without error both in doctrine and historical details, and that all true knowledge is consistent with its revelation.

We believe that there is one self-existent God who has always been and will always be, manifest in three persons, Father, Son, and Holy Spirit, and that knowing Him truly is the foundation of all knowledge, wisdom and understanding.

We believe that Jesus Christ is the son of God manifest in the flesh, born of a virgin, that He is the Savior of mankind through His death on the cross, that He rose from the dead and ascended to God, and that He will return again and will raise those who have believed in Him to reign with Him in power and glory throughout all eternity.

We believe in the brotherhood of all believers who, through faith, have received the salvation provided by God's grace through the death of Jesus Christ.

We believe that children belong to God who has given the responsibility and authority for their education to their parents and that it is their responsibility to protect this parental right.

The Galveston Homeschool Performing Arts Co-op has been founded to provide quality musical training to enrich the learning experiences of area home-educated students. For the 2009-2010 school year, we will meet at First Baptist Church (822 23rd Street).

We are very excited about the coming year, and are anticipating a fun and successful year for everyone involved. It is our desire to teach your children basic musical concepts and to develop their God-given talents. We can only accomplish these goals if we all work together. This handbook was written with the sole purpose of outlining various policies and expectations that will help us meet these goals. This will make for a smooth year for all involved. Please read them very carefully.

To reach these goals, we need your prayers. We ask each of you to hold the program teachers and students up in prayer. This is the only way the program will reach its full potential in ministry and service.

We look forward to serving you and your children!

*The Lord has done this,
and it is marvelous in our eyes.
Psalm 118:23*

BOARD OF DIRECTORS

President	Jeannette Duke
Vice President	Doug Halvorsen
Secretary	Anita Christmas
Dance and Drama	Darlene Smith
Board member	Eric Koplinski

Dance and Drama Administration Team

AJ Halvorsen	Karen Hyatt	Judy Seigfried
Darlene Smith	Nancy Snell	Cindy White

Coordinators

Co-op Coordinators:

Financial Coordinator:	Lisa Koplinski
Letter Jacket Coordinator:	Cindy White

Music Coordinators:

Communications Coordinator:	Kelly Porter
Nursery Coordinator:	Marian Davis
Volunteer Coordinator:	Renea Carnes
Coordinator Of Practice (COP):	Aubrie Smith
Clean up Coordinator	Halvorsen, Hyatt, Snell

CLASS SCHEDULE

8:45 AM - 9:35 AM	Room
Choir - Primary (K4-1)	208
Choir - Elementary (2-3)	209
Choir - Intermediate (4-6)	202
Choir - Secondary (7-12)	206
Other - Nursery (ages 0-4)	3
9:45 AM - 10:35 AM	
Band – Advanced	206
Band – Intermediate	210
Band - Rhythm (K-1)	205
Instruments - Recorder Class (2-3)	208
Instruments - Beginning Woodwinds	209
Instruments - Beginning Brass	211
Instruments - Beginning Percussion	203
Instruments - Beginning Strings	200
Instruments - Intermediate Strings	202
Instruments - Advanced Strings	202
Other - Nursery (ages 0-4)	3
10:45 AM - 11:15 AM	
Music Theory – Music Appreciation & Listening	210
Music Theory - Grades K-1	205
Music Theory - Grade 2	208
Music Theory - Grade 3	203
Music Theory - Intro to Theory	211
Music Theory - Level 4	209
Music Theory - Level 5	200
Music Theory - Levels 6-12	202
Music Theory - Music Composition	206
Other - Nursery (ages 0-4)	3
Other - Study Hall	201
11:25 AM - 12:15 PM	
Band – Beginning	206
Instruments - Intermediate Woodwinds	205
Instruments - Intermediate Brass	209
Instruments - Intermediate Percussion	203
Instruments - Advanced Woodwinds	210
Instruments - Advanced Brass	211
Instruments - Advanced Percussion	200
Instruments - Strings Ensemble	202
Other - Nursery (ages 0-4)	3
Other - Older Child Care (ages 5-9)	208
Other - Study Hall	201
12:25 PM – 12:55 PM	
Co-op Stomp!	206
Introductory Dance	208
Other – Nursery (ages 0-4)	3
Other – Study Hall	Cafeteria

COMMUNICATION

Communication is essential for a successful year. A lack of communication can result in unresolved problems, which may lead to conflict. Below you will find several alternatives through which you may direct your questions and/or concerns. We will make every effort to resolve any problem that may arise.

