

**DOVER**

**FINE ARTS**

**HANDBOOK**

**2019 - 2020**

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## **PHILOSOPHY OF MUSIC EDUCATION**

The band/choir program is designed to provide students with and actively promote the highest standards of creativity, performance and concert etiquette. It is the goal of the school to develop the student's awareness of music's important role in the enrichment of the human spirit as well as provide them with a lifelong enjoyment and appreciation of music.

### **GOALS**

To provide musical education following the National Standards for Music Education as well as meeting the criteria established by the Arkansas State Department of Education.

To provide the students with the best equipment needed for the finest musical performances.

To provide a clean and organized environment that will foster the students' success in rehearsals and performances.

To develop an organization made up of individuals who are dedicated to creating and maintaining a proud tradition of quality music performances.

To pursue academic achievements and activities involving civic and school pride, which develop individuals to become the finest students in our school system.

Dedication and willingness to work hard to maintain a strong music program are essential to meeting our goals and objectives.

### **STUDENT AND DIRECTOR RESPONSIBILITIES**

Students will be expected to abide by the rules and guidelines set forth in the Dover Student Handbook. Many closely observe the conduct of the student musician. Appearance, expression, and actions always influence people's opinions of the musician as well as the ensemble itself; therefore, it is important that a musician's behavior be above reproach. The student is responsible for maintaining an individual practice routine to enhance personal and group performance goals.

It is the responsibility of the directors to offer a clean and organized environment to make learning enjoyable and successful. The directors will be punctual, courteous and will conduct themselves in the most professional manner possible at all times. Comments made during rehearsals will not be a judgment of the student's personal traits, but the outcome of the director's analysis of the musical

situations as they occur.

## **DICSIPLINARY POLICIES**

### **ISS**

Student musicians who receive in school and/or out of school suspension will NOT be able to participate in performances or practices until the suspension is completed at 3:15 the last day of the suspension.

### **ATTENDANCE**

As part of a performance organization, complete attendance of all activities is of the utmost importance. Students in musical ensembles are expected to attend school all day to be allowed to participate in rehearsals and/or performances that day or night. A student who misses all day or part of the day will not be allowed to perform or rehearse unless the director or principal grants permission. For extenuating circumstances to be considered, parents must notify the director or principal by the end of 2<sup>nd</sup> period the day of the rehearsal or performance. When possible, permission should be granted in advance by the principal or director.

Due to the importance of each individual, students will be in attendance at all required rehearsals, sectionals, and performances. Required rehearsals, sections, and performances will be posted on the yearly calendar and or announced in advance. An unexcused absence from a required performance will result in:

1<sup>st</sup> Offense – “0” grade for that performance

2<sup>nd</sup> Offense – “0” grade for that performance and a probationary period for the duration of the semester

3<sup>rd</sup> Offense - Appear before Disciplinary Action Committee (DAC)

The DAC shall consist of:

The Band/Choir Directors, a faculty member, Principal

Modes of punishment open to the DAC are:

Probationary status for remainder of year

Dismissal from organization

## **ACADEMIC RESPONSIBILITIES**

Directors will keep in touch with student’s academic progress. If a student is at risk of falling behind or becoming ineligible due to grades, a program will be put in place to assist the student with their class work. This could include being pulled from rehearsals to attend study halls or tutoring.

## ELIGIBILITY

The music department encourages academic excellence of all musicians. The eligibility requirements are those of the Arkansas Activities Association and the Arkansas Department of Education. In order to remain eligible for competitive interscholastic activities, a student must comply with State Standards as follows:

### State Standard Junior High Requirements:

A student promoted from the 6<sup>th</sup> to 7<sup>th</sup> grade automatically meets scholarship requirements. A student promoted from 7<sup>th</sup> to 8<sup>th</sup> grade automatically meets scholarship requirements for the first semester. The second semester 8<sup>th</sup> grade and the first semester 9<sup>th</sup> grade students meet the requirements for junior high if he or she has successfully passed four (4) academic courses the previous semester. Three (3) of these courses shall be in the core curriculum areas specified by the Department of Education's Standards for Accreditation of Arkansas Public Schools.

