

South Central Indiana Home Educators
Serving Christ in Home Education

Music Program Member Handbook



Band
Strings
Handbell Choirs
Vocal Choirs

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SCIHE Membership Information

SCIHE (South Central Indiana Home Educators) is a nonprofit, faith-based, homeschool support group that is centralized in Columbus, Indiana. Our motto is 'Seeking Christ In Home Education.' **SCIHE Membership*** is required prior to eligibility in the Music Program.

Families wishing to join the Music Program must enroll students in their chosen courses within the first three weeks of class.



Please see the SCIHE website for membership information:

[Join SCIHE here!](#)

Contact our Music Program Coordinator, Jennifer Gatewood, for music specific questions at (812) 614-5252 or music@scihe.org.

*Note: Membership to SCIHE requires students to meet the HSLDA definition of a homeschooler, receiving 50% or more of their instruction from the parent/guardian. Public School, Private School, and Public Online School do not qualify as homeschooling.

Course Descriptions

Band *ages 12-18 by August 1st*

Students learn to care for instruments, play with proper technique and form, and develop skills in listening, playing, and sight-reading. Music selections cover a variety of genres such as classical, patriotic, sacred, and traditional (including Christmas). Students perform in one concert per semester.

Instruments include Woodwind (piccolo, flute, oboe, clarinet, saxophone, bassoon), Brass (cornet, trumpet, trombone, French horn, baritone, tuba, euphonium), Percussion (drums, bells). Class cap: 12 students

Band Director Aaron Laws

(812) 339-2286 (calls only/no texts) or dartme18@gmail.com

Strings *ages 8-18 by August 1st*

Students learn to care for instruments, play with proper technique and form, and develop skills in listening, playing, and sight-reading. Music selections cover a variety of genres such as classical, patriotic, sacred, and traditional (including Christmas). Students perform in one concert per semester.

Instruments include violin, viola, cello, and bass. Students are placed within a leveled class (Beginner, Intermediate, Advanced, Orchestra, Ensemble) at the discretion of the Strings Director. Class cap: varies

Strings Director Vanessa Edwards

(812) 343-1041 or edwards_vanessa@sbcglobal.net

Chimes/Handbell Choir *ages 8-18 by August 1st*

Students learn to correctly handle chimes and handbells, play with proper technique and form, and develop skills in listening, playing, and sight-reading. Music selections cover a variety of genres such as classical, patriotic, sacred, and traditional (including Christmas). Students perform in one concert per semester.

All students begin in the Chimes Choir and advance to the Handbell Choir at the discretion of our Handbell Director. **Enrollment is by invitation only.** Class cap: 12 chimes students; 13 handbell students

Handbell Director Joyce Crowder

(812) 371-5390 or joyce.crowder1971@gmail.com

Vocal Choirs *ages 6-18 by August 1st*

Students learn to sing with proper technique and develop skills in listening and sight-reading. Music selections cover a variety of genres such as classical, patriotic, sacred, and traditional (including Christmas). Students perform in one concert per semester.

Elementary Choir includes beginning and returning students ages 6-11. Middle School/High School Choir includes older beginners and returning students ages 12-18. Class cap: 35 elementary students; 25 advanced students

Elementary Choir Director Crystal Laws

(812) 558-6851 or maudenalaws@gmail.com

Middle School/ High School Choir Director Joyce Crowder

(812) 371-5390 or joyce.crowder1971@gmail.com

Course Fees

Course fees will be collected by a Music Program Volunteer at the beginning of each semester. Fees **must** be paid by cash or check (payable to each director). ***No payments may be made through PayPal, Venmo, or other digital platforms.***

Band *payable to Aaron Laws*

\$85 per student per semester. *Note: Students will be required to purchase an instrument specific book.

Strings *payable to Vanessa Edwards*

\$85 per student per semester.

Chimes/Handbell Choir *payable to Joyce Crowder*

\$85 per student per semester. *Note: Students will be required to purchase a pair of gloves (\$6).

Vocal Choirs *payable to Crystal Laws (Elementary) or Joyce Crowder (MS/HS)*

\$90 per student per semester.

