

# Metea Valley High School

## Music Department Handbook



### Metea Valley Fine Arts Department Philosophy

*The Metea Valley High School Fine Arts Department prepares students to be lifelong patrons and practitioners of the arts by fostering creativity, promoting critical thinking and increasing aesthetic awareness.*

**Paulette Boddy, Choral Faculty & Music Theory**

**Nathan Bramstedt, Choral Faculty**

**Don Devany, Fine Arts Chair,  
Wind & Percussion Faculty**

**Nicole DiGrazia, Accompanist**

**Marc Hornig, Orchestra Faculty**

**Josh Kaminsky, Wind & Percussion Faculty**

**Mark Liu, Orchestra Faculty**

**Scott Oliver, Wind & Percussion Faculty**

**Glen Schneider, Wind & Percussion Faculty**

**Robin Sackschewsky, Orchestra Faculty**

# Metea Valley High School Handbook

## C O N T E N T S

<b>I. Philosophy and Goals</b>	<b>3</b>
<b>II. Attendance Policy</b>	<b>4</b>
<b>III. Conduct</b>	<b>7</b>
<b>IV. Concert Attire</b>	<b>7</b>
<b>V. Instrument Lockers and School Owned Instruments</b>	<b>9</b>
<b>VI. Concert Appreciation</b>	<b>9</b>
<b>VII. Fundraising</b>	<b>9</b>
<b>VIII. MIDI Lab and Practice Rooms</b>	<b>9</b>
<b>IX. Awards</b>	<b>10</b>
<b>X.Contract</b>	<b>11</b>

# I. Philosophy and Goals

## National Standards for Music Education

*Students will:*

- |  |  |   |   |
|--|--|---|---|
| 1. Generate and conceptualize artistic ideas and work. | 4. Select, analyze and interpret artistic work for presentation.     | 7. Perceive and analyze artistic work.            | 10. Synthesize and relate knowledge and personal experiences to make art.                                   |
| 2. Organize and develop artistic ideas and work.       | 5. Develop and refine artistic techniques and work for presentation. | 8. Interpret intent and meaning in artistic work. | 11. Relate artistic ideas and works with societal, cultural and historical context to deepen understanding. |
| 3. Refine and complete artistic work.                  | 6. Convey meaning through the presentation of artistic work.         | 9. Apply criteria to evaluate artistic work.      |   |

For more info about the National Standards, visit [www.nationalartsstandards.org](http://www.nationalartsstandards.org)

## Metea Valley Philosophy of Music Education

**Create. Perform. Respond. Connect.** Young people should have an education that gives them the opportunity for a wide variety of learning experiences. Music provides a unique avenue to the imaginative and affective aspects of life and their contribution to our cultural heritage.

Young people play, sing, move, compose and listen to music through participation in the music program. They have active musical experiences of both an individual and shared nature under expert guidance. Their lives and the life of the community will be enriched by their participation.

As music educators of Indian Prairie School District 204, we strive to do the following:

- ❖ Nurture an enjoyment and understanding of music, which will enrich the quality of life.
- ❖ Help students realize their potential by providing opportunities for creativity and expression of feelings and ideas through music.
- ❖ Develop individual musical interests and skills that will allow participation in music making throughout life and which may lead to a career in music.
- ❖ Expand knowledge, awareness, and appreciation of different kinds of music to cultivate discriminating consumers.
- ❖ Offer varied musical experiences through which students may become acquainted with other art forms and cultures.

## Sacred Music in Public Schools

In an effort to expand our musical experiences, the highest level of repertoire from the last 600 years will be studied and performed, including works, both sacred and secular, by master composers. To be sensitive to the diversity of our community, sacred pieces of multiple religions will be presented as works of art with historical significance. The meaning of the text of the sacred work is not the purpose of study, but rather the music is studied because it is worthy repertoire. Avoiding sacred pieces in the study of music may be similar to avoiding cathedrals in the study of architecture.

## II. Attendance Policy

- ❖ Students are expected to attend all performances. Failure to attend a required event (performance, concert, dress rehearsal, festival) without a valid, written excuse via the Absence Request Form (available at [www.meteamusic.org](http://www.meteamusic.org)), fully explaining the absence will result in the lowering of the student's grade. Punctuality also impacts grades.
- ❖ A written note via the Absence Request Form, fully explaining the absence must be received **at least one month prior** to the event in order for the excuse to be considered.
- ❖ Phone and e-mail messages to the director regarding student absences are appreciated but do not suffice as written communication or request for excusal. For an absence request to be considered, it must be submitted via the Absence Request Form.
- ❖ Submitting the Absence Request Form does not automatically excuse a student.
- ❖ Upon notification of an absence via the Absence Request Form, the director will acknowledge on the form that the absence is either Excused or Unexcused. An excused absence allows the student to make up the grade in the form of an alternative assignment. In the case of an unexcused absence, the student is not given the opportunity to make up the event, and the student's total grade will be lowered by 25%. In the case of an excused absence, failure to successfully fulfill the make-up assignment will cause the absence to be graded as unexcused.

