

LYNNWOOD
HIGH SCHOOL
INSTRUMENTAL MUSIC
HANDBOOK

2019-2020

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Music Department Facilities

We are in a beautiful, state-of-the-art building. One of our primary goals for the year will be to respect and take care of this space, along with the resources within it. This will become part of the school culture at LHS. This new building is also a “green” building, which means that efforts have been made to minimize our impact on the environment. We, the students, teachers, and staff, will be making extra efforts to use less energy, recycle materials, and take care of our environment. You, the student, will play an extremely important role in our success with this goal.

There is absolutely no food, gum or drinks allowed in the Music Department Facilities. This includes the instrument storage room and all practice rooms. No students are permitted to eat their breakfasts or lunches in any area of the music facility. Any student caught consuming food or beverages will immediately be given a disciplinary referral to the LHS Behavior Coordinator, as this is direct insubordination.

Instrument Storage Room

Students are not allowed to “hang-out” in the Instrument Storage Room. Students are only permitted to quickly drop-off or pick up their instruments and immediately return to the band room. Non-music department students are not permitted to enter the Instrument Storage Room. Every possible precaution is taken to keep the Instrument Storage Room Secure. It is ultimately the student’s responsibility to keep their instrument secure during the school day. If you store your instruments in the storage room, the district is not liable for any theft or damage. Students should only store their instrument and music in the instrument storage room in the locker assigned to them. Students may not switch lockers without teacher permission. This room is not your personal locker! Do not keep any other personal items (lunches, assignments, text books, clothes, coats, sports uniforms and equipment, etc.) in the instrument storage room. Nothing should be left on the floor at any time.

Practice Rooms

Use of the practice rooms is a privilege. Students must have Mrs. Stevenson or Mr. Onishi’s permission before entering a practice room. Only approved number of chairs and stands are to be left in practice rooms, and nothing more. When in a practice room students are to be on task. If students are found to be off task while in the practice rooms they will receive a disciplinary referral to the LHS Behavior Coordinator. The practice rooms remain locked when not in use. There is a practice room key available for students to use when using the practice rooms which hangs in both the band and orchestra rooms. Students are to grab the key from the hook, unlock the door, prop the door open with either a chair or stand, and immediately return the key to the hook. The key should not be taken into the practice rooms. Part of a student’s responsibility in using a practice room is to make sure the key is returned.

Music Libraries

Students must have Mrs. Stevenson or Mr. Onishi’s permission before entering a music library. Non-music department students will not be allowed to enter a music library. The music libraries are to remain locked when not in use. Students should not remove any materials, supplies, snacks or music from this room without permission, every time.

Uniform Storage Room

When uniforms are being issued, students will remain outside the room, unless asked specifically to enter. This room is to remain locked when not in use.

Activity Code

School board policy states that participation in some performances for Band, Orchestra, or Steel Drum Ensemble are subject to student eligibility as stated in the Activity Code. Students who are ineligible to perform will still be required to attend the performance. Their participation and grade will be based upon being on time, setting up and tearing down and remaining with the group for the entire performance.

All school concerts, quadrant concerts, school district graduations and locally adjudicated performances (i.e. Sno-King Festivals) will be considered curricular performances and may not be used as part of the Activities Code for rendering students ineligible to participate.

Performances that involve travel and cost that are subject to the Activity Code will have published guidelines regarding the refund policy should a student become ineligible after making a financial commitment. It is the student and parents' responsibility to have a clear understanding of this policy.

Mrs. Stevenson or Mr. Onishi cannot make exceptions and is required to enforce school board policies.

Mrs. Stevenson or Mr. Onishi believe the standards of the Activity Code are attainable by all students. If any music student feels at risk academically, please see Mrs. Stevenson or Mr. Onishi immediately. She can facilitate meetings with other teachers to help you maintain eligibility. It is your responsibility to communicate academic concerns with Mrs. Stevenson or Mr. Onishi, as they may ultimately affect a performance.

A copy of the Activity Code is included in this booklet and must be signed by parents and students immediately. Students will receive failing grades on their progress reports and report cards until the Activity Code has been completed and turned in. Signed Activity Codes will be kept on file in the ASB Office.

ASB Cards

All Band and Orchestra Members are required to purchase an ASB Card. This year they are \$50.

Families requiring financial assistance must contact Mrs. Stevenson or Mr. Onishi immediately to make arrangements.

