

Helfrich Park STEM Academy

Instrumental Music Handbook 2017-2018

Welcome to the Award-Winning Helfrich Park Instrumental Program. *You* are the most important part of one of the most successful instrumental music programs in EVSC. This handbook will outline *your* program and it should become a very important resource that *you* can turn to when questions arise.

The rules outlined on the following pages are simple and sound. Abiding by these rules allows you to fulfill an obligation to your school, to your fellow ensemble members, to your family, and to yourself. Only when every member of the instrumental program puts forth a 100% effort can our ensembles attain their goals in musical achievement and service to school and community. You are embarking on a lifetime of musical enjoyment. The more you invest of yourself, the more satisfaction and success you will receive. Together we can make this the best year ever.

Please take special notice of the sections dealing with attendance at functions, grading system, rehearsals, daily procedures, uniforms, and important dates.

Parents and students are requested to read this entire handbook, discuss it, and keep it for reference for the school year. There will be a page to sign and return at the back of this document.

We appreciate all your support and look forward to another exciting school year!!

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*Helfrich Park Stem Academy
2603 W. Maryland St.
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Daily Classroom Operating Procedures

With few exceptions, the daily class procedure will be as follows:

1. Students enter class quickly, unpack, and set-up for class. Store all books, bags, instrument cases, and materials not needed for rehearsal out of the concert set-up.
2. Daily assignments and/or music rehearsal order will be posted. "Bell work" may also be assigned.
3. Folders with your music, pencil, and other materials belong on your music stand. This must be done within the first two minutes of class. **Our rehearsal time is precious. Let's not waste it.**
4. Tuning procedure (will vary by class).
5. Director or section leader begins class warm-ups.
6. Class proceeds with daily lesson.
7. Conclusion and announcements.
8. Pack-up instruments, put away music and materials, straighten classroom.
9. Director dismisses class.

Grading Scale ("Standard" RDS preset)

A: 90%-100% (Exceptional and Mastery)

B: 80%-89% (Good)

C: 70%-79% (Growth)

D: 60%-69% (Basic)

F: 0%-59% (No Basis for Assessment)

Grading Policies

- Grades will be based off of raw scores, converted into letter grades at the end of the grading period.
- Students will have varying end-of-the-year point totals due to variations in attendance.
 - If an assignment grade is omitted, RDS will automatically adjust point total.

Assignment Types

Daily performance grade: Each student will begin with a daily performance grade score of 19 out of 20 possible points. The teacher will reward and deduct points from 19 based off of the student's performance against the Student Scoring Rubric. If a student is absent, they will not receive a grade for the day(s) of their absence and their total points possible will be adjusted.

After-school rehearsals: Each student will receive a grade for after-school or additional rehearsals. (Each after-school rehearsal is recommended to be 40 points.)

In-school performances: Each student will receive a grade for each performance given by their ensemble during the school day. (Each in-school performance is recommended to be worth 60 points.)

After-school performances: Each student will receive a grade for each performance given by their ensemble after the school day. (The performance grade is recommended to be *approximately* 25% of the concert cycle, or 200 points for an 800 point concert cycle.)

Enrichment Points

Enrichment points are earned for doing extra practice and activities over the course of a grading period. The points may be redeemed at the end of a grading period. **COMPLETED ENRICHMENT ACTIVITIES MUST BE TURNED IN TO THE TEACHER IN PERSON.**

ENRICHMENT ACTIVITIES & POINT VALUES

POINTS

- Private lessons on your band/orchestra instrument (weekly)
- Participation in an extra music group with weekly rehearsals (need not be instrumental)
 - Director or parent signature required
- Weekly Practice Report (above classroom requirement)- parent signature required
- Attend a concert/performance in which you are not performing
 - Bring in a program with a parent signature to verify attendance
- Assignment/Project prearranged with teacher

Attendance

Band/Orchestra members are required to attend all scheduled classroom rehearsals, after school rehearsals, sectionals, and performances in order to maintain an exceptional performance standard. As a co-curricular course, rehearsals and performances are part of the educational process, and are the culmination of our work in and out of the classroom (see Section L - EVSC Co-Curricular Policy). Absences and tardiness affect not only the individual who is absent, but the entire ensemble. The directors will make every effort to inform students and parents of important dates as early as possible,

