

St. Paul Public School Music Handbook

Updated for
2023-2024



***Danielle Spencer – Grades 5-12
Instrumental and Vocal
Music Director***

Welcome to St. Paul Music!

Expectations

Respecting Facilities:

1. Students are to only use what is theirs and not touch property of other students.
2. NO food, gum or drink in the music classrooms. (Breakfast is allowed on the top 2 levels by the offices only!) Bottled water will be allowed.
3. Teacher worktables, roller chairs and desks are off limits to students except by permission. Students need to knock before entering the office.
4. Classroom cleanup is expected at the end of each hour including properly storing instruments, chairs, stands and folders.
5. Book bags and instrument cases need to be stored during rehearsal as designated by the teacher. The music room is not to be used as a personal storage space. Backpacks and personal items are to be stored in hallway lockers.
6. Students checking out school instruments and uniforms are expected to go through the required school process for obtaining these items.
7. Students are expected to seek permission before using classroom equipment.

Respecting Each Other:

1. Follow school procedures at all times including dismissal for locker, restroom, nurse and counselor visits.
2. Bullying and hazing will not be tolerated. Result of this behavior will be dismissal from the music program.
3. Support for EVERY student in the music department is expected IN and OUTSIDE of class.
4. Inappropriate comments about classmates will not be tolerated.
5. Cell phones and any other distracting devices are **NOT** allowed in the classroom or during any performance. If they are being used in class for non-necessary means, the cell phone will be collected and given to the front office to be requested back by the student, at the end of the day.
6. When needing to be absent from an after-school rehearsal, dress rehearsal or event, please notify Ms. Spencer with written documentation of when you will be gone with a reason why. Doing so with a minimum of 1 week lead time so the teacher and classmates may plan ahead.
8. **Students are expected to be at ALL required performances and events. Excusals will NOT be given for work. Plan ahead!**

Respecting Yourself and What You Do:

1. Students are expected to practice OUTSIDE of class.
2. Meeting rehearsal and memorization deadlines is expected to assure the highest quality performance.
3. When written work is given, it is expected that students treat it as any other assignment and meet the due date while turning in quality work in which effort has clearly been shown.
4. Take care of yourself and your own equipment.
5. Everyone is expected to act respectful, polite and mature while using appropriate language in school uniform or costume or anytime they are representing SPPS music.
6. Outside behavior may affect whether students are allowed to participate in any music events.

Starting Rehearsal:

Instrumental- Arrive prepared, grab your music folder at the top of the steps, spit out your gum and begin setting up chairs and stands. This should be done with your stand partner. One person is responsible for the two chairs and the other should get the stand. Next get out instruments, leaving the case and any personal belongings by your instrumental locker. If your backpack is too large, you may store it above the filing cabinets during class to keep the floor space empty. You may talk quietly AT YOUR SEAT until the bell, then become silent for announcements and attendance. Materials required for class should be brought in daily.

Choral- First walk in, grab your music folder and spit out your gum. Place any personal belongings and bags at the back of the room. You may talk quietly AT YOUR SEAT until the bell, then become silent for announcements and attendance. Materials required for class should be brought in daily.

Any time during or at the start of class is not the time to request missing music, reeds, instrument repairs etc. These things are to be handled before or after school.

During Rehearsal:

Students are expected to have a pencil available at all times. Do not write in your music with a pen. You may also be asked to have a planner or calendar, so have that in close proximity. Always raise your hand when requesting the teacher's attention and stay quiet throughout the class so everyone is allowed an organized and learning environment.

CHANGES for Covid - 2022-2023

- ***Depending on the level of COVID at the school - students may be asked to social distance and wear masks during class. The music directors will work in congruence with the school administration before re-adapting such procedures.***

Ending Rehearsal:

Instrumental- Using the same procedure for set- up, (but in backward order), put away instrument, and stands **at the end of EVERY REHEARSAL**. Any papers left out need to be put away and music needs to be properly stored in your folder and back in the folio cabinet. Each student is expected to properly wipe down their instrument at the end of every rehearsal BEFORE putting them in their case. Make sure all personal belongings are taken with you when you go.

