

# ALLEGRO PERCUSSION HANDBOOK 2019-2020



## Allegro Charter School Percussion Handbook 2019-2020

*Ms. Danielle Carlson – Instrumental Instructor*

### WELCOME

I wish to welcome both the new and returning Allegro Percussion students. Our charter school percussion program continues to grow and strives to produce inspired thinkers and members of society through the infusion of music into an academically challenging environment. I am proud of our students' achievements and look forward to continuing the pursuit of excellence through music with our students.

This handbook has been designed to provide comprehensive information about the percussion program. Parents and students are asked to read the handbook as the first step in becoming familiar with the percussion policies, procedures, and events. Both the student and the parent will be asked to sign and submit a "Statement of Responsibility" acknowledging that they have read and understand the policies and the expectations of the program.

For your convenience, I have created a website ([www.allegrochartercarlson.weebly.com](http://www.allegrochartercarlson.weebly.com)) to check regularly for updates to events throughout the year. I also am using Google Classroom which your student will share with you in the beginning of the year. **Keep this handbook in your folders to refer to if you have questions or forget any of the procedures.**

# **ALLEGRO PERCUSSION HANDBOOK 2019-2020**

## **PHILOSOPHY**

---

I believe the study of instrumental music is a vital part of our school curriculum and is beneficial for students in many areas of their lives. Learning to play an instrument and being a part of a successful school ensemble fosters discipline, cooperation, self-esteem, creativity, critical thinking, leadership, and personal responsibility. For many students, experience in a school ensemble leads to a lifetime of participation in music and the arts.

## **GOALS**

---

- To provide a comprehensive music education experience for all students who demonstrate the aptitude and interest in learning percussion music
  
- To benefit the school and community through the public performance of quality music
  
- To model and encourage the development of strong character traits like personal responsibility, integrity, hard work, and respect for others
  
- To provide students with a positive group experience where they may grow socially as they learn and help one another succeed in music

## **GENERAL INFORMATION**

### **IMPORTANT DATES**

---

Throughout the year, you will receive an email from the music department on upcoming performances. Please make note of these important dates so that conflicts may be avoided. Important dates are also available on Ms. Carlson's website.

---

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

## PRACTICE REQUIREMENTS

---

Students are sometimes assigned a section of their music to practice, develop, and track their progress in percussion. Students are to video record any playing tests, on their iPad or MacBook and save the video to submit through Google Classroom. This will be entered as a TEST grade.

Please note and review the following with your student:

-If a playing test is not submitted by this time, the student receives an automatic 0% in the grade book-If you are unable to video record at home, notify Ms. Carlson EARLY in the week, and she will give you class time to record in a separate room (You can even complete the assignment during breakfast or lunch time)

-If you are unaware of the assignment, check the website [www.allegrochartercarlson.weebly.com](http://www.allegrochartercarlson.weebly.com) - Google Classroom, or email Ms. Carlson immediately.

-If your student does not submit an assignment, they will write an email to Ms. Carlson explaining why. This email will then be forwarded to the parent/guardian for review, and to clarify if there are any extenuating circumstances that prevented the student from submitting their video.

*-Students are not graded solely based on perfection of the assigned section - the ultimate goal is for students to demonstrate good technique and an effort/improvement on their assigned music.*

## HOW PARENTS CAN HELP

---

- Read the handbook and sign and return the *Statement of Responsibility Form*.
  
- Return all required forms by *Friday, August 30th*.
  
- Make sure your child is practicing regularly and is turning in assignments on time!
  
- Check the website regularly and read all parent emails that are sent to you.
  
- Volunteer ~ Watch for volunteer emails where you can sign-up.

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

## IN THE CLASSROOM

### PERCUSSION ROOM RULES AND EXPECTATIONS

All rules and regulations are designed to serve three purposes: to ensure the safety of the student; to protect and maintain the reputation of the organization; to allow the organization to meet its objectives. Students must adhere to the following:

- No food, candy, drinks (except water), or gum in the room.
- Instruments are to be placed in the designated areas on the instrument shelf.
- The seating area should be kept clear of backpacks, cases, etc.
- Sticks and mallets are to be kept to the student holding them.

### CLASSROOM AND REHEARSAL BEHAVIOR

Students are expected to:

- Use the restroom either before or after class.
- Be polite to other students and instructors.
- Enter the room in a quiet, calm manner and be on time for each class and rehearsal.
- **Walk** while in the room and refrain from horseplay.
- Help set up and tear down the ensemble.
- Have their folder, music, and pencil in class each day.

