



Arundel High School



Instrumental Music Handbook

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Rev – A
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Why Teach Music?

Music is a science

It is exact, specific; and it demands exact acoustics. A conductor's full score is a chart, a graph which indicates frequencies, intensities, volume changes, melody and harmony all at once and with the most exact control of time.

Music is mathematical

It is rhythmically based on the subdivisions of time into fractions which must be done instantaneously, not worked out on paper.

Music is a foreign language

Most of the terms are in Italian, German or French; and the notation is certainly not English - but a highly developed kind of shorthand that uses symbols to represent ideas. The semantics of music is the most complete and universal language.

Music is history

Music usually reflects the environment and times of its creation, often even the country and/or racial feeling.

Music is physical education

It requires fantastic coordination of fingers, hands, arms, lip, cheek, and facial muscles, in addition to extraordinary control of the diaphragmatic, back, stomach and chest muscles, which respond instantly to the sound the ear hears and the mind interprets.

Music is all these things; but most of all, Music is art

It allows a human being to take all of these dry, technically boring (but difficult) techniques and use them to create emotion. That is one thing science cannot duplicate: humanism and emotion.

THAT IS WHY WE TEACH MUSIC

Not because we expect you to major in music.

Not because we expect you to play or sing all your life.

Not so you can relax.

Not so you can have fun.

But, ♪ so you will be human

♪ so you will be sensitive

♪ so you will be closer to an infinite beyond this world

♪ so you will have something to cling to

♪ so you will have more love, more compassion, more gentleness, more good; i.e., more life

Of what value will it be to make a prosperous living unless you know how to live?

THAT IS WHY WE TEACH MUSIC



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EXPLANATION OF HANDBOOK

This handbook is designed for three purposes:

- To document band policy and expectations for student and parents
- To give new members an overview of the Arundel Music Program
- To give parents an overview of the Arundel Instrumental Music Association Inc. (AIMA) that supports the Arundel Music Department.

This handbook does not intend to be totally inclusive; rather, you will learn about many other aspects of the Band by experiencing them on a daily basis. When new situations arise, the Music Director will make the decision concerning how to deal with them. He/she will gather input from administrators, the AIMA Board of Directors, parents, and students as necessary to help him make these decisions. Updates to this handbook may be issued which will include policies added to deal with any of these situations.

The policies included in this handbook are intended to promote fairness and cooperation between the band members and staff. All students and parents should read this handbook thoroughly in order to understand what is expected, and to avoid future conflicts or misunderstandings. Any suggestion for improvement of this handbook may be made to the Music Director or AIMA Vice-president and will be considered for future editions of this handbook.

Phillip Butts
Arundel Music Director

Mike Talbert, Sr.
AIMA President 04 - 05

INTRODUCTION AND PURPOSE

Welcome to the Arundel High School Instrumental Music Department. The following handbook has been designed to aid the students and director in accomplishing their goals and recognizing the achievements of a top-notch, efficiently functioning organization. It is hoped that through a clear understanding of how the individual functions within the group and how he or she can function most efficiently, that we can achieve our goals.

Each student is responsible for a thorough understanding of the contents of this handbook and should refer to it frequently throughout the school year.

I. The Organizational Process

- A. The Director is responsible for overseeing all musical and academic activities, for advising students as to their participation in music at Arundel and in the community.
- B. The Membership shall consist of all students earning credit or not for their participation in instrumental music at Arundel High School.
- C. Elections and appointments of officers will take place at the end of each year.

D. Officers

Elected	Appointed
Assistant Leaders (12)	3 Drum Majors, Sr., Jr., & Sophomore
4 from Concert/Marching Band	3 Student Conductors (1 per class)
4 from Orchestra	3 Librarians (1 per class)
4 from Jazz Band	3 Equipment Managers (1 per class)

- A. Section Leaders: One section leader for each section will be appointed by the Director after Fall auditions. These students are responsible for marking parts, conducting sectional rehearsals, tutoring weaker players, and assisting the Director in fostering good morale and discipline within the section. Sight-reading, organizational music, scales, responsibility, and attitude will be determining factors in selection section leaders.
- B. Seating and Challenge Procedures: The seating of the Concert/Marching Band, Orchestra, and Jazz Band will be done by the Director at the beginning of each school year. If a student wishes to challenge for a different seat or chair, the following procedure will be used:
 - You may challenge only one person at a time.
 - Your challenge must be restricted to the person immediately ahead of your position.
 - An audition should be scheduled with the Director and played no later than one week after the challenge has been issued.

- The person challenged will have the choice of music from the current organizational music.
- The selected music must be stated within 24 hours after the challenge has been issued.
- Scales and/or sight-reading may be requested by the Director.
- The decision of the Director will be final.
- You may not re-challenge within a period of two weeks following an unsuccessful challenge audition.
- No challenges will be allowed two weeks prior to any scheduled musical performance.
- If any of the above stated procedures or conditions are not complied with, the challenge will be considered forfeited by the person not in compliance.

