

**EAST LAKE
MIDDLE
ACADEMY OF
ENGINEERING**



**2020-2021
INSTRUMENTAL
HANDBOOK**

(COVID 19 EDITION)

Robin Benoit

Director

Karen Huzar

Principal

benoitr@pcsb.org

ELMS INSTRUMENTAL ENSEMBLES

Instrumental Music is open to all students at East Lake Middle School. Students will be placed in ensembles based on their grade level and/or experience as assessed by the director using the PCSB curriculum guide. Students will focus on instrumental technique, fundamentals of music theory, history, rehearsal and concert techniques, as well as learning to work together as a group.

CLASS/REHEARSAL EXPECTATIONS

- 1. RESPECT AND KINDNESS**
Show respect and kindness to adults, each student, and school property.
- 2. OUR PERFORMING ARTS ROOM IS A FOOD, *DRINK, AND GUM-FREE ZONE**
*You may have bottled water with you.
- 3. BE ON TIME TO CLASS**
- 4. FOLLOW RESTROOM AND WATER PROCEDURES** (explained in class)
- 5. RAISE YOUR HAND BEFORE YOU SPEAK.**
Constructive comments and questions only. We need a positive atmosphere always.
- 6. FOLLOW ALL LOCKER ROOM RULES** (explained in class)
- 7. NO RUNNING OR HORSEPLAY IN THE CLASSROOM!**
- 8. FOLLOW ALL COVID-19 GUIDELINES AND SAFETY MEASURES AT ALL TIMES. THIS INCLUDES PHYSICAL DISTANCING, MASK WEARING, AND OTHER SAFETY PROTOCOLS.**
- 9. MYPCS STUDENTS NEED TO FOLLOW THE MYPCS GUIDELINES FOUND LATER IN THIS DOCUMENT.**

CONSEQUENCES FOR NOT MEETING EXPECTATIONS

Verbal Warning
Counseling after Class
Phone Call/Email to Parent or Guardian
Guidance Referral
School Referral

CLASS MATERIALS

STUDENTS WILL NEED THE FOLLOWING MATERIALS EVERY DAY:

Pencil - you may not write on music in ink

Instrument in good working order – please see additional information about securing a musical instrument

Music/Method Book – please see additional information about securing music/method book

Necessary Supplies (reeds, oils, etc. – determined by instrument played)

** Students will be held responsible for these materials. Lost or damaged items will be replaced at the student's expense.

INSTRUMENTS

Most students are expected to provide their own instrument; however, a limited number of school-owned instruments are available. The director will send out information regarding school instruments available for rental. Percussion students are required to provide the disposable items that the director requests, as well as fill out a county instrument rental form and pay the appropriate fee. If a school instrument is used, both parent and student must sign and return the county rental agreement, with the appropriate fee. Any damage or breakage of school instruments must be reported immediately to the director, and a fee may be assessed. If there is a financial concern, please discuss with the director – and arrangements can be made.

****All students will have a dedicated instrument for them to use. No sharing of instruments will occur.**

GRADING POLICY

Grading for instrumental music will work on a points system:

DAILY CLASS PARTICIPATION

25 points/day

Every student will earn 25 points a day when PREPARED FOR CLASS & FULLY PARTICIPATING IN THE REHEARSAL. If you do not meet these expectations, then you will not receive the full points for the day. Participation, from EVERY player is EVERYTHING in an instrumental musical ensemble.

QUIZZES / TESTS / PLAYING PASS OFFS

50-100 points

There will be quizzes/tests/playing pass offs in each grading period covering music studied, theory, instrumental techniques, and other areas of musical study.

*CONCERT PERFORMANCES

300+ points

Instrumental music is a performing arts program; therefore, students are expected to attend ALL performances. These concerts are REQUIRED. Failure to perform results in a grade of zero. An unexcused TARDY to a performance or misconduct will lower the concert grade. An alternative assignment must be requested, completed and turned in by the set due date for credit to be given to raise the zero grade. If an absence is unavoidable, the director must be notified **in advance in writing** from the parent or guardian. Students are still required to do the alternate assignment to remove the zero grade. A list of all instrumental events will be posted on the ELMS Performing Arts Webpage.

***Until large group events can resume, we will be looking at different alternatives for concerts.**

UNIFORMS

The ELMS Instrumental Music groups will be in uniform, which are provided by each student. The cost for items ordered through the director will be kept as low as possible.

