

Summit Academy Middle School Music Handbook 2016-2017

**Summit Academy School
18601 Middlebelt Road
Romulus, MI 48174**

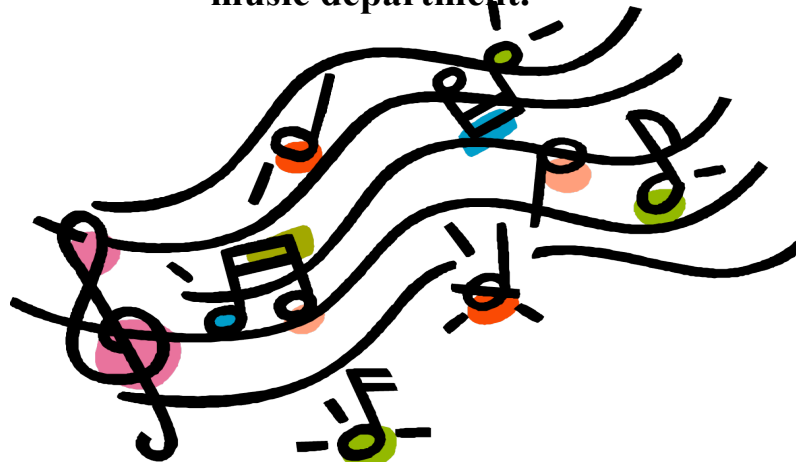
**Middle School Phone Number: 734-955-1712
Room 605-MS Band Room**

Ms. Pulcer's Email Address: apulcer@summit-academy.com

****Summit Academy Fine Arts Website:****

<http://summitacademyfinearts.weebly.com>

This site will give you up to date information regarding events happening in the music department.



Middle School Music Department Expectations:

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.

- Be Responsible for:
 - *Your Actions*
 - *Your Equipment*
 - *Your Music*
- Be Respectful to
 - Learning Process
 - Please DO NOT SPEAK, SING, 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
 - One Another
 - *Physical Space, property, efforts, ideas*
 - *Will not use the words (sucks, shut up, or Stupid in this class)*
 - *Hands to yourself*
 - *You may NOT touch any instrument or **EQUIPMENT THAT DOESN'T BELONG TO YOU** without permission from the owner.*
 - Our Classroom
 - *Clean and Orderly*
 - *Put Equipment away after class*
 - **NO FOOD GUM OR DRINK** (exception water) in class at any time
 - Respect Yourself
 - **HONESTY IS THE BEST POLICY**
 - *Inform the teacher IMMEDIATELY if there are damaged instruments, missing assignments, other student issues, scheduling conflicts, etc.*
 - **BE A "WE/US" Teammate**

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 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.

- **First Offense**
 - Verbal Warning
 - Loss of 5 Weekly Participation Points
- **Second Offense**
 - Conference/Call Home/Detention
 - Loss of 10 Weekly Participation Points
- **Third Offense**
 - After School Detention
 - Loss of 15-25 Weekly Participation Points

*******PLEASE NOTE*******

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.

Materials Needed for All Rehearsals

Choir	Band
<ul style="list-style-type: none"> • All Music, Warm-Ups, etc, in Music Binder with measures numbered • Class Method Books and Worksheets • PLANNER • SHARPENED PENCIL (Pen is NOT Permitted) • Small water bottle (no water breaks) • 1" 3 Ring Binder is REQUIRED • 15 clear plastic page protectors REQUIRED 	<ul style="list-style-type: none"> • Instrument in good working order and everything you need INCLUDING REEDS • All Music, Warm-Ups, etc, in Music Binder • Class Method Books and Worksheets • PLANNER • SHARPENED PENCIL (Pen is NOT Permitted) • Small water bottle (no water breaks) • 1" 3 Ring Binder is REQUIRED • 15 clear plastic page protectors REQUIRED • Percussion Students will need, their percussion kit, <u>AND Vic Firth Multi-Application Mallets, and ProMark DSB4 Stick Bag</u>

