Dear Parents and Students,

Welcome to the Castle Park Middle School Instrumental Music Program! Through this music program you will have opportunities to develop an appreciation of music, musicianship skills, knowledge of musical literature, self-confidence and increased self-esteem through classroom activities and performances. You will also have opportunities to develop an understanding of the importance of teamwork and self-discipline.

Some of the highlights of our year will be: the Marching Knights performing in the San Diego BOO! Parade, Starlight Parade, and St. Patty’s Day Parade; schoolday performances at CPM, evening performances at CPH, Award Ceremony at Ultrazone Lazertag Arena, field trips, as well as many other concerts and festivals. This handbook is designed to familiarize students and parents with the events and expectations of the instrumental music program at CPM.

Castle Park Middle School has a tradition of musical excellence and outstanding music program offerings. I know that because of our hard work, dedication, and great participation, that the traditions and practices that make Castle Park Instrumental Music superior will continue, not only for this year, but for many years to come.

In our efforts to continue a high level of musical experiences, we ask that families donate money to help fund our travel around the county this school year. This donation will be used to provide transportation for our travel to parades, festivals, music concerts, and our end-of-the-year awards ceremony. It will also allow us to hire section coaches for our performing groups, purchase student awards, and cover other necessary costs associated with offering an excellent music program.

It is very important that the enclosed forms and donation are turned in as soon as possible so we can get things underway. Please email Mrs. Frazier if you have any questions. Welcome back to a new school year!

Sincerely,

Mrs. Tamara Frazier  
Castle Park Middle School  
Instrumental Music Director
I. Entering the classroom

A. Each student will enter the room quietly. Members will set up their music stand and music, place back packs in the front of the classroom, and set their instruments on the floor in front of them. Percussion section members will assemble all instruments required for the rehearsal with particular attention to mallet instruments for the warm-up and the set-up required for the first rehearsal musical selection listed on the white board. Once the instrument is assembled, student will place their cases to the right of their chairs and begin warming up with long tones “low, long, and soft”. No “junk sounds” or loud playing are permitted at any time. Students are to be in the room at the bell and seated with instrument and music stand at 2 minutes after the bell or will be marked tardy.

B. Each student will have an assigned space for their instrument and the instrument must be kept in its proper place at all times.

C. No food or drink (except clear water) is permitted in the rehearsal room.

D. Students are to walk behind the podium or teacher when moving around the room.

E. No playing of any instrument except your own at any time.

II. Rehearsal Procedure

A. Students are to exit the rehearsal formation TO THE REAR of the room if it becomes necessary to move around the room.

B. No homework, reading, writing, etc is permitted when a rehearsal is in session.

C. Restroom

   1. Please plan on using the restroom prior to, or after class. Restroom passes will be granted only in the case of emergencies and emergencies generally occur once each semester. With proper planning, this will not be a problem.

D. Proper postures will be used at all times.

E. All students are required to have a PENCIL, music binder, method book, and instrument at every rehearsal.

F. At the end of rehearsal, everything should be put away including all percussion equipment and instrument covers. Students will return to their assigned seats for dismissal.

III. Remember:

A. There is no student use of the stereo system, the phone, the computers (except for specific music instruction), the television or the piano.

B. All students and instruments will remain completely silent and still during morning announcements, PA announcements, teacher instruction and when a guest enters the room.
C. Guests (your friends) are welcome in the room during break times but it is your responsibility to make sure they follow the rules.
D. Keep feet on the floor at all times.
E. No running at any time.
F. No gum at any time.
G. The conductor’s baton, instruments, piano, and music are the teacher’s “instruments”. Please do not touch these at any time.
H. Current forms, handouts and information sheets are kept in the files in the front of the room.
I. Music librarians and director’s assistants are allowed in the music office.
   All other students please remain in the rehearsal room.
J. Do not sit on or place feet on music stands. Doing so will damage the stand.

IV. Grading

<table>
<thead>
<tr>
<th>Percent of Grade</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>Participation (In-class and Performances after school)</td>
</tr>
<tr>
<td>15%</td>
<td>Playing Tests</td>
</tr>
<tr>
<td>20%</td>
<td>Projects and Written Tests</td>
</tr>
<tr>
<td>10%</td>
<td>Written Homework/Classwork</td>
</tr>
<tr>
<td>5%</td>
<td>Family Communication (Yellow Folders, Permission Slips)</td>
</tr>
</tbody>
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All students will be given an academic grade based on the completion of assignments and attendance at performances, and a citizenship grade based on their individual behavior in class. Grades are available by checking the online grading system: Infinite Campus.

