



# CMS GUITAR

## 2018-2019 Handbook

**Nancy J. Wood, Director**  
**Keith T. Nichols, Director**  
**Mrs. Margaret Nampon, Principal**

4600 Anderson Rd, Orlando, Florida 32812  
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August, 2018

Dear Members of CMS Guitar, and Parents,

Welcome to all new and returning members! For those of you who are new to the program, I would like to tell you a bit about our guitar directors. This is Ms. Wood's 41st year as a choral and guitar director in Florida and Iowa. She has a Bachelor's of Music Education degree from the Central College in Pella, Iowa. She has been an adjunct professor at Rollins College and served on the American Choral Directors Association Executive Board at the Florida and Iowa state, multiple state and national levels. She is also a member of the Nafme, Florida and National Music Educators Organization. Mr. Nichols is in his 25<sup>th</sup> year of teaching band, orchestra and guitar. He is a member of FBA, FOA, and the National Music Educators Organization.

The purpose of this handbook is to serve as a reference to the current procedures and policies of the program. Our program is plugged into a lot of technology as well, and you will be able to find out information through the following venues:

- CANVAS: All of Conway Middle will use Canvas for assignment and grades
- PROGRESSBOOK: This is where you can find final grades and averages

\*\*Just for fun....

- NOTEWORTHY NEWS: A place to keep up with the latest news regarding our guitar program.

Both parents and students need to read the enclosed information carefully **Homework Assignment**. This will indicate an understanding and agreement to the policies of the CMS Guitar Program.

Students will take a Canvas test on the information in this handbook on Friday, August 24 so study the pages with these music notes carefully!

Again, welcome to the CMS Guitar family!

Musically,

*Nancy J. Wood and Keith T. Nichols*

Nancy J. Wood and Keith T. Nichols  
Guitar Directors

OCPS EEO Non-Discrimination Statement

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

The following persons have been designated to handle inquiries regarding the non-discrimination policies, reports of alleged violations, concerns about compliance and/or the grievance procedures, etc. Equal Employment Opportunity (EEO) Officer & ADA Coordinator: Carianne Reggio - Sr. Manager, EEO and Legal Services, Ronald Blocker Educational Leadership Center, 445 W. Amelia St., Orlando, FL 32801

(407) 317-3200 ext. 2955

# Why Music?

## MUSIC IS A SCIENCE

It is exact, and it demands exact acoustics. A conductor's full score is a chart, a graph which indicates frequencies, intensities, volume changes, melody and harmony all at once and with the most exact control of time.

## MUSIC IS MATHEMATICAL

It is rhythmically based on the subdivisions of time into fractions which must be done instantaneously-not worked out on paper.

## MUSIC IS A FOREIGN LANGUAGE

Most of the terms are in Italian, German, or French and the notation is certainly not English, but a highly developed kind of shorthand that uses symbols to represent ideas. The semantics of music is the most complete and universal language.

## MUSIC IS HISTORY

**Music usually reflects the environment and times of its creation-often even the country, the cultural diversity of the community in which it is written, and the prior experiences of the composer's life.**

## MUSIC IS PHYSICAL EDUCATION

It requires fantastic coordination of fingers, hands, arms, leg, cheek and facial muscles in addition to extraordinary control of the diaphragmatic, back, stomach, and chest muscles which respond instantly to the sound the ear hears and the mind interprets.

## **MUSIC DEVELOPS INSIGHT AND DEMANDS RESEARCH**

Music is all of these things, but most of all...

## MUSIC IS ART

It allows a human being to take all these dry, difficult techniques and use them to create emotion. That is one thing science cannot duplicate-humanism, feeling, emotion-call it what you will.

