SUMMIT CHRISTIAN ACADEMY

Secondary Instrumental Music Handbook

2026-2027

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Table of Contents

Course Objectives/Outcomes 3
Instrumental Program Course Offerings 3
Note on Large Ensemble vs. Solo 4
Faculty 6
Secondary School Performance Schedule 7
Attendance Requirement Day of a Performance 9
- Excused Performance Absences
- Unexcused Performance Absences
- Makeup Assignment Rubric
- Dual Activities Agreement

Class Participation, Effort, & Respect 11
- Rehearsal Rules
- Disciplinary Action Sequence

Grading Breakdown 13
- At Home Practice Time
- Playing Test
- Sight-reading Completion
- Accuracy Grade
- Missing Work
- Final Exam

Concert Responsibilities 15
High School Books, Music, and Supplies 16
Instruments and Cost 16
High School Performance Attire 16
Junior High School Books, Music, and Supplies 17
Junior High School Performance Attire 17
MSHSAA Requirements for Fine Arts Students 17
- General Eligibility
- Academic Eligibility
- SCA Academic Eligibility

Lettering System 19
Achievements 20
- SCA Symphony Servant Leader Award
- Fine Arts Eagle Elite Award
- State Walk
- College Signing 20

FinalForms Information 21
- Registration Instructions

Instrumental Music Parent Council 24
And Now, a Message from Our Sponsors! (SCA Fine Arts Booster Club) 24

Course Objectives

The objectives of the SCA Instrumental Program are to:

- Provide an avenue for the worship of God and personal expression of faith through music.
- Instill that excellence in musicianship requires daily practice, diligence, and perseverance.
- Teach proper instrumental techniques including articulation, dynamics, tone quality, rehearsal habits, sight-reading and listening skills.
- Experience a wide variety of musical literature.
- Perform and share musical gifts several times throughout the school year.

Course Outcomes

SCA has a developed list of desired outcomes for students before graduation. As a result of being in this course, students will

- humbly communicate grace with discernment in their interaction with others; (Eph. 4:2)
- prioritize the discovery and development of their gifts and talents; (Col. 3:23)
- identify Christ as the true example of servant leadership and strive to lead as He led; (Mark 10:45)
- lead with competency and compassion; (Luke 22:26)
- follow with attentiveness, respect, and deference. (Phil. 2:1-10)

Secondary Instrumental Music Program Offerings

Symphonic Orchestra (Allegro Strings & High School Band) – 9th-12th grade. Full Year. Meets daily as an academic class, and players are expected to have a minimum of one year of experience on their instruments through either private lessons or junior high instrumental music. Students in Symphonic Orchestra will learn the essentials of ensemble playing, as well as improve their technique and skills, both inside the classroom and through home practice. There will be opportunities for multiple performances, field trips, and mentoring fellow instrumental students. **All** high school instrumental students are ***required*** to audition for at least one of three events: District Orchestra or Band, State Orchestra or Band, or Solo and Ensemble. This helps the director both see the practice habits of the students, and gives them opportunities for growth within the ensemble and as individuals. Symphonic Orchestra students are likewise encouraged to audition for All District Band/Orchestra. As a mandatory activity, students will compete as a large group for MSHSAA. High school students may also letter. Students will be assessed through playing tests, written tests and quizzes, class participation, and performance attendance. Students who continue with their instrument study will have an entire world open for them (including college scholarships) upon graduation from this program.

Pep Band—7th-12th. Required of all students in the junior high and high school band program. The primary function to promote school spirit at concerts, secondary and elementary pep rallies, and other school activities.

Drum Line—7th-12th. This is an all year extracurricular activity that meets before school. The primary function is to promote school spirit at pep rallies, athletic events, and other school activities. One of the

defining characteristics of a stellar drum line is its coordination and precision. Each member of the drum line must not only master the individual instrument but also synchronize playing with the entire ensemble. This level of precision is achieved through rigorous practice, attention to detail, and a shared commitment to musical excellence:

1. **Snare Drums:** Positioned at the forefront of the drum line, snare drums are the heartbeat of the ensemble. Played with intricate stick patterns, they provide the primary rhythmic drive, articulating accents and syncopations with precision.
2. **Bass Drums:** Often the largest drums in the drum line, bass drums play a fundamental role in providing the low-end foundation. With different-sized drums, the bass line contributes depth and resonance, enhancing the overall impact of the ensemble's sound.
3. **Tenor Drums (Quads):** This set of multiple toms, worn in a harness by a single player, adds melodic elements to the drum line. The player executes complex patterns, creating a dynamic and rhythmic interplay within the ensemble.
4. **Cymbals:** While not always present, cymbals can add a splash of brilliance and accentuation to the drum line. Cymbal players execute precise crashes, accents, and rhythmic effects, enhancing the overall sonic palette of the ensemble.

Junior High Allegro Strings–7th-8th. Full Year. Meets daily as an academic class. Players are expected to have a minimum of one year of experience on their instruments through either private lessons or SCA elementary strings. Allegro JR students will learn the essentials of ensemble playing, as well as improve their technique and skills, both inside the classroom and through home practice. There will be opportunities for multiple performances, field trips, and mentoring fellow string students. **All** junior high instrumental students are ***required*** to audition for at least one of the following: All District Orchestra or Band, Midwest Christian Music Festival, or Middle School Solo and Ensemble. Students will be assessed through playing tests, class participation, and performance attendance. Students who continue with their string instrument study will have an entire world open for them (including college scholarships) upon graduation from this program.

