

Summit Academy Music Department Handbook 2013-2014

Summit Academy School
18601 Middlebelt Road
Romulus, Mi. 48174

HS Phone: 734-955-1730

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Room 804 (*High School Band Room and Office*)

Room 605 (*MS Band Room*)

Room 606 (*MS Band Office*)

Mrs. Chapman

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Classroom Expectations

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No organization can run smoothly without proper expectations and procedures. In order for us to be a successful team, the following guidelines must be met. Remember, every choice you make will determine the kind of person you will become and the kind of experience you will help us create. Choose wisely.

1. Respect the Learning Process:

- Please DO NOT SPEAK, SING OR PLAY OUT OF TURN.
- Please DO NOT LEAVE YOUR PLACE unless it is an emergency such as illness.
- Please follow posted procedures at all times

2. Respect One Another:

- SHOW RESPECT for your classmates' physical space, property, efforts and ideas. *(You will not use the words "Sucks", "Shut Up" or "Stupid" while in this room.)*
- KEEP YOUR HANDS TO YOURSELF. There will be zero tolerance for horseplay and physical violence.
- You may not touch ANY INSTRUMENT OR EQUIPMENT THAT DOESN'T BELONG TO YOU without permission from the owner.

3. Respect Our Room:

- Please keep our room CLEAN AND ORDERLY, it's the only one we've got.
- You must put your supplies away after class. Leaving your supplies out will be considered disrespecting classroom expectations.
- ABSOLUTELY NO FOOD, GUM or DRINK (with the exception of water) in the classroom at any time.

4. Respect Yourself:

- HONESTY IS THE BEST POLICY. Inform the teacher immediately if there are any problems with damaged instruments, missing assignments, other students, scheduling conflicts, etc.

Classroom Expectations and Procedures are to be followed in the classroom, on the field or on any trip we may take. Failing to follow procedures will be treated in the same way as failing to follow classroom rules.

Classroom Procedures

ENTERING CLASS

Arrive on time, in dress code and with supplies.

Enter the room QUIETLY.

Put all belongings and cases IN THE DESIGNATED AREAS.

STARTING REHEARSAL

Put your music in the order listed on the board./Set up for stretches.

No talking when the teacher is on the podium or addressing the class.

LEAVING YOUR SEAT

Raise your hand with crossed fingers to use the restroom.

Raise your pencil in the air to get up and sharpen it.

There is no other reason to leave your seat during class.

LEAVING THE ROOM

You will not leave the room if you do not have your planner unless it is an emergency.

Once you have gotten the OK to leave, fill your planner out completely, then bring it to your teacher to sign.

You must ALSO take the hall pass with you.

CLASSWORK/HOMEWORK

Do NOT hand in anything until the teacher asks for it.

Do NOT hand in money unless it is in an envelope labeled with your name and what it is

You must copy the daily agenda from the board into your planner upon arrival to class.

If you wish to be eligible for half credit on late work, you must fill out a "Request for More Time" sheet. If this is not done, you will get a zero, no exceptions.

EXITING THE ROOM AFTER CLASS

Put your stand on the rack after class. Clean up after yourself.

You MAY NOT crowd around the door waiting to be dismissed. If you have cleaned up and there is extra time left, SIT DOWN and wait to be dismissed by your teacher.

You may need to have your planner checked and stamped before you leave the room.

If it is a weekend or last day before a holiday, you must take your instrument with you.

Discipline Procedures

The Summit Academy music program has become a success due to high standards and consistency. Therefore, if you fail to follow class expectations, there will be consequences. Please note that this scale will also be applied to chronic lack of supplies, lack of preparation or lack of homework. Depending upon the severity of the infraction, steps one, two or three may be skipped.

- *1st offense-Verbal warning (loss of 5 weekly participation points)**
- *2nd offense-Conference/call home/detention (loss of 10 weekly participation points)*
- *3rd offense- Sent to office (loss of 15-25 points)*

**Please note that students will receive an AUTOMATIC DETENTION or equivalent consequence if they are caught with gum/food/drinks/candy in the classroom, if supplies are left out repeatedly or if they are tardy 3 times. No warnings will be issued.*

If a student reaches step 2 more than three times, they will be reviewed for removal from the music program. Please note that all disciplinary actions will be documented.