A. The academic grade will consist of three parts.
   1. **Rehearsal Etiquette** includes music preparation, performance in class, participation, attitude, and ACTIVE involvement in the rehearsal.
   2. **Performance Testing** will occur approximately every other week. **ALL PERFORMANCES ON THE CALENDAR ARE A MAJOR PORTION OF YOUR PERFORMANCE GRADE!** There are few if any excused absences. Plan ahead!
   3. **Homework.** Practice time. We all need it! Music is meant to be fun. Sometimes practice is fun, sometimes it is not, but it’s ALWAYS very necessary in order to experience all of the rewards, benefits and FUN available to you as a music student. The better you can perform, the more fun you will have. **FUN IS UP TO YOU!**

B. Citizenship Grade
   1. A student with OUTSTANDING (O) citizenship meets all the standards of Satisfactory citizenship and works independently, is a positive role model, helps others, solves problems, and always follow school and class rules.
2. A student with SATISFACTORY (S) citizenship respects others, has a positive attitude, pays attention, is cooperative, is on time, dresses appropriately, and regularly follows class and school rules.

3. A student who NEEDS TO IMPROVE (N) in citizenship will display one or more of the following: talks excessively, is disrespectful to others, is uncooperative, uses inappropriate language, has a poor attitude, displays disruptive behavior, has 4 or more tardies to class, is off task, and/or dresses inappropriately.

4. A student with UNSATISFACTORY (U) citizenship will display one or more of the following: is defiant to school authority, intimidates others, has 5 or more tardies to class, is frequently truant, is consistently disruptive, fails to follow class rules, consistently violates school rules, and/or commits a suspendable act.

C. Yellow Folders

Students will be given a Yellow Folder with his/her name and a place for parents to sign. Each time the folders go home, students will need to have their parent or guardian sign that they have read the information sent home in the folder. These folders are worth up to 5% of the student’s grade, and are an important part of our communication between families and the CPM Music Department. Lost folders can be replaced if needed. Late folders receive partial credit.

V. Instruments

A. Buying a new instrument (NOT REQUIRED)

There is a great deal of difference in quality between instruments and instrument manufacturers. The old adage "you get what you pay for" definitely applies here. **Students will experience great frustration playing an old instrument, a cheap instrument, or an instrument that is in need of repair. It is NEVER fun to play on these instruments.** In addition, MANY have experimented with inexpensive instruments purchased at local warehouse stores or online. These are unsatisfactory and will cost more in the long run due to repair costs and the eventual necessity of purchasing a new quality instrument. Purchase of cheap instruments at local warehouse stores or online virtually ensures that your child will be frustrated on the instrument. In addition, CPM music staff has not seen ANY Internet deals on inexpensive instruments that have been satisfactory. **INEXPENSIVE AND CHEAPLY MADE INSTRUMENTS ARE A WASTE OF YOUR MONEY. THEY DO NOT PLAY WELL AND HAVE ALMOST NO RESALE VALUE.**

CPM offers the best quality teachers, facilities, and programs possible but all of this is reliant upon your child having a great
instrument in her/his hands. This is a long-term investment in your child’s education and will definitely pay off.

B. School instruments
A number of instruments are available through the school for any student who cannot provide their own. Families requesting a school instrument must complete a form for responsibility of use.

C. Instrument repair
Most instruments, if carefully maintained by the student, will not need repair for quite some time. Most repairs are caused by neglect of the student in maintaining proper care of the instrument. **In the case of a repair to a school-owned instrument, while in the care of a student, the student is responsible for the repair. If the student turns in an instrument at the end of the school that needs repair, the student will be financially responsible for this repair. Withholding of report cards and/or other actions may occur if not paid. Also, the student will risk not being able to use a school instrument in the future.**

VI. Performances
**School concerts, festivals, parades, and everything else on the calendar are times to show our community what we have been learning in class. Everything on the calendar is considered an extension of the classroom and attendance is mandatory.** Your commitment to the other members of the group requires your attendance. Sometimes conflicts between other sports and activities occur and its best to lay a few ground rules for these conflicts. In general, any game, concert, or performance is a priory over any practice or rehearsal. For example, if a band **REHEARSAL** is called and it is in conflict with a soccer **GAME** the student goes to the game. If there is a band **CONCERT** and a hockey **PRACTICE** the student goes to the concert. This rule has worked every time and is fair to all music groups, athletes, sports teams and members of any other activity. Unless it is an emergency, **failure to attend any event that is on the calendar will result in an automatic grade reduction.** Conflicts that are not resolved before the occurrence will receive an automatic grade reduction. Plan ahead! These attendance requirements are completed only when the entire concert is over, even if your ensemble finished earlier in the program. **Plan on staying for the entire concert.**

