

2008-2009  
Clarksburg  
High School



***INSTRUMENTAL  
MUSIC DEPARTMENT  
HANDBOOK***



Mr. Chuck Orifici, director  
Mr. James Koutsos, principal

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[www.clarksburgmusic.org](http://www.clarksburgmusic.org)

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# I. Welcome from the Director

Dear Students and Parents,

Welcome back to those who are returning, and welcome to those new to the program! I would like to congratulate you on making the choice to take an instrumental music course. There are many options at Clarksburg High School when it comes to electives, and there are fine programs in both the visual arts and choral music where students may earn arts credit. I believe, however, that instrumental music, whether in the Concert Bands, Jazz Ensemble, or Orchestra, offers students the most outstanding opportunity for developing artistic and leadership skills, critical thinking, and lasting friendships.

In Instrumental Music, students will learn to understand music as an art, a science, a discipline, a means of expression, and a lifelong source of enjoyment. Also, while developing musical skills, instrumental music students will explore music's relationship to history, math, science, culture, and literature. Students will also discover the importance of music in society through performances at events, both in the school and the community.

I take great pride in telling you that most students enrolled in instrumental music – regardless of grade, gender, or race – achieve academically. Last year, over 66% of all instrumental students made the honor roll, and over 14% earned straight A's, compared to 27% honor roll and 4% straight A's for the general school population!

We have an exciting year coming up. Each ensemble is building off a successful festival season last year. The Orchestra received straight "superior" ratings last year, while the bands and Jazz Ensemble split "superior" and "excellent" ratings. The Clarksburg community has grown very proud of our music program, and as a result has asked us to be a greater part of community events. You will see on our calendar that a couple more community performances have been scheduled. Most excitingly, an invitation has been extended again for the music department to travel to Shanghai, China in September 2009. While we were unsuccessful in getting a trip approved for 2008, I have reason to believe that our bid for 2009 may prove successful.

This handbook is meant to be your guide to the information, procedures, and expectations associated with your participation in our music program. In it you should find the answers to any questions that may arise throughout the year. Please keep this handbook someplace handy so that you may refer to it as necessary. If you have a question or comments at any point during the course of the year, please feel free to contact me at the music office at 301-444-3070, or through email at [charles\\_a\\_orifici@mcpsmd.org](mailto:charles_a_orifici@mcpsmd.org).

I would like for students and parents to take the time to sit down together and examine this handbook carefully. To show that you have read and understand the information, procedures, and expectations contained in this handbook, please sign and return the last page by Friday, August 29. THANK YOU!

Sincerely,  
Charles A. Orifici  
Instrumental Music Director  
Clarksburg High School

## II. Overview of the Department

### Goals of the Instrumental Music Department

- To provide a curriculum in which students will develop fundamental skills in music performance, music theory, music history, and critical thinking.
- To develop a thorough understanding of music and advanced musical skills so that students will strive to make music an important part of their lives.
- To create top-quality ensembles capable of giving outstanding performances of challenging music of different styles, time periods, and cultures.
- To nurture self-discipline, character, personal responsibility, and a drive for excellence.

### Student Leadership Opportunities Within the Department

#### Concertmaster

Each class will nominate a concertmaster who will have several duties within the ensemble, such as: tuning and occasionally warming up the ensemble, assisting in sectional rehearsals, etc.

#### Section Leader

The section leaders are determined by audition at the beginning of each semester. Each section leader is usually the most advanced player with strong musical and leadership skills and is responsible for making sure the section is always prepared for class. She or he is responsible for scheduling sectionals as needed, assisting with fingering and bowing decisions, and distributing sheet music for their section.

#### Class Librarian

Each class will have a class librarian that will be responsible for distributing and collecting sheet music for the ensemble.

#### Class Secretary

Each class will elect a student secretary who will assist the director with attendance and class announcements.

