

**Brighton Instrumental
Music Handbook
2019-2020**



Welcome!

I am excited to have you as part of the Brighton High School Instrumental Music Program! This program takes pride in excellence and is committed to achieving excellence by developing great musicians and model citizens. Whether a student member, parent of a member, or just a friend of the program, you should share in this pride and look forward with great excitement to the coming year.

Each member is held to very high standards and is expected to follow those standards in order to maintain a reputation of excellence among our community. The director and administration are committed to providing the students of Brighton High School with a quality musical education and will work to constantly improve the Instrumental Music Program. Students should leave the program with a sound understanding of correct musical fundamental principles, musicality, and ensemble skills, as well as a strong sense of self-discipline, responsibility, dependability, and the ability to work in both large and small groups to achieve common goals. It is my goal that graduates will have great life successes and a life-long love of music as a result of their experiences in the BHS music program.

This handbook should serve as a guide for the BHS Instrumental Music members and parents for the academic year. It is designed to help you understand how the program is run, your responsibilities as a member or parent, and the policies of the Brighton High School Instrumental Music Program. It is extremely important that everyone associated with the program has a working knowledge of the information and policies contained in this handbook. As with any successful organization, structure, communication and organization are key, and students and parents of the program will be held accountable for the information and policies that follow.

If you have any questions about the handbook or have further questions that the handbook doesn't answer feel free to email Ms. Mortensen. Again, I am excited to have you as a member of the Brighton High School Instrumental Music Program and I am looking forward to an outstanding year!

Sincerely,
Ms. Mortensen
BHS Instrumental Music Director

Mikala Mortensen

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About the Program

Philosophy:

The Brighton High School Instrumental Music Program's primary goal is to demonstrate excellence, not just in our musical abilities, but also in our daily routines. Excellence as habit includes three main pillars:

1. Be a considerate citizen
2. Give sincere and intelligent effort
3. Be musical in all that you do

"Excellence is never an accident. It is the result of high intention, sincere effort, intelligent direction, skillful and execution and the vision to see the obstacle as opportunities"- Aristotle

It is important that each member embrace these standards in order to create a positive and productive environment. It is my hope that the culture built here can make both your school community and your world community a better place. However, wishful goals are not valuable without action, below is a list of some ideas how individual members can contribute to these goals. The list is not all encompassing so please feel free to approach me with your ideas as well.

The Member's Responsibility to the Program:

Be A Considerate Citizen

- Attend all rehearsals and performances. Music a team effort that cannot function if everyone isn't present.
- Maintain academic eligibility!
- Represent the program well by being physically clean and dressed appropriately (school dress code, appropriate uniform attire etc.)
- Follow all school policies, program policies and travel regulations.
- Be kind to other members. Smile at them, ask questions and try to make everyone feel included!
- If you see something out of place, put it away. If you see trash, throw it away!

Give Sincere and Intelligent Effort

- Be mentally engaged in rehearsal. It is not just enough to be there. Always find something to work on and make it better. Write notes in your music.
- Take care and keep track of music program equipment. This includes instruments, uniforms (even your T-Shirt), electronics, classroom supplies and personal materials (yes, you must take care of your music binder!) If something becomes lost or broken notify director immediately.

- Demonstrate body language that is engaging and positive. Look at the director or person instructing, respond to his/her questions and smile! It makes things more fun! J
- Show up early for outside class rehearsals.

Be Musical in All That You Do

- Be passionate. “Hearts on fire, minds on ice”
- Be comPASSIONATE. Try to find the positive in everyone, even when it is hard.
- Be the leader you would want to follow.
- Know your music parts. Students can be expected to perform this alone and with others. Use the objective sheet as a guide for learning music.
- Find things that inspire you and use that in your music. Share it with your other members!
- Be a risk-taker. Try new things and try to get better everyday, even if it means being embarrassed for a moment.

Ensembles and Classes:

Concert Band:

This is a mid-level performing group that performs music from wind band literature. Seating arrangements are by audition and can be challenged at each trimester. All students in this group are expected to prepare a solo or small ensemble piece throughout the school year. Students are expected to perform in several concerts, pep band, competitions, participate in after school dress rehearsals and have practiced their parts diligently.

Symphonic Band*:

This is a high level-performing group that performs music from wind band literature. This ensemble is by audition only and requires year-long class enrollment. Seating arrangements are by audition and can be challenged at each trimester. All students in this group are expected to prepare a solo or small ensemble piece throughout the school year. Students are expected to perform in several concerts, pep band, competitions, participate in after school sectionals and have practiced their parts diligently.