### **Conflicts and Absences**

Students who have a conflict with a required event must present the director with an Absence Request Form (available at [www.meteamusic.org](http://www.meteamusic.org)) at least one month before the performance. **(Notification of emergency conflicts will be received up to one week following the concert.)** The director and, when appropriate, with collaboration from the MVHS Administration, will determine if an absence is excused or unexcused based on the validity and legitimacy of the conflict. Students with an excused absence may be given a make-up assignment. School policy regarding school day attendance applies to all music events.

An unexcused absence from a required event will result in a lowered grade. Please be respectful of our musical team and do not offer excuses at the last minute. Open communication is essential, and last minute excuses may not be greeted with high degrees of cooperation or assistance.

Conflicts that are not valid may include: club athletics, family vacations, booked airline flights, community activities, college visits, work schedules, babysitting, lack of transportation, forgetting, etc. Absences for these reasons will not be excused and will result in a lowered grade. Make-up work for such excuses may not be available.

## **Metea Music conflicting with other Metea Activities**

Metea Valley High School is proud to support multiple curricular, co- and extra-curricular activities. Student involvement in multiple activities does provide the likelihood of scheduling conflicts between the activities. It is the hope that MVHS staff members make every effort to assist students in reconciling scheduling conflicts between MVHS activities. First and foremost, students are responsible for predicting and communicating to faculty members about schedule conflicts. Once notified via the Absence Request Form, the music faculty member will provide an opportunity for the student to propose an appropriate compromise. The music faculty member will then amend and provide the final directive as needed. With input from the student, the music faculty member and coach/sponsor of the conflicting MVHS activity will resolve the conflict.

- ❖ **curricular music rehearsal** conflicting with a **co-/extra-curricular performance/game** in which the student is directly involved... The performance/game takes precedence, and the missed music curricular rehearsal will need to be made up according to instructions provided by the lead faculty member.
- ❖ **curricular music performance** conflicting with a **co-/extra-curricular performance/game**... The graded music curricular event takes precedence.
- ❖ **co-/extra-curricular music rehearsal** conflicting with another **MVHS music rehearsal**... Every effort is made for the student to devote equal time to both, and be absent for equal time. Missed time will need to be made up according to instructions provided by the lead faculty members.
- ❖ **co-/extra-curricular music rehearsal/performance** conflicting with a **co-/extra-curricular practice, performance, or game** in which the student is directly involved... It is the responsibility of the student to make the faculty members aware of the potential conflict in order to provide a resolution. The music faculty member and coach/sponsor of the conflicting MVHS game/activity, with input from the student, will resolve the conflict. Please note that club athletic teams will not be considered an excused absence.

In every case provided above, students will not be penalized for an absence from an activity due to a scheduling conflict with another MVHS activity. However, the resulting make-up for the missed time will likely require a good deal of effort, time, and attention. The policy stated above does not apply to any non-MVHS activity.

# Absence Request Form

Student Name: \_\_\_\_\_

Performing Ensemble: \_\_\_\_\_

Conflict Date and Event: \_\_\_\_\_

## Policy

- ❖ This form must be submitted to the director at least one month prior to a potential absence in order for the absence to be considered (or, in the case of an emergency, up to one week following an event). Failure to attend a required event as designated in the *Handbook* (performance, concert, dress rehearsal, festival, etc.) without a valid, written excuse fully explaining the absence may result in the lowering of the student's grade.
- ❖ Each request will be evaluated individually, and determination of excuse validity and legitimacy will be made by the music director and when appropriate, in collaboration with Metea Valley administration. The request will be deemed as either "excused" or "unexcused". An excused absence means that the student has an opportunity to make up the grade in the form of an alternative assignment. In the case of an unexcused absence, the student is not given the opportunity to make up the event, and will be graded accordingly.
- ❖ Submitting this form does not automatically excuse a student.
- ❖ Please be respectful of our musical team and do not offer excuses at the last minute. Last minute excuses may not be greeted with high degrees of cooperation or assistance.
- ❖ Conflicts that are not valid may include: club athletics, family vacations, booked airline flights, community activities, college visits, work schedules, babysitting, lack of transportation, forgetting, etc. Absences for these reasons will not be excused and will result in a lowered grade. Make-up work for such excuses may not be available. Unless otherwise arranged, make-up work is due one week after it is assigned.