#### Student Aide

Student aides are musically knowledgeable people responsible for assisting the director with the daily tasks associated with the music department, distributing, preparing, and filing music, organizing department paperwork, answering the telephone, and printing and typing documents. Office aides work during a free period during the day and will receive service learning credit.

## Description of Courses

### **Symphonic Band A and B\***

***Enrollment in this class is by teacher recommendation and audition only.***

Symphonic Band is the highest level large classical ensemble for Wind and Percussion players at Clarksburg. Students who enroll in this course should have completed one year of Concert Band or Advanced Band (Middle School). Students explore a full range of repertoire from different styles, time periods and cultures. Music performed is at the highest possible level based on the group's collective level of proficiency (grades 4 through 6.) The Symphonic Band will participate in the MCPS Band Festival in March. The importance of consistent and effective practice habits continues to be stressed.

Students enrolled in this class are expected to participate for the full school year. Several evening performances are required as an integral part of the curriculum. This course may be repeated for credit.

A fee of \$20 per semester will be charged to each student for upkeep of uniforms, instruments and music, and transportation to out-of school events.

### **Jazz Ensemble A and B\***

***Enrollment in this class is by teacher recommendation and audition only.***

This group will perform a repertoire of jazz, grades 4-6, from different time periods and styles. Students will focus on improvisation skills, reading both big band charts and lead sheets, and developing proper tone and technique. There will be opportunities for playing in both big band and combo settings. The Jazz Ensemble will participate in the MCPS Jazz Festival in December.

Students enrolled in this class are expected to participate for the full school year. Several evening performances are required as an integral part of the curriculum. This course may be repeated for credit.

A fee of \$20 per semester will be charged to each student for upkeep of uniforms, instruments and music, and transportation to out-of school events.

### **Symphonic Orchestra A and B\***

The Symphonic Orchestra consists of string players of all levels. Students explore a full range of repertoire from different styles, time periods and cultures. Music performed is at the highest possible level based on the group's collective level of proficiency (grades 3 through 5.) The Symphonic Orchestra will participate in the MCPS orchestra festival in March.

Students enrolled in this class are expected to participate for the full school year. Several evening performances are required as an integral part of the curriculum. This course may be repeated for credit.

A fee of \$20 per semester will be charged to each student for upkeep of uniforms, instruments and music, and transportation to out-of school events.

*\*Beginning school year 2008-2009, the above courses may be taken for honors credit. Interested students should speak with Mr. Orifici.*

### **Coyote Band A and B**

Coyote Band is for intermediate wind and percussion players. We will focus on developing proper tone and technique, consistent and effective practice habits, and note-reading skills, with the goal of eventually moving into the Jazz Ensemble or Symphonic Band. Students explore a full range of repertoire from different styles, time periods and cultures. Music performed is at the highest possible level based on the group's collective level of proficiency (grades 2 through 4.) The group will participate in the MCPS Second Bands Festival in April.

Students enrolled in this class are expected to participate for the full school year. Several evening performances are required as an integral part of the curriculum. This course may be repeated for credit.

A fee of \$20 per semester will be charged to each student for upkeep of uniforms, instruments and music, and transportation to out-of school events.

### **Music Theory and Composition A and B\*\***

In Music Theory, students will explore the fundamentals of music making. Through hands-on projects, singing, computerized instruction, and instrument performance, students will study the elements of music with emphasis on music terminology, notation, and major and minor keys. They will practice melodic, rhythmic, and harmonic dictation, as well as keyboard harmony and sight-singing. They learn how to improvise and compose music in different styles for various combinations of voices and instruments.

At the end of this course students will be prepared for the Advanced Placement Music Theory and Composition course. This course by itself is not meant to be sufficient preparation for the AP exam in Music Theory.

