*Magruder*

*Instrumental*

*Music Department*

**Hand Book**

2016-17

 **Mark Eisenhower Teacher/Director**

 **IMD Council**

 **Julienne Boyce Co-Presidents**

 **Rosalie Phillips**

 **Avery Biggers Executive Officers**

 **Sydnie Brown**

 **Diana Dorsie**

 **Joella Hynuh**

 **Nicole Laffan**

 **Dana Lee**

 **Emily Pena**

 **Jeremy Park**

 **Ben Ramos**

 **Chris Rose**

Magruder Instrumental Music Department

Hand Book

 Welcome to the Magruder High School Instrumental Music Department. The purpose of this handbook is to help members understand course expectations and their role in the Instrumental Music Department. It will help them learn and perform at the highest level possible. In addition to outlining the rules and procedures of the Instrumental Music Department, it will help clarify the group goals that are vital to the efficient operation of an excellent organization. Also, it serves as a foundation to the building of Commitment and Pride within the Instrumental Music Department.

 Students and parents are responsible for a thorough understanding of the contents of this handbook and should refer to it frequently throughout the school year. There is a contract at the end of the handbook that students and parents will need to sign and return at the beginning of the school year.

**Goals of the IMD:**

 - To provide a curriculum that enables students to learn about music

 through performance.

- To develop the critical thinking skills, self discipline, character, and responsibility necessary for quality music learning.

- To help students become more discriminating consumers of music and to enable them to use music to enhance the quality of their lives.

- To develop a fundamental understanding of music and advanced musical skills so that students will want to continue their music participation beyond their high school education.

**Curricular Performing Groups and Activities:**

*Curricular Organizations (1 credit each)*

- Symphonic Band- Up to 12 Service Learning hrs. per sem.

 - Concert Band

 - Jazz Ensemble-Up to 10 Service Learning hrs. per sem.

 - Symphonic Orchestra-Up to 8 Service Learning hrs. per sem.

 - Concert Orchestra

  *(Students must apply for SSL hours for all classes)*

 *Extracurricular Activities*

- Marching Band

- Color Guard/Flag Squad

 - Pit Orchestra

 - Gamer Symphony Orchestra

 - Tri-M (Music Honor Society)

 - County Honor Ensembles

 - All-State Ensembles

 - Solo and Ensemble Festival

 - Away Game Pep Band

**Student Placement in Instrumental Music courses**

**Concert Band, Concert Orchestra**: Open to all students who have successfully completed two years of ensemble participation in middle school. Audition required to waive the prerequisite. Members are expected to enroll both semesters each year.

**Jazz Ensemble**: Open to all students by audition or director recommendation. Members are required to enroll both semesters each year.

**Symphonic Orchestra**: Open to all students who have successfully completed two years of ensemble participation in middle school or high school. Audition or director recommendation required for enrollment/re-enrollment to waive the prerequisite. Members are expected to enroll both semesters each year. Symphonic Orchestra members, with director approval and parent conference, may be exempted from a semester of Symphonic Orchestra in order to complete required courses for graduation one time only. Students not continuously enrolled in Symphonic Orchestra may be asked to audition to re-enroll in the class.

**Symphonic Band**: Open to all students by audition or director recommendation. Members are expected to enroll both semesters each year. Symphonic Band members should plan to take Health/Tech courses during the summer in order to avoid scheduling conflicts. Symphonic Band members, with director approval and parent conference, may be exempted from a semester of Symphonic Band in order to complete required courses for graduation one time only. Students not continuously enrolled in Symphonic Band may be asked to audition to re-enroll in the class.

**Students enrolled in an instrumental music course for one semester during a school year may be restricted from participating in trips and special events.**

**Department Organization**

- Membership in curricular ensemble courses is determined by audition and/or recommendation by the director. Placement in ensembles is determined according to student ability, grade level, and the need for a balanced instrumentation in each ensemble.

 - The director is responsible for overseeing all musical and

 academic activities, and for advising students as to their

 participation in music at Magruder High School and in the

 community.

 - The membership shall consist of all students earning credit for

 their participation in instrumental music at Magruder High School,

 and colorguard/flag squad members.

- Selection of the IMD Council will take place at the end of each school year.