VII. Performance attire
The CPM bands, orchestra, and guitar ensembles wear performance attire for all performances. In order to look and play our best, we must all be dressed appropriately and uniformly. The uniform is described below. Students who are not dressed appropriately will not participate in the performance, which will result in a grade reduction.
Boys:
• White Dress Shirt (No Logos, Colors)
• Black Dress Pants (No Navy, Denim, Faded or Parachute-type).
• Black SOCKS! No Patterns or Stripes
• Black Belt (optional)
• Black Shoes

Girls:
• Solid Black Dress Pants (No Denim or Faded Pants) or Long Solid Black Skirts (Calf Length or Longer)
• Black Nylons or Socks (No Bare Ankles or Legs)
• Girls may also choose a black FLOOR LENGTH formal dress. The straps on the dress must fall with-in our school dress code.
  If there is a slit, then nylons need to be worn to cover the bare skin when seated
• Black Dress Shoes

A. Uniform care

Uniform Standards are meant to unify the performing group.
1. All students need to make sure that they iron/dry clean their shirts for the concerts. When students need to bring their clothes, please keep them hung up and not stuffed in a garment bag.
2. The concert dress is the same for each performing group.
3. Some groups may perform at a local Amusement Park or at Festival where strict concert attire is required.

VIII. Instrument and music supplies

All students must come to class everyday with:
• PENCIL
• Instrument
• 1 inch BLACK Music Binder
• Orchestra members: Essential Elements Book*
• Band Members: Standard of Excellence Book*

All students should have for home practice:
• Metronome (on iPad)
• Tuner (on iPad)

* These books are provided by the school.

All students will be getting a demonstration on how to use these supplies to keep their instruments in good working condition at the beginning of the school year. The list below comes from
suggestions by professionals and repair technicians as to the best way to maintain an instrument in proper playing condition. If an instrument is neglected, then it can most likely end up in the repair shop for unnecessary, costly repairs.

We will be having graded Music Binder Checks periodically and expect all students to have their supplies. We will also be showing them how to use them at that time.

**Woodwinds (key oil is not used very often; therefore it can be kept at home. The other supplies need to be kept with the instrument at all times)**

Flute - cleaning rod with cleaning swab (handkerchief), key oil

Clarinet - 5 wood reeds, reed case, cork grease, cleaning swab, key oil

Oboe - 2 wood reeds, reed case, cleaning swab, cork grease, key oil

Bassoon - 2 wood reeds, reed case, cleaning swab, cork grease, seat strap, key oil

Saxophones - 5 wood reeds, reed case, cleaning swab, cork grease, neck strap, key oil

***Woodwind players will go through many reeds throughout the year. We suggest that reeds should be purchased by the bulk/box. It will be cheaper and more convenient. Keep 5 reeds in the instrument case and the others at home. You can get reed cases at any music store.

**Brass (cleaning snakes are used when cleaning the instrument in the bath; therefore it can be left at home. The other supplies need to be kept with the instrument at all times.)**

Trumpet - valve oil, slide grease, trumpet cleaning snake, polishing cloth.

French Horn - valve/rotor oil, slide grease, french horn cleaning snake, polishing cloth

Baritone Horn/Tuba - valve oil, slide grease, cleaning snake,
polishing cloth

Trombone - water (mist) spray bottle, "Trombonetine" or other slide cream (Not oil), cloth/rag/piece of an old T-Shirt, slide grease, cleaning snake, polishing clothe

**Percussion** – Percussion students will need a pair of drum sticks for at-home practice. Students are provided with mallets and sticks for school use.

**Strings** (If a student breaks their string all they need to do is to bring the instrument & the new string to us and we will put it on. No need to take it to the store, we can do it in about 5 minutes and for free!)

**All Violin & Viola players should have a 2nd set of Strings** in their case. Most students usually break more than one string during the year. We would highly suggest that students use dominant strings - even though they be a little more expensive, they are of a higher quality and have a much better sound!

Violin/Viola - 4 working fine tuners, shoulder rest (Kun-type), chin rest, rosin, soft polishing cloth, and violin polish or lemon oil

Cello - 4 working fine tuners, cello rosin, soft polishing cloth, string instrument polish or lemon oil

Bass - bass rosin, polishing cloth, string instrument polish or lemon oil

**IX. Insurance Information**

Insurance is strongly recommended for all instruments. Insurance can cover loss, theft, or damage to the instruments. You can contact your homeowner or renter insurance companies; sometimes they can provide instrument insurance. Families who borrow a school instrument are responsible for the replacement cost of the instrument.

