

The High School for the Performing and Visual Arts

Grammy Award-Winning Music Department

Student Handbook 2016-17

Welcome to the Music Department at HSPVA. We are excited that you are here as we begin our 45th year of this amazing adventure in artistic and academic collaboration. HSPVA is a high profile school, both within Houston and beyond our city. Because we strive to set the absolute highest artistic and academic standards, it is important that we do everything that we can to present our school in the best possible light, and it is equally important for you to understand the expectations that we have for you. To assure our having a good, productive year, several department and school policies are discussed below.

Music Department Policies

All rules, regulations and grading procedures established by HISD are in effect at HSPVA. You have signed a contract pledging to uphold these policies and other policies that are established within the department. A copy of the contract is in this handbook and in your school planner. Please be sure that you and your parents SIGN and RETURN the attached Acknowledgement Form either at the Music Department Meeting on the first day of classes, or by Wednesday of the first week for returning students. (Returning students must print out the acknowledgment form online). **Return only the acknowledgement form.** You may also view the handbook on the HSPVA website, <http://www.hspva.org> under the music department heading.

Music Extension Fund

Donation amount is \$70 per student. We ask that every music student pay this fee. Checks (preferred) are payable to HSPVA, and the money is due by Friday, September 16th and should be returned to your student's ensemble director. What is the extension fund? There are certain required expenditures that are incurred during every academic year that are not covered in HISD budgets and are not able to be paid with funds raised by HSPVA Friends (examples include security at our concerts/recitals, costs for school buses, and piano and theatre/recital hall maintenance among others). If you are unable to pay due to financial hardship, please contact Ms. Bonner or Mr. Crawford.

School Attendance

1. Students must report to the attendance office if they have been absent. They should bring with them a written excuse from the parent or doctor if the absence is excused. If a student is to leave school early for any reason, he/she must bring a note to the attendance office by 7:45 a.m. that morning. The note must have the phone number of the parent/guardian. The attendance clerk will call the parent/guardian to verify the information. Parents are asked to schedule doctor's appointments outside of school hours.
2. HSPVA is a closed campus. Students who leave campus without proper authorization are subject to disciplinary action, including probation and the suspension of performing privileges. Please note that this means students may not leave the campus after they have been dropped off here by the school bus or their parents. Under no circumstances can a student leave the campus without checking out through the office – even if the student is ill. Ill students should report to the office or clinic so that a parent/guardian can be called.
3. First period begins at 7:50 a.m. All students are expected to arrive on time. Habitual tardiness or unexcused absences will result in a student being placed on probation and performing privileges (including the Senior Recital) may be suspended.
4. Religious holidays may be excused only if a written request for the absence is received in advance of the holiday.
5. College visitation: HSPVA will excuse a maximum of two days for college campus visits if the student is a senior and verification of the appointment is provided by the college and the parents in advance of the absences. Additional days, if approved in advance, will be counted as excused absences for the purpose of determining final exam exemption and class attendance credit. Students are encouraged to take advantage of holidays in the school calendar for college visits when possible. **IMPORTANT: Students must check the performance calendar in their area before arranging for college visitations. Absences from HSPVA music performances are not excused for college visits.**

Rehearsal and Performance Attendance

1. A Music Department calendar is distributed to each student and is on the main HSPVA website. Each student is expected to keep a calendar on which all of his/her performance and rehearsals are listed. This helps avoid conflicts with outside activities. **No student is excused from a major concert at HSPVA in order to perform with an outside group.**
2. Each student is expected to have his/her music and folder, journal, all necessary supplies and a sharpened pencil at every rehearsal. Even if you are slightly ill (sore throat, sinus problems, headache, etc.), you are expected to mark your music and follow your score in every rehearsal. If you are too ill to do this, you should be in the clinic or at home.
3. Punctual attendance is required at all rehearsals and performances. Unexcused absences and tardiness will result in a lower grade or conduct marking. Chronic absences and tardiness may affect a students' status in the ensemble (e.g. part assignment, solo opportunities).
4. In the event of an emergency prior to a performance or after school rehearsal, it is the student's responsibility to notify the ensemble director, **preferably by email**, or by phone as soon as possible. Music office: (713) 942-1967, Main office: (713) 942-1960. Put these numbers into your phone.
5. If unable to reach the director, students should relay the message to the director through a friend in the ensemble. NOTE: The responsibility is ultimately that of the student to get the message to their director. Unexplained absences will not be tolerated and will result in grade penalties or suspension of performing privileges.
6. Each student is responsible for arranging make-up work and tests if an academic or art area class is missed because of an authorized HSPVA performance. Students should ask permission from their ensemble director to make up the work during art area time before or after the performance. Otherwise, students must make arrangements for the make-up work to be done before or after school or during lunch.
7. The Bottom Line – If you miss a performance or rehearsal, your absence affects every member of your ensemble. Music performance is a collaborative effort where every member is important, and unlike written assignments, you cannot make up a performance or a rehearsal.