## **THIS IS WHY WE TEACH MUSIC**

Not because we expect you to major in music  
Not because we expect you to play or sing all your life

*But...*

*So you will be human  
So you will recognize beauty  
So you will be closer to an infinite beyond this world  
So you will have something to cling to  
So you will have more love, more compassion, more  
gentleness, and more good-in short... more life.*

**MATH  
LANGUAGE  
HISTORY  
READING  
SCIENCE**

# *A Tradition of Excellence, And Excellence of Tradition...*



The primary objectives of the Conway Middle School Guitar program are to increase the musicianship of every student, increase the literacy and fluency of the musical language and provide the student with an artistic music making experience. The benefits of membership include problem solving, teamwork, self-expression, goal setting, memory development, physical coordination...to name a few.

## Positive Musicianship

All students who show positive musicianship, regardless of their performance skills, will always have a place in the Conway Middle School Guitar Program. Our program has thrived on students who always try their best, and go above and beyond for our musical team. Characteristics of a positive mental attitude include a generally cheerful outlook towards all events, supportive enthusiasm for other members, cooperation in the maintenance of equipment and facilities, and an eagerness to do whatever is necessary to be successful. In short, the best music students are those who are always willing to give their best for the good of the program. As part of this group effort to achieve our best, please only speak POSITIVE comments and always think before you speak.

## Class Descriptions

The CMS Guitar programs are a part of the Orange County Public Schools and has each year shown growth in our county. The Curriculum includes:

- Beginning Guitar-for 6<sup>th</sup>, 7<sup>th</sup> grade and 8<sup>th</sup> grade students who have never played a guitar before or have never note-read on a guitar
- Advanced Guitar-7<sup>th</sup>-8<sup>th</sup> grade students who have completed Guitar 1 or have exceptional note reading and musicianship skills

## Student Leadership

The Leadership Team is a group of students who work with the Director in an advisory capacity. These are 8th grade students, and will be called on for organizing projects that will assist our program in improving socially, financially, and musically. Another component on our leadership team will be the Classroom Representatives. The director will select one student (any grade) from each class of guitar, based on leadership potential shown in the first marking period. Remember, these students are your representatives. Please feel free to communicate your ideas and concerns with them. As you continue your musical journey, consider joining the Leadership Team as an 8th grader. It is a great way to develop leadership skills and become more involved in your program!

## Daily Classroom Procedures

- Enter classroom quietly.
- If you are tardy to class, sign in on the tardy sheet. Tardies will be reported to administration.
- Please store your personal items in your assigned locker, or on the shelves in the back of the room.
- Get your materials ready for class and be in your seat one minute after the bell.
- Be polite during rehearsals. Do not talk, pluck, or make other distracting noises during rehearsal.
- After rehearsal pack up your and return to your assigned seat.
- Remain seated until the director or bell dismisses you to the next class.
- Leave the classroom quietly.

## Cell Phone Policy

- Cell phones must be in backpacks and OFF.
- Occasional use may be granted by the director during class time for musical reasons only
  - Acceptable use of phones: tuner, metronome, set calendar reminder, texting parents about orchestra activity.
  - Unacceptable: Texting friends, snapchat, instagram, etc.
- No pictures, audio, or video recording allowed without prior permission from the director



## **R**espect People and Property

- No using any equipment that is not yours
- Be responsible with your supplies
- No running/horseplay/screaming
- No harmful words or actions
- No food/drink/gum/candy

## **E**nter Focused and On Time

- Bring your instrument, music and a pencil every day
- Immediately prepare for class
- Read the board and prepare for music-making
- Enter quietly, exit quietly

## **S**tay On Task and Work Hard

- Follow directions
- Ask intelligent questions
- Hand in assignments on time
- Be musically prepared for each rehearsal
- Mark your music as you learn

## **P**lay Only at Appropriate Times

- Pay attention
- Play when asked; learn while others are playing
- Stop playing when the conductor stops
- Listen to suggestions for improvement

## **E**xemplify Amazing!

- You are a part of an amazing group!
- Exercise etiquette during rehearsal and concerts
- Treat all teachers/visitors with respect
- Keep all grades at "A"mazing