**X. Honor Groups**

Various honor groups exist in San Diego County. We like to encourage any to participate in the groups!!! They are fun and help students to increase ability on their instrument. Some Honor Groups available to our students are: San Diego Youth Symphony Opus Program, San Diego Youth Symphony, SUHSD Honor Bands, and All-Southern California Jr. High Honor Band and Orchestra. Please contact us if you are interested in participating in an honor group.
XI. **Private Lessons**
Private Lessons are the best supplement you can give a developing music student! Most students can use a private teacher that works one-on-one with them to increase their enjoyment of music by concentrating on individual needs. Lessons and private teachers fill in the gaps that cannot be covered in a classroom situation, and allow students to move at their own natural pace. Feel free to ask Mrs. Frazier for recommendations. Please realize lessons are not required.

XII. **Movies**
From time to time movies and videos will be shown in class. (Mr. Holland’s Opus, for example). Occasionally, PG rated movies may be shown. If you do not wish to have your child see PG rated movies, please contact Mrs. Frazier.

XIII. **Instrument Assignments**
In order to be assigned an instrument, students will need to turn in their signed syllabus, instrument loan form, completed music theory packet, and must pass their first music theory test.

XIV. **Tri-M Music Honor Society**
This year we will be forming a Tri-M Honor Chapter at CPM. Any CPM music student can take part in this Honor Society. Tri-M focuses on creating future leaders in music education and music advocacy. Each year, student members contribute service hours to their schools and local communities, and raise $ for causes they care about. Scholarships are available for chapters that demonstrate exceptional service and leadership.

XV. **Solo/Ensemble**
All students will be required to participate in a Solo/Ensemble this spring. This means that each student will choose a solo or a small group (2-4 people) to play a song written just for their instruments. There will be a Festival in the district for students who want to register to play in front of a judge and be able to buy pins/patches/stickers after their performance. Students who choose not to participate in festival will be performing in front of a panel of music teachers during class, and will receive comments after playing. Either of these methods will meet the Solo/Ensemble part of their spring performance grade. (Grade is based on participation, not on proficiency.)
PLEASE FILL OUT AND RETURN ALONG WITH Donations by Friday, July 29th

Student’s Name______________________________
Period__________________________

I have read and discussed this handbook with my son/daughter. We understand and will abide by the expectations and rules of the instrumental music department including the requirements for student attendance at all events on the calendar. **WE UNDERSTAND THAT ALL PERFORMANCES ON THE CALENDAR ARE MANATORY AND ANY ABSENCE WILL RESULT IN A GRADE REDUCTION. THIS INCLUDES ALL CONCERTS, AND ALL EVENTS LISTED ON THE CALENDAR.**

Parent Signature

Student Signature

I UNDERSTAND THAT IF I AM A “NO SHOW” (NO PRIOR NOTIFICATION) AT ANY MANDATORY PERFORMANCE (CALL AND LEAVE A MESSAGE ON THE SCHOOL VOICE MAIL IN THE CASE OF SUDDEN ILLNESS), I WILL AUTOMATICALLY BE EXCLUDED FROM: the Awards Ceremony at Ultrazone Lazertag Arena.

Student Signature (yes, sign again)

Check one:

_____ I have Internet access available at my home.

_____ I do not have Internet access available.
PARENTS: You are a vital link in the success of our program! Please join us at Back to School Night for more information about our program. Every parent is asked to select at least one volunteer opportunity per year (you can do more!). Please choose from the following if you can assist us during the year. Your help is VERY MUCH appreciated & we will contact you as needed!

Student’s Name___________________________ Period ___________________

Parent Names(s)____________________________________________________

Best phone number___________________ Email:____________________________

Please check your area(s) of interest:

_____ CPM Music Booster Chairperson: Meet with Mrs. Frazier on a regular basis and serve as a liaison between parent volunteers and CPM Staff. Manage all parent volunteers.

_____ Uniform Coordinator: Assign and distribute marching uniforms. Coordinate uniform repairs.

_____ Community Support Coordinator: Works with local businesses to support the Music Department

_____ Chaperone Coordinator: Manage Chaperones for all travel and concerts.

_____ Candy Awards Coordinator: Count ballots, purchase candy and manage the candy awards at the end of the year.

_____ Concert Coordinator: Manage the logistics of home concerts including printing the programs, concert set up and parent supervision at the event.

_____ Dudley’s Fund Raising Coordinator: Manage Dudley’s Bread music fundraisers.

_____ Video Coordinator: Manage the videotaping and photographing of all performances and trips and produce an end of the year video, photo memory book and photo slide show for the final concert. Schedule and manage yearly student music photos.

_____ Recruitment Coordinator: Establish and manage recruitment in our feeder schools, including information to parents.

_____ Other: ___________________________________________________________