

Bernice Ayer Middle School Instrumental Music

Capistrano Unified School District • 1271 Sarmentoso • San Clemente, CA 92673

Don Schultz, Director • (949) 366-9607 • bamsmusic.com

Dear Parents and Students,

Welcome to the Bernice Ayer 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, self-discipline and make many unforgettable middle school memories.

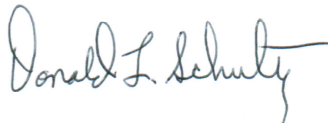
Some of the highlights of our year will be: auditioning for Disneyland for Chamber Orchestra, Advanced Orchestra & Wind Ensemble, evening performances at BAMS, auditions for Knott's Berry Farm, field trips, as well as many other concerts and festivals. This handbook is designed to familiarize students and parents with the events and expectations of the instrumental music program at BAMS.

Bernice Ayer 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 Bernice Ayer Instrumental Music superior will continue, not only for this year, but for many years to come. Music is not an elective at BAMS, it's a life style choice that will impact the rest of your life.

In our efforts to continue a high level of musical excellence, and for your convenience, we are requesting a Music Lab Donation* of \$55.00 per student for the school year. This will cut down the amount of fund-raisers and the need to collect these donations through out the year. This donation will be used to provide transportation for our travel to Disneyland and Knott's Berry Farm, allow us to hire section coaches for our performing groups, purchase student awards, as well as cover other necessary costs associated with offering an excellent music program. This donation goes toward events and experiences that EVERY STUDENT benefits from and thus, its fair to ask every student to contribute to these experiences. Please make checks payable to BAMS and return by Friday, September 9.

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

Sincerely,



Mr. Schultz, Director of Instrumental Music Studies

- * In the event of financial need, the music lab donation may be adjusted. No student will be denied an opportunity to participate without the donation. Please have a parent/guardian confidentially contact Mr. Schultz if you have questions.
- * Please note that the Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment.



Parent and Student Handbook

2011-12

BAMS INSTRUMENTAL MUSIC HANDBOOK

- I. Entering the classroom
 - A. Each student will enter the room quietly. Members will set up their music stand and music, place back packs under their chairs 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. Students may begin to assemble their instruments upon signal from the teacher. 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 1 minute 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. ALL backpacks and other items must stay outside the room.
 - D. 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.
 - E. The door to the MPR and the door to the vocal room are not used except in emergencies.
 - F. Proper postures will be used at all times.

- G. All students are required to have a pencil, binder, method book and instrument at every rehearsal.
 - H. 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. Books are required for Book Break. No magazines, homework or other study is allowed during this time.
 - C. All students and instruments will remain completely silent and still during morning announcements, PA announcements, teacher instruction and when a guest enters the room.
 - D. There is no playing nor food or drinks allowed in the room before school, during morning break, during lunch and between classes. Students who do not follow this rule will lose room privileges for 1 week.
 - E. Guests (your friends) are welcome in the room during break times but it is your responsibility to make sure they follow the rules.
 - F. Practice rooms may be used during break times with teacher permission.
 - G. Keep feet on the floor at all times.
 - H. No running at any time.
 - I. No gum at any time
 - J. The conductor's baton and music are the teacher's "instrument". Do not touch these at any time.
 - K. Current forms, handouts and information sheets are kept in the "black file " in the front of the room.
 - L. Music librarians and director's assistants are allowed in the music office. All other students please remain in the rehearsal room.
 - M. If the office door is closed, do not knock, or stand at the door. You will need to wait until the door opens.
 - N. Wave Cards will be used. A Wave Card drawing will be held each Friday.
 - O. Do not sit on or place feet on music stands. Doing so will damage the stand.
- IV. Grading
- All students will be given an academic grade based on the completion of assignments and attendance at performances, a citizenship grade

based on their individual behavior in class, and a work habits grade based on the completion of homework and preparation for class. Grades are available by checking on the BAMS Instrumental Music website.