Class Materials

Each student will be required to have the following with them at their seats each and every day as they apply to your class:

- ❑ Instrument in good working order and everything you may need INCLUDING REEDS
- ❑ All band/choir music in folder or marching flip folio and lyre
- ❑ Class Method Book and or Drill Sheets, Worksheets, etc.
- ❑ PLANNER
- ❑ SHARPENED PENCIL (Use of pen is NOT permitted in music class)
- ❑ *Small water bottle if needed. You WILL NOT be permitted to leave your seat for a drink or to wet your reed. Water bottle is required during marching season.
- ❑ **MIDDLE SCHOOL BAND & ALL CHOIR STUDENTS:** ½ “ to 1” three ring binder and 10-15 clear plastic page protectors REQUIRED. Items can be purchased at most Dollar Stores.
- ❑ **DANCE STUDENTS:** Paper, Writing Utensil and Planner – EVERY DAY!

*Having these materials every single day is a graded requirement and will be checked periodically and recorded in the weekly class participation and behavior grade. If you have a financial issue that prevents you from having these supplies, please talk to your music teacher ASAP!
Don't get caught without your supplies!!*

School Instrument Policy

All students requiring the use of any school owned instrument (including Tuba, Baritone Saxophone, Bass Clarinet, etc.) will be asked to pay a one time insurance fee of \$35 for the school year. This will cover the instrument for any repairs that may come up, and protect you from having to pay substantially larger repair bills for damage that may come to the instrument while in your care. Unfortunately, this has become a necessary step due to the number of damaged instruments last year. Please contact the band office with any questions or concerns regarding this issue. This policy does not apply to percussion.

AREA MUSIC STORES

Here are some local music stores at which you may purchase or rent instruments, take instruments in need of repair and refurbishment or get all the supplies needed for success in band. Summit Academy will be dealing with Marshall Music Co. on a regular basis and for all school instrument repairs. You may use them or the store of your choice.

Marshall Music Co.
Allen Park, Mi 48101
313-383-5560

Southland Music
Taylor, MI
734-287-4480

Music Center
Dearborn Heights, MI
313-563-3379

Anderson Music Co.
Dearborn, Mi 48124
313-278-0100

Mike Carey Music Co.
Wayne Mi
734-283-4550

Wonderland Music
Dearborn, MI
313-584-8111

A&R Music
Lincoln Park, Mi
313-381-2274

Hewitt's Music Inc.
Dearborn, MI 48124
313-846-8850

Evola Music
Dearborn, MI
734-455-4677

Instrument Supplies

All Clarinet, Saxophone, Oboe and Bassoon players must have AT LEAST 5 good reeds with them at all times.

Brass players must provide their own valve oil and Slide-O-Mix.

These items are not sold in class, but may be ordered from Marshall Music through the school.

F.A.B. Accounts

Each student may start their own Summit Academy Fine Arts Boosters Account. Any money you raise by selected take home fundraisers throughout the school year will go into that account. You may use any money in your account for anything band/choir/dance related at any time throughout that entire school year. Should you leave the program at any time, your band account money will be moved in the general music department fund, or used to help a music student in need. To view your account balance, please submit a FAB Account Balance Request Form, found in the band room. To use funds from your music account, please submit a FAB Account Withdraw Form, located in the band room. Your money will be put toward whatever music related item you choose to use it for such as instrument supplies, field trips, department shirts, festival registrations, music, etc. At no point will you be permitted to withdraw cash from your account.

Grading Policies:

Daily Participation - 30%

Students will receive 25 weekly points for active participation in class, which is defined as:

Being prompt and ready to start on time: (tardiness = loss of 2 points, unexcused absence= loss of 5 points). Students must be in the room before the bell rings, or they will be marked tardy. Having to leave to room to get forgotten supplies will be considered tardiness.

Having all needed supplies: (student is without fully functioning instrument, all music, pencil, planner or other supplies = loss of 5 points). If an instrument is in for repair, the student **must** bring a signed note from a parent/guardian explaining the situation or they will lose points.

Following class expectations and procedures: (breaking of rules and procedures = loss of 5-25 points depending on severity of offense). In addition, students will be subject to further disciplinary actions. *Excessive lack of respect for procedures and rules will lead to removal from the music department.*

Homework - 10%

Homework could include assigned worksheets, research papers, projects, specific practice assignments, etc.

Playing, Dancing and Written Tests - 30%

Tests include, but are not limited to: written tests, in class worksheets, dance tests, playing tests (including section playing tests, scale tests, band literature, rudiments, chorales, marching, etc.) Playing tests will be both planned and surprises. It is best to be prepared for anything.