*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

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

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

Southland Music
Taylor, MI
734-287-4480

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

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

Music Center
Dearborn Heights, MI
313-563-3379

Wonderland Music
Dearborn, MI
313-584-8111

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 and Written Tests - 30%

- Tests include, but are not limited to: written tests, in class worksheets, 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 and Choir 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>Location</u>
September 8 **MS EXTRA CREDIT**	FAB Meeting	All Fine Arts Parents Invited		7:00pm	HS Band Room
September 19-30 **Proceeds into FAB Account**	Hungry Howie's Fundraiser	All Fine Arts			Take home Fundraiser
September 22 **MS EXTRA CREDIT**	Restaurant Fundraiser	All Fine Arts – Bring Flyer!	Open	Close	Panera Break, Taylor
September 30 **MS EXTRA CREDIT**	Home Football Game	Marching Band, Color Guard, Drumline	3:00pm	6:50pm-9:30pm	Home Field Military Apprec. Night
October 4 **MS EXTRA CREDIT**	Downriver Fanfare	Marching Band, Color Guard, Drumline	3:00pm	6pm-10pm	Wyandotte Roosevelt HS
October 13 **MS EXTRA CREDIT**	Fine Arts Boosters Meeting	All Fine Arts Parents Invited		7:00pm	Hs band room
October 14 **MS EXTRA CREDIT**	Home Football Game- Homecoming	Marching Band, Color Guard, Drumline	3:00pm	6:50pm-9:30pm	Home Field Senior parents report 6pm
October 17-31	Ghostie grams fundraiser	All fine arts, hs and ms			Donations needed
October 19 **MS EXTRA CREDIT**	Bagger Dave's Fundraiser	Everyone! West Road, Bring flyer		All Day	Woodhaven
October 21 **MS EXTRA CREDIT**	Home Football Game- Senior Night	Marching Band, Color Guard, Drumline	3:00pm	6:50pm-9:30pm	Home Field Senior parents report 6pm
October 25 **MS EXTRA CREDIT**	Stadium Echoes Concert	Marching band, Color Guard, Drumline	3:00pm	7pm-8pm	The peak
October 24- Nov7 **Proceeds into FAB Account**	Bob Evan's Holiday Pie Sale	All Fine Arts Students			Everywhere!
November 4	Solo & Ensemble Entry Deadline	HS and MS Band/Percussion			
NOVEMBER 9 **MS Extra Credit**	Buffalo Wild Wings Fundraiser	Everyone! Flyer Needed.	Open to Close		Woodhaven (West Road)

<u>Date</u>	<u>Event</u>	<u>Ensemble</u>	<u>Report Time</u>	<u>Event Time</u>	<u>Location</u>
November 10 **MS Extra Credit**	Fine Arts Booster meeting	All Fine Arts Parents Invited		7:00pm	Hs band room
November 14-28 **Proceeds into FAB Account**	Annual Candle Sale	All fine arts			Take Home Fundraiser
November 19 **MS Students Donating Items For Baskets**	<u>4rd Annual MOM PROM!</u>	<i>EVERYONE age 21 and up. Dad's and non-mom's too!</i>	<i>Call for tickets!</i>	6pm-11pm	Trenton VFW Hall
December 5-23	Santa grams fundraiser	Hs and ms students			Candy canes and red and green paper needed
December 8 **MS Extra Credit**	Fine Arts Booster meeting	All Fine Arts Parents Invited		7:00pm	Hs band room
December 9 <u>**REQUIRED FOR ALL CHOIR AND BAND STUDENTS**</u>	MS Winter Concert	MS Varsity Band, Choir, and Concert Band	6:00pm	7pm-8pm	MS gym
December 12 **MS Extra Credit**	HS Winter Concert	Symphonic band, HS choir, HS Jazz	6:00pm	7pm-8:30pm	The peak
	Drama Club Improv. Show	Jazz Band	5pm	6pm	Trenton Village Theater
December 12-18 **MS Extra Credit**	5 Below Shopping Fundraiser	Everyone!		All Day	5 Below, Taylor, Eureka & Telegraph
December 14-16	Midwest music conference	Music Department Teachers Gone		All Day	Chicago
January TBD **MS Extra Credit**	Applebees Restaurant Fundraiser	Everyone!		All Day!	Southgate – Bring Flyer!
January TBD **Proceeds into FAB Account**	Take Home Fundraiser (TBD)	Everyone!		All Day!	
January TBD **MS Extra Credit**	Bowling Fundraiser	Everyone!	TBD	TBD	TBD
January 12 **MS Extra Credit**	Fine Arts Boosters Meeting	All Fine Arts Parents Invited.		7pm	HS Band Room
January 19-21	Michigan music conference	Music Teachers Gone		All day	Grand rapids
February TBD **MS Extra Credit**	Buffalo Wild Wings Fundraiser	Everyone!		All Day	TBD

