

Parent/Guardian Information Letter and Policies Manual

To: Parents/Guardians of HSPVA Music Students:

This information on the front and back of this sheet is very important!

Please complete and sign:

- (1) the enrollment (census) card which will be issued on Aug. 24 (front and back), and return it on Tuesday, August 25 (or the next school day after you receive it);
- (2) the music department registration/emergency form (last sheet). Please give this completed sheet to your student to return in the brown envelope at the department meeting on Monday, August 24 (or by Wed., Aug. 26 if you received your packet after early registration).

Also, each student will receive a new copy of our department policies and regulations (Handbook). Also, the handbook is on the HSPVA website under music department. We ask the parents and the students to read the handbook and sign the acknowledgement sheet. Each student is to place this acknowledgement sheet in the brown envelope at the dept. Meeting on Monday, Aug. 24.

Attached you will find a Music Department calendar of events for the 2009-2010 school year. Please keep this Calendar for reference. Students have also received a calendar in their handbook. Each student receives a calendar/handbook (Time Tracker) from the HSPVA administration. In addition to study aids and a school calendar, this handbook also contains very important HISD/HSPVA policies, as well as a copy of the entrance agreement which all students signed when they entered HSPVA.

We call your attention to the parents planning meeting for the 38th annual Spaghetti Supper – Tuesday, Sept. 8 in the Alessandro Recital Hall, immediately following the HSPVA Open House. Enclosed is a letter explaining Spaghetti Supper and the Spaghetti Supper planning meeting.

Music Department Extension Fund

To help provide the "extras" which enhance the program of the Music Student we established the Music Department Extension Fund. The fund is used to purchase postage for our mail-outs, printing of concert posters, department hand-outs, concert tickets and program inserts, office supplies, instrument repairs, piano tuning and repair (a MAJOR budget item), security for all of our concerts, copy machine supplies and service contract, and special recordings and materials for the Music Theory and History classes.

Donation: \$60 per family, checks payable to HSPVA music department.

Due dates are \$30 by September 4 and \$30 by January 8. If you are unable to pay by the deadline, or if you are financially unable to pay at all, please contact Ms. Bonner. If necessary, you may pay in installments.

Each family has the option of paying the total amount in the fall (which facilitates bookkeeping.)

Attendance

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 must leave school early for any reason he/she must bring a note to the attendance office by 7:50 am. The note must have the phone number of the parent/guardian. The attendance clerk will call the parent/guardian to verify the note.

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 the school can call a parent/guardian.

We expect students to arrive at school and in every class on time and we excuse no one from period 1 and everyone, including seniors, is to arrive on time. Habitual tardiness and unexcused absences will result in a student placed on a growth plan (probation) and possible suspension of performing privileges (including the senior recital).

HSPVA is a closed campus! See related information in the department rules. For some unknown reason some students think the attendance policies do not apply to them. The policies apply to all students. There are severe consequences for a student who leaves campus without proper authorization! This includes the suspension of performing privileges.

Please note that this means students may not leave the campus after they arrive here by the school bus or their parents.

An Administrator may excuse religious holidays only if the school receives a written request for the excused absence in advance of the holiday absence.

College visitation: HSPVA will excuse a maximum of two days for college campus visits if the student is a senior and the parents in advance of the absences provide verification of the college appointment. Additional days, approved in advance, are counted as excused absences for determining final exam exemption and class attendance credit. Students are to check the department calendars before arranging for college visitations.

Fine Arts Certificate (Diploma)

All music students who expect to receive the HSPVA fine arts certificate cannot have received more than a total of three (3) failing grades during the six-weeks grading periods, in any art area classes, during their 10th, 11th and 12th grade years. (See student handbook.) Students entering as new juniors or sophomores this school year also fall under this guideline. Students may still present a senior recital if all requirements for the recital are satisfied. Seniors receive a handbook for senior recitals. Students and their parents are to read all of the information in the handbook.

Detention

Students receiving multiple detentions (including Saturday detentions) may also face art area consequences which could include any or all of the following:

- (1) Suspension of performing privileges;
- (2) Removal from trip/extra curricular participation;
- (3) Forfeiture of the senior recital;
- (4) Forfeiture of the art area certificate.

Notebooks/Workbooks/Class & Library Assignments

Students are to turn in class and library assignments by the due date, and are to maintain and turn in notebooks and workbooks as may be required in any class - art area or academic. Students are to return library materials by the due date.

If a student is absent when an assignment or notebook is due, the student should turn in the required material immediately upon his/her return to school. Because all classes (except period 1) will meet on alternate days, it is important that students who are absent from a class check with their teachers about assignments immediately upon their return to school. This is the responsibility of the student.

The various academic areas will set their own days and times for make-up tests. Because many students have sectionals or other rehearsals after school, students should make every possible effort to be in class for tests. Students should make arrangements (in advance, where possible) with their parents, teachers and ensemble directors to take make-up tests if there is a conflict.

Music Department Souvenir Program

Each year parents tell us in November that their child did not inform them of the opportunity to purchase or solicit ads/patrons for our wonderful souvenir program which we issue at each concert. Students solicit these ads as a fundraiser for their various tours and other ensemble needs (such as master classes, instrument repair, payment of region fees, and recording of concerts). A complete packet is available which gives the cost and guidelines for the ads and patron listings, and you may request one from your child's major instructor.

- If you are new to the music department, you may want to request a copy of last year's program.
- Note: This fundraiser is optional! No student is required to solicit ads or patrons!

The souvenir program is a quality production and businesses are proud to advertise in it. In order to have the program ready for our first concerts in November, we must set a deadline of September 14 for the ads. We accept late ads only until September 21 - and only if there are pages remaining. Please do not ask us to extend the deadline.

- If a company has to wait for a check, ask the person in charge to let you have the ad now and you can get the check later.
- All ads must be camera ready and, preferably in black and white. If we prepare the ad then there are additional charges.
- You may submit ads by disk (jpg) which is really the preferred method.
- Ads must be clean/sharp because we cannot re-do one of poor quality.
- Please submit ads with print on one side only! Please check the spelling!
- Checks should be made payable to HSPVA music dept. and should be submitted to your student's major instructor.

Thank you, parents, and students, for your cooperation and support of the Music Department and HSPVA.

Patricia Bonner – coordinator
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pbonner@houstonisd.org

ADDENDUM TO THE MUSIC DEPARTMENT HANDBOOK

Please read this information several times to be sure that you are aware of this policy.

Any music student who purposely defaces, destroys, hides, steals or in any manner is responsible for the defacing, destroying, hiding or stealing of any wind, percussion, string or keyboard instrument, any music stand, chair or desk, amp, chalk board, computer, audio equipment and bulletin boards will have his/her performing privileges suspended immediately. This includes but is not limited to performances with large ensembles, chamber groups, region and UIL activities and the senior recital. The student and his/her family will be responsible for repairing or replacing the destroyed or defaced item.