

# Union Mine Music Handbook

## Union Mine High School Music Department

### Contact Information

**Matthew Lane - Director of Music**

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**Phone** - 530-621-4003 x4808

**S Building** - Rooms 1 and 2

**School Website** - [umhs.eduhd.k12.ca.us](http://umhs.eduhd.k12.ca.us)



### General Program Information

Welcome to the Union Mine Music Program! As a member of UMHS Music, you will be a part of the exciting and growing program here at Union Mine! Music ensembles are groups in which strong friendships are formed and lasting relationships develop. Together, with hard work, determination, and a positive attitude, we can continue to develop our musicianship and make our music program a fun and successful one!

### COURSE DESCRIPTIONS

**Jazz Band** is an instrumental ensemble course open to all students grades 9-12. Students are admitted at the discretion of the director based on audition. This performance ensemble performs a variety of moderate to advanced big band literature. Students develop knowledge of jazz theory, jazz history, fundamentals of improvisation, sight-reading, critical listening and analysis skills.

**Concert Band** is an instrumental ensemble course open to all students grades 9-12. Students work on intermediate and advanced instrumental music skills through learning moderate to advanced ensemble literature. Students develop knowledge of music theory, history, fundamentals of performance, sight-reading, critical listening and analysis skills.

**Beginning/Intermediate Instruments** is an instrumental ensemble course open to all students grades 9-12. Students will learn the basics of musicianship through independent and guided study of a musical instrument. Students will develop a knowledge of music theory, musicianship, performance, sight-reading, and critical listening and analysis skills.

**Acapella Choir** is a vocal ensemble course open to all students grades 9-12. This is a semester long course in intermediate and advanced vocal techniques, music theory, sight-reading, and choral literature for the more advanced vocal ensemble.

## **GRADING POLICY**

**Rehearsal- 40%** Students receive credit everyday for participation during rehearsal. Students without their instrument, music, pencil, or who is tardy to or absent from a rehearsal for any reason will not get the full credit for that day. Students with an excused absence may meet with the director after school to make up these participation points.

**Performances- 40%** Students will receive points based on punctual participation in all performances and dress rehearsals.

**DRESS REHEARSALS AND PERFORMANCES ARE MANDATORY!!!**

Performances and rehearsals will occasionally occur on evenings and/or weekends.

Unexcused absences will result in a lowered grade and, in some cases, may lead to students being asked to transfer out of the ensemble. Points may also be docked for uniform violations and lack of participation in cleanup or setup.

**Written and other work- 20%** During the course of the semester there will be various written assignments during and outside of class including, but not limited to; listening, theory, history, or other written work. Performance assessments may also a part of this grade. Make-up work will be accepted late at a reduced score to be determined by the amount of time the work is late and the reason for the tardiness of the work. ALL work assigned is expected to be completed. Students with excused absences will be expected to turn in their work or perform their playing exams when they are able to return and will not incur a deduction.

### **Missed Concert Policy**

A concert is a very special interaction between performers and listeners that cannot be duplicated or re-created in any other setting. Concerts are an essential part of the life of a musician, not only to showcase their talent and progress, but also to demonstrate their commitment and responsibility to their fellow ensemble members.

Sometimes in life things happen that make it impossible for a student to attend a concert. In those rare cases of illness or family emergency, the STUDENT/PARENT/GUARDIAN MUST NOTIFY MR. LANE IMMEDIATELY in order to be excused from the performance. All other absences will be considered unexcused. Excused absences must be made up. All concerts are scheduled well in advance.

**VERY FEW PERFORMANCES CAN BE MADE UP. AN UNEXCUSED ABSENCE FROM A CONCERT, PERFORMANCE, OR COMPETITION CAN SEVERELY IMPACT A STUDENT'S GRADE.**

Missed concerts affect a student's grade, but certain absences can be made up. The criteria for these include:

- Parents, not students, contact director about the absence in advance.
- The absence was for the student's own illness or a death/serious illness in the family.

Note: Concerts are comparable to and equal to final exams. Absences for any other reason or if there was no communication between parents and the director are not eligible for make-up.

In the event of an excused absence, students must speak with Mr. Lane about their options for making up the concert.

Possible Concert Make-up Options:

1. Perform a solo for the class
2. Perform all 12 major scales and three songs in three different keys for the class.
3. Attend another school's music concert and write a report on what you saw and heard. Turn it in with a program from the concert. Prepare a one page, typed summary of the concert, and give a five-minute prepared report to the class on your concert experience, based on your summary.
4. Devote time to helping out in the music room with cleaning and organization.
5. You may propose your own make-up project to Mr. Lane

### **Extra Credit**

Opportunities may occur throughout the year to earn extra credit. Take advantage of such opportunities when they arise, as I will not round up grades at any time.

