

# Music Department Handbook 2018-2019



**Please return the Handbook Acknowledgement Sheet by  
Friday, August 24, 2018**

Welcome to the Yorkville School District #115 Music Program. Yorkville is proud of its music department and is pleased to have your family be part of its success. This handbook provides important information about our music program and expectations for our music families.

### **Learner Outcomes**

Through participation in the Yorkville Music Program, students will:

- cultivate musicianship through the study, listening, and performance of high quality music.
- develop an awareness of and an ability to express beauty.
- pursue a high level of excellence for individual and ensemble performance.
- work with others towards common goals through cooperation, flexibility, and teamwork.

### **Expectations for Students**

1. Arrive promptly for class prepared with your instrument, music, a pencil, and any assignments.
2. Demonstrate pride and respect for yourself, each other, our equipment, and our facilities.
  - Instruments, music, and folders must be put away in their assigned areas when not in use.
  - Lockers and classrooms should be kept clean of non-music related items.
  - No food, gum, or beverages will be allowed in rehearsal at any time.
3. Always strive for musical excellence with a positive attitude.
4. Create a family-like atmosphere throughout the music program.

### **What can parents do to help their child and the music program succeed?**

1. Encourage your child to practice in order to maintain a high level of musicianship.
2. Set aside a designated practice space for your child that is free from distraction. Please ensure it has a music stand and a chair.
3. Ensure your child attends all music performances (including working out carpools if necessary).
4. Contact your child's music teacher if any issues arise.

### **What will music teachers do to help their students and the music program succeed?**

1. Encourage students to progress to their fullest potential with a positive attitude.
2. Teach material in a clear method.
3. Maintain a safe, well-organized classroom.
4. Communicate with families and students as needed.

### **Instrument Storage and Maintenance**

Instruments should be taken home after school on a daily basis and disassembled appropriately in their cases (mouthpieces removed from instruments, reeds off mouthpiece, bow hair loosened, cases latched, etc.). Students will be assigned an instrumental storage locker.

Students are expected to maintain their instruments with pride, including ordering supplies from music vendors when needed and completing repairs in a timely manner. Before sending in your instrument, consult your music teacher first who may be able to fix minor repairs.

Students renting school-owned instruments will pay a fee of \$33.00 per semester (Fall, Spring, Summer). Fees are collected by music teachers and will be used for maintenance on that instrument. All students assigned equipment shall return it annually in acceptable condition and students may be held responsible for the replacement cost of lost or damaged items.

### **Consequences**

Failure to comply with classroom rules may result in any of the following consequences as determined by the music teacher:

- Verbal warning
- Detention or loss of recess
- Conference with student, guardians, and teacher
- Referral to School Office

### **Grading**

Yorkville's grading scale is as follows:

- A Superior (90-100%)
- B Above Average (80-89%)
- C Average (70-79%)
- D Below Average (60-69%)
- F Failure (59% and below)
- INC Incomplete/Requires makeup of missed work

### **Performance Attendance**

Attendance at all performances is required. The rewards of your hard work and effort cannot be fully understood or appreciated without the culmination of a performance. A complete list of Yorkville Music Department Events can be found at [www.yorkvillemusic.org](http://www.yorkvillemusic.org). Teachers will make every effort to keep you informed in the event of any changes throughout the year.

Every effort has been made to avoid conflicts with other school activities in regards to the music schedule. If a conflict arises, **notify the director as soon as possible so the conflict can be resolved**. If a conflict is unavoidable, the teacher may choose to excuse a student if they are given notice well before the event and the absence is not detrimental to the success of the performance.

In the event of an excused absence, a make-up assignment may be assigned. Examples of excused absences include student illness, family emergency, family death, and student scheduling conflict *with* preapproval from teacher. Work and vacation are not excused absences. All excused absences may be reviewed by the entirety of the Music Department faculty for validity and acceptance. Refer to your school's handbook for additional attendance policies and performance eligibility.

### **Performance Etiquette and Attire**

Being a good audience member is very important to the success of a performance. This includes staying for the entirety of a performance. Infractions of concert etiquette will be handed at the discretion of your child's music teacher.

Student attire will be determined in advance of each performance by music directors. Students not wearing the appropriate attire may be prohibited from performing.

## **Supplementary Information for YMS Students Only**

### **Additional Expectations for Students**

- Students are not allowed in the music offices without permission.
- Practice rooms are designed for practicing only. Students are not allowed to use the practice rooms for any other purpose unless given permission by the teacher.