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

- Not talk during instruction time.
- Follow the directions issued by Ms. Carlson or any other instructor.
- Handle your own instrument. *Students causing damage to either Allegro equipment or another student's property because of carelessness will be held financially responsible for the repair or replacement of the damaged item.*

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

1. Verbal warning from teacher
2. Discussion with parents, either through a phone call, email, or parent conference
3. Office referral
4. Removal from the program subject to administrative approval

## CONCERT ETIQUETTE

---

At various times during the year, students will attend or perform in concerts. The following are the standard set of manners to be used when attending a live performance:

- Dress nicely for all live performances. Dress code will be sent out in a parent letter.
- Arrive at a concert ON TIME. If you are late, wait until you hear applause before entering the concert area to find a seat.
- Clap when the conductor comes onto the stage as a sign of welcome to the musicians.

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

- Do not talk during the performance.
- Do not bring food, drinks, or gum into a concert area.
- Clap only at the end of an entire selection. If there are movements within a selection, wait until the conductor turns around and faces the audience before applauding.
- In a jazz concert, clap at the end of each song and clap after the end of each solo.
- Please **NEVER** leave performances until the entire program is complete. This is disrespectful to the other performers, so plan to make the concert night an evening to relax and enjoy the performance.

## ADDITIONAL MEMBER EXPECTATIONS

---

Because some percussion members may attend events that may include missing portions of the school day, additional conduct and grade expectations exist for these students. Percussion members represent themselves, the school, and the program at all times. Percussion members who do not meet the following additional expectations may not be allowed to participate in special events:

- Students are expected to maintain a strong academic standing in each class.
- Prior to a trip or activity in which participation involves missing all of or part of the school day, the student should make arrangements for the successful completion of all missed assignments.
- Students must submit all required paperwork for the trip in advance of the departure date.

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

Students failing to do so will not be allowed to travel with the ensemble.

## REQUIRED FORMS

The following signed forms are required to be on file in the room for all students:

- **Student Information Sheet**
- **Statement of Year-Long Permission & Responsibility**

## DAILY CLASS MATERIALS

### Year Long Supplies

- Multiple pencils - pens are not acceptable when writing on school-assigned sheet music
- Class Folder/Notebook
- Schooled issued iPads/MacBooks
- Lesson Book (will be provided on student's device)
- Daily Warm-up (will be provided and placed in folders)

**If any of the materials can not be provided by the parent/guardian, let Ms. Carlson know as soon as possible! Ms. Carlson will provide the rest of materials needed for class. The student is responsible for keeping these items in working condition and they should be brought to class daily.**

## REPLACEMENT MATERIALS AND SUPPLIES

Please see Ms. Carlson if you are in need of extra supplies or replacement of an item. If you try to replace or buy items on your own, please consult Ms. Carlson to make sure the item and supplies are adequate.

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

## ACADEMICS, CURRICULUM, AND GRADES

The grade that a student receives in percussion will be determined by the homework grade, playing tests, theory assignments, rehearsal/concert reflections, and teacher assignments that he or she completes, as well as, the score of that completed work. On some assignments, the student may have the opportunity to re-submit the work to improve the grade received.

## LESSON PLANS

Lesson plan blurbs for the current week are posted on the website regularly. Class plans will include plans for each day; alongside, any classwork, homework, up-coming assignments, quizzes, and test. On rare occasions, outside concert events will be posted as well. If there are any questions about lessons or what is being done in the classroom, please consult the lesson plans on the website. If a student is absence on certain days, it is up to the child to consult the lesson plan and retrieved any work if necessary.

**Note: An absence from a performance or rehearsal will significantly affect the ensemble. Each player is a valuable member of our team, and attendance is crucial. Students will receive an alternate assignment to make up for any missed performances.**

## GRADING RUBRIC

---

### **Evaluation Criteria**

All of my students will be grouped learners in either the “A,” “B,” or “C” track. This is based on previous musical knowledge/percussion technique . This division is so the student may advance to the best of their ability with similar level learners. All lessons, assignments, quizzes, projects, and tests will be modified to fit each learner - be sure to complete the work specific to your group!