## **STUDENT EXPECTATIONS**

### **Code of Conduct**

The Union Mine Music Program has several goals and objectives throughout the year. The main priority is to provide our students with quality educational experiences and appropriately challenge our individual students and group ensembles to greater levels of musicianship and ability. In order to achieve our larger and smaller musical goals, there are rules and guidelines that each member must adhere to. Many of our groups enter competitions and festivals in which we all are dependent on each other to perform at the high level expected of all UM music ensembles. For students to have the opportunity to achieve at the same level, all must adhere to a uniform set of policies.

Students in the Union Mine Music Program will follow the school rules of Union Mine High School and the EDUHSD at all times. All of these rules apply when on trips as well, and all transportation to and from events will be in accordance with school and district policies. When traveling with music groups, students will stay with the group for the duration of the activity. Failure to comply with these rules will result in disciplinary actions.

In all of our performing and competitive activities, we are judged by our every word or action. The language we all use can sometimes be offensive. Actions can often be misinterpreted. Please be aware of how you act and speak when you are at a UM music rehearsal, function, or when in performance attire as you represent both Union Mine Music and UMHS as a whole.

### **Music**

Mr. Lane will check out music to each student for each ensemble. Care of the music is the student's responsibility; all music will be returned at the designated time and in good condition. If you are missing music for any reason, let Mr. Lane know as soon as possible. Please have all music at each rehearsal (even if it is memorized). If you lose the music or books assigned to you, you will be charged at the end of the school year the replacement cost of the lost or damaged materials.

For all ensembles, students will be notified about what music needs to be prepared and when. Playing tests on this music will occur in these ensembles as necessary and will be factored into your grade for that class. All students are expected to prepare their music outside of rehearsal time, in order to make band rehearsals as efficient and as productive as possible. Our goal is to make music together to the best of our abilities! Practice outside of class is a crucial part of our program and an expectation of all students!

## **Class Materials**

All students are expected to have the following items every day in class. Missing any of the following items will result in a lower daily participation grade.

- For instrumental classes: Instrument, complete with all needed materials (reeds, neck strap, mouthpiece, mutes, sticks/mallets, percussion equipment, berps, bow, rosin, strings, etc.) and in working condition.
- For instrumental classes: Cleaning kit for your instrument. (Obtainable at music stores)
- Folder of assigned music, lesson materials, and assigned books (some are provided)
- Sharpened Pencil - We will make frequent edits in our music, pen is not acceptable, not even the erasable kind!

Show up everyday on time, with a good sound, and with a great attitude!

## **Music Room Behavior**

The music room is a classroom designed for learning, work, and most importantly, making music. It is full of delicate and expensive equipment owned both by the school and other students. Students and equipment must be safe and respected at all times. These rules state the logical expectations of student behavior in the music room:

1. Be in your seat, music out, and instrument assembled by the designated time.
2. Check the board for the music, activities, and expectations for the lesson.
3. Warm up on the assigned passages and warm-ups. Be ready for the downbeat of rehearsal.
4. Once rehearsal begins, start and stop with the director. Always use proper rehearsal etiquette. When the director is talking, be still, quiet, and listen. No talking directly after cut-offs or at the end of a piece.
5. Instruments, folders, and music are to be stored in the appropriate storage areas in the room.
6. If your instrument is in the shop for repairs, please bring the repair tag with you so you don't lose credit.
7. If you forget your instrument or music at home you will receive a "0" credit for the day.  
\*You may do a make-up assignment however by speaking with Mr. Lane\*
8. No food, drinks, or gum in the music room!
9. Play your own instrument!
10. Bring a focused and positive attitude!

## **Attitude**

The attitude of a band student should be one that expresses a satisfaction of accomplishment, a willingness to participate, support for others, and a desire to do the responsible thing. These attitudes are exhibited by the following rehearsal etiquette and member responsibilities:

### **Rehearsal Etiquette Skills**

1. Be in your assigned seat, with instrument, class materials, and pencil before class begins. Early is on time! On time is late!
2. Always use correct posture/instrument fundamentals.
3. Be the first one to stop and the first one ready to play.
4. When the director stops the group or is working with another section, wait quietly and listen - talking slows down class and distracts from rehearsal!
5. Always keep your attention to the front of the room, even when your section is not being worked with directly, you never know what you'll learn!