*\*\*This course is offered in alternating years with Advanced Placement Music Theory as part of a two-year cycle. Students successfully completing this course should consider taking Advanced Placement Music Theory the following year.*

### **Advanced Placement Music Theory A and B\*\***

AP Music Theory is a college-level course for serious music students. The course is equivalent to a first-year music theory course for college music majors. It is assumed that each student has adequate performance skills in voice or on an instrument, and can read music at a basic level. Practice in sight-singing, piano/keyboard skills, dictation, composition, and improvisation is complemented by listening and score analysis. In the second semester, students read, write, and analyze music of increasing complexity. They study in detail the techniques used to compose music, including electronic media.

AP Music Theory is offered at Clarksburg as an addition to the ensemble experience -- students are expected to concurrently take a band, orchestra, or choir class. Each student will be expected to take the AP Music Theory Exam in May.

Students are highly encouraged to purchase a Music Theory Workbook to complete assignments. The cost of the workbook is \$35.

*\*\*This course is offered in alternating years with Music Theory and Composition as part of a two-year cycle. Students planning on taking the AP Music Theory Exam should take Music Theory and Composition one year, and Advanced Placement Music Theory and the AP exam the following year.*

### **Percussion Ensemble A and B\***

This course is designed for beginning to advanced percussionists. We will focus on developing consistent and effective practice habits, note and rhythm reading, and perform on all percussion instruments. Students will explore a full range of repertoire from different styles, time periods and cultures. Music performed is at the highest possible level based on the group's collective level of proficiency (grades 2 through 4.) Additionally, some students in the class will be asked to perform music with the Symphonic and Coyote Bands, and the Symphonic Orchestra.

Students enrolled in this class are expected to participate for the full school year. Several evening performances are required as an integral part of the curriculum. This course may be repeated for credit.

A fee of \$20 per semester will be charged to each student for upkeep of uniforms, instruments and music, and transportation to out-of school events.

*\*This class is not offered for the 2008-2009 school year. It may be offered in future school years.*

### **Electronic Music A and B\***

This course focuses on music technology. Electronic Music A focuses on studio technology, including sound recording, mixing, editing, and amplification techniques. There will also be a unit on electronic instrument construction and repair.

Electronic Music B focuses on computer music applications. Students will learn to use various computer programs to compose, sequence, edit, and publish music, as well as utilize the internet and World Wide Web to further their understanding of music. Students will also learn basic music theory and harmony.

Students wishing to take this course should have a basic grasp of music reading skills, and a basic knowledge of at least one musical instrument.

*\*This class is not offered for the 2008-2009 school year. It may be offered in future school years.*

### III. Rules for Using the Music Suite

1. Food, drink, and headwear are prohibited in the music suite.
2. You will be assigned a cubby in the instrument storage area. I recommend purchase of a locking case to secure your instrument during the school day. While every effort will be taken to monitor the storage room, YOU must ultimately be responsible for the safety of your instrument.
3. Store school-issued instruments in the proper place. Percussion and electronic instruments are particularly prone to vandalism and theft. If you are issued an instrument, YOU are responsible for its safe return. Also, only school instruments belong in these designated areas.
4. Do not handle instruments that do not belong to you. If you break any instrument, you are responsible for repair or replacement costs.
5. Certain pieces of equipment are off-limits to students, unless given specific permission. The stereo equipment, the classroom computer workstation, music library, and the piano are for staff use only, unless students are given specific permission.
6. The music office is for staff only. Students should not enter the music office unless specifically invited by the teacher.
7. Students may use the practice rooms anytime during the school day with a pass from a teacher. *Students will not be admitted without a pass.*
8. When the director steps onto the podium, all noise should stop. This is your signal that rehearsal has started and it is time to work.
9. Trash must be deposited in a trash can or recycling bin as appropriate.
10. Take care of bathroom, water, and tissue needs BEFORE the start of rehearsal. A pass will not be issued except in emergencies.

# IV. Policies and Procedures

## Grading Policy

Assessment of students will be based on three major areas: rehearsal procedures, performance procedures, and Musical Technique and Literacy. Each area is weighted in accordance with its importance. The weight breaks down as follows:

Rehearsal Procedures	35%
Performance Procedures	45%
Musical Technique and Literacy	20%

### Rehearsal Procedures

This grade represents 35% of the student's total grade. It reflects the degree to which students have mastered rehearsal objectives.

