



2024 - 2025

# MUSIC HANDBOOK



**FAITH CHRISTIAN**  
A C A D E M Y

*A Foundation of Faith. A Tradition of Excellence.*



# Table of Contents

**Mission Statement** ..... 3

**Disclaimer** ..... 3

**Billing** ..... 3

**Welcome**..... 3

**Band Department** ..... 4

    Welcome                      Individual & Group Band Lessons                      General Policies

**Piano Department** ..... 7

    Welcome                      Individual Piano Lessons                      General Policies

**Voice Department** ..... 9


    Welcome                      Individual Voice Lessons                      General Policies

**Choir Department** ..... 11

    Welcome                      Ensemble, Chorale, & Choir Lessons                      General Policies

**Parent/Student Acknowledgement** ..... 14

## CONTACT US

 919-734-8701

 [www.fcagoldsboro.com](http://www.fcagoldsboro.com)

 [info@fcagoldsboro.com](mailto:info@fcagoldsboro.com)



## Mission Statement

Our mission in the Music Department at Faith Christian Academy is to instill self-discipline and develop collaboration in the pursuit of understanding and appreciating the art of music. We strive to provide a quality musical experience that glorifies God and drives our students to excellence in every aspect of life.

## Disclaimer

The Faith Christian Academy (FCA) Music Handbook intends to provide current information about the music programs including, but not limited to, procedures, policies, and principles. FCA strives to ensure the accuracy of the information contained in this handbook at the time of publishing. However, due to unforeseen circumstances or the need to adapt to evolving educational best practices, FCA reserves the right to revise or amend the contents of the Music Handbook at anytime. Parents/guardians and students are encouraged to regularly check the school website or contact the School Office for any updates or revisions to the information contained within the Music Handbook.

The Music Handbook may not explicitly address certain issues. Issues not addressed are resolved based on established biblical principles and common sense. The administration has the authority to make decisions considering the specific circumstances and information available. It is important to note that seemingly similar situations may be handled differently due to unique circumstances that are not always apparent to those not directly involved. FCA strives to treat all families and students fairly in every situation.

## Billing

The cost for one student to participate in individual band, piano, or voice lessons is \$550 per school year per lesson type. This rate is subject to change and is non-refundable. Payment is collected via the Tuition Payment Plan set up during the enrollment process. Additional charges may be incurred for lost, stolen, or damaged goods provided by the school, including, but not limited to, music books, sheet music, music stands, and uniforms. Fees to compete in different competitions may also be incurred and are due prior to performing. All questions should be directed to the Financial Office.

## Welcome

FCA believes music is a powerful gift from God. It allows us to express ourselves creatively and share the joy of faith in a unique way all while glorifying Him. The Music Department at FCA offers a unique opportunity to develop musical talent while fostering spiritual growth and building strong social bonds. Through instruction in various instruments and vocal techniques, students can enhance their cognitive abilities, including improved memory, concentration, and problem-solving skills. Additionally, music education cultivates creativity and self-expression, allowing students to explore their artistic passions. Spiritually, music provides a powerful medium for worship and praise, deepening the connection with God through song and instrumental performance. Socially, participation in ensembles and performances fosters teamwork, communication, and a sense of belonging within a supportive community of like-minded peers.



**BAND DEPARTMENT**

# Individual & Group Band Lessons

## Eligibility

Students enrolled in 4<sup>th</sup> - 12<sup>th</sup> grade are eligible for individual and group band lessons. Students who are interested in individual band lessons must be a member of group band lessons when applicable.

## Attendance

A total of twenty-six individual band lessons are given during the school year. Students are required to attend all lessons. Instructors must be made aware of field trips or *planned* missed lessons five school days in advance in order to schedule a make-up lesson. If a student is unexpectedly absent, the instructor must be notified by 9:00 AM the day of the absence. If the instructor is not notified, the absence is considered unexcused and no make-up lesson is scheduled. The first three unexcused absences are communicated with parents/guardians. All subsequent unexcused absences result in probation or suspension from individual and/or group band lessons. After five unexcused absences, a meeting is held amongst the instructor, parents/guardians, and student to discuss eligibility for future individual and/or group band lessons.