## **C**are for your instruments

- Keep instruments in safe places
- Keep your instrument clean
- Protect your instrument

## **T**eamwork

- Prepare your part
- Be a positive influence
- Help others learn
- Encourage others
- Compete with yourself

## Classroom Policies & Procedures

### • Show **Respect**

- **Respect** the teachers
- **Respect** your fellow musicians
- **Respect** the equipment of both our orchestra and our guitar programs,
- **Respect** the classroom by keeping it clean.
- No food, drink, candy, or gum is allowed in the classroom. This policy will be strictly enforced.
- Students are not allowed to use the wipe-off boards or Promethean board without permission.
- Playing instruments other than your own without permission from the director is strictly forbidden. This policy applies to all instruments, including the guitars and piano.
- **Any intentional or accidental damage that occurs to an instrument will be paid for by the student responsible. This includes any damage that occurs inside or outside of the classroom, whether it is your instrument or someone else's.**
- All events (Concerts, MPA, Field trips and off campus performances) require a **2.0 GPA** by OCPS Extra-Curricular Activity Policy.
- Furthermore, CMS Guitar students will not have any 3's in conduct, serious discipline problems or owe money to the program.
- All decisions about event eligibility will be at the discretion of the director. It is important to remember that one ineligible student can lower the performance level of the group by his/her absence.
- All members are to be on their best behavior at all times. Please represent our program in the most positive manner at all events and show the same respect to members of the audience and other programs.



## Consequences:

*Failure to follow any of these procedures/policies will be recorded in a disciplinary log and may result in the following consequences:*

<b>1st infraction:</b>	Warning
<b>2nd infraction:</b>	Pack-up/time-out for the class period
<b>3rd infraction:</b>	Parent Contact and Alternate location for the class period
<b>4th infraction:</b>	Parent Contact and Consequence (Detention)
<b>5th infraction:</b>	Administrative Referral

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## Guitar Instrument Information

Students in the guitar program can use the CMS Guitars during class. The number of guitars is limited and students are encouraged to have their own guitar. Students will be required to practice at home, so they must have an instrument in good working condition. There are two ways to obtain an instrument for home practice:

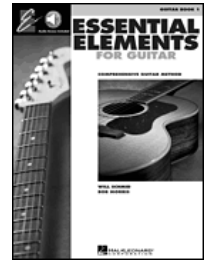
- 1. School Instruments** The CMS Guitar Program has a number of instruments that are for class use. Each student will be assigned a specific guitar to use in class. Due to the number of students enrolled in guitar classes, no school instruments may be checked out and taken home.
- 2. Rental/Purchase from one of the instrument dealers or music stores.** Students may wish to have their own guitar at home. If you are interested in rentals/purchasing please see the list on the next page for vendors. The instrument should be a traditional stringed instrument (non-electric, natural color, free from excessive decorations). Please be cautious when choosing an instrument. Many instruments on the market are of poor quality and lead to difficulty playing, frustration for the student, and costly repairs.

\*\*\* Instruments purchased at retail stores and most instruments purchased over the internet have a history of being educationally inappropriate, and can be rather poor investments.\*\*\* If you have the slightest doubt about the quality of the instrument you are considering, please do not hesitate to contact Ms. Wood or Mr. Nichols. Rent-to-own contracts may be an option, as long as the instrument is of sufficient quality at a fair price.



## Guitar Daily Supplies

- ☑ **Instrument:** (See description and recommendations below and on the previous page)
- ☑ **Pencils-** keep a few in your case or in your binder so you don't lose points.
- ☑ **3-Prong Folder** - You will keep all of your concert music, handouts, and other assignments
- ☑ **Composition Book** Bellwork (Guitar 1 only)
- ☑ **Music Book-** Each student must bring their binder and own music each day. Members of these both guitar classes will be required to have the book: **Essential Elements for Guitar** It be purchased from a music store(Band Room, Music & Arts, Sam Ash) for \$8-\$9, and are due Monday of week 2.