HOWEVER . . . IT IS THE STUDENT'S RESPONSIBILITY TO INFORM PARENTS OF ALL REHEARSAL/PERFORMANCES DATES AND ARRANGE FOR TRANSPORTATION IF NECESSARY. If an absence is necessary, **ADVANCED WRITTEN NOTICE FROM A PARENT/GUARDIAN IS REQUIRED** (7 days is preferred). If the conflicting activity is a school-sponsored event, advanced notice from the parent or activity sponsor is still required.

Unexcused Absence:

An unexcused absence from class or an extra rehearsal will count as zero for that particular day and the student may receive a lower participation grade. Unexcused absences may also result in a lower performance grade, being placed further back in the section, or not being allowed to perform in a given concert.

Excused Absence:

Absences are excused only in cases of emergency. In the case of illness, parents or students should notify the director as early as possible. If an unanticipated absence occurs (family emergency, car trouble, etc.) you must call your director as soon as possible (see contact information on page 3) in order for the absence to be considered excused. If no one is available to take the call, you **MUST** leave a message with the exact date and time of the call. If an attempt to contact the director is not made, the absence will be considered unexcused unless documentation of the emergency situation can be produced. A follow-up written request for excuse from a parent or guardian is due within two days of the absence. Excused absences include:

Concert Attendance Policy:

Performances are mandatory and are classified as a major part of a student's grade. Any absence, with the exception of an emergency, not brought to the director's attention prior to the performance will be considered **UNEXCUSED**. Requests for consideration to be excused from a performance must be turned in to the director, in writing from the parent or guardian (7 days preferred) in advance the scheduled performance date. Examples of unexcused absences from a concert/performance might include, but are not limited to: Appointments, lack of transportation, baby-sitting, birthday celebrations, oversleeping, shopping, sports practices or games, vacation. These will not be accepted as valid excuses for missing a concert/ performance (see examples of excused absences above). Music is unique in that rehearsal and performance situations cannot be recreated. Please do **NOT** assume, "It's not gonna matter if I'm not there!" **EVERYONE MATTERS!!** Just like a baseball team cannot succeed if the pitcher, shortstop or catcher were missing, we can't succeed if we're missing any cellist, flutist, violinist, or trumpeter.

Tardy Policy:

Students must be on time for all assigned band/orchestra functions. Learning to be early will establish a lifelong habit that is critical to any organization's success. Being "on time" is defined as follows: At the requested time, the student is in his/her assigned seat with their instrument, music, pencil, and necessary accessories. For all performances, a call time (time to report) will be assigned. If a student is not present or in place by the assigned call time, they will be counted as tardy. Tardies will result in a lowered grade for that performance. Habitual tardiness will be handled in accordance to the policies listed in the Helfrich Park Student Handbook.

Make-up Assignments:

In the event a student is excused from a performance or rehearsal, a make-up assignment equal to the weight of the absence will be given. The make-up assignment is at the director's discretion, but could include performing all the music individually from a missed performance, research paper, essay, or other written or performance-based projects deemed appropriate by the director.

Community Performances:

As a means of making a positive contribution to the city of Evansville, the Helfrich Park performing ensembles are often called upon to give community performances. These performances could be during the school day, after school, evenings, or weekends. Although not mandatory, these performances are essential to maintaining a positive relationship with our supporting community. Every effort will be made to give at least two weeks notice for extra performances.

IF there are any additional questions regarding these policies, please contact us or refer to the EVSC Co-curricular Policy for clarification of these expectations.

Performance Attire

No student will be penalized for an inability to purchase or provide fees for concert uniforms. To request assistance, contact your director at least two weeks prior to the performance (email is acceptable). They will make arrangements for the proper clothing to be made available to you. Remember . . . Appropriate dress is part of your concert grade! Information will be sent out at least 2 weeks prior to the first performance regarding proper attire.

