

**Marshfield High School
Music Department
Handbook**

This student handbook has been created in order to establish uniform policies and procedures for all students who participate in the music organizations at Marshfield High School. Please take the time to read through this handbook carefully, and sign and return the last page to your group's director at your next regularly scheduled class. Also, keep this available for easy reference during the school year.

Group Commitment/Responsibility

Performing Groups are not like other courses, nor are they exactly like a team. In reality, they possess characteristics of both:

- There are concepts and skills that are taught, and must be mastered, through a defined curriculum.
- Success is directly related to, and depends upon, each student mastering their part while exhibiting a mutually cooperative and supportive spirit.

Attendance

An important part of being in a performing group often involves participating in rehearsals and performances outside of the school day. It is essential that all group members be present, as the absence of even one performer can negatively impact the success and experience of the entire group. Every effort will be made to give dates to the students at least four weeks in advance. It is the student's responsibility to organize their own schedule (i.e. notify employer and or coaches, schedule other appointments, etc.). **Work conflicts are not an excusable absence. All absences require a parental note of explanation, delivered at the next class meeting.**

There are, of course, obvious reasons for an excusable absence:

- Medical/family emergency
- Illness
- Irresolvable conflict that is discussed in advance with the group's director. In the case of an irresolvable conflict, a parental note is required at least two weeks in advanced, or as soon as the conflict is identified.

Students who are absent from a performance may be required to write a paper on an assigned topic, or help in another determined activity.

Students should read the Marshfield High School student handbook, and follow that policy when dealing with school activity conflict, students are expected to make every attempt to participate in both events. **It is extremely important that students communicate with coaches and directors as soon as a conflict is identified.** Read all calendars and schedules carefully!

Deadlines

At times during the year certain deadlines may be announced (i.e. audition registration forms, festival payments, health forms, permission slips, etc.) It is essential that students make note of, and meet these deadlines, We suggest you complete the materials the day you receive them, and turn them in at the next class if at all possible.

- The music teachers, most of whom travel to several different schools, do not have time in their schedule to track down late materials.
- The school is assessed late charges if materials are submitted past the agreed upon deadline. These charges are significant, and will be passed on to the student. **BE ON TIME...BE EARLY!**

Conduct/Procedures

At all music activities, and when in the music area, school rules of behavior as outlined in the Marshfield High School student handbook are in effect and enforced. In addition, there are certain behavioral expectations specific to the music facilities:

- Except when in a regularly scheduled class, and before and after school, students are not permitted in the music area unless they have obtained a pass, in advance, from one of the music teachers.
- Students who come to the music area from a study hall must practice alone for the first 30 minutes. After that, they are free to practice with other students, or study quietly.
- Students using the music area are responsible for the area and equipment:

Chairs and stands must be returned to the appropriate storage Area after each use.

Trash is to be disposed of properly and immediately.

School equipment (i.e. percussion, CD players, etc.) requires Staff approval for use and must be properly stored following Use.

- Profanity and/or disrespectful behavior towards fellow students or staff will not be tolerated.
- Police yourselves and each other!

Performance Etiquette

Students should move quietly and quickly to assigned locations.

As audience members:

- Do not talk AT ALL when a group is performing.
- Except in an emergency, remain in your seat. Intermissions are provided for the purpose of taking care of personal needs.
- Hooting, whistling, calling out names, etc. is inappropriate and unacceptable.
- **Polite applause is the only acceptable response.** Understand and display the acceptable behavioral differences between a sporting event and a concert.
- If it is absolutely necessary to leave the auditorium during a performance, this should be done during audience applause, or between groups only; never when a group is playing.

Uniforms

Students in the Band, Orchestra, Jazz Band and Marshalairs are e provided with uniforms. In addition, the student is required to purchase a tuxedo shirt and a designate bowtie/cross tie. These items are purchased by the Friends of Music in quantity, and sold to the students at cost.

Uniforms are to be worn properly at all times in public. This means jackets zippered, ties on and properly tied, shirts tucked in etc. No additional, non-uniform , apparel may be worn (i.e. baseball caps).

Students are responsible for keeping their uniform clean and neat at all times.

Students will be held responsible (financially and academically) for damaged and/or missing uniform parts.

Uniforms must NEVER be placed in the music lockers, and must be taken home, and properly stored after each performance, including football games.

Random, unannounced, uniform inspections will take place. Students will be notified of violations. Repeat offenders will be dealt with through the grading process.

Unless otherwise announced, students in the other performing groups are required to wear black pants/skirts and white shirts/blouses for all performances. Gentlemen are also required to wear a dark tie. **Skirts must be floor length or mid-calf length. Shirts/blouses must be pure white (not off-white).**

All students are to wear black dress shoes for performances. Ladies shoes should be flats, and appropriate. Platform, and “clunky” shoes are not appropriate.

Ladies nylons should be flesh colored or black.

Gentlemen’s socks must be black for both concert and marching band.

School/Personal Equipment

Students are expected to take proper care of all school instruments and equipment. This includes chairs and music stands.

Students who are granted use of a school owned instrument must complete and return a contract for use. They are also responsible for maintenance of the instrument while in their use.

Identified students will be held financially responsible for any damage to music instruments and/or equipment.

ALL INSTRUMENTS ARE TO BE TAKEN HOME AFTER EACH REHEARSAL!!

The music area is locked at night. The school department/staff is not responsible for lost or stolen instruments or personal items.

Students are assigned a music locker. Student's should only use their assigned locker and keep their locker locked at all times.

Locks

Band students will be assigned an instrumental locker and a lock. The student is responsible for this lock, and must use it on their assigned music locker. Although a deposit is not required, there will be a \$20.00 replacement fee for lost or damaged locks. In addition to the combination, each teacher has a master key to the locks.

The music staff has access to individual instrument lockers, at their discretion, anytime.

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Grading Procedures

Student's grades will be determined based upon consideration of the following:

- Attendance– An unexcused absence from a performance will result in an automatic 10-point reduction in the student's term grade
- Effort
- Attitude
- Performance exams/quizzes
- Extra Credit
 - Participation in sectional rehearsals
 - Helping after school and at specified events
 - Participation in optional music organizations (i.e. Jazz Band, Festivals)
 - Seeking extra help
 - Attending and reviewing concerts (unless part of individual course requirements.

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Having carefully read and reviewed the Marshfield High School Music Handbook with our son/daughter, we grant him/her permission to participate. We also understand the responsibilities and expectations for participation in a Marshfield High School music performing group.

Student Name: _____

Performing Group(s): _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____