



Student Handbook
2020-2021

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Objectives of Handbook & Due Dates:

By Friday 9/11:	Complete the Start of Year Registration Google Form	Borrow School instrument or use personal?	Sign up for Remind Checkout our Website & Like our Facebook Page!	Login to Canvas and complete the first assignment.
By Friday Oct. 2nd:	Transfer important dates from the calendar to your personal calendars.	Notify Mrs. Quinn of any conflicts with required rehearsals and performances using the Prior Commitment Form.		

September 8, 2020

Parents & Students,

We are so excited and refreshed for the new school year! Music is a unique, rewarding, and exciting educational opportunity offered by our school. Your investment in time, effort, and dedication will pay tremendous dividends in life for many years to come. The ultimate goal, however, is a lifelong understanding and appreciation for quality music and music making. In addition, we get to use the medium of music to teach some wonderful life lessons as part of our comprehensive program here at James Island Charter High School.

As we welcome a healthy new class of freshmen that join our existing orchestra, it is my hope that we will only embrace these new students and build an even stronger team. We will achieve this by working harder, supporting each other, communicating and creating uplifting music that we ALL can be proud of. We need diligent students. We need supportive parents. We need YOU!!

I'm pleased to announce great things we will continue, AND some exciting tweaks:

2020-21 Highlights:

- Strings is still a Year-Round 90 Minute Class.
- There are TWO levels of Strings: JI Concert Orchestra (Levels 1-4) and JI Chamber Orchestra (Levels 1H-4H)
- We will continue to have professional Symphony Orchestra Musicians continue to work year-round with our students and make videos and tutorials for our students.
- We are hosting the 2020-21 Region Orchestra at JICHS! We will participate in Region Orchestra, Solo & Ensemble, the CSO Young People's Concert, Concert Festival (possibly a virtual event) and creatively find ways to bring music to James Island. Dates have significantly shifted and will ultimately be decided on in mid-September by the SCMEA Orchestra Division.

As our program continues to build, I invite all involved to truly go get involved and work as a team. It begins with YOU! I look forward with anticipation to an exciting year. It's going to be fantastic!

Sincerely,

Andrea K. Quinn

Strings & Piano Instrumental Director
Performing Arts Department Chair
James Island Charter High School

Strings 1-4, 1 Honors-4 Honors Learning and Developmental Goals

GOALS FOR THIS COURSE- The JCHS Strings program is a comprehensive instrumental program. The emphasis is to assist students in becoming successful musicians both within a group and to continue to grow their individual potential. Development of appropriate characteristic tone, technique, and expression will be emphasized as students continue their instrumental study through experience with a variety of music literature. Students need the opportunity to create and develop their musical preferences and styles while being equipped with strong foundational skills to ensure success.

The high school instrumental music experience reflects the highest degree of achievement in music prior to graduation, providing a variety of courses that reflects years of study, as well as interest, are considered as part of the high school curriculum. Students in the JCHS Strings Program should be aware that Strings 1, Strings 2, and Strings 3 Honors, and Strings 4 Honors are offered so that students are able to explore at various depths the Fine Arts Cluster as a viable choice of elective that contributes to a comprehensive high school education.

Students should define and use various Italian, German, and French musical terms to perform advancing levels of music. Having knowledge of analysis, structure, form, and the musical elements within a given composition permits the high school–level student to interpret various musical styles and forms, both orally and on his or her particular instrument. Students should become aware of the musical elements that contribute to the stylistic qualities of music.

SC Academic Standards for the Visual and Performing Arts: Level 2 High School Instrumental Music

1. The student will sing and perform on instruments a variety of music, alone and with others.
2. The student will **improvise**, compose, and **arrange** music within specified guidelines.
3. The student will read and **notate** music.
4. The student will listen to, describe, analyze, and evaluate music and music performances.
5. The student will examine and perform music from a variety of cultures and **stylistic** periods.
6. The student will make connections between music and other arts disciplines, content areas, and the world.