In order to present a uniform image, the following concert dress code will be strictly enforced:

1. HPSA Band/Orchestra Polo Shirt (embroidered with HPSA music logo). Students will need to purchase shirts through their band/orchestra director (\$ TBA).
2. Full-length black pants (no jeans, ladies - no capri pants). Pants must not be tight fitting.
3. Black belt. SHIRTS MUST BE TUCKED IN.
4. Black shoes. Shoes may be casual or athletic shoes, but they must be BLACK.
5. All shirts and pants must be clean and pressed.

Solo and Ensemble Festival

We are proud to host the Indiana State School Music Association Solo and Ensemble Festival at North High School in late January/early February this year. Students entering the festival will pay a fee of \$6 per ensemble or \$12 per solo. This cost provides them with an opportunity to perform a solo or in a small group for feedback from a music professional. More information will be provided in the fall.

Concert Band Festival

In the spring, the 6th-8th grade ensembles may participate in the Indiana State School Music Association Concert Band Festival. This festival is another great opportunity for our students to perform for a panel of music professionals. Detailed information regarding performance times and parent involvement needs will be sent home with students a week or two before the event.

School Instrument Use and Fees

Every Instrumental student will be assessed a \$10 music fee, which provides music for use as a part of this class. This fee will be collected by the school office. Band/Orchestra students become eligible to rent school-owned instruments, pending availability, by submitting an Instrument Rental Form. Instrument rental forms are available through your directors. Each student who uses a school-owned instrument will be required to pay \$40.00/year rental fee. Students and parents agree to maintain the instrument in good condition and accept responsibility for any damages incurred other than normal wear and tear. Rental and book fees are made payable to Helfrich Park STEM Academy and are due by Friday, August 25th, 2017. We do ask for separate checks for each payment.

Preparing for the Future

PLEASE DON'T BUY AN I.S.O - Instrument Shaped Object! Sometimes well-meaning parents find instruments at very low prices on the Internet or at a pawn-shop; but beware, for the old saying "You get what you pay for" is especially true for musical instruments. An inexpensive instrument, while it may look shiny and pretty, is generally of inferior quality, breaks easily, does not stay in tune well (often causing enough frustration to cause the student to quit), and generally requires adjustments by a professional repairperson to even make it playable. The directors would be happy to answer any specific questions you may have in order to help you acquire a quality student instrument for your child.

ORCHESTRA- Instrument Care and Maintenance Expectations

Each member will be expected to keep his or her instrument in excellent condition. Grades may be given on periodic inspections.

STRINGS

Stringed instruments and bows are very delicate. Always be careful when handling your personal instrument and/or any instrument.

1. It is required that all instruments are kept in good playing condition.
2. When not in use, always place the instrument and bow securely in the case. Even if the instrument is stored securely, damage may occur if the case is not latched or jarred.
3. Always loosen the bow before returning it to the case. Never over-tighten the bow.
4. Using a lint-free cloth, always wipe the instrument clean of dust and rosin build-up after each use.
5. Never touch the bow hair. Oils from the skin will ruin the horsehair.
6. Be careful not to bump the pegs or bridge of the instrument.
7. Periodically check that the bridge is perpendicular to the top of the instrument.
8. Do your best to wash your hands before playing your instrument.
9. Keep instruments away from extreme heat, cold, and humidity. NEVER leave your instrument in a car because heat (or cold) can damage the instrument very quickly.
10. Do not allow others to play your instrument.
11. Allow only qualified string instrument technicians (a luthier) to repair your instrument.
12. Stringed instruments are glued together with a special water soluble glue - DO NOT MAKE ANY REPAIRS AT HOME, NO MATTER HOW SIMPLE THEY APPEAR. If there is ever any question please bring the instrument to your director so they may check for any serious issues.
13. Students must keep their nails neatly trimmed at all times. Gel acrylic nails are not allowed and must be removed promptly by the following day. Students will lose -5 points for everyday their nails are too long and will be asked to go to the nurse to trim them. Long nails will damage both the strings and fingerboard—additionally they inhibit the student from playing properly in tune.