## **Optional, but helpful supplies**

- ☑ **Tuner/Metronome** – A tuner is a very valuable resource for student musicians. Look for one that also has a metronome built in to improve your rhythm! Many are available on smartphones too, often free!
- ☑ **Music Stand** – Metal adjustable stands work well for practicing

## Music Stores and Repairs

**Band Room**  
**Music & Arts**

407-897-7080  
407-332-7106

These dealers are suggestions; any music store may be used. Be sure to choose a quality store that you feel comfortable working with. Some stores will take orders over the phone and deliver supplies directly to the school. Ask them if they offer this service! Make sure that all repairs are done at a reliable string shop. If you need to borrow an instrument during a repair, please ask. This service is offered at no charge but is limited to a one-week time period.

## Care of Your Instrument

- Your instruments are extremely delicate...Treat them with respect!
- Be careful not to bump the pegs or bridge of the instruments.
- Broken strings are a part of life, not a tragedy. It is best to have an extra set at all times. If a string breaks, head to your local music store quickly. You cannot play with only 3 strings!
- Strings wear out after time. To keep your instrument at its top playing condition, you should replace strings each year.
  - When changing guitar strings, change one at a time, allowing a few days in between for your instrument to adjust. We have students that can help with changing your strings.
- Keep instruments away from extreme heat, cold, and humidity. Never leave your instrument in a car in the heat. You may find yourself with a melted instrument!
- Do not let others play your instrument and only allow qualified musicians repair your instrument.
- Always keep your own instrument in their case when not in use.
  - Return your guitar to the classroom racks, please do so gently.
- Remember that your case is not ultimate protection. Damage may occur from excessive shaking or dropping your instrument while in its case.



## Care of Your Music

- Keep all of your music and other assignments together in your 3-prong folder.
- Do not fold your music
- Write helpful markings in pencil only
- Music is given to you as homework, and must be practiced! You are to learn the music at home and come to class prepared to perform

## Fundraising & Donations

CMS Guitar program will be holding various fundraisers throughout the year to purchase music, improve our equipment, or for special projects. More information on these events will be given at a later date. Fundraising is optional, but strongly encouraged since everyone uses the equipment.

**We ask that each family contribute a fair-share donation, to offset the cost of instruments, repairs, buses, MPA Fees, broken strings, and other classroom materials for your child that are not provided by OCPS. A suggested amount is \$20, if it is within your family budget.**

Please pay using **SchoolPay.com**. See the CMS Website for using this service, there are no convenience fees! If necessary, make checks payable to Conway Middle School and put "GUITAR" on the subject line, and attach them to your Homework Assignment (Due Friday, August 19) Please do not combine with other donations nor turn them in with PTA donations, as they may not be credited to our account. There are a number of household items that we use. Consider donating:

- Hand Sanitizing Wipes
- Anti-Bacterial Cleaning Wipes (Lysol/Clorox or similar)
- Kleenex
- Soft Cloth & Fabric Remnants



## Parental Involvement

Congratulations! Your decision to provide your child with a quality musical education is an investment in their future. You are assisting with their self-expression, creativity, and achievement. Numerous studies suggest that students who have experience in the arts have increased brain development, higher test scores, higher academic development, and work better on a team. These suggestions are to assist you in giving your child the best support possible for their musical growth.

### What to do

- ★ Check Progressbook and Canvas system often for events, tests and assignments.
- ★ Monitor that your child is practicing regularly, approximately 15-30 minutes a day
  - Check their grades on ProgressBook weekly.
  - Remind them to bring their instrument, music, and other materials to class every day.
  - Make sure their instrument is well maintained.
  - Encourage them to perform for family and friends. Offer compliments and encouragement regularly.
  - Expose your child to a variety of musical experiences, including concerts and recitals.
- ★ Be aware of state legislation that may impact arts education!
  - Encourage your child to take private lessons if possible.
  - Attend every concert with enthusiasm!
  - Arrange for timely pickup at the conclusion of each event.