## Participation

Students must properly participate in individual and group lessons. Proper rehearsal attitude and behavior consists of arriving on time, setting up quickly, being prepared, and being ready to learn. It is not playing an instrument out of turn, excessive and/or inappropriate talking, forgetting the instrument or sheet music, eating food, chewing gum, nor leaving the instrument in rehearsal over the weekend. After every two lessons without appropriate materials, the instructor discusses with parents/guardians how to proceed.

Students must participate in practice. Weekly practice goals are assigned to students. Instructors communicate with parents/guardians through the assignment and practice log. Practice records must be signed by parents/guardians every week and returned to the instructor every lesson. Students must practice the skills they have learned in order to improve. The suggested practice time is 120 minutes per week. After every two missed practice goals, the instructor discusses with parents/guardians how to proceed.

Students must participate in the Christmas Program and the Spring Concert. Students are allowed to try out to compete in the NCCSA Fine Arts competition and TriCom competition. Specific dates of the competition are on the school calendar. Students may be asked to perform during weekly chapel services. The more a student participates, the more their individual performance quality improves and skills, such as playing the correct notes and rhythms and tone, are developed.

## General Policies

1. Students must bring a pencil, the sheet music, and instrument to every lesson in order to be prepared.
2. Students must care for their instrument by handling it properly and keeping it maintained. No student should ever touch or play an instrument that is not their own. If an instrument is broken, parents/guardians are responsible to have it repaired by a professional. Do not attempt to repair it yourself.
3. Students must care for their sheet music. Sheet music is the textbook of band lessons. It is expensive and difficult to replace. Students are given folders in which to keep their sheet music. Pencil is the only writing utensil with which students are allowed to mark their sheet music. Charges may be incurred if sheet music is lost, stolen, or abused.
4. FCA may offer to rent available instruments for \$20 per month. This fee is charged to your account as an incidental charge.

5. There is no school district insurance on privately owned or rented instruments. Check your personal home or renter's policy to ensure the instrument is covered in case of accident or theft.
6. If a parent/guardian allows a student to discontinue individual and/or group band lessons, the instructor must be notified by the parent/guardian. No refund is given. The full rate for the entire year of lessons is charged.



# PIANO DEPARTMENT

# Individual Piano Lessons

## Eligibility

Students enrolled in 3<sup>rd</sup> - 12<sup>th</sup> grade are eligible for individual piano lessons.

## Attendance

A total of twenty-six individual piano lessons are given during the school year. Students are required to attend all lessons. Instructors must be made aware of field trips or *planned* missed lessons five school days in advance in order to schedule a make-up lesson. If a student is unexpectedly absent, the instructor must be notified by 9:00 AM the day of the absence. If the instructor is not notified, the absence is considered unexcused and no make-up lesson is scheduled. The first three unexcused absences are communicated with parents/guardians. All subsequent unexcused absences result in probation or suspension from individual piano lessons. After five unexcused absences, a meeting is held amongst the instructor, parents/guardians, and student to discuss eligibility for future individual piano lessons.

## Participation

Students must properly participate in lessons. Proper attitude and behavior consists of arriving on time, being prepared, and being ready to learn. It is not excessive and/or inappropriate talking, forgetting music books, eating food, nor chewing gum. The instructor gives an abbreviated lesson if a student fails to bring the necessary music books. After every two lessons without appropriate materials, the instructor discusses with parents/guardians how to proceed.

Students must participate in practice. Weekly practice goals are assigned to students. Instructors communicate with parents/guardians of elementary students through the assignment and practice log. Practice records must be signed by parents/guardians every week and returned to the instructor every lesson. Older students may be required to maintain a practice log at the discretion of the instructor. Students must practice the skills they have learned in order to improve. The suggested practice time is 120 minutes per week. After every two missed practice goals, the instructor discusses with parents/guardians how to proceed.