Junior High Band—7th -8th. Full Year. Meets daily as an academic class. Junior High Band is designed for students who have had at least one year of experience on their instruments. Students will continue to develop the essentials of ensemble playing, as well as improve their technique and skills, both inside the classroom and through home practice. The Junior High Band will have opportunities for multiple school-wide performances, field trips, and contests. There will be opportunities for multiple performances, field trips, and mentoring fellow instrumental students. **All** junior high instrumental students are ***required*** to audition for at least one of the following: All District Band, Midwest Christian Music Festival, or Middle School Solo and Ensemble. Students will be assessed through playing tests, class participation, and performance attendance.

Note on Large Ensemble vs. Solo

In all cases, the large ensemble (i. e. class schedule) rehearsal time is for the large ensemble work. If you are preparing a solo/small ensemble, you may ask Dr. Guthrie to be dismissed to a rehearsal space to work on that. Dr. Guthrie needs to keep rehearsals going, so you will need to practice on your own. To get Dr. Guthrie's undivided feedback, please obtain a pass to come to one of his planning periods, or come between 2:55-3:10pm to the Band Room.

In other words, rehearsal time–unless a day is a free day or designated for other practice–is for the designated large ensemble. The accompanist will do most of the coaching. If you choose Dr. Guthrie, you will need to do so during his planning periods, or during free days. If you hire another accompanist, Dr. Guthrie can advise in this process.

All District, All State, and Solo and Ensemble are all above-and-beyond opportunities I encourage you all to pursue. However, do not practice your solos to the detriment of large ensemble repertoire. I want you to come prepared for class, but I do think it is important to be working on solo and small ensemble music <u>in addition</u> to what you are learning in large ensembles. You gain different skill sets from each: in large ensembles, you learn to follow a leader (like working under a boss); in solo and ensemble, you learn to be a listener and leader (like an entrepreneur).

The Instrumental Music Faculty

Instrumental ensembles: Dr. Ian Evans Guthrie

D. M. in Composition, Florida State University

M. M. in Composition/Theory, Texas Christian University

B. M. in Composition, Marylhurst University

Ian Evans Guthrie is a composer, teacher, and conductor, composing for acoustic and electroacoustic media from soloist through large ensembles. He has received composition prizes from around the globe, including a nomination from the American Academy of Arts and Letters. His works have been performed on five continents by the Mile High Freedom Band, Northwest Symphony Orchestra, fEARnoMUSIC, Ensemble Offspring, Interlochen Arts Camp, and others. His most recent commissions include several concertos.

Guthrie maintains an active piano career, and has won 2nd prize in the Great Composers Competition: Music of America and many other awards. Additionally, he is a collaborative pianist for the Interlochen Arts Camp and other organizations.

Guthrie received his DM from Florida State University. Prior to coming to Summit Christian Academy, he was an Associate Professor of Music at Calvary University, and served on the boards of SCI, NACUSA, and CFAMC. For more information, please visit ianguthriecomposer.com.

Drumline: Laurie Schwab

B.A. of Music in Music Theory, University of Missouri at Kansas City

Mrs. Schwab joined the SCA staff in 2015 as the staff accompanist for the vocal music program. Prior to SCA, she served as the accompanist at Archbishop O'Hara High School and accompanist for the 8th grade Black & Gold Choir at Pleasant Lea Middle School. She is the staff organist at St. Peter & All Saints Episcopal church in Kansas City. Outside of work, Mrs. Schwab plays viola in the Lee's Summit Symphony and the Sedalia Symphony, and is active in several area community theaters as a pit musician. Apart from music she enjoys hiking, traveling, and DIY home improvement. She is founder and executive director of One by One Ministries, a nonprofit homeless services organization that operates a transitional living home for homeless men called Red Door Refuge.

Secondary Schedule: All major performances are listed on the school calendar, the course syllabus, and this handbook. It is the students' responsibility to adapt their schedules to the calendar to eliminate conflicts on performance dates. An email will be sent to all parents prior to major performances. If any details are changed, those adjustments will be made in real time.

Dates for the 2026-2027 School Year

***Please** put these dates on your family calendar.*

Required Events and Field Trips:

Black = all; brown = bands; green = JH; blue = HS

Date and Time	Event and Group	Location
FALL:		
Tuesday, September 1, 6:30-8:00	Parent Meeting	S122 (Band Room)
Friday, September 18, 6:00pm	Pep band for football (bands only)	Stadium
Saturday, September 26, 4:30 arrival	GloWild, full ensemble and duets	KC Zoo
Wednesday, September 30, 7:30	Seniors Band & Orchestra posters	Commons
Wednesday, September 30, TBD	Yearbook photos all groups	Fieldhouse
Friday, October 2, 6:00pm	Pep band for football (bands only)	Stadium
Thursday, Oct. 15, 8:25am	Elementary pep rally (bands only)	Elementary Gym
Thursday, October 15, 2:00	Secondary pep rally (bands only)	Fieldhouse
Friday, October 16, 3pm	Homecoming Parade (all)	Parking lots
Monday, October 12, 7pm	Instrumental Fall concert (all)	Secondary gym
Saturday, November 7, all day	KC Metro All District Auditions (all) HS orchestra music MS orchestra music	South Valley MS (Liberty, MO)

