

We, the parents and students have reviewed the Goddard Middle School Orchestra Handbook and agree to comply with its guidelines. We have also logged in to the CHARMS account and updated email addresses, phone numbers, mailing address and all pertinent information to the best of our ability.

Student Signature: _____

Parent/guardian Signature: _____

GODDARD INSTRUMENTAL MUSIC STUDENT LOCKER CONTRACT

I, _____ have been assigned a lock and locker from the Goddard MS/HS Instrumental Music Directors. I understand that the locker assigned to me belongs to the school, and is property of the Goddard Unified School District. I further understand that I am to be held responsible for any damage to this locker while it is in my possession or replacement of the lock (\$7) should it become lost or misplaced. I also recognize that should the locker become broken or otherwise damaged while in my possession, I will be held financially responsible for fixing the locker by the end of the academic year. It has been explained to me that no one is to make use of this locker except me while it is in my possession, and this locker may be searched at any time deemed necessary by administration in accordance with Goddard Board of Education Policies.

If it is found that someone else is using the locker while it is assigned to me I may be asked to empty the locker of all my possessions, and lose the privilege of using it, as well as pay for any necessary repairs. I further understand that if I do not lock my locker, I will be held responsible for any theft that occurs from my unlocked locker. Lastly, I understand that having the opportunity to use an instrumental music locker is a privilege, and that for future instrumental music members to have this opportunity, I must take care of the locker that I am currently using for the school year. By signing this form, I am stating that I have read and understand this contract, as well as the policies set forth in the GMS/GHS Instrumental Music handbooks.

Student Signature: _____

Parent Signature: _____

Filled out by Teacher

Locker Number: _____ Combination: _____



String Orchestra Handbook

Mrs. Kimberly Pfeiffer, Director

Email: kpfeiffer@goddardusd.com

GMS: 316-794-4230

Cell: 316-773-1483

Lisa Hogarth, Principal; Erik Semrad, Assistant Principal

Hello and welcome to another exciting year for the Goddard Middle School Orchestras. I am looking forward to working with the students, scheduled performances and making a lifetime of enjoyment of the arts and playing music.

Please take the time to read all of the material, as the success of our program depends upon each individual student working toward the same goals. Please sign the mutual consent form and the conflict form, and have your child return these forms to his/her teacher by August 24, 2018. If you have any questions, please feel free to contact us at our schools. I am looking forward to a fun and productive year with these students!

WELCOME FROM THE INSTRUMENTAL MUSIC BOOSTERS!

Any parent of students in band or orchestra at Challenger, GMS, or GHS is a member of the Goddard Instrumental Music Boosters or GIMB. We welcome your attendance and participation and would like you to take part in your student's instrumental music experience.

The Boosters help the instrumental music directors with all facets of the programs at CHA, GMS and GHS, by raising money and providing helping hands.

Please feel free to contact GIMB Presidents **Teri Costin and Jill Fleming at gimb.president@gmail.com** if you would like to help or we can answer any questions. Our weekly e-newsletter is a great way to stay informed of upcoming events. If you are not currently receiving a copy of the newsletter, please email gimb.newsletter@gmail.com to get signed up.

Meetings begin at 6:30 PM in the GHS band/orch room.

Meeting Dates: Aug. 28, Sept. 25, Oct. 30, Nov. 27,

Jan. 29, Feb. 26, Mar. 26, Apr. 23

Scheduled Fundraisers: Nov 8-Quartermania, Nov-Holiday

Wreaths, Mar 3-Mattress Fundraiser, Apr-Spring Plants

Check the GIMB Facebook page for more fundraising opportunities

PARTNERSHIP WITH PARENTS

The orchestras take on a major responsibility when representing our school district and the community throughout the year. Members will abide by the rules set forth in the classroom, during concerts, and at all orchestra related activities.

As your child's instructor, I want to stress the importance of working as a team. This team includes the students, instructor, parents and administration. You can make a crucial difference by supporting the efforts of the school staff. This applies not just in music, but in all the academic and extracurricular areas as well. Some examples of how you can help include:

- ◆ Having your student at all performances in a prompt manner
- ◆ Helping your student obtain the proper performance attire
- ◆ Encouraging a daily practice routine of 10-20 minutes
- ◆ Enrolling your student in private lessons (The instrumental music staff can recommend good private instructors)
- ◆ Attending our performances
- ◆ Reiterating the importance of teamwork, responsibility, commitment, self-discipline, and good manners

On the last page of this handbook is a place for both you and your student to sign, signifying that you have read, understand and agree to the contents of this handbook and have updated your information in the Charms Instrumental Music Student Information System. Your cooperation will result in a truly rewarding experience in instrumental music. Thank you in advance for your efforts. I appreciate you!! Again, I am ALWAYS available if you have any questions or concerns, please do not hesitate to contact me!