## To be completed by student/parent:

Reason for request:

---

---

---

---

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

---

## To be completed by director:

Date Received:

This absence has been declared (check one):  Excused or  Unexcused

If excused, description of assignment:

Make-up work: Due \_\_\_\_\_ Submitted on \_\_\_\_\_ Grade \_\_\_\_\_

### III. Conduct

#### Our Musical Team

Students will respect their ensemble, the music department and Metea Valley High School at all times. Membership in music is truly a privilege. Each member must take the responsibility to work hard for the betterment of the entire ensemble. Music students are expected to display conduct of the highest caliber during daily rehearsals, dress rehearsals, performances, festivals, contests, field trips or any activity associated with our department. In fact, as representatives of the MV Music Department, students are expected to showcase positive behavior, kindness and excellent conduct in their daily lives.

**No gum, food or drink (except water) is allowed in the music rooms without director permission.** Ensemble rehearsal room pianos and the stage piano are to be played only by directors and accompanists. **Students are not permitted to play the ensemble rehearsal room and stage pianos without permission from a music faculty member.**

#### Metea LIFE:

Live with integrity  
Inspire passion for learning  
Foster respectful relationships  
Expect equity and excellence for all

Classroom discipline issues will result in conversation with student, re-direction, parent contact and/ or dean referral.

### IV. Concert Attire

#### Tuxedos and Concert Dresses

***Wind Symphony, Wind Ensemble, Treble Singers, Varsity Singers, Chamber Singers, Chamber Orchestra, and Chamber Strings***

Members of Wind Symphony, Wind Ensemble, Treble Singers, Varsity Singers, Chamber Singers, Chamber Orchestra, and Chamber Strings will purchase a full tuxedo or concert dress. Families who would like financial assistance with this purchase or male students who would like approval on a previously purchased tux may contact their director. Women will be measured in class for sizing, and the dresses will be ordered at the beginning of the year. Men will be directed to a local retailer to be fitted for and order the tuxedo. Men will provide black dress shoes and black dress socks; women will provide black dress shoes (low heels) and black tights.

## **Concert Attire**

***Concert Band, Concert Winds, Symphonic Band, Symphonic Winds, Concert Orchestra, Concert Strings, Symphonic Orchestra, and Symphonic Strings***

Members of Concert Band, Concert Winds, Symphonic Band, Symphonic Winds, Concert Orchestra, Concert Strings and Symphonic Orchestra are required to purchase a long sleeved, collared, black dress shirt, full length black dress pants, black socks and black dress shoes (low heels). Please no large/colorful jewelry or hair accessories.

## **Choir Robes and Concert Black**

***Bass Chorus, Cecillian Singers and Concert Choir***

Members of Bass Chorus, Cecillian Singers and Concert Choir will be fitted for and assigned a school choir robe and stole for use in performance. After each performance, all singers must neatly return their robes and stoles to their hanger, in order. Robes must be zipped and the stole design should face outward when returned to the hanger. Students will be held accountable for the care of their robe and stole. Should any robe or stole be torn, stained or experience any other damage, the assigned student will be held liable for the expense of its repair and/or cleaning.



Additionally choir students are expected to wear concert black under their robes or when robes are not required – this includes the following:

Choir: long sleeved, collared, black dress shirt, full length black dress pants, black socks and black dress shoes (low heels). Please no large/colorful jewelry or hair accessories.

## **Extra-Curricular Concert Attire and Concert Attire Expectations**

Extra and co-curricular ensembles will select their performing attire within the first month of rehearsals.

Whether on stage or seated in the auditorium, concert dress is to remain intact until the conclusion of a concert. If a student fails to wear the concert dress, he or she may not be allowed to play the concert.



## V. Instrument Lockers and School Owned Instruments

Students' band or orchestra director will assign instrument lockers, and students must provide their own combination lock (no key locks allowed). Each lock must be registered with a director. If a lock is not registered, it may be cut off. Lockers must be kept clean and orderly. If misused, the privilege of storing personal items in an instrumental locker may be revoked. Students choosing to rent a school owned instrument are required to sign a Metea Valley High School Instrument Rental Agreement prior to receiving their instrument, a specific locker and school owned lock will also be assigned.