**Selection of the IMD Council**

The council for the coming year will be nominated on a slatepresented by the current council serving on a nominating committee along with three IMD members elected by majority vote of the membership. Two elected representatives will be selected from the Symphonic Band along with one representative from the Orchestra. Members elected to the nominating committee must have fully participated in the instrumental music program.

 By definition, full participation shall refer to members who have

 met course requirements and are signed up for both semesters.

 Legitimate conflicts will be dealt with on an individual basis.

 The nominating committee will discuss and prepare a slate of

 officers as needed for the coming year. Typical council offices are

 President and Executive Officer.

Once a slate has been selected by the Nominating Committee, it will be presented to the IMD student members. Each member will vote either to accept or reject the individual nominees. The voting will be based upon a “yes” or “no” system with a majority vote needed to confirm the nominees appointment. If a nominee is rejected, the Nominating Committee will meet again to develop an alternative nominee. Then, the new slate of council members will be presented to the IMD and the voting process will be repeated.

**Duties of the Council**

 *President(s) -*

Student spokesperson. Coordinator and delegation of

 Instrumental Music student activities and committees.

 *Executive Officers-*

Work in various areas to aid and assure the success of the

 IMD.

 *Appointed Executice Officers-*

Drum Major, Librarian, Uniforms, and others as needed.

**Rules Governing the Music Suite**

 **- No food, drinks, or gum** will be allowed in the Music Suite during

 class time. Bottled water may be allowed with permission of the director.

- Students shall use the Suite under the supervision of the director. Students desiring to use the Suite must secure the permission of the director.

- Practice rooms may be used any time of the day with a pass

 from the appropriate teacher and permission from the

 director. Lunchtime use will be via daily signup.

 - **Uniforms may not be taken out without approval of the**

 **uniform chairperson and the director.** Only uniform

 committee members are permitted in the uniform room during check out/in.

- **Instrument storage is provided in the storage area**. The room will usually be unlocked by 7:15 a.m. and usually locked by 4:00 p.m. each school day. All students should share in the responsibility for security in this area and should respect other people’s property. It is not recommended that students leave instruments in school during weekends and extended breaks. Students are responsible for keeping their instruments in the storage area when not in use.

***While every attempt is made to keep the music suite secure,***

 ***Magruder High School cannot guarantee complete security for***

 ***student owned instruments. Students are parents are***

 ***encouraged to keep cases locked when possible and fully***

 ***insured for damage and loss.***

- All students must assist in caring for equipment in the area and

 maintaining a clean room.

 - Store all music and books in the bookcase storage slots

 during the day. Be sure you bring your music back with you if

 you miss a day of school. Players who share music are severely

 inconvenienced if music is left at home. Fees will be assessed for

 lost or damaged music.

 - **Vandalism and theft is not tolerated**. Any student caught

 vandalizing school property will be reported to the administration/security

 and will be held financially responsible for the damage.

 - Students assigned to MCPS owned instruments must fill out a

 receipt and bond form. They will be financially responsible for

 repairs that are not due to normal wear and tear. This includes cleaning costs due to eating while playing.

**Marching Colonels Expectations**

-All wind and percussion members of the Marching Colonels must be enrolled in a Magruder performance music class.

- Students will need to be prepared to rehearse outside in various

 types of weather.

- Students must wear appropriate footwear to all rehearsals. Sandals, flip-flops, or dress shoes are not appropriate.

 - All Marching Colonels members will be required to sit with the

 band, in their appropriate section, during the football games. Non-

 band members will not be allowed into the band area.

- All members must keep their pep band music in a flip folder. All members are responsible for keeping a flip folder with their name on it.

- Members will have the 3rd quarter to themselves for changing, checking in uniforms, visiting the snack bar, etc. Members will need to be in place with one minute left in the third quarter, ready to play.

 - Marching Colonel members are expected to demonstrate proper

 care for all uniforms. Members may be charged for any damage

 outside of normal wear and tear.

* Refer to the Marching Colonel commitment packet and Camp Letter for additional information and policies.

**Class/Rehearsal Expectations (Formative Grading applicable)**

 - Students will be in place for rehearsal three minutes

 following the late bell and be prepared to perform with

 instrument, music, and pencil. Unless a student presents an

 authorized pass, they will be marked tardy.

 - Students will demonstrate an appropriate warm-up prior to

 the onset of rehearsal or will wait for the conductor to begin the

 group warm up and rehearsal.