Performance / Large Projects - 30%

Band, Choir and Dance are performance-based classes. The real life experience of a performance cannot be duplicated. Your presence at ALL performances is expected and required. In order to receive full credit for a performance you must report ON TIME, in CORRECT ATTIRE, with ALL SUPPLIES and BEHAVE appropriately. Students are also required to stay the full length of any concerts.

Late work: Late work must be turned in or made up upon the student's return to school in order to get full credit for the assignment. Any other late work will be accepted for ½ credit until 2 weeks before the end of the marking period.

EXTRA CREDIT

Students will have a variety of ways to get extra credit to help their class grade. All extra credit points will be applied to the participation grade. Extra credit is your responsibility.

- Approved music/dance performance attendance (with proof of attendance) 5 pts.
- Rehearsal with a non-school music/dance ensemble 2 pts. for every hour (limit 20 points per quarter)
- Public performance with a non-school music/dance ensemble 10 pts. (limit 3 per quarter)
- Performance at district or state solo/ensemble competition 10 pts.
- Research paper on pre-approved topic 10 pts. per 3 pages (limit 1 per quarter)
- Practice Record with 100 minutes or more 5 pts. (limit 1 per week)
- If you think you have something that isn't on this list, just ask. There are lots of good ideas out there.

Music Department Calendar

*All concert dates are required and worth 30% of your grade in class. Please note that dates and times are subject to change and events could be added if the school administration so chooses. Items in **BOLD** print are required.*

<u>DATE</u>	<u>EVENT</u>	<u>ENSEMBLE</u>	<u>REPORT TIME</u>	<u>EVENT TIME</u>	<u>EVENT LOCATION</u>
SEPTEMBER 12	FAB MEETING	ALL FINE ARTS PARENTS INVITED		7:00PM,	HS BAND ROOM
SEPTEMBER 12	DR. TIM LEADERSHIP WORKSHOP	ALL MARCHING BAND LEADERSHIP	3:00PM	4:00PM	FARMINGTON HS
SEPTEMBER 13	HOME FOOTBALL GAME – PARENT'S NIGHT	MARCHING BAND, COLOR GUARD, DRUMLINE	3:00PM	6:50PM-9:30PM	HOME FIELD PARENTS REPORT 6PM
SEPTEMBER 18-19	BAND BAKE SALE	ALL FINE ARTS		3:00PM-3:30PM	HS LOBBY-PLEASE SEND DONATIONS
SEPTEMBER 19	BIG BOY RESTAURANT FUNDRAISER	ALL FINE ARTS		5:00PM-9:00PM	FLAT ROCK BIG BOY (TELEGRAPH RD.)
SEPTEMBER 23	MARSHALL MUSIC RENTAL NIGHT	THOSE RENTING INSTRUMENTS FROM MARSHALL MUSIC		7PM	NORTH MIDDLE SCHOOL CAFE
OCTOBER 1	DOWNRIVER FANFARE	MARCHING BAND, COLOR GUARD, DRUMLINE	3:00PM	6PM-10PM	WYANDOTTE ROOSEVELT HS
OCTOBER 4	HOMECOMING PARADE AND PEP RALLY	MARCHING BAND, DRUMLINE, COLOR GUARD	12PM	1PM	PARADE ROUTE AND PEAK GYM
OCTOBER 4	HOME COMING FOOTBALL GAME	MARCHING BAND, COLOR GUARD, DRUMLINE	3:00PM	6:50PM-9:30PM	HOME FIELD
OCTOBER 10	FINE ARTS BOOSTERS MEETING	ALL FINE ARTS PARENTS INVITED		7:00PM	HS BAND ROOM
OCTOBER 11	HOME FOOTBALL GAME (BREAST CANCER AWARENESS)	MARCHING BAND, COLOR GUARD, DRUMLINE	3:00PM	6:50PM-9:30PM	HOME FIELD
OCTOBER 16-17	BAND BAKE SALE	ALL FINE ARTS		3:00PM-3:30PM	HS LOBBY
OCTOBER 18	HOME FOOTBALL GAME-SENIOR NIGHT	MARCHING BAND, COLOR GUARD, DRUMLINE	3:00PM	6:50PM-9:30PM	HOME FIELD SENIOR PARENTS REPORT 6PM
OCTOBER 23	BUFFALO WILD	EVERYONE	OPEN TO		SOUTHGATE BWV ON EUREKA RD.