### State Standard Senior High Requirements:

A student must pass four academic courses the previous semester. A student must earn a minimum grade point average of 2.00 from **all** academic courses the previous semester. A student must be enrolled in a full course of study leading to graduation as scheduled.

## DISMISSAL POLICIES

There are two basic circumstances involving dismissal:

Dismissal by Director – The director of a musical organization may deem it necessary to dismiss a member from the band/choir for inappropriate behavior or actions. This decision will be made by the DAC. The director of the organization will notify parents.

Dropping the Course – If a member desires to drop the course, they must have written parental approval and director approval. The student will then have 24 hours to reconsider the decision before the counselor will make the course change. Once the course is dropped, the student will not be allowed to rejoin the course until the following semester.

## PERMANENT DISMISSAL FROM THE PROGRAM

Permanent dismissal from the Band/Choir Program may be necessary if the DAC deem the offense detrimental to the overall Band/Choir Program.

## EQUIPMENT

### Uniforms:

Band/choir uniforms will be issued to each student in the junior and senior high groups prior to the start of the fall semester. Each junior and senior high band/choir member will pay a fee for cleaning and maintenance of uniforms before he or she will be allowed to perform in uniform with the band/choir ensembles. It is very important that care is given to see that all items are returned after every performance. Any student not turning in items issued, or turning in damaged items, will be fined the cost of the item. Students will provide their own black socks. Girls will need black hose with concert dresses.

### Band Auxiliary:

All flags, flagpoles, Majorette batons and special effects equipment are to be kept in the areas designated. Any auxiliary member may be fined the cost of the equipment if proper maintenance procedures are not followed. Auxiliary equipment should not be in the hands of non-auxiliary personnel unless given permission by the band directors.

### School Owned Instruments:

All school owned instruments will have designated players responsible for the care of the instrument. All school owned instruments are to be treated with the same care and sense of responsibility as you would treat an instrument you own. **Care and maintenance costs are the responsibility of the student.** These are not toys, and they are expensive. Any student not showing proper care (lost or stolen instruments included) toward school owned equipment can be fined the cost to repair or replace the equipment and may lose the privilege of using a school instrument.

### **Choral Music:**

Each student will be assigned a folder and will be responsible for all music contained therein. If the folder/music is lost or destroyed, the student will be responsible for the replacement cost.

### **Instrument Storage:**

All students will be assigned a specific storage area for their instrument. Do not leave instruments in the floor or any other place other than the designated area. **Do not use the band/choir room as a locker for personal property.** Books, clothes and other items are not to be left in the band/choir room without permission from the directors. Any items left without permission will be disposed of in some fashion.

## **TRAVEL**

Because of the nature of our organization, it is necessary for us to make numerous trips throughout the year. Students are subject to all rules and regulations within the school handbook while on band/choir sponsored trips. Students must travel in transportation provided by the district, unless prior arrangements have been made with the appropriate school official. Students will be required to ride home on the bus unless their parent/guardian has gone through the proper sign-out procedure. Siblings or other persons 18 years of age or older designated by the parent/guardian to be able to sign out a student after an extra-curricular activity will be on a list maintained by the school official in charge. In the instance of a parent/guardian requesting someone to sign out their child who is not listed above, prior approval must be made by personal contact and in writing to the school official in charge of the activity prior to the departure of the trip.

## **AWARDS.**

### **7<sup>th</sup> Grade Band Awards:**

There will be two (2) awards presented each spring. The Allegro Award will be presented to the student who has demonstrated above-average enthusiasm, pride and dedication to the intermediate band. The Outstanding Musician Award will be presented to the student who demonstrates superior ability on his/her instrument.

### **8<sup>th</sup> and 9<sup>th</sup> Grade Bands (Junior High Band) Awards:**

There will be two (3) awards presented each spring. *The Director's Award* will be presented to a student who has shown above average leadership, musicianship and dedication to the junior high band. *The Outstanding Musician Awards* will be presented to the students who demonstrate superior ability on his/her instrument

### **Senior High Band Awards:**

There will be two (2) awards presented each spring. The John Phillip Sousa Award will be presented to a student who has shown above average leadership, musicianship and dedication to the senior high band. The Outstanding Musician Award will be presented to the student who demonstrates superior ability on his/her instrument. Each senior will be presented a service award at the Spring Concert.