Students are expected to be on time and prepared for each rehearsal with a functional instrument, music, pencil, and other instructional materials as needed. In addition to understanding of musical notation, vocabulary, theory, and history, students must demonstrate consistent effort and actively listen to instruction from the director. In addition, students will treat the teacher, other students, and classroom materials with respect. Students with medical concerns that may make playing difficult, imprudent, or impossible will be excused as appropriate WITH A NOTE FROM A PARENT. *Students unable to play are still expected to participate in the rehearsal by following/marking in the music, fingering on the instrument, or some other way, as directed by the teacher.*

Each student receives a daily grade out of 20 points for mastery of rehearsal objectives. Students who do not demonstrate mastery of the objectives will lose points for the day.

### Performance Procedures

This grade represents 45% of the student's total grade. Performance is the pinnacle of what musicians do. Musical practice, technique, and literacy all culminate during a performance. Each performance is worth between 100 and 500 points, making this a substantial part of the student's grade. These points represent the degree to which the student demonstrates mastery of performance objectives.

The attendance and performance in each scheduled concert is **mandatory** as dictated by the policy written in page one of the Montgomery County Public Schools *Program of Studies*. This policy will be upheld and enforced at Clarksburg High School. If a student is ill or where extenuating circumstances apply, the student will be considered excused from the performance **ONLY** by a note from a parent. Please note that vacations, sports events, lack of transportation, etc. are not considered legitimate reasons for missing performances. Parents should notify the teacher no later than 24 hours before or after the absence.

If a student does have an excused absence, an alternate assignment for determining mastery of performance objectives will be given. It is the responsibility of the student to schedule an appointment for this purpose. Should the student not demonstrate mastery on the alternate assignment, the points for the event will be forfeited.

Students must arrive for concerts at the appointed times, in **concert attire** (see the section entitled concert attire), with instruments and music. Students will be evaluated on their musical performance and mastery of performance practice (concert etiquette). In addition to appropriate

on-stage behavior, students are also expected to demonstrate understanding of appropriate audience behavior when other groups are performing. Students should sit in their assigned audience section, listen attentively while others are performing, and applaud as appropriate at the end of selections.

### **Musical Technique and Literacy**

This grade represents 20% of the student's grade. It reflects the student's mastery of objectives in the following areas:

- Posture and breath support
- Tone quality
- Fingerings
- Pitch and intonation
- Rhythmic accuracy
- Phrasing/musical effect
- Identification of musical signs and symbols (dynamics, tempo, articulations, bowing)
- Music history, music theory, and ear training
- Critical listening
- Reflective thinking
- Music composition

Evaluation of the above is frequently done through written assignments, recorded playing tests, or computerized assessments, but may be done at any time aurally, orally, visually, or in written form. Written assignments may be given as either classwork or homework. Electronic assignments may be completed either at home, or in school using classroom or computer lab computers and software.

It is the responsibility of the student to keep track of assignments and their due dates. Students are encouraged to write assignments in their agenda books and refer to them each morning and evening. For full credit, students are expected to complete and turn in all written/electronic assignments on time. These assignments will be accepted no more than one day late, and will receive a 10% point reduction. Any work turned in after one day late will receive zero points.

### **Edline**

I encourage all students and parents to register for and use Edline. I will post grades daily, assignments and forms as appropriate, and send email messages through this service. Students or parents with a question on a grade should email the director as soon as possible.

Please contact the Clarksburg High School webmaster, Sarah Costlow (Sarah\_L\_Costlow@mcpsmd.org), if you are having trouble registering for or using Edline.

