

ABERDEEN CHRISTIAN SCHOOL  
MUSIC HANDBOOK  
2024-2025



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# **WELCOME**

Welcome, students and parents! We are looking forward to another year at Aberdeen Christian School. The purpose of this music handbook is to provide you with helpful information, clear expectations and upcoming dates for the 2024 2025 school year. Music offers a wonderful opportunity for students to express themselves both individually and in an ensemble setting. It is with this passion that we look forward to all of us working together to develop lifelong musicians.

Please feel free to contact us anytime via the following:

Mrs. Renee Foss - P-6 Music, 5th Grade Band, 7-12 Choir

P-12 Music Specialist

Aberdeen Christian School

[Rfoss@aberdeenchristianschool.com](mailto:Rfoss@aberdeenchristianschool.com)

For time sensitive communication: (701) 898-8201

Mrs. Marnee Hauck - 6th Grade Band, 7-12 Band, Worship

6-12 Music Educational Assistant

Aberdeen Christian School

[Mhauck@aberdeenchristianschool.com](mailto:Mhauck@aberdeenchristianschool.com)

For time sensitive communication: (701) 898-7548

## *State & National Music Standards*

All ACS music rehearsals address the South Dakota Academic Standards for Music as well as the National Standards of Music Education, as determined by the National Association for Music Education (NAfME). Specifically, the South Dakota Fine Arts Standards identify the fundamental elements necessary for South Dakota's students to succeed and excel in the arts and in life outside of the classroom:

“The standards emphasize conceptual understanding in areas that reflect the actual processes in which musicians engage. The standards cultivate a student’s ability to carry out the four Artistic Processes of creating, performing, responding and connecting. These are the processes that musicians have followed for generations, even as they connect through music to themselves and their societies.”

- ★ *Students need to have experience in creating to be successful musicians and 21st century citizens.*
- ★ *Students need to perform – as singers and instrumentalists, and in their lives and careers.*
- ★ *Students need to respond to music, as well as to their culture, their community and their peers.*
  - ★ *Students need to connect through music with other musicians.*

1. **Creating** – conceiving and developing new artistic ideas and unique work.
2. **Performing** – presenting and producing artistic work through interpretation and presentation.
3. **Responding** – understanding and evaluating how art conveys meaning.
4. **Connecting** – relating artistic ideas and work with personal meaning and external context.

## Grading Scale

In accordance with the ACS Student Handbook, the music department will have the following grading:

### GPA:

4.00 A = 95%-100%	2.00 C = 77%-81%
3.67 A- = 93%-94%	1.67 C- = 75%-76%
3.33 B+ = 91%-92%	1.33 D+ = 73% - 74%
3.00 B = 86%-90%	1.00 D = 69%-72%
2.67 B- = 84%-85%	0.67 D- = 67%-68%
2.33 C+ = 82%-83%	0.00 F = 0%-66%

## Grading Policy

### **DAILY ACTIVITIES: 40%**

- Adherence to rehearsal, classroom and performance procedures.
- Music theory/sight singing/sight reading (periodic assessment)
- Knowledge of music (periodic assessment)
- Supplies - bringing instrument, music and accessories to each lesson and/or rehearsal.

**CONCERT ATTENDANCE: 30%**

Performance outside of the school day is an integral component of our art form. Attendance is REQUIRED for all concerts, as they are a form of assessment in choir and band. Performance dates are listed on the calendar of events and other extra-curricular activity dates will be given to students with adequate notice. Preparation and successful performance of music is a major state and national music standard and an integral part of developing the art of musicianship. An excused absence is rare and will be awarded only on a case-by-case basis. If directors and administration agree that absence is approved, students will be allowed to make up the concert grade with another performance opportunity. Parents should contact the director prior to the concert if there are extenuating circumstances that keeps the student from performing.

**PRACTICE/VOICE CHECKS/SPOT CHECKS/LESSONS (20%)**

Each vocal student will be assessed at the beginning of the year and shortly after each concert to determine the best range and tessitura (a singer's most comfortable notes) for them to sing in for the next event. Similarly, band students will be assessed for chair placement at the beginning of the year to determine their individual playing level as well as identify areas they can grow over the next year. Chair placement can be reassessed after performances if needed. Additionally, there may be periodic voice checks/spot checks near concerts and events to gauge practice and preparedness.