### Encourage quality practicing

- Providing a music stand in a quiet place for your child to practice



- Remain nearby during practice times as often as possible
- Praising your child's efforts and achievements

#### What to avoid

- Using practice as a punishment
- Insisting your child perform for others if he/she doesn't feel comfortable
- Ridiculing or making fun of mistakes

#### Volunteering for CMS Guitar program Events:

OCPS requires all parents who volunteer for school functions to complete the "ADDitions" application and complete a background check. The application can be found online at <http://volunteer.ocps.net>.

#### What is the Homework Assignment?

After you have updated your information, go to "Handouts & Files".

- Print and fill out the Guitar program Membership Information Form
- Print and fill out the Model Release Form

#### What if we don't have a home computer or printer?

Throughout the year students will be **required** to print music, permission slips and check the calendar. Lack of a home computer/printer is not an excuse for missing music or other assignments. Solutions are:

- Print at a local library.
- Print at the CMS Media Center
- Find a friend who has a printer, and ask them to help you.



#### **OCPS Policy regarding event supervision:**

**OCPS employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before a school activity is scheduled to begin or students remaining on school grounds more than 30 minutes after the school-sponsored activity ends.**



## Concert Etiquette for All Audience Members

CMS Guitar program constantly strives to maintain the highest standards of performance. Our concerts are a way to showcase our progress, develop our performing and listening skills, and create a special memory on the stage. Even the slightest distraction can lead to frustration for the performer, the listener, and may lead to a poor quality recording. Here are some suggestions to show respect during a concert:

- Arrive early and stay through the entire performance. The students in the final group have worked just as hard as those in the first.
- Although there is not required concert attire for the audience members, it is considered respectful to dress up for the event.
- Do not bring food, drink, gum, or candy into the auditorium or performance space.
- Please do not talk or make other distracting noises during a performance. A whispered comment, ringing cell phone, tapping food, or rustled program may ruin a musical moment.
- Students are required to sit in their assigned area to assist in the flow of the concert.
- You may videotape our concerts. Please be courteous and set up the equipment to the rear of side of the auditorium where it will not obstruct the view of other audience members.
- Do not use flash photography while a group is performing. You may take pictures while they are tuning.
- All children need exposure to good music and live performances, but younger ones may not be ready to sit through a concert quietly. Please be prepared to take them into the lobby if they get anxious.
- Avoid leaving your seat until a group has finished their portion of the concert. If you absolutely must leave, do so as discretely as possible.
- Please hold your applause until the piece has fully concluded as signaled by the conductor.
- Applause is the best way to show your appreciation for the performers. Whistling and yelling should be reserved for outdoor activities.
- Standing ovations are a wonderful way to express enjoyment of a performance, but too many may "cheapen the coin". Reserve them for performances that really astound you.
- If you find other audience members who are not using proper concert etiquette, please politely encourage them to behave accordingly!

# Grading Policy

## **1. Daily Classroom Preparation (25%)**

- This includes active participation, bringing proper materials, demonstration of home practice, and overall attitude.
- Students who forget to bring their instrument will lose daily participation points AND be given an alternate assignment for the class period.
- Students are expected to practice a minimum of 2-3 hours per week, approximately 30 minutes a day to show superior ("A" level) progress.