### **Other Band Awards:**

All-Region/All-State Awards will be presented each spring to those students selected to participate in the Jazz or Concert Bands. Phi Beta Mu Certificates may be given at the discretion of the directors.

### **Junior High Choir Awards:**

*The Junior High Director's Award* will be presented to a choral student(s) who has shown above average leadership and responsibility, musicianship, and dedication to the junior high choral program.

### **Senior High Choir Awards:**

*The National Choral Award* will be presented to those choral students who show outstanding ability in choral music. *The Directors Award* will be presented to those students who have shown above average leadership and responsibility, musicianship, and dedication to the senior high choral program. *The Anthony Teague Memorial Award* is presented to the twelfth grade student who shows outstanding character and vocal leadership in the High School Choral Program. Each senior will be presented a service award at the spring concert.

### **Other Choir Awards:**

Awards will be presented each spring to those students selected to participate in the All-Region and All-State Choirs as well as any regional or national American Choral Directors Honors Choirs.

### **Scholarship Awards:**

The band and choir boosters award scholarships at the end of the year. These include but are not limited to; The Nona Dirksmeyer Memorial Scholarship, The Dan Leavell Memorial Service Award, and the Band Service Award and Choir Booster's Scholarships.

# **COURSE DESCRIPTION AND REQUIREMENTS**

## **Beginning Instrument Classes**

Students enrolled in this course will learn the basic fundamental music skills required to perform on an instrument. Instruction will be provided in rhythm counting, music notation, tone production and physical aspects of performance (ex. Breathing, manual dexterity etc.) in conjunction with the state guidelines for music education. An end of course exam (EOC) will be given to students to determine if the students have developed the physical skills to perform at the level needed to advance. A student may achieve a passing grade for the course and still be required to repeat this course if the result of the EOC does not meet required standards.

## **7<sup>th</sup> Grade Band**

Students will be approved to enroll in this course after sufficiently completing the Beginning Instrument class EOC. Instruction will continue in rhythm and music notation fundamentals. Emphasis will be placed on tone production and ensemble sound. An end of course exam (EOC) will be given to students to determine if the students have developed the physical skills to perform at the level needed to advance. A student may achieve a passing grade for the course and still be required to repeat this course if the result of the EOC does not meet required standards.

## **8<sup>th</sup> and 9<sup>th</sup> Grade Bands (Junior High Band)**

Students will be approved to enroll in this course after sufficiently completing the Intermediate Band EOC. Emphasis will be placed on the large ensemble and performance. This group performs a variety of events both competitive and non-competitive.

Auxiliary units will audition in the spring of the year and consist of Flag-line, Majorettes, and Drum Major. A judge from outside the district will determine the outcome of the auditions.

Students will be given a rehearsal and performance calendar in the spring of the year that will include all rehearsals prior to the start of the fall semester and regular performances for the following year.

In the fall students will be assigned parts based on the director's need for the ensemble. In the spring the student's individual tryout score at the All-Region Honor Band tryouts will determine chair placement.

## **Senior High Band**

Students will be approved to enroll in this course based on musical ability and director's discretion. Emphasis will be placed on advanced musicianship both of the group and individual. This group performs at numerous events throughout the year in both competitive and non-competitive situations.

Auxiliary units will audition in the spring of the year and consist of Flag-line, Majorettes, and Drum Major. A judge from outside the district will determine the outcome of the auditions.

Students will be given a rehearsal and performance calendar in the spring of the year that will include all rehearsals prior to the start of the fall semester and regular performances for the following year.

In the fall students will be assigned parts based on the director's need for the ensemble. In the spring the student's individual tryout score at the All-Region Honor Band tryouts will determine chair placement.

Each spring band council officers will be elected for the upcoming year. Band council officers act as the student's voice in band booster meetings and have a variety of responsibilities throughout the year. Squad leaders will be appointed by the Band Directors in the spring of the year and will help with marching instruction during fall semester.