School lessons are required for all 5-6th grade band students. They will be provided during school hours in 15 minute increments and will be either group or individual lessons at the discretion of the directors. Students in grades 7-12 (band or choir) are welcome to request lessons, which would be given on a weekly basis by sign-up or contacting us. This is not required but will enhance skills on your instrument/voice! It is also highly advised if you're trying out or attending an honor event! Also, flexibility can be made for before or after school lessons for those who desire it. 5th and 6th grade band students will receive a grade for attending and being prepared for their lessons. 7-12 grade students taking lessons will not receive a grade.

## **ASSIGNMENTS (10%)**

We will be working to build a strong theory foundation for our students to utilize as they continue to grow as musicians. To enhance this learning, theory assignments will be given. They will either be independent practice pages, or a guided marking of our current song to enhance understanding. Much of this work can be completed in class if students are using their down time effectively.

Throughout the year, other homework assignments may be assigned to enhance our classroom learning. These assignments will be due with ample time for the student to complete them.. Late work will be accepted with a 5% deduction for each day it is late.

## **Concert Etiquette**

The following section outlines the guidelines the SDHSAA has put into effect regarding concert etiquette at all SDHSAA sponsored events. However, these guidelines should be followed at all music events. Please take the time to familiarize yourself with these guidelines and do your best to follow them whenever you are attending a music event.

The South Dakota High School Activities Association promotes observing the following audience etiquette guidelines while attending fine arts performances. These guidelines provide the basis for expected audience behavior at SDHSAA sponsored fine arts activities, including choral, band, and orchestra concerts, region music contests, and theatrical performances. These etiquette guidelines reflect expected behavior that assures courtesy to the performers and other audience members alike.

Please adhere to the following guidelines to help you become a better audience member:

- Concentrate your attention fully on the performance.
- Do not talk during a performance. We want you to talk about the performance, but discuss it after the performance is over.
- Respect those around you, including children, adults, and performers.
- Applaud courteously at the end of the performance.

- (During a concert) Applause between movements of a work is not appropriate.
- Whistling and yelling are not appropriate at a performance.
- If you feel that you observed a particularly exceptional performance, a standing ovation is an appropriate acknowledgment.
- Do not take photos during the performance (including videos of the performance). Why? This is a distraction to the performers as well as the other members of the audience Flash photos can temporarily visually impair the performers
- Avoid making motions or noises which might distract other audience members or performers. Examples of distractions include, but are not limited to, audible foot tapping, bubble blowing, passing notes, “conducting,” the rustling of candy/cough drop wrappers, and jingling of jewelry.
- Turn off cellular devices and pagers (please even turn off the “vibrate” feature!).
- Take your cap or hat off while in the auditorium. You are not at a sporting event!
- Remember, a chair or theater seat is to sit on; it is not a footstool.
- Most facilities for performances prohibit food or beverages inside the performance hall, and participants will respect this rule, whether or not it is posted.
- When entering or exiting the performance hall, do so only between performances.
- Observe and listen for the artistic mastery of the performers and the performance, not the mistakes.
- Following the performance tell the performers what you enjoyed about their performance.
- When attending a fine arts competition, do nothing that will interrupt or distract a judge or contest official from their duties. Allow them to focus their full attention on the performances. Enforce a quiet area around judges during the time between performances when the judge is completing their evaluations.

## *Eligibility*\*

All fine arts events are a privilege at ACS. Participants represent the school to the community and must display good sportsmanship and Christian character. To participate in interscholastic fine arts a participant must meet the current academic requirements as stated below:

**Academic Ineligibility:** Student progress will be reviewed each mid-term and quarter. Any student in grades 7-12 not maintaining a C average and/or having a failing grade (an overall grade point average below 2.0) in a class will not be eligible to participate in any music event for 4 weeks following the



issuance of a quarterly report card. Ineligibility begins at 3:30 p.m. on the school day of the issuance of a 9-week report card. After review it will be determined which student(s) are not eligible and Mrs. Hauck or Mrs. Foss will be notified so she can visit with the musician(s) personally. Administration will notify parents and students who become ineligible if they will still be allowed to participate in practices, but not contests/festivals.

**Daily Eligibility:** Students must be in attendance for at least 50% of the assigned periods on the day of extracurricular competition in order to participate in those activities.

**Eligibility Reinstatement:** In order to be reinstated to a music event, the musician must show evidence of improvement on the mid-quarter progress report in the subject(s) in which he/she was ineligible.