## **2. Skill Checks (35%)**

- Playing assessments based on the student's playing progression.
- Students will be allowed to re-do any Skill Check for a higher score, up until the end of the marking period.
- Content of all assignments will adhere to the OCPS and FLDOE Standards for M/J 6-8 Guitar classes.
- If you are absent the day of a test, be prepared to make it up within in one week. It is the student's responsibility to remind the director of missing grades. Any test not taken will result in grade of a zero. Grades cannot be made up after the marking period has ended.
- Performance test categories may include:
  - Posture
  - Rhythm/beat/tempo
  - Placement/direction
  - Left hand position
  - Tone
  - Phrasing
  - Right Hand position
  - Articulation/Style
  - Musicality
  - Note accuracy/intonation
  - Dynamics

If you need extra help with your music, just ask! Peer tutoring is also an option for students who would like extra instruction. Students are encouraged to ask for help if they need assistance.

## **3. Performances (30%)**

- Our concerts are the highlight of the student's musical experience! The excitement and thrill of being on-stage and performing for an audience is a unique experience and is impossible to duplicate.
- Students are reminded that music could require a commitment of time in and out of the school day.
- All guitar concerts will take priority over school sport and other extra-curricular activities. Every effort has been made to eliminate conflicts with other Conway Middle School activities.
- All students are expected to attend each concert and stay for the entire concert to receive full credit. Most concerts are approximately an hour and half long.
- Any student who misses a concert will receive the opportunity to perform their concert music for the director for a maximum grade of 80%.
- 6<sup>th</sup>-8<sup>th</sup> Graders are required to stay after each concert to serve as clean-up crew. "Many hands make light work"
- Families are responsible for transportation of students and equipment unless otherwise stated in a permission slip. Make sure that you have all that you need for the concert: music, accessories, and instrument. All performances, including community performances, MPA's, etc. adhere to the above policies.
- May ensembles may periodically have rehearsals after-school to prepare for concerts. At least two weeks' notice will be given and if less notice is given, it will not count toward the students' grade. As per OCPS rules on music performance classes, after school rehearsals are considered to be an extension of the class, and grades may be lowered if they are missed.

## **4. Written Work (10%)**

- Canvas assignments
- Letters & forms turned in
- Guest Teacher assignments
- Music theory and CFE review worksheets

# Uniforms

## Guitar

### **Ladies:**

Black Guitar T-Shirt  
Black Pants or Floor length long skirt  
Black Low Heeled, Closed Toe Dress Shoes  
Conservative Jewelry  
Conservative Hair Style and Accessories

### **Gentlemen:**

Black Guitar T-Shirt  
Black Dress Pants  
Black Socks & Dress Shoes  
Conservative Hair Style

## **School Spirit Guitar T-Shirts**



Shirts are \$10 each and come in sizes XS-4X. Please go to the financial page to order. Please pay with the shirt order.

\*\*\*Please make every effort to have concert attire soon to avoid last minute panic. Any student who does not have proper concert attire will not be allowed to participate, thus lowering the student's grade.\*\*\*

## GROOMING

Students who wear long or acrylic fingernails cannot be truly successful as musicians on a stringed instrument. Playing requires them to use their fingertips on the left hand. The end result is that the student with long fingernails or acrylic nails will not be able to progress properly and their technique will be severely limited. Because of this, the student's weekly evaluation grade and any playing tests grades will be lowered. If there are questions about length, please contact the director. The parent of students who are involved in a special family gathering, special birthday, bat mitzvah, wedding, prom, homecoming or any such special function may request an exception to the above policy. The request must state when the acrylic nails will go on and when they will be removed. If the request is approved, allowances toward make-up assignments will be made for weekly evaluation grades and playing tests.

## Private Lessons

Much of the success of the CMS Guitar Program is due to students' private study. Although not required, private lessons are a fantastic way to advance your abilities. A list of teachers will be provided during the first week of school. Most teachers charge \$20-40 per hour, and sometimes financial assistance may be available through third-party organizations. Keep in mind that these teachers may already have a full schedule of students. Ask them if they know of additional teachers. We welcome additions to our list! Also consider looking searching the web for learning centers at Music Stores.