Opening Assembly: We will begin each Music Co-op day with prayer and announcements at 8:30 a.m. and we will have an assembly after lunch, at the beginning of Dance and Drama Co-op. *Perfect attendance will earn double work credits.* A sign-in sheet will be available from 8:15-8:30.

Parents' Meetings: There will be a mandatory parents' meeting at the beginning of each semester. *Attendance is required in order to earn work credits for that semester.* A sign-in sheet will be available for 15 minutes before the beginning of the meeting.

Memos: There will be a file box set up near the entrance of the church. Every family will have their own file folder. Please check your folder when you come in and before you leave each week. You may leave written messages to others as well. Also, we will need to have 2 self-addressed, stamped envelopes in your folder. These will be used in the event you are absent or forget to pick up a memo the day it is distributed. We will then use your envelope to mail the memo to you. Please replenish these as needed.

Questions/Concerns: If you have a question regarding your child's classes, please contact your child's teacher first. If for some reason he/she cannot answer your question, he/she will get the information and get back to you as soon as possible. If you still have concerns after speaking with the teacher, please contact any board member and it will be discussed at the next board meeting.

Phone calls: Please be considerate of the homeschooling schedule of all involved. Please place any calls to your child's teacher no later than 8:30 pm.

Email: We will be sending out email as the need arises. Please make sure we have your current address. Our email list will be used for co-op news and other educational opportunities. We ask that it not be used for non-educational purposes. Weekly assignments given by music teachers to the Communications Coordinator will be sent out after co-op every week. Student email addresses can be listed on the website; only the weekly assignments will be sent to student email addresses.

Conflict Prevention: By communicating with your children's teachers and other parents/instructors, you can avoid conflict. We encourage individuals to speak openly and respectfully to one another in an effort to prevent conflicts from arising (Proverbs 16:1 "A gentle answer turns away wrath, but a harsh word stirs up anger."). If you have a problem with another individual in the co-op, please go to those involved, privately, instead of discussing the issue with others. Mathew

18:15 states “If your brother sins go and show him his fault in private; if he listens to you, you have won your brother. “

Conflict Resolution: In the event that a conflict does arise, it is important to follow the Biblical model of conflict resolution (Mathew 18:15-16). If you have already tried to resolve the issue by approaching the individual(s) involved and have not been successful, then it is necessary to involve others to bring about resolution. Mathew 18:16 states “But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.” If the Board needs to be involved to resolve the conflict, please contact one of the members.

ATTENDANCE

Attendance: Punctual and consistent attendance at all classes is expected of each student. *Attendance will be taken in the performing classes. Students who miss 4 classes will not be allowed to perform with the group and will be asked to not participate when the class is preparing for the concert. Exceptions are by board approval only.*

- Teachers will need to get the roll for your classes from the file labeled attendance in the communications file box.
- Teachers of performing classes will need to take roll every co-op day, marking the student present (“X”), blank for absent, or “T” for tardy (more than 5 minutes late).
- Parents will need to send a note with children explaining absence or tardiness, or email Aubrie Smith sohojin@hotmail.com, giving the reason.
- The Coordinator Of Practice (COP), Aubrie Smith, will notify parents of any student who has missed 3 classes to inform them that their student must be at all subsequent classes to be able to perform with the group.
- The teacher must request any exceptions from the board.

Children not enrolled in the co-op may only attend classes or nursery with board approval. The adult in charge of guest children must have a signed medical release form from the parents.

Parents are required to be on the premises at all times carrying out their designated tasks except under **special circumstances*** which are approved by the board. Please remember, this is a co-op performing arts program.