Saturday, November 7?	*Lee's Summit Veterans Day parade?*	*Downtown Lee's Summit?*
Friday, November 13, 7:30pm	KC Civic Orchestra concert including the *premiere* of the first movement of Dr. Guthrie's Marimba Concerto, "Redemption" *Okay, I know not everyone lives near Overland Park; but this is also a no-school day, and it is a good chance to experience one of KC's most skilled amateur orchestras, and also a chance to witness a world premiere. I would hope everyone will come.*	Atonement Lutheran Church (Overland Park, KS)
Saturday, November 14, 2:00pm?	*KC Civic Orchestra concert might include a second programming of the first movement of Dr. Guthrie's Marimba Concerto, "Redemption"* *TBD*	*Atonement Lutheran Church (Overland Park, KS)?*
Friday, November 20, 8:30am	Grandparents' Day concert (all)	Fieldhouse
Saturday, Dec. 5, all day	MMEA All State Auditions (HS) HS orchestra music	Univ. of Missouri (Columbia)
Monday, Dec. 14th, 7pm	SCA Symphony Christmas and other hits concert (all)	Secondary gym
SPRING:		
Thursday, Jan. 7 *and* Friday, Jan. 8, 4-7pm	KC Metro All District rehearsals (select MS/HS)	Liberty North HS
Saturday, January 9, 9am-late	KC Metro All District concerts *(select MS/HS)*	Liberty North HS
Friday-Saturday, Jan. 22-23	KC Metro All District snow days	Liberty North HS
Thur-Sat, Jan. 28-30	All-state Orchestra/Band *(select MS/HS)*	Margaritaville (Osage Beach, MO)
Thursday, February 18, 6pm (date TBD later)	*Pep band + pizza with elementary (bands only)*	*Learning Commons then Fieldhouse*
Other pep band day	*Fieldhouse*	*Fieldhouse*
Saturday, March 13 Bus transportation provided	HS District Solo and Ensemble	Grain Valley High School

Thursday, March 18 (full orchestra or strings) or Friday, March 19th (possibly for band)	MSHSAA Large Group Contest	Grain Valley High School
Friday, April 16, all day *Bus transportation provided*	Midwest Christian Music Festival (JH only)	Calvary University (KCMO)
Monday, April 26, 7pm	Secondary Instrumental concert	Secondary Gym
Wednesday, April 28	All-School Assembly	Field House
Saturday, May 1, all day *Those selected will have bus transportation*	State Solo and Ensemble (select HS)	Univ. of Missouri (Columbia)
Saturday, May 8, all day	Greater KC Middle School Solo and Ensemble	North KC High School
Monday, May 10	4-6 grade concert, invited JH and/or HS students who earned gold/I	Commons
Friday, May 14 Morning rehearsal, 5pm ceremony	Graduation (all)	Fieldhouse
Saturday, TBD, all day bus should be provided	*Worlds of Fun Music Festival (JH)*	*Worlds of Fun (Kansas City, MO)*

Deadlines:

Date	**For what**
FALL:	
First Friday in September	Audition to be section leaders
First schoolday in September	Elect to audition for All District Band or Orchestra
First schoolday in October	Elect to audition for All State Band or Orchestra (auditions in Columbia, MO)
November 10-20	JH students may choose to be in the KC Metro Honorable Mention Orchestra (I can only elect a quartet)

Day before Thanksgiving Break	Select Solo and Ensemble pieces not currently approved by MSHSAA
Last day of Fall school	Select Solo and Ensemble pieces already in our repertoire
SPRING:	
TBD	

Required vs. Optional events:
Everyone is expected to attend Pep Band events. This year, band students are allowed to miss *one* pep opportunity without penalty. The penalty, of course, is that, with small numbers, missing even one person can make a huge difference.

All District, All State, and Solo and Ensemble beyond your first participation are all optional, but strongly encouraged. You must do one, though. Our SCA concerts take priority, but they do not broadcast the best and brightest of SCA to the region; these competitions do. Students who *do* participate in these events can get extra credit (in lieu of a make-up assignment), and those who are chosen get points toward their SCA letters.

Attendance Requirement Day of a Performance

School attendance is important. Therefore, a student must be at school for at least half the day to participate in a school extracurricular activity. Part-time students should be in attendance for those hours enrolled at SCA. A doctor's appointment that takes the student out of school for a few hours is permitted. If a student is too sick to come to school, they should not be involved in a school activity that day.

Excused Performance Absences: In the event that a student is excused from a performance, the attendance points will not be applied against the attendance grade. The following "special circumstances" qualify for an excused absence from a performance:

- Prolonged illness requiring the care of a physician.
- Family emergencies, accidents, or sudden, severe illness.

*****Contact your instructor as soon as possible about the absence!*****

Unexcused Performance Absences: Any absence that is not listed in the circumstances that qualify as excused will, by definition, be considered unexcused and will result in a zero grade for that performance. This policy includes, but is not limited to, the following events:

- Work conflict
- Family vacation
- Nonemergency medical or dental appointments
- Rehearsals or practice for extracurricular events
- Extracurricular athletic events
- Feeling "under the weather"

However, there are case-by-case situations where an unexcused absence could still qualify for a make-up assignment. These will be decided case-by-case, and intentionally so, in order that they are reserved for truly exceptional cases, and not simply for students who “do not want to play that day.”