Limited funds are available to assist students, but are first-come-first serve basis. All financial aid is strictly confidential. **Students will receive failing grades on their progress reports and report cards until the ASB card has been purchased.**

School Instruments

The District provides only large or unusual instruments. Mrs. Stevenson or Mr. Onishi will issue these instruments. At the time of issue you will be asked to sign an Instrument Loan Agreement (MA-3). You will be responsible for normal maintenance costs, such as string replacements, or repairs. Major repairs will be done through the district. These instruments are to be respected and cared for. Negligence will not be tolerated. Fines will be issued for the cost of repair and up to the cost of complete replacement.

Uniforms

Students will be informed of required uniforms for each performance. It is the student's responsibility to know what is to be worn. *Families requiring financial assistance must contact Mrs. Stevenson or Mr. Onishi immediately to make arrangements. Limited funds are available to assist students, but are first-come-first serve basis. All financial aid is strictly confidential.*

Jazz Ensemble

Girls – Are required to purchase matching dresses. Each dress is \$60 plus shipping and handling. You will be responsible for your own appropriate shoes and stockings. Accessories must be subdued and tasteful.

Boys- Are required to purchase matching ties. The ties cost \$20. You will be responsible for your own black suit (including a long sleeve, white, button up shirt with a collar) and appropriate black shoes and socks.

We will be discussing sweat shirts at our retreat.

Concert Band & Wind Ensemble

The concert uniform is black dress pants, black socks, black shoes, white tux shirt and black bow tie.

(Capris, floods, crops, sweats, jeans, skirts, flip-flops and bare feet will not be accepted.) The casual/pep uniform is a t-shirt and sweat-shirt combo which you must purchase through the school for \$40. The pep uniform is to be worn with black or blue pants.

Orchestra & Choir

The Orchestra Uniform will be black dress pants, black socks, black shoes, and a black long sleeve button up dress shirt. **(Capris, floods, crops, sweats, jeans, skirts, flip-flops and bare feet will not be accepted.)**

Music & Folders

Sheet music accounts for most of our operating budget. Music is expensive and hard to replace. Care and respect must be shown for music at all times. Students are assigned parts. If the part that has been assigned to a student is missing, that student will be charged for a replacement part. You are responsible for your own music and folder(s). Fines will be issued for damaged music as well. The average cost of replacing music is dependent upon the number and types of pieces missing – regardless of whether or not the student had originals. On average, one Choral Octavo is \$5, Pep Band part is \$7, Orchestra, Concert Band and Jazz Ensemble Parts are \$10.

If you return your music AFTER it has been collected in class, you will be required to pay a \$10 filing fee. When large quantities of music are collected, students will be given a checklist. They will be responsible for writing down which music they are returning and turning in the form. Failure to turn in the form will result in an “incomplete” grade until the form and the music has been turned in, or the fine has been paid.

Percussion Equipment

LHS provides large drums and percussion instruments for the percussionists to use. In the past a significant percentage of the music budget had been spent on mallets and sticks that disappeared. *All band and orchestra members are required to provide their own instruments and accessories, **all percussionists must provide their own sticks and mallets.** Each percussionist will be rotating instruments and is to be prepared to play them.*

These sticks and mallets need to be with the student beginning Thursday, September 6. **This will be a part of the students' grade beginning that day. It is suggested that each percussionist store these in his or her own backpack.** *Percussionists are not to store their music, sticks, or other belongings anywhere in the classroom or equipment storage cabinets.*

Chairs Assignment

All parts in every musical group are important! Different parts require different technical abilities, and all parts are necessary to fill out each ensemble. Part/Chair /Seating assignments will be handled differently in each class. Regardless of a student's "seat," or "chair," he or she may be asked to play different parts at times to best benefit the ensemble.

Part Assignments

The Director has sole discretion about assigning who will play and rehearse all parts including solos. The Director will not discuss "playing time" with neither students or parents at any time.

Learning Environment

We know that students learn more efficiently when in a positive and supportive environment. In order to provide such an environment where the students may flourish and the director feels comfortable, a few student conduct expectations must be established and followed. It is our goal to be consistent with all students. Students must realize that consequences given are only to change conduct and not to put down any individual student.

1. Entering the classroom

Students are expected to enter the classroom in an orderly fashion, prepare for rehearsal and be in their assigned seats at the beginning of each class period. Procedure will be established during the first week of school and students must continue to meet expectations for all rehearsals following, without reminder.