	WINGS RESTAURANT FUNDRAISER!		CLOSE		DINE IN OR CARRY OUT
OCTOBER 21-31	GHOSTIE GRAMS FUNDRAISER	ALL FINE ARTS, HS AND MS			KLEENEX AND TOOTSIE POPS NEEDED
OCTOBER 24	STADIUM ECHOES CONCERT	MARCHING BAND, COLOR GUARD, DRUMLINE	6:00PM	7PM-8PM	THE PEAK
NOVEMBER 1	END OF SEASON PARTY	MARCHING BAND, COLOR GUARD, DRUMLINE (\$15.00)	6:00PM	6:00PM-9:00PM	ZODIAC IN SOUTHGATE
NOVEMBER 7	FALL ELEMENTARY CONCERT	HS CHOIR AND JAZZ BAND	12:30PM	1:45 PM	NORTH ELEMENTARY SCHOOL GYM
NOVEMBER 14	FINE ARTS BOOSTER MEETING	ALL FINE ARTS PARENTS INVITED		7:00PM	HS BAND ROOM
NOVEMBER 19	STEVIE B'S FUNDRAISER	EVERYONE! FLYER NEEDED.	OPEN TO CLOSE		TRENTON, WEST ROAD AND ALLEN
NOVEMBER 20-21	BAND BAKE SALE	ALL FINE ARTS		3:00PM-3:30PM	HS LOBBY PLEASE SEND DONATIONS
NOVEMBER 23	<u>MOM PROM!</u>	EVERYONE AGE 21 AND UP. DAD'S AND NON-MOM'S TOO!		6PM-11PM	TRENTON VFW HALL
DECEMBER 6	HS BAND LOCK IN	ALL BAND STUDENTS IN GRADES 9-12 INVITED (\$15.00)	10:00PM	10:00PM-7:00AM (NO LATE PICKUPS)	HS BAND ROOM AND 800 WING
DECEMBER 9-20	SANTA GRAMS FUNDRAISER	HS AND MS STUDENTS			CANDY CANES NEEDED
DECEMBER 12	MS WINTER CONCERT	MS VARSITY BAND, CHOIR, AND CONCERT BAND	6:00PM	7PM-8PM	HS GYM
DECEMBER 12	FINE ARTS BOOSTERS MEETING	ALL FINE ARTS PARENTS INVITED. AFTER MS CONCERT		8PM	HS BAND ROOM
DECEMBER 17	HS WINTER CONCERT	SYMPHONIC BAND, HS CHOIR, HS JAZZ	6:00PM	7PM-8:30PM	THE PEAK
DECEMBER 18-19	BAND BAKE SALE	ALL FINE ARTS		3:00PM-3:30PM	HS LOBBY PLEASE SEND DONATIONS
DECEMBER 18-21	MIDWEST MUSIC CONFERENCE	MS. PULCER AND MRS. CHAPMAN GONE		ALL DAY	CHICAGO
JANUARY 9	FINE ARTS BOOSTERS MEETING	ALL FINE ARTS PARENTS INVITED.		7PM	HS BAND ROOM
JANUARY 16-18	MICHIGAN MUSIC CONFERENCE	MS. PULCER AND MRS. CHAPMAN GONE		ALL DAY	GRAND RAPIDS
JANUARY 23	S&E CELEBRATION	ALL STUDENTS	6:00PM	7:00P,	HS CAFÉ