Make-up Assignment Rubric:
91-100: Thorough understanding of the topic, strong and clear thesis, clear projection and articulation, clear confidence (only an occasional "umm...", etc.)
80-90: Everything is there, but the understanding, thesis, or presentation of the material is vague at times
70-79: The length is met, but at least one of the categories mentioned above (understanding, thesis, articulation, confidence) are mostly lacking
60-69: Time is not met, or at least one of the ideas above is absent
<59: At least two criteria not met at all.

When to present: During Dr. Guthrie’s planning periods. Time must be set and agreed upon *via e-mail* at least 24 hours in advance.

Priority Food Chain:
The following grouping of activities sets the priority levels for coaches/directors and administrators to use in resolving student participation conflicts. Activities have been tiered into three levels. Level 1 Events take priority over Level 2 and 3 Events, and Level 2 Events take priority over Level 3 Events. ***This is a system used by all departments here, not just music (i. e. including sports).*** Additionally, events within each level are listed ranking order:

Level 1 Events

1. National Competitions and/or participation.
2. State Competitions/Festivals/Performances sponsored by MSHSAA or recognized state professional organizations.
3. Quarterfinal/Sectional/District Competitions/Festivals/Performances sponsored by MSHSAA, Major annual events within the school (i.e. School Play).

Level 2 Events

1. Individual School Concerts, Show Week Dress Rehearsal, Conference events, Tournaments, Multi-School events of four or more. [Note that *one* pep band appearance per semester qualifies under this.]

2. Multi-school events of three or less, Regular Season Contest, School Play Practice 1 week before Show.

Level 3 Events

1. Regular Practices and/or Rehearsals outside regular school hours, School Play Practice 2 weeks before show.
2. Festivals/Performances for participation only.

To clarify: A concert will trump a sports game, *unless* the team is onto final rounds or the like. More clarification: The athletic schedules have been designed as to not conflict with music, the only exceptions being district and state competitions. While it is ultimately you and your students' decisions whether to stay in our class large ensembles or not, I would love to have them, and I hope this reassures you that music is not supposed to meddle with the sports schedules (again with these rare exceptions). Does your child have a game on the night of the concerts? SCA has made every effort to make the answer, "No."

Second, if you do have a legitimate event that conflicts with music, it will be discussed, but your child will not be negatively impacted grade-wise. If there is a specific event on the Handbook calendar that concerns you, please let me know.

Third, buses are supposed to go to GloWild and All District (on demand), Large Ensemble audition (high school), and the Midwest Christian Music Festival (junior high). It is therefore expected your students will participate in these, but not necessarily the other off-campus ones (although highly recommended).

Dual Activities Agreement within SCA:
Students who participate in two activities during the same season will only be permitted to do so if both the coach(es) and director(s) are in agreement and the student and his/her parents or guardian sign a Dual Activity Agreement form. The agreement shall include allocation of practice time and athletic event participation based on the published schedule.

It is important that these conflicts be resolved with open communication between the student, coach/director, and activities director. The affected parties should work together to resolve the conflict with the student's best interest as the primary focus. The purpose of these guidelines is to aid the student, coach/director, and the activities director in resolving these conflicts ahead of time so they do not become an issue later. Coaches and directors should meet with and communicate to the student their responsibilities regarding practices, performances, and competitions prior to the athletic season or co-curricular activity. With that in mind, the following should be considered: (1) the coach, director, and activities director should investigate prior to the start of each season any potential conflicts that might occur. Careful attention should be given to the members involved in multiple activities that have concurrent activities.; (2) Consideration should be given as to the impact a student has on a particular activity. If there is a conflict between a practice and competition/performance the expectation would be for the student to attend the competition/performance;
(3) A student should never receive negative comments or repercussions from the coach or director as a result of a decision. If the events in conflict are of the same priority level in these guidelines, the coach and director involved with the student in conflict should meet with the activities director to discuss the conflicting events and reach a decision that is best for the student.

Class Participation, Effort and Respect

Being a part of an exemplary music ensemble is a privilege. Rehearsals are a unique, combined group phenomenon that cannot be recreated; therefore, students are required to strive for their best individual performance each day. It is expected that students demonstrate proper rehearsal decorum and give appropriate consideration and respect to their peers and instructor.

Due to the performance nature of this class, rehearsals cannot be "made up." If students forget their instruments, they need to sing their part. The school does own a small number of instruments, but they

are (1) meant for emergencies and should not be relied upon as a substitute on a regular basis, or (2) for hire.
There have been certain instances where students have rented instruments in the past. If you have done so, please speak with Dr. Guthrie and Mrs. Kathy Tharp, who can help reach an agreement.

Occasionally, a student has a physical ailment that prevents him/her from participating in class, such as a concussion or recent dental work (for band students). If this is the case, the student is required to bring a note from his/her doctor, parent, or school nurse in order to be excused. He/she should expect to spend class time working on the music library, rather than on an electronic device.

Rehearsal Rules:

Free Days: Free and snack days are fun. However, "Remember the Sabbath Day, to keep it holy." (Ex. 20:8) There is nothing hallowed about a day if we try to relax every day. If you are not putting in effort most of the week, I reserve the right to say, "There will actually be no free day or snack day tomorrow." Please invest to make the rest as real as possible, rather than a norm, and as a privilege, not a right.

