



Music Department Handbook & Syllabus

2018-2019

Westlake Middle School Music Department Mission

"To provide a positive and creative atmosphere where students can develop musical knowledge and skills which will enable them to have a life long appreciation of MUSIC!"

Music Department Faculty

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This handbook is also accessible on the Westlake website

Expectations: “The Westlake Way”

Westlake Middle School is committed to student excellence through a system of behavioral norms called “The Westlake Way.” These traits are emphasized in each classroom and as a building-wide expectation. In the music classroom, “The Westlake Way” is exemplified by (but not limited to) the following student expectations:

Be Kind

- Observe the campsite rule: Leave the space (and others!) better than you found it
- We all make mistakes – they are part of how we learn. If you can handle your mistakes and those of your classmates with patience and understanding, that will go a long way toward making class successful.
- Bringing positive energy to class will make everyone’s work easier and more enjoyable.

Be Respectful

- Every student will treat themselves, others, and environment (including equipment) with care and regard
- Allow others to learn their best by keeping the classroom distraction free
- Respond to the directors cues to cut off sound promptly
- Find ways to support and encourage your classmates.
- Your words matter. Choose them wisely.

Be Invested

- Fully participate and actively listen in all rehearsals/performances and practice regularly
- Show through your words and actions that you are responsible for your own learning.
- Contribute your fair share of the work.
- Be on time with all necessary materials (see below)
- Enjoy! Music is a wonderful activity to be a member of. The more you put into it, the more you will get out of it.

Curriculum, Standards and Grading

The Westlake Music Department bases its classroom instruction on the Adams Twelve Five Star Schools Music Curriculum Framework. The Music Curriculum Framework is aligned with the Colorado Model Content Standards for Music.

Music is Important to Life and Learning

Music is one of humanity’s deepest rivers of continuity. It connects each new generation to those, which has gone before. Students need music to make these connections and to express the otherwise inexpressible.

Students benefit from music education because it develops the whole person, gradually building music literacy while cultivating intuition, reasoning, imagination, and dexterity into unique forms of expression and communication. If music education is to serve its proper function, each student must develop an understanding of such questions as these:

1. Why is music important to individuals and society?
2. How does music relate to the other disciplines: dance, theatre and visual art?
3. How do traditional, popular, and classical music forms influence one another?
4. How do musicians work and what tools do they use?

As students seek the answers to these questions, they develop an understanding of the essence of music and of the knowledge and skills that enliven it. The content and the interrelatedness of the standards produce such an understanding. Meeting the

standards cannot, and should not imply that every student will acquire a common set of musical values. Standards provide a substantive framework for those who teach music to young people.

Colorado Model Content Standards for Music

1. Expression of Music
2. Creation of Music
3. Theory of Music
4. Aesthetic Valuation of Music

These standards are illuminated in greater detail on the Colorado Department of Education website:

[Link to 6th Grade Music Standards](#)

[Link to 7th Grade Music Standards](#)

[Link to 8th Grade Music Standards](#)

A student's academic scores will reflect how well he or she can demonstrate his or knowledge of the standards through a variety of methods. Westlake Middle School will report on student proficiency in reference to the standards utilizing the following scale:

- 4 = Advanced Understanding of the Standard
- 3 = Meets the Standard
- 2 = Approaches the Standard
- 1 = Does Not Meet the Standard

In order to demonstrate further progress toward mastery of a given standard, students may be able to retake assessments or make-up assignments on a case by case basis and by teacher discretion. **Concerts are performance-based summative assessments and are not eligible for make-up.**

Attendance and Participation

Westlake's Attendance policy can be found in the student handbook. Music classes are participation classes; therefore, full participation cannot be recognized when a student is absent. *Participation cannot be made-up.* Assignments and assessments can be made-up in accordance with Westlake policy.

Tardies

The student must have their entire body in the room before the door closes and/or be in their seat, ready to make music, when the director begins rehearsal. A tardy to class will be excused with a written pass from the office, custodian, or a teacher. *Jammed hall lockers will not be an accepted excuse!* Chronic tardiness will result in a referral to the office.

Excused Tardy: Entering late to class with a pass from the office or teacher, or with permission from the director.

Unexcused Tardy: Entering late to class without a pass from the office or teacher.

Rehearsals

We will rehearse daily in all 7th and 8th grade classes. All 6th grade classes will meet and rehearse every other day. **Students need to have a pencil in class every day. Students are expected to practice every day.**

If a student cannot fully participate in a rehearsal due to illness, injury, or instrument repair, they will need to have a note from a parent/guardian, a doctor, and/or an instrument repair shop stating that you are not to be playing or singing, and how many days you are expected to not fully participate. Students will be given an alternate assignment in class they are expected to complete if they cannot participate.

For students who cannot fully participate due to missing instruments or class materials, in addition to an alternate assignment, contact will be made with home to help students seek solutions to remember their essential classroom supplies.