*Please note: the Music Director and administration also reserve the right to enforce “behavioral ineligibility” based on other disciplinary situations. Administration may make exceptions due to extenuating circumstances – this will be the exception rather than the norm. Extra-curricular activities are wonderful learning opportunities and we want to do everything we can to help students maintain eligibility.*

\*This section is the same as the Academic Eligibility section of the ACS Parent-Student Handbook. This requirement pertains to fine arts and all other extracurricular activities in 7th-12th grades. Aberdeen Christian standards exceed those of the SDHSAA (South Dakota High School Activities Association).

## **Concert Attire Requirements**

Concert attire will be professional (Sunday-best) dress. As stated in the ACS Student handbook: your appearance reflects your values, affects your behavior and that of your peers and sets the tone in our environment. Each of our concerts and/or festivals are an opportunity to demonstrate your hard work and success through professionalism. Your attire for that event is the first display to both parents and the community of our ACS standard of excellence in music.

**Girls:** Skirts, Dresses or Dress Pants are acceptable. NO JEANS or jeggings. Leggings may be worn under skirts or dresses ONLY . Skirt & Dress length will not be shorter than mid-thigh. Blouses and shirts must not be low cut or revealing with no see through or sheer tops - sleeveless shirts/tank tops must have at least 2” wide straps. No Exposed midriffs.

**Gentlemen:** Dress Pants & Collar Shirts are acceptable. NO JEANS will be permitted. Pants shall be worn at the waist and no holes allowed. Ties and suits are optional.

## All Students:

**Jewelry:** Jewelry should be tasteful and appealing to the target audience and not distracting to the audience or fellow performers. No dangerously loose, dangling earrings, necklaces, watches or bracelets are allowed.

**Hats/Hoods:** These items will not be allowed during our concert performance.

**Hair:** Hair must be away from the eyes. It should be styled in a way in which neither you nor the audience will be distracted by it.

**Hygiene:** The teenage years are a time in life where your body goes through many changes. It is important that each student keep good hygiene rules in mind. This includes using deodorant. Do not use perfume or cologne to cover your body odors. Some perfumes and colognes can cause allergic reactions and can affect the health of other students

## *Classroom Rules & Procedures*

**RESPECT-** for yourself, the director(s), people around you and the classroom

**RESPONSIBILITY-** for yourself and the classroom

### EXPECTATIONS

Musicians set themselves apart through their professionalism and extend professionalism to their classmates. In order to develop quality musicianship we display the following qualities :

- **Attend and participate** in every rehearsal and performance...we all need what you bring!
- **Be on time** to rehearsal and performance so we can make the best use of our time together.
- Be in the classroom when the bell rings and quiet during attendance.
- The teacher's desk, classroom file cabinets, piano and board are off limits unless given permission from the director(s).
- Keep your hands, feet and all objects to yourself.
- Bathrooms are to be used with an approved hall pass, by permission and efficiently. Doing so during passing time is preferred.
- Sit or stand with **correct singing/playing posture**...this is an integral part of safely making quality music.
- **Do not talk** out of turn during a rehearsal or a performance.
- **NO FOOD, DRINKS or GUM (you may have your water with you).**
- Your cell phones, tablets and other electronics are **NOT** allowed in class per school-wide guidelines. Phones will be placed in their assigned cubbies at the beginning of class each class period. Students MAY NOT use their phones during performances.
- Give **your best effort all of the time!**

## *Personal Conduct & Discipline Expectations*

It is expected that every student who participates in the instrumental/vocal music program at ACS will do so by representing him/herself, our program and our school in an appropriate, respectful and responsible manner. Disrespect and minor infractions of personal conduct will be dealt with within the program. Larger infractions will be enforced through the school discipline policy.

### **DISCIPLINE PLAN**

1. Kindly correct a student's behavior through redirection.
2. If the first attempt at redirection fails, redirect again more firmly, and remind the student that if they do not correct the behavior, they will be moved to a different part of the classroom.
3. If the behavior still does not change, direct the student to a different part of the classroom. You may choose if you move them to another place in the ensemble or to a separate section of the room.
4. If the behavior still does not change, send the student to Dr. Sombke to discuss the behavior. After sending the student, call down to the office and inform either Mrs. Alvear or Dr. Sombke which student you are sending and for what reason.
5. If a student is being blatantly disrespectful, is swearing, or physically injuring another student, the student should be sent to the office immediately.