Tardiness: Policies currently documented in the student handbook will apply to all instrumental rehearsals. In addition, arriving late to class will impact the student's participation grade. From the time the bell rings, you will have *TWO MINUTES* to have unpacked your instrument, warm-up, TUNE, gather your music—in order, and be ready for rehearsal. If you take longer than the allotted time, or are wasting your time by being a distraction to your classmates, you will be considered tardy for class, and it may affect your participation grade as well as eventually qualify for SCA after-school detention. At any rate, if you are late, please do not use your phone or any device to tune. When it is group tuning time, please put all your devices away. Please note, though, that I am usually pretty chill about this; at the very least, if you have to enter class after it begins, please do so silently and put together your instrument unobtrusively.

Talking: Once rehearsal of a piece of music has begun, only the conductor should talk. Rehearsals must move quickly, and students cannot afford to miss a single direction. All questions should be directed to the conductor. Sometimes sections share ideas; Dr. Guthrie will direct this by saying, "Take *x* to discuss what we just did with your section." Otherwise, please be quiet.

Posture: Whenever students are asked to play in rehearsal, whether sitting or standing, they must assume the correct posture. If you are not using correct posture, you are not playing correctly! Improper posture affects proper playing technique and will alter your intonation.

Not playing: Whenever a section is not playing, students may sit comfortably toward the back of their chairs. This time is to be used in the quiet study of the score by reviewing fingerings, transferring bowings, and listening to become aware of the other instrumental parts. Talking is not allowed! I usually do see when people are not playing and they should be.

Food, Beverages and Gum: Students are not allowed to bring candy, gum, food or drinks into the classroom, with the exception of water in containers with lids. This is not just an arbitrary

rule, but also a safety hazard and hygiene issue. (Who wants to clean carpet stains?) Exceptions include "free days" with snacks; even so, you are *required* to clean up after each other before you leave to the next room. **If you violate these principles, you will be assigned a cleaning chore after school or during a free day. If you did not do it–and no one admits to doing it–you all get to do it together.**

Electronics and other distractions: As stated in the SCA Student Handbook and in Missouri law, cell phones/iPods, etc., are not to be in the classroom at any time–unless the teacher specifically states it. All non-school-related electronic devices seen during class will be confiscated.

From p. 37 in the Student Handbook:

"Cell Phones / Electronic Devices

Any use of cell phones, smart watches/glasses, handheld video games, etc., by students will not be allowed. This includes all text messaging and camera/video use. All electronic devices must be turned off, put away, and out of sight during school hours. If violated, electronic equipment will be confiscated and given to the principal. When appropriate, the administration may approve use of electronic devices.

If Dr. Guthrie sees a device, he may stop the rehearsal and ask the student to do a certain task. If the student refuses to hand over the device, the principals and assistants may be contacted about the infraction.

Disciplinary Action Sequence:

If a student does not comply with the stated rehearsal and/or classroom policies, along with any other policies stated in the SCA Handbook, the following steps will occur [see p. 59 of Student Handbook]:

Step One: Warning from Dr. Guthrie. An extra assignment or in-class task may be given. If this initial infraction is severe enough, a lunch, after-school, or Saturday detention may be assigned.

Step Two: Parents will be contacted.

Step Three: Detention assigned.

Step Four: Office referral for administrative action.

Step Five: The principals make any decisions beyond here.

Grading Breakdown

35% Performances
25% Playing tests
15% Sight-reading Completion
15% Sight-reading Score
10% Final Reflection
Extra credit Participation in extra competitions or alternative opportunities

SCA students in junior high receive letter grades; SCA students in grades 9-12 are assigned percentages.

100 A+	77-79 C+
94-99 A	73-76 C
90-93 A-	70-72 C-

87-89 B+	67-69 D+
83-86 B	63-66 D
80-82 B-	60-62 D-
<60 F	

At Home Practice Time:
Research shows that 15-20 minutes daily is far more effective than 90 minutes at once. Practice time should be spent on repertoire, and on competition music (if and when you are competing).

Playing Test: There will be a weekly Playing Test, derived from the pieces needing most attention that week. These might be measured kindly, but if you are unprepared, and/or have not made improvements, your grade will be low.

Grading:

Avg Score	Grade	Meaning
(97+)	A+	Great improvement!
93-96	A	Almost there!
90-92	A-	Good improvement
87-89	B+	Improvements made, but some room to grow
83-86	B	Some spots are definitely better
80-82	B-	I notice some improvement
77-79	C+	Somewhat improved, but without any substantial improvement
73-76	C	No apparent improvement
70-72	C-	A little less satisfactory than before
67-69	D+	Less satisfactory than before
63-67	D	Quite a bit less satisfactory than before
60-62	D-	Much less satisfactory before
<60	F	Not even trying (yes, I have seen people not even play or try)

Sight-reading Completion: The sight-reading will be assigned in class; you get full credit on this part for participation.

Accuracy Grade: In addition to the completion grade, a letter grade (or percentage) shall be assigned based on the quality of performance on the sight-reading. A conversion chart follows:

Grading:

Avg Score	Grade	Meaning
(97+)	A+	Perfection!
93-96	A	Almost there!
90-92	A-	Far above average
87-89	B+	Very good
83-86	B	I am happy
80-82	B-	This is better than average
77-79	C+	Slightly above average
73-76	C	Average
70-72	C-	Not quite average

67-69	D+	Below average
63-67	D	A bit below average
60-62	D-	Far below average
<60	F	Not even trying (yes, I have seen people not even play or try)

Missing Work: At the secondary level, the following procedure will be followed when students have late and missing assignments per semester (taken directly from p. 56 of the Student Handbook):

- 1st missing -Talk with student
- 2nd concurrent missing - Contact w/ parent
- 3rd concurrent missing - Parent/advisor contact
- 4th concurrent missing - Teacher assigned academic detention & contact with parent & advisor
- 5th concurrent missing- Referral to administration

Multiple recurring missed assignments may result in the student being removed from the school. *This can only be done by the office (i. e. principals and the like), not the instructor.*

Penalties on Late Work: Students should not be assigned a 0%. Work should be turned in for **10** percentage points off per day late down to a 40%. **However, per SCA Student Handbook policies, once a unit (in this case, a performance or other major event) is over, late work 5 days after *these* will indeed result in a 0**.

