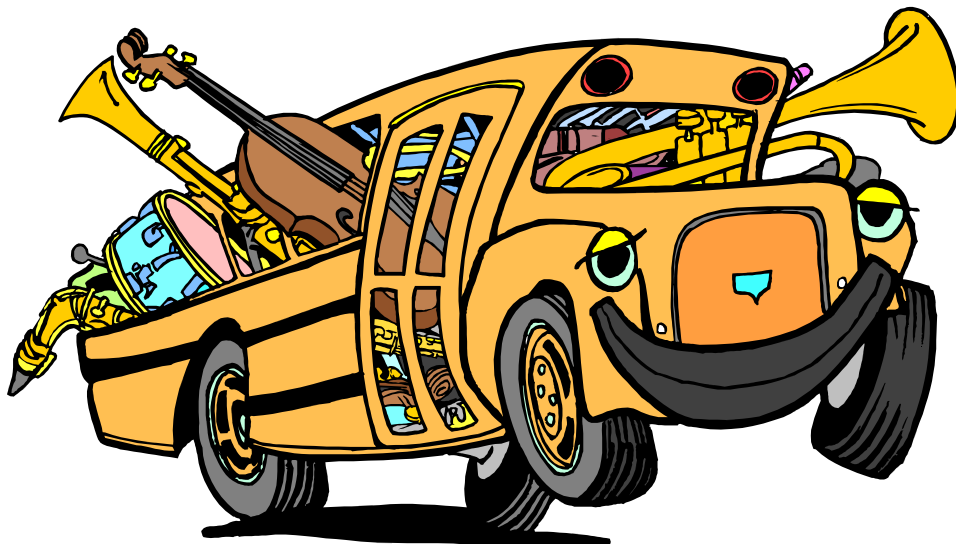


Black River Public School



Music Department Handbook 2011-2012

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Forms can be found on the Black River Website at:

<http://www.blackriverpublicschool.org/music.shtml>

Letter of Welcome

August 2011

It is with great pleasure that we welcome all of you to the 2011-2012 school year! The music department has planned a season of wonderful performance, festival, and fun that is sure to excite and educate every member of the Black River Public School community. You are part of one of the top 100 communities for music education, as identified by NAMM, and one of the finest music programs in the state! Be proud of yourselves! Please take the time to read this material so that you will be familiar with its contents. We have included in the handbook our comprehensive permission slip and medical form which are necessary for us to have on file when our students are involved in concerts or off campus events.

WE ASK THAT EACH STUDENT AND PARENT COMPLETE THE FOLLOWING PAGES:

- The Handbook Agreement Form
- The Permission Slip/Medical Form
- The Music Booster Membership Form

It is mandatory that each student returns the completed forms to his or her respective directors by **Thursday, September 1, 2011**. *This is worth 30 points toward your grade.*

We have included a schedule of all the important dates for the upcoming school year. Please take the time to put these dates on your home calendars. Reminders will be sent out shortly before each date. Up to date information can also be obtained online at: <http://www.blackriverpublicschool.org/music.shtml>

We're looking forward to another great year!
Cordially,
Tammy Clark, Jon Montgomery, and Marie van Maastricht

Contact Information

Tammy Clark – Director of Orchestras
Phone – 616 355-0055 ext. 110
Email – clarkt@brpsk12.org

Jon Montgomery – Director of Bands
Phone – 616 355-0055 ext. 107
Email – montgomeryj@brpsk12.org

Marie van Maastricht – Director of Choirs, Elementary Music & Department Chair
Phone – 616 355-0055 ext. 171
Email – vanmaastrichtm@brpsk12.org

BLACK RIVER MUSIC BOOSTERS

The Music Boosters at BRPS are excited about where the music program has been and where it's headed! The program has been a model of excellence for many years, and the best lies ahead.

The Music Boosters leadership consists of a chairperson, treasurer, trip coordinator, teacher liaison, parent coordinators, and student representative's member. The chairperson will be a liaison to the music teachers, parents, students and the Parent Organization.