Choral-Place music back in your folder correctly and then take to the folio cabinet. Straighten your chair, pick up any papers left on the floor and then pick up your personal belongings from the back of the room and wait for bell or teacher dismissal. Do not block the entry/exit while waiting for dismissal. Checking Out Music- You must check-out your music in order to take it home. Check-out sheets are located above the folio cabinets where your music folders are stored.

Absence Policy

Daily participation points do not need to be made up unless they become excessive resulting in multiple low weekly participation grades or a WIN.

Absence Request Procedure: Morning Rehearsals, Evening Rehearsals, Dress Rehearsals and Performances

1. At a minimum time allowance of two weeks, please contact the directors as to the reason for the missing rehearsal or performance. A parent may either send an email to the directors, or give a formal handwritten note stating the reason for the request. For your convenience, a "REQUEST FOR EXCUSED ABSENCE" form is found online or at the back of the music room.
2. Every excusal must be submitted more than two weeks before the missed rehearsal.
3. Turn in your excusals to the directors directly.
4. We will read each excusal, and notify all parties in ample time if there is concern or the absence will not be excused.

POLICY –Unless there is an emergency, if a student's absence is not excused, the student will NOT be allowed to make up the missing points. Should the request form not be turned in at all, the absence is automatically unexcused. Here-say from another student as to why another student is gone will not be tolerated. Students and/or parents are expected to communicate directly with the music teachers for emergencies.

******** Work, (sibling) babysitting and "personal reasons" are not excused.********

Multiple attendance concerns may result in student's removal from a performing ensemble.

Auditions

As Directors, we will uphold fair class auditioning of students at all times. Audition procedures will include the following:

1. Students carefully read through information.
2. Students seek parental agreement/permission to participate. All participants must agree to the terms of the audition and activity PRIOR to auditioning. All participants and guardians must agree that audition scores are final and that students are allowed to view only their own

scores and no one else's. This is a trust that the auditions are run fair and that an entire panel of people make the decisions, not just the director.

3. Once participation is granted, the student signs up for audition time.

4. The directors will always create a panel of 2 or more judges for both vocal and instrumental music.

5. After the audition, it can take up to two weeks for lists to be posted and call-backs might be made. Information will be posted outside of the music room.

6. Once the list is posted, students and/or guardians need to attend any required meetings pertaining to that course to maintain membership.

A student's membership in an auditioned ensemble is NEVER FINAL. These are positions that are earned. Lack of continued improvement, effort, attendance, support of the teacher, and, or a poor attitude can jeopardize membership AT ANY TIME.

Solos- Most solos will be auditioned. This will be at the discretion of the director. Solos are not always based on who can perform the best. Effort, number of previous solos, class ranking (senior vs. sophomore) and other factors go into choosing a soloist. We ask that all participants trust that the best decisions are made for the entire group and if concern about soloist selection occurs that students and guardians refer to the procedure outlined prior in this handbook for handling those concerns.

Awards

All Music students will be given the opportunity to earn music Awards. This process starts as a Freshman. Each student will have a File on hand in the Music Department office. As the student meets the requirements of an award, If a student does not earn an award in their first three years in music, but participates IN MUSIC FOR A FULL FOUR YEARS (this is participation without even a semester out), a Senior Letter is awarded IF THE STUDENTS END IN GOOD STANDING AT SPHS. The director will review awarding a student the SPHS Music Award in April of every year.

Caring For Your Instrument/Voice

All students are expected to care for their instrument whether in band or choir. Vocalists are especially encouraged to use their voice correctly especially around a performance time. This includes refraining from yelling or straining your vocal chords for any reason. ALL instrumentalists are expected to have a cleaning cloth in your case and use it daily. Extra reeds, valve oil, and slide grease are the student's responsibility and are expected to be in cases at all times. Reed players are urged to use WOOD reeds and have two extra on hand. Students should not eat or chew gum and then play their instruments without rinsing out mouth first. Random checks of the instrument cases will occur. Any student using a school owned instrument should fill out an **instrumental loan agreement** first and will be responsible for repair or replacement for any damage beyond basic wear and tear.

