

# Pershing Middle School Music Handbook

Dear parent and student:

Welcome to the Pershing Music Department Family. Members of the Pershing Band and Orchestra will enjoy an exciting and fun-filled journey with experiences that will last a lifetime! Students will develop technical skills necessary to play an instrument successfully while learning many life skills including responsibility, dependability, perseverance, and cooperation. Band is a training ground for all of these attributes and much more.

Successful band programs have strong parental backing. There are several ways that parents can provide support and encouragement for their child:

- **Please read the handbook with your child** so both parent and child understand the expectations of the program. This is also a great time to mark down important dates in your family calendars;
- Encourage and participate in your child's home practices and make sure they are filling out and turning in their practice sheets on time;
- Attend your child's performances; and,
- Be involved with the Pershing Music Boosters organization.

We are excited that you and your child have chosen to be part of the Pershing Band or Orchestra. Much excitement awaits you! We hope you will enjoy being part of our music family.

Sincerely,

Mark Anderson  
Director, Pershing MS

## **PURPOSE OF THIS HANDBOOK**

The Pershing Middle School Handbook is designed for both students and parents. While not intended to be complete in every detail, this handbook is intended to give you an overview of both programs. If you have questions about any of the information in this handbook, or if you need information that is not included, please do not hesitate to contact me.

\*\*\*Important forms and information regarding performance dates, rehearsals, trips, festivals and uniform order will be included.\*\*\*

### **Contact Information**

Mark Anderson

Email: [manderson2@sandi.net](mailto:manderson2@sandi.net) \*\*\*

Phone: (619) 465-3234 x4902

\*\*\*Please note that email is my preferred method of contact. It is not possible to answer the phone during class, but I make a point to answer emails promptly - usually within 24 hours, unless it is received over a weekend or holiday in which case I will reply on the next school day. Many situations are better discussed over the phone and in person, and in those instances, I'll be happy to use email to set up a convenient time to hold the conference.

## **GOALS**

Participation in band/orchestra gives the students the opportunity to:

- Develop the skills necessary to play a musical instrument,
- Develop an appreciation for music and the fine arts,
- Develop a habit of persistence,
- Learn responsibility as an individual and to a group,
- Master the skills of cooperation to enjoy working with others,
- Create a set of personal values that allow a prosperous and fulfilling lifelong journey, and find a way to express these feelings through performance,
- Learn to see that opportunities come in many forms and that mistakes can be a pathway to success.

## INSTRUMENTAL MUSIC SUPPLY LIST

**All students will need these supplies in class everyday.**

- Pencil\_\_\_\_\_
- 1/2in 3 ring binder with loose paper \_\_\_\_\_
- Clear plastic sleeve protectors\_\_\_\_\_
- Spiral notebook\_\_\_\_\_
- Instrument (Rent, School, Owned) \_\_\_\_\_
- Instrument Supplies \_\_\_\_\_ (reeds, rosin, mouthpiece, cleaning cloth etc)
- Free Reading Book for when there is down time \_\_\_\_\_
- **\*\*\*Trumpet players need to purchase a **straight mute**.**
- Maintenance and care accessories for the instrument:
  - Flute: Soft cleaning cloth and flute rod.
  - Clarinet: Cleaning swab, 4 Director-approved reeds, reed guard, cork grease.
  - Saxophone: Cleaning swab, neck strap, 4 Director-approved reeds, reed guard, cork grease.
  - Trumpet: Valve Oil, Straight Mute.
  - Horn: Valve Oil.
  - Trombone: Slide Cream.
  - Baritone/Tuba: Valve Oil.
  - Percussion: Stick bag, Vic Firth SD 1 drum sticks, Musser M3 mallets; other sticks will be added throughout the year.
  - Violin and Viola: Soft cleaning cloth, rosin, extra strings
  - Cello: Soft cleaning cloth, rosin, stage doughnut or peg stopper
  - Bass: Soft cleaning cloth, BASS rosin, doughnut or peg stopper

## ***MIDDLE SCHOOL BAND/ORCHESTRA EXPECTATIONS***

To reach these goals, guidelines for participation and behavior are necessary. The items listed below will provide an overview of the expectations for band students.

### **DAILY PROCEDURES**

All students will have an assigned area for their instrument. The music notebook should be kept with the instrument. Students should bring their instrument and notebook to class everyday. The music room 902 will be open before and after school in order for students to leave and pick up their instruments.