## **7<sup>th</sup> and 8<sup>th</sup> Grade Girls and Boys Choirs**

Any student in the 7<sup>th</sup> or 8<sup>th</sup> grade may enroll in the junior high choirs. Students will learn basic individual and group choral techniques. Instruction will be provided in rhythm counting, music notation, tone production and physical aspects of performance (ex. Breathing, tone production, etc.) in conjunction with the state guidelines for music education. Students will be eligible to audition for Junior High All-Region Choir and will participate in regional festivals. Students will be given a rehearsal and performance calendar in the spring of the year that will include all regular performances for the following year. The students will elect officers and the director will appoint section leaders during the fall semester.

## **Intermediate Girls Choir**

Any female high school student may enroll in the intermediate girls' choir. This choir will continue the work done at the junior high level of choral music while focusing on higher-level music. Most, if not all, ninth grade female choral students will be assigned to this choir. Students will be eligible to audition for All-Region/State Choir, participate in choral festivals and large group experiences. The students will elect officers and the director will appoint section leaders during the fall semester.

## **Senior High Concert Choir**

This choir is a non-select choir comprised of female students grades 10-12 and male students grades 9-12. Inclusion in the choir is by director approval. Students will focus on large group performing skills and represent Dover High School at a number of venues throughout the year. Select groups from within this choir will be The Madrigals, a small ensemble of mixed voices, and a Ladies Ensemble. Other select groups may include Men's and Women's Courses, Barbershop Groups, and other ensembles as needs arise. Students will be eligible to audition for the All-Region/All-State Choirs and participate in choral festivals. The students will elect officers and the director will appoint section leaders during the fall semester.

## **Senior High Chamber Choir**

Auditions will be held for Chamber Choir in the spring of each year. Students are chosen for the choir based on their vocal abilities, including tone quality and pitch retention, their sight-reading level, attitude, and work ethic. Students are asked to complete a short essay and individual audition. The choir will consist of 10<sup>th</sup>-12<sup>th</sup> grade men and women in a balanced ensemble. The Chamber Choir will be the "ambassadors" of the choral program and will perform at events in the community when a smaller choir is needed.

## **JEWELRY/ HAIR**

### **Band:**

Jewelry will not be permitted during marching season. Students with hair length below the shoulder may be asked to put hair up in situations requiring uniform dress. This is an effort to promote uniformity of the marching ensemble. During concert season, jewelry may be worn with the director's approval.

### **Choir:**

Only small stud earrings in the ear lobe will be allowed for concerts. No necklaces or large bracelets will be allowed for concerts. Hair should be pulled back from the face. A dramatic change in hair color is not allowed for concert attire. Unusual or startling makeup is not allowed during a concert or choral performance.

## **CONCERNS**

The following procedure should be followed in reporting a concern by conferring with:

1. Director who has direct supervision of the group

2. Principal or Assistant Principal
3. Superintendent of Schools
4. Board of Education

## DRUG TESTING POLICY

The Dover School Board has adopted a drug screening policy for all athletic/spirit/performance based groups in grade 7-12, who represent the Dover School District. The Board believes this policy is necessary for the health and safety of the individuals involved in these activities.

### Procedures for Testing:

1. Each student must have a signed parental/guardian consent form (athletic handbook/band/choir handbook) as a requirement for participation in any athletic/spirit group activity and the drug-testing policy. Failure to produce the signed consent form will result in the student being prohibited from participating until a form is signed and submitted to the school.
2. All student test results and test correspondence will be completely confidential between the school district, the testing company, and the student and their parents/guardians.
3. Students will be subject to urinalysis testing for participation in athletic/spirit/performance based groups. Furthermore, 25% of the total number of students involved in those activities will be randomly selected for testing every semester.
4. Any student who decides to participate after the random testing begins will automatically be tested and then placed in the random group.
5. Any student selected who refuses to submit to random drug testing and/or re-testing or submits a cold test will be subject to the provisions of a positive test. In addition, any student that signs out or leaves the testing site prior to submitting a random drug test without approval from an Administrator will be subject to provisions of a positive test.