## Concert Attire

Concert attire for each group is as follows, and should be purchased through the music department, unless other arrangements are made in advance with the director:

### Symphonic Band, Concert Band, Jazz Band, and Orchestra

#### Girls

- Black concert dress
- Black or natural stockings
- Black dress shoes

#### Boys

- Black dress slacks
- White tuxedo shirt
- Concert vest and bow tie
- Black socks
- Black dress shoes

### Percussion Ensemble

- Black dress shirt
- Black slacks
- Black socks
- Black dress shoes

## After-School Rehearsals, Concerts, and other Performances

At times it will be necessary for the director to schedule after-school rehearsals to prepare for performances. The most obvious example is marching band, though other ensembles will have after-school rehearsals as well. Students are expected to arrive at the appointed time, prepared to work as described in the *Rehearsal Procedures* section of the grading policy. Failure to attend these rehearsals will not only result in the rehearsal procedure grade being lowered, but may also result in a student being removed from a performance, with all of the resulting penalties.

Concerts will be placed on the calendar as far in advance as possible. It is expected that each student show up at the appointed time, with your instrument, music, and dressed in concert attire, as described in the *Concert Procedures* section of the grading policy.

Since the band seeks to develop self-discipline and character, the director reserves the right to block a person from performing due to poor behavior, with all resulting penalties.

*It is expected that students follow all Clarksburg High School rules and policies and exhibit appropriate behavior during all after-school rehearsals, concerts, and field trips.*

# Awards and Honors

## Varsity Letter Award

This award goes to all students who complete three semesters worth of extracurricular music activities. The three semesters may be comprised of three different activities running during the same time period, or three different semesters of the same activity. Students wishing to receive the award must submit a Letter Award Application form (see Appendix 2) at least a week before the concert at the end of each semester. The Varsity Letter Awards will be distributed at the concert.

## Music Departmental Awards

At the end of each year the music department will select one student who best demonstrates achievement of the goals of the Clarksburg Instrumental Music Department. Students to be considered for this award will show superior levels of technical proficiency on one or more instruments; an understanding and love of music; self-discipline, character, and personal responsibility; and participation in and service to the department.

## Student of the Month

Each month the director will choose to recognize a student for specific accomplishments, efforts, or attitudes that demonstrate leadership, hard work, and musicianship. Each Student of the Month will have their picture and reason for recognition posted on the music bulletin board in the music hallway.

## All-State, County Honors, and Solo and Ensemble Awards

All students who participate in Junior or Senior All-State or County Honors Jazz Ensemble, Band, or Orchestra, and all who receive ratings of one (superior) or two (excellent) at County or State Solo and Ensemble Festival receive medals for their achievements at the spring awards assembly.

## Participation Award

All students that complete two semesters of Instrumental Music in a year, with a passing grade each semester, will receive a Certificate of Participation Award. This may be a First-Year, Second-Year, Third-Year, or Fourth-Year Award. Students who receive Fourth-Year Participation Awards will receive special recognition at the Spring Awards Assembly.

## Artist Award

This award is designed to reward the students who spend much of their time outside of school working on musical excellence. Points are earned by participating in various honors ensembles: MCYO, PVYO, County Honors Band/Orchestra, All-State Honors Band/Orchestra, playing at Solo and Ensemble Festival, performing in the orchestra pit for the musical, and taking private lessons on their band/orchestra instrument. Students who earn 50 points will receive the Artist's Award at the spring awards assembly.

## V. Special Ensembles

While the music curriculum is designed to give students broad and well-rounded musical training in class, many students enjoy the social interaction and extra training that extracurricular activities provide. There are several after-school and lunchtime activities that students may take part in.

### **Marching Band**

The Clarksburg High School Marching Band performs at all football games, parades, and special events throughout the fall. To participate in the Marching Band, students must be enrolled in an instrumental music class, unless special arrangements are made with the director.

*For more information see the **Marching Band Handbook***

### **Pit Orchestra**

Each spring the Clarksburg HS Music department will join forces with the Drama department to put on a musical. Usually an orchestra of up to 20 people is required for these shows. Placement will be by audition, and by instrumentation needed. Rehearsals run three times a week from the beginning of February through April. Participating students may be eligible for Student Service Learning credit.

