

ANACAPA MIDDLE SCHOOL

# MUSIC DEPARTMENT

# HANDBOOK

# 2019 – 2020

Beginning Band  
Intermediate Band  
Concert Band  
Jazz Bands

Beginning Strings  
Intermediate Strings  
String Orchestra  
Chamber Groups

A. Gregg Hutchison, Music Director  
Mayra Vega-Manriquez, Principal

100 South Mills Road  
Ventura, California 93003  
805.289.7900

[www.anacapamusic.org](http://www.anacapamusic.org)



Forward . . .

Music exists in our culture because it provides an aesthetic experience that is unlike any other. No other art form can duplicate the kind of perception that results from expressing oneself through musical performance. The person who plays in a musical organization is paving the way for future musical enjoyment, whether it would be listening or performing.

Members of the Anacapa Music Department enjoy involvement in a campus organization that provides immediate identity and purpose. The Music Department groups encourage and promote academic excellence. Music rehearsals take place during the school day, and are compatible with the students' academic responsibilities. Members of the Anacapa Music Department are involved in concerts, festivals, and honor groups.

MUSIC will be the most important ingredient of the Anacapa Music program. Although participation provides such non-musical benefits as learning to work together, building a sense of responsibility, feeling a sense of accomplishment in doing something well, the primary purpose of the instrumental music program is that of making MUSIC together.

The following pages contain guidelines for Music Department members. These guidelines have been formulated for maintaining a Music Program in which each member, the entire school, and the community may take pride. Please read the following pages carefully, detach and return the AGREEMENTS page you're your student.

\_\_\_\_\_/s/\_\_\_\_\_  
A. Gregg Hutchison  
Music Director

\_\_\_\_\_/s/\_\_\_\_\_  
Mayra Vega-Manriquez  
Principal

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## I. GOALS

Through the making of music, all participants in the Anacapa Music Department will work toward the following musical and non-musical goals:

1. Develop an understanding of our musical heritage
2. Develop individual self-confidence, self-control, and self-discipline
3. Increase knowledge and intelligence
4. Respect the thoughts, beliefs, and feelings of fellow musicians
5. Function as a member of a very special team
6. Appreciate, love, and respect the process of making music together
7. How to function in society
8. Get it right the first time
9. Learn to do his/her best and not to be jealous
10. Gain an aesthetic appreciation
11. Develop pride & self-esteem
12. Learn to stay focused
13. Learn responsibility
14. Develop delayed-gratification
15. Develop problem-solving skills

## II. PERFORMING GROUPS

Concert Band, Intermediate Band, Chamber Winds These groups follow traditional wind band instrumentation. Advanced techniques and musical concepts are explored. Students are assigned to these classes based on year-end auditions. Placement is according to individual student needs, and the needs of the groups as a whole. Students are moved up (and down) as individual progress dictates. Specific groups perform at music festivals and concerts. These Ensembles have made a reputation for themselves in the local area, and the Wind Ensemble has gained National distinction over the years at Invitational Music Festivals.

String Orchestra, Intermediate Strings, Chamber Strings Advanced techniques and musical concepts are explored. Students are assigned to these classes based on year-end auditions. Placement is according to individual student needs, and the needs of the groups as a whole. Students are moved up (and down) as individual progress dictates. Specific groups perform at music festivals and concerts. Wind players are seasonally added to create full orchestras.

Concert Choir (as available) This group is open to ALL grade levels (6,7,8). Advanced techniques and musical concepts are explored. Students in the concert Choir develop musical skills using their voices. This group performs in local concerts and festivals.

Jazz Band (A & B) These groups generally use traditional big band instrumentation (but we encourage all instruments to participate), offering two levels of playing skill (when available). The class meets after school and is open to any current Anacapa Music student. In the past, these two groups have represented the school through local concerts, festivals, and performances in the community.

Beginning Music (Band, Strings, Chorus) These classes are for students who are considered beginners. Students start from the beginning, learning about music, music history, instrument care and maintenance, vocal production, and performance. The basics of music, notation, history, instruments, tone quality, and working within groups, are taught on a daily basis.