Orchestra:

This is a high level-performing group that performs music from orchestra literature. Seating arrangements are by audition and can be challenged at each trimester. All students in this group are expected to prepare a solo and ensemble piece throughout the school year. Students are expected to perform in several concerts, competitions, participate in after school sectionals and have practiced their parts diligently.

Jazz Band*:

This ensemble is dedicated to the music of the Jazz genre. The class meets at 0

hour (6:30AM) to accommodate schedule conflicts. It is an audition only group and will only accept instruments that are appropriate for big bands. Students are expected to perform in several concerts, competitions, participate in after school sectionals and have practiced their parts diligently.

Percussion Ensemble*:

All percussionists are required to participate in the percussion ensemble class. This class gives percussion students a chance to develop their technique and play percussion only literature. In the first trimester, this class also works on pep band music and **participates in the drumline.**

Summer Mega-Marching Band:

This ensemble meets during the summer and participates with students and directors from around the district. Brass, woodwinds, percussion and colorguard are invited to participate with no audition necessary, unless students want to play a specific part. Students will participate in a basics camp in June and march several parades throughout the summer.

Fall Marching Band- Bengal Marching Band:--Coming Soon!

This ensemble meets during the summer (Mega Band Participation Required) and fall. It is a highly competitive group that prepares and performs a competitive show at several competitions throughout the fall season. There is a required camp in August to learn the parts and drill for the show. This group also performs at football games and will often travel overnight.

Methods of Communication:

Cutttime Email Updates:

Email is the primary way we communicate at Brighton Instrumental Music. An email newsletter will be sent out to students and parents with information about the happenings of the program. It is **essential** that your cutttime information is up to date in order to receive emails. (Emails will very rarely be sent through skyward, so please update your information.

Cutttime Software:

Cutttime (formerly Charms) is a software we use to manage equipment, students, trips, fundraisers and assignments. It is imperative that you login at the beginning of the year and check your account from time to time.

Brighton Instrumental Music Website:

The most important communication tool is the instrumental music website which can be found on the school website or by going directly to <https://www.brightonbengalmusic.com/>. This website contains ensemble information, paperwork, yearly calendars, announcements and fundraiser opportunities. Parents and members are expected to check the website regularly for updates.

Remind 101: Student and parents can sign up for text service that allows them to receive updates and reminders directly from the director's remind service. Join by text: Participants text a unique class code to a Remind phone number. For U.S teachers, the Remind number is 81010. To join text:

Symphonic Band- @bandbengal to 81010.

Concert Band- @brightoncb to 81010.

Orchestra- @brightonor to 81010

Jazz Band- @bengaljazz to 81010
Percussion- @brightonpe to 81010
Pit Orchestra @bengalpit

Official Brighton Instrumental Music Page on Facebook & Instagram:

This method of communication is used so students, leadership and parents can appropriately interact online by posting performance videos, building friendships, and quickly relaying information.

Attendance & Grading

Attendance:

All students in the BHS Instrumental Program are required attend all required rehearsals and performances for each group in order to maintain their participation grade in the music class(es). All rehearsals and performances (outside class time) are listed on the calendar posted at <https://www.brightonbengalmusic.com/>.

Performances include but are not limited to concerts, football games, pep rallies, festivals, etc.

Attendance Policies:

- For each trimester, students are required to attend all rehearsals and performances. If rehearsal must be missed student needs to fill out a “Absence Request Form” on the website and speak to Ms. Mortensen. School-time rehearsals can be excused in the attendance office. Students who miss too many rehearsals, may receive a lower grade or be removed from the program at the director’s discretion.
- Rehearsal should not be missed for non-emergency occurrences like doctor visits, work or other appointments. If there is an emergency conflict of any sort notify your director immediately and email her as well.
- Ms. Mortensen will be as flexible as possible with sports and other school activities but any conflicts must be discussed with the director **ahead of time!**
- Concerts and ensemble festivals are MANDATORY. **Performances are worth 40% of a student’s grade!** Please do whatever is necessary to never miss a performance. Work scheduling conflicts and family outings are not excusable. In extenuating circumstances notice of missed concert must be given to the director at least 2 weeks before a performance and makeup for a missed concert is allowed.
- For participation point make-up, student and director will discuss the most appropriate way to make-up points.

Grading:

Class objectives will include music pass-offs, scales, counting assignments, sectional participation, artist reports, listening reports, ensemble and solo projects, concert evaluations and

performances
(SEE
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CE).

Grade Breakdown:
Performance- 40%
Participation- 35%
Playing Objectives- 25%

Grading Scale:	
94-100% A	72-75% C
90-93% A-	70-71% C-
86-89% B+	66-69% D+
82-85% B	62-65% D
80-81% B-	60-61% D-
76-79% C+	59% and below F

Performances: These are a pass or fail grade. Student must show up (on time), be properly dressed and prepared to play their part. If these expectations are met student will receive full credit. Be sure to check the calendar for performance dates!!