Final Exam:

In addition to studying proper playing techniques, students will have opportunities to learn about musical terminology, theory, and the historical background of their performance music. Some of this may be tested, but this information is for context and enhancement of the music, not for merely academic knowledge. If you are in Orchestra or Band, you will have at least one ungraded, handwritten reflection assignment, and the final exam will likewise be a reflection (but graded based on appropriateness). Terminology will be useful in these kinds of assignments. Sound easy? Well… a final exam is required, so I wanted to make it as *ensemble*-appropriate (i. e. relaxing) as possible!

Concert Responsibilities

A part of the SCA Symphony experience happens after the concert. After you've done your best in performing and enjoyed the satisfaction of sharing beautiful music with the audience, the show is not over. Each student is responsible for returning their music, stand, instrument, and chair to its proper place. Each student is asked to assist in tear down which involves getting large instruments back to the Band room, tearing down the elevated risers, and generally clearing the space so class and activities can resume to normal the next day.

High School Books, Music, and Supplies

The following materials will be provided by the school and are required for each class:

(1) instrument, (2) music in your folder, and (3) pencil.

Additionally, the following resources may be used:

Muller Rusch String Method Books 3-4

The Sight Reading Book for String Orchestra
Tradition of Excellence Books 3-4

Other books may be substituted; all will be supplied.

Miscellaneous Supplies: tuner (app on phone is TBD–not recommended), supplies for your instrument (i.e. reeds, valve oil, strings, rosin). If secured from SCA supplies, your FACTS account will be charged the retail cost.

Lost or Damaged Music: SCA purchases sheet music from various composers/publishers to be issued to each student, and it must be returned to the school before the end of the school year. If a student damages music by writing on it in anything OTHER than pencil, mutilates it, or LOSES it (or a folder), a Damaged Music Fee will be charged to the FACTS account.

Damaged Accessories, Equipment, and Instruments: Music equipment is expensive, and treating it carelessly and without respect may result in expensive repairs. The student will first receive a warning in the form of a phone call to the parents, and then, if carelessness continues, the student may be billed via the FACTS account for any pursuant damage.

***No student will be charged for damage until contact has first been made with the parents.**

Instruments and Cost

- Everyone needs an instrument. It must be real–no app or video-game substitutes.
- The school has some instruments available for rental. Please speak with Dr. Guthrie if you are interested. Rental is $50 per semester.
- If SCA does not have the instrument you need or if you would like to rent to own, Palen Music Center can help you. Find out more at https://www.palenmusic.com/pages/online-rental-portal-delivery-options-2025?srsltid=AfmBOorSunDscXv1xPBFkA12L6x9aeLOPUK80gOCFIV0aBvOCMife9FQ and tell them you are part of Summit Christian Academy's Instrumental program! They will deliver it right to SCA for you!

High School Performance Attire

Junior High Band, Junior High Allegro Strings, and High School Symphonic Orchestra members are responsible for the purchase of their own concert attire. The following requirements apply:

Women: Black dress purchased from Formal Fashions and closed-toe black dress shoes. Dresses will be measured and ordered during the second week of school. Approximate cost is $70+ shipping.
Men: Black tuxedo purchased from Formal Fashions, black dress socks, and black dress shoes. Tuxedos will be ordered during the second week of school. Approximate cost is $110 + shipping.
****Cost will be billed via FACTS**.

Junior High School Books, Music, and Supplies

The following materials may be used in each class:

(1) instrument, (2) music in your folder, and (3) pencil.

JH Allegro Strings: *Muller Rusch String Method,* Books 3 and 4, Kjos Music
West. *The Sight -Reading Book for String Orchestra,* Wingert-Jones

Junior High Band: Pearson and Nowlin. *Tradition of Excellence,* Books Two and Three
West. *The Sight -Reading Book for Band, Vol I,* Wingert-Jones

Junior High Performance Attire

Women: Concert black shirt, belt, pants, socks, shoes, or black dress.

Men: Concert black shirt, belt, pants, socks, and shoes.

****If you do not want to acquire your own, we can measure and you will be billed via FACTS**.

MSHSAA Requirements

General Eligibility:

Before a student can participate in a Fine Arts program at SCA, he/she must meet the following requirements:

1. The student must be academically eligible (see academic requirements listed below).
2. The student and parents must access the FinalForms link, complete, read, agree to and sign all online documents.
3. The parents must attend the program's required parent meeting or sign off that they viewed the video meeting.

Academic Eligibility:

For a student to be eligible to participate in high school choirs, band, strings, and speech/debate, MSHSAA has established the following requirements for full time students.