Family Discount

Families with more than one student enrolled **within the same course category** (Strings, Band, Chimes/Bells, or Choir) will receive a discount of \$10 per student through the third child.

Example 1: Family A has **four children in Strings**. Their cost is \$85 for the first child, \$75 for the second child, \$65 for the third child, and \$65 for the fourth child, totaling \$290 to the strings director.

Example 2: Family B has **one child in Handbells and one child in Band**. Their cost is \$85 for the first child (payable to the handbell director) and \$85 for the second child (payable to the band director).

Standards & Responsibilities

As a group of home educators cooperating together, each one of us represents our group as a whole. Proverbs 22:1 says, “A good name is to be chosen rather than great riches, loving favor rather than silver and gold.”

These **Standards & Responsibilities** are meant to be a practical way to apply Philippians 2:3-4, which says, “Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.”

Families who participate in the SCIHE Music Program can ensure that each person’s experience in the program is edifying and educational, bringing praise and glory to God through His gift of music.

All SCIHE Music Program families will be required to sign a **Commitment Statement** (see page 12) at the beginning of each program year. In the event that a student violates any of these standards, the behavior will be discussed with the student. If improper behavior continues, a letter (see page 13) will be given to the student’s parent/guardian addressing the offense. Subsequent offenses will result in suspension from the Music Program for the remainder of the semester with no refund.

Standards of Conduct

“So whether you eat or drink, or whatever you do, do all to the glory of God” (1 Corinthians 10:31). Our purpose as believers is to glorify God in whatever we do. Those participating in the Music Program are expected to behave accordingly while attending classes and concerts.

1. Respect is to be shown to directors, volunteers, parents, and other students at all times.
2. Property of the host church including the building, furniture, landscaping, etc. must be treated carefully at all times.
3. Rooms used for classes must be tidied prior to exiting for the day. *Please leave rooms in better condition than you found them in.*
4. Music Program participants may only be in designated areas of the host church. *No wandering through the building at any time.*
5. Students going to the restroom must go to the closest available restroom, remain quiet while in the hallway, and return to class promptly.
6. No running, yelling, or rough play is allowed while inside the building.
7. Instruments may only be played in designated classrooms.
8. Only Music Program participants and adults who are actively volunteering may remain in the building during class times due to insurance requirements and building security. **Note: Parents of new students may observe in their children's classroom for the first two weeks of class.*
9. Students must have permission from an adult to leave a classroom or the building.
10. Music Program participants who are also members of the host church are required to follow Music Program rules during class time.

Standards of Dress

“All things are lawful,’ but not all things are helpful.” (1 Corinthians 10:23). We are admonished in Romans 14:13-21 to live in a way that does not cause our brother or sister to stumble. Those participating in the Music Program are expected to adhere to the following standards while attending classes and concerts.

1. Families should strive to maintain a conservative appearance at all times and avoid wearing apparel that would detract from our ability to witness to others.
2. Clothing should be modest at the neckline and reach the longest fingertip in length.
3. The following clothing items are prohibited:
 - a. Name brands or images depicting tobacco products, vaping, or alcoholic beverages;
 - b. Apparel promoting secular or ungodly music;
 - c. Halter, tube, or spaghetti strap blouses on girls;
 - d. Exposed midriffs;
 - e. Short shorts or miniskirts; and
 - f. Gang-style apparel.
4. Concert dress is **required** for all performances, as follows:
 - a. **Boys:** white button-down shirt or white polo tucked in at the waist, tie (optional), dark pants (no jeans), and dark shoes.
 - b. **Girls:** white blouse, dark skirt or pants, and dark shoes.
*Concert skirts **must** reach the top of the knee.*
 - c. **Chimes & Handbell Students:** follow the director's requirements for embellishments and buttons on shirts, as these items could damage the chimes and bells.

Standards of Responsibility

Colossians 3:23 says, "Whatever you do, work heartily, as for the Lord and not for men..." As a group of Christian homeschooling families cooperating together, we are making a commitment before the Lord to follow through with our responsibilities.