II. Regulations Governing the Music Suite

- A. Students shall use the suite under the supervision of the Director. Students desiring to use the suite must secure permission for the Director or another music teacher in order to arrange for proper supervision.
- B. Practice rooms may be used any time during the day, depending upon availability. Students must have an excused note from the appropriate classroom teacher. No students will be allowed in the music suite without an excused pass. Students who are not scheduled in music classes may practice with the appropriate ensembles during their lunch period if that ensemble meets at that time.
- C. Instrument storage is provided in the storage room for instruments only. **No books, clothing, non-music personal items are to be stored in the instrument storage room.** These items may be removed by the Director and placed in lost and found. The storage area will be opened at 7:00 a.m. and usually locked by 3:00 p.m. Students are responsible for putting their own instrument in the storage room daily. Students who are arriving at school earlier than 7:00 a.m. must keep their instruments with them until 7:00 a.m. The storage area may be locked immediately after the school day because of a rehearsal in the auditorium. All instruments, personally or school owned, must have an identification tag. All students should share in the responsibility for security in this area and respect other people's property. Non-participants in music are not allowed in the music suite or the instrument storage area. Instruments should not be left in school overnight, weekends, holidays, or during the summer. Remember, you must have your instrument at home to practice. Reasonable care will be taken by the Music Director to assure that students' instruments are secure every day; however, the Arundel High School Administration, Anne Arundel County Board of Education, and the Arundel High School Music Department/Faculty are not responsible for lost or stolen students' instruments. The Anne Arundel County Public School

system does not replace student-owned instruments. It is suggested that parents include their son's/daughter's instrument on their homeowners insurance policy.

- D. Percussion, basses and cellos should be stored in the appropriate areas only. Percussionists have the added task of being responsible for all of the percussion equipment in the room, the percussion cabinet, and the percussion storage room. The percussion section leader will demonstrate proper care and storage of all equipment, regardless of who played what on any given day. All percussionists are expected to assist in care of the equipment. All percussionists must supply a sticks bag with their own sticks, mallets, and brushes. Storage lockers will be issued for sticks bags if necessary.
- E. All students should assist in caring for equipment in the area and maintaining a clean room. **Remember, the music suite is not your locker.** Personal non-music items must be kept in your locker. Personal music items such as small tuners, metronomes, instrument lubricant (valve oils, key oils, rosin, etc.), must be kept in your instrument case and stored in the instrument storage closet.
- F. Store all music in the bookcase storage slots during the day. You *must not* share music. Each student is responsible for his/her own music folder. Fines will be levied for lost or damaged music. Books should be stored on or under the tables in the main room during rehearsals. No books or reading materials should be taken to seats during rehearsals without the Director's permission. Instrument cases should be left in the storage room during rehearsals and class time.
- G. Be especially careful in the instrumental room as the chairs, stands, and other equipment present hazards. No pushing, shoving, or other foolishness will be tolerated. Leave nothing in the instrumental rehearsal room as it is used by other classes and community groups.
- H. The Electric Keyboard Lab is available for student use. See the Director for access to the Lab and the various music computer stations available in the Suite.

The music teacher reserves the right to refuse access to any student who demonstrates inappropriate behavior or non-compliance with the above rules.

III. Performing Groups and Activities: Full Time Organizations*

**See explanation of Arundel Instruction Music Association (AIMA) Operating Budget on page 20 of this Handbook.*

1. Concert/Marching Classroom

This class meets 5 days a week throughout the year. During the first nine weeks, the band is primarily preparing music for home football games, marching competitions, and parades. The group performs Grade IV-VI music from many different eras and studies the music and the times in which the music was written. This music is performed for public concerts during the year.

Classroom Acceptance Requirements: Students are auditioned by the Director for seating purposes only. The receipt of classroom registration and experience records from the previous school are reviewed by the Director. Arundel Band and Orchestra students are automatically accepted after registration for class. At least two years of experience on a band instrument at the middle/junior high school or equivalent level is recommended. There are no beginner bands and orchestras at Arundel High School. Beginners may arrange for private lessons with the Director, music staff, or advanced section leaders after school or during the summer. After the student has obtained the required proficiency, he or she will be invited to participate in the band. Students have the option of taking band or orchestra as a class and/or as an extracurricular activity after school.

Required Classroom Equipment and Materials: Students are required to bring instruments to class daily. School-owned instruments such as string bass, tubas, baritone horns, French horns, bass clarinets, tenor saxophones, and percussion are assigned to students. Students are required to keep all instruments in good playing condition. Each student is issued assigned band or orchestra sheet music and other instructional materials in a folder. (A class music textbook is included.) The music teacher may add or delete these materials as students master certain music skills. Students are expected to practice these materials and have specific playing assignments prepared for daily class rehearsal.

Classroom Grading Policy: Students are graded on class participation, class preparation, mastery of assigned scales and technique drills, performance of assigned music participation in public performances. These required public performances include school assemblies, winter and spring concerts, athletic pep events, County and State music events, faculty meetings, Freshman Orientation and graduation ceremonies.

Students receive a ½ credit and 10 student service learning hours for this class per semester. Grades 9 – 12.