2011-2012 Music Boosters Leadership:

Chairperson:	Pamela Gafa	gafa4@charter.com
Treasurer:	Julie Ingrassia	jinghouse@att.net
Trip Coordinator:	Janet Cinnamon	janet_cinnamon@yahoo.com
Teacher Liaison:	Marie van Maastricht	vanmaastrichtm@brpsk12.org

Parent Coordinators and Student Representatives:

Choir (P):	April Beattie	labeattie@sbcglobal.net
Choir (S):	Sofia Piecuch; Ashly Schutte	
Orchestra (P):	Roween Panning	ropanning@gmail.com
Orchestra (S):	Darcy King; Stefanie Roudebush	
Jazz (P):	Amy Guarr	aguarr@gmail.com
Jazz (S):	Peter Littlejohn	
Beginning/MS Band (P):	Margo Ramos Kendall	margok512@sbcglobal.net
Concert/Symph. Band (P):	Daphne Fairbanks	daphnefairbanks@gmail.com
Concert/Symph. Band (S):	Ryer Appeldoorn	

The Activities of the Music Boosters Center On:

- Maintaining communication with music parents, students and the school.
- Helping coordinate volunteers through Shiftboard as needed for music department events and teacher requests.
- Raising funds for new music equipment, music festivals, enrichment, and other activities.
- Coordinating with the school to host community building activities for students & families.

Calendar of Events

August 17, 2011	Back To School Night 6:30pm
August 25 2011	Beginning Orchestra Night 7pm
August 29, 2011	Beginning Band Night 7pm
October 12, 2011	Fall Concert Band Night 7 pm
October 19, 2011	Choir Concert 6:30 pm
October 18, 2011	Beginning Orchestra Demo Night (Large Ensemble Room)
October 20, 2011	Orchestra Concert with Zeeland Public at Zeeland Public School
October 22, 2011	The Big Music Event
November 16, 2011	Fall Jazz Night 7pm Engedi Church
December 1, 2011	Choir Concert 6:30pm
December 5, 2011	Orchestra Concert 6:30pm and 7:30pm Beechwood Church
December 7, 2011	Band Concert 7 pm
<i>January or February, 2012</i>	Hoedown (TBD)
<i>February, 2012</i>	Hope College Concert Band Festival (Day and Time TBD)
February 22, 2012	Choir Concert 6:30 pm
<i>February, 2012</i>	Charter School Solo & Ensemble (TBD)
February 29, 2012	Band Concert 7pm
March 6, 2012	Orchestra Concert 6:30pm and 7:30pm
March 15-18, 2012	Heritage Festival
April 25, 2012	Spring Jazz Night 7pm Beechwood Church
May 2, 2012	Combined Music Concert (TBA)

*** Exact date and time of performances is determined by MSVMA and will be announced once the school has received this information.*

Some dates and times may change. We will notify you as soon as possible about any changes to the calendar.

All concerts are in the Gymnasium unless otherwise stated.

General Guidelines

It is assumed that each music student has elected this program because of a sincere desire to participate with his/her best efforts in all facets of the program throughout the entire school year. Excellence can only be achieved through a personal commitment from each student.

- ✓ Each student is assigned music, and where applicable, a uniform and additional equipment. *These become the student's sole responsibility until they are returned before the close of school.* It is expected that each student keep all materials issued to him/her in **excellent** condition. Furthermore, it is expected that students treat other student's materials with respect.
- ✓ An excuse for absence from performance or musical event must be submitted to the director by filling out the absence form available in the music room, in the forms section of the handbook, or on the Black River Music Department website *at least two weeks prior* to the scheduled event or concert in order to be considered. *(Please note that this is only for consideration.)*
- ✓ Excuses for emergencies or illness will be treated as exceptions **only at the discretion of the director**. Failure to bring one's uniform or music to a performance will be treated as an unexcused absence. Not having a ride to a concert will be treated as an unexcused absence, so again, please plan ahead.
- ✓ If you are a student with a job, be sure to give your employer all of your extra rehearsal and performance dates at the beginning of the school year. Make sure that your manager writes them down and keep checking with him/her to make sure they don't schedule you to work when you have a school obligation that counts toward your grade point average and graduation credit requirements. **You will not be excused from a rehearsal or performance to work!**
- ✓ Steps for appeal to the director's decision regarding concert/performance absences are as follows: a-The Director, b-The Dean of Students, c-The Head of School.