1. Drop-off & Pick-up

- a. Students must arrive promptly to their classes and be prepared to begin class, having completed necessary

practice throughout the week as well as any assignments given by the director.

- b. Parents should drop their students off at **Door 4W** on Lafayette Street. *Do not enter the building through any other door.*
- c. Please refrain from parking for long periods of time along the Lafayette Street sidewalk so others may drop off. *Parking is available in the lot across the street from Door 4W if needed.*
- d. Parents should pick up their students at **Door 4W** promptly at the end of their class.
- e. **Study Hall** is available for students from 10:00 am to 12:00 pm for parents who would like to leave their children during that time. (See page 10 for more information.)
- f. Please see page 16 for more specific information regarding the Music Program's **Student Release Policy**.
- g. A **Permission for Student Release** form (see page 17) is required for students to leave the building without a parent/guardian after class.

2. Preparation

- a. Students are required to bring certain materials to class as follows:
 - i. **Band:** instrument, music stand, music/music book, pencil
 - ii. **Strings:** instrument, music/music book, pencil
 - iii. **Handbell Choir:** gloves, pencil
 - iv. **Vocal Choir:** folder, pencil
- b. Instrument cases, music books, folders, etc. must be labeled with the student's first and last name in the case items are left behind.

- c. Students are required to spend adequate time practicing as detailed by each class director. *Parents must ensure students have the appropriate amount of practice time.*

3. Attendance

- a. Students are allowed up to three absences per semester and prompt arrival times are required.
- b. Students who miss more than three classes or are repeatedly tardy may be removed from class, allowing the spot to be given to a student from the waitlist.
- c. If your child is sick or there is a family emergency, please notify our Music Program Coordinator, Jennifer Gatewood at (812) 614-5252 or music@scihe.org.

4. Choir Monitor

- a. Parents of Middle School/High School Choir students are required to serve as Choir Monitor one to two times per semester (see page 15).
- b. Parents may sign up for their preferred date(s) through the sign-up link sent out via email each semester.

5. Course Fees

- a. Fees are due by the second week of classes each semester and are payable (cash/check only) to the course directors.
- b. Families who have not made their payment by the second week of classes without prior arrangement will no longer be allowed to participate.

*Please note that these Standards & Responsibilities, as well as the entire content of the Music Program Member Handbook, may be revised by the Music Program Coordinator and the Music Program Volunteer Team as circumstances deem necessary.

It is the goal of our team to manage and lead the Music Program in a way that is most beneficial to our families.

Study Hall Information & Guidelines

Study Hall is available for registered students from 10:00 am to 12:00 pm in the Study Hall Room (Door 4W). Sign-up will be available prior to each semester, with a cap of 35 students. A fee of \$10 per student is payable to our Study Hall Monitor within the first two weeks of class.

Guidelines for Participation

In order to maintain a safe and positive environment for our Study Hall students, we ask that families agree to the following:

- Students are to be respectful toward others, their belongings, and the host church,
- Students come prepared with adequate schoolwork and/or quiet activities,
- Students who bring snacks or lunch are required to clean up after themselves, and
- Parents commit to prompt drop-off and pick-up times.

Contact Study Hall Monitor, Sophia Johnson, at (317) 412-8977 or shjohnson04@hotmail.com with Study Hall specific questions/concerns.

Music Volunteer Team

The SCIHE Music Program is operated by parent volunteers. Our **Music Volunteer Team**, led by the **Music Program Coordinator**, works together to make the SCIHE Music Program a positive and beneficial experience for all participating families.

Music Volunteer Team tasks include the following:

- Setting the program year calendar
- Communicating with host church about use of facilities
- Organizing & managing student enrollment
- Collecting course fees & distributing payment to directors
- Keeping attendance & payment records
- Updating & distributing the **Music Program Member Handbook**
- Maintaining the REMIND system & communicating cancellations or changes with families
- Communicating with directors about class times, students, schedules, etc.
- Being on site during class times to assist as needed
- Organizing & managing Choir Monitor schedule
- Scheduling concert date, time, & location
- Communicating concert information to families
- Organizing set-up & clean-up for concerts
- Collecting donations for director gifts to be given at concerts
- Creating concert programs in cooperation with directors

If you are interested in serving on the Music Volunteer Team or volunteering in any capacity, please contact our **Music Program Coordinator**, Jennifer Gatewood at (812) 614-5252 or music@scihe.org.