## ALLEGRO PERCUSSION HANDBOOK 2019-2020

In each ensemble and music course, students will be required to take a benchmark test two times throughout the year. Each ensemble will take the test on the same day. The purpose of the benchmark test is to assess student's growth in music and to assist those who may be in need of help. If a student fails to show growth or fails to pass their benchmark tests, then their parents will be notified and the student will be required to attend tutoring in addition to attending regular meetings with the department head and administration. **The first benchmark test will take place on November 21st and the second test will take place on April 2nd.**

**Quizzes 15%** - announced or unannounced, approximately once every 2 weeks - playing quizzes, listening quizzes, notation quizzes, posture checks

**Tests 25%** - announced, approximately two every 9 weeks - playing tests, listening tests, notation tests

**Classwork 35%** - daily, practice habits, in-class assignments, homework, willingness to attempt tasks given by the teacher - coming to class prepared - being respectful

**Projects 25%** - announced, approximately one every 2 months

### Grading Scale

A 90% - 100%

B 80% - 89%

C 70% - 79%

D 60% - 69%

F 0% - 59%

Due dates for the written assessments/assignments will be announced at least a week in advance.

## **ALLEGRO PERCUSSION HANDBOOK 2019-2020**

***Ms. Carlson uses a “0” tolerance policy in Middle and High School. Late work will not be accepted. If a student is absent from school, he/she is responsible for keeping up with the website, and contacting Ms. Carlson to see what he/she missed that day. If absent homework/classwork should be electronically submitted to Ms. Carlson on the day it is due.***

Throughout the course of daily instruction, students will be scored based on the extent that they...

1. Are seated at their workstation ready to start when class begins (see attendance policy)

- Unexcused late arrivals will cause a deduction in the student's practice-preparation grade for that day

2. Have the required materials ready at the start of class

3. Demonstrate discipline, focus, and good time management during their practice time

4. Demonstrate appropriate posture and technique and directions given by Ms. Carlson

5. Demonstrate active listening, offer supportive commentary, and work respectfully with peers

6. Demonstrate progressive improvement in musicianship

### **HOMEWORK**

All students will start out with a 100 average for their homework grade. Students will lose 5 points for every assignment up to 20 points per assignment if it is not turned in. Students are expected to practice at home 120 minutes each week. This is best accomplished by practicing 30 minutes per day, 4 days per week.

# **ALLEGRO PERCUSSION HANDBOOK 2019-2020**

Homework will only be assigned if we do not complete something in class. Continually check the website!

## **PRIVATE LESSONS**

Private lessons are the best way to improve performance skills on a musical instrument. The one-on-one approach allows the student to benefit from the individual attention that cannot be matched in a classroom setting. A recent survey of students in the South Carolina All-State Program revealed that 80% of those students in ensembles studied privately. Simply put, private lessons work! At Allegro, we encourage parents to consider private lessons for their child. Please consult the director for recommendations of instructors.

## **PRIVATE INSTRUCTORS & LESSONS ACADEMY**

Ms. Carlson does not recommend students taking lessons from someone who does not play that instrument as their major instrument. Just because someone offers lessons does not guarantee the quality of the lessons. If students take lessons through a music store, the instructor should be a professional player on the instrument they are instructing.

## **PREFERRED INSTRUMENT LIST FOR ALLEGRO STUDENTS**

In the past few years, everyone from Costco to Sears has begun to produce cheap “student-line” instruments that are much less expensive than the instruments available in the music stores. Even STAPLES sells musical instruments!

### **DON'T BUY CHEAP INSTRUMENTS ~ YOU GET WHAT YOU PAY FOR!**

Although some people think off-brand products are improving, they are generally very inferior to the established music lines. I find it better to avoid them entirely. Quality instruments give your child a much better chance to succeed. Some of the off-brand names are so bad that I will not allow students to begin on them. They are made of cheap materials that are not durable and play out of tune. Worse, no repairman can find any parts for these “economy” instruments when they need repair. I recommend asking for help when purchasing an instrument.

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

## REHEARSALS AND CONCERTS OUTSIDE OF SCHOOL TIME

Rehearsals before and/or after school are essential in preparing for a concert. These rehearsals are the only time that the ensemble meets as a full ensemble and each student's presence is vital.