***Special Circumstances:**

- The Board of Directors has provided an “At Home” option for parents who would like to participate, but have special needs siblings or babies less than 6 months of age. These parents may send their other children with another co-op parent who will be responsible for the child, and the parents will contribute with jobs they can do at home.

- In addition, if a parent or child is sick, but another child could still come to the co-op, the parent needs to designate another co-op parent to be responsible for the child.

Cancellations: Any cancelled classes will be announced through our email/phone system. If you are having problems getting your messages, please contact the communications coordinator,.

Absences: **ANY PARENT WHO IS UNABLE TO ATTEND CO-OP NEEDS TO CONTACT RENEA CARNES SO SHE CAN RESCHEDULE THE ASSISTANT POSITIONS. ANY TEACHER WHO IS NOT ABLE TO BE AT CO-OP ON ANY FRIDAY NEEDS TO FIND HIS/HER OWN SUBSTITUTE AND CALL OR CONTACT RENEA CARNES:**

409-766-1481 or 409-789-2602 or ReneaCarnes@aol.com

Music concert Rehearsal: Each participant is expected to arrive at the concert rehearsal 15 minutes before the scheduled beginning time with all materials and instruments ready to begin. If a dress rehearsal is announced for photo opportunities, students will be required to wear their complete uniforms.

Music Performances: There will be at least one performance each semester. All students should be at performances one-half hour before the concert start times. This allows time for setup, tuning, and warm-up. If the student arrives after the concert starts, he/she will not be allowed to perform. These performances are extremely important as they give our children an opportunity to share their new talent with others.

Drama and Dance Dress Rehearsals: Each participant is expected to arrive at the dress rehearsal 15 minutes before the scheduled beginning time with any costumes and props needed and ready to begin.

Drama and Dance Performances: There will be one performance each school year, in May. All students should be at performances one-half hour before the performance time. This allows time for setup, costuming, make-up and warm-up of body and voice. If the student arrives after the performance starts, he/she will not be allowed to perform. These performances are extremely important as they give our children an opportunity to share what they have been studying and their gifts with others.

DISCIPLINE

Students and parent-teachers in the co-op are expected to strive for excellence and display the manners and obedience of Godly children at all times. This includes, but is not limited to:

Respecting the limited time we have to work by:

- arriving on time
- listening to the director/teacher
- talking only at appropriate times

- using the restroom before or after class times
- bringing your instrument, music, music folder, music stand, and water to all classes/rehearsals.

Respecting the property of others by:

- always walking quietly and politely in the building and at performances
- always putting trash in its proper place
- never damaging, destroying, or defacing any furniture, equipment, or building
- always informing the teacher/director of any accidental damage
- not using church supplies
- assisting with clean up and moving chairs each day.
- no food is allowed in classes and water is the only drink allowed.

Respecting the feelings of others by:

- always speaking courteously to all adults, students, guest, etc.
- never engaging in crude, rude, vulgar, or other socially unacceptable conversation
- not engaging in “boyfriend-girlfriend” talk.

Please expect to be contacted when co-op rules are not followed.

Repeated offenses may result in dismissal from the class.

STATEMENT OF COMMITMENT

In order to promote excellence in our group, the board has determined that every student (except nursery children) **MUST** sign a Statement of Commitment (SOC).

- In order to participate in classes, a SOC for every student must be turned in to Aubrie Smith, Coordinator of Practice.
- The practicing commitment applies only to recorder, band, and strings student; the other portions apply to ALL students.

COORDINATOR OF PRACTICE (COP)

The board has formed this new position to take care of the following responsibilities:

- Generate and review attendance rolls for performing classes.
- Notify parents when students have missed three classes to inform them that students must attend all subsequent classes in order to perform with the group.
- Notify parents if students are not complying with Statement of Commitment.
- Generate and maintain records of co-op owned music, books, and supplies (other than instruments and uniforms).
- Check out and in music, etc. to both students and teachers.

- Notify parents when they will be charged for damaged or lost music, folders, etc.

