

Parkside Intermediate School

San Bruno, California

School Office (650) 624-3180

Principal Ms. Addiego

Vice Principal Mr. Lyttle

Music Department Handbook 2010-2011

Music Director
Mrs. Arciniega-Aanenson

varciniega@sbpsd.k12.ca.us

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General Information

Daily Materials

All music students are required to have the following items in class everyday:

- ♪ Pencils
- ♪ Planner
- ♪ AVID binder with section for music
- ♪ Music Book(s) & any sheet music handouts IN music folder (music folder provided).
- ♪ Instrument* (percussion: bring sticks, the rest stay home)
- ♪ All accessories necessary for playing instrument

Parkside Assignment Heading

*All assignments at Parkside must be in cursive or typed.

All assignments at Parkside must have the heading on the top right corner as follows:

Last Name, First Name
Date
Subject
Assignment Title or Page #

Student Leadership & Music Council

Students will rotate assigned jobs helping in the classroom. This may include answering the phone, moving the overhead projector, passing out papers, etc.

Music Council is a subdivision of the Student Council homeroom classes. A couple representatives will meet with Mrs. Arciniega as needed.

Placement

Students in concert band and orchestra classes are tested at the beginning of the school year and placed on parts accordingly. Mrs. Arciniega will re-evaluate students as needed during the school year. Students in Beginning Band and Beginning Strings may be moved within their specific instrument section as necessary.

Some students may need to play a different instrument than their first choice for total group balance. Please note percussion students are expected to rotate and learn all instruments within their section.

Music Boosters

Music Boosters is a parent organization to support the Parkside Music Department. It is a great way to get involved with your child's education and meet other music parents.

More involved parents = more benefits for music students

Meetings are held in the music room at **7:00pm the fourth Tuesday** of every month. Please come check it out!

Music Student Accounts

Students will have the opportunity to fundraise or pay their share for field trips. All money is collected by and accounted for by the Parkside Music Boosters. All money fundraised/deposited is non-refundable. However, positive balances roll over to the same students the next year, or may be donated to an incoming music student for the next school year. Music Boosters will send more information after their first meeting of the school year.

Concert Attire

(Mandatory for ALL concert appearances)

*Students not in concert attire will NOT perform and will earn a zero grade for that performance.

Tops: Parkside Music Polo's tucked in. For purchase through the music department: \$15 new.

Bottoms: **SOLID BLACK** slacks or **SOLID BLACK** ankle-length dress skirt. Both are to be worn at the waist and with a **SOLID BLACK** belt if necessary. NO denim (jeans) or corduroy.

Footwear: **SOLID BLACK** dress shoes (closed toe) & **SOLID BLACK** socks/hosiery. All heels 1 inch or lower.

Instrument Loans

Parkside has a limited amount of instruments to lend to students. Therefore, families in need will have first priority based on availability of the particular type instrument. Students who borrow instruments from Parkside must have the instrument professionally cleaned, sanitized and repaired at the cost of the parent/guardians *before* returning the instrument to Parkside. You must return the instrument with an invoice or repair tag as proof of professional cleaning/repairs. The exact cost will vary based on repairs, but in general set aside \$30-50 for smaller instruments or \$50-70 for larger instruments for the end of the school year cleaning.

School Loop & Power School

School Loop is for school and class announcements, posting information of assignments, and user friendly e-mailing with teachers. Students must submit practice sheets, reflections, and all non-handout written assignments through School Loop as instructed. When possible, I will also post a copy of handouts you can print at home. Please note any overall grade listed on School Loop is incomplete and not official. The School Loop portal is: <http://pkis.schoolloop.com>

Power School is where the official on-line grade book and attendance is stored. You can also view each assignment grade. When possible, I will post future assignments on Power School. The Power School portal is: <http://powerschool.sbpsd.k12.ca.us/public>

Music Department Policies

Student Conduct

- 1) **Students are responsible for knowing and following all school rules and music rules when with their class on or off campus.** Students who fail to follow these rules forfeit their immediate participation in the ensemble and possibly future participation. When this occurs the student's parent/guardian will be notified immediately and the student sent home at the expense of the parent/ guardian.
- 2) **Students are expected to respect each other, instructors, and chaperones at all times.**
- 3) **Students must enter the room in an organized manner and before the bell sounds,** prepared with all materials for class, with a positive attitude, and ready to learn.
- 4) **Each student must set up their equipment and put it away in the correct places at the end of class.** Students will lose responsibility points for items left out.
- 5) **Restroom use during class is a loss of 5 responsibility points.** Emergencies are exempt.
- 6) **If it's not yours, don't touch it.** Students who are not percussion members are not allowed to touch any percussion equipment. Students who do so will receive a Saturday school.
- 7) **Classroom disturbances will not be tolerated.** Any distracting items that are seen or heard will be confiscated for the **entire** school year and the student will receive brunch detention. Repeat offenders will receive Saturday School. Cell phones/electronics can be returned only to a parent from the front office.
- 8) **All rehearsals and performances are mandatory.** Any student not at the rehearsal will not perform.
- 9) **Performances in concert attire are mandatory.** Any student not in complete concert attire will not perform.
- 10) **Each student is required to practice a minimum of two hours each regular week.** Weekly practice sheets will document the practice.

Late Work Policy

Late work is lowered 10% each school day turned in late. Late work is