**NOTE: AS A MEMBER OF THE ENSEMBLE, YOUR CHILD SHOULD ATTEND ALL REHEARSALS AND CONCERTS. YOU ARE RESPONSIBLE FOR BEING AWARE OF CONFLICTS IN THE SCHEDULE OF EVENTS.**

### POLICY ON ABSENCES FROM REHEARSALS OR CONCERTS

**MISSED REHEARSALS OR CONCERTS NEED TO BE EXCUSED WITH PRIOR WRITTEN NOTIFICATION.** Parents must submit a written notice to the director at least 72 hours in advance of the rehearsal. In the event of an emergency, written notice should be provided within 24 hours of the student's return to school. Parents are asked to check the calendar and weekly announcements and to schedule appointments on days when conflicts will not arise. When a serious conflict is absolutely unavoidable, notify Ms. Carlson immediately.

Parents are expected to pick up their child promptly after each rehearsal or concert. Parents who are running more than 10 minutes late, or who have an emergency, should contact Ms. Carlson so that she may be made aware of the situation. I will make all possible efforts to dismiss rehearsals and meetings on time.

**NOTE: If your student misses multiple rehearsals, he/she may be asked to sit out at the performance. Rehearsal time is crucial!**

## PERFORMING GROUPS AT ALLEGRO

Each percussion class meets five days a week for 50 minutes. Additional rehearsals are scheduled prior to performances. Check the calendar and your emails for the concert and rehearsal dates.

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

| <b>Ms. Carlson's School Bell Schedule</b> |             |                     |
|---|-------------|---------------------|
| 1st Period                                | 7:30-8:20   | Band Class          |
| 2nd Period                                | 8:22-9:12   | Band Class          |
| 3rd Period                                | 9:14-10:04  | Office Hours        |
| 4th Period                                | 10:06-10:56 | Office Hours        |
| 5th Period                                | 10:58-11:48 | Lunch               |
| 6th Period                                | 11:50-12:40 | Percussion Class    |
| 7th Period                                | 12:42-1:32  | Percussion Class    |
| 8th Period                                | 1:34-2:24   | Academic Supervisor |
| 9th Period                                | 2:26-3:30   | Academic Supervisor |

## **In-School Percussion Class**

---

Students enrolled in the class are expected to show up on time, ready with all materials, and willing to give their best to the program 100% of the time.

### **CONCERT ATTIRE**

Each student will dress in concert attire for each performance.

#### Attire

- ACSM Polo Shirt or Solid Black Shirt
- Black Pants/Slacks
- Black Socks
- Closed Toed Shoes

If concert attire changes, you will receive an email or newsletter. Check the website!

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

General Uniform Rules and Guidelines:

- Uniforms should be neatly pressed and clean for each performance.
- Students with long hair **MUST** pull their hair back for uniformed performances.
- No jewelry that will interfere with students playing is to be worn with the uniform.

---

## SOLO AND ENSEMBLE

---

*(Selected students, all grades)*

This event is a performance opportunity for individual students and small group ensembles. It is a state-sanctioned event usually held in May. Students receive awards for Excellent and Superior performances. Students may register for up to two events. Private lesson teachers and the director can assist students in selecting appropriate music.

**NOTE:** Students who register for a **SOLO** event, must coordinate and pay for a piano accompanist. The Directors can provide some names of accompanist, but you will need to contact them early.

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

## Statement of Responsibility

It is important that each rule and regulation be understood and followed by EVERYONE involved with ACSM percussion ensemble in order to achieve our musical goals. Students, parents, administrators, and Ms. Carlson are all responsible for the success of our program.

- Ms. Carlson and the administrative staff at Allegro are responsible for creating and nurturing a rehearsal environment in which all students can grow musically.
- Parents are responsible for reinforcing the expectations established in the ensemble room, encouraging healthy practice habits at home, helping students obtain supplies, and arranging transportation to and from events.
- Students are responsible for putting forth their full effort EVERY DAY to be in the right place, at the right time, with the right materials and a “can do” attitude as they strive to achieve musical goals. In the event that a student reveals that he or she is unable to follow through with the responsibilities detailed in this handbook, he or she will be removed from the percussion program.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Notes to Ms. Carlson:

---

---

---

# ALLEGRO PERCUSSION HANDBOOK 2019-2020

## CONTACT INFORMATION

**Danielle M. Carlson**

Room Number – Cafeteria

School Number: 843-297-8033

Fax: 843-207-4701

Email: [dcarlson@allegrocharterschool.org](mailto:dcarlson@allegrocharterschool.org)

Website: [www.allegrochartercarlson.weebly.com](http://www.allegrochartercarlson.weebly.com)