## *Music*

Students will receive a copy of each piece of music that we play/sing and receive a binder/folder to keep it in. Students are free to take the music with them, however, it is the student's responsibility to keep it from getting lost. It is expected that you will have your music at rehearsal every day, along with a pencil for marking it. Music should only be marked in pencil, as this music is reused from year to year.

Forgetting music (or your instrument) is just like forgetting a textbook/computer for another class. We will provide spare choir folders and band scores (if available) on rare occasions, as rare oversights are understandable. However, if you are habitually unprepared for class, your daily points will be affected. Lost music or folders will bring fines for the replacement cost. Keep in mind that it is ILLEGAL to possess any photocopied music that is not e-printed by permission from the publisher, so if you desire to have a copy of music to practice at home, do NOT make copies. We may have a spare piece of music or you may be able to find digital examples on JWPepper.com to use as you practice.

## **Instrument Care & Accessories**

The proper care and upkeep of your instrument is your responsibility. Students who own their instruments are expected to keep them in good playing condition and arrange for any necessary repairs in a timely fashion. Students who will be using a school-owned instrument are responsible for any repairs, which are caused by accident, negligence, or misuse. The school will assume financial responsibility for regular maintenance items. See Mrs. Hauck or Mrs. Foss if you have questions about the nature of your repair. Students using school-owned instruments are expected to abide by the terms, conditions and fees agreed to in the instrument rental contract. In cases of financial need or other special circumstances, the director may waive charges or agree to help finance an instrument repair. Please see Mrs. Foss or Mrs. Hauck if you have any questions or need financial help. Accessories that you need such as: practice stands, reeds, oil, lyres, neck straps, mutes, etc. can be obtained at Taylor Music or Haggerty's Music (downtown Aberdeen), or possibly through your teachers during the year. In an emergency, teachers may have some supplies you can use, however you are expected to be prepared and have the supplies you need.

## **Room Maintenance**

We are fortunate to have a music wing that is well-equipped. It is important that we all work to keep it that way. Therefore, students will not be permitted to use the music room or any of the adjacent practice rooms without permission of an adult. We have equipped three practice areas with pianos, stands, and percussion supplies. After school or if you have an open period and wish to make use of these areas, you may obtain permission from Mrs. Foss, Mrs. Hauck, Dr. Sombke, or Mrs. Alvear. Students may use the provided storage or locker spaces for storing their instruments and accessories. It is expected that you will put any trash you see into a trash receptacle, pick up after yourself and others and put away your instrument each and every day. If everyone pitches in a little, we can always be proud of our space and keep it looking splendid for years to come! The music department is not responsible for any personal items that are lost or stolen in the music room. Additionally, no food, drink (except capped water) or gum are allowed in the music room or practice areas.

## **Communication**

All music students and parents are STRONGLY encouraged to daily/weekly check Google Classroom and the Weekly Update document that is linked to the ACS Music page on the ACS website! We will be updating this very often, and will include all assignments, updates, and important information. For time sensitive information and event reminders, we will send texts/emails through JMC's message center.

## **Fundraising/Service**

The ACS Music Department may be participating in fundraising activities throughout the year. There are many costs that go into operating a music program. The school district gives us only a small portion of that money; therefore, we must raise the funds for the rest of the expenses. We encourage each student to participate in fundraising. Music department funds will be used to cover music program expenses and some event costs.

Because the music program is part of the boosters club here at ACS, ALL ACS music families are REQUIRED to fulfill 4 ticket/concession shifts and 3 clean up shifts throughout the school year. A sign up genius was sent out to all families in August for the fall sports season, and another will come out in December for the winter/spring sports seasons. If your family volunteers at ACS in other ways throughout the year, contact Michelle Ramirez to determine whether those volunteer opportunities can count towards your required shifts.

## **Travel/School Day Events**

Travel to and from extracurricular school events will be done by school van or personal staff vehicle(s). Exceptions will be made if a student leaves with a parent(s) and written documentation has been made. Permission slips for such can be received from my office PRIOR to the event. ONLY THE PARENT/GUARDIAN IS ALLOWED to take the student from an off-site event.

Any time a student will be missing classes due to a music event, they are REQUIRED to fill out and turn in a blue sheet. Filling out this blue sheet requires students speak with each of their teachers to discuss what assignments they will miss while they are absent. Blue sheets are due the day before the event. If a student does not turn in a blue sheet, they will not be able to attend the event. Blue sheets can be obtained from the office or in the band room.