BAND- Instrument Care and Maintenance Expectations

Each member will be expected to keep his or her instrument in excellent condition. Grades may be given on periodic inspections.

WOODWINDS

1. Keep instruments free of dust.
2. Check pads weekly for worn or torn pads.
3. Keys should be oiled and wooden instruments should be bore oiled periodically. *Never perform either operation without instructions from your director.*
4. Mouthpieces should be cleaned daily.
5. Double reed players should have 2 playable reeds at all times. Clarinets and Saxes should have 4 playable reeds. Playable means no chip or cracks and looks fairly new. Try Vandoren or Mitchell Lorie #2.5 or #3.
6. Cases should be kept clean and clearly display name and class.

BRASS

1. Instrument should be cleaned periodically, inside and out. *Do not perform this task without instructions from your director.*
2. Mouthpieces should be cleaned daily. (Things you can't see start growing)
3. Tuning slides should be greased after cleaning.
4. Trombone slides should be lubricated as necessary.
5. Valves should be oiled as necessary.
6. Cases should be kept clean and clearly display name and class.

PERCUSSION

1. Your director will provide you with a list of required sticks and mallets.
2. All players are responsible for keeping all equipment clean, organized, and in good working order.

Parental Involvement

Always keep in mind that your support is an essential element in your child's success with music study.

1. Schedule Practice Times: Music achievement requires effort over a period of time. The time in band/orchestra rehearsal is limited. New concepts learned at school need daily personal practice time at home for these new skills to be developed. You can help your child by:
2. Providing a quiet place in which to practice. Remaining nearby during practice times as often as possible. Scheduling a consistent daily time for practice. Praising your child's efforts and achievements.

WHAT TO AVOID

- Using practice as a punishment.
- Insisting your child play for others when he/she doesn't want to.
- Ridiculing or making fun of mistakes or "less-than-perfect" playing.

WHAT TO DO

- Acknowledge improvement regularly
- Talk with your child should his/her interest begins to decline.
- Increase your enthusiasm and involvement in your child's playing.
- Remind your child to bring his/her instrument to class each day.
- Expose your child to a wide variety of music, including concerts and recitals.
- Encourage your child to talk with you about class - the good, and especially the not so good!
- Listen to your child practice and encourage them to perform for family and friends
- Help your child build a personal music library.
- Make certain that your child is on time for all rehearsals and performances.
- If at all possible, obtain private lessons with a qualified teacher.
- Get to know your child's teacher.

IMPORTANT FORMS

The next 4 pages contain important documents for successful participation in the HPSA instrumental music program. Please look over them very carefully, and return the signature page at the end by Friday, August 25th, 2017.

1. Performance and Rehearsal Calendar
2. Parent/Student Acknowledgement Form Notice of Absence Form
(only for reporting an absence)
3. Contact Information Form
4. Rental/Repair Contract

