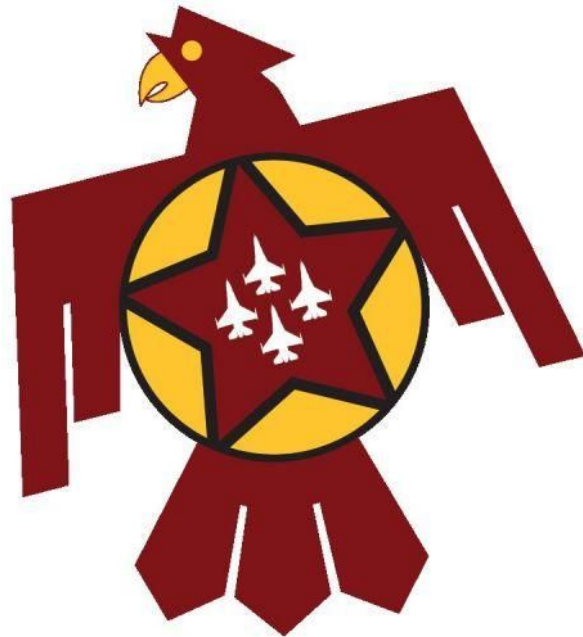


Kastner Intermediate School

Instrumental Music Handbook

2018 - 2019



“Passionately striving for excellence in music and performance while developing meaningful personal relationships”

Welcome!

Welcome to the Kastner Intermediate School Instrumental Music Program! We are very excited to offer students outstanding experiences in music and performance and hope that this will be a very rewarding year for you.

Our program

The instrumental music department is made up of three different components: Band (Brass, Woodwinds, & Percussion), Colorguard, and Orchestra. Anytime you hear or see the words instrumental music, it is referring to one of these three groups. Within each of these three groups are several performing ensembles that rehearse and perform at different times inside and outside of the school day, and at different times of the year. Students may be a part of one or more of these ensembles.

Percussion (5th Period, 6th Period, 7th Period): Student percussionists participate in the percussion class and/or the concert ensembles (Cardinal Band, Gold Band, or Symphonic Band). All students in this class will be expected to participate in the Winter Percussion season. Placement is by ability level.

String Orchestra (1st Period), Chamber Orchestra (2nd Period): Orchestra is for all students who play a string instrument: violin, viola, cello, or string bass. Chamber Orchestra is our advanced group made up of mostly 8th graders and some 7th graders. String Orchestra is mostly 7th graders and also includes beginners.

Cardinal Band (1st Period), Gold Band (3rd Period) & Symphonic Band (2nd Period): We have three concert bands at Kastner. Symphonic Band is made up of mostly 8th graders. Cardinal Band is made up of both 7th & 8th graders and Gold Band is made up of mostly 7th graders.

Colorguard (6th period): Colorguard members participate in two dance recitals during the year and all guard members participate in the competitive winterguard during second semester. The Colorguard is also part of any parades in which the Kastner Band participates.

Jazz Band (0-Period, 4th Period): Jazz Band is open to all students who play, or are interested in learning a traditional jazz instrument. Students must be concurrently enrolled in the appropriate instrumental music class during the school day in addition to their jazz class in order to participate in jazz at Kastner.

Staff

Our staff is made up of music educators who are passionate about music making and the students in the Kastner Instrumental Music Program. If you have any questions, please feel free to contact us at any time.

Joey Neuenschwander, Director • joeyneuenschwander@cusd.com • 559-327-2526
Kastner Bands

Mike Malatesta, Percussion Director • mikemalatesta@cusd.com • 559-327-2526
Kastner & Elementaries Percussion

Bryan Chesi, Director • bryanchesi@cusd.com • 559-327-2222
Clovis West Bands

Michael Samson, Orchestra Director • michaelssamson@cusd.com • 559-327-2223
Kastner and Clovis West Orchestra

Stephanie Perger, Director • stephanieperger@cusd.com • 559-327-2222
Kastner & Clovis West Colorguard

Attendance Expectations

Daily Expectations

For each scheduled class period, you must be in class and have everything necessary for a successful rehearsal. This includes: Your instrument (in good working order, reeds, valve oil, etc.), your own music, music binder/folder, pencil, and an excellent attitude. You are expected to put forth a high level of effort and observe appropriate rehearsal etiquette for the entire class.