## Other Performance Opportunities

Below is an optional opportunity for students that you won't want to miss. **Only Advanced Guitar class may audition.** Participation is highly encouraged! Music and further information for all of these opportunities is available in the 1<sup>st</sup> 9 weeks. The auditions for All County are difficult and should not be taken lightly. Please prepare to the best of your ability! Check the calendar of events on the next page of the Handbook, and do not audition for these groups if you cannot attend all rehearsals and concerts. Nominations are based upon dedication to music and the program as well as musical ability. The registration fee will be paid by Conway Middle School if the student is selected to audition.

### All County Guitar

Each year, OCPS sponsors this event for Middle and High School Students. Middle school students have this one opportunity to participate. The All-County Guitar Ensemble will be chosen by audition. Auditions for the All-County Guitar Ensemble and All-County Orchestra are held in the fall and include scales, etudes or excerpts from the music, and sight-reading. These auditions will be taped after school in the orchestra room. A panel of judges will listen to the auditions and determine the most prepared and best players from the county. Recommendation for the Honors Orchestra will be determined after All-County auditions are held. Priority will be given to those who auditioned for All-County Orchestra but were not selected. Only 7th and 8th graders will be recommended for the Honors Orchestra. If selected in any ensemble students will prepare the music prior to the first rehearsal. Two rehearsals are held in the evening, and an all-day rehearsal will take place during school hours. A guest conductor will join you in these rehearsals to prepare for a weekend concert.

## **Standards of Excellence for Participation in School Sponsored Co-Curricular and Extra-Curricular Activities in the Performing Arts**

Conway Middle School is proud of its co-curricular and extra-curricular activities and the many contributions our students have made to build a strong sense of community. We expect that all students will embrace the school's tradition of excellence in academics, sportsmanship, citizenship and fair play. Students participating in co-curricular and extra-curricular activities represent Conway Middle School in the community, district, state and even the nation. We believe the opportunity to participate in these activities is a privilege, not a right.

We expect all students to maintain Conway's tradition of excellence in behavior as well as academic excellence in and out of the classroom. In order to remain qualified for non-classroom based activities, a student must meet the requirements and fulfill the responsibilities outlined in the Performing Arts Co-Curricular and Extra-Curricular Activities Agreement. Failure to adhere to the terms and conditions of this agreement could result in the loss of a student's extra-curricular participation at Conway Middle School.

Parents, we need your support in our continued pursuit of excellence and insuring that Conway students develop a sense of responsibility that ensures good citizenship in all aspects of their lives.

### **Expectations for Participating in Co-Curricular and Extra-Curricular Activities**

#### **Address Accuracy**

If at any time, a student has a change of address, the parent or student must inform both the director **and** school registrar. This includes moving from one parent or relative to another. Failure to do so can compromise the ensemble's ability to participate in district-sponsored events. In such cases, the principal, director, and district coordinator will review the case and determine the actions to be taken.

#### **Attendance**

Students must attend at least four (4) periods of school on the day(s) of an extra-curricular activity in order to participate. If a student is not in attendance for four (4) periods, a waiver must be requested by the student or parent from the Standard of Excellence in the Performing Arts Review Committee. A waiver must be granted by the committee in order for a student to participate in an extra-curricular activity the same day. If it is discovered that a student participated in an extra-curricular activity and did not attend school for at least four (4) periods, the case will go before the Standard of Excellence in the Performing Arts Review Committee.

#### **Standards of Behavior**

All Conway Middle School students are expected to display exemplary citizenship and behavior when participating in school sponsored extra-curricular activities. These standards apply 24 hours a day for the duration of an academic year, beginning with auditions. All school rules as outlined in the Orange County Code of Student Conduct and in this form are to be followed. A student involved in an extra-curricular activity will be ineligible for rehearsal or performance on any day if any of the following conditions exist:

1. A student is suspended from school by a school administrator.
2. A student is removed from an extra-curricular activity by the director(s) of the activity (e.g. band, chorus, orchestra, guitar).
3. A student is sanctioned by law enforcement outside of school. (e.g. warrant, citation, arrest)
4. A student exhibits behavior *not befitting the public face of the school*.

