

**Palmer High School
Music Department Handbook
2018-2019**



Name _____

Administrative Message

Welcome to the Palmer High School Music Department. We consider it an honor that you have chosen to participate in our instrumental and vocal music program.

It is our goal to gain outstanding recognition throughout the state for the excellence. Dedication and determination from students and directors working together can make that goal a reality.

This handbook is to help you understand your responsibilities and obligations as a member of PHS Music Department. We endorse this handbook as an important standard in helping you and your music director achieve and maintain a successful instrumental music program.

We also commend the parents for their involvement and support. Parental interest greatly increases the satisfaction and skill that their children will obtain now and as adults.

Music, over the ages, has proven itself as a richly rewarding and satisfying experience for both young and old, be it as a listener or a participant.

We are proud of our instrumental and vocal music program and look forward to its' continued excellence.

Paul Reid
Principal

Dale Ewart
Activities Director

Preface

To all Students and their Parents:

Welcome back to a new and exciting school year! Let me start out by introducing myself, I am Ms. Barbara Carroll, the new High School Music Director. I am excited to have you in my class, and I look forward to watching you grow as a musician.

If you have any questions or concerns about the policies and procedures of the classroom, laid out in this handbook, please contact me at the school (907) 746-8403 or email Barbara.Carroll@matsuk12.us. I look forward to what I can only expect to be an exciting and rewarding year.

This handbook will serve as a guide to Palmer High School procedures as related to instrumental and vocal music and as a source of information concerning activities, attendance, grading, and other areas.

After reading the handbook, please sign and return the last page to me so that I can be sure you have received and understand the policies contained within. Please **KEEP THIS HANDBOOK** as a reference.

Ms. Barbara Carroll
Director

Palmer High School Music Department Mission Statement

The mission of the PHS Music Department is to provide quality music education to all students enrolled. The goal is to achieve quality by focusing on the individual performer. Symphonic Band, jazz band, jazz choir, concert choir, symphonic choir, small ensembles, and solo experiences lead to a well-rounded musician. Performance opportunities are encouraged for all, including church and community bands. Additionally, through the Music department, students develop a sense of belonging, teamwork, time management, dedication, self-esteem, leadership, cooperation, and responsibility.

Organizations

The Music Department is comprised of the following organizations:

The **Symphonic Band** is a performance class for the accomplished high school instrumentalist. Excellence in technical facility, musicianship, tone quality, music reading, and stylistic interpretation is constantly stressed. Increased individual study is encouraged. Scheduled performances are required and a part of class assessment. Course may include participation in Marching band and Pep Band. Enrollment is open to all 9th-12th graders.

Jazz Band is an instrumental ensemble that will perform literature from the big band era and contemporary pop and jazz idioms. The student will learn the development of improvisational skills, chord reading, and arranging. Scheduled performances are required and a part a class assessment. Enrollment is limited to standard jazz band instrumentation: i.e. Saxophones, Trumpets, Trombones, Guitar, Piano/Keyboard, String or Electric Bass, and trap set. Other instruments are possible upon instructor's approval. This class is open to all 9-12th graders based on audition.

Concert Choir is a performance class open to all students regardless of experience or year in school. Fundamentals of choral music will be emphasized. Fundamentals include reading, part singing, interpretation, and basics of vocal technique. Scheduled performances are required and a part of class assessment.

Symphonic Choir is a performance class for students of advanced choral ability. Excellence in technical and stylistic interpretation is constantly stressed. Increased individual study is encouraged. Scheduled performances are required and a part of class assessment. This class is

an auditioned based course open to 9-12th graders.

Jazz Choir is a performance class, open to both singers and instrumentalists (for rhythm section). The student will develop improvisational skills, understanding of the jazz format, and the chord progressions that create the jazz genre. Students will be required to sing individually to learn to hold close harmonies, and to manipulate the form underlying pieces for a particular performance. Scheduled performances are required and a part of class assessment.

Practice and Performance Policy

As a member of the PHS Music Department, it is expected that you practice your music on your own time, outside of school. Since band and choir are performance based classes only you can be held responsible for your part. If you are missing from a rehearsal or performance, your part is missing, thus affecting the entire ensemble. The same goes if you do not know your part.

The end of the semester performance is equivalent to the final exam in a class such as English, and will be treated as such. Failure to participate in a performance without being excused will severely affect the student's final grade for that marking period, just as failure to take a final exam in the English class would affect the grade for that course.

Absences and Tardy Policy for After School Rehearsals

The student will be considered TARDY for rehearsal if he/she is not in their designated area by the beginning of rehearsal. Points will be deducted from the Practice and Performance grade for each tardy.

The Director must approve absences for all after school performances and rehearsals at least two weeks prior to the scheduled event. If a student is not in attendance at school the day of the rehearsal, it is the responsibility of the student and their parents to phone the director that morning.

Procedures Regarding Absences

A note (written notification) from a parent or guardian with the student's name, reason for the absence, date of the absence, phone number, and signature must be submitted for each absence to a band director.

All advance absence requests from a performance or after school rehearsal require the note to be turned into a director at least two weeks in advance. Excuses not submitted within this time may be excused but LATE and will be penalized 25 Practice and Performance points.

If a student misses an after school rehearsal or performance due to an emergency, the student should turn in a note of explanation immediately upon his/her return.