### III. MUSIC ROOMS

- 1) The Anacapa Music Rooms (Rooms 10 & 11) house one of the finest Music Programs in the country! These are small rooms and space is at a premium. Our rooms are **SPECIAL** places, where only Music students have earned the right to enter. We must treat the rooms, fellow musicians, and their instruments with respect. The way you enter a room should demonstrate your respect for our high standards (e.g., students will be ladies and gentlemen). **Only Music students are allowed in our rooms.** Rooms 10 & 11 contain many personal and school pieces of equipment. To help keep track of all of this, admittance to the Music rooms is limited to current Music Department students. It is an honor to be in the music room, which only Music students have earned.
- 2) Music Rooms 10 & 11 will be open most days by 8:00 a.m., so that students may put their instruments away. **All students** are encouraged to have instruments insured, as the school district carries no insurance in case of theft or vandalism. Most homeowner and renter policies cover these types of items (remember to keep information about make, model and serial number at home). Anacapa Middle School, V.U.S.D., and its personnel are **NOT** responsible for lost or stolen instruments. If one of the Music Directors is in the room, Music students are invited to practice, study, or just be with other Music students. The room will be open after school until at least 4:30 p.m. most days, later by appointment.
- 3) **FOOD OR DRINK WILL NOT BE ALLOWED IN THE MUSIC ROOMS AT ANY TIME!** Gum included. Gum chewing will result in an immediate referral to gum scraping.

### IV. MUSIC/MATERIALS

Each musician is issued music, books, materials and a folder. Only **pencils** are to be used to mark music, (as ink cannot be erased, making future changes to the music impossible). Lost music, books or other materials are the responsibility of the student, and must be replaced at the student's expense.

Students must handle missing music, book or material problems before or after school, rather than in the minutes before the start of a rehearsal. Each class has a set of officers to assist in solving these problems.

### V. PLAYING TESTS

From time to time, students will be individually tested to determine progress in class. Areas subject to testing include scales, thirds, chromatics, nursery rhymes, key signatures, music from class, rhythm clapping, counting, sight-singing, and sight-reading. Scores are based on performance at the time of the test. Results are final. Make-Ups for tests missed due to an absence are allowed according to current District Policy (one day extra time for each day absent).

## VI. SEATING

Students in all groups are seated so that each member of the group can best help our **total** performance! Seating tests will be given several times a year during class sessions at the discretion of the director. Seating results are final.

## VII. REHEARSAL GUIDELINES

Class time is rehearsal time! Rehearsal time is for education and polishing our musical performance through careful and meticulous study as a group. **REHEARSAL TIME IS NOT PRACTICE TIME!!!** Rehearsals require the concentrated effort of **every** member of the group, including the conductor. Detailed below are important rehearsal guidelines to review before coming to class. Additional rehearsal procedures are reviewed on a daily basis.

- 1) Upon entering the music room, students should quietly take everything needed for the rehearsal to the assigned seat (music, instruments, pencils, mutes, shoulder rests, reeds, valve oil, rosin, sticks, mallets, etc.). Students must be seated and ready to begin when the bell rings. Any condition other than this is marked **TARDY!** Students should check the rehearsal agenda, and place all music to be covered in order before rehearsal begins. For Beginners, there is to be **NO PLAYING** during this time. For Advanced groups, simple warm-ups are allowed.
- 2) The podium is a platform in more than a literal sense of the word, for it is the only place in the rehearsal room from which gestures and suggestions can mold a group of individuals into a musical organization. Whenever the director, or any other person takes the podium, the group will surrender complete attention. This means total silence and attention to the podium.
- 3) Section leaders are responsible for asking the director about anything in the music that is unclear. Anyone who individually puts a mind to it can solve almost any problem with **eyes** and **ears**. If one cannot solve an individual problem, please contact a section leader in your class. If that does not solve the problem, you then have permission to ask the director personally.
- 4) A rehearsal ends **WHEN** the director ends it, not when the bell rings. Students must put music, instruments and materials away when rehearsal ends.