School Related Conflicts

We firmly believe one of our strengths, as a department, is that you participate in total school life. From time to time, this will create some conflicts. Rest assured, we will try our best to reduce the conflicts but we need your help. The following school policy shall be the guideline for students who experience conflicts between school related activities.

- ✓ When a conflict occurs between a competition/performance and a scheduled practice, students are expected to attend the competition/performance without loss of group membership or standing in the other activity.
- ✓ When a conflict occurs between scheduled practices, after notifying the director/coach, the student may choose either activity without loss of group membership in the other activity; however, frequently missing practice sessions may jeopardize a student's standing within his/her group.
- ✓ When a conflict occurs between competitions and performances, the student may choose either activity without loss of group membership or standing in the activity. There may be times when students may participate in one activity and part of the other by special approval of the sponsors.
- ✓ The student must communicate scheduling conflicts to the director and coach in a timely manner, namely, at least two weeks prior to the conflict.
- ✓ It is expected that repeated conflicts be treated fairly.
- ✓ Regardless, if a student misses an event which is part of their grade, it is expected that the student arrange a time to make up that missed event to receive points. (Just like if you missed a test in math or science.)

Note: Directors and coaches will work with you to help you avoid these conflicts.

Communication and forethought on your part are essential to aid this process.

Grading Criteria

Your grade will be computed based upon the total number of points you've earned divided by the total number of points possible. If you are a serious music student and positively contribute to the success of the group, you will find that you will never have to be concerned about achieving a good grade in the ensembles at Black River Public School.

Depending upon the term, not all the criteria will be used.

Assessments (various points)

Performance Based

- ✓ Playing tests covering assigned music
- ✓ Scale tests
- ✓ Sight Reading

Written

- ✓ Music Theory quizzes
- ✓ Writing Assignments
- ✓ Concert Reviews

Performances (300 points per concert performance)

Attendance at the event

- ✓ Punctual for pre-concert warm-up
- ✓ Proper uniform
- ✓ Music mastered
- ✓ Appropriate behavior on and off the stage

Absences

In order to be properly excused, excuses must be submitted to the director, two weeks in advance of the concert, in writing. The Performance Absence/Late Form can be found at the end of the Handbook.

Students with an excused absence will be required to complete an assignment to receive partial credit. Failure to do so will result in an unexcused absence (0 points for that concert).

Concert performances and concert reports are worth 35%-40% of the term grade depending on the class.

Participation (10 per day)

All students begin each class period with 10 points. As long as all conditions are met, maximum points will be recorded.

Deductions will be taken for not complying with the following:

- ✓ Follow Classroom Expectations (pg. 10)
 - ✓ Be on time and organized to participate
 - ✓ Bring *ALL* necessary materials for musical success
 - ✓ Contribute positively to the success of the rehearsal
 - ✓ No gum/food/pop at any musical rehearsal

Points will be deducted according to the type of infraction.

Exact deductions are at the discretion of your director. Daily participation will count as 20%-30% of the term grade depending on the class.

Final Exam

At the end of each term, students will have an exam based upon material covered during that class. It may be performance based or written. This exam will count as 10% of the term grade.

At Home Practice (Your Homework)

This is perhaps the most important aspect of success. Practice charts are worth 20% of the term grade. These are mandatory weekly records for all band and orchestra students.

Remember, practice only on the days that you eat!



Concert Review Rubric

Concert reviews will be scored according to the following rubric.