HELFRICH PARK STEM ACADEMY BAND/ORCHESTRA

CALENDAR OF EVENTS 2017-2018

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Location</u>
9/18	EVSC MS HONORS ORCHESTRA/BAND Auditions: Violins/Brass/Percussion	TBA	TBA
9/19	EVSC MS HONORS ORCHESTRA/BAND Auditions: Viola, Cello, Bass, Woodwinds	TBA	TBA
11/9	Veterans' Day Assembly Varsity Band/Orchestra	School PM	HPSA GYM
11/13	AFTER SCHOOL REHEARSAL Cadet Band/Orchestra	2:35-5 PM	HPSA BAND ROOM
11/14	AFTER SCHOOL REHEARSAL Varsity Band/Orchestra	2:35-5 PM	HPSA BAND ROOM
11/15	FALL CONCERT Cadet and Varsity Band and Orchestra	6:30 PM	HPSA GYM
12/11 or 12/12	5 TH GRADE WINTER CONCERT	6:30 PM	HPSA GYM
12/14	EVSC MS Honors Elementary Concert	TBA A.M.	NORTH JH
12/14-12/16	EVSC Middle School Honors Tour	7:00	NORTH JH
1/11	EVSC Middle School Honors Concert	7:00	NORTH JH
2/3	ISSMA SOLO AND ENSEMBLE ADVANCED BAND	PM	NORTH JR HIGH
1/31 or 2/1	EVSC SOLO AND ENSEMBLE ALL BANDS	PM	NORTH JR HIGH
2/5	AFTER SCHOOL REHEARSAL #1 Varsity Band/Orchestra	2:35-5 PM	HPSA
2/20	AFTER SCHOOL REHEARSAL #1 Cadet Band/Orchestra	2:35-5 PM	HPSA
2/21	AFTER SCHOOL REHEARSAL #2 Varsity Band/Orchestra CLINIC	2:35-5 PM	HPSA
2/24	ISSMA STATE SOLO AND ENSEMBLE	TBA AM	INDIANAPOLIS
3/12	HELFRICH PARK CLINIC Cadet Band/Orchestra	2:45-5 PM	HPSA
3/14	HELFRICH PARK REHEARSAL Advanced Band/Orchestra Rehearsal	2:45-4 PM	HPSA
3/16 or 3/17	ISSMA MIDDLE SCHOOL CONTEST Advanced Band	TBA (PM)	NORTH JH
3/19	AFTER SCHOOL REHEARSAL #3 Cadet Band/Orchestra	2:35-4 PM	HPSA
3/20 3/21	EVSC CONCERT FESTIVAL Cadet Band/Orchestra Varsity Orchestra	TBA	NORTH JH
5/8 or 5/9	5TH GRADE SPRING CONCERT	6:30 PM	HPSA GYM
5/10	FINE ARTS NIGHT	6:30 PM	HPSA GYM

Events in **bold** are required of HPSA Band and Orchestra members.

Helfrich Park STEM Academy Instrumental Music Department

ABSENCE REQUEST FORM

Please use this form to request an absence from before or after school rehearsals, sectionals, clinics, or performances. Students MUST provide seven days notice, unless there is an unanticipated emergency. The absence is not excused until the director has signed the request. Please refer to the EVSC Co-Curricular Attendance Policy in the Instrumental Music Handbook.

STUDENT NAME _____

BAND OR ORCHESTRA _____

DATE OF REQUESTED ABSENCE _____

REASON

PARENT SIGNATURE _____

DATE OF NOTICE _____

BAND OR ORCHESTRA DIRECTOR'S SIGNATURE DECISION

EXCUSED UNEXCUSED

DATE NOTES:

Helfrich Park STEM Academy Instrumental Music Department

CONTACT INFORMATION

2017-2018

Student Name: _____ Instrument: _____

Grade: _____ Birthday _____

Polo Size: _____ (Please Specify Youth or Adult Sizes)

Mother's Name: _____ Father's Name: _____

Student lives with: _____

Polo Size (Please Specify youth or adult): _____

Address: _____ City: _____ Zip: _____

PHONES

Home: _____ Student Cell: _____

Mom Cell: _____ Dad Cell: _____

Mom Work: _____ Dad Work: _____

E-MAILS

Parent E-mail: _____

Student E-mail: _____

PRIVATE TEACHER INFORMATION

Do you currently take private lessons on your band/orchestra instrument? Yes No

If so, teacher name:

Do you need a private teacher? Yes No

EMERGENCY CONTACT INFORMATION

Emergency Phone: _____ Emergency Cell: _____

Other information: _____

ACKNOWLEDGMENT OF POLICIES AND INFORMATION

I have read and understand the information in the 2017-2018 Instrumental Music Handbook. I acknowledge the policies and understand my responsibilities as a band/orchestra member. I will give my very best at each rehearsal and performance and will work together with the other members of my ensemble to contribute to making great music.

Student Name (Please Print) _____ Date _____

Student Signature _____ Grade _____

As parent(s)/guardian(s), I/we have read the 2017-2018 Instrumental Music Handbook and acknowledge and understand the policies and procedures within. I pledge to help my son/daughter to fulfill his/her responsibilities as a band/orchestra member.

Signature of Parent(s)/Guardian(s) _____

Date _____

Signature of Parent(s)/Guardian(s) _____

Date _____