Students must participate in the Christmas Program and the Spring Concert. Students are allowed to try out to compete in the NCCSA Fine Arts competition and TriCom competition. Specific dates of the competition are on the school calendar. Students may be asked to perform during weekly chapel services. The more a student participates, the more their individual performance quality improves and skills are developed.

## General Policies

1. Electronic keyboards may be used for first-year piano students. An acoustic piano is required for all subsequent years.
2. Students must bring music books to every lesson in order to be prepared.
3. Students must care for their music books. They are the textbooks of piano lessons. Pencil is the only writing utensil with which students are allowed to mark their music books.
4. There is no school district insurance on privately owned or rented instruments. Check your personal home or renter's policy to ensure the instrument is covered in case of accident or theft.
5. If a parent/guardian allows a student to discontinue individual piano lessons, the instructor must be notified by the parent/guardian. No refund is given. The full rate for the entire year of piano lessons is charged.





**VOICE DEPARTMENT**

# Individual Voice Lessons

## Eligibility

Students enrolled in 4<sup>th</sup> - 12<sup>th</sup> grade are eligible for individual voice lessons.

## Attendance

A total of twenty-six individual voice lessons are given during the school year. Students are required to attend all lessons. Instructors must be made aware of field trips or planned missed lessons five school days in advance in order to schedule a make-up lesson. If a student is unexpectedly absent, the instructor must be notified by 9:00 AM the day of the absence. If the instructor is not notified, the absence is considered unexcused and no make-up lesson is scheduled. The first three unexcused absences are communicated with parents/guardians. All subsequent unexcused absences result in probation or suspension from individual voice lessons. After five unexcused absences, a meeting is held amongst the instructor, parents/guardians, and student to discuss eligibility for future individual voice lessons.

## Participation

Students must properly participate in lessons. Proper attitude and behavior consists of arriving on time, being prepared, and being ready to learn. It is *not* excessive and/or inappropriate talking, forgetting sheet music, eating food, nor chewing gum. The instructor will give an abbreviated lesson if a student fails to bring the necessary sheet music. After every two lessons without appropriate materials, the instructor will discuss with parents/guardians how to proceed.

Students must participate in practice. Weekly practice goals are assigned to students. Instructors communicate with parents/guardians of elementary students through the assignment and practice log. Practice records must be signed by parents/guardians every week and returned to the instructor every lesson. Older students may be required to maintain a practice log at the discretion of the instructor. Students must practice the skills they have learned in order to improve. The suggested practice time is 120 minutes per week. After every two missed practice goals, the instructor discusses with parents/guardians how to proceed.

Students must participate in the Christmas Program and the Spring Concert. Students are allowed to try out to compete in the NCCSA Fine Arts competition and TriCom competition. Specific dates of the competitions are on the school calendar. Students may be asked to perform during weekly chapel services. Voice students may also be asked to perform in duets, trios, quartets, and other small groups. The more a student participates, the more their individual performance quality improves and skills are developed.

## General Policies

1. Students must bring a pencil and sheet music to every lesson in order to be prepared.
2. Students must care for their sheet music. They are the textbooks of voice lessons. Pencil is the only writing utensil with which students are allowed to mark their sheet music.
3. If a parent/guardian allows a student to discontinue individual piano lessons, the instructor must be notified by the parent/guardian. No refund is given. The full rate for the entire year of piano lessons is charged.



# CHOIR DEPARTMENT

# Ensemble, Chorale, & Choir

## Eligibility

Students enrolled in 3<sup>rd</sup> - 5<sup>th</sup> grade are required to participate in elementary choir. Students enrolled in 6<sup>th</sup> - 8<sup>th</sup> grade are eligible for middle school ensemble, chorale, and choir. Students enrolled in 9<sup>th</sup> - 12<sup>th</sup> grade are eligible for high school ensemble, chorale, and choir. Tryouts are held based on the discretion of the Music Director.