 - Students will become silent immediately upon the director

 taking position on the podium and during the entire rehearsal

 unless directed otherwise or to ask questions.

 - Students are responsible for proper maintenance of their

 instruments at all times. **Maintain instruments outside of**

 **class time.**

- Students are responsible for obtaining the proper supplies necessary for their instrument. This includes students using school instruments.

-A limited supply of reeds and other supplies are available for sale in the music office outside of class time.

- Students using school owned instruments need to take extra care with them and may be asked to help pay for maintenance and repairs. L and L Music-Wind Shop is the authorized repair center for MCPS owned instruments. Do not take them anywhere else.

-Consistent with school policy, **use of electronics is prohibited in class during the school day. Students found using electronics during class risk confiscation**.

**Mouthpieces and Reeds**

 Besides taking private lessons and developing proper tone production habits, the most important factor that determines the quality of your sound is having a high quality mouthpiece and instrument. All members who do not study privately should purchase the following:

 **Mouthpiece Ligature Reeds**

 Clarinets: Hite-Premier Luyben, Mitchell-

 Vandoren B45 Rovner, or Lurie, or

 Bonade Vandoren

 Saxes: Selmer C\*(star) Bonade, or Vandoren

 Hite-Premier Rovner Mitchell-Lurie

 Rico Royale

 Trumpet: Bach 7C

 Trombone/

 Baritone: Bach 6 1/2 A

There are no other substitute brands or models that I can recommend. Don’t use cheap, low quality reeds. Buy a reedgaurd and keep your reeds in it. Mouthpieces and reeds are stocked or can be ordered at stores such as L&L Music, Chuck Levins’ Washington Music Center, Music and Arts, or Dale Music. If you are having trouble obtaining these items, or have questions, call me.

-**All percussionists are responsible for providing one pair of sticks (2b or lighter), a pair of xylophone mallets, and a pair of general timpani mallets at each rehearsal and performance.**

**Performance Dress Code (Summative Grading applicable)**

 **Symphonic Band, Symphonic Orchestra**

 *Men*

- Tuxes issued by IMD

- All black dress shoes and socks that cover the ankles. No flip flops/sandals.

 - White dress shirt with a collar. No polo shirts.

 *Women*

- Dresses issued by IMD.

 - All black shoes. No flip flops/sandals.

 **Concert Band, Concert Orchestra**

*Men*

- All black pants (no jeans or casual), shoes and socks that cover the ankle.

- All black dress shoes and socks. No flip flops/sandals.

 - White dress shirt with collar. No polo shirts.

 *Women*

***-*** Same as men.

 - All black skirt **(knee length or longer)** optional.

 **Jazz Ensemble**

*All members*

- Black embroidered Jazz shirt.

 - Black dress pants

- **All members** will be responsible for providing **all** **black** dress shoes and black socks to be used at all band concerts and performances.

 - The director has the right to determine appropriate dress for

performance. **Members not appropriately dressed may be excluded from the performance.**

 - Special marching shoes are required for all members of the

 Marching Colonels. They will be ordered at the beginning of the

 year. They are also suitable for indoor concert use.

**Grading Policy**

 The essence of music learning and growth in any performing

ensemble course is applying individual skills in a group environment. Instrumental music is, by nature, a “hands on” physical art that involves extensive mental ear training and the extensive physical coordination and conditioning of many small muscle groups. Evaluation of each student’s progress is based upon the level of achievement of course expectations that the student demonstrates on a consistent basis.

 **Grades in IMD courses consist of the following:**

 **50%: Tests, and performances (summative):** This summative grade reflects student achievement on playing tests, and written assignments. It also represents the student’s achievement level of assigned music in a concert situation and mastery of concert procedures that are essential to a successful performance.

 **50%: Attainment of MCPS, MD course goals and standards (formative):** This formative grade reflects student achievement in the classroom rehearsal environment. Mastery of rehearsal objectives will be measured through individual and group assessments. Students will receive a numerical grade that represents their achievement during each marking period. Quizzes are also formative grades.

 (See appropriate Essential Learner Outcomes, Appendix B, in the handbook for test, performance, and achievement guidelines.)

 The in-class achievement grade may be affected by things such as the following\*:

 - Not playing or demonstrating involvement in class activities.