2. Orchestra Classroom

This class meets 5 days a week throughout the year. The group performs Grade II – IV music from many different eras and studies the music and the times in which the music was written.

Classroom Acceptance Requirements: Students are auditioned by the Director for seating purposes only. The receipt of classroom registration and experience records from the previous school are reviewed by the Director. Arundel Band and Orchestra students are automatically accepted after registration for class. At least two years of experience on an orchestra instrument at the middle/junior high school or equivalent level is recommended. There are no beginner bands and orchestras at Arundel High School. Beginners may arrange for private lessons with the Director, music staff, or advanced section leaders after school or during the summer. After the student has obtained the required proficiency, he or she will be invited to participate in the orchestra. Students have the option of taking band or orchestra as a class and/or as an extracurricular activity after school.

Required Classroom Equipment and Materials: Students are required to bring instruments to class daily. School-owned instruments such as string bass, and cello are assigned to students. Students are required to keep all instruments in good playing condition. Each student is issued assigned band or orchestra sheet music and other instructional materials in a folder. (A class music textbook is included.) The music teacher may add or delete these materials as students master certain music skills. Students are expected to practice these materials and have specific playing assignments prepared for daily class rehearsal.

Classroom Grading Policy: Students are graded on class participation, class preparation, mastery of assigned scales and technique drills, performance of assigned music participation in public performances. These required public performances include school assemblies, winter and spring concerts, athletic pep events, County and State music events, faculty meetings, Freshman Orientation and graduation ceremonies.

Students receive a ½ credit and 10 student service learning hours for this class per semester. Grades 9 – 12.

3. Jazz Band

This class meets 5 days a week throughout the year. The group performs popular music from the 20th Century and studies the music and the times in which the music was written.

Classroom Acceptance Requirements: Students are accepted into this class by audition and invitation by the Director only. Students must be current members of the marching program in order to participate in this class. The only exception is guitar, piano, and string or electric bass. At the Director's discretion, students must take Jazz Band Class in order to be eligible for after-school participation.

Required Classroom Equipment and Materials: Students are required to bring instruments to class daily. School-owned instruments such as string bass, tubas, tenor saxophones, amplifiers, and drum sets are assigned to students. Students are required to keep all instruments in good playing condition. Each student is issued assigned band or orchestra sheet music and other instructional materials in a folder. (A class music

textbook is included.) The music teacher may add or delete these materials as students master certain music skills. Students are expected to practice these materials and have specific playing assignments prepared for daily class rehearsal.

Classroom Grading Policy: Students are graded on class participation, class preparation, mastery of assigned scales and technique drills, performance of assigned music participation in public performances. These required public performances include school assemblies, winter and spring concerts, athletic pep events, County and State music events, faculty meetings, Freshman Orientation and graduation ceremonies.

Students receive a ½ credit and 10 student service learning hours for this class per semester. Grades 9 – 12.

4. Marching Band After School Extracurricular Activities

The Marching Band has an active schedule during the fall season (September through November). Marching Band “Band Camp” starts in August. **Our summer Band Camp is mandatory.** The goal of Band Camp is to have students learn their musical arrangements and marching patterns for the upcoming tournaments of band competitions, parades, and football half-time shows. Failure to attend Band Camp can result in suspension from the shows and/or possible dismissal from the Band. The Music Director and high school Principal review the facts presented and judge each case on its own merit for missing camp and a final decision.

During September and October, students usually practice two days a week, after school from 2:30 – 5:30 p.m. Advance notice will be given to students involving any schedule changes, while every effort is made to conserve the amount of student time involved in any activity.

On average, the Marching Band performs at five (5) home games during football season and attends about five (5) Tournaments of Bands (TOB’s) competitions throughout the State of Maryland. These TOB’s allow the Marching Band to compete with other regional schools. Football games are usually on Friday’s, while the TOB’s are held on Saturdays.

UNIFORMS ARE REQUIRED FOR MARCHING BAND

The Band purchased uniforms through AIMA at a cost over \$400 per uniform. Uniforms must remain in good condition with a life expectancy of 10 years. Complying with the following information insures the continued good condition of the uniforms and allows funds to be replenished to purchase new uniforms as needed: Uniforms will be issued during Band Camp in August. Every attempt to find a uniform which best matches the student’s size is made. Alteration of uniform(s) may be necessary as needed. Material is NOT cut off the uniform; adjustments are made by “tacking” the material. These uniforms remain at school and are secured when not in use. These uniforms are dry cleaned during the school year, depending on the need. **Because Marching Band is an “extra-curricular” event and is not funded by the school, AIMA has established**

“Participation Fees” which are the responsibility of each parent to help pay for the cleaning and wear of these uniforms.

Any item lost or damaged due to neglect or abuse while in the student’s possession will be charged to the student at replacement cost.

Each student will need the following personal uniform items:

- 1. Black Marching Shoes – NO TENNIS SHOES!**
- 2. Black socks – NO colored stripes or logos.**
- 3. Black Gloves.**
- 4. Arundel Ball Cap.**
- 5. Shorts with Arundel Band logo.**
- 6. T-shirt with Arundel Band logo.**

Participation in Marching Band is granted to all band students in grades 9 – 12 who have demonstrated sufficient competence in both music and marching in previous years of enrollment in the band program.