OBJECTIVE: The objective of the Strings program is for those students continuing to play their instruments in Elementary and Middle School. Students will prepare several concerts throughout the year and

REQUIRED TEXTS: Habits of A Successful String Musician by Selby, Rush, & Moon; Gia Publishing

PRACTICE: Class preparation and practice are the responsibility of the student. Coming to class prepared and having music learned is the expectation. Owning an intermediate-level stringed instrument at home is highly recommended because of the level of the student. Students with beginner instruments should consider upgrading or trading it in. Students are welcome to come before and after school for extra practice time. See *Practice Chart on page 8 for practice guidelines.*

JICHS Performing Arts Virtual Learning Policies/Procedures Fall 2020

I. Performing Ensembles: Band, Chorus, Strings, Jazz Band, Percussion Ensembles

A. Grading policies & weighting CP/Hon/AP/IB Weighting:

1. 20% - Rehearsal Skills (daily participation, warm-ups, rudiments, materials, bring instrument, good posture, proper technique)
2. 80% (Modules, Virtual projects, Self Assessments, SmartMusic, Written Work)

B. Testing Procedures:

1. Summative (Some formative) Assessments:
 - **Formative Rehearsal Performance Grades:** Scales/Exercises, Daily Check, Written Assignment
 - **Summative Performance Grades:** Performance Test, Chair Placements, Project, Self Assessment, Critique, Essay, Virtual Performance
 - **Grade entry:**
 1. Something should be in the gradebook on a weekly basis on classwork
 2. Grade turn around should not exceed 2 weeks, assessments should not exceed 1 week. Essays, follow a different timeline, but should be returned ASAP for student feedback/growth.

C. Assessment policies/practices

○ Frequency of Assessments:

1. Summative: end of unit (test/essay/project) - virtual really lends itself to projects and essays over multiple choice testing *see below for alternative ideas on summative assessments
2. Formative: once a week (every 5 days) (doesn't need to be a quiz) *see below for alternative ideas on ways to assess on a formative level other than quiz

○ Work Load

1. 90 minutes of work daily: live class on class days during scheduled class hours for no more than 45 minutes, *MAX one new recorded/live lecture per class period*
Asynchronous/ synchronous together cannot be more than 90 minutes per class period)
2. Homework assignments should not exceed typical in-class volumes and expectations

○ JI Virtual vs. JI Remote expectations

1. *Ji Remote follows expectations and guidelines of Virtual Academy*
 - Ji Virtual: classes **must** operate on Canvas
 - JI Remote: **classes** should operate on Canvas;

○ Communications with students:

1. Remind is strongly encouraged to be used by teachers for communication to classes for at least first 2 weeks as Canvas is being introduced to students; student emergency issues should be communicated here
2. Possibly set up a Google Voice account and give students/parents the number to text & call you if needed. *we can ensure teacher understanding of this tool

Contingency plans for "glitches" (connectivity & technology issues)

○ Internet outage/down:

1. Student Outage = need to send remind message or email teacher ASAP that there was an outage and was unable to attend live class / student would be expected to watch the recorded live class through Canvas/Google Classroom (to verify viewing and/or through Canvas if we can verify viewing) and post on Technical Issues discussion board with a

paragraph description of the live class & fill out the missed class due to technical issue google [form](#). (A paragraph = more than 5 sentences)

- a) Kids with 3+ internet issues = teacher should reach out to student's guidance/admin and problem solve
2. **Teacher Outage** = ASAP need to record the lesson and post to Canvas. Get ahold of Howard/Wakefield so that they can update your class on your connectivity issues and/or put up work for you, etc - when teacher posts "makeup" class asynchronously students have 24hours to fill out the PA dept attendance form (being made)*** in process

JICHS Performing Arts Department Equipment Use Policy

We are very fortunate to have access to great facilities and professional-level equipment at JICHS. A limited amount of school-owned instruments are available for student checkout throughout the school year and during the Summers. Students are expected to respect and maintain school-owned equipment while in use. Students can expect to cover repair/replacement costs if damage is related to mistreatment. Any mistreatment of instruments/equipment may result in loss of privilege to use/check-out equipment

Instrument Checkout:

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Please contact Mrs. Quinn if you need any usual repairs to the instruments including:

- New Strings on School Instrument
- Bridge issues (bending or snapped)
- Crooked Bow, very dirty bow hair
 - Buzzing Fine Tuners
 - Chin Rest adjustment
- Broken Rosin or Shoulder Rest
- ANY Cracks or any visible damage

The school will not replace strings or equipment for Personal/Home instruments. Please contact Mrs. Quinn should you need advice on what strings to buy or to take instruments to Gawlik Violins.

Class Attendance & Tardy Policy

CLASS MEETINGS: Every other day during 1st Block. Concert Orchestra class is on A Days and the Chamber Orchestra class is on B Days.