Each student will be given a high quality folder and music for which he is responsible. The folder and all of his music will be labeled with a corresponding number. Each student is responsible for ensuring their numbers are correct and match. Students should write their names on any personal music or books. All co-op music and folders will be collected at the concert. A price list for each student's checked out materials can be found in the communications file box and/or the website. Please be aware that the replacement of any missing or badly damaged music or folder will be charged to your account. The replacement charge for the folders is \$25. If you have any questions about your child's music you may contact their teacher or Aubrie Smith sohojin@hotmail.com.

MEDICAL RELEASE FORM

All parents are required to sign a medical release form in order for their student(s) to be able to participate in the co-op. This is to ensure that proper medical attention can be obtained if the parent is unable to make that decision.

NURSERY GUIDELINES

Please bring diapers and wipes for your child, if needed, in a diaper bag that is clearly labeled. These items will **not** be provided by the nursery. If your child is potty training, please let us know.

The decision of whether to provide snacks will be made by the nursery coordinator. You may bring a cup and/or snacks that are clearly labeled with your child's name. Please let us know if there are any food allergies.

"Veggie Tales" may be shown in the nursery during the last period when the nursery workers feel it is necessary.

Our nursery is a well-child nursery. To protect all children, we are unable to accept into the nursery any children who display the following symptoms:

- Fever now or in the past 24 hours.
- Vomiting now or in the past 24 hours.
- Diarrhea now or in the past 24 hours.
- Discharge in or around the eyes.
- Green or yellow runny nose.
- Excessive coughing.
- Questionable rash.
- Any communicable disease.

Thank you for protecting all of our children by adhering to these guidelines

INSTRUMENT RENTAL

Instruments owned by the co-op rent for \$50 per semester. Summer loans are free if the student rented the instrument in for the Spring semester and plans to rent for the Fall semester. Please carefully read the rental agreement before signing. Signed form must be turned in before classes start. They must be checked out from the Uniform/Instrument coordinator.

UNIFORMS

All students in the music portion must wear the uniform described below for all public performances. If you have any questions, please contact a board member.

Girls: black slacks or long black skirt, black shoes, white blouse with collar, sleeves, and buttons.

Boys: black slacks, black shoes, white shirt with collar, sleeves, and buttons.

Uniform jackets and vests – The co-op has black tuxedo jackets in a wide variety of sizes. Band and violin students at the intermediate and advanced levels will be issued a jacket by the uniform coordinator in the first semester to be kept for the remainder of the school year. While there are many sizes possible, if a perfect fit is not available, it is the responsibility of the student to alter it appropriately. Beginning band and violin students will be issued a black vest. The jackets and vests will be returned to the uniform coordinator for storage over the summer.

No corsages or boutonnieres on uniforms.

PARTICIPATION PINS

To recognize active participation in music portion of the co-op in a tangible way, each student will be presented with a pin or additional dangler to be worn on the **right** side of the shirt collar. To be eligible for this award, a student will have been actively involved in the co-op for both the fall and the spring semesters of the current school year. Pins will be awarded prior to the year-end concert.

Replacement costs for lost pins and/or dangles are as follows:

Replacement pins: \$5

Replacement dangles: \$1

LABELS

Each student must have his/her name on each of their books, music stands, and on the instrument case.

LETTER JACKETS

Letter jackets recognize committed, diligent students and teachers. Families are required to purchase their own jackets, but can only purchase them when students/teachers have earned the required points. Students must be in one of the following groups to begin earning points for their letter jacket: Intermediate or

Secondary Choir, Intermediate or Advanced Band, Intermediate or Advanced Strings, or Senior Theater classes.

Letter Jacket Requirements: Student Jackets – 250 points required to earn a jacket. Points can be earned in the following ways:

Choir, Band, String, and Theater Students:

Performances outside of co-op (voice, instrument, dance or drama)

- Solo or Duet – 20 points
- Group Performance – 10 points
- Solo or Duet Judged Performance – 40 points
- Co-op extra performance (mall, band trip, etc.) – 10 points
- Attending performance (music, dance and/or drama) – 5 points

Composition:

- Original composition performed outside co-op (does not have to be performed by student) – 40 points
- Judged original composition (talent shows, etc. Student does not need to win to qualify for points) – 50 points

Teacher Evaluations:

Reports from teachers are distributed twice per semester, with 1 point available in each of the following categories:

- Follows directions
- On time
- Practices
- Brings supplies
- Positive attitude

Only students who receive a point in all five categories will receive 5 points per report per class. Parents will receive a copy of the Teacher Evaluations. If you disagree with an evaluation, please talk with either Darlene Smith or Anita Christmas.