Practice Outside of School

You must show consistent improvement in your playing throughout the year due to regular practice at home. While we do not 'grade' your practice time at home, it is expected and should be done on a daily basis. Twenty to thirty minutes a day (or more) would be a starting suggestion. A portion of your practice time should be devoted to developing your technique on your instrument with the remainder of the time spent on the music you need to prepare for class or upcoming performances. Taking private lessons and/or using SmartMusic software is recommended.

Tardy Policy - Periods 1, 2, 3, 4, 5, 6

You are expected to be inside the band room or on stage by the time the tardy bell rings. You have 3 minutes from the time the bell rings to get your instrument, music etc. and be setup ready to rehearse. If you are not inside the band room or on stage by the bell or not setup to rehearse by five minutes after the bell, you will be marked tardy.

Tardy Policy - Jazz Band (O-Period)

You are expected to be inside the Band room by 6:45 am to get setup and to warm up. Be ready to play at 6:50 am.

Tardy Policy - Outside of class (Winterguard, Winter Percussion, Marching Band, Extra Rehearsals) You are to be ready to play/rehearse at the scheduled start time and location of the rehearsal. This means you need to arrive at least 10 to 15 minutes PRIOR to the scheduled start time.

Performances, Competitions, Festivals

You are expected to attend all performances, competitions, and festivals. Students who miss any performance for any reason will be subject to alternative graded assignments to make up the missed time. Unexcused missed performances may lead to dismissal from that performing ensemble.

Other Information

Honor Ensembles

We strongly encourage all students in the Kastner Instrumental Music Program to consider auditioning for honor ensembles on the county & state level. These are fun and rewarding experiences in music performance. We will announce information about these ensembles as it becomes available.

Solo & Ensemble

Kastner Instrumental Music Students will have a solo & ensemble experience each year. This will be discussed with the students later in the year.

Kastner Intermediate School Instrumental Music Grading Policy

Grading Policy Overview

Students earn grades on a point system with the following five categories:

Participation (25%)

For each scheduled class period, you must be in class and have everything necessary for a successful rehearsal. This includes: Your instrument (in good working order, reeds, valve oil, etc.), your own music, music binder/folder, pencil, and an excellent attitude. You are expected to put forth a high level of effort and observe appropriate rehearsal etiquette for the entire class. You must also show consistent improvement in your playing through regular practice at home. If you forget your instrument, you must sit in your regular assigned seat and follow along with the music and the rehearsal. You may not do homework, read, or anything else.

Performances (25%)

Performing for an audience is a major function of an ensemble class. You are expected to

attend all performances, competitions, and festivals. You are expected to wear the appropriate performance attire as explained later in this handbook. Students who miss any performance for any reason will be subject to alternative graded assignments to make up the missed time. Unexcused missed performances may lead to dismissal from that performing ensemble. ***If an absence is anticipated and pre-excused, the director must be notified in writing by the parent two (2) weeks prior to the performance. The alternative assignment is due the day of the event. If you miss a concert or festival due to illness or family emergency, the alternative assignment is due two (2) weeks after the date of the event.***

Performance makeup assignment: See your teacher for information on a makeup research report. Reports must be 3 pages typed with 12-point font, double-spaced, 1-inch margins, and include bibliographical information. Research Papers will be graded and checked for plagiarism.

Assessments (25%)

This includes playing tests using SmartMusic or other recording software at home or in the bandroom, playing tests performed 'live' in front of the director, written tests, and a final exam.

Assignments (10%)

You will be asked to complete written instrumental music related assignments throughout the year. This may include worksheets, handouts, or required forms that must be returned. Late assignments will be accepted for partial credit.