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 week during using “Smartmusic”. ALL PERFORMANCES ON THE CALENDAR ARE A MAJOR PORTION OF YOUR PERFORMANCE GRADE! There are few if any excused absences. Plan ahead!
3. 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, is always seated during rehearsal, sets up quickly, is in position with instrument at the beginning of every rehearsal and always follows 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: leaves seat during rehearsal, does not have music and minder organized, is slow to get set up and be in position at the beginning of class, talks excessively, is disrespectful to others, is uncooperative, uses inappropriate language, has a poor attitude, does not return to her/his seat after putting instrument away, does not have binder, pencil, or instrument for class, displays disruptive behavior, chews gum at school, uses cell phone inappropriately, fails to treat

his/her or another student's instrument properly, has 4 or more tardies to class, is off task or unfocused, and/or dresses inappropriately.

4. A student with UNSATISFACTORY (U) citizenship will display one or more of the following: fails consistently in one or more of the areas listed in number 3 above, 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 suspend-able act.

C. Work Habits Grade

1. The Work Habits Grade is based on the regularity of students taking their instruments home, practice time and for being prepared to play daily in rehearsals. This grade also includes bringing materials to class.
2. Students who take their instrument home five days each week receive an O, four days for an S, three days for an N, and two or less for a U.

V. Instruments

A. Buying a new instrument

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, BAMS 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. BAMS 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. Many suggestions for instrument purchase are posted on the BAMS music website.

B. School instruments

A limited number of instruments are available through the school, mostly the larger and more expensive instruments. If you borrowed a school instrument last year, please look into purchasing or renting your instrument this year so that beginning or new students may use available instruments for this year. Students and families are financially responsible for all school equipment assigned to them by BAMS. 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 student-owned instrument, the student is responsible for the repair. Students whose instrument is in repair will receive a grade reduction if they do not bring a note from a parent indicating the need for and excuse. Make up work will be assigned during this time period. It is very rare for an instrument repair to take more than a week. Please take your instrument in for repair promptly when it becomes necessary.

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.

VI. Performances

School concerts, festivals, Disney and Knott's performances, 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 priority 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 7 days 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 BAMS band and orchestra wear uniforms 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.

Boys:

- White Tux Shirt (Long Sleeved)
- Bow Tie
- Black Dress Pants (No Navy, Denim, Faded or Parachute-type) Make sure that there are no colored or white threads.
- Black SOCKS! No Patterns or Stripes
- Black Belt (with mild buckle)
- Black Polished Dress Shoes (No Gym Shoes!)

Girls:

- White Tux Shirt (Long Sleeved)
- Bow Tie
- Solid Black Dress Pants (No Denim or Faded Pants) or Long Solid Black Skirts (Ankle 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 Polished Dress Shoes (No Gym or Open Toed)

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

It is recommended that students come to class everyday with:

- Pencil
- Instrument
- 1 inch BLACK Music Binder
- Orchestra members: Essential Elements Book*
- Band Members: Standard of Excellence Book*

Recommended for home practice:

- Music Stand
- Metronome
- Tuner

* These books are available at any good music store or online at amazon.com.

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. Or you can go to www.musicagencyinc.com for a decent rate on insurance.

Past students have had a good experience with this company.

X. Honor Groups

Various honor groups exist in Orange 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: CUSD Honor groups, Irvine Youth Symphony, Four Seasons Orchestra, La Primavera, Orange County Junior Orchestra, and All-Southern California Jr. High Honor Band and Orchestra. Please contact us if you are interested in participating in an honor group. We also have a link form our website.

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 Mr. Schultz for recommendations. Please realize lessons are not required. There is a list of teachers available on the BAMS music website.

XII. Website

BAMS music maintains a music department website that will contain pictures of student performances group ensemble pictures, etc. In addition, all current testing information, calendars, travel information and most things relating to BAMS Music are available on the site:

<http://www.bamsmusic.com>

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PLEASE FILL OUT AND RETURN ALONG WITH \$55 LAB DONATION BY SEPTEMBER 9

Student's Name _____ Period _____

I have read and discussed this handbook with my son/daughter. (The handbook is available at bamsmusic.com and on School Loop). 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 MANDATORY AND ANY ABSENCE WILL RESULT IN A GRADE REDUCTION. THIS INCLUDES ALL CONCERTS, DISNEY, KNOTTS AND ALL EVENTS LISTED ON THE CALENDAR. The following are examples of events that are NOT excused absences: club soccer try out, horse show, baseball game, baby sitting, baby sitting family members, ride problems, softball games, swim practice, swim meets, any sports practice, baseball last game of the season, baseball, family vacation, camping trip.