## VIII. CHALLENGE SYSTEM

Students may improve their seating assignments in the section by challenging ahead. Challenges take place periodically, at the discretion of the teacher. All decisions are final.

## **IX. PRIVATE LESSONS**

Private lessons are strongly encouraged for every music level. Your Music Director has a list of local professionals who have demonstrated good experiences with the students in our area.

## **X. CONCERT DRESS**

### GENERAL GUIDELINES

Girls:            White blouses  
                      Black skirts (at the knee or below)  
                      Black dress shoes  
Cello Players – Black Dress Slacks

Boys:            White Shirts (long sleeve, button down)  
                      Black dress pants/slacks (no jeans)  
                      Black dress shoes & socks  
                      Ties & jackets are optional

### **Concert Band/ String Orchestra - MUSIC FESTIVAL PERFORMANCE OUTFITS**

If requested by the individual classes, OR there is a Music Festival on the schedule, arrangements will be made to upgrade the Performers Outfits as soon as reasonably possible

We take our music seriously at Anacapa, and do our best to put our best foot forward at all times. When it comes to performing before an audience, we strive to look as professional as possible. At this time, the students have adopted the above guidelines.

## **XI. SCHOOL INSTRUMENTS**

The larger, more expensive, unique instruments, which are necessary to complete a well-balanced instrumentation in band and orchestra, are available from the Music Department for check out by students. Any student who checks out a school instrument is responsible for its care, safety, upkeep, and repair, as if it were his own instrument. Any student who checks out a school instrument is encouraged to take out an insurance policy for the value of the instrument. Necessary paperwork to check out school instruments is available from the Music Director.



## **XII. NEW INSTRUMENTS**

Occasionally the director will suggest to students that it may be time to upgrade the quality of the instrument to enable the student to do better work. The matter of new instruments should become a subject for family discussion and consideration. The private teacher and the director should help in recommending a suitable music store and selecting an appropriate instrument.

## **XIII. INSTRUMENT REPAIR**

Most tools and equipment are available from the director. Minor repairs can usually be done by one of the directors. However, it is recommended that your instrument receive the professional treatment of a repair specialist. The director has information about suitable repair shops.

## **XIV. PUBLIC RELATIONS**

As a member of the Anacapa Middle School Music Department, you are in the spotlight of the school and community. Due to our many visible public performances, each member of the Department must demonstrate behavior that reflects Anacapa's high quality reputation of musical achievement. You are representing the school, our Music Department, your family, yourself, and the community. As a representative of these groups, you must always strive to reflect a positive image.

## **XV. RESPONSIBILITIES**

### **STUDENTS WILL:**

- \* Come to class prepared (mentally, physically) and on time
- \* Practice the concepts presented in class each day
- \* Be young gentlemen and ladies at all times
- \* Adhere to school rules

### **PARENTS MUST:**

- \* Support their child(ren) in a positive manner
- \* Encourage them to practice the daily concepts
- \* Be patient with the beginners
- \* Stay in communication with the school--especially the Music Department

## **XVI. GRADING**

Grades will be determined using the following criteria:

### **A. PLAYING TESTS**

Students are tested at least once a month for seats and/or grades. Year-end auditions will be used for final grades and to make class assignments for the following year (see Section XVII for more information on Year-End Auditions).

### **B. MATERIALS AND EQUIPMENT AT REHEARSALS**

Students must have the following materials at each class session/rehearsal. Points will be subtracted from grades for forgotten items:

- 1) Instrument (#) (in proper playing condition) Two or more infractions (instrument not brought to class) during a grading period will result in a two-grade drop (e.g. A to C) and grounds for removal from the class at the end that grading period.
- 2) Music, Accessories, Pencils Students must bring these items (as applicable) to each session: Music, books, extra reeds, oil, cork grease, mutes, rosin, sticks, mallets, bags, extra set of strings, and PENCILS!