1. According to the MSHSAA Music Manual E.2, if a student's instrument is represented in our "school's musical organizations," your child must be enrolled in at least one music course to compete.
2. If a student does not earn 3.0 units of credit or earn credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, the student would be ineligible for the entire following semester. At SCA, this means a student must pass 7 out of 8 classes in the previous semester.
3. If a student is not enrolled in and regularly attending classes that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned in that semester, then the student would be ineligible for that semester. At SCA, this means a student must be enrolled in at least 7 out of 8 classes in the semester of participation.
4. Special education students must be making standard progress for his/her level the preceding semester in a special education program for the handicapped approved by the Missouri State

Department of Education. He/she must also be enrolled in a full course at his/her level in said special education program.

The following requirements apply for part-time students.

1. Students must be enrolled in at least two on-campus classes.
2. When a student who has not had any connection to SCA initially applies, two different areas must be reviewed and confirmed before the student is able to represent SCA in MSHSAA competitions.
    a. Academic credit for the prior full semester has to be confirmed and accepted. For this to happen, a student must have earned a minimum of 3.5 credits or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater.

    b. All previously taken courses must be added to the SCA transcript. To be added, courses must meet criteria of SCA courses (i.e., be from an accredited body and/or taught by certified personnel, meet hours p/Carnegie measure, be listed in SCA Course Description Guide, or be approved via the academic dean based on previously listed criteria).
3. Part-time students must provide SCA with verification of all courses completed. (Documentation should include tracked hours from an accredited program OR a virtual transcript.)
4. In addition to following MSHSAA academic semester requirements, SCA students must also meet grade check requirements. Grades should reflect no F's OR no more than one D in all courses in order to participate in MSHSAA competitions.

<u>If a student is ineligible due to MSHSAA regulations, then he/she may or may not continue to be a part of a Fine Arts program at SCA until he/she has met the MSHSAA eligibility requirements. Depending on the ineligibility reason, they may participate here, but not in MSHSAA.</u>

Exemption for Students Earning College Credit:

A student who is dual enrolled in college classes being taken off campus with credit being placed on the high school transcript and high school classes may only count up to one full credit earned from the college classes toward academic eligibility and must be enrolled in and regularly attending the remainder of classes at the high school. Directors/Debate Coach may contact the Academic Advisor if they have any questions regarding this policy.

SCA Academic Eligibility:

For a student to be eligible to participate in competing Fine Arts programs at SCA he/she must remain eligible. In addition to those established by MSHSAA (see above), the following circumstances would make a student ineligible:

1. If at any grade check a student has a cumulative semester grade of 59% or below in any class, he/she would be ineligible for two weeks, and then meet all eligibility requirements at that time.
2. If at any grade check a student has a cumulative semester grade of 69%-60% in any two classes, he/she would be ineligible for two weeks, and then meet all eligibility requirements at that time.
3. All grades reset at the end of each semester. Students must meet all MSHSAA requirements as stated earlier at the beginning of each semester in order to participate.

If a student is ineligible due to #1 or #2 listed above, then he/she may continue to practice and attend home competitions at the discretion of the director, parents, and Fine Arts Coodinator. A re-check will be done at the end of each two week period, at which time the student must meet all eligibility requirements.

Grade Check Dates

Before December break
First week in February
First week in March
First week in April
Before school is out

Instrumental Music Lettering System

A letter will be given to high school students who exemplify qualities of musicianship, leadership, and responsibility. Each student will receive points for the award by sharing in performance, extracurricular activities, and assuming duties beyond the basic requirements of the class. Students earning 10 points during the year will receive an award.

Letter points are for extracurricular activities and do not improve a student's class grade.

Letter awards are given annually.

Letter points are earned as follows:

Years of Service	**Points**
Four Years	4
Three Years	3
Two Years	2
One Year	1

Offices	**Points**
President	4
Librarian	4
PR/Bulletin Board	4

Performances	**Points**
Church	2
Summer Music Camp	2
Other SCA Events	1

Contests	**Points**
District Solo/Ensemble	1- 3
State Solo	4
School or ensemble award	2

Participation	**Points**
Prof Concert Attendance (maximum three per year)	1
Music aide	2
Drum Line	2
District Audition	3
Youth Symphony	3
District or State Band/Orchestra	5
Private Lessons (Minimum 12 lessons per semester)	5

Achievements

SCA Symphony Servant Leader Award:
The SCA Symphony Servant Leader Award will be awarded annually to a student who exemplifies servant leadership in attitude and actions toward the conductor and fellow musicians.
This student consistently practices during break time and arrives ready to rehearse and perform to their best ability. The student helps their peers and has an encouraging impact on the ensemble. Their positive influence strengthens the program and reflects a commitment to serve others.

Eagle Elite Fine Arts Award:
The SCA Eagle Elite Fine Arts Award is a prestigious honor awarded to a select number of students who demonstrate exceptional dedication to the arts. Recipients of this award show a genuine love for beauty, creativity, and artistic expression across multiple disciplines. The student must consistently display strong character and positive influence among peers and have received 9 letters.This honor is extremely difficult to achieve because each of these programs is a year long program.

To qualify, a student must letter in three of the four Fine Arts programs: Choral Music, Instrumental Music, Speech & Debate, Theatre, Visual Arts.

Fine Arts State Walk:
State Walks recognize students who, through competition or audition, have earned the right to compete or participate at the highest level available–Missouri All-State ensembles in the Fall, and/or the MSHSAA solo/ensemble festival held at MU in the Spring. The State Walk will consist of any students who have qualified to compete at the state level along with their director walking through the hallways of the secondary building while all other students are given the opportunity to join them in the hallway to cheer and celebrate their state accomplishments.