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 KNOTT'S BERRY FARM TRIP.

Student Signature

Please note that the Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment.

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Volunteer information

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:

_____ BAMS Music Boosters Chairperson: Meet with Mr. Schultz on a regular basis and serve as a liaison between parent volunteers and Mr. Schulz. Manage all parent volunteers.

_____ Uniform Coordinator: Measure, order and distribute uniform tux shirts and ties.

_____ Inventory Coordinator: Manage BAMS instrument inventory.

_____ Chaperone Coordinator: Manage Chaperones for all travel.

_____ 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.

_____ Smartmusic Technical Support: Work with students and parents troubleshooting the Smartmusic and assessment systems.

_____ Music Library Coordinator: Manage the Music Department's music library.

_____ Fund Raising Coordinator: Manage music fundraisers selected by Mr. Schultz. Collect and manage yearly lab donations.

_____ Special Events Coordinator: Schedule and manage classroom activities and quarterly Zero Period Breakfast.

_____ Video Coordinator: Manage the videotaping and photo graphing 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.

_____ Public Relations Coordinator: Manage PR to local newspapers and the monthly BAMS newsletter.

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

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CONCERT ATTIRE

We perform throughout the year in "Concert Black." In general, this typically consists of a white long-sleeve dress/tuxedo shirt, long black socks and dress shoes, as well as a black bow tie and a black cummerbund for both genders. Ladies have a second option and are asked to wear all black full-length dressy/formal attire.

This gives each ensemble a professional look on stage while also allowing flexibility and multiple options for students' individual needs, using formal clothing that can also be worn for other occasions and functions.

All students will be provided with attire based on availability. This concert attire must be returned at the end of the year in the same condition as received. Students who fail to return the attires or who return attire that is damaged beyond ordinary wear and tear will be required to reimburse that District for the full replacement cost.

We understand that some students may choose to purchase is concert attire. We are providing an opportunity for students to purchase these concert attires through the District if desired.

If you choose to purchase the concert attire through the District, the costs are as follows:

_____	\$18.00 Personal Tux shirt & Bow tie
OR...	
_____	\$15.00 Personal Tux shirt only
_____	\$4.00 Bow tie only
OR...	
_____	\$60 Concert Black Dress for ladies

_____ I plan to purchase the concert attire through the District and have included my order above and my check for \$_____ made payable to BAMS. (Please write your student name on the memo)

_____ I plan to purchase the concert attire on my own through an outside vendor.

_____ I plan to check out the concert attire from the District (based on availability). I understand I must return it in good condition at the end of the school year.

Student Name (Please print)

Parent/Guardian Signature

Please note that the Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment.

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Do you need a school instrument for the school year?

If you answered yes to this question please continue reading this letter!

Instruments are very expensive and cost a lot to keep them in working condition.

Due to the rising costs of repair and maintenance of our aging school instruments and increased numbers of students, a voluntary donation is suggested for the use of a school instrument for the entire school year. Donations are voluntary and all students will be allowed to participate whether a donation is made or not.

All students in need of a school instrument will be provided with an instrument based on availability. These instruments must be returned and checked in at the end of the year in the same condition as received. Students will be required to sign the District Instrument Usage Form before checking out the instrument. Students who fail to return instruments or who return instruments that are damaged beyond ordinary wear and tear will be required to reimburse the District for the full replacement cost.

If you choose to use a school instrument through the BAMS Music Program, the suggested donations are as follows:

_____ \$100 Home and School Use (\$50 per Semester)
_____ \$50 School use only/ Shared with other classes *First year Bass and Tuba students'Instrument donation may be waved.

Please follow the steps below for a school instrument.

1. Fill out and return the District Instrumental Usage Form distributed in class.
2. If a voluntary donation is being made for the school instrument use please make checks payable to BAMS.
3. Write your student name on the memo.

Donations are voluntary and all students will be allowed to participate whether a donation is made or not.

Student Name (Please print)

Parent/Guardian Signature

Student Grade:

Instrument:

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