#### **Processing Reports of Violations**

Reports of alleged violations of the Standards of Excellence for Participation shall be made to any member of the Standard of Excellence in the Performing Arts Review Committee. The committee shall conduct an investigation to determine the validity of any allegations. If it is determined that it is reasonable to believe a violation has occurred, the student and his/her parents shall be notified of the alleged violation, of the possibility of extra-curricular sanctions, and of a right to a meeting with the Standard of Excellence in the Performing Arts Review Committee. Here evidence may be presented; however, these meetings are not formal legal proceedings and are not required to be conducted in accordance with the rules of procedure normally associated with formal meetings or court proceedings. The decision of the Standard of Excellence in the Performing Arts Review Committee is final and is not subject to appeal. If it is determined that a student did commit a violation of the Standards of Excellence for Participation the sanctions shall be imposed immediately.

# CMS Guitar Calendar of Events

Date	Event	Time	Location	Who
Last Week of October	All County Guitar Auditions	In class	CMS	Guitar 2-Music required for a grade; optional audition for All County event.
Thurs. Nov. 29	Winter Guitar/Orchestra Concert at CMS	7:00 (6:15 arrival)	CMS Campus Campus	All Guitar Students
Tues, Jan. 29	All County Guitar Rehearsal	6:00-8:30 p.m.	WPHS Main Campus	Selected Students
Thurs. Jan 31	All County Guitar Rehearsal	6:00-8:30 p.m.	WPHS Main Campus	Selected Students
Fri. Feb. 1	All County Guitar Rehearsal	8:30-3:30	WPHS Main Campus	Selected Students
Fri. Feb. 1	All County Guitar Concert	7:00 (6:15 arrival)	WPHS Main Campus	Selected Students
Thurs., March 14	Fun Spot	TBA	International Drive	All Music Students
Tues., April 30	Spring Guitar/Orchestra Concert	7:00 (6:15 arrival)	CMS Main Campus	All Guitar Students

**\*\*This is only a TENTATIVE Calendar. Social events have not been added, but concert dates have been confirmed.**

# CMS Guitar Membership Contract

## 1. Personal information:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Parent/Guardian(s) Name \_\_\_\_\_

Student Cell Phone (\_\_\_\_) \_\_\_\_\_ Parents Cell Phone (\_\_\_\_) \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_

## 2. Membership Contract:

I \_\_\_\_\_ am committing myself to being a CMS Guitar Member for the 2018-19 school year. I agree to support the "Tradition of Excellence" to the best of my ability. By signing this contract, I promise to:

1. Conduct myself as a responsible, cooperative and respectful member of the CMS Guitar Program
2. Set aside 2-3 or more hours a week for home practice
3. Perform at my highest ability level
4. Bring my supplies to class daily
5. Respect the members of this and other musical organizations at all times
6. Participate in all rehearsals and concerts for a grade
7. Maintain a 2.0 Grade Point Average
8. Follow all school and orchestra policies stated in this Handbook

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*I have thoroughly read and agree to the event dates, policies and responsibilities of my child's commitment to the CMS Guitar Program as stated in this handbook. I agree to support them emotionally and financially to the best of my ability. I will encourage my child toward success and applaud them when they achieve it.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form by Friday, August 17 along with your financial worksheet and donations.  
Thank you for supporting CMS Guitar Program!

# CMS Guitar Financial Worksheet

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parents Name \_\_\_\_\_

Class:

☐ Beginning Guitar

☐ Advanced Guitar

<u>Item</u>	<u>Price</u>	<u>Subtotal</u>
Fair Share-All Students	\$20	
Uniform Guitar T-Shirt	\$10	
Use the attached shirt form.		

**Grand Total**

-	

**Method of Payment**

Cash ☐

Check attached ☐

payable to Conway Middle School