### **Tri-M Music Honor Society**

This international honor society for music is open to sophomore, junior, and senior musicians who meet specific academic, musical, character, and service standards. Students participate in community service through performances and volunteering at musical events, tutor music students who need help, and take field trips to professional musical performances. Membership is by application and audition. Participating students may be eligible for Student Service Learning credit.

### **Woodwind, Brass, String, and Percussion Ensembles**

Advanced instrumentalists may audition to be in woodwind, brass, string, or percussion ensembles. These groups practice at lunchtime and after school at the discretion of the members. While the director does offer some guidance and instruction, the ensembles are largely student-guided. These ensembles have performed at festivals, concerts, assemblies, and various community functions. Participating students may be eligible for Student Service Learning credit.

### **Mariachi Ensemble**

This group for violin, trumpet, guitar, vihuela, and guitarron meets at lunch to practice and perform music in the mariachi style. Students will learn to both play instruments and sing, as well as learn about the culture of Latin America. Students may perform at school and community concerts. Participating students may be eligible for Student Service Learning credit.

## VI. ATTENTION MUSIC LOVERS!

The Clarksburg High School Instrumental Music Department needs YOUR support! In the age old tradition of Bach, Haydn, and Mozart, we are seeking patrons to help build high-quality performing ensembles for the enjoyment of the entire Clarksburg community. If you are interested in joining our patronage society, please fill out the form below. We thank you for your gracious support.

### **Platinum Circle - \$500 donation (per school year)**

- ❖ Your name or your company's name appears in the program
- ❖ Unlimited admissions to all CHS Instrumental Music Department events
- ❖ Preferred seating at all CHS Instrumental Music Department events
- ❖ Autographed photo of the CHS Instrumental Music Department

### **Gold Circle - \$100 donation (per school year)**

- ❖ Your name or your company's name appears in the program
- ❖ Four free admissions to all CHS Instrumental Music Department events
- ❖ Preferred seating at all CHS Instrumental Music Department events

### **Silver Circle - \$50 donation (per school year)**

- ❖ Your name or your company's name appears in the program
- ❖ Two free admissions to all CHS Instrumental Music Department events

### **Bronze Circle - \$25 donation (per school year)**

- ❖ Your name or your company's name appears in the program

### **Alumni Club - \$5 donation (per school year)**

- ❖ Your name appears in the program
- ❖ Receive music department updates via email

YES, I would like to become a Clarksburg High School Instrumental Music Patron!

Name (as you would like it to appear in the program): \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Donation: \_\_\_\_\_

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

Make checks payable to: Clarksburg OOMPAH  
*Write "Patron" in memo section*

Clarksburg High School Instrumental Music Department  
Handbook Contract and Information Form  
2008-2009

**Contact Information:**

Student's Name: \_\_\_\_\_ Parents' Name(s) \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone Number(eve.): \_\_\_\_\_ Email(parent): \_\_\_\_\_

Phone Number(day): \_\_\_\_\_ Email(parent): \_\_\_\_\_

Phone Number(cell): \_\_\_\_\_ Email(student): \_\_\_\_\_

**Transportation/Field Trip Information:**

Please check all of the following that apply:

- My child has permission to travel to Music Department events via MCPS school bus.
- My child has permission to travel to Music Department events via charter bus.
- My child has permission to travel to Music Department events via parent/teacher driver.
- My child has permission to travel to Music Department events via student driver.

You may specify students that your child MAY drive with:

\_\_\_\_\_  
\_\_\_\_\_

Allergies/Other Emergency Information:

\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement:**

I have read through this handbook in its entirety and fully understand all of my rights and responsibilities as a member of the Clarksburg High School Instrumental Music Department. I fully understand all of the procedures outlined in this handbook including the calendar, procedures for after-school rehearsal and concerts, conduct at Music Department events, and the grading policy.

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

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