Concert Credit (15%)

In addition to all of our own rehearsals and performances, students will be expected to attend another concert or performance that they are not performing in during the current semester. Each semester, the student must complete ONE concert credit. To receive your Concert Credit, a Concert Credit Form must be turned into the band room mailbox along with a program cover or ticket stub from the performance. Please turn in the original and keep a copy for your records. Any of the following would count for the student's semester concert credit requirement:

- Kastner Choir, Drama, Percussion, Jazz, Folklórico, etc. Any Kastner performance will count as long as you are not a member of the performing ensemble(s) that night.
- Any community or professional fine arts concert or performance: The Fresno Philharmonic, Fresno Community Concert Band or Orchestra, a touring performing group, etc., all would count. Please check with the director to see if the event you would like to attend will satisfy the requirement.
- As an alternative, the student may watch 60 minutes of an approved Internet/YouTube performance and write a one page double-spaced, typed, 12-point font (Times New Roman) summary of what was watched. This will be graded for quality/ grammar, etc.

A	B	C	D	F
90 - 100 %	80 - 89 %	70 - 79 %	60 - 69%	0 - 59%

Grading Policy Continued...

Excused & Unexcused Absences from Instrumental Music Events & Outside of the School Day Rehearsals

Attendance at all rehearsals outside of the school day, performances, concerts, festivals and competitions, including all trips, is a key component of the instrumental music experience and is expected from all students. ***Anticipated absences from any rehearsal/event outside the school day should be communicated to the director utilizing the Excused Absence Form.*** Alternative assignments (see 'Alternative Assignment Research Paper' above) may be given in lieu of attendance at an outside rehearsal/event. In cases of illness please contact the director at least one hour prior to the event either by e-mail or phone. In case of family emergency please contact the director as soon as it is reasonable to do so.

Tardies during the school day

You are expected to be in the band room or on stage when the tardy bell rings. Three (3) minutes after the 2nd bell, you need to be in your chair or assigned area warming up.

Missing Other Classes

At times, band/orchestra/colorguard may cause you to miss other classes. When band/orchestra/colorguard is the reason for your absence from another class, you are responsible for the work that was missed. However, the music faculty are very willing to work with you and your other teachers to make sure you're caught up. Please be sure to check with your teachers anytime we miss class.

Grades in Zangle/Q (Parent/Student Connect)

Current grades are available on Zangle/Q. Grades are updated every 2 weeks. Concert credit is attached to your main class (per. 1-6).

Concert & Performance Schedule

This will be available and sent home with the student. It can also be found on our website (www.cwaim.org)

Uniform Information

Concert Uniform – Formal

We ask that students wear 'All Black' for our formal performances. Formal performances would be all festivals and evening concerts. The suggested uniform will consist of:

Ladies: Black Dress or Black Skirt and Black Blouse
 Dress or skirt should be longer than knee length and worn with black nylons or tights
 → NO BARE LEGS
 OR Black Blouse and Black Slacks (no jeans)

Gentlemen: Black Long-Sleeved Dress Shirt, Long Black Tie, Black Slacks (no jeans)

Both: Black socks or tights or nylons (solid black, no ankle or short socks-no bare leg showing)
 Black dressy shoes – no tennis or athletic shoes, no prints, logos, etc.
 'All Black' means solid black, no floral prints, stripes, polka dots, other colors, etc.
ALL CLOTHES MUST MEET CUSD DRESS CODE POLICY

Concert Attire - (Informal)

For 'informal' performances, we ask that students wear their Kastner Instrumental Music T Shirt (purchased voluntarily or loaned for the school year) and either jeans or jeans shorts depending on the time of year. Tennis shoes are appropriate to wear with the 'informal' uniform.

Informal performances are rallies, assemblies, and the football game with Clovis West HS.

We ask that parents provide these items voluntarily. If this is a hardship, please contact the director(s) and we will provide assistance.