Expectations of each music student

1. Students are financially responsible for all instruments, music, folders, costumes or performance attire that are issued to them. Do not leave these items unattended in the halls or on the benches outside. Also, please use great care when using or handling music equipment and other department possessions, including the rehearsal halls, classrooms, practice rooms, carpet, music stands, chairs and the recital hall. No music stands may be taken home! Students will be responsible to pay to repair or replace any damaged or lost music department equipment, instruments, furniture or supplies.
2. No food, drinks or gum will be allowed in any classroom, practice room, performance space or music hallway halls at any time. The only exception is closed water bottles. Please do not deposit food waste in classroom trashcans. Instead, use the large cans in the hallways or in the commons.
3. Students should not come into the music office to use the phone, pencil sharpener, or the copy machine unless you have permission from a faculty member. Only faculty members and assigned student assistants may use the department copy machine.
4. If you have a problem or conflict with a student or faculty member, go directly to that person and try in a civil tone to resolve the conflict. If that fails, ask for a conference with the counselor. If you have a problem in an academic class and you know that it is of such a nature that it will be reported either to the office or to Ms. Bonner or Mr. Crawford, let us know immediately so that we are not surprised and can try to help you resolve the problem.

Student Conduct

1. Students are expected to maintain excellent conduct in all classes. Low conduct marks will not be tolerated and persistent problems will result in the student being placed on a growth plan and/or having his/her performing privileges suspended.
2. Good ethics require that a student neither gives nor receives help nor in any other manner cheats on an examination or assignment. Any student who is caught cheating will receive a "zero" for the exam/assignment and will be referred to the assistant principal for disciplinary action. Cheating is a poor reflection on you, your family, and on the music department. "Character is what you do when no one is around."
3. The use of profane language is strictly forbidden at HSPVA and at school activities off campus.
4. No smoking is allowed on the HSPVA campus or at any school activity. The use of any tobacco product, including e-cigarettes, is strictly prohibited. Possession of tobacco by a minor is illegal.

5. Students who are suspected of being in possession of, or under the influence of alcohol or any controlled or illegal substances will be immediately referred to the administration. Students in violation of the HISD drug and illegal substance policy will not be allowed to participate in any off-campus events sponsored by HSPVA, HISD, UIL, TMEA or any other organization and will not be allowed to travel with the music department. Do not put yourself or your ensembles in jeopardy! Depending on the level of infraction, the student will either be placed on probation or released from HSPVA.

Probation/Detention

Students may be put on a growth plan (probation) or released from HSPVA for any of the following reasons:

1. Discipline problems or poor conduct/attitude within the art area, academic area or outside of school while excused for performances.
2. Failure to progress in the art area and maintain a minimum average of 77 in all art area classes.
3. Failure of two or more academic subjects and the inability to remain on grade level.
4. Poor attendance at school or at music performances and rehearsals.
5. Multiple violations (and, in some instances, one violation) of the HISD Code of Student conduct.
6. Students placed on probation or receiving multiple detentions may also face art area consequences, which could include any or all of the following:
 - a. Suspension of performing privileges
 - b. Removal from trip/extra curricular participation
 - c. Forfeiture of the senior recital
 - d. Forfeiture of the art area certificate

Concert Attire

Each music department ensemble requires specific performance attire and provides guidelines to students regarding how they should dress. These may include restrictions on hair styles/colors, jewelry, shoes, socks/hosiery, hats, skirts, etc. Students are expected to follow the guidelines set forth for each performance by the director of the performing ensemble. Failure to follow the established concert attire guidelines will result in the student not being allowed to perform and will result in a failing grade for that performance.