College Signing:
A college signing ceremony will be offered to any senior student who is committing to perform at the college level. To be eligible, the student must provide a copy of the Letter of Intent from the college indicating the student will be participating in an ensemble and has received a scholarship. If a letter of intent is not available, the student must provide an alternate form of documentation. The signing will take place on campus. This will be promoted on SCA social media and through a press release.

AGREEMENT TO ABIDE BY THIS–AND ANY OTHER INFORMATION–IS ALL IN FINALFORMS.

FINALFORMS FOR FINE ARTS STUDENTS

SCA's Instrumental Music Program has partnered with FinalForms to register 7th-12th grade students and collect their **required MSHSAA and SCA documentation.**

Official Instrumental Music registration will open August 10th. As an Instrumental Music parent, you may then login and complete the necessary documentation.

CREATING AN ACCOUNT: If your incoming 7th-12th grade student(s) plan to participate in the Instrumental Music Program, please use the following information to create a FinalForms account and register your student(s). You may register at this link. When you need to access the site again later, you will also find it on the Athletics page of the SCA website.

Once you are at SCA's FinalForms site, follow the prompts to create your account, add your student(s), and sign your forms. We have attached the "Parent Playbook" which provides more detailed instruction on how to set up your account. You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

Once your documents are complete, your student(s) will also need to create their own account in order to complete and sign a few of the forms.

FINE ARTS STUDENT AND ATHLETE: If your student also participates in athletics, you will see the option to enroll them for those sports, as well. Again, please note that dates should not clash.

FinalForms Parent Playbook

Parent registration: *How do I sign up?*

1. Go to: https://summitchristian-mo.finalforms.com/

2. Locate the parent icon and click NEW ACCOUNT below.

3. Type your YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click REGISTER.

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration.

If you do not receive an email, then check your spam folder. If you still can not locate the FinalForms email, then email support@finalforms.com informing our team of the issue.

4. Check your email for an ACCOUNT CONFIRMATION EMAIL from the FinalForms Mailman.

Once received and opened, click CONFIRM YOUR ACCOUNT in the email text.

5. Create your new FinalForms password. Next, click CONFIRM ACCOUNT.

6. Click REGISTER STUDENT for your first child.

Registering a student:

What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor,

dentist, and medical specialist contact information. Hospital preference and contact information.

How do I register my first student?

IMPORTANT: If you followed the steps on the previous page, you may Jump to Step number 3.

1. Go to: https://summitchristian-mo.finalforms.com/

2. Click LOGIN under the Parent Icon.

3. Locate and click the ADD STUDENT button.

4. Type in the LEGAL NAME and other required information. Then, click CREATE STUDENT.

5. If your student plans to participate in a sport, activity, or club, then click the checkbox for

each. Then, click UPDATE after making your selection. Selections may be changed until the registration deadline.

6. Complete each form and sign your full name (i.e. 'Jonathan Smith') in the parent signature field on each page. After signing each, click SUBMIT FORM and move on to the next form.

7. When all forms are complete, you will see a 'Forms Finished' message.

IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student that will prompt your student to sign required forms.

How do I register additional students?

Click MY STUDENTS. Then, repeat steps number 3 through number 7 for each additional student.

How do I update information?

Login at any time and click UPDATE FORMS to update information for any student.

Parent Volunteers–Instrumental Music Parent Council

It takes a strong support of parents to make the Instrumental Music Program run smoothly. We are grateful for the leadership of Bethany Arroyo in the Instrumental Music Parent Council. Current needs are: refreshment coordination and decorations for some concerts, post concert tear down of newly purchased elevated risers, chaperones for some events. Please feel free to email Bethany Arroyo to volunteer at bethanyarroyo1@gmail.com.

AND NOW, A MESSAGE FROM OUR SPONSORS!

We are excited to have a Fine Arts Booster Club to provide visibility of SCA Fine Arts, support our students and programs, and fundraise for needs. We need your help!

Mission of the Fine Arts Booster Club

The SCA Fine Arts Booster Club exists to support and strengthen all Fine Arts programs through fundraising, volunteer service, and community engagement. The Booster Club is committed to promoting the visibility and success of the Fine Arts programs while encouraging students to pursue excellence in scholarship, demonstrate integrity, and exemplify Christian character in all they do.

How Are Fundraising Proceeds Allocated?

Funds raised by the SCA Fine Arts Booster Club are used to enhance and strengthen the school's Fine Arts programs. Each year, the Booster Club provides an annual gift to each Fine Arts program, allowing program directors to purchase equipment, materials, and other resources that benefit their program as a whole and enrich the student experience.

How Can You Volunteer and Get Involved?

We welcome and encourage parents and families to be involved in supporting the SCA Fine Arts programs. To join our volunteer list, please complete the Google Form using the link below. Once your information has been submitted, you will receive email updates throughout the year with volunteer opportunities, fundraising events, and other ways to support the Fine Arts.
You can also stay informed by following the SCA Fine Arts Booster Club on Instagram, where we share the latest news, upcoming events, student highlights, and other Fine Arts updates.

Fine Arts Booster Club

Fine Arts Booster Club Instagram



Summit Christian Academy

Secondary Instrumental Music Handbook

Summit Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school administered programs.