Behavior

All student expectations have been established to maintain a positive and safe environment. Students must be responsible for their behavior. In the event a student chooses to disrupt class, the following consequences will be implemented.

1. Warning
2. Conference with a student and director to develop a plan for solving the problem
3. Consequence(s) appropriate to the behavior(s) or action(s) in question & contact parents.
4. Referral to principal

Materials Needed

**Please note: 6th Grade Beginning Band & Orchestra students will not need instruments or supplies until September 10th.*

Please see your class syllabus for required materials needed for your specific class.

Music Responsibility

Students will use and have in their possession approximately \$50 worth of music each semester, over the entire year (*at no cost to them*). With over 600 students in music classes, this amount is far beyond the department's budget. Therefore, it is imperative that all music is taken care of and returned at the end of each concert. If excessive damage occurs or the music is lost, students will be held financially responsible. Damage includes the use of ink for marking music. Please only mark school music and method books with pencil.

Instrument Responsibility and School Owned Instrument Rental

Musical Instruments are an expensive responsibility. If you own or rent your instrument from a private music company, you should do your utmost to take care of your instrument by handling it gently and carefully and cleaning it regularly. If you borrow an instrument from the school, it is your responsibility to treat that instrument as if it were your own. Instrument insurance is required for all school owned instruments, including percussion. The insurance rate is a flat rate of \$100 for the year. The insurance does not cover repairs to the instrument. **The cost of repair is the student's/parent's responsibility.**

Concert Performance and Participation

Each music class will perform a minimum of two concerts per year. The majority of class time is spent on the preparation for concerts. Therefore, **all concerts are summative assessments. Participation in all concerts is required.**

Most evening concerts will be held in the Westlake Gym. Students must arrive on time to all scheduled events.

Students in attendance will be expected to exemplify “The Westlake Way” before, during and after their performance. In addition to performing to the best of their ability, students will complete a follow-up self-assessment and ensemble critique.

[Link to Westlake Music Department Calendar of Events](#)

Concert Dress: Westlake Music students are expected to wear their appropriate, required concert dress:

6th Band, Orchestra and Choir

Dress nicely. Collared shirts preferred.

No blue jeans, T-shirts, shorts, sweatshirts, or short skirts

Dress shoes preferred.

7th Band, Orchestra and Choir

Solid white dress shirt or blouse.

Solid black pants or skirts (knee length or longer) No jeans

Black dress shoes and socks

8th Grade Band, Orchestra and Choir

Solid black dress shirt

Black dress pants, skirt, or dress (knee length or longer) No jeans

Black dress shoes & socks

Red bowtie (**Band only, provided by school**)

Concert Make-Up: Since concert performance and participation is a formal, summative assessment of the student's ability to meet the standard, it is impossible to replicate the performance if a student misses the concert. Therefore, **there will be no make-up for missed concerts.**

Practicing (Band and Orchestra)

Practicing and music go hand in hand. Concepts and ideas are taught in rehearsal, but the skills needed to play a musical instrument can only be refined during home practice. Practicing is vital to a student's self-evaluation. Home practice is the same as homework.

Grading: The total minutes listed below are minimum amounts of time that a student should practice in a given week.

7th & 8th Grade

4 = over 2 ½ hours (150+ minutes) per week

3 = 2 hours (120 minutes) to 2 ½ hours (150 minutes) per week

2 = 30 minutes to 119 minutes per week

1 = 29 minutes per week or less

6th Grade

4 = over 1 ½ hours (90+ minutes) per week

3 = 1 hour (60 minutes) to 1 ½ hours (90 minutes) per week

2 = 15 minutes or 59 minutes per week

1 = 14 minutes per week or less

Communication

Grades: All grade will be updated in Infinite Campus (IC) as timely as possible. Parents can access their child's grades through Parent Portal. If you have a question about your child's grades after reviewing them through Parent Portal, please contact your child's music teacher directly via email or phone.

Classroom Agenda & Assignments: On the school website under the electives link, each music teacher has a website link to keep students and parents informed of daily agenda, homework and project assignments, and upcoming events or announcements.

Contact Information: The best way to contact teachers is through email. If you leave a voicemail, teachers will return phone calls or emails within 24-48 hours. The music staff would prefer that you contact us via email.

Dear Parents or Guardians,

The Westlake Music Department Handbook has been developed to help you and your student understand the policies of the Westlake Middle School Music Department. Please read through all of the information carefully with your child. Both you and your child must sign below and return this page to Ms. Roman, Mrs. Dunford, or Mr. Windham.

If you have any questions, please feel free to call or email:

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I have read and understand the policies written in this handbook. As a student, I agree to follow all rules and policies, and as a parent I agree to support them.

Student Name **(Please Print)**

Student Signature

Parent Name **(Please Print)**

Parent Signature

Date

My child has my permission to watch PG rated movies in this class: Yes _____ No _____

Parent Initials _____

Grade (circle): 6 7 8

Music Class (circle): Choir Orchestra Band

Please sign and return to your teacher by August 27th!