	RECITAL	PARTICIPATING IN S&E			
JANUARY 25	DISTRICT HS SOLO AND ENSEMBLE	PERCUSSION ENSEMBLE/ OPTIONAL FOR SYMPHONIC BAND		ALL DAY	LIVONIA FRANKLIN HS
JANUARY 15-16	BAND BAKE SALE	ALL FINE ARTS		3:00PM-3:30PM	HS LOBBY PLEASE SEND DONATIONS
FEB 1	DISTRICT MS SOLO AND ENSEMBLE	OPTIONAL FOR CONCERT BAND-SUPPORT YOUR MENTEES!	TBD	ALL DAY	LIVONIA FRANKLIN HS
FEBRUARY 6	BIRTHDAY	MRS. CHAPMAN		ALL DAY	EVERYWHERE
FEBRUARY 4-14	SWEETIE GRAMS FUNDRAISER	ALL FINE ARTS		ALL DAY	
FEBRUARY 13	FINE ARTS BOOSTERS MEETING	ALL FINE ARTS PARENT INVITED		7PM	HS BAND ROOM
FEBRUARY 19-20	BAND BAKE SALE	ALL FINE ARTS		3:00PM-3:30PM	HS LOBBY PLEASE SEND DONATIONS
MARCH 6	MS PRE-FESTIVAL CONCERT	MS CONCERT BAND- HS VOLUNTEERS NEEDED	6:00PM	7PM-8:30PM	HS CAFÉ
MARCH 11	HS PRE FESTIVAL CONCERT	SYMPHONIC BAND, PERCUSSION ENSEMBLE	6:00PM	7PM-8:30PM	HS CAFÉ
MARCH 11	FINE ARTS BOOSTERS MEETING	ALL FINE ARTS PARENTS INVITED. AFTER HS PRE FESTIVAL CONCERT		8:30PM	HS CAFÉ
MARCH 19-20	BAND BAKE SALE	ALL FINE ARTS		3:00PM-3:30PM	HS LOBBY PLEASE SEND DONATIONS
MARCH 13-15	MS/HS BAND FESTIVAL	SYMPHONIC BAND, PERCUSSION ENSEMBLE	TBD	TBD	TBD
MARCH 22	HS STATE SOLO AND ENSEMBLE	PERCUSSION ENSEMBLE/ THOSE WHO MAKE IT/VOLUNTEERS	TBD	ALL DAY	FARMINGTON HARRISON HIGH SCHOOL
APRIL 3	FINE ARTS BOOSTERS MEETING	ALL FINE ARTS PARENTS INVITED		7PM	HS BAND ROOM
TBD	WOW ASSEMBLY FIELD TRIP DAY	JAZZ BAND, DRUMLINE, SELECT DANCE STUDENTS	7:55 AM	ALL DAY	MS, NORTH, FLATROCK, MANCINO'S
APRIL 11	10TH ANNUAL DINNER THEATER FOR THE ARTS	ALL DANCE, JAZZ BAND, PERCUSSION ENSEMBLE, HS CHOIR, VOLUNTEERS	5:00PM	6PM-9:30PM	PEAK
APRIL 16-17	BAND BAKE SALE	ALL FINE ARTS		3:00PM-	HS LOBBY PLEASE

				33:30PM	SEND DONATIONS
APRIL 24-26 OR MAY 1-3	STATE HS BAND FESTIVAL	SYMPHONIC BAND	TBD	TBD	TBD
MAY 5	BIRTHDAY	MS. PULCER		ALL DAY	EVERYWHERE
MAY 7	MS DSO CONCERT FIELD TRIP	MS CONCERT BAND (\$20.00)	TBD	10:00AM	ORCHESTRA HALL, DETROIT
MAY 8	FINE ARTS BOOSTER MEETING	ALL FINE ARTS PARENTS INVITED		7:00PM	HS BAND ROOM
MAY 21-22	BAND BAKE SALE	ALL FINE ARTS		3:00PM- 3:30PM	HS LOBBY
MAY 15	MS SPRING CONCERT	MS VARSITY BAND, CHOIR, CONCERT BAND, VOLUNTEERS	TBD	7PM- 8:30PM	PEAK
MAY 20	HS SPRING CONCERT	SYMPHONIC BAND, PERCUSSION ENSEMBLE, CHOIR, JAZZ BAND	6:00PM	7PM- 8:30PM	PEAK
MAY 21	BAND BAKE SALE	ALL FINE ARTS		3:00PM- 3:30PM	HS LOBBY
MAY 22	HS <u>REQUIRED</u> MARCHING BAND MEETING	ALL PARENTS AND STUDENTS CURRENTLY ENROLLED IN BAND AND COLOR GUARD GRADES 8-11		6:00PM- 8:00PM	HS BAND ROOM
MAY 30	HS BAND LOCK IN	ALL BAND STUDENTS IN GRADES 8-12 INVITED (\$15.00)	10:00PM	10:00PM- 7:00AM (NO LATE PICK UPS)	HS BAND ROOM AND 800 WING
JUNE 11	HS GRADUATION	HS SYMPHONIC, PERCUSSION, CHOIR	5:00PM	6:30- 8PM	THE PEAK

HS =High School, **MS** = Middle School, **SAHS** = Summit Academy High School, **SAMS** = Summit Academy Middle School. All **BOLD** events are **REQUIRED** if you are in that ensemble. Please make note of all dates now. Should a conflict arise, the sooner we know about it, the better. Summit Academy Schools has the right to change any dates. Should this happen, you will be notified as soon as possible.