5. Concert Band, Jazz Band, & Orchestra: After-School Extracurricular Activities

All eligible students may join any or all of these after signing up with the Director. Students do not have to be enrolled in class to be in any of the above groups except for Jazz Band.

The Arundel High School Concert Band, Jazz Band, and Orchestra meet after school as an extracurricular activity rehearsal. All rehearsals, performances, and events are mandatory. Camp attendance is mandatory for Marching Band and Color Guard members. The Concert Band is involved in marching activities for approximately the first nine weeks of the fall semester. Students must attend Band Camp, which is held at Arundel High School in order to be eligible to participate in Fall Marching Band performance. There is no camp requirement for orchestra. We highly recommend and encourage students who take the Band, Jazz Band, and Orchestra classes at Arundel High School to participate in the after-school activities in order to receive the total aesthetic enrichments of the music experience.

In addition to the classroom activities outlined above, all of these groups perform at County, State, and National events such as festivals, parades, concerts, music tours, and music contests. Music experiences are rich and varied in order to develop your son/daughter to a high level of proficiency on his/her instrument. Student self-esteem is enhanced. The total team effort in music performance is developed over and above the classroom experience. Students who do not wish to have this extended music experience may continue to take band and orchestra as a class which meets during school hours.

6. Color Guard

In order to open our program to some students who might not have otherwise had the opportunity to participate, membership in the Color Guard is open to any student at Arundel High School or Arundel Middle School who qualifies through the tryout

procedure. Anyone who tries out and is accepted for this unit from outside the band program must attend the Band Camp in the summer, as well as any other practice deemed by the Guard Instructor. These members may be accepted into Band Class, if they are willing to learn to play an instrument during the concert season. An audition process will determine membership in the Color Guard. To teach basic skills, a clinic will be offered to potential members preceding the judged tryout portion of the audition. The Color Guard instructor will administer the judged tryout of independent observers, and will assign scores based on the candidate's performance during the tryout. The audition scores will determine the eventual members of the Color Guard. The results of this audition process will be final.

6.1 Arundel Middle School Color Guard

In order to build up the high school team, a feeder program has been established at Arundel Middle School. Membership is open to 6th, 7th and 8th grade students. Students joining the middle school team will march with the high school team in all parades and participate in the fall marching season's field show if chosen. Anyone who is accepted for this unit from outside the band program must attend the Band Camp in the summer, as well as any other practice deemed by the Guard Instructor. The middle school team will be an extension of the Arundel Music Program and will follow all the rules and guidelines set forth by it. Fees for membership in the middle school team will be published separately, but will include:

- Operating Costs
- Warm-ups
- Shoes
- Practice Flag

Not listed are incidentals that will be required throughout the season such as tights, hair accessories etc.

6.2 Arundel Indoor Color Guard Program

The indoor color guard program will consist of two teams; the high school team and the middle school team. Both teams will fall under the Arundel Music Program. Both teams will travel together to competitions and follow a practice schedule set by the Guard Instructors. Membership on to the high school team will be determined through a tryout process. A clinic will be offered to potential members preceding the judged tryout portion of the audition. The Color Guard instructor will administer the judged tryout of independent observers, and will assign scores based on the candidate's performance during the tryout. The audition scores will determine the eventual members of the Color Guard. The results of this audition process will be final. Tryouts for the high school team are open to 8th, 9th, 10th, 11th and 12th grade students. Students must have marched on the fall marching team of either the middle or high school team to be eligible to try out. 8th grade students that tryout for the high school team and don't make will have the first spots on the middle school team. All middle school students that marched in the fall

season will automatically make up the middle school indoor guard. Any middle school student trying out and making a spot on to the high school indoor team will have to pay the additional operating cost for Indoor Guard. This covers the cost of performance expenses.

7. Pit Orchestra

This group provides musical accompaniment for the Fall musical stage production. The drum major or student conductor conducts this group under the supervision of the Instrumental Music Director. Members are recruited by the Instrumental Music Director. Rehearsals are usually every day after school for the month before the performances.

8. Chamber Music Recitals

Students perform solos and small ensemble pieces. Under the direction and supervision of the Instrumental Music Director, an advanced student leader rehearses and conducts this group.

9. Percussion Ensemble

The Percussion Ensemble is a music ensemble formed to perform indoor marching percussion music and drill. The Indoor Percussion Ensemble starts its schedule upon completion of Marching Band season. The group practices after school and evenings. The practice schedule is determined by the performance schedule. Instrumentation is, but not limited to, standard percussion instruments determined by the music selected. Students will first be selected from the Arundel High School percussion section and then any interested band student. An audition may be required to become a member of the group. Openings will be filled outside the band program only if the need arises.

10. County Honor Groups

Students must audition for these groups, which, except for the County Honors Jazz Band, give only one performance a year in February. Other groups include the Junior and Senior Honor Bands and the Junior and Senior Orchestras.