Excused Absences from Performance or Practice

Personal illness - advance notice appreciated if possible.

Unavoidable family events: wedding, death in the family, etc.

Emergency occurrence.

Direct conflicts with other school activities involving participation (not observation) will be resolved by the student, coach/advisor, and the director.

Unexcused Absences from Practices and Performances

This includes previously listed excuses that have not been approved by a director.

Observation of other school activities is not considered an excused absence.

Vacations without giving two week notice.

Any excuse listed above for which the student has not given two weeks advance notice (written notification).

Failure to participate in a performance without being excused may result in the loss of certain privileges of being a Palmer High Music Department member.

Evaluation and Grading Policy

Please see individual class syllabus for more information.

Palmer High School Grading Scale

A (100%-90%) Outstanding achievement. Self-motivate, with good peer interaction, and great attendance.

B (89%-80%) Above average achievement. Self-motivated, with good attendance.

C (79%-70%) Average achievement. Self-motivated. May have an attendance problem.

D (69%-60%) Below average achievement.

F (59% or less) Low achievement, motivation, and attendance problems.

“I” – This represents an incomplete grade due to **extenuating circumstances**. A student receiving this grade will be given up to two weeks after the end of the quarter to complete a makeup assignment as assigned by the Director.

Instrument Requirements

It is expected that all students have instruments in good working condition. All woodwind players should always have at least 2 spare reeds. Brass students should have valve oil, rotor oil, or slide cream available. All slides should function on brass instruments without any hesitation. A director will perform random case checks on a regular basis and will be figured in the Participation grade.

*See the Director for a list of recommended instruments and local retailers

School Owned Instruments

Many instruments are available to check out from the Palmer High School Music Boosters. Students using a school owned instrument are expected to treat the instrument with respect. The student is responsible for any maintenance above normal wear and tear of the instrument.

Normal wear and tear includes:

Woodwinds

Replacement of necessary pads, corks, and springs
Regulation of mechanisms and leak test
Freeing of frozen (rusted) rods

Brass

Replacement of water key and valve corks
Pulling frozen slides and mouthpieces
Replacement of necessary springs and felts

Percussion

Bent key rods and lugs
Snare strainer repair and adjustment

Failure to take proper care of school instruments could result in loss of the instrument and being removed from the band, including all repair bills. Take special care of both school owned and privately owned instruments. The same principle applies to music. Music is expensive and replacement costs can range from \$1.00 to as much as \$4.00 for a single piece. Music and various lesson books are assigned to each student. Students are responsible for the care of materials and will be asked to pay for any lost or damaged materials. Students may purchase reeds from the directors as needed, payment is due at the start of class when reed is purchased.

Folder and Instruments

Students will provide their own folder/binder for music.

These folders are to be used for band music and band books. At no time should there be any other class materials in this folder. (i.e. math papers, spelling, etc.)

Folders and instruments will be stored in their assigned band room locker, or cubby.

Students are encouraged to take their instrument home every night during the week and are **REQUIRED** to take their instrument home over weekends and vacations. Failure to do so will result in the student losing, participation points.

Withdrawals

At some point or another, a student may decide that he/she wants to discontinue participation in band or choir. In such a case, a written note signed by the parent or guardian with a phone number where they can be reached will be necessary.

General Rules and Guidelines

1. If in doubt, ask the director. Do not hesitate to raise your hand and ask the director questions about anything you do not understand.
2. GUM, DRINK, OR FOOD are NOT permitted in the band room.
3. Talking stop when the director is on the podium.
4. All school rules and policies apply.
5. Bring your instrument, folder, and a pencil to class every day that you have class and take them home on a regular basis to practice.
6. Use appropriate behavior and good manners at all times
7. Everyone is responsible for his/her music and assignments.
8. BE PROMPT. Be in the right place at the right time with the right equipment (reeds, oil, mutes, etc.).
9. Take proper care of your instrument and music, as repair and replacement of music can be costly.
10. Use correct posture.
11. You are responsible for the cleanliness of your area in the instrument storage and band room.
12. Respect other people and their belongings
13. Have fun- "If you're not having fun, you're doing something wrong"

Off Campus Policy

All school and music department rules apply to off campus events.

Private Lessons

The music department feels strongly about the importance of private study as an integral part of developing the student's progress on their instrument. The one-on-one relationship available in a private lesson allows for more individual attention than is permitted in a large group rehearsal. Students can concentrate on their own unique playing problems, improving on areas in which they are weak and progress at their own rate. This individualized instruction can provide a better chance to master their instrument, as well as maintain the quality of the band program. If interested in private lessons, see the director for assistance in locating a qualified teacher.

Concert Attire

1. For ALL CLASSES you have uniforms that are provided and maintained by the Music Boosters. All students need to have solid black dress pants, black socks and black dress shoes to go with the uniform.
2. There is a \$30.00 dollar uniform fee that goes to the boosters for the care and maintenance of the uniforms. You will only have one uniform.
3. When a uniform is checked out to you make sure you take care of it and get it back to the boosters at the end of the semester/year.
4. If you have a problem with the fit or condition of your uniform let the boosters know.

Fees

1. Those performance groups or individuals that attend a festival have the district extracurricular fee and paperwork to complete. This includes all of the Symphonic Band, Symphonic Choir, Jazz Band and Jazz Choir. The fee is \$15.00.