Performances are worth 30% of your grade. You will only be excused for the following reasons:

1. Extreme illness (with doctor's note within 24 hours)

2. Death in the family

3. Religious differences (with note or call from religious leader.) Note: this does not include church schedule conflicts, only religious reasons for not performing, i.e. certain music, certain nights.

Concert Attire

The uniforms we wear give the first impression of our ensemble. All students must have the appropriate dress for performances. Any student who is inappropriately dressed may not be allowed to participate in performances. Students will lose **at least** one letter grade on their performance grade for incorrect attire.

Concert Dress Expectations for all music ensembles:

CHOIR & SYMPHONIC BAND LADIES & GENTLEMEN:

White long sleeved, button down, men's dress shirt, Black dress pants, **Black socks, 100% Black shoes**. Jazz band only will also need a black suit jacket or vest to go over their white dress shirt. **NEW TIES WILL BE PROVIDED FOR ALL HS BAND STUDENTS TO COMPLETE THE CONCERT UNIFORM!** HS Choir students will wear ties at select performances.

**HS Percussion Ensemble students will also need a solid black long sleeved dress shirt in addition to the white.*

**Choir students should be prepared to purchase costume items for each performance. We will always try to give at least two weeks notice on costumes. Costumes are usually chosen by the students.*

Please DO NOT Show up in any of the following:

Athletic shoes, shoes that are anything other than 100% BLACK, knee high boots, white socks or tights, t-shirts, skirts or dresses above the knee, denim of any kind, leather or pleather, **EXCESSIVE JEWELRY**, clothing with rhinestones, chains, or other embellishments, pin striped pants, clothing with patterns, any item of clothing prohibited by the school dress code.

- ***Marching Band Uniforms will be distributed before the first game. Please remember the uniform rules. A black shirt must be worn underneath.***
- ***Dance Class performance attire will be determined closer to performance dates.***
- ***Dancers should wear comfortable soft-soled shoes to class each day. You may also wear sweats or summit gear. No yoga pants or leggings unless you have a long shirt please.***

SUMMIT ACADEMY School Instrument Contract

Name _____ Date _____
Instrument _____ Make & Model _____
Serial # _____ SA # _____

Accessories:

☐ Mouthpiece ☐ Mouthpiece Cap ☐ Ligature ☐ Valve Oil ☐ Cork Grease ☐ Neck Strap ☐ Polishing Cloth
☐ Instrument Stand ☐ Cleaning Brush
☐ Other _____

Condition _____

I acknowledge receipt of this musical instrument and to adhere to the following conditions:

1. I agree that I am personally responsible for this instrument and any damage that may come to the instrument due to negligence on my part while the instrument is in my care.
2. This instrument was received in _____ condition and I agree to return it in the same condition, allowing for normal wear and depreciation (minor dings and scratches or discoloration). I agree that I am responsible for the cleaning and care of this instrument while in my possession.
3. This instrument is to be returned at the end of the school year or the time specified _____.
4. I agree that no other person than myself (my child) is to use this instrument.
5. I understand that to use this instrument **I MUST PAY A NON-REFUNDABLE FEE OF \$35.00**. This fee will pay for the instrument to be insured for most repairs and an end of the year cleaning. Any cost for the replacement of parts, loss or destruction of the instrument will be my responsibility.
6. I understand that I may return this instrument for a full refund within 30 days of checkout, IF it is in the same condition it was at the time of checkout. I will be given my refund only after the instrument has been examined by the professionals at Marshall Music Co.

☐ Cash ☐ Money Order # _____ ☐ Check # _____

(Print Student Name)

(Print Parent Name)

(Student Signature)

(Parent Signature)

Fine Arts Council Intent to Run Form

Name: _____ **Date:** _____

Ensemble(s): _____ **Instrument:** _____

Please check the office(s) you are interested in running for:

☐ President ☐ Vice President ☐ Treasurer ☐ Secretary ☐ Librarian ☐ Steward ☐ Tech Guru ☐ Calendar Guru

Please write a short paragraph containing the following information:

1. What do you think the job as an officer (which ever office you choose) should entail?
2. What do you think you would add to the band council as an officer?