### **REHEARSAL PROCEDURE**

Students are expected to:

- Enter the band room in an appropriate manner. No running or roughhousing,
- Check the board for the daily rehearsal schedule or any new information,

- Leave your instrument case in the locker, closed and in its proper place (all brass, saxophones, cellos, bass) or under your chair (flutes, clarinets, violins),
- Be in your assigned seat BEFORE the tardy bell rings. Students should have their instruments and band notebook in class every day.

## **GENERAL BAND ROOM GUIDELINES**

- The best self-discipline is expected from all members of the Pershing band and orchestra.
- Be in the right place at the right time with the right equipment.
- Treat others with respect.
- Always conduct yourself in a mature, responsible manner.
- Take proper care of the band room and all equipment.
- Always be prepared for rehearsals – Practice your part!

## **SPECIFIC RULES**

- No gum, food, or drinks in the band room.
- Stay in your seat unless you are given specific permission by a director to move.
- Keep your hands and feet to yourself.
- Play only your instrument.
- Play your instrument at the appropriate times.
- Do not touch the percussion equipment unless you are a percussionist.
- Keep the band room clean and orderly.
- Music stands should be used for music only.
- Talk only when called upon by the band director.
- ALWAYS walk in room 902 and through the halls and with your instrument.

## **DISCIPLINE PROCEDURES**

The ensemble classroom environment should be orderly and quiet during instruction and each student will be asked to use his/her best self-discipline during class and related activities. In the event that student's self-discipline is not enough to control behavior, the director will take certain steps.

### **Consequences:**

Disciplinary actions shall include, but are not limited to:

**First offense** will result in verbal correction or redirection,

**Second offense** will result in a conference with student and

- Time out
- Seating changes within the classroom
- Assignment of school duties such as picking up litter or cleaning stands
- Other strategies, interventions, and or consequences as specified by classroom rules.

**Third offense** will result in a **parental phone contact** and (other possible interventions

alone or in combination but not limited to)

- A teacher assigned detention.
- Parent-teacher **team** conference.
- Temporary confiscation of items (where applicable).
- Possible grade deductions (where applicable).
- Behavioral contract.

Other strategies as specified by the student code of conduct.

The director may remove a student from any rehearsal at any time if that student's behavior is disruptive or impedes the progress of the class. A written assignment may be given to the student.

## **GRADING POLICY**

Grades in band will be based on an average of the following areas:

- Daily class participation,
- Performance-based tests,
- Practice Records,
- Written assignments or tests,
- Performance attendance (see guidelines listed below),
- Other areas that the directors deem appropriate.

\*\*EC considered for participation in outside ensembles including but not limited to, jazz band, musical pit band, youth symphony, honor band, honor orchestra etc.

## **GRADING RUBRIC**

*Citizenship* will be determined in class and performance by observing if the student is prepared by:

- Instrument and music ready in a timely manner.
- In seat and ready to warm up, rehearse, or perform on time.
- Preparation to dismiss when asked by director.
- High level of cooperation in rehearsal and performance.

Grade of "F"

- Failure to reach minimum proficiencies due to excessive absence, lack of practice, non-participation or disruptive behavior during rehearsals.

Grade of "D"

- Not recognized as a passing grade; used only to indicate a definite need which must be corrected.
- Below minimum required attendance at rehearsals.
- Basic unwillingness to improve through practice or cooperate in rehearsals.
- Lacking in self-control; distracts others; unfocused.
- Poor performance on test scores.

Grade of "C"

- Minimum required attendance at rehearsals.
- Minimal individual effort to improve through practice.
- Minimum contribution to ensemble activities; reluctant to assume responsibility in rehearsal or performance.
- Rehearsal conduct inconsistent; lacking in self-discipline.
- Average to below average performance on test scores.

#### Grade of "B"

- Prompt, alert, and attentive at all rehearsals and performances.
- Assumes musical responsibility in ensemble; consistent practice to ensure satisfactory performance.
- Positive contribution to ensemble activities; definite self-improvement through practice and/or private lessons.
- Exercises good self-control, self-discipline, and cooperative spirit in ensemble group activities.
- Good scores on performance tests.