### **Consequences for a positive student test will proceed as follows:**

**First Positive Test.** If a student tests positive for the first time, the student will be immediately be suspended from participating in any music performances for thirty (30) days. Upon verification of a positive test result for any donor, the custodial parent/legal guardian will be notified and a meeting will be scheduled with the athletic director, the student, the custodial parent/legal guardian, the student's principal, and the student's head coach or sponsor. Counseling and/or rehabilitation will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and custodial

parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility of the student and/or custodial parent/legal guardian. The student will be allowed to participate after the thirty-calendar day suspension period pending the student providing a negative test result at the student's expense from the district's test vendor. A written copy of the results will be given to the athletic director.

### **Follow Up Program**

**After a positive test, the school district feels an obligation to continue to support that student by monitoring for additional drug use/misuse. Any student who has a verified positive test will be subject to drug testing at any scheduled screening. A positive test during one of these screenings will be considered an additional positive test and that student will be subject to the provisions of this policy.**

***Second Positive Test:*** Upon verification of a second positive test, the student will not be allowed to participate in extra-curricular activities for one calendar year. This includes: removal from the program/extra-curricular class period for one calendar year, no practice, and no trips with any extra-curricular teams and/or groups. Following the calendar year, the student will be assigned to a testing date with the results being reported to the district at the district's expense. As a function of the follow up program, a student may be tested at any scheduled screening during the calendar year suspension from activities.

***Third Positive Test:*** This will result in the athlete permanently losing extra-curricular activity privileges for the remainder of their enrollment in the Dover School District.

**DRUG TESTING  
PARENT/GUARDIAN CONSENT FORM FOR  
PARTICIPATING IN MUSIC PERFORMANCE GROUPS**

I have read (Online at the Dover Public School Website – District Information Forms and Handbooks Section) and understand the requirements and guidelines of the Dover Band/Choir Program Handbook and will abide by its rules and regulations.

Student's Printed Name \_\_\_\_\_ Grade \_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number \_\_\_\_\_

(Please indicate with a check mark the areas in which you are giving permission)

\_\_\_\_\_ I have read and understand the drug testing policy and give my permission for the above named student to be tested in accordance to the policy.

\_\_\_\_\_ I have read and understand the requirements and guidelines of the Dover Band/Choir Program Handbook and will abide by its rules and regulations.

\_\_\_\_\_ I give permission for my child to participate in band/choir events, rehearsals and performances with the Dover music program.

\_\_\_\_\_ I give permission for my child to ride the school provided transportation to and from Dover Band/Choir performances and rehearsals.

\_\_\_\_\_ In consideration of my child's opportunity to participate in band and choir, I hereby consent to emergency medical treatment, hospitalization or other medical treatment as may be necessary for the welfare of the above named child, by a physician, qualified nurse, and or hospital in the event of injury or illness during the periods of time in which the student is on the school sponsored activity. I also hereby waive liability of the school district, and any of its employees arising from such treatment.

**DOVER BAND/CHOIR PROGRAM**  
**INFORMATION FORM**  
Please print

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Enrolled in \_\_\_\_\_ 7<sup>th</sup> Grade Band \_\_\_\_\_ 8<sup>th</sup> Grade Band \_\_\_\_\_ 9<sup>th</sup> Grade Band \_\_\_\_\_ Sr. Band  
\_\_\_\_\_ 7<sup>th</sup>/8<sup>th</sup> Choir \_\_\_\_\_ 9<sup>th</sup> Choir \_\_\_\_\_ Senior Choir \_\_\_\_\_ Chamber Choir

Parents/Guardians Names: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_

Mother's work: \_\_\_\_\_ Father's work: \_\_\_\_\_  
Mother's cell \_\_\_\_\_ Father's cell: \_\_\_\_\_

Parent/Guardian e-mail address \_\_\_\_\_

Student's cell phone; \_\_\_\_\_

Emergency contact if unable to contact parent (two names/numbers mandatory)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

List any allergies/drug sensitivities \_\_\_\_\_

List any medications being taken \_\_\_\_\_

List any existing medical conditions requiring care \_\_\_\_\_

Insurance information: (please list policy holder and numbers)

**EXTRA-CURRICULAR ACTIVITIES SIGN-OUT LIST**

Please include the names of up to four (4) people who you approve to sign your student out from a school sponsored extra-curricular event in your absence.

Please list parents name first.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

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

Date \_\_\_\_\_