<u>Date</u>	<u>Event</u>	<u>Ensemble</u>	<u>Report Time</u>	<u>Event Time</u>	<u>Location</u>
February TBD	Mom 2 Mom Sale!	Everyone!	TBD	TBD	SAHS
February 1-13	Sweetie grams fundraiser	All fine arts		All day	
February 6	Birthday	Mrs. Chapman		All day	Everywhere
February 4	District MS Solo and Ensemble	Optional for Concert Band- Support your Mentees!		All day	Livonia Franklin HS
February 9 **MS Extra Credit**	Fine Arts Boosters Meeting	All Fine Arts Parent Invited		7pm	HS Band room
March TBD **MS Extra Credit**	Old Chicago Fundraiser	Everyone!		All Day	Southgate
March TBD **MS Extra Credit**	Five Below Fundraiser	Everyone!	TBD	TBD	TBD
March 2 **INTERMEDIATE BAND AND CONCERT BAND REQUIRED**	MS Pre-Festival Concert	MS Concert Band- HS volunteers needed	5:00pm	7pm-8:30pm	HS Café
March 7 **MS Extra Credit**	HS Pre Festival Concert	Symphonic Band, Percussion Ensemble	6:00pm	7pm-8:30pm	HS Café
March 7	Fine Arts Boosters Meeting	All Fine Arts Parents Invited. After HS Pre Festival Concert		8:30pm	HS Café
March 9-11 **INTERMEDIATE BAND AND CONCERT BAND REQUIRED**	MS/HS Band Festival	Symphonic Band, Percussion Ensemble	TBD	TBD	TBD
March 13-27	Dearborn Sausage/Ham Fundraiser	Everyone!			Make \$ for your FAB Account!
March 18	Parent Expo	S&E Volunteers needed	TBD	TBD	The PEAK
April 28 **MS Extra Credit**	13th Annual Dinner Theater for the arts	All Dance, Jazz Band, Percussion Ensemble, HS Choir, Volunteers	5:00pm	6pm-9:30pm	Peak
April 24	Miss J's Birthday!	Everyone!		All Day!	Everywhere!
May TBD	Flower Fundraiser	Everyone!	TBD	TBD	SAHS Parking Lot
May TBD **MS Extra Credit**	Rosie O'Grady's Fundraiser	Everyone!	TBD	TBD	Southgate
May 5	Birthday	Ms. Pulcer		All Day	Everywhere

<u>Date</u>	<u>Event</u>	<u>Ensemble</u>	<u>Report Time</u>	<u>Event Time</u>	<u>Location</u>
May 11 **8 th Grade Band Members Required**	HS REQUIRED MARCHING BAND MEETING/FAB Meeting	ALL PARENTS AND STUDENTS CURRENTLY ENROLLED IN BAND AND COLOR GUARD GRADES 8-11		6:00PM-7:00PM	HS BAND ROOM
May 11 **MS Extra Credit**	Fine Arts Booster Meeting	All Fine Arts Parents Invited		7:00pm	HS Band Room
May 25 **ALL BAND AND CHOIR STUDENTS REQUIRED TO PERFORM**	MS Spring Concert	MS Varsity Band, Choir, Concert Band, HS Band Council volunteers	TBD	7pm-8:30pm	Peak
May 23 **REQUIRED FOR 8 th GRADE CHOIR AND BAND MEMBERS**	8 th Grad/Alumni Rehearsal & Team Dinner	All 8 th Grade Band and Choir Members, Symphonic Band, HS Choir	3:05pm	3:15pm-5:45pm	HS Band Room, HS Cafe
May 23 **REQUIRED FOR 8 th GRADE CHOIR AND BAND MEMBERS**	HS Spring Concert	Symphonic Band, Percussion Ensemble, Choir, Jazz Band	6:00PM	7pm-8:30pm	Peak
May 26	Band Lock In	All HS and 8 th Grade Band Members	9:45pm	10pm-7am	HS 800 Wing
June 9	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 UNIFORMS

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.