### **C. PARTICIPATION AND EFFORT**

- 1) Attendance (\*) Student attendance is required at all rehearsals and sessions. Students should come eager to learn, work and grow.
- 2) Performance Participation (\*) The performance (or series of performances) is the culmination of ALL work in class for that grading period. All students must participate in the scheduled rehearsals and performances, or final grades are lowered by two letters! The Music Department calendar is issued to students at the beginning of the school year. Please review the calendar and plan accordingly.
- 3) Daily Practice (#) Daily practice is vital to the steady improvement of every member of the Anacapa Music Department. Daily practice is the responsibility of each student. Daily practice will show in the classroom and be evaluated by the instructors. As a courtesy, practice sheets are periodically provided to the students, and their progress is recorded in class. NOTE: In order to qualify for an A grade, Practice Sheets MUST be turned in weekly!

#### **NOTES:**

- # If you go home sick, TAKE YOUR INSTRUMENT WITH YOU! If you share an instrument and must stay home, SEND THE INSTRUMENT TO SCHOOL!! Under no circumstances should assigned instruments stay at school overnight!!!
- \* In order to perform in the concert, students must attend the scheduled dress rehearsal! There are no exceptions! If your student misses a Dress Rehearsal, concert attendance is still required, but the duties and functions of your student change for that evening. STUDENTS MISSING A PERFORMANCE ARE SUBJECT TO REMOVAL FROM THE PROGRAM!

## **XVII. YEAR - END AUDITIONS**

Near the end of the year, all Music students undergo an intensive audition process. This process will help to determine: 1) End of year seating assignments, 2) Class Placement for the following year, 3) Final Grades, and 4) Overall progress. We begin with the sixth and seventh graders (in May), and end with the eighth graders (early June).

Students are given the specific materials and requirements to prepare for these Auditions. Any student who fails to complete an audition will: 1) Have the Final Grade reduced by two letters, 2) Be assigned to the lowest seat possible in the group currently assigned, and 3) Be assigned to the lowest group possible for the Fall Semester of the following year.

More specific details will be sent home with the students just before the Spring Break.

## **XVIII. VOLUNTEERS**

Parent Volunteers are needed throughout the year to help in the success of Anacapa Music Department events. A form identifying your desire to help was sent home the first week of school. If you have not turned one in yet, please do. If you need another copy of the Volunteer Form, please send your request with your student.

## **XIX. MUSIC SUPPLIES**

Anacapa Music Department keeps a small number of music supplies on hand to assist the students in emergencies. The materials can be purchased outside of class time for a nominal fee. Items include: reeds, oil, rosin, and strings. Other Band, String and music related supplies may be offered as needed.

## **XX. OFFICE HOURS**

Music Directors' office hours are School Days 8:00 - 8:30 a.m., and afternoons by appointment.

## **XXI. CONCLUSION**

The Anacapa Middle School Music Department is composed of dedicated, enthusiastic, respectful, and talented musicians striving for the highest standards in musical and personal excellence. Individuals admitted into one of the Music Department organizations must leave all personality conflicts at the door before entering class. Students learn better when the conflicts are left outside. True success is measured by accomplishments made on an individual basis, and while working together as a member of a unit.

## AGREEMENTS

I have read the entire HANDBOOK and agree to abide by the provisions contained therein. I will abide by all the rules and regulations and understand that any violations of these rules and regulations may affect my eligibility to participate in any further Music Department activities at Anacapa Middle School.

\_\_\_\_\_  
Student Name (print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Period

I have read the entire HANDBOOK and understand that my student is to abide by all the provisions contained therein. My student will abide by all the rules and regulations and understand that any violations of these rules and regulations may affect his/her eligibility to participate in any further Music Department activities at Anacapa.

\_\_\_\_\_  
Parent/Guardian (print)

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

\_\_\_\_\_  
Date

To review and print your own copy of this Handbook, please go to:

<http://www.anacapamusic.org/info.html>

The Music Department Student Handbook is at the top of the page.

<http://www.anacapamusic.org/resources/Handbook-AMS-Fall-2019.pdf>