Member In Co-op Group Requiring Audition: 10 points/semester

Teacher jackets:

- Jobs that get work credits now – 10 points
- Organize outside performance – 50 points
- Chaperone outside performance – 20 points
- Directing groups for outside performance – 20 points

Letter Jacket Pins – After students/teachers have earned their letter jackets, they can be recognized for continued excellence by earning pins to be worn on their letter jackets. Students/teachers can earn 1 pin per category per year. Extra points *do not* carry over to the next year.

Student pins:

Choir, Band and String Students – 160 points required

- Performances outside of co-op – voice or instrument –

- Solo or Duet – 20 points
- Group Performance – 10 points
- Solo or Duet Judged Performance – 40 points
- Co-op extra performance (mall, band trip, etc.) – 10 points
- Attending performance (music) – 5 points

Theater: (100 points required)

- Performances outside of co-op – dance or drama –
- Solo or Duet – 20 points
- Group Performance – 10 points
- Solo or Duet Judged Performance – 40 points
- Co-op extra performance (mall, band trip, etc.) – 10 points
- Attending performance (dance or drama) – 5 points

Composition: (70 points required)

- Original composition performed outside co-op (does not have to be performed by student) – 40 points
- Judged original composition (talent shows, etc. Student does not need to win to qualify for points) – 50 points

Teacher Evaluations:

Reports from teachers are distributed twice per semester, with 1 point available in each of the following categories:

- Follows directions
- On time
- Practices
- Brings supplies
- Positive attitude

Only students who receive a point in all five categories will receive 5 points per report per class. *Theory points may be awarded in whichever category the student chooses; please report preference to Cindy White.* Parents will receive a copy of the Teacher Evaluations. If you disagree with an evaluation, please talk with either Darlene Smith or Anita Christmas.

Teacher pins: Points will be applied in categories for which points were received. For instance, Choir Instructor = 10 points towards Choir pin. If outside performances qualify in more than one category, teachers may choose how to apply those points. **Points required: 50**

- Jobs that get work credits now – 10 points
- Organize outside performance – 50 points
- Chaperone outside performance – 20 points
- Directing groups for outside performance – 20 points

PRACTICING TIPS

Parents, please remember that many students this age are not self-motivated to practice. It is the parents' responsibility to make sure their students spend regular time practicing.

Each instrument and recorder student is expected to practice his or her instrument daily at home between class times. Weekly assignments, given by teachers to the communications coordinator, will be compiled and emailed out to the whole co-op.

One thing to keep in mind for beginning and younger students is that shorter, more frequent practice sessions can be of more benefit than a few longer practice sessions and may keep students from feeling burnout and getting discouraged.

1. Set a goal of practicing at least 30 min. per day. (Divide the time for younger students.)
2. Warm up before practicing songs.
 - a. Wind instruments (including recorder): Play a scale slowly several times concentrating on making a good sound.
 - b. String instruments: Tune your instrument carefully; Play a scale and tonalization slowly in the key of the piece your plan to practice.
3. Make sure you know the rhythm of the song, paying attention to the rests as well as the notes. Clap it out, if needed.
4. Vocalists make sure you know the melody of the line that you sing.
5. Woodwinds should practice fingering the notes on a new song before trying to play it.
6. Play through the song SLOWLY. DO NOT try to play the song fast until you can play it well.
7. Identify the hard parts of the song. Isolate those parts. Play each hard part over several times until you can play it well.
8. Keep a steady tempo as you play. When playing through the complete song, don't slow the tempo of difficult parts and speed up the tempo of easier sections. Play through the whole song at a speed that allows for very few mistakes.
9. After you can play a song correctly at a slow speed, work on increasing the speed.
10. Work on dynamics, tonguing, phrasing, and style.
11. Special instructions for individual instruments:
 - a. Reed instruments: Always check your reed before, while, and after playing. A reed that is too dry, brittle, cracked or chipped will interfere with a good sound.
 - b. Flute: Work to make your sound pure without airiness. Tongue cleanly. Be careful of your hand and finger position.
 - c. Violin: Use a chromatic tuner to help with intonation for scales and difficult passages. Go slow.
 - d. Recorder: Work to cover holes completely with finger pads to make a clean sound. Remember to "ta" each note softly to avoid squeaking