UNIFORM REQUIREMENT**:

SILVER BEAT BAND: ELMS Band Polo, Black pants/long black skirt, black shoes and black socks/tights/hose

SILVER STRINGS: Ladies: Black dress shirt/blouse, Black pants/long black skirt, black shoes and black socks/tights/hose; **Gentlemen:** White long-sleeved dress shirt, black pants, black shoes and black socks. Will wear a tie for dressier performances.

CADET BAND/CADET STRINGS: White Shirt (plain), Black pants/long black skirt, black shoes and black socks/hose/tights

****Due to Covid 19, we will be looking at delaying students getting uniforms until we can safely schedule concerts.**

VOLUNTEERS AND CHAPERONES

Parent volunteers are essential for growing and maintaining an award-winning Music Department. Parents are needed for transportation, fundraising, refreshments, and preparation for events. Please contribute to our student's success by volunteering. Parents/Guardians will need to fill out the volunteer form provided by Pinellas County Schools and provide proof of insurance **and a copy of the driver's license**. Contact Mrs. Ray at rayam@pcsb.org for more information.

**** Due to Covid 19 – some opportunities for volunteering may be on hold**

MYPCS STUDENTS ONLY – PLEASE READ

MyPCS ONLINE RULES

- 1) Please log onto class a couple of minutes before the beginning of class. That way, you are counted as present when the roll is taken.
- 2) When you first log on – please have your camera on, microphone muted. If you do not have a device that has a camera, please email me at benoit@pcsb.org. We will need to figure out how to make that work, as it will be important for me to visually see the students in the Performing Arts.
- 3) Stay engaged throughout the class! It is important that you are paying attention during the active teaching part of the class.
- 4) When using the chat feature, please keep all comments relative to the class session– and make sure all language used is “classroom friendly”.
- 5) Please refrain from eating and drinking anything but water during the class. The students who are face to face cannot do this – so it is only fair that we all have the same rules.
- 6) If you have technical issues getting onto a class or staying in a class – please email me at benoit@pcsb.org. That way I know what happened and can give you information if needed.
- 7) Check the announcements tab on Canvas before every class. I will post in there if any supplies, instruments, books are needed, that way you are ready to start class – and not running around looking for needed items.

We will work together to help you reach the highest level of engagement and education during your time on MyPCS.... but the key is “working together”. Should there be a repeated issue with following the above guidelines, Mrs. Benoit will contact the student first to try to resolve the issue, then the parent. If there are still issues, Mrs. Benoit will then contact the administration of ELMS. I am confident by working together – we will be able to achieve!

KEEP INFORMED . . .

Our webpage is located on the ELMS website (www.pcsb.org/eastlake-ms). It will be updated periodically. We also will post a calendar of events for Performing Arts once we are able to schedule some performances. Please check our webpage often for information about the program, etc.

EAST LAKE MIDDLE SCHOOL INSTRUMENTAL MUSIC DEPARTMENT CONTRACT FOR 2020-2021

PLEASE GO TO: www.pcsb.org/eastlake-ms to read the handbook.

STUDENT AGREEMENT

I, _____ **have read** and fully understand and **am responsible** for the information regarding the ELMS Instrumental Program as presented in this handbook. I do agree to purchase the required uniform items in a timely fashion. I do realize and accept the grading policies should I not participate in required performances or class activities. I will be a responsible member of the Instrumental Music Department and represent East Lake Middle School in a positive manner.

Student signature _____ Date ____/____/____

PARENT AGREEMENT

I **have read, fully understood,** and **am responsible** for the information regarding the ELMS Instrumental program as presented in this handbook. I do agree to purchase the required uniform items for my student. I do realize and accept the grading policies should my student not participate in required performances or class activities. I will help my student be a responsible member of the instrumental music department and represent ELMS in a positive manner.

Parent / Guardian Signature _____ Date ____/____/____

PLEASE FILL OUT THE ATTACHED PAGE WITH CURRENT PARENT INFORMATION. IT IS VITALLY IMPORTANT THAT I HAVE A GOOD EMAIL ADDRESS, SO I CAN CONTACT FAMILIES IF NEEDS ARISE (I.E.- STUDENTS ON QUARANTINE, ETC).

ELMS INSTRUMENTAL MUSIC INFORMATION

STUDENT'S NAME _____

STUDENT EMAIL _____

PARENT NAME: _____

PARENT EMAIL: _____

PARENT PHONE: _____

***** Return the signed agreement and instrumental information form either by email (benoitr@pcsb.org) or turn in during class by Monday, August 31st for a test grade *****