Our goal is to look mature and professional and to represent the Kastner Instrumental Music Department in the best way possible.

Kastner Intermediate School Instrumental Music Rules & Guidelines

In General...

- No profanity
- No PDA (Public Display of Affection)
- No playing any instrument other than instruments you own or that are assigned to you. This includes colorguard and percussion equipment.
- Show respect for all instruments, equipment, and music facilities, and other people's property.
- Show respect to directors, staff, and fellow students.
- Be prepared and on time for every event and rehearsal. A start time means we start playing at that time.
- Common sense should rule all of the time. If you would not do something in the presence of a director, then don't do it!
- Cell phones are to be turned off during school hours. This includes all performances and rehearsals.
- Cell phones are to be left in your locker/backpack/
- Instrument case during all performances and rehearsals.

In the Bandroom/On the Stage...

- No students allowed in the Bandroom/Stage without a director or staff member present.
- No food or drink (except water).
- No Gum.
- Only students who are a member of the instrumental music program are permitted in the Bandroom/Stage.
- No running, horseplay, or throwing items.
- Backpacks must be kept on the shelves as you enter the band room or stage. They may not be on the floor at anytime.
- Instrument cases must be kept in your locker during rehearsal or may be placed under your chair.

Rehearsal Etiquette...

- Come prepared to every rehearsal with your own music, instrument, and pencil.
- Every student will need a binder, pencils, and notebook paper for band. A 1" binder is preferred, but the 3" binder given at the beginning of the year will also work.
- Always warm up properly with good tone and technique.
- Generally, talking is not permitted during rehearsal.
- Please raise your hand if you have question and wait to be called upon.
- You are responsible for putting your own chair and stand away after every rehearsal.

Instrument Lockers...

- Lockers will be assigned as needed.

- You may only use a lock checked out to you from the instrumental music department. All other locks will be removed.
- Your locker **MUST** be locked when you are not in the room.
- Lockers are to be kept clean and free of clutter.
- No food in your lockers.
- Do not hang on the locker doors.
- No one should ever be in a locker.
- Do not write on or decorate your locker in any permanent fashion. Do not put anything on the outside of the locker.
- You will be charged for any damage to your locker.

continued on next page

Internet Etiquette...

- Please remember that you represent our program when posting on social media. This means that you are helping to uphold the reputation of the Kastner bands. Do not post anything negative or anything that would reflect poorly on Kastner, Clovis West, or any other program.
- **DO NOT** send friend requests/messages to any director or staff member on social media. If you need to contact a director or staff member, please use the school email addresses provided on the website.

Clovis Unified School District/Kastner Intermediate School Code of Ethics

Code of Ethics C.U.S.D. Policy No. 2505

OVERVIEW

The following Code of Ethics applies to all students who represent Kastner in any co-curricular program. The student will be asked to make this commitment prior to the start of the season/activity, and abide by its conditions for one calendar year from the signing date. During the summer vacation this code is still in force. The Code is a statement of responsibility and understanding for a student who freely chooses to represent the school. No statement can express the excellence of performance for which we hope all students will strive. There is no substitute for school pride and good judgment.

STUDENT/PARENT COMMITMENT

We, the student and parent or guardian of the student, understand that the student will abide by the C.U.S.D. Code of Ethics. We also understand that when the student signs the Code of Ethics he/she is to follow the stated rules twenty-four hours a day, seven days a week, during the one calendar year following the signing. The student is also subject to the school rules while at school or at a school related activity.

APPEARANCE

The co-curricular program holds a very prominent place on a campus and in the community. Appearance, expressions and actions always influence people and their opinion of our students, the program and the school. Each participating student of C.U.S.D. has the responsibility to uphold the C.U.S.D. dress code when at school and representing C.U.S.D. at a co-curricular event. An individual coach/advisor may set a stricter dress code policy, but may not be more lenient than the district dress code as stated in Board Policy 2150. If the coach/advisor chooses to set a more strict policy, he/she will furnish that policy in writing to students/parents, with prior approval of the

school site athletic/activities director.