Commitment Statement

All SCIHE Music Program families will be required to sign the following Commitment Statement at the beginning of each program year:

I have read the Music Program Member Handbook and agree to abide by the Standards & Responsibilities stated therein. I understand that I am also responsible for my child(ren) abiding by these guidelines. I commit myself and my family to helping the Music Program maintain proper discipline, respect, a good name, and a quality learning environment.

Sample Disciplinary Letter

SCIHE Music Program

Date: _____

Dear _____,

We are writing to inform you that your child, _____,
has been disciplined during a Music Program class or performance on
_____ for the following behavior:

This is the second time we have had to address this offense. The student was given a verbal warning after his/her first offense.

As a Music Program participant, you have read and agreed to the **Standards & Responsibilities** outlined in our **SCIHE Music Program Member Handbook**. Please sign and return this letter to our Music Program Coordinator by the next class. If you feel your child has been unjustly accused, please present your position in writing to the Music Program Coordinator & Volunteer Team and your concerns will be addressed.

Sincerely,

I have read the above letter and understand that if my child repeats this offense, he/she will be suspended from the Music Program for the remainder of the semester with no refund. I also understand that my child may enroll again at the beginning of the next semester pending approval by the Music Program Coordinator & Volunteer Team.

Parent/Guardian Signature

Date

Handbell Choir Commitment & Waiver

All Chimes & Handbell families will be required to sign the following Commitment Statement at the beginning of each program year:

I understand that the success of the Chimes & Handbell Choirs depends greatly on the attendance of all participating students. Chimes & Handbell students must arrive promptly and are allowed no more than three absences per semester. I understand that my child's spot may be given to a student on the waitlist if he/she is frequently tardy or absent.

I acknowledge that the chimes and handbells used by our Music Program belong to First United Methodist Church. Chimes & Handbell students are taught how to properly handle the instruments and must be diligent in paying attention to the director. I understand that in the event my child breaks a chime or bell, my family is financially responsible for replacing that chime or bell, which can be very substantial.

Middle School/High School Choir Commitment

All Middle School/High School Choir families will be required to sign the following **Commitment Statement** at the beginning of each program year:

*I understand that by participating in the MS/HS Choir, I must serve as a **Choir Monitor** one to two times per semester. I agree to help in the following ways:*

- *Arrive five minutes before choir begins & lead students to the choir room,*
- *Assist in passing out music & pencils as needed,*
- *Help any student who may become ill during class,*
- *Escort students to the restroom if necessary, and*
- *Be available to help the director with tasks as needed.*

I acknowledge that my child's participation in choir depends on my participation as a volunteer.

Student Release Policy

Out of concern for the safety of our music students, the SCIHE Music Volunteer Team asks participating families to adhere to the following policy:

- Upon arrival, students will remain in designated areas of our host church for the duration of their music classes.
- Students who are not actively participating in a music class must either attend Study Hall or be picked up promptly by a parent/guardian.
- Students will be allowed to exit the building after their classes only if a parent/guardian is visibly available outside the Study Hall room (Door 4W). *Note: remaining in a vehicle along the sidewalk is acceptable if parked in a visible location.
- Students ages 14-18 may be released from the building after classes without a parent/guardian if a **Permission for Student Release** form (see page 17) has been signed and returned to the Music Volunteer Team.
- Students ages 6-13 may be released with an older sibling (ages 14-18) if a **Permission for Student Release** form has been signed and returned to the Music Volunteer Team.

Thank you for helping us keep our music students safe!

Permission for Student Release
SCIHE Music Program

I hereby grant permission for my child, _____,
age 14 or older, to leave the premises of First United Methodist Church
on Thursdays after music class. I understand that my child will be
unsupervised upon exiting the church building and that he/she becomes
my responsibility when he/she leaves.

Please allow my younger child(ren) to be released with the above-
mentioned child: _____

Parent/Guardian Signature

Date