Length (25)	<ul style="list-style-type: none"> • I have completed a two-page typed description of the concert. • The paper is written in 12 point Times New Roman Font • The paper is double spaced with 1 inch margins • The title is no bigger than 18 font size • I have used complete sentences and correct grammar.
Description/Discussion (70)	<ul style="list-style-type: none"> • I have fully described what type of music was performed • I discussed what I liked and did not like about each of the music selections
Etiquette (30)	<ul style="list-style-type: none"> • I discussed the concert etiquette of the performers in this concert • I discussed the concert etiquette of the people around and gave an example of their behavior
Favorite Piece (30)	<ul style="list-style-type: none"> • I described my favorite piece of music during the concert and why
Least Favorite Piece (30)	<ul style="list-style-type: none"> • I described my least favorite piece of music during the concert and why
Ticket Stub or Parent Signature (15)	<ul style="list-style-type: none"> • I have a program or ticket sub attached with the report or my parent /guardian signature.

Total Points 200

Classroom Expectations

- ✓ Be in your seat with your instrument, ALL necessary supplies, and music ready two (2) minutes after the official start time. Rehearsal downbeat begins at this moment.
- ✓ When the rehearsal begins, immediately cease playing and talking. Give your ATTENTION and EYES to the person on the podium. Strive to never miss a downbeat.
- ✓ Have and utilize a PENCIL at every rehearsal for the rest of your existence.
- ✓ Only practice on the days that you eat.
- ✓ Treat the opinions and abilities of each musician and teacher with the respect they deserve and demand.
- ✓ Prepare your INDIVIDUAL music outside of class so the ENSEMBLE may excel during rehearsal. Ensemble success depends upon individual preparation. Band, orchestra, and choir class are not about your individual ability. It is about bringing us together as a group.

ALL WORK AND INTERACTION IN THE BLACK RIVER PUBLIC SCHOOL MUSIC PROGRAM IS BASED ON A MUTUAL UNDERSTANDING OF RESPECT AND TEAMWORK.

WE REHEARSE COLLECTIVELY TO ACHIEVE WHAT NONE OF US ARE ABLE TO ACCOMPLISH INDIVIDUALLY.

Through collaboratively following these guidelines, we increase the potential for outstanding musical results!



Extra Credit

Using the grading scale adopted by BRPS, a student's grade for the term will be based on the amount of points earned out of the total points possible for the term. *As stated in the Student Handbook, extra credit can only account for 10% of the final grade.*

- ✓ Performances at other schools, the Grand Rapids Youth Symphony, Holland Area Youth Orchestra, Holland Chorale, Opera Grand Rapids, Civic Theatre, Broadway Theatre Guild, St. Cecilia, area colleges, etc... can be used toward extra credit. A copy of the program signed by the parent is required for ten extra credit points.
- ✓ Students who give extra-curricular performances in church or civic events, alone or in small groups, may also earn extra points. See your director for specific information.
- ✓ Students who participate in Solo and Ensemble will receive extra credit points. Students receiving a Division I or II will receive ten points. Students receiving a Division III or lower will need to perform the event for their director to determine the areas which caused the lower rating if they still care to receive extra credit points.

Absences from Performances

- ✓ To be excused from a performance due to severe illness or extreme emergency on the day of a performance requires a written note to be submitted from the student's parent or guardian the day the student returns to class. The student must fill out an absence form and staple the note to the form.
- ✓ It is also appreciated when a parent/guardian phones or emails the director in addition to calling the attendance secretary if your child is going to be absent on the day of a performance.
- ✓ Students who are unexcused will receive no points for that event.
- ✓ Students who are absent and excused will have the opportunity to earn the assigned points by arranging a time to play his/her part individually for the director.
- ✓ Students who experience long-term illness or medical conditions which prohibit participation (ex. Broken limb) should contact the director to arrange for alternative assignments.

Concert Attire

Instrumental Ensembles

Advanced Level Ensembles

Men:

Tuxedo*

Tie*

Cummerbund*

Wing Collar Tux
Shirt

Black Socks

Black Shoes

Women:

Black Dress*

Sash*

Black Hose

Black Shoes

Beginning and Intermediate Level Ensembles

Men:

Long-Sleeve White
Dress Shirt

Black Dress Pants

Black Socks

Black Shoes

Women:

Long-Sleeve Plain
White Shirt

Black Dress Pants

Black Socks

Black Shoes

Choral Ensembles

Men & Women:

Long-Sleeve Plain White Shirt

Black Dress Pants

Black Socks

Black Shoes

**Indicates School Provided Items*

Unless excused by the director, the full uniform (as specified above) must be worn at all performances. Failure to comply will result in a student not being allowed to perform and will be graded as an unexcused absence.