### **Music Trips, Tours, and Festivals**

School rules apply to all students attending school sponsored trips, tours, and festivals. These opportunities are a privilege, not a right. Students who are consistently absent from class, rehearsals, and/or performances may be prohibited to participate on trips, tours, and festivals.

Students attending field trips, festivals, and contests are required to ride district provided transportation. Students who choose to return home by other means may only ride home with his/her parent or legal guardian. In this case, students must present a note to the music director prior to the trip.

A student unable to ride the bus to a music activity due to another school obligation must make transportation arrangements in advance with the school principal. A student failing to take the bus to a music activity and did not make prior travel arrangements with the school principal may be prohibited from performing.

### **Special Event Participation Fees**

The Yorkville School District will pay the fees for those students who wish to participate in extra musical experiences (ie: NIB XII, Fox Valley Music Festival, IMEA District IX Festivals, IGSMIA/IHSA Solo and Ensemble Contests). However, if a student breaks one of these commitments, the student's family will be responsible for reimbursing the district.

### **Conclusion**

While making music can be demanding, it can also be fun and rewarding. Our goals and expectations are simple: the Yorkville Music Department will look and sound great. Every member and their actions reflect the entire program.

This handbook is meant to be a guide for Yorkville families. It is not possible to cover all of the situations that may arise this year, but this handbook should point us in the right direction. Students and parents can feel free to speak to their music teacher more in depth.

After reading this handbook, please sign the Handbook Acknowledgement Sheet and return it to your music teacher. Please keep the Handbook itself as a reference for your family. Thank you for your cooperation and continued support of the Yorkville Music Department.

# BBES Important Music Dates

For a complete list of all Yorkville Music Department dates, please visit [www.yorkvillemusic.org](http://www.yorkvillemusic.org)

<i>Tuesday, October 16<sup>th</sup> 2018</i>	6th Grade Fall Music Concert, BBES Gym, 7:00 PM
<i>Tuesday, December 11<sup>th</sup> 2018</i>	All-District 6th Grade Orchestra Rehearsal, YMS Band Room, 5:00 PM
<i>Tuesday, December 18<sup>th</sup> 2018</i>	All-District 6th and 8th Grade Orchestra Concert, YMS Gym, 7:00 PM
<i>Thursday, February 7<sup>th</sup> 2019</i>	6 <sup>th</sup> Grade Solo Night, YMS location TBA, 4:00 PM
<i>Thursday, February 27<sup>th</sup> 2019</i>	6th Grade FAF Dress Rehearsal, YMS location TBA, 6:30pm-7:30pm
<i>Saturday, March 9<sup>th</sup> 2019</i>	Fine Arts Festival, YMS Gym, Time TBA
<i>Wednesday, May 14<sup>h</sup> 2019</i>	5th and 6th Grade Orchestra, Band, Choir Concert, BBES gym, 7:00 PM

Music Families: Please make sure you:

- **record these dates on your family calendar and contact your child's music teacher as soon as possible with any conflicts.**
- sign up for **Class Dojo** so you don't miss any orchestra reminders and announcements. Simply scan the code of the paper and it'll connect you to the app.
- bookmark <https://mrsninersorchestras.weebly.com/> to easily find monthly lesson calendars, orchestra announcements, pictures, recordings of concert music, and more!

# Handbook Acknowledgement Sheet

Return to your Music Teacher by Friday, August 24, 2018

We have read the information in the Music Department Handbook. We understand that these guidelines are here to provide parents and students with the expectations for participating in the Yorkville Music Program. **We have recorded the concert dates on a family calendar so that we may be available for these events.** We are aware that if a **conflict arises with a performance date, I will contact our music director as soon as possible** so that alternatives may be worked out. Also, by signing this sheet, we acknowledge that students may be video recorded or photographed during concerts and this media may be used for items such as school websites, local newspapers, and presentations.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address:

## Student Resides with:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

**Please check this box if you would be interested in volunteering to help our music program**

Lastly, please list any skills or occupations that you would be willing to share to help music program (ie: photography, carpentry, catering, advertising, graphic design, event planning, finance, spreadsheets, etc).

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*Email addresses will be used by music teachers and the Yorkville Music Boosters to communicate Music Department news. Please make sure your email account is set up to allow incoming messages from yorkvillestaff@y115.org. If you would like to opt out of Music Booster emails, check here*