CLASS ATTENDANCE: Functional instrumental skills are obtained through a cumulative process. Regular and punctual attendance at class is required. Daily attendance is expected in order to be successful in the course and our hands-on lessons are extremely hard to replicate for missing students. JICHHS Attendance policy will be followed closely. Tardiness is not acceptable and be dealt with according to the Attendance Office. More than 10 absences in a year-long class will result in the student not receiving credit for the class. See the JICHHS student handbook on information on Tardy & Absence policies. New JICHHS Attendance Policy for make-up days: Year-long students will only be allowed to make up a maximum of 10 days of class time Absences that do not count towards the number of excused absences: Court, Serious illness or disabling injury with medical documentation, Death in the immediate family, and documented extraordinary hardships.

TARDY POLICY: James Island Charter High School Tardy Policy:

In preparation for future employment and postsecondary education, students are expected to learn career-soft skills such as punctuality; therefore, students are expected to be in class and ready to begin work at the beginning of each instructional period. Each semester, as soon as all students have had a few days to find their classes, familiarize themselves with the campus and adjust to our routines, our tardy policy will be in effect.

A tardy student is one who is not inside the classroom when the tardy bell rings. Teachers are directed to close and lock their classroom doors when the tardy bell rings and begin instruction immediately. Any late student must report to Tardy Sweep in the cafeteria to receive a pass to class or a consequence.

All tardy offenses are recorded electronically in Tardy Sweep. Upon arriving to Tardy Sweep, the student must have his/her ID scanned and will receive a warning for each of his/her first four tardy offenses each semester.

A warned student receives a dated and timed printout pass to return to class.

After four warnings have been used within the semester, subsequent tardy offenses will result in administrative consequences referenced below:

Important Notes:

- 3 or more tardies to any period may be considered a cut. Cuts cannot be made up with attendance makeup.
- Any student who doesn't arrive to class within 5 minutes of the printed pass can be considered cutting class.
- Loss of privileges may include (but not limited to):
- Loss of parking for 30 days
- Loss of parking for remainder of semester
- Loss of late-in/early-out 1 week, 2 weeks, remainder of the semester
- Loss of exam exemptions for official tardy referral
- Loss of social lunch ○ Loss of participation/attendance to extracurricular events
- Those who are often tardy not only jeopardize their academic progress, but they also disrupt the learning environment of their fellow classmates.

Rehearsal, & Concert Attendance Policies

Rehearsal & Concert Attendance:

All members of the JICHS Orchestra are expected to attend **ALL** rehearsals and performances. Every member of each ensemble plays a substantial role to our overall success. Each are worth a grade in PowerSchool. Concentrated rehearsals are vital to us as a successful performing group because it gives us the opportunity to work and focus longer in preparation for a public performance. Public performances are the opportunity to showcase our hard work.

The only excusable absences for rehearsals and concerts are as follows: Pre-arranged school conflicts, illness or disabling injury with a doctor's or parent note, death in the immediate family, religious holiday, or extraordinary hardships with parent note.

For ALL absences, the following procedure must be followed by all students and parents:

- Director must be notified in advance using the Prior Commitment (Pg. 4 of the JICHS Strings Handbook). www.jamesislandmusic.org
- Day-of notes are not permitted. Multiple absences are not permitted.
- For illness or emergency, a parent not or doctor's excuse must be submitted.
- Follow-up is the sole responsibility of the student.

Unexcused absences or "no shows" are not permitted. Unexcused absences may result in a student losing privileges, removal from performances, or dismissal from the program.

It is the Instructor's discretion who is allowed to perform at any and all JICHS Music Functions. If students fail to participate in class, have their required materials daily, show defiant or inappropriate behavior, they will have to record each and every piece for the concert or rehearsal and submit a recording prior to the event. (See Prior Commitment Form on Pg. 4 of the JICHS Strings Handbook).

Concert Behavior & Etiquette

1. JICHS Music Students are representatives of the school any time they are at any performance, field trip, or music function. The expectation for outstanding behavior as performers or observers is a requirement.
2. All music class rules apply to performers. Follow instructions the first time given.
3. At no time should students talk, use any electronic/communication devices, during performances or while others are performing.
2. At no time should there be any disruptive, defiant, or inappropriate behavior during performances or functions. Students will be removed from performances, be given an Unexcused absence and given a score of 50 for the failed assignment.