Fine Arts Certificate

Graduating music students are eligible to receive the HSPVA Fine Arts Certificate in addition to their diploma. To receive this important certification, students cannot have received more than a total of three failing grades on any six-weeks grading report during their 10th, 11th and 12th grade years and meet all other requirements of the department and their primary ensembles. Students entering as new sophomores or juniors this year also fall under this policy.

Participation in Extra-Curricular Activities

Students must be academically eligible (passing grade in all classes) to participate in any **extra-curricular** music events as defined by the Texas Education Agency (TEA), the University Interscholastic League (UIL) and the Texas Music Educators Association (TMEA). The following definitions apply:

1. Co-Curricular (All students may perform)
 - a. Any concert or event held on campus where no admission is charged
2. Extra-Curricular (Students must be academically eligible in order to participate)
 - a. Any concert or event where admission is charged
 - b. All off-campus performances are extra-curricular
 - c. Any UIL or TMEA competition or performance, including All-Region and All-State auditions, Concert & Sight Reading contest, Solo & Ensemble contest
 - d. Spaghetti Supper night (extra-curricular because it is a fundraiser)
3. A student who fails a class on a six weeks report card may regain eligibility if he/she is passing ALL classes on the third week progress report. (Note: A student may not lose eligibility because of a progress report grade – only six weeks grading periods can cause a student to lose eligibility)
4. We strongly encourage students to keep up with all assignments, study for quizzes and exams, take advantage of tutorials, make up any missed assignments and ask for extra help from their teachers. HSPVA teachers will NOT give extra points to ‘pass’ a failing student if the student has not turned in all assignments and sought help from the teacher during tutorial time.
5. For full details, see: <https://www.uiltexas.org/policy/tea-uil-side-by-side>

Music Department Souvenir Program Book

The Souvenir Program Book is a high quality publication that is distributed at every department concert. The book contains pictures of each ensemble, information about the department and advertisements placed by area businesses, parents and supporters of the music department. At the beginning of the year, students are given a packet that explains the cost and guidelines for patron listings and advertisements. If a student does not bring this home, they are available from your major instructor. The money raised from the sale of ads is used to benefit that student's major area in funding items such as master classes, professional guest artists, visiting ensembles, instrument repair, concert recordings, sheet music rental/purchase and other expenses.

1. Before soliciting ads from a business or supporter, you may want to request a copy of last year's program. It is recommended that you have a program available to show prospective businesses.
2. The souvenir program is a quality production and businesses are proud to advertise in it. Several thousand programs are distributed each school year to concertgoers.
3. In order to have the program ready for our first concerts in November, we must set a deadline for the ads. See the first day handout for specific dates. Please do not ask us to extend the deadline.
4. If a company has to wait for a check, ask the person in charge to let you have the advertisement copy now and you can get the check later.
5. Submission of advertising order is online at www.hspvafriends.wufoo.com/forms/music-program-ads
6. Paper forms may be requested if needed by the student or parent.
7. Checks should be made payable to HSPVA Friends and submitted to your ensemble director.
8. This fundraiser is optional. No student is required to solicit ads or patrons.

MUSIC DEPARTMENT FULL TIME FACULTY

Ms. Patricia Bonner – PBONNER@houstonisd.org
Vocal Music Chair

Mr. Shannon Carter – SCARTE13@houstonisd.org
Director of Choral Studies

Ms. Shanta Childers – SSIVASIN@houstonisd.org
Music Theory

Mr. Stephen Crawford – SCRAWFO5@houstonisd.org
Instrumental Music Chair, Director of Bands

Ms. Julia Hall – JHALL13@houstonisd.org
Director of Vocal Studies

Mr. William Hoffman – WHOFFMAN@houstonisd.org
Director of Mariachi Studies

Mr. Rodolfo Morales – RMORALE5@houstonisd.org
Director of Classical Piano

Dr. Brad Smith – BSMITH36@houstonisd.org
Director of Orchestras and String Chamber Music

Mr. Warren Sneed – WSNEED@houstonisd.org
Director of Jazz Studies