Participation: Students receive participation points daily in class and outside class rehearsals. Students will receive full credit if they are engaged, prepared and following all rehearsal policies. Points may be lost for tardiness, misconduct, and not being prepared.

Playing Objectives: Students have playing requirements that are given to them at the beginning of each trimester located on their objective sheet. These include fundamental exercises (scales etc.) and music pass-offs. For their playing objectives, students can submit a video (emailed to the director) or perform it live (for the director). Objectives can also include listening, practicing or paperwork assignments.* Students in the taking Independent Study will have more playing objective requirements in order to keep up their practicing.

Sectionals & Rehearsal Notes: Included on the objective sheet grade are rehearsal notes and sectional requirements. Students are expected to meet with their section 4 times each trimester and then check in with the director (for a signature). Rehearsal notes are to be kept during rehearsal as a way to track progress and what needs to be practiced.

**Late assignments will only receive half credit and must be completed no later than one week before the end of the term.

Supplies & Fees

Required Supplies:

- **A functioning instrument** (Personal or school instrument). Students are expected to maintain and care for their instruments. School instruments can be given to the director to send for repairs (on the school's budget). However, excessive repairs will be the responsibility of the student the instrument is rented to. The instrument rental fee is \$80 for the academic school year. The form can be found on our website and at the end of this packet.
- **Supplies for instrument maintenance or function.** Students are required to supply their own mouthpieces (comes with rental), reeds, strings, oils, rosin, slide grease, swabs, mallets, neck straps etc. Mutes can be checked out from the school, however, it is suggested that students provide their own. (SEE WEBSITE)
- **Black binder (1")**, sheet protectors, and two pencils. It is recommended the student use different binders for different ensembles.
- **Tuner/Metronome (can be tonal energy app)**
- **Uniform**
 - Concert Black- For all stage performances.
 - Men- **Black** slacks, **Black** button down shirt, **Black** Suit Coat (rented from school), **Black** dress shoes, and **BLACK** Socks.
 - Women- **Black** slacks, **Black** blouse, **Black** blazer (Rented from school), **Black** dress shoes (closed toe).
 - Flashy jewelry and accessories kept to a minimum.
 - Jazz Band Uniform
 - Essentially concert black but with a school colored tie or school colored accent blouse.
 - Pep Band/Other Gigs
 - This might be your T-Shirt. It is expected to be kept clean!

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Fees:

- Participation Fee (**\$45**) This helps cover sheet music cost, clinicians, master classes, school instrument equipment, uniforms, travel and competitions and other resources provided to students. This fee is **required** for all members. There is a payment plan system or a fee waiver available for those who qualify.
- T-Shirt Replacment Fee (**\$5**) The T-shirt given out at the beginning year is part of the student's uniform. If the t-shirt becomes lost, the student must pay a fee to replace the shirt.
- Additional Trip (TBD). Additional trips are not required for any instrumental music members, however, depending on the extent of the trip, student may have limited performance opportunities if they do not commit to outside trips. These trips are usually once in a lifetime experiences and should be taken seriously. Fundraising opportunities will be supplied for students to help offset trip costs.
- Instrument Rental Fee (\$80). A rental form can be found on our website and at the end of this packet. This covers the basic maintenance and replacement of this equipment.
- Uniform Cleaning Fee (\$25). Student who do not wish to get their uniform dry cleaned are required to pay the uniform cleaning fee.

Program Policies & Rules

Beyond the policies stated in this handbook, The Brighton Instrumental Music Program will adhere to all rules, policies and guidelines as administered by the school, district and other legislative authorities. Please be aware of these policies and how they apply to your student.

Policies for Facilities and Equipment:

1. No food or drink (other than water) in the music room at anytime, unless the director gives permission.
2. Use all equipment carefully and appropriately. This includes chairs, stands, tuners, instruments, electronic equipment etc. If student is abusing and damages any of these items, they may be required to replace/repair them at the director's discretion.
3. Instruments are to be kept in assigned lockers when not in use. Locker must remain tidy and only hold ensemble materials.
4. Students should only use the equipment that is appropriate for them to use. For example, non-percussionists shouldn't ever touch percussion equipment without permission.
5. Students should be respectful and very quiet when walking through a room where a rehearsal is happening. If possible, avoid coming into the room in use all together.
6. Director's office is for director use only. Students are only allowed in with permission after **knocking**.
7. Take pride in the room(s) that we use. Clean up trash (even if it isn't yours) and help the music program function smoothly by cleaning up after yourself.