Students will be allowed two minutes at the beginning of each class to individually warm-up or practice their instrument. Students will warm-up at soft levels.

2. Follow Directions

When the director asks for attention, students are expected to become quiet until directed to play. If a student needs to speak, they will raise their hand and wait for the director to acknowledge before speaking. When the director stops the ensemble students must become quiet instantly. Students will not be allowed to play out of turn or speak while the director is running the rehearsal.

3. Remain in your seat

Students are to remain in their seats, and not to begin packing up during class until the director gives permission to do otherwise.

4. Passes

Students should have reason to leave rehearsal minimally. Make an effort to take care of things before rehearsal. Students who need to use the restroom or get water may do so, one at a time, must clearly sign out and carry the designated pass. Any other reason to leave the classroom requires the Orange "Agora" Pass. Students must fill those out completely, and ask the director to sign.

5. Classroom Care

There will be no food allowed during rehearsal. Respect will be used when using school equipment and instruments. Water in a closed container is the only acceptable beverage.

Students are not allowed to write or draw on the whiteboard, or classroom calendar without the director's permission. Students are expected to put away their own chair, stand and all other materials after certain class periods, without receiving reminders. No exceptions will be made.

***** No ELECTRONIC DEVICES ARE PERMITTED IN THIS CLASS. CELL PHONES AND OTHER ELECTRONICS MUST BE PUT AWAY AND TURNED OFF AT ALL TIMES WHILE IN THE CLASS. EVEN BEFORE THE BELL HAS RUNG. THIS INCLUDES PRACTICE ROOMS AND THE MUSIC LIBRARY.**

Musicians' Responsibilities

Being a member of a performing group has many unique responsibilities. We are called upon many times throughout the year to present musical programs to the school, community and district.

The reputation of our school, community district and ourselves lies on the shoulders of each of us to present the best possible musical performance. In order to achieve this goal it is imperative that you are aware of and accept several basic responsibilities.

1. 100% attendance at all performances and rehearsals.
2. Come to rehearsals and performances prepared with **instrument, music pencil and other supplies.** (This includes drum sticks / mallets, reeds, valve oil, flip folders, mutes or whatever you need for your particular instrument.)
3. Know your music. It is your responsibility to practice your own parts and to be able to play them. If at any time you have trouble improving at an acceptable rate it is your responsibility to ask Mrs. Stevenson or Mr. Onishi for extra help.
4. Make an effort to learn and improve daily.
5. Use your talent in **positive and productive** ways.
6. Be aware of any changes to the performance schedule.

Performing music classes are not just activities. These are **academic classes** where you receive credit towards graduation. Because of the nature of the performing arts, there are a lot of performances involved. As in any team sport, **OUR SUCCESS DEPENDS ON THE TOTAL COOPERATION AND COMMITMENT OF ALL PLAYERS AT ALL TIMES.**

By participating in the Lynnwood High School Instrumental Music Program you will be presented with the best possible musical experience: High-quality music selection, numerous performance opportunities and a depth of knowledge that will enable you to be a proficient, well-rounded musician. The skills you acquire now will prepare you for a lifetime of musical literacy and enjoyment.

Grades and Attendance

The following policies apply to all instrumental music classes.

It is mandatory that each student attend each performance no matter how insignificant it may seem. A missed performance will result in an "E" for that portion of the grade. In case of an emergency (i.e. illness or family emergency), Mrs. Stevenson or Mr. Onishi must be notified **as soon as possible**. As stated in the LHS student handbook, absences are defined as excused or unexcused. The same definition as used for school guidelines will be in effect for music performances.

Excused absences include illness, family emergencies, medically related appointments, recognized community service activities approved by the school board, religious holidays and observances, approved prearranged vacation activities with parents and other activities with prior administrative approval. Excessive excused absences will result in lowered participation grades.

Unexcused absences are non-emergency, non-illness related appointments, social and recreational activities, non-approved vacation trips, transportation problems, oversleeping and work. **Even with a note, these absences are still considered unexcused.**

Any time that the director has reason to believe a student is skipping class, it will result in a disciplinary referral.

School Related absences include school-related absences, field trips, athletic trips and suspensions. If school related absences are having a negative impact on a student's class performance, **a teacher may deny permission for the absence. Students must obtain prior permission for all planned absences.**

Absenteeism due to administratively approved school;-sponsored activities **will not count toward loss if credit provided missed work is promptly made up.**

Every unexcused absence from a rehearsal will result in the student's final grade being lowered one step on the following scale.