ATTENDANCE

We understand regular attendance is expected of all our students and habitual absenteeism will result in disciplinary action. A participating student must be in attendance the day of the performance (half of the day unless he/she has a doctors appointment or is excused by the school principal) or in school the day prior to performance on a non-school day, to be eligible for participation. Students are also expected to attend all classes the day following a school contest

ACADEMIC ELIGIBILITY

We understand the academic eligibility requirements set forth by C.U.S.D.:

- Passing a minimum of four subjects
- Grade Point Average Requirements - A student must earn at least a 2.0 grade point average in all enrolled classes for the

Prior grading period in order to participate in the current grading period. (Grade 7 - 12). A student who fails to achieve a 2.0

Grade point average will be placed on probation for the current grading period provided the student complies with and attends the school's tutorial assistance program (Co-curricular Study Table. A three-hour per week academic lab). A student who does not achieve at least a 2.0 grade point average during the probationary period shall be excluded from participation in extracurricular activities during the subsequent grading period. The grading period in C.U.S.D. is six weeks.

CLEARANCE

We agree to provide the correct information on the following forms as requested:

- Provide a signed C.U.S.D. 2505 Code of Ethics (co-curricular)

BEHAVIOR

The conduct of a C.U.S.D. student is closely observed by many people. The student, in representing themselves, their parents, school and community, are expected to conduct themselves in an exemplary manner.

A. CONDUCT THAT IS NOT ACCEPTABLE:

1. Possession of a firearm
2. Brandishing a weapon in a threatening manner
3. Commits or attempts a sexual assault or battery
4. Sale of a controlled substance
5. Found in possession of an explosive device
6. Found in possession of a knife or dangerous object
7. Found in possession of, furnishing or use of controlled substance
8. Participates in robbery or extortion
9. Commits an assault on or threatens school staff
10. Commits a battery
10. Commits an act of vandalism with property damage
11. Participates in gang motivated intimidation
12. Participates in hate motivated behavior
13. Participates in mutual combat
14. Felony violation of law in the community
15. Hazing, intimidation, or harassment
16. Immoral conduct

17. Disrespectful conduct
18. Misdemeanor violation of law in the community
19. Possession or use of tobacco
20. Theft
21. Attendance at a party or activity where alcohol or other controlled substances are illegally used

Please Note: Effective October 15, 2004, any student participating in a co-curricular program that attends a party or gathering where alcohol or other controlled substances is present and the student stays at the party, the student will be suspended from participation in his/her activity or sport for a minimum of two weeks with no “buy back” opportunity. The student may ask for a hearing where extenuating circumstances can be heard. This rule will be applied 24 hours a day, 7 days a week while the student is under the code of ethics or the supervision of a coach. If there is a class involved, (PE, choir, cheer), the student will be expected to attend class but will not be allowed to participate in performances, games, etc. The student will be on non-privilege status.

**VIOLATIONS WILL RESULT IN A CO-CURRICULAR
BOARD HEARING
AND APPROPRIATE DISCIPLINE WILL BE DETERMINED
ATHLETIC/ACTIVITIES BOARD**

The board will be composed of a minimum of three people per case. a. Learning Director b. Athletic Director or Student Activities Director c. Coach/Teacher/Advisor

The coach/advisor of the student may not be a board member for that case, but may attend. The board will hear a case within three (3) school days of a request (unless extended by mutual consent or circumstances beyond our control), and inform the student of its decision as soon as possible. Any board meeting will be restricted to the board members, school officials, the student, and parents (any exception must be cleared through the Learning Director's office). The athlete needs to be aware that if they are allowed to return to their team, their standing on the team, and any individual end of the season/year honors, will be affected.