Concessions - New addition to the 2022-23 school year

Each parent of a child in 7-12 music is highly encouraged to participate in **ONE SHIFT OF CONCESSIONS** as a music booster. (Music Boosters operate all home varsity concession stands for our community. Your child will be compensated for the time volunteered by earning money in their student account (see below). To sign up, an email and a text will be sent by Ms. Spencer and the Music Boosters that will have the link to Sign UP - our program that allows for concessions scheduling. Dates for the entire year will be available. Each parent will be responsible for one shift regardless of the amount of students in 7-12 music. Instructions to add to the Music Booster Remind is available below in the Music Boosters information.

Eligibility

All students participating in NSAA (Nebraska State Activities Association) sanctioned events (such as District Music Large Ensemble), must adhere to the eligibility standards held by both NSAA and St. Paul High School. You can visit either the St. Paul home page or the NSAA home page to find additional information on requirements to stay eligible. The directors will let students and parents know if they are not meeting the required GPA to participate and will offer mentoring services to get the student back to a GPA in which he/she can participate. In addition to the NSAA requirements, the students must follow school attendance and grade requirements outlined in the St. Paul Eligibility Policy. This code is outlined further in the music handbook.

Expenses

Various music classes may encounter various expenses. Here are some basic necessities and AVERAGE cost NOT INCLUDING the cost of any trips taken throughout the school year.

Concert Choir:

JH: \$15 Music T-shirt - (if class voted and ordered)

- Concert attire - Dressy black and white. This is mainly black and white as the colors with preferred slacks and a button up. Girls may wear a dress/ and or a skirt but it must be at least knee length or below.

HS: \$15 Music T-shirt - (if class voted and ordered)

\$35 Music Polo* - Cost will only occur if a student does not return polo upon graduation.

- Concert Attire - Concert Robes with a white dressy undershirt, black pants, black shoes and black socks.

Acapella Choir: Available HS Only

Up to \$150. Set price is TBD.

- Concert Attire - Concert Black. School may furnish some of the attire if requested at the beginning of the year. .

Marching Band/Concert Band :

JH: \$15 Music T-shirt (if class voted and ordered)

HS: \$15 music T-shirt (if class voted and ordered)

\$35 Music Polo* - This cost will only be expected when students do not return their music polo upon graduation.

- Concert Attire - All Instrumental Students will also be expected to obtain dress clothing for concerts on their own. No Jeans please. Clothing choices will be discussed in class.

Music Polos – These will be loaned costume selection for each **high school student. It will be paid for by the school. (It will then become uniform for some marching band and conference events.) When a*

student graduates, they are to return their Music Polo. If it is not returned, or it is in bad condition, the student will have to pay for the replacement cost of the polo which is \$35.

Grading

School Grading Scale

A: 93-100

B: 86-92

C: 78-85

D: 70-77

F: 0-69

Weekly participation: 10 points per week (2 points per day)

Points are subtracted for gum, lack of bringing required materials, excessive tardies and/or absences, talking or failure to participate.

Classwork, Worksheets, Small Activities, Uniform/Instrument/Music, Pencil, Marching bags Inspection/: 10-25 points per assignment or inspection.

Quizzes, Large Activities, Required After school Rehearsals (if needed): 25-50 points

Quizzes will be both written and performance based (sung or played). Uniform is NOT required at the dress rehearsal unless the teacher requires this ahead of time.

Pep Bands/Dress Rehearsals/Concert Reflection: 50 points

Points are subtracted for late arrival, lack of required attire or behavior at the event. This includes behavior while watching other groups perform and staying the entire event.

Tests/Performances: 100+ points (TBD on activity)

Points are subtracted for late arrival, lack of required attire or behavior at the event. This includes behavior while watching other groups perform and staying for the entire event.

Late work policy - Late work will be accepted, up until the next unit is completed or until one week before the end of the quarter. When the final test of the next unit has been made all late work will result in a 0%.

Extra Credit – Extra credit is not offered. However, alternate assignments can be made on an individual basis.

We ask that students be as efficient and quick as possible when making up missing work. Please conference with the teacher if you have missed excessive days and need more time due to work required in other classes as well. Extra credit is not given in SPPS music classes. It is expected that students give their best at all times. Any extra that a student does will be put towards earning their music letter.