 - Repeated forgetting of an instrument or music.

- Lack of adequate reeds, strings, rosin, chin/shoulder rest, etc.

 - Eating food, drinking non-water drinks, or chewing gum in class.

 - Doing homework or reading in class without director permission.

 - Using electronic devices during instruction.

 - Ongoing sore throat, headache, etc.

 \*A note from the student’s parents will be required to avoid having these affect the nine weeks in-class grade.

 Formative grading is based upon formal and informal assessments made by the

teacher. Students will be notified if they are not achieving adequately in this area. Notification will be oral or written.

 Students will receive a numerical grade for the summative and formative portions of the nine weeks grade. They will be averaged together to determine the nine weeks grade.

**Performances (Summative Grade applicable)**

Performances (concerts, festivals, etc.) are summative, culminating projects for performing ensembles. The performance date is considered to be the due date for the project and may not be reassessed. Most performances take place outside of the regular school day and attendance is part of the course expectations. Students will be given a numerical grade for all performances.

Grading Scale:

On time, properly attired A

 Tardy, properly attired B

 Improper attire C/Possible exclusion

 Absent, unexcused See below

 Absent, excused by school or director See below

 **Generally, the only excused absences from a performance will be for**

**serious illness or death in the family.** However, sometimes other situations arise and they will be considered by the director on an individual basis.

 **Playing and Written Tests, Quizzes**

Playingand written tests will be assigned throughout the year at the director’s discretion. Results of the playing tests may be used to determine re-seating and section placement. Playing tests may cover any material provided by the director or currently in the ensemble’s folder. Students will be given a numerical grade for all tests and quizzes.

 **Reaccessment for Missed Performances and Playing Tests**

 Since summative performances and playing tests occur at a specific time, it is impossible to accurately “make-up” a missed performance or test. Members who miss a performance or test (with an excused reason) will need to complete the following:

 -Within 5 school days from the performance/test, following the student’s return to school from an excused absence, it becomes the student’s responsibility to make a video recording of themselves performing the concert material. The performance will be graded using the same rubric that is used for playing tests. This will become their grade for the performance.

 -Within 5 school days from a playing test due date, students must perform the missed playing test in a context consistent with the rest of the class: either recorded or live for Mr. Eisenhower.

 -Students may use video recording equipment at home or at school.

 -Students who have an unexcused absence for a performance will be denied credit for the performance.

 -Students who do not submit the video within 5 days receive an E, 0 pts.

**Playing and Performance Letter Award Point Scale**

 Grades for playing tests will also be used as part of the IMD letter award point system. The playing test and performance grading scale relating to letter awards is as follows:

 A 16 pts B 13 pts C 10 pts E no good faith

 A- 15 pts B- 12 pts D 9 pts Effort-0 pts.

 B+ 14 pts C+ 11 pts E 8 pts

**Awards**

 *First through Fourth Year Band Awards*

(See Appendix A)

 *Other Awards:*

John Philip Sousa Award - chosen by the S.B. and the director

 Patrick Gilmore Award - chosen by the S.B. and the director

 Louis Armstrong Award - chosen by the J.B. and the director

 National School Orchestra Award- chosen by the S.O. and the director

Recognition of Service - chosen by council and director

 Director’s Trophy - chosen by director

**Policies Regarding Extracurricular** **Music Activities**

*Pep Band*

If student interest is adequate and instrumentation is balanced, a

pep band will be formed for away football games and other special events (see appendix C). The pep band will not be charged admission to perform. An approved chaperon must be present at all pep band activities.

 *Outside Musical Groups*

Magruder performing ensemble performance dates will take

 precedence over outside musical groups.

**Individual Practice Out Of Class**

Individual practice is expected of every IMD member. It is the ongoing homework assignment for all IMD ensemble members. All successful musicians, whether they are amateur or professional, develop their skills outside of ensemble rehearsal time. All members are responsible for practicing and preparing their parts, and developing individual skills on their instrument. To not do any individual preparation is like an actor showing up for a play rehearsal without his lines memorized. The rate of our progress is determined by the preparation level of the group.

**Seating and Section Placement**

The director will be responsible for determining the assignment of the parts that the members will perform.