A A- B+ B B- C+ C C- D+ D

For example, if a student's grade at the end of a grading period is a 'B,' and the student had two unexcused absences during the term, the student will receive a C+ as their final grade.

All absences must be excused by calling or sending a note to the attendance office within 24 hours of the absence.

Everything possible is done to inform students and families of changes to rehearsal and performance schedules. Scheduling conflicts are avoided at all costs, but of course do occur. It is the student's responsibility to inform Mrs. Stevenson or Mr. Onishi as soon as possible.

Grades will be posted online on skyward. Grades will be updated periodically.

Performance Excuse Policy

Performances at sporting events: Excuses must be received at least one week (seven calendar days) prior to the performance. In the event of a play-off or extended season performance the excuse policy will be given to the students as soon as possible. There will be a minimum of two days required to excuse a performance.

All other performances (concerts): Concerts must be excused in writing or via email 4 weeks (28 calendar days) before the concert.

No excuses will be accepted over voice mail.

In the event of an emergency please leave a message on Mrs. Stevenson or Mr. Onishi's cell phone 425-210-9058. It is the student's responsibility to approach Mrs. Stevenson or Mr. Onishi to arrange a make up assignment after a performance missed due to an emergency.

Orchestra

*All Violin and Viola players are required to have a shoulder rest at every rehearsal.

*Each section must have a minimum of 60 minutes of out of class sectionals per month.

Mrs. Stevenson or Mr. Onishi will receive a sectional schedule from the principal player in each section at the beginning of each semester. Sectionals schedules will be posted on the calendar in the rehearsal room. Section leaders are required to submit attendance in writing.

Quarter and semester grades will be based upon the following areas in Orchestra:

- Performances 25%
- Out of class practice and preparation
(Including playing tests/Sectionals) 20%
- Written Assignments /Semester Project 15%
- In Class Participation/Attendance 40%

Concert Band, Drum Line, Wind Ensemble

*Required sectionals will be scheduled as needed.

Students must purchase Accent on Achievement Book 3 and have it in class every day starting the first Monday of the school year.

Quarter and semester grades will be based upon the following areas in Band:

- Performances 30%
- Out of class practice and preparation 20%
- Including Playing Tests
- Written Assignments/Semester Project 15%
- In Class Participation/Attendance 35%

Choir

*Required sectionals will be scheduled as needed.

Quarter and semester grades will be based upon the following areas:

- Performances 25%
 - Out of class practice and preparation 20%
 - Including Singing Tests
 - Written Assignments/Semester Project 15%
 - In Class Participation/Attendance 20%
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Jazz Ensemble

Jazz Ensemble meets during zero period (6:20-7:10). Instrumentation is two alto saxophones, two tenor saxophones, 1 baritone saxophone, up to five trumpets, up to five trombones, one piano, one guitar, one bass and one drum set. There will be no other primary instruments admitted into the group. If someone wishes to join Jazz Ensemble who does not meet the instrumentation requirements they are encouraged to meet with Mrs. Stevenson or Mr. Onishi to discuss learning to double.

This group requires teacher permission and an audition. **It is district policy that in order to be in Jazz Ensemble you must also be in either Wind Ensemble, Concert Band, or Orchestra concurrently.**

Attendance is mandatory in Jazz Ensemble, and part of the student's grade. Absences and tardies will be deemed excused or unexcused based on LHS definitions in the Student Handbook. Because this is an academic class, which receives credit and performs publicly, it is essential that each member is present at rehearsals and performances.

Four tardies will convert to one absence.

Absences must be excused in the same fashion as absences "during the school day."

Each Unexcused absence will lower the student's grade.

After 5 minutes a tardy will convert to an unexcused absence.

TO BE CONSIDERED ON TIME – students must be in their assigned seats, with their instrument and music, ready to play, at 6:20, based on the classroom clock.

The attendance policy will be STRICTLY enforced. Unexcused absences will lower grades and may be cause for dismissal.

This is a class that has extra performances, including trips to Jazz Festivals. **This is a class that requires a minimum of 30 minutes of sectionals per week.** Membership MUST remain constant throughout the year. Each member of the group is an essential part of the success of the group as a whole.