## VI. Concert Appreciation

Music students are expected to complete two Concert Appreciation assignments throughout the year. To receive Concert Appreciation credit, each student must attend an artistic event in which he/she does not perform and complete the Concert Appreciation assignment. Specific assignment parameters will be discussed in class.

## VII. Fundraising

Fundraising events are scheduled in conjunction with the entire MVHS Music Department. Each music student's profit is placed in their individual account to be used for music department tours only. Details will be available through the Metea Valley Association of Music Parents and in class. Be sure to take advantage of our fundraising opportunities to off- set your tour costs and other special opportunities. Your remaining balance at the end of senior year may be transferred to a sibling enrolled in a music department course at Metea Valley or will be donated to the MV AMP.

## VIII. MIDI Lab and Practice Rooms

The Music Department of Metea Valley High School is fortunate to offer music students the opportunity to work within the MIDI (Musical Instrument Digital Interface) lab. The MIDI computer lab is outfitted with individual workstations that allow students to learn music theory, develop aural skills, compose music and print music of publishable quality and numerous other music enhancements. To preserve this quality facility, the following guidelines have been established.

MIDI Lab Guidelines:

- ❖ Computers may only be used under supervision of music faculty
- ❖ No food or drink allowed in the MIDI lab
- ❖ Only district purchased software may be used
- ❖ Ask permission to print
- ❖ Ask permission to download
- ❖ Music Theory students have priority to the workstations
- ❖ When finished, restart the computer without powering down

## Practice Rooms

The Music Department of Metea Valley High School is fortunate to have practice rooms, some equipped with pianos.

Practice Room Guidelines:

- ❖ Only ONE student may use a practice room at a time, unless an instructor or director has written a pass for a group to practice together
- ❖ No food or drink allowed in the practice rooms
- ❖ No equipment may be removed without consent of instructor or director
- ❖ Practice rooms are for practice ONLY, no socializing
- ❖ When using the practice rooms the light must be on
- ❖ Students must be standing or sitting in a chair/bench. Students may not sit or lay on the ground.
- ❖ Private instructors have priority to the practice rooms
- ❖ Practice rooms are for music students only unless special permission has been granted from a music faculty member
- ❖ See your teacher for a practice room ID sticker
- ❖ Ensemble rehearsal room pianos and the stage piano may not be played by students without permission from a music faculty member

## IX. Awards

In addition to the reward of fond memories of great musical experiences, each music student has the opportunity to earn end-of-the-year awards signifying their commitment to the music department. Each year every student enrolled in a curricular music ensemble will be presented with an award. Co-curricular pins will be awarded for student participation in one or more co-curricular ensembles.

### Year in Music Award

Freshman	Graduation Numerals
Sophomore	"Varsity" Letter
Junior	Music Department Patch
Senior	Plaque, personalized

**A Commemorative Pin will be provided for your participation in one or more of the following groups:**

- ❖ Mustang Strings
- ❖ Cello Choir
- ❖ MV Symphony Orchestra
- ❖ Madrigal Singers
- ❖ United Voices
- ❖ Vocal Jazz
- ❖ Jazz Ensemble
- ❖ Jazz Orchestra
- ❖ Jazz Band
- ❖ Jazz Combo
- ❖ Marching Band
- ❖ IMEA District, All-State Festivals
- ❖ Pep Band
- ❖ Percussion Ensemble
- ❖ Solo and Ensemble
- ❖ Musical (music department members of the Cast, Tech Crew, and Pit Orchestra)
- ❖ Steel Drum Ensemble
- ❖ Musical Theater Experience
- ❖ Student-led Ensembles (Apollo, Muses, etc)

# Student & Parent/Guardian Contract

*We have read the Music Department Handbook and understand and will abide by its policies and guidelines.*

*We understand that all procedures and requirements, including mandatory attendance at all dress rehearsals and performances noted in the Handbook and website are our responsibility (each student and family) to uphold.*

*We give consent for photos/videos to be taken of our student throughout the year for archive purposes. Group photos may be used for MV Music promotional purposes.*

*We also understand and will abide by IPSD 204 BYOT (Bring Your Own Technology) policy and guidelines and will comply with existing Board of Education policies, including but not limited to: (1) 6:220 - Bring Your Own Technology, (2) 6:235 - Access to Electronic Networks, (3) - 7:190 - Student Discipline. We further understand that any violation of the above guidelines may result in the loss of my BYOT privileges as well as other disciplinary action.*

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_