### **Member Responsibilities**

1. Come to class prepared. This means practicing the music outside of class!
2. Play in tune and on time.
3. Learn your part! If you need help with this, ask!
4. Follow rehearsal etiquette as listed above.
5. Listen! If you have a question raise your hand and wait to be called on.
6. Lead by example. Be helpful and positive with your fellow musicians!
7. Always strive for the next level of success.

My job as the director is to help you become successful independent musicians!

## **Discipline Policy**

Students who are unable to follow these student expectations and actively disrupt class will be disciplined per school and district guidelines.

Students violating this discipline policy are subject to the following:

- Verbal warning/one-on-one meeting
- Parent notification/ campus cleanup/ behavior contract
- Discipline Referral/ Saturday School

## **CALENDAR**

Be sure to keep an eye on the performance calendar, as event times and dates occasionally have to be changed. Regular updates and changes to the schedule will be announced during class and will be reflected in the master schedule as well.

## **COMMUNICATION**

E-mail is the most effective way to reach me. I make my best efforts to respond within one business day, but please understand that there are times when a response may be delayed. If you prefer phone you may call my office at 530-621-4003 x4808.

In order for me to be able to quickly contact you with information and in emergency situations, please take a moment to fill out the following Google Form:

<https://tinyurl.com/UMMusicStudentInfo>

I will using a program called Remind to contact students will information and updates about rehearsals, performances, and other information. Students and Parents are encouraged to sign up to receive these important updates!

Jazz Band: @UMJazzBand

Concert Band: @UMConcert

Beginning/Intermediate Instruments: @umbeginst

Acapella Choir: @UMineChoir

## **PARENT INVOLVEMENT**

The Union Mine Music Department is supported by a parent run organization - the Union Mine Music Boosters (UMMB). The boosters support the entire music program at Union Mine High School. The purpose of UMMB is to raise money to offset the program costs and also provide volunteer assistance.

Congratulations! You are now a Booster! Please join us at 6:30PM the second Wednesday of every month in the band room for our meetings. If you can't make the meetings, we ask that you please give a little of your time and help. There are many ways that you can help and they don't take a lot of time or effort. As they say, many hands make light work. The kids need you!

## **FUNDRAISING**

In order to maintain a high quality music program, fundraising is an ever important necessity. Unfortunately, there are numerous expenses not covered by the donation or the funds allocated to our program by the EDUHSD. Examples include school instrument and uniform repair, replacement, and maintenance, a large portion of our transportation costs, supplemental coaching (drumline, color guard, vocal instructors, clinicians), and insurance on our trailers used to transport equipment just to name a few.

**In order to help cover costs to the program to provide the educational experiences and performance opportunities for our students, we ask for a suggested family donation of \$95.**

This amount has been calculated to help cover the costs of new equipment, repairs for current equipment, purchase of music, uniform cleaning, transportation to and from events, and meals provided by the UMMB for festivals and competitions. Your donation to the program helps support our program and is also tax deductible.

In addition to your generous donation, the UMMB works very hard at fundraising throughout the year to support our program.

The following are some of the anticipated events that we encourage you to support in any way you can.

### **Current/Potential Fundraisers**

- ~Raffle-tickets are sold prior to and during home football games, with prizes awarded at each game
- ~See's candy orders (Fall & Spring)
- ~Advertisements on our trailers
- ~Concerts for our community
- ~Flower Sales for Valentine's and Mother's Day
- ~Food Booth at the County Fairgrounds
  - County Fair (Father's Day weekend)
  - Cops and Rodders (October)
  - Gold Panner Events
  - 4<sup>th</sup> of July Family Blast

We are always looking for additional ways to raise money. If you have suggestions, please let us know!!!

## **TRAVEL**

At various points during the year students may be transported by bus or by private vehicles, per EDUHSD guidelines. Students who wish to drive themselves must have written permission signed on file with the school and the director. No student may ride with other students for a school-sponsored activity. If a parent wishes to pick up their student from an event it must be submitted in writing not later than one week prior to the performance and cleared with Mr. Lane

## **LESSONS & EXTRA HELP**

Private lessons are the best way for students to further their musical skills and move into more advanced ensembles. If you are looking for an instructor, I can provide you with contact information, or arrange lessons with you on a regular basis after school.

Please detach and return this page by Friday, January 12<sup>th</sup>

**PERMISSIONS & ACKNOWLEDGEMENTS**

My student has permission to travel by bus or school authorized adult private transportation for Union Mine Music performances during the 2017-2018 school year.

I have read and will abide by the 2017-2018 Union Mine Music Handbook

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent/ Guardian Name - Print

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

\_\_\_\_\_  
date