11. State Honor Groups

Students must audition for these groups, which give one concert a year at the State Music Teacher's convention in March. Groups include the Junior and Senior Bands, Junior and Senior Orchestras, and the Jazz Band.

12. Solo & Ensemble Festivals

These festivals, at both the County and State levels, provide students with a chance to perform a solo or small ensemble and to be rated and constructively criticized by professional musicians and educators. A I or II rating will count toward extra credit.

13. Private Music Lessons

Inasmuch as private music instruction improves the skills of a musician, and this in turn contributes to the improved quality of the ensembles, documented lessons will count as an extra credit. See the Director for further information.

14. Arundel Instrumental Music Association (AIMA)/Instrumental Music Department Sponsored Annual Spring Trip to an International or National Music Festival

The Arundel Instrumental Music Department takes its “Annual Spring Trip” to a National or International Music Festival each year, approximately the end of April or the beginning of May. It is a culminating activity with the following educational objectives:

- Have distinguished music educators evaluate student performance on a national level
- Provide an opportunity for educational sightseeing at historic places
- Provide an opportunity for travel and touring performances
- Have music students interact with music students who are from other places
- Give music students an opportunity to have fun and visit attractions that may not be located in their home state

Students and parents are given the destination, cost, and date of the Annual Spring Trip in January. **Students cannot go on the Spring Trip by just paying for the trip cost. The AIMA Participation fee must be paid prior to participation in the spring trip.** The students’ financial obligation for the year is given to them in September. Several fundraising opportunities are provided and coordinated with the Director by AIMA over a nine-month school year period. Students must meet **ALL** of their financial obligation by the first week of April in order to participate in the spring trip.

In addition, since this trip usually requires travel during at least one school day, all students must meet the Anne Arundel County public School academic eligibility (GPA) requirements, have not missed an excessive number of days of instruction, and have the approval of all their instructors to participate in the trip.

IV. Grading Procedures and Course Content

1. Goal: The major goals of instrumental music are:

- a) To provide a setting in which students can learn about music through performance.
- b) To develop self-discipline, character, and control.
- c) To help students develop the desire to search for knowledge and to appreciate music after their formal education has been completed.
- d) To give fundamental understanding and develop advanced skills in those students desirous of pursuing a musical career.

2. Units of Instruction and Grading Procedures

- a) Group Performance Procedures (70 points)
- b) Individual Technique (30 points)
- c) Additional Activities (10 points)

Units a) and b) will be averaged every nine weeks to determine your letter grade. Unit c) is optional.

a) Group Performance Procedures

1. The student will be in place for rehearsals 4 minutes following the late bell, prepared to perform with instrument, music and pencil unless the student presents an authorized late note.
2. The student will either demonstrate an appropriate warm-up prior to the onset of the rehearsal or will wait for the conductor to start a group warm-up.
3. The students will observe silence immediately upon the conductor taking position on the podium and during the entire rehearsal except to ask or answer questions.
4. The student will demonstrate proper preventive maintenance for her or his instrument at the conclusion of each rehearsal.
5. The student will report at the proper time for a concert warm-up.
6. The student will be appropriately attired for the concert.
7. The student will perform at her or his own best level of achievement for the concert.
8. The student will demonstrate attentiveness, self-control and proper concert manners during the performance of other musical groups as well as her or his own.
9. The student will demonstrate a working knowledge of musical terms, music theory, and history as it relates to music performed in rehearsals. This may involve class discussion, worksheets, and quizzes.

Evaluation: All objectives that apply each grading period must be met for an A. Unexcused absences from required performances will result in an E for Unit a).

b) Individual Technique

The student will perform assigned scales and other technical exercises with consistent execution and full tone. Students are also responsible for all organizational music currently under rehearsal.

Evaluation: Will be based on the student's playing level and experience as well as individual progress and effort in mastering the objectives. All objectives must be met for an A.

c) Additional Activities

Satisfactory completion of this optional unit requires active participation in one or more of the extra credit activities listed above or, in order to aid the student in gaining a deeper knowledge of music in non-performance areas, students may elect to work on special projects such as concert reviews, musical composition or arranging, music theory computer drills, computer music notation or a research paper on any approved music topic.

Evaluation: Membership in an extra credit activity will be valid only with evidence of full participation during a grading period. Projects will be evaluated as to content and presentation. Written reports should be typed and musical notation should be in pencil (except for computer notation). Projects must be approved by the Director at the beginning of each grading period and should be turned in one week before the end of the grading period to gain credit for that period.

V. **Special Awards**

Outstanding Instrumental Music Department Member

Given to the student who has made the most significant contribution to the department as a whole in terms of service, character and participation in performing ensembles.

John Philip Sousa Award

Given to the student making the most significant contribution to the Concert/Marching Band musically and otherwise.

National School Orchestra Award

Given to the student making the most significant contribution to the Orchestra musically and otherwise.

Louis Armstrong Award

Given to the student making the most significant contribution to the Jazz Band musically and otherwise.

Instrumental Music Student of the Month

Given to the student who has contributed in the most positive manner to improving the quality of the music department.