ALL MS CHOIR AND BAND STUDENTS

- ***Shirt***
 - *White*
 - *Men's Oxford*
 - *Button Down*
 - *Long Sleeved*
 - *Collared Shirt*
- ***Pants***
 - *100% Black Dress Pants*
 - *NO JEANS*
 - *NO LEGGINGS*
 - *NO CAPRIS*
- ***Shoes and Socks***
 - *100% Black Knee High Socks*
 - *100% Black Closed Toe Shoes*
- ***Choir Students***
 - *Be prepared to purchase props and such for specific performances in addition to your uniform*

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.

BAND AND CHOIR UNIFORM INFORMATION AND ORDER FORM

Greetings Music Families,

Summit Academy Music Department requires a specific Concert Uniform for all Concerts and Band Festivals. The uniform does not need to be ordered through the school, however, we have included a shirt order form for your convenience. Below are the Summit Academy Music Uniform Requirements.

Summit Academy Music Uniform Requirements	
Shirt	Men's White Long Sleeved Collared Oxford Shirt
Pants	100% Black Dress Pants (NO JEANS/NO SKINNY PANTS/NO CAPRIS)
Socks	100% Black Socks (not ankle socks)
Shoes	100% Black closed toe shoes

Below are the size charts for the Oxford Shirts that can be ordered through the Music Department

*******PLEASE MEASURE SO THAT YOU HAVE THE CORRECT SIZE*******

Oxford Shirt Size Chart							
Youth Sizes				Adult Sizes			
	Size	Chest	Waist	Size	Chest	Waist	Sleeve
4	4/5 (XS)	23	21	S	34-36	28-30	32 – 33
5		24	21-1/2	M	38-40	32-34	33 – 34
6	6/7 (S)	25	22-1/2	L	42-44	36-38	34 – 35
7		26	23-1/2	XL	46-48	40-42	35 – 36
8	8 (M)	26-1/2	24-1/2				
10	10/12 (L)	27	25-1/2				
12		28	26-1/2				
14	14/16 (XL)	29-1/2	27-1/2				
16		31	29				
18	18 (XXL)	32-1/2	30				

COST IS \$15.00 PER SHIRT

**If paying with cash (preferred), Please use exact change.
*****Please make checks out to Summit Academy FAB*******

STUDENT NAME:	
Circle Size	<p>YOUTH XS S M L XL XXL</p> <p>ADULT S M L XL</p>
Shirt Quantity	
Total Amount Enclosed	\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> FAB

Music Book Order Form

Hello Parents and Students,

Summit Academy Music Department uses the Book Series called **Standard of Excellence By Bruce Pearson**. There are different levels for the different classes.

Book 1- (The Red Book) will be used in 5th and 6th Grade

Book 2 (The Blue Book) will be used in 7th and 8th Grade

Books can be ordered from Marshall Music (through the school) using the form below at a discount.

All Students ordering through the school Must Order their Books by September 25th

******ALL STUDENTS MUST HAVE A MUSIC BOOK IN CLASS BY SEPTEMBER 30th******

******If for some reason you are unable to meet this deadline please let me know ASAP so the bands office can help.******

*****Checks Payable to Marshall Music Company*****

Student Name: _____ Date: _____

Item	What instrument do you play?	Price Per Book	Quantity	Total Amount Enclosed
Standard of Excellence Book 1 (6 th Grade)		\$7.00		<div>\$ _____</div> <div>Cash []</div> <div>Check [] # _____</div> <div>FAB Account []</div>
Standard of Excellence Book 2 (7/8 Grade)		\$7.00		<div>\$ _____</div> <div>Cash []</div> <div>Check [] # _____</div> <div>FAB Account []</div>