## Attendance

Elementary choir rehearses once a week from January to the end of the school year. Middle school and high school choir rehearses two or more times a week from the beginning to the end of the school year. Middle school and high school ensemble rehearses twice a week from the beginning to the end of the school year. Middle school and high school chorale rehearses once a week from the beginning to the end of the school year. Students are required to attend all rehearsals.

Acceptable reasons for being absent during a rehearsal or performance are as follows: FCA sporting event (if applicable), student illness, family emergency, serious illness of an immediate family member, and/or death of an immediate family member. The following reasons are not acceptable for being absent during a rehearsal or performance: making up tests, making up quizzes, homework load, and/or fatigue from sports. For every case of absence the Music Director must be notified.

The Music Director must be made aware of field trips or planned missed rehearsal five school days in advance in order to schedule a make-up rehearsal when necessary. If a student is unexpectedly absent, the Music Director must be notified by 9:00 AM the day of the absence. If the Music Director is not notified, the absence is considered unexcused. The first three unexcused absences are communicated with parents/guardians. All subsequent unexcused absences result in probation or suspension from the Choir Department. After five unexcused absences, a meeting is held amongst the Music Director, parents/guardians, and student to discuss eligibility for future participation in the Choir Department programs.

## Participation

Students must properly participate in lessons. Proper attitude and behavior consists of arriving on time, being prepared, and being ready to learn. It is not excessive and/or inappropriate talking, eating food, nor chewing gum. Students are expected to quietly follow along with the sheet music while their peers are actively singing.

Students must participate in the Christmas Program, Spring Concert, NCCSA Fine Arts competition, and TriCom competition. Specific dates for the competition are on the school calendar. Students must remain for the entire duration of the program or competition unless otherwise instructed by the Music Director. Students may be asked to perform during weekly chapel services. Students may also be asked to perform in duets, trios, quartets, and other small groups. The more a student participates, the more their individual performance quality improves and skills are developed.

## Uniforms

Students who participate in elementary choir are required to wear a uniform for the NCCSA Fine Arts competition. A uniform shirt is rented by Faith Christian Academy to students for a fee. Girls must wear a black skirt and black shoes that follow the dress code in the Parent/Student Handbook. Boys must wear black pants and black dress shoes that follow the dress code in the Parent/Student Handbook. Middle school and high school participants are given information and pricing from the Music Director as to the uniform requirements for the NCCSA Fine Arts and TriCom competitions.

## General Policies

1. Students must bring a pencil to every rehearsal in order to be prepared.
2. Students must care for their sheet music. They are the textbooks of the Choir Department. Pencil is the only writing utensil with which students are allowed to mark their sheet music.
3. To discontinue participation, students must adhere to the policy in the Course Requirements section of the Parent/Student Handbook.
4. At times, the Choir Department may embark on a trip for competition. All trips are approved by the Head of School and are subject to all school policies.



**PARENT /STUDENT  
ACKNOWLEDGEMENT**

# Signature Acknowledgement

As a Christian school, Faith Christian Academy (FCA) believes in fostering a community that reflects the values and principles found in the Bible. The Music Handbook outlines the expectations and guidelines that FCA believes are essential for creating a positive and nurturing learning environment. Parents/guardians and students who are a part of the Music Department are required to read the Music Handbook carefully, as it will help to ensure a shared understanding of the mission, policies, and procedures of FCA.

By signing below, you acknowledge that you read, understand, and agree to abide by every component of the Music Handbook. You read and agree that you must abide by all the policies, rules, and regulations of FCA, including those listed in the Parent/Student Handbook and Athletic Handbook, and agree to support FCA with your conduct, words, and prayers.

---

**Parent/Guardian Printed Name**

**Parent/Guardian Signature**

**Date**

---

**Student Printed Name (6<sup>th</sup> - 12<sup>th</sup> Grade)**

**Student Signature (6<sup>th</sup> - 12<sup>th</sup> Grade)**

**Date**

*Please return this signed page to the School Office.*