JICHS Orchestra Prior Commitment Form

If the student has a conflict that was planned before the required rehearsal or concert is announced, the parent must communicate this conflict in writing to the director. Established religious holidays are excused but should be communicated by the parent using this prior commitment form. Multiple conflicts will not be excused. Please complete this form and return it by September 15, 2019. If an event is added to the calendar later in the year, parents will be given ten days to submit this form notifying the director of the conflict.

Name of Student _____ Today's Date _____

_____ Parent initial if the student has **NO prior commitments** that conflict with the required dates on this year's performance calendar.

Prior Commitment: If the student has a prior commitment that conflicts with one or more of the required dates, please use the space below to describe the Date, Time and Name of the JICHS Orchestra Event that the student cannot attend, and also the reason (wedding, school event, religious service, etc.) for the conflict and why the student cannot attend:

If this event is excused, the student may be required to make up their grade by submitting/sharing a recording via google drive before the date of the missed event. Students must record themselves performing all of the music from the event that will be missed. Ten percent will be deducted from the grade and every day the recording is late.

Student Signature

Date

Parent Signature

Date

Assessment, Grading, Exam Exemptions

The Student's grade will be based on four main categories:

1. **Rehearsal Performance** (20% of grade) This grade will be based on weekly performance in rehearsals, after school rehearsals, and self-assessments on rehearsal performance. Students begin with FULL points and they are deducted from their weekly Rehearsal Performance Grade (Missed/no performance during rehearsal is -20 points out of 100. -10 each day a student is missing materials for class, etc.)
2. **Concerts/Written/Performance Assessment/Concert Reflections:** (80 % of grade) These assignments are made up of Concerts (3), various Written Assignments (1), Performance Assessments (2), and Concert Reflections (2).

The SC Uniform Grading Scale has been updated for all progress reports are as follows:

A	90 - 100
B	80 - 89
C	70 - 79
D	60-69
F	59* and below

Exam Exemptions

A final exam or a major, meaningful, graded, in-class assessment will be administered in all courses. To exempt a final exam in a year-long or semester course, an individual student must meet the following requirements:

- Students with an average of 90 or above in a 1 whole credit course, who have no unlawful absences (no unexcused/unverified absences). Students enrolled in courses which have a state mandated, end-of-course exam, cannot exempt state mandated exams.
- Students who were required to complete attendance make-up to receive credit in a course may not exempt that exam.
- Students who have three or more unexcused tardies to a class cannot exempt that exam.
- Students who have been suspended out-of-school (OSS) cannot exempt that exam.
- Students cannot exempt a ½ credit course final exam.

Class Materials

Required:

Orchestra will need ALL the following materials for class each day:

1. Instrument (Owned, private rental (FREE) or provided by the school)
2. Orchestra Folios & paper folders will be checked out to each student and brought to class each day.
3. *Pencil with working eraser at EACH rehearsal
4. Habits of a Successful String Musician; Selby- Provided by school, To be returned at the end of the year
5. Essential Technique Book 4 (Yellow Book. Provided by school and to be returned at the end of the year.)
6. Rosin (lighter for violin/viola, medium to dark for cello, bass rosin)
7. Soft Cloth for wiping the instrument.
8. **MANDATORY Accessories:**
 1. Violins and Violas- required shoulder rest (Everest, Kun, Wolfe)
 2. Cellos and Basses- rock stop or belt.
 3. Metronome with A=440Hz

Recommended:

1. Music stand for home use and use at other special events.
2. Solo Literature (Suzuki) and Etude Books
3. Chromebook or Laptop to access Canvas and SmartMusic

Class Rules

1. Follow Directions. Adhere to JCHS Student Handbook policies and follow your classes' Social Contract.
2. Enter and exit in an orderly manner. Upon arrival, independently unpack immediately in the first five minutes of class and warm up.
3. Respect all people, instruments and property.
4. Keep Hands, feet, and objects to yourself.
5. No food, drinks, gum, candy, head gear, allowed in Music room. Please ask permission to use and phones and headphones/earbuds. No charging of phones permitted.