Individual Awards

Arundel Instrumental Music Individual Awards are based on participation in the Arundel High School Instrumental Music Program and its related performance groups. To be eligible for any instrumental music award, the student must fulfill **All** requirements of the Arundel Instrumental Music Handbook and not have received any infractions. Any student violating these rules will forfeit their right to an award in the school year of the violation. Students who habitually miss rehearsals and/or performances will not be eligible for an award from the music director and/or AIMA.

Arundel Music currently provides the following Individual awards:

- 1st year student.....Emblem Patch
- 2nd year student.....Letter
- 3rd year student.....Gold Pin for Earned Letter
- 4th year student.....Fourth Year Gold Pin for Earned Letter

Student Leadership Awards

Student leadership awards include section leader pins, certificates for outstanding leadership, plaques or any other special awards that are unique to their leadership accomplishments.

VI. Expectations and Guidelines for Arundel Student Musicians

Our Goal – All members of the Arundel Instrumental Music Department are expected to reflect only their best qualities in their everyday contact with people in and out of school. Students are required to adhere to the AACPS tobacco, drug & alcohol policy. We want to be known as an organization that is sincere in its interests in music and in serving the community. The following suggestions are designed in aiding the student to achieve success in fulfilling this goal:

In Class – be ready to perform and do everything to assist an effective rehearsal. Mark parts in pencil and listen to all instructions regardless of whether they pertain to you or your section at the moment.

In Concert – be appropriately attired, on time for warm-up, and demonstrate a high degree of professionalism.

With Substitutes, Chaperones, Student Teachers, and Guests it should be remembered that these people are acting on behalf of the Director. They should receive the same respect and cooperation as you would give the Director.

Field Trips are an important part of our performance activities. Be sure to do your part by having permission slips signed and returned immediately. In order to participate in field trips, students must maintain their academic eligibility (GPA), required attendance record, and have their instructor’s permission to miss class. All academic work missed must be made up as soon as possible, but not during music class. Making up work missed because of performances is one of the many responsibilities a student assumes when she or he joins the Music Department.

At Performances, other than formal concerts, remember that you are representing our school. Friends are not permitted to sit with the organization at football games. All school rules apply in any music-related activity.

In Travel on Buses all school rules apply. Be careful in loading and unloading instruments and equipment on buses. Maintain low noise level and do not leave the bus until you are given instructions. Students may use private vehicles in some cases but must fill out the appropriate forms and have them signed by a parent. The music director will determine when private transportation is applicable.

School Instruments may be borrowed free of charge for the school year or during summers by filling out the appropriate forms. Students may be required to supply their own mallets, mouthpieces or sticks if none can be provided.

Care of Instruments directly reflects your performance ability. Preventive maintenance is the best method for keeping instruments in working order. If you have a problem, ask your Director or a skilled instrument repairperson. Do not attempt to fix your own. School instruments will be repaired by MCPS, but we must pay for parts and students will pay in cases of carelessness or damage to school property.

Fire Drills are required by the State of Maryland and should be treated seriously both during school and after school hours. Do not take instruments with you outside.

Instrument Insurance is recommended. Check to see if your parent's homeowner's or renter's insurance will cover this insurance.

Daily attendance is extremely important not only as it indirectly affect a member's grade but also in the direct effect on the entire organization's performance. It is futile to work for good ensemble playing and balance even if one player is missing from the section. Being unprepared without music or instrument is almost as serious. Each instance of unexcused absence, tardiness or lack of preparedness within a grading period will lower the unit grade on point.

Rehearsals on Stage require cooperation on everyone's part. Equipment must be moved, groups set up and adjusted. Students can do their part by quickly getting their instruments and music from the storage room, reporting to the stage and setting up promptly, packing up and returning things to their proper place and waiting in the room till the bell rings for the end of class.

Performances are the culmination of many hours of work and serve to complete the learning process. It is important that you meet your performance obligations except in cases of severe illness and emergencies. Unexcused absences will count as an E for this unit. Performance schedules will be published in September in order to aid the student in planning accordingly. Additional engagements will be accepted during the year, but only with the approval of the performing group. Check the bulletin board for all important dates and times.

Dress for performances will vary with the situation. When uniforms are issued, students will be responsible for their care and proper storage. Please dress appropriately if you want to be allowed to play at the performances.

	Jazz Band when they perform alone		Concert Band, Orchestra, Jazz Band, All Ensembles	
	Males	Females	Males	Females
Jacket	Black suit jacket	Black blazer	n/a	n/a
Tie	White tie (AIMA supplied)	n/a	Tie of choice *	n/a
Shirt	Black long sleeve w/collar	Black long sleeve	White long sleeve w/collar	White long sleeve
Pants	Black dress pant	Black dress pants	Black dress pants	Black dress pants
Shoes	Black dress shoes	Black dress shoes	Black dress shoes	Black dress shoes
Socks	Black	Black socks or hose	Black	Black socks or hose

** Ties may not have large cartoon images*

Marching Band

Shirt – Solid white t-shirt (may have Arundel logo)

Shorts – Solid green shorts (may have Arundel logo)

Socks – black above the ankle

** May wear a layer under above items in cold weather*

Private practice is a necessary ingredient in establishing a successful organization. All students are expected to practice their instrument at least five hours per week regardless of whether they are capable of performing organizational music at sight. This is homework. Tutoring from the Director is available by appointment. Section leaders will make individual appointments for additional tutoring.