INSTRUMENT SUPPLY ORDER FORM

Instrument	Item	Price	Qty.	Total
Trumpet Mutes	Humes and Berg Straight	\$19		
	Humes and Berg Cup	\$31		
	Tom Crown Straight	\$42		
	Tom Crown Cup	\$46		
Trombone Mutes	Humes and Berg Straight	\$24		
	Humes and Berg Cup	\$37		
	Tom Crown Straight	\$52		
	Tom Crown Cup	\$59		
		TOTAL		\$

Reeds	Price	Circle Reed Strength	Qty.	Total
Clarinet Vandoren (Box of 10)	\$26	2 ½ or 3		
Clarinet Rico Royal (Box of 10)	\$20	2 ½ or 3		
Clarinet Mitchell Lurie (Box of 10)	\$20	2 ½ or 3		
Clarinet Juno (Box of 10)	\$18	2 ½ or 3		
Bass Clarinet Vandoren (Box of 10)	\$23	2 ½ or 3		
Alto Sax. Vandoren Reed (Box of 10)	\$33	2 ½ or 3		
Alto Sax. Rico Royal (Box of 10)	\$27	2 ½ or 3		
Alto Sax. Juno (Box of 10)	\$24	2 ½ or 3		
Tenor Sax Rico Royal (Box of 10)	\$37	2 ½ or 3		
Tenor Sax Juno (Box of 10)	\$17	2 ½ or 3		
Bari Sax LaVos (Box of 10)	\$48	2 ½ or 3		
Bassoon Jones (1 reed)	\$15	MedSoft or MedHard		
Oboe Jones (1 reed)	\$15	MedSoft or MedHard		
		TOTAL		\$

(Side 1)

INSTRUMENT SUPPLY ORDER FORM

<u>Instrument</u>	<u>Item</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
Woodwinds	Flute Cleaning Rod	\$3		
	Flute Cleaning Swab	\$7		
	Clarinet Swab	\$3		
	Clarinet/Saxophone Mouthpiece Brush	\$3		
	Cork Grease	\$2		
	Saxophone Instrument Swab	\$8		
	Sax Neck Swab	\$5		
	Neotech Neck Strap	\$16		
Brass	Valve Oil	\$3		
	Brass Mouthpiece Brush	\$3		
	Trombone Slide-O-Mix Slide Grease	\$14		
Percussion	Vic Firth M14 Xylophone Mallets	\$30		
	Vic Firth SD1 General Drumsticks	\$10		
	<i>Vic Firth Multi-Application Mallets</i>	\$32		
	<i>Pro Mark DSB4 Stick Bag</i>	\$17		
		TOTAL		

Student Name: _____ **Date:** _____

Grand Total Included: \$ _____ ☐ Cash ☐ FAB Account ☐ Check # _____

****Checks Payable to Marshall Music Company****

Office Use Only:

☐ Ordered On _____

☐ Delivered On _____

(SIDE 2)

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)

CONTACT INFORMATION FORM

-This information is used to communicate about rehearsals, as well as for Section Leaders and Teachers to get ahold of students during the year.

Student's Name _____

Student's Phone Number: _____

Student's E-mail Address: _____

Parent(s)/Guardian(s) Name _____

Parent(s)/Guardian(s) Phone Number(s): _____

Parent(s)/Guardian(s) E-mail Address(es) _____

SA MUSIC CONTRACT REVIEW FORM

PLEASE READ THE MUSIC DEPARTMENT HANDBOOK CAREFULLY AND COMPLETELY AND SIGN THE FOLLOWING CONTRACT:

I have read the Summit Academy Music Department Handbook, including the expectations and regulations and will comply with them. I have read the grading policy and know what is expected of me. I will act as a responsible and 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: _____ Date: _____

I have read the Summit Academy 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: _____ Date: _____

Don't forget to complete the Parent Talent Survey on the Back!!

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.

Thank you,

Ms Pulcer

Summit Academy

Associate Music Director

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 fundraising 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*
- _____ Pulling Our Trailer to and from competitions
- _____ 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):**

[illegible]

This worksheet will be due on September 9th. 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!!!! ☺