Positives:

Verbal Praise, Calls Home, Individual Incentives, Notes Home Emails, Class-Wide Incentives

Consequences:

1. Non Verbal/Verbal Warning # 1
2. Behavior Log/Verbal Warning. "Last Out"- Student will talk to teacher in the last five minutes of class.
3. Parent Contact and 30-minute after school work session.
4. 2, 30-minute after school work sessions and Discipline Essay. Possible Guidance Referral.
5. Office Referral

Severe Clause

Any extremely disruptive behavior like fighting, vandalism, extreme defiance, or bullying will result in immediate referral. Teacher reserves the right to skip any step.

Technology/Cell Phone Policy:

The school Cell Phone policy states that students can use cell phones before school, during their scheduled lunch period, and after school. Also teachers have the discretion to allow students to use cell phones for educational purposes inside the classroom. Cell phones or headphones may be used in the hallways if one ear is free from an earbud. Any students not in accordance this policy will have their phone confiscated. Confiscated phones will be returned to the student's parent or guardian after the student attends Saturday school. (Pg. 75 of Student Handbook) Permission from teacher should be asked if student is unsure.

2. Taking pictures or videos, Snap Chat, using Twitter, updating Facebook Statuses, posting to Twitter and Instagram are strictly PROHIBITED. Other Apps can be added to list by the director any time. Cell phones will be taken until the end of class and pictures/videos must be deleted.
3. Students are not to listen to music with or without ear buds unless given specific permission.

Consequences for using cell phones inappropriately

1. Warning, ask students to put device away for non-compliance
2. Item confiscated and returned at the end of the class period
3. Item confiscated and returned at the end of the school day, Call home
4. Item confiscated with Office Referral and returned during Parent Conference or after Saturday School.

Concert Dress/Fees: Class A & B for Strings

We take great pride in uniformity and class! Appearance is a key factor for any performing musician. We ask that you measure your child by September 30th so that we can pair students to uniforms with students (there will be a follow-up form for measurements). This leaves necessary time for alternations as needed.

Ladies:

Class A- formal Uniform (purchased by school at no cost to student) will be used in the 5+ Major performances/competitions we will participate in. Dress shoes. No jewelry is to be worn unless provided by the school.

Class B- Shirt with JICHHS Strings Logo and ensemble name with jeans, khaki-colored long-pants or knee-length skirt. This will be used for all school-day functions, recruitment performances or spirit days.

Gentlemen:

Class A- Black pants, black dress shirt, and black satin tie (Provided by the school) and families will need to provide black socks and black dress shoes.

Class B- Shirt with JICHHS Strings Logo and ensemble name with jeans, khaki-colored long-pants. This will be used for all school-day functions, recruitment performances or spirit days.

*Uniforms are to be wrinkle free and clean prior to all performances and students should look neat and clean for all concerts. They should be maintained and hung in their garment bags at all other times. All tears, lost items or other uniform issues should be reported to Mrs. Quinn asap!

Washing/Cleaning Instructions:

Men's Dress pants/shirt- Laundered and Pressed (Dry cleaning is unnecessary). Please don't wash the satin ties

Dress- Washed and Hung Dry only!

Music Shirts- Washed & Dried normally

Uniform Return:

All Polo Shirts can be kept and NOT returned. :)

Please return ALL uniforms Washed CLEAN as stated above and returned to the JICHHS Music Program Washed before Final Exams of May 2021.

Delay or returning uniforms dirty will result in a cleaning fee.

Cleaning/Replacement Fees

Cleaning Fee: \$15

Formal Attire: \$85 each (dress or shirt/pants)

JI Concert Orchestra

Remind Communication Requirements:

1. Add JI Concert Orchestra (Strings 1, 2, 3, 4) ...
2. Text @jiconorch to the number 81010
3. Send a confirmation of who you are to finish!

JI Chamber Orchestra

Remind Communication Requirements:

1. Add JI Chamber Orchestra (Strings 1H, 2H, 3H, 4H)
2. Text @a85cc5 to the number 81010
3. Send a confirmation of who you are to finish!

*** Remind is EASY and CONVENIENT for us all ☺**

Short, 140 character messages, and links to attachments of upcoming performances and activities.
Be sure to de-activate your account before changing phone numbers!

Canvas Instructions:

- Student must Sign in to their gmail account.
- Go to Google Apps (9 dots) and our classroom is:
- Once in, the first message is a Google Form to complete student and parent information.
- A working phone number and email is required.
- You will be able to sync our music calendar with your Google calendar.
- Please see instructions sent out by JICHHS before school on more directions for Canvas.