Students may receive special permission from the directors to deviate from the uniform due to special circumstances.

When uniforms are returned they are required to be professionally cleaned.

Concert Etiquette

The musical ensembles of the Black River Public School are noted for their musical achievement; however, one aspect of our reputation that is often overlooked is the care we take in maintaining a disciplined and mature decorum in our concert presentations. Our groups are constantly aware of the importance of the positive attitude and appearance of any performing organization, even before a musical note is heard. This approach makes the audience immediately aware that our musicians place great importance on their music from the beginning of their entrance until the last sound of the applause is heard. One important aspect of this discipline is the attitude of performers toward each other.

Members of our ensembles realize that they are part of a team; a team that is only as strong as its weakest member. Thus, they are encouraged to support one another for the good of the team. An important member of this performance team is the audience. It is crucial that the audience demonstrate the same support and encouragement as the rest of the team members. We would like to make some practical suggestions, which may serve to strengthen this support.

- ✓ Prior to entering the auditorium, turn off beepers and phones. At no time should you use your phone during a performance.
- ✓ Please hold your applause until the piece is concluded as signaled by the conductor (usually he/she will put arms down when finished). This is especially important during multi-movement selections.
- ✓ Please do not go to your seat, leave your seat, or return to your seat until there is a break in the program. This break would occur at the end of a piece, or more easily, at the end of a particular group. Constant movement and whispering by the audience not only breaks the concentration of the performers, but also breaks the concentration of the listeners.
- ✓ All performers are required to listen to the other groups performing until the concert is finished – **no student is allowed to leave early** – please do not ask – everyone can come up with a reason why they must leave.
- ✓ Please use discretion in taking photos during a performance. Flash photos taken during a performance are extremely distracting for all and may cause a performer to make a mistake.
- ✓ Please do not bring food or drink into the auditorium or concert venue— unless permitted.
- ✓ Ensemble members seated in the audience need to remember these suggestions, also. All of our students are well aware of the amount of time

and effort that has been given in preparation for these concerts. We all want to do our best.

Equipment and Uniforms

Each instrumental student is responsible for the care of their own music, uniform, instrument and accessories. We highly recommend that students keep their equipment in a locked instrumental locker. Each instrumental student is assigned a lock and locker at the beginning of the year. Alterations may be made to the uniforms; however, no uniforms may be cut without verbal or written approval from the directors. Uniforms may also be professionally dry cleaned throughout the course of the season at your own expense.

A student, who loses or damages any school property, whether intentional or unintentional, will be assessed as follows: *(These prices are approximated and may vary from the printed copy below)*

Music.....	see the section in this book on how to replace
School Instrument.....	replacement cost
School Accessories (mouthpieces, mallets, etc).....	replacement cost
Music Stand.....	\$50.00
Tuxedo Coat.....	\$140.00
Tuxedo Pants.....	\$75.00
Concert Dress.....	\$70.00

Private Lessons

Individual excellence is largely the determining factor for ensemble success. Each member of the BRPS Music Program is encouraged to study his or her individual instrument with a qualified professional. Private study offers an outstanding opportunity to work one-on-one with a specialist.

When possible, we strive to facilitate lessons through the BRPS Music Program, and some lessons may be offered right at school. All teachers would work as independent contractors, and payment for lessons would be handled directly between the participating family and instructor.

Contact your director if interested in private lessons.

Pep Band Participation

Students in the Wednesday/Friday zero hour band will participate as the BRPS Pep Band during select home games.

Instrumentation will consist of: Trumpet, Saxophone, Trombone, Guitar, Bass Guitar, Keyboard, Drums, and Percussion. This band will perform at boys and girls basketball home games during the second semester. Extra credit and community service hours are available.

If you have a conflict, please complete the Performance Absence/Late Form found at the end of this handbook. See Mr. Montgomery if you have any additional questions.