VII. Note to Parents from the Music Director

Your encouragement has been an essential ingredient to our present success and will continue to help us achieve increased expectations. Here are some ways to help:

♪ Attend as many Arundel High School Music Performances as possible.

♪ Encourage private practice; listen, praise, and constructively criticize.

♪ Contact the Director first if you are concerned with any instructional aspect of the program or your child's progress. If the Director cannot address your concerns or questions to your satisfaction, you may contact Donna Passwaters, Arundel High School's Administrative Music Liaison. ***Do not contact AIMA or it's board officers. AIMA is not responsible for instruction or school policies and cannot address it.***

- ♪ See that repairs on your son's/daughter's instrument are made promptly.
- ♪ Arrange for a family outing to one of the many concerts, many of which are free, taking place weekly in our area.
- ♪ Make every effort to plan family activities around our calendar dates. Our school, community, and County depend on our performances for their worthwhile functions.
- ♪ If at all possible, provide for private instruction.
- ♪ Return volunteer form to help with refreshments, chaperoning or other volunteer work.
- ♪ Come to Arundel Instrumental Music Association (AIMA) meetings when possible.

The Arundel Instrumental Music Association, Inc. (AIMA)

AIMA exists to aid the Director of Music and the students of the music program. The objective is to nurture the students in music performance, and foster a lifelong love of music.

What is AIMA?

The Arundel Instrumental Music Association, Inc. (AIMA) is an instrumental music booster support organization that consists of parents who currently have students enrolled in the Arundel High School Instrumental Music Program, alumni parents, alumni students, and community leaders.

AIMA's main objective is to obtain the financial support which is not provided by the Anne Arundel County School System, and to provide volunteer assistance with the Arundel High School's Instrumental Music Department, which consists of the Arundel Band, Arundel Orchestra, Arundel Jazz Band, Arundel Guard, and Arundel Percussion Ensemble. It is a chartered non-profit organization and has five elected executive officers who are: 1. President, 2. Vice President, 3. Treasurer, 4. Secretary, and 5. Publicist. Non-executive officers are: Arundel Band Liaison, Arundel Orchestra Liaison, Jazz Band Liaison and Arundel Guard Liaison.

Membership is open to Arundel High School parents or anyone who desires to give support to the Arundel High School Instrumental Music Program. New members may join by registering at the first meeting in September or any other time during the school year.

The first General Membership Meeting is scheduled during the second week of September. The date will be announced at the beginning of the school year so that it does not conflict with scheduled "back to school nights" of Arundel High, Arundel Middle and Crofton Middle schools. The following general membership meetings will be held monthly on a regular date announced at the first meeting. The meetings will be held in the music suite from 7:00 PM to

8:30 PM. These meeting dates and times may change based on the changing circumstances of the membership. Meeting changes will be announced through newsletters.

Why is there a Booster Program?

The Arundel High School's Instrumental Music Program, as well as the other eleven high schools in Anne Arundel County, receives minimal to zero funding from the Anne Arundel County Board of Education. Adequate funding is crucial in order for Instrumental Music students to have positive educational music experiences and performance opportunities. AIMA exists to fill this funding void and to ensure that Instrumental Music students at Arundel High School have an enriched musical experience with parental and community support.

How is AIMA's Instrumental Music Budget Determined?

The AIMA Instrumental Music Budget is determined by the annual needs of equipment, music performances, instruments, printed music, uniforms, transportation, clinic fees. The Music Director presents his projected budget to the AIMA Executive Board in August. The budget is then presented to the AIMA General Membership at the September meeting for approval.

How much does it cost to be involved in extracurricular music activities at Arundel High for the 2004-2005 school year?

THE "PARTICIPATION FEE"

The participation fee is established when the annual AIMA budget is developed for the upcoming school year. Because the Anne Arundel County Board of Education does not fund all of the aspects of the Arundel Music Program, a budget is established to pay for transportation, props, uniform maintenance, instruments, music, and any additional expenses incurred by the Music Department during the course of the school year. AIMA funding results from the payments made by the students. Each extracurricular music activity incurs expenses which the students involved help pay for.

The following provides an example of what it costs to participate in the various Arundel Music disciplines for an average school year. The costs are estimates, and based on the actual expenses recorded from previous years.

The Participation Fee for involvement in one after-school music programs is expected to be \$150.00 per student for the 2004 – 2005 school year. For students who participate in more than one program, the expected Participation Fee will be \$250.00. This will rise to \$200 and \$300 respectively after 17 December 2004. The exact amount will be determined with the publication of the year's budget, presented at AIMA's September general membership meeting.