#### Grade of "A"

- Exhibits positive leadership and interest in section; independence and resourcefulness in assisting rehearsal and performance procedures.
- Outstanding progress in self-improvement through consistent individual practice and solo and ensemble participation.
- Strong, positive contributions to ensemble and music department as a whole through participation in honor groups, youth orchestras, and any other outside performance opportunities.
- Strong evidence of personal integrity and character which best exemplifies the principles of the Pershing Middle School Music Program and Pershing Middle School.
- Very good to excellent scores on performance tests.

### **UNIFORMS**

The Middle School Band/Orchestra Uniform will consist of the band shirt. An order will be placed for shirts at the beginning of the year.

\*\*\*Shirt order form included in handbook.

### **FUNDRAISING ACTIVITIES**

We will offer fund-raising activities for students to raise money for band/orchestra trips and for the band/orchestra. Details on these activities will be provided at a later date.

### **PRIVATE LESSONS**

Students are strongly encouraged to take private lessons. Young musicians simply cannot receive the individual help in a group or class that they can in a one-on-one situation. A student taking private lessons may double his/her progress in a year's time.

Consequently, most of the outstanding bands in San Diego are based on a strong private lesson program. Please take advantage of the opportunity to sign up for private lessons.

### **METHOD BOOKS**

Students will need to provide their own method book depending on which class they enroll in. I encourage you to get the book as soon as possible. We will be doing a class order for books and the order form will be attached.

**BOOK AND SHIRT ORDER FORM: RETURN ASAP \*\*\*DUE SEPT 16<sup>th</sup>\*\*\***

The band fee this year will depend upon the needs of the student. Below is a list of mandatory items (all items will be ordered through finance and delivered directly to the school):

\_\_\_\_\_ Essential Elements 2000 Book 1 (*6<sup>th</sup> Grade Band*): **\$10.00**

\_\_\_\_\_ Foundations for Superior Performance (*ALL 7<sup>th</sup> and 8<sup>th</sup> grade Band students*) **\$10.00**  
(returning 8<sup>th</sup> grade student should already have this book and do not need to purchase a new one if it is in good condition).

\_\_\_\_\_ Essential Elements 2000 Book 2 (*6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> String Orchestra*): **\$10.00**

**MUSIC DEPT POLO SHIRTS**

\_\_\_X\_\_\_ Music Polo Shirt (*all students involved in the Pershing Music Program*): **\$15.00**

\_\_\_\_\_ Additional T-shirts (include sizes please).

Size (*number quantity*): \_\_\_Youth Small    \_\_\_Youth Medium    \_\_\_Youth Large    \_\_\_Youth XL

      \_\_\_Adult S            \_\_\_Adult M            \_\_\_Adult L            \_\_\_Adult XL            \_\_\_Adult XXL

**Totals:**

**\$15.00 for Music Polo Shirt**

+ \_\_\_\_\_ cost of book(s)

+ \_\_\_\_\_ additional items

= \_\_\_\_\_ Cash or Check made out to: ***Pershing Middle School Music Dept.***

**\*\*\*PLEASE ENCLOSE CHECK AND ORDER FORM IN AN ENVELOPE**

Parent's signature: \_\_\_\_\_

Student's printed name: \_\_\_\_\_

**DUE DATE: WEDS SEPT 16th**

**Parent Contact Information**

Communication is a VITAL part of any successful organization, team, or program. This year I will be working hard to give all parents up-to-date information including concerts, events, fieldtrips etc. I will be sending home informational handouts and reminders as events get closer, however, in an effort to reach ALL parents efficiently I am requesting your contact information so I can do so.

We will not be flooding your mailbox. I am hoping to send out monthly bulletins and newsletters via the internet to keep parents and community members aware of what the Pershing Music Program is doing. This also helps for those last minute reminders of concerts, performances, etc.

If you or your student(s) do not have a working email that you check at least once a day you can sign up for a free account at yahoo.com or gmail.com. If you do not have access to a computer on a daily basis I will do my best to give you updates in paper form.

\*\*\*All students who return the **contact information** within the first 2 weeks will receive Ice Cream Bars at lunch.

*Detach and return form below:*

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Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Band / Orch

Parent Name \_\_\_\_\_ Parent EMAIL \_\_\_\_\_

Parent PHONE (     ) \_\_\_\_\_

\_\_\_\_\_ \*YES! I am interested in volunteering for concerts, events, trips.

\_\_\_\_\_ \*YES! I am interested in becoming a BOOSTER PARENT.

\_\_\_\_\_ \*YES! I have a vehicle that can transport large instruments