Handling Concerns

Students, parents and staff members are expected to handle concerns in a respectful manner.

1. Document your concern in either a note or email with a phone number for the teacher to call for conferencing. If handwritten or printed, put it in a sealed envelope and place it in the teacher's mailbox. Do not call the administration first. They will refer you back to the teacher to conference prior to becoming involved. We will contact you as soon as we are able.

2. If phone or e-mail conferencing does not correct the concern, please schedule an appointment to talk with the teacher. This will be done in either the music office or school conference room after school.

3. If a resolution is still not obtained, then a conference including an administrator or counselor will be scheduled. If it is a policy concern, the parent and student may need to decide whether they will continue participating.
 4. It is the responsibility of the director to be consistent with the rules and procedures in the handbook. When emergencies or unforeseen circumstances occur- the policies may be discussed on an individual basis.
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Instrument Rental

In order to rent an instrument from SPPS, you will need to complete the INSTRUMENT RENTAL Form found in the back of the handout. Every SPPS instrument used will need to be checked out by the student and their parents.

The yearly cost for instrument rental is \$50 or \$25 a semester. This is to help defray cleaning costs at the end of each year. If by chance your family is free and reduced lunch, the obligation will be dismissed.

Policy- While under the student's use or possession, should a school owned instrument be damaged or lost, it will be the student's/parent's obligation to repair or replace the damaged attire before the financial obligation will be removed.

Instrument Repair

Any SPHS instrumental repairs will be performed through Yandas. If a child has an instrument in disrepair, a request will be made for a repair technician to travel to St. Paul to pick up the repair. If the instrument in question belongs to SPHS, the school will pay for the repair in its entirety. However, if the instrument is family owned, SPHS has the following options regarding its repair.

- Option 1: The family may decide that they would like SPPS to send their instrument to Yandas in our weekly order. Yanda's will then bill that family directly. **THE SCHOOL WILL NOT BE A PART OF THE BILLING PROCESS.** If this is the option you choose you will need to document this choice by emailing Ms. Spencer at danielle.spencer@spwildcat.org, and fill out the correct paperwork
- Option 2: The family may decide to take their instrument to be repaired on their own.
- Option 3: The family may decide to rent an SPPS instrument (if available) for the set yearly fee.

One of these options will need to be made within two days of the problem arising. Grades are given on class participation and cannot be assessed without an instrument.

Policy- While under the student's use or possession, should a school owned instrument be damaged or lost, it will be the student's/parent's obligation to repair or replace the damaged attire before the financial obligation will be removed.

Music Boosters:

If you are the parent or guardian of any student in a music class 7th – 12th grade, **you are considered a Music Booster**. Your level of personal activity may vary, but you will be required to sign up for at least one concession or volunteer activity. *Research has shown that the more prevalent the parent is in their child's life, the better choices that a child makes in both school and social circles.* Support your child by: attending concerts, encouraging practice

time, allowing them to attend all rehearsals, communicating with their teachers and by listening to their growth. These few steps will ensure your child succeeds in a very rewarding subject.

Music Booster/Parent Remind:

Join the Music Booster Remind to get involved and to get music information sent straight to your phone!

CLICK ON THIS LINK: <https://www.remind.com/join/kh82b>

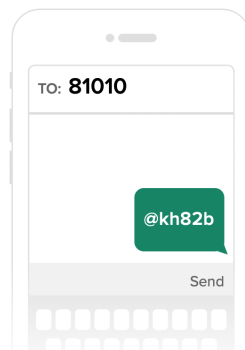
OR

Follow these guide:

Tell people to text @kh82b to the number 81010

They'll receive a welcome text from Remind.

If anyone has trouble with 81010, they can try texting @kh82b to (469) 437-4632.



Online Learning

The St. Paul Music Department will use the following platforms and extensions during online learning; Google Classroom, Kami, Flipgrid, Edpuzzle and the Remind App. Please take the time to familiarize yourself with this technology. In the event of online education, Ms. Spencer will be grading EVERY ASSIGNMENT and they will count in your overall grade and school GPA. Grading per assignment will align with the grading procedures below and may be subject to change. Recordings of student's vocal and instrumental work will be vital and a space may need to be created at home to guarantee success.