Rehearsal Policies:

1. Bring all appropriate materials to rehearsals. This includes music binders, **pencils**, water bottles, instrument materials etc. Students who are not prepared will lose participation points for the day.
2. Be on time.
 - a. In Class: Students are expected to be in their seats ready to play two minutes after the tardy bell rings. If they are not, they will be marked tardy.
 - b. Outside Class: Students are expected to be ready to perform right when rehearsal starts. This means students must arrive *at least* five minutes

before rehearsal begins. If you are not ready to perform at the beginning of rehearsal, you will be considered tardy.

3. Please limit conversations while the director (or ANY guests) are working with you. If you have a question, please raise your hand.
4. Students are expected to follow directions and rules while in rehearsal. Failure to do so repeatedly will result in loss of participation points.

Travel Policies:

All rules and polices apply when BHS Band and Orchestra are traveling. However, there are some additional polices that are expected.

1. Always wait for instruction before loading/unloading busses, entering buildings etc. Don't ever assume you know what is going on.
2. Be extra kind and respectful to parent chaperones, bus drivers, servers and other working individuals. Remember, you represent our program!
3. The use of headphones is required on bus trips for all electronic noisemakers.
4. Students are to remain seated and facing forward on buses at all times.
5. Students are permitted to enter their own hotel room only, unless they are with a chaperon.
6. Students must have a buddy at all times. Do not be left alone by yourself.
7. Students are to follow all school rules and polices. If any policies are broken the director has the option of sending the student home at the expense of that student's parents.
8. Students are not allowed to travel unless all forms are on file for that student (medical form, permission form etc.).

Concert Etiquette Rules (For Parents and Students):

1. Refrain from talking
This can be difficult if you have small children, if you must speak with them please do it outside the auditorium.
2. Turn off all cell phones and other devices
Cell phones must be turned OFF because their signals interfere with our sound systems and may create performance problems. The screen is also very bright in a dark auditorium!
3. Entering and Leaving the Auditorium
If you are late or must leave the auditorium during the performance please wait until the end of the musical selection. Unless you have a screaming child, then by all means, exit as quickly as possible.
4. No food in the auditorium during the performance

5. Keep the aisle way clear/ No flash photography
Please do not attempt to stand or move down the aisle to take video or pictures of your child. It is distracting to our young performers.
6. Applaud at appropriate times
For Concert Band and Orchestra: Some music has several sections (movements, please wait until the end of all the sections.
For Jazz Band, pep band, and other rock/pop: Feel free to clap if you hear something you like (solo, soli, etc) during the piece.
7. Please Stay for the *entire* performance
All groups have worked extremely hard and deserve a full audience. Who knows, you might hear something you like!

Beyond the policies stated in this handbook, The Brighton Instrumental Music Program will adhere to all rules, policies and guidelines as administered by the school, district and other legislative authorities. Please be aware of these policies and how they apply to your student.

Nondiscrimination & Accessibility Statement:

The Brighton Instrumental Music Program does not discriminate on the basis of race, color, religion, national origin, sex, age, status as a disabled individual, sexual orientation, gender identity/expression, or genetic information in treatment, admission to ensembles, or access to activities. Discrimination of any kind on part of the students or volunteers is UNACCEPTABLE!

Additionally, The Brighton Instrumental Music Program endeavors to provide reasonable accommodations and to ensure equal access to qualified persons with disabilities. Please contact Ms. Mortensen and Brighton administration if accommodations are needed.

Message to parents from Ms. Mortensen:

The culture of this program goes a lot further than your average class. We are not just teaching your children music material, but training them to be world-class citizens and people. The Brighton High School Instrumental Music Program is an integral part of this school and community, therefore it is important that all members uphold our high standards and values. The experiences held by this music community are going to change your student's life for forever. By being apart of this program we hope they develop a sense of dignity, dedication, organization skills, love of music and form bonds with others that will last a lifetime. Thank you for the sacrifices you and your student make to be involved in this program. I love serving this community and your children.

Most Sincerely,

Ms. Mortensen



1. READ THE- ELECTRONIC HANDBOOK



2. SIGN THE- HANDBOOK AGREEMENT & INFO FORM



*You can also find this form at www.brightonbengalmusic.com, under forms.

*This handbook & agreement form serves as the disclosure document for the performing ensembles in the BHS Instrumental Music Program. Its purpose is to help parents and students understand the expectations for the program and classes.

*Please read the handbook (returning members-changes are in yellow) and make sure you and your child understand the expectations. Once you understand, please submit the handbook agreement and contact info form!