It is the students' responsibility to arrange for transportation to class every day. Buses are not provided and Mrs. Stevenson or Mr. Onishi cannot drive students. Carpooling is encouraged, and must be arranged by students and parents. A considerate arrangement for gas money for someone who picks you up on a regular basis is common courtesy. ☺

* Occasional rehearsals outside of scheduled class time will be scheduled as needed. Mrs. Stevenson or Mr. Onishi will provide sufficient notice to musicians about such rehearsals.

Quarter and semester grades will be based upon the following areas in Jazz Ensemble:

Out of class practice and preparation	30%
Sectionals	15%
Performances	25%
Attitude, Participation (including Attendance,) and written assignments	30%

*This is an upper level course that **requires** practicing and cooperation. Mrs. Stevenson or Mr. Onishi will excuse any member of the ensemble for not meeting expectations.

Private lessons

Private lessons are the most effective way to improve your proficiency on your instrument. Private teachers will help a musician to develop their tone, musicality, technique, range, improvisations skills and music theory knowledge. All of these areas are expected to be developed at an advanced level for membership in upper level performing group at LHS or any high school.

Public school music programs like ours are not designed for students to meet individually with their instructor. Many schools with very successful and prestigious music programs require students to take private lessons while enrolled in upper level ensembles.

There are no lesson requirements at LHS. It is expected that all students (those with less experience and those who are amongst the best musicians at LHS) practice, learn assigned music and improve, during every 30 day grading period.

At LHS and any other high school, students who are the most proficient on their instruments take private lessons. Private lessons are not free. Many musicians make their living by teaching students individually. I personally believe that it is a valuable investment. The mentor relationship that students develop with an individual lesson teacher can be very influential. Jake Bergivian, the director at Edmonds Woodway High School tells parents, "Years of private lessons are cheaper than a Psychologist, Psychiatrist or bail."

Music is a powerful, expressive outlet. To find out that you have been struggling because of a bad mouthpiece, or some other minor detail that a pro can diagnose within minutes, is a relief. You can then begin to play more expressively, which is very rewarding.

If you have any questions about lessons, how effective and valuable they are, and this philosophy, please discuss it with Mrs. Stevenson or Mr. Onishi, any LHS student who is taking lesson, or Mr. Scott Barnes, the Edmonds School District Manager of the Arts.

Practice

As musicians we must improve technique, tone, phrasing, expression and intonation in order to approach our potential and provide our audiences with the highest quality concerts possible. We will work on these skills in class on a regular basis, however, this is not enough. **Individual PRACTICE is a REQUIRED aspect of all music classes.** Practicing is factored into your grade. **INDIVIDUAL PRACTICE** is worth 20-30% of your grade in every instrumental ensemble. You will not improve if you do not work on your instrument outside of class time. In order to check your progress, **playing tests may be given at any time on music currently in your folder.** If it is evident that outside practice is not taking place based upon the improvement of your playing, *Mrs. Stevenson or Mr. Onishi will require practice records for you as a part of your grade.*

If you can proficiently play all assigned music in your folder: Great. You still have to practice.

All students enrolled in music classes must practice a minimum of 90 minutes per week to receive an 'A' or 'B'.

Chamber Orchestra and Jazz Ensemble 1 & 2 students must practice a minimum of 120 minutes per week to receive an 'A' or 'B'.

Agreement Form

This form is due Monday 9-9 for credit.

I have read the Instrumental Music Department Handbook (which includes my class syllabus) and will comply with all policies. I understand that I have committed myself to a very important academic class and will improve my musicianship, conduct myself in a professional manner, keep a proper attitude and represent my school, band or orchestra and self to the best of my ability. I know that ASB cards are required for band & orchestra students. If I need financial assistance I will get in contact with my counselor as soon as possible. I know that there is a \$25 lab fee for this class, \$50 if I take two ensembles, and that I have the opportunity to fundraise this if I need to.

I understand that in class attendance and practicing outside of class time is expected and part of my (student's) grade.

Student's: Name _____ Date _____
(PLEASE PRINT)

Student Signature _____ Class Period(s) _____ Ensemble _____

Student Cell Phone # _____

Parents:

Please sign this document so that I know that your student has shared the Instrumental Music Handbook with you.

Parent/Guardian Signature _____

Email is a very convenient and valuable resource. We will be communicating exclusively and regularly by email. Please make sure we have your best and most current email! (And write legibly ☺)

Parent email _____

Also – please join our Facebook Group “Lynnwood HS Music Department.” This is the best way to know what is going on, get updates and reminders.