Student Booster Account and Fund-raising - Part of Music Boosters

Every music student in an SPPS Music Ensemble will have the opportunity to fundraise. Fundraiser money will be deposited into the Music Booster Student Account and a spreadsheet with each individual student's account/funds will be kept. This account is set up automatically for the student by the Booster Treasurer. At the start of a fundraiser, the Boosters will give out an information packet that clearly outlines how to proceed with the fund-raiser and will state how the profits will be split. Sometimes students earn all of their own profit for their individual account and sometimes the profits are split with the Boosters for the general account. If the Boosters sponsor an event, the profits all go directly to the Booster organization. Students will NEVER be required to fundraise. We strongly encourage

fund-raising to help the boosters as they are a financial support system for our Music Department. They are a vital part of the music department so we encourage every participant to support this group.

Student booster funds are non-reimbursable. Students may pass money down to a sibling that is attending St. Paul within one year of their graduation. Student money can be used for the following:

1. Summer Camps
2. Large group trips travel expenses (no personal money)
3. Attending operas, musicals, concerts sponsored by the SPPS Music Department (not things you chose to go to on your own).

Student booster funds are ***NOT*** to be used for the following:

1. Food expense on a trip.
2. Personal items of any type or spending money.
3. Costumes, clothing pieces and items that are kept by the student.

Uniforms and Costumes

Uniforms are an important part of our school. They represent our distinction and pride among the community and guests. It is vital that care is taken while wearing and storing the uniform and good judgment and behavior be modeled while in uniform. Band uniforms are not to be taken home or worn outside of school, nor are choir costumes and robes to be worn outside of school without teacher permission. Storage of Marching Uniforms, Concert Uniforms, and Concert Choir Robes will be at St. Paul High School. Parents and students must request permission to have additional dry-cleanings done on the uniforms and robes. Any extra dry-cleanings will be at the student's cost and must be taken to the location provided by the director...currently **Williams Cleaners** dry-cleaners. The school will pay for a once a year cleaning for both the choir outfits and band uniforms.

Policy- While under the student's use or possession, should a school owned uniform or robe be damaged or lost, it will be the student's/parent's obligation to repair or replace the damaged attire before the financial obligation will be removed. If the damaged item was damaged in a way that was "natural" or from no cause of the student, no charge will be made.

Director Contact Information:

Daneielle.spencer@spwildcat.org -
5-12 Vocal & Instrumental Music
308-571-0160

As a courtesy, we ask that home, cell phones etc. are only called for emergency purposes.

We will not make a special trip to school to unlock the music room or facilities during the evening or on the weekends.

Absence Excusal Request Form - St. Paul Music Department

Name: _____

Date of Absence Request: _____

Conflicting Event: _____

Short Description of Conflict:

Parent Signature

Date

Parental Contact Information:

-----**To be filled out by director.**

____ Excused

____ Unexcused

Director Signature

Date

2023-2023 Music Handbook

Student and Parent Acknowledgement and Agreement Form

PLEASE SIGN THIS FORM AND RETURN---

Parent Acknowledgement, Understanding, and Agreement

"By signing this document, I _____ parent/guardian, indicate that I have **knowledge, understanding, and agreement** to these standards, set forth in order for my son/daughter _____ to be afforded the privilege of representing St. Paul High School as a student-musician. I am aware that any violation on the part of my child, to any of these standards, shall result in consequences contained within this policy.

Student Acknowledgement, Understanding, and Agreement

By signing this document, I _____ a St. Paul student, indicate that I have **knowledge, understanding, and will agree** to the standards set forth within this handbook, in order for me to be afforded the privilege of representing St. Paul High School as a student-musician. I am aware that any violation to any of these standards shall result in the consequences contained within this policy.

By signing this contract/code of conduct, we hereby understand the rules and procedures of the SPPS Music Department and agree to follow all terms outlined in the SPPS Music Handbook.

Student Signature _____ Date _____

Parent or Guardian Signature _____ Date _____