FUNDRAISING

There will be several opportunities for students to participate in fund raising activities. The majority of fundraisers are conducted through the Goddard Instrumental Music Boosters and money is kept through their student account fund that can be used for trips, student music supplies, private lessons, etc. and can be accessed through the Charms Instrumental Student Information System or by emailing treasurer, Rebecca Peery at gimb.lionstreasurer@gmail.com. The annual candy bar sales both raises money for our instrumental music account as well as money towards Worlds of Fun down payments. This money will be kept in the GMS strings account and can be accessed through Mrs. Pfeiffer.

PRIVATE LESSONS

Orchestra students are encouraged to study privately. Your orchestra instructor will assist in the search for a qualified private lesson instructor. This is an excellent way to supplement the work done in class and get the most out of orchestra.

Name _____

Date _____

T-Shirt Size _____ \$14 Make Checks to ***GHS Orch*** _____

CHARMS UPDATE (See below) and This Form
Due AUGUST 24, 2018

CHARMS INSTRUMENTAL MUSIC STUDENT INFORMATION SYSTEM

- Log on to www.charmsoffice.com, and click "ENTER / LOG IN" in the upper right corner.
- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
- Login to your student's program account using the following School Code:

goddardmusic (no capital)

- This will bring up the main "Public" page. This will allow you to look at the "public" calendar for your organization, event list, and handouts and other "publicly shared" files, as well as a few other options.
- The first time you go here, enter your child's ID NUMBER (provided by your Director) into the ***Student Area Password*** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a "hint" as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.
- Two areas in which you can help the director/administrator maintain his/her records:
 - **Update Personal Information** – if the director has allowed it, you may help make changes to your and your child's student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. You may also be able to indicate which parent volunteer/resource groups you would like to participate in, if this feature is activated. Click ***Update Info*** to save changes.
 - The ***Calendar*** may list events, rehearsals, and volunteer/RSVP opportunities.

You can also download the Charms App to your smartphone – search your App Store for "Charms Parent/Student Portal" (or "Charms Blue"). It's the way to stay in touch on the go!

GODDARD MIDDLE SCHOOL INSTRUMENTAL MUSIC LETTERING DOCUMENTATION

STUDENT NAME _____
INSTRUMENT _____
GRADE _____
TOTAL POINTS ACQUIRED _____ (10 total points needed)

SUMMER CAMP _____ (2 points)

YOUTH SYMPHONY PARTICIPATION _____ (3 points)

PIONEER LEAGUE HONOR BAND/ORCHESTRA _____ (3 points)

PIONEER LEAGUE INSTRUMENTAL MUSIC FESTIVAL (Points Vary)
**3 points for a "I" rating, 2 points for a "II" rating, 0 points for a "III" or lower rating.

Large Ensemble Points: _____

Small Ensemble Points: _____

Solo: Points: _____

JAZZ BAND (3 points) _____

PRIVATE LESSONS (3 POINTS) _____

**Students must have a note from the instructor verifying their instruction, lesson time, how long they've been taking lessons, etc.

Name of Teacher: _____

EXTRA ACTIVITIES (Total) _____

**Activities include University or other type concerts (with reflection papers), service projects, etc. Do not rely on these, check with your director first!

**Points awarded based on activity. Speak with your director if you have questions.

Activity #1 _____

Activity #2 _____

Activity #3 _____

GMS 2018-2019 Instrumental Music Calendar

Aug 24	Handbook forms due/CHARMS update due
Oct 25	GHS/GMS Strings/GHS jazz @ TBD, 7:00 PM
Oct 27	Pioneer League Honor Orch, EMS, All Day
Dec 13	GMS Holiday Concert @ GMS, 7:00 PM w/CHA 6th
Feb 12	GMS Pre-Fest Performance @ GMS, Time TBD
Feb 27	Pioneer League Music Fest @ Derby, All Day
Apr 30	District Strings Concert @ GHS, evening
May 4	Worlds of Fun, All Day

*Calendar Subject to Change

GRADES

Playing Tests = 100 Points

Daily Rehearsal Grades = 100 Points per Week

(On Time, Prepared, Performing)

Performances = 250 Points

Dress rehearsals, worksheets, homework and written assignments as assigned

During concert preparation, students will be tested based on the available time and material that has been covered. All tests and playing exams will be given over sections of music or skills that the students have covered in class and should know.

Absences must be reported to the director prior to the event. Conflicts with other school activities must be worked out by the student between the coach and director. Excused absences such as extreme illness or family death can be made up for full credit, all unexcused absences can be made up for half credit.

Every student is responsible for his or her own grade and is expected to monitor it regularly. Parents will receive regular emails through the district Skyward System. Parents are encouraged to contact their Mrs. Pfeiffer should questions arise regarding grades.

PRACTICING

Proper methods of practice and the amount of time spent will be discussed with the students and will be reviewed as the year progresses. While no official practice records will be collected, emphasis will be placed on individual skill performance. Playing tests will be done on a regular basis. Students will have two weeks in which to improve their test scores as they feel necessary.