**CUSD/Kastner Intermediate School Instrumental Music
Field Trip Code of Conduct**

Trip Purpose/Philosophy Statement

The trips you will participate in while you are a member of the instrumental music department promise to be great experiences. You represent our music program, Kastner Intermediate School, the Clovis Unified School District, and the community. We are confident that each of you will put your total effort and concentration into the travel experience and any associated festivals and competitions. Not only will you be experiencing participation at its highest level, but hopefully, accumulating unforgettable memories along the way. We are extremely proud of each of you who contribute much to the school.

Remember that you represent our school and district. Savor the experience and take pride in being a member of our school. We believe in you and know you will make us proud of your achievements.

Rules and Regulations

Please be aware that all of our Instrumental Music, Kastner Intermediate, and CUSD rules and policies apply, and any trip discipline will be followed by school discipline and code of ethics consequences upon your return. Any students not complying with the general guidelines for the trip may be sent home immediately (at parent expense) or be restricted for the rest of the trip. In most cases, the student will be sent home or parents will need to travel to pick up their child.

Gambling, drinking, use of drugs, tobacco, controlled substances, theft, profanity or any other undesirable behavior will not be tolerated.

Transportation

All students should comply with instructions given by directors, chaperones, and employees of the transporting service. Safety standards should always be observed. Remember that you represent your school and organization throughout the trip.

Parent/Guardian Code of Ethical Conduct and Expectations

The purpose of this Parent Code is to develop parental support and positive role models in all KIS co-curricular activities. In the tradition of excellence, the purpose of all co-curricular activities at Kastner Intermediate School is to promote the physical, mental, moral, social, and emotional well-being of each student. Parents/guardians are in integral part of this process.

Expectations

As a Kastner Intermediate School parent/guardian, I agree to:

- Be a positive role model for my student, the school, and community.
- Display positive attitude and behavior. Adult behavior affects student behavior.
- Show respect for all participants, parent volunteers, judges, directors, and staff.
- Assist in providing for student safety and welfare at all times.
- Encourage my student to attend school regularly and excel academically.
- Inform my student of the dangers of using and discourage the use of any illegal drugs, alcohol, and tobacco.
- Help my student carefully consider the time and commitment that will be required of them when joining an instrumental music program. This commitment should not be compromised once a Kastner student joins the program.

Grievance Procedure

It is Kastner's school policy that grievances should not be addressed during or immediately following any rehearsal, festival, or competition. If a situation arises where a parent/guardian wishes to meet with a director or staff member, or address a specific issue or complaint, the following steps should be followed:

- Request a meeting at school with the director.
- If your concern is unresolved, arrange an appointment with the performing arts administrator/learning director.

- If your concerns are still unresolved, the appeal process outlined in the CUSD Policy will apply.

Audition Policy

Our advanced ensembles may require an audition (live or via SmartMusic) in order for the student to be considered for participation. Auditions may also take place for position and/or seating within any of our ensembles. The Directors & Staff go to great lengths to fairly evaluate all students impartially. In order for a student to participate in any Kastner Instrumental Music Audition or be considered for placement in one of our auditioned ensembles, the following must be agreed to:

- All audition results are final once posted.
- While the directors and staff will be happy to discuss with a student or parent what the student may do to further improve for future auditions, the directors and/or staff **will not** reconsider the audition results.

Performer Pledge & Contract

Every student must agree to the following:

1. **Attitude:** Always bring a positive attitude to every rehearsal, no matter how the day has gone before that.
2. **Effort:** Give 100% effort for the duration of every rehearsal and performance.
3. **Attendance:** Attend all scheduled rehearsals and performances.
4. **Character:** Always act in a way that brings pride and honor to our instrumental music program, our school and our community.
5. **Respect:** Respect all of your fellow performers, student leadership, parent chaperones, staff and directors.
6. **Service:** Serve your section, your ensemble, the instrumental music program, and strive to ensure that everyone has the best experience possible.

The success of each ensemble within the program is dependent on the outstanding performance of every individual. As an individual member, please commit yourself to the highest levels of excellence possible for the duration of your time in the program.