It is the belief of the director that all parts of a music composition are important, otherwise the composer wouldn’t have written them. They must be heard and balanced equally in order for the full intent of the composer’s ideas to be realized. While students and parents often have the perception that the “first chair” parts are for the best performers only and the second and third parts are for the less accomplished members, this is not the philosophy of the IMD and the following will be considered when the director assigns music:

 - Playing test results and rankings.

 - Technical, physical, and musical demands of the music.

 - The need for a balanced, “section” sound.

 Section leaders will be chosen with the following criteria considered:

 - Leadership and the ability to get along with the section.

 - Prior service to the IMD and seniority.

 - Musical ability.

- Section leaders may not be necessarily be the most accomplished players in their section.

Reseating will occur during the year as needed and as time permits. An effort may be made to rotate parts so a player doesn’t always play the same part (all 1st, all 2nd, etc.).

 **APPENDIX A**

***Point System for Instrumental Groups***

The Magruder Letter Award will be awarded in the Spring to

 those students who have earned enough points. The number of points

 required is determined by the number of tests and performances

 done during the year. A maximum of 16 points per test or

 performance is possible. Along with the tests and performances,

 points will also be awarded for participation in fund-raisers, taking

 private lessons, playing in the Pit Orchestra for the spring musical,

 among others. For example, if there are 10 performances and tests

 then 160 points would be possible. The number of points required

 for an award is 110% of that amount, in this case 208 points. String

 Orchestra and Jazz Ensemble need 110% for an award. Here are

 some examples based on 130%:

Number of Tests/Perf. 100% Pts.. Possible +30% Extra Needed for Award

 4 x 16= 64 19

 5 x 16= 80 24

 6 x 16= 96 29

 7 X 16= 112 34

 8 x 16= 128 38

 9 x 16= 144 43

 10 x 16= 160 48

 Extra work must be done in order to earn enough points for an award.

 The director must approve all outside work. Listed below are *some*

 of the ways in which points can be earned.

 Extra work (librarian, uniform committee, equipment

 managers, publicity, etc.) - 1 point per hour.

 Contest Solo - 4 points

 Contest Ensemble - 3 points

 Pep Band - 2 points per performance

 Musical - 12 points

 Extra rehearsals outside of school time - 2 points

 Concert set up/tear down - 1 point per hour

 Fund Raiser Help - 1 point per hour

 All-State, MCPS Honors Ensemble - 4 points

 GSO, PVYO, MCYO, or other ensembles - 4 points

 Private Lessons (entire school year) - 4 points

 Middle School Solo and Ensemble coaching- 3 points

 Attendance at performances- 1 point (concert program and reflection required)

 Music Camp attendance- 4 points

 Points earned by Concert Band and members will apply towards their first year letter when they become members of the Symphonic Band, Symphonic Orchestra, or Jazz Ensemble.

 Marching Colonels members who satisfactorily complete the season will automatically earn a letter in their enrolled ensemble.

**COMPLETE THE FOLLOWING AND RETURN**

We have read and understand the policies and information covered in this handbook regarding membership in the Magruder Instrumental Music Program. We understand that all performances are a part of the course objectives and are therefore required. Appropriate dress is required.

Please return by **September 2, 2016.**

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 Student Name-Print Ensemble (class)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian Signature Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Family Phone

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Family email – primary, for IMD email group only

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Family email – alternate, for IMD email group only

**Appendix C**

**Pep Band Guidelines**

* The Pep Band provides music for the purpose of enhancing Magruder HS community events.
* Due to limited time and availability of student members and staff, the frequency of Pep Band performances will be limited. The director has the right to determine Pep Band performance dates.
* Pep Band performances will be cancelled when there are not enough volunteers, or if the instrumentation is unbalanced or insufficient.
* Membership in the Pep Band is voluntary and open to members of the Magruder HS IMD. Band performances at home football games are part of the Marching Colonels and are not considered to be a part of the voluntary Pep Band.
* At the director’s discretion, a mandatory rehearsal may be required prior to a Pep Band performance. Members must attend the rehearsal in order to participate in the performance.
* Pep Band members will perform in a location designated by the director. Members must sit in an arrangement assigned by the director.
* Musical selections will be chosen by the director.
* The Pep Band or its members will not be responsible for transportation costs for events away from Magruder HS.
* Pep Band members will not pay to attend events that they are performing for.