ELIGIBILITY

Eligibility is monitored by the middle school activities director as mandated by the Kansas State High School Activities Association. Students who are failing two or more classes at the end of each nine weeks is declared ineligible until the next quarter. While ineligible students may still attend concerts and other school sponsored activities, they may not participate in any Pioneer League events.

MUSIC CHECKOUT

All students will be issued music to keep in their 1" 3-Ring Binder. If they do not receive a particular piece of music, it is their responsibility to ask the director for a copy. The students will be held accountable for their own music and music binder. Limited replacement copies will be available if circumstances warrant a replacement as long as it does not become a habit.

EXPECTATIONS

At Rehearsal:

Be in your chair with stand, instrument, music, and pencil and ready to rehearse 3 minutes after the bell rings. This will allow you ample time to be ready to go.

Check the board for announcements, rehearsal schedule, etc.

Begin each class period by assembling your instrument and placing your pencil and binder on the stand. Do not play until asked to do so.

Come to rehearsals prepared. This will maximize our use of time so that we may work on the music as a full ensemble.

If you have problems with a part, ask for help so we can get the problems solved. You should first ask your section leader, and then your instructor.

Classroom Expectations:

Follow the social contract agreed upon and signed by all group members.

Respect yourself and others. Keep your hands, feet, instruments, cases and classroom supplies in your own personal space.

Be responsible for yourself.

Follow directions

Keep track of all music, handouts, etc.

Put all supplies, chairs and stands away at the end of each class period

Keep lockers locked at all times

Be on time to rehearsals and performances

Use a positive, indoor tone when speaking

Listen to others

Participate in classroom discussions, rehearsals and performances

Turn in any money to the blue lock box.

Consequences for not adhering to the expectations:

Verbal warning (Points taken off of daily grade)

Conference with the student

Parent Contact

Office referral

* In the event that a student blatantly and/or maliciously causes a classroom disruption, the student will immediately be dismissed to the main office for a conference with an administrator.*

INSTRUMENT LOCKERS

All lockers in the instrumental room must be secured with a school issued padlock, no personal locks allowed. Any student, issued a lock and loses it, will be responsible for paying \$7 to replace it. All students are responsible for making sure their lockers are secured each day as we are not responsible for lost/stolen items.

Students may bring their instruments to their locker each morning after the 7:30 dismissal bell. I encourage all students to take their instruments home to practice each night. However, we understand that there will be nights when the students have other commitments and will not be able to practice. All students must bring their instrument home on weekends and over school holidays. Students should have their names on everything that belongs to them including music, folders, cases, books, and any other supplies that could be misplaced. The schools and directors are not responsible for lost or stolen items.

REQUIRED SUPPLIES

- ◆ **BOOKS** – Purchased by each student
 - 7th Grade-String Basics 2 & 3
 - 8th Grade-String Basics Book 3 and A Scale in Time
- ◆ 1” 3-Ring Binder with Name Labeled
- ◆ Lock on Locker
- ◆ All students must have a pencil for every rehearsal
- ◆ It would be ideal if each student could practice at home with a metronome and tuner, there are many inexpensive, easily portable models from which to choose as well as apps for devices
- ◆ All Students must have a folding music stand at home for practicing
- ◆ All **violins** and **violas** must have an **extra set of strings** and a **shoulder rest** in their case at all times. If you pop a string and cannot replace it because you do not have the equipment, you will lose participation points
- ◆ All cellos and basses need a **rock stop**, and their own **rosin** labeled with their name on it
- ◆ Many local music stores will deliver supplies as well as pick-up/drop-off instruments in need of repairs. Parents are responsible for all communication with the music stores.

CONCERT ATTIRE

Boys: White long-sleeve, button up shirt, black dress pants (no jeans), black socks, black dress shoes (no sandals or tennis shoes)

Girls: White blouse (appropriate under-garments-white cami, tank top or undershirt), black dress pants (no skirts, capris or jeans)

DISTRICT STRINGS CHAIR PLACEMENT POLICY

The Goddard String Orchestras are learning environments created to allow all students to enjoy practicing and performing high levels of literature and to promote growth within the musical setting. The directors believe in a chair rotation system that fosters leadership, relationships, and community responsibility rather than a ranking system of chairs from front to back. Directors will assess playing tests from time to time and provide players with individual feedback on their personal performance. However, the rotation seating will be done to allow players to experience different chair placements front to back, work with different stand partners as well as rotate violin parts. In addition, directors will assign a seating for each concert and festival performance that allows for the most balanced sound of the orchestra on each selection. As with any other academic class, it will remain up to the teacher's discretion to place students in the most efficient seating chart for learning and performing.

Students who wish to challenge themselves in a more competitive environment are strongly encouraged to take private lessons and audition for groups such as the Youth Symphony, Pioneer Honor Orchestras, District and State Orchestras and participate in Solo and Ensemble Festivals.