GUIDELINES FOR ADMISSION TO INTERMEDIATE BAND

Admittance to Intermediate Band for the Spring Semester is by director approval only.

AUDITION REQUIREMENTS: ADVANCED BAND

Wind Instruments:

1. Play two octaves of all scales shown in the back of the blue Now Go Home and Practice book. Play the full chromatic scale using the fingering chart on page 4 of the blue book. Memorizing will increase chances of entry into the advanced band.
2. Sight-read a short song or exercise and a short rhythmic exercise provided at the time of audition.
3. Play some or all (teacher's choice) of the Rhythm Practice on page 46 of the blue book.
4. Play a prepared solo that will show your advanced abilities. The solo must be approved first by one of the teachers.

Percussion:

1. Play all snare rudiments shown on page 4 & 6 of the blue Now Go Home and Practice book. Memorizing will increase chances of entry into the advanced band.
2. Bass Drum: Be able to play any bass drum part in the blue book Now Go Home and Practice. This may be done with either one-handed or two-handed technique.
3. Cymbals: Show the proper way to hold the cymbals and be able to play a crash, choke, and crush.
4. Sight-read a short song or exercise and a short rhythmic exercise provided at the time of audition.
5. Play some or all (teacher's choice) of the Rhythm Practice on page 46 of the blue book.
6. Play a prepared solo that will show your advanced abilities. The solo must be approved first by one of the teachers.

Judging Criteria:

1. Does the student play notes and rhythms accurately?
2. Does student keep a steady beat while playing, including honoring rests?
3. Does student play with a clear tone?
4. Can student play well in upper and lower registers of instrument?
5. Does student seem to understand the theory behind what s/he is playing? (Can s/he play a scale without reading it; does s/he understand what it means to play in a given key? Can s/he give a reasonable explanation of the basic music terms?)
6. Does student show sensitivity to differences in music styles, or do marches and lullabies all sound the same when they play?
7. Does student show general motivation to practice and advance?

BUDGET REQUESTS

Instructors are asked to submit a proposed budget to the board for approval by the published date. Please include two levels of priority: #1 (must have to function) and #2 (would like to have to enhance instruction).

Equipment purchases under \$25 need to be approved by the President, Jeannette Duke. Requests for purchases more than \$25 need to be submitted in writing to the board for approval at the next monthly meeting.

BUSINESS FLYER POLICY

Due to inquiries about distributing business flyers, the board has established the following policy:

- Business flyers may be distributed by co-op members (adults and children) for their own businesses without special approval from the board.
- Businesses not owned by a co-op member must have board approval to distribute flyers.
- Flyers may be handed out individually or put in the mailbox, but the SASE will only be used to mail out co-op related information, not business flyers.
- A maximum of one flyer per family per month has been established.
- No announcement time will be used for businesses.

MISCELLANEOUS NOTES

The individual instrument instruction will be taught in a group and will be basic. We strongly encourage private lessons to help students excel.

Any damaged or lost music is the responsibility of the student. (See Coordinator Of Practice—COP)

Parents who leave before the end of co-op should pick up their child at the child's last classroom. Teachers will keep the child there until s/he is picked up.

Do's and Don'ts

1. Don't miss the opening meeting.
2. Do call or email the volunteer coordinator if you will be absent.
3. Do label all of your "stuff."
4. Do bring a pencil every week.
5. Don't bring food or drink into the classroom.
6. Do clean up the classroom before you leave each class.
7. Do keep the storage room neat.
8. Do pick up the children from the nursery quickly.
9. Don't bring a sick child into the nursery.
10. Do love your neighbor as yourself.