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MUSIC DEPARTMENT HANDBOOK AGREEMENT FORM

PLEASE READ THE BAND HANDBOOK CAREFULLY AND COMPLETELY AND SIGN THE FOLLOWING CONTRACT:

I have read the Summit Academy Music Department Handbook, including the expectations and regulations and I will comply with them. I have read the grading policy and know what is expected of me. I will act as a responsible dedicated student and citizen while representing Summit Academy, the community and myself. I will work hard to develop my potential by practicing and attending all required functions.

Student Signature _____

Print Name: _____

Date _____

I have read the Summit Academy High School Music Department Handbook and understand what is expected of my child, including assignments, associated costs and required performance dates. I understand that should my child miss a performance they are subject to a grade reduction. I also understand that if my child fails to fulfill the listed behavior expectations, there will be associated consequences.

Parent/Guardian Signature _____

Print Name: _____

Date _____

Don't forget to complete the Parent Talent Survey on the Back!! (If you filled out the volunteer form for Marching Band, you can skip it.)

This sheet will be due on September 6. Please return on time for full credit.

Dear Parents/Guardians,

I just want to briefly state how excited I am about the upcoming school year! We have big plans for the music department, and we hope you will continue to be a part of our success. We had wonderful parent support last year and can only hope it will grow! Please look over the following list and let us know where you can help.

Musically,

Anne M. Chapman
Director of Music
Summit Academy High School

PARENT TALENT SURVEY

Parent/s Name: _____ Home Phone: _____
Student's Name: _____ Work Phone: _____
Address: _____ Can you be contacted at work? YES NO
City, State, Zip Code: _____ E-mail: _____

I (we) can assist in the following ways:

- _____ Organizing and supervising fund raising projects*
- _____ Setting up and tearing down for performances*
- _____ Designing and typing newsletters*
- _____ Taking pictures at events (for newsletters, website, to show off the band!)*
- _____ Chaperoning events and field trips*
- _____ Driving a large truck or van to transport instruments*
- _____ Medical assistance on trips (LPN, RN or MD)*
- _____ Soliciting corporate donations, grants, etc.
- _____ Organizing recreational and social events
- _____ Providing legal advice
- _____ Making phone calls
- _____ Sewing
- _____ Driving a bus (commercial license required)
- _____ **Cooking for dinner theater***
- _____ **Donating food for team dinners and dinner theater***
- _____ Other (please specify): _____

*= areas where parent involvement is really quite crucial (don't worry, it won't be too much work! ☺) Your help is so very appreciated by the students, staff and teachers of Summit Academy Schools! Thanks in advance for sharing your time and talent!

NAME _____ DATE _____ HOUR _____

Music Department Handbook Worksheet

1. What is your music teacher's school e-mail address? _____

2. List the date for the Winter Concert: _____

3. List three classroom expectations:

4. What is the number you dial to reach your music teacher at school?

____-____-____

5. What four factors is your grade in class based on?

6. TRUE or FALSE: You will receive full credit if you come to a performance wearing a white T-shirt, black jeans, white socks and shoes with white stripes. _____

7. TRUE or FALSE: If you fail to turn in a written assignment, you can turn it in next quarter for full credit. _____

8. TRUE or FALSE: Your daily participation grade will not be affected if you come to class with no supplies and no note from home. _____

9. What items are you expected to have with you in class every day?

10. Name one fundraiser we will do this year: _____

11. When is your music teacher's birthday? _____

12. Please describe the procedure for leaving the room during class:

13. Please describe the procedure you must use if you wish to turn in late work for half credit?

In complete sentences, name at least three goals you have for class this year. **(For full credit, you must fill the space given):**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

This worksheet will be due on September 6. Please return on time for full credit.

PLEASE DO NOT HAND IN THE ENTIRE HANDBOOK WHEN YOU TURN IN THE WORKSHEETS! THERE IS A TON OF INFORMATION IN THIS HANDBOOK THAT YOU WILL NEED THROUGHOUT THE YEAR. PLACE IT SOMEWHERE SAFE FOR REFERENCE. THERE WILL BE MANY TIMES THROUGOUT THE YEAR WHEN YOU ASK A QUESTION AND YOUR MUSIC TEACHER WILL SAY “LOOK IN THE MUSIC HANDBOOK”. SAVE THIS BOOK!!!! ☺