## **Competition Guidelines**

As stated in the ACS student handbook, students representing Aberdeen Christian School while participating in any fine arts presentations may be required to follow a specific dress code as deemed appropriate for the occasion. The required dress guidelines will be announced in advance by the director. Apparel should be appropriate to the activity and to the age of the student. Additionally, any musicians attending any extracurricular school festivals or SDHSAA events must adhere to the ACS student handbook for rules of personal conduct. If infractions occur while on a trip, parents will be notified and the student will be sent home at his/her personal expenses.

### **5th Grade BAND**

5th grade is an exciting time for students interested in playing a musical instrument. Prospective 5th grade students will be given an opportunity to try many woodwind, brass and percussion instruments at the end of their 4th grade school year. Students will be given a chance to share their top three choices. From there, an instrument should be chosen that the student feels passionate about learning. This decision should be guided by the student's parents and the director, based on observations of the student's natural embouchure strengths, basic musicality, and coordination. There are six primary instruments (flute, clarinet, alto saxophone, trumpet, trombone and snare drum). These instruments are often mastered a little more quickly. Often times, a student may start with one of these and progress to its more advanced counterpart. There are other instruments such as tuba, baritone, French horn, oboe, bassoon, tenor and bass saxophone, and various percussion instruments that are larger or require more precise air. These may take extra time to begin to master. I will support either graduating to or starting with these secondary instruments as long as I feel the student has enough time and lesson support to succeed at a similar pace to their classmates.

If a student's family does not already own their chosen instrument, students may rent or purchase their chosen instrument, either from Taylor Music or Haggerty's Music Aberdeen in downtown Aberdeen, or from a retailer of their choice. The school does have an array of instruments that can be checked-out from our school instrument library on a first-come first-serve basis.

Students will be acquiring their *Traditions of Excellence* band method book on their own as well. Some ideas of where to acquire these books and any other accessories needed are Taylor Music or Haggerty's Music in downtown Aberdeen, JW Pepper.com, or other online retailers.

Throughout the school year, 5th graders will participate in band class with their peer musicians as well as be required to participate in 15 minute lessons each week. These will be either group or individual lessons at the discretion of the directors. We will be learning how to play and tune our instruments, read on the staff, and understand the concept of following the "map" of music. Alongside these skills, we will be learning to listen and cooperate with their fellow musicians to create a pleasing musical selection. There will be 2-4 required performances/contests throughout the year.

## **6th Grade BAND**

6th grade band is a continuation of the previous year in the music program as well as a time of preparation for joining the 7-12 band. Students will resume their weekly private lessons and continue to be a part of the 6th grade band ensemble. 2-3 performances and 1 contest will be required for these students. Potential opportunities for further festivals and contests may be an option for these band students.

## **7-12th Grade BAND**

7-12th grade band is an elective for students at ACS. Students will be involved in the following: weekly band (2-5 times per week), marching band, pep-band, ensemble contest, and various other festival opportunities throughout the year. At the start of the school year, each student will be required to take a chair placement audition. Students will also be required to be in attendance at 2-4 school performances, participate in 1 contest per year, and perform at the Capitol on a bi-yearly rotation. Students from this group who demonstrate and show interest in additional level music will be given the opportunity to try-out for various SDHSAA band events.

As part of our curriculum, the first part of the school year will focus on learning pep band and marching band repertoire. Due to the nature of the genre, there will be performances and events throughout the year that fall outside of school hours. Students are expected to attend as many of these events as possible, and the director(s) should be notified in advance if a student is unable to attend. The dates and times of these events will be announced with adequate time for planning and preparation. For certain music events, uniformity in dress will be required. Some uniform articles may need to be purchased or rented by the student. More information will be sent out with adequate time for planning when these events arise.

## **Chamber Band**

This ensemble is an auditioned group taken from the 7-12th grade band. While this ensemble may not be present at all times of the year, it will be formed when the director(s) sense an adequate portion of the band is ready to experience more mature music. Auditions for this ensemble will take place at the director(s) discretion and members will be selected to this distinctive ensemble based on their skill level and their display of musicianship. Musicians in this group will be required to meet 2-3 times per week.