In addition, a student involved with MARCHING BAND has an extra cost to include purchasing a "summer uniform" and marching shoes. This is an "out-of-pocket" expense for parents in addition to the Participation fee & spring trip cost. The estimated breakdown is:

Marching Shoes	-	\$28.00
Arundel Ball Cap	-	\$20.00
Arundel Band T-shirt	-	\$ 8.50
Arundel band Shorts	-	\$16.00
Black Gloves	-	\$ 3.00
TOTAL	-	\$75.50

The above totals reflect an estimate of the total money due to AIMA to support your son/daughter while they participate in the extracurricular activities of the Arundel High School music programs. Because of the amount of money it takes to support the student involved in these programs, fundraising opportunities are available and encouraged.

In addition, the students usually participate in a Spring Trip. This typically is a nationally sponsored competition at an out-of-state location. The cost of the trip will be determined not later than January and published with a notice of the Spring Trip Agenda.

RULES GOVERNING COLLECTION OF MONIES AND FUNDRAISING

AIMA requests that personal checks or money orders be used when submitting payments to help the treasurer track student accounts.

Spring trip payments can follow the Participation Fee payments. Deadline for submitting final payment must be received NO LATER THAN 11 March 2005. Persons interested in making scheduled payments may do so over a three-month period beginning in JANUARY and ending in MARCH. AIMA requests that personal checks or money orders be used when submitting payments to help the treasurer track student accounts.

This organization has the right and responsibility to collect all monies from an outstanding debt or any fundraising project within a twenty-one (21) day period. Upon non-payment, the organization will send a letter of notification of monies due to the member, band member's parent, or legal guardian. Upon receipt of notification the person or persons so notified will have fourteen (14) days to remit all monies due to the organization. If the organization receives no response, the AIMA Executive Board will send a CERTIFIED LETTER notifying them that an outstanding debt is due and legal counsel will be consulted in an attempt to collect a debt.

All payments (checks or money orders payable to AIMA) may be mailed to:

The Arundel Instrumental Music Association, Inc.
 Arundel High School
 PO Box 436
 Gambrills, Maryland 21054

Alternatively, you may write a check or money order payable to AIMA, place it in an envelope with the student's name clearly written on it, and have your student deposit the money in the AIMA drop box located in the Music Suite.

The budget and AIMA By-Laws are available at each general meeting, and will be posted on the AIMA bulletin board in the Music Suite.

Appendix

Forms to be completed and returned immediately:

1. Field Trip Permission Slip
2. Parent Volunteer Form
3. Student Contract

Cost of being involved with Arundel's extracurricular musical activities

Fundraising and Outstanding accounts

Music Department Calendar

Honor Group Audition Dates

Arundel High School Instrumental Music Department

Field Trip Permission Slip

Our performing groups will travel several times during the year for various performances. To decrease the amount of paperwork required for these trips, we ask that you complete this form, which covers almost all trips for the year (any overnight trips will require additional permission forms). All students and parents should complete Section A. Small ensembles such as pep bands, trios, quartets, and quintets, etc. Students should also complete Sections B and C. These smaller groups allow us to use cars with written permission from parents for transportation to some local events. Any other event will use AACPS approved bus transportation. Thank you for your prompt cooperation.

A. _____ has my permission to use AACPS transportation on all approved music field trips.

(Parent Signature)

(Date)

B. _____ has my permission to ride in an automobile driven by an adult on all approved music field trips.

(Parent Signature)

(Date)

C. _____ has my permission to ride in an automobile driven by a student on all approved music field trips.

(Parent Signature)

(Date)

Please return this form to the Director during the first week of school.

Arundel High School Instrumental Music Department

Parent Volunteer Form

If you wish to help during the year, we would be more than happy to have you with us. Please check one or more categories and send this form in with you daughter or son.

Thank you.

Parent's Name _____

Student's Name _____

Daytime Phone _____

Home Phone _____

_____ Light refreshments will be provided at all concerts and recitals. Help is needed to purchase, set-up, and clean-up these refreshments.

_____ Chaperoning help is needed now and for some trips.

_____ Pit equipment assistance is needed for Marching Band performances.

_____ Uniforms need organizing, handing out, collecting, and mending.

_____ Festivals require help in many different ways – refreshments, chaperones, administration, etc.

_____ Room maintenance work is always being done. Light carpentry skills and extra hands are needed.

_____ Leaders are needed for our parent booster group.

_____ Any other ideas? Please feel free to include comments or questions. Call the Director at 410-674-6500.

Please return this form to the Director the first week of school.

Arundel High School Instrumental Music Department

Student Contract

I, _____, have read and understand the responsibilities as printed in this handbook for membership in the Arundel High School Instrumental Music Program. I agree to do my part for the good of the entire program. I have also shared this handbook with my parents and they understand the program and my role in it.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Address _____ City _____ Zip _____

Home Phone Number _____

Parent's Email Address _____

Please list your first and second semester schedule:

First Semester

<u>Period</u>	<u>Class</u>	<u>Teacher</u>	<u>Room</u>
1			
2			
3			
4			
5			
6			
7			

Lunch Period _____

Second Semester

<u>Period</u>	<u>Class</u>	<u>Teacher</u>	<u>Room</u>
1			
2			
3			
4			
5			
6			
7			

Lunch Period _____