2011-2012 BRPS Pep Band Schedule

Date	Time
Friday, 1/27/12	5:30 & 7:00
Friday, 2/3/12	5:30 & 7:00
Friday, 2/17/12	5:30 & 7:00
Friday, 2/24/12	5:30 & 7:00

Solo and Ensemble

Students in seventh through twelfth grade may elect to participate in Solo and Ensemble at specified times of the year. Band and orchestra students in Middle School Band and Prep Orchestra are required to participate in the Black River Solo and Ensemble Festival on Feb. 25, 2012. This is an additional performance that is worth 300 points.

While we will do our best to help each student find music to perform, it is the responsibility of each ensemble to select a piece early, prepare the piece, and schedule a coaching session with his/her director to perform the piece before Solo and Ensemble. A soloist in need of accompanist must notify his/her director immediately. Fees for accompanist's services are handled between the accompanist and the student.

See the Extra Credit section of the handbook for information regarding Solo and Ensemble participation's effect on the grade.

Festival & MSVMA Sponsored Events

Black River Public School bands, orchestras and choirs participate in festival activities. Many of our ensembles attend District Festival. A letter will go out in January to the parents/guardians of students in the ensembles participating in Festival. Groups participating in Festival will prepare a concert of three pieces and will sight-read more pieces as part of the day's events. Festival dates are on the calendar and specific times and locations will be announced closer to the event.

Replacing Lost or Damaged Music

From time to time, music is lost or damaged. We realize that accidents do occur; however, music that is issued to students is the equivalent of a textbook and will need to be replaced if it is missing or damaged. Damaged music is defined as music which has been torn, received liquid damage, or been written upon in pen. When in doubt, it is best to replace the music. Photocopies are not an acceptable means of replacement. An original must be secured. Below are the steps to getting a replacement copy of the damaged music.

We are fortunate that a store in GR, JW Pepper Music, can help you out.

1. Dial 698-7000 or the toll free national number 1-800-345-6296
2. After the attendant answers, read the script below and insert the following information where necessary.

I need to order a replacement part for (name of piece). The composer is (composer name – *have correct spelling*). It is arranged by (arranger name – *if applicable*). The publisher is (name of publisher). The part I need to order is (specify exact part: *1st/2nd, etc.*)

***If you are unsure of any of this information, ask your director.

3. They will ask you how you wish to pay for this. **Do not have them bill the school.** The school did not damage the music. You will need a credit card number or you need to go to the store and pay in person.
4. You will need to supply a mailing address where the replacement part can be sent. They will charge you shipping for this. Otherwise, you could go to the store to pick it up. The store is located in Grand Rapids near the intersection of East Beltline (Broadmoor) and 44th street on the southeast side of the street.
5. Expect to pay \$3.00 or more for the replacement and any mailing costs if you choose that option.

Thank you for taking the responsibility for getting the music replaced!!!!



Music Department Awards

In order to qualify for an award, a student must have no unexcused absences, maintained a “B” average for the year, and have no record of disciplinary action within the instrumental music department. They must have participated in their school music group for the entire year. Awards are handed out at Honors Night.

Varsity Letter: *For High School Students Only*

In order to receive a varsity letter a student needs to earn six points. Each semester a student is enrolled in a performing ensemble they are awarded 1 point.

Students who excel in music can earn their varsity letter earlier by participating in the following:

All-State Groups.....	Automatic Varsity Letter
Solo & Ensemble – 1st Division.....	1 point
HAYO/ Holland Chorale/St. Cecilia/GRYSO.....	1 point
Private Lesson during Full Academic Year.....	2 points
Second Instrumental Ensemble.....	1 point
Pit Orchestra.....	1 point
District or Collegiate Honors Groups.....	2 points

After the issuance of the varsity letter, students who earn additional honor points in multiples of 4 will be awarded a Music Department pin. Students will be given an application to record their points earned for their varsity letter. It is important for students to keep documentation (programs, rating sheets, etc.) to verify their eligibility.

In addition, there are several special awards that are given to students based upon musical contribution, spirit and student nomination. Some examples are the John Philip Sousa Award, the National School Orchestra Award and the Louis Armstrong Jazz Award.