**Band Lettering** -- A total of 350 points is required to letter:

<u>BAND LETTERING RUBRIC REQUIREMENTS</u>	<u>Points Needed</u>	<u>Total Points</u>
Complete Chair Placement/Band Audition	25	
"A" average for the year in Music	50	
"B" average for the year in Music	25	
Participate in Band 1 year	25	
Participate on Chamber Winds 1 year (if applicable)	25	
Take private lessons outside of school (all year, weekly)	50	
In-School private lessons	25 (minimum of 5 lessons) or 50 (10+ lessons)	
Participate in State/Regional Events (NSU Instr.Day, Honor Band, Jazz Exp., etc)	25 (each event)	
Participate in instrumental group for small ensemble contest	25	
Prepare a solo for small ensemble contest	50	
Performance in community (church, wedding, etc.)	25	
Set-up and tear-down for Concerts	25 (each time)	
National Anthem (SSB) Performance	25 (per game)	
No unexcused absences for all Contests & Concerts	25	
Section Leader	25	
Summer Help	50	
Prepare & Audition for All State Band (MS or All State Band)	50	
Prepare & Audition for All State Orchestra	50	
<b>TOTAL POINTS NEEDED: 350</b>		

***5-6th Music***

5-6th grade music is a required portion of their weekly school schedule. Students will be exposed to many facets of music, including music theory, vocal health and technique, rhythm instruments, worship, music history, and music appreciation. 2-4 performances will be required throughout the school year. Additionally, students may also be given the opportunity to participate in several regional music and/or events.

## **7-12th CHOIR**

7-12th grade choir is an elective for students at ACS. Students will be involved in the following: weekly choral rehearsals (2-3 times per week), ensemble contest and various other festival opportunities throughout the year. Students will also be required to attend 3-5 school performances per year, participate in 1 region contest, and perform at the Capitol on a bi-yearly rotation. At the start of the school year, each student will be required to have a voice check audition. During this voice check, students will also have the opportunity to audition for SD All-State Choir, for which our school is able to send 1 quartet each year.

Students who demonstrate excellence in choral repertoire might also be encouraged to audition for a plethora of other SDHSAA and SDMA events throughout the year. In addition, some students may be asked to sing the *Star Spangled Banner* at several pep band events throughout the sports' seasons. Lastly, community involvement such as singing carols at the assisted living/nursing homes, involvement in church worship, etc. may be an option for any members of this choral ensemble. The purchase of a choir t-shirt will be optional for each vocalist. The ACS music department provides the attire of professional bow ties and scarves for more formal vocal events.

**Choir Lettering** -- A total of 300 points is required to letter:

CHOIR LETTERING RUBRIC REQUIREMENTS	Points Needed	Total Points
Complete Voice Check	25	
"A" average for the year in Music	50	
"B" average for the year in Music	25	
Participate in Choir 1 year	25	
Take private lessons outside of school (all year, weekly)	50	
In-School private lessons (all year, weekly)	25 (minimum 5 lessons) or 50 (10+ lessons)	
Participate in State/Regional Events (NWMSE, NSU Clinic, etc.)	25 (each event)	
Participate in vocal group for small ensemble contest	25	
Prepare a solo for small ensemble contest	50	
Performance in community (church, wedding, etc.)	25	
Set-up/tear-down for Concerts	25 (each time)	
National Anthem (SSB) Performance	25 (per game)	
Perfect Attendance @ all Contests & Concerts	25	
Section Leader	25	
Summer Help	50	
Prepare & Audition for ACDA Jr. or Sr. Honor Choir	50	
Prepare & Audition for All State Chorus	50	
<b>TOTAL POINTS NEEDED: 300</b>		

**Worship**

Worship is an elective for students at ACS. Students who join this ensemble will have the opportunity to sing and/or play an instrument, including piano, guitar, bass, and percussion, and will be encouraged to learn basic sound engineering. While other instruments are not typically utilized during our times of worship, students who play other instruments than those listed above may have the opportunity to share their talents during special worship events. This class meets 2-3 times per week. Students will have the opportunity to take part in various worship events throughout the school year, including Nights of Worship and student chapel services. The dates and times for these events will be announced with ample time for planning. In past years, select worship team students have been asked to lead worship for graduation.

## **Worship Lettering**

Lettering in worship is quite different from the other music electives offered at ACS. In order to letter in worship, students will need to work side by side with their director(s) while organizing a worship event either through ACS or through a church in the Aberdeen area community. Additionally, they will need to be students of exemplary character and represent Christ through their interactions with others. This format is in place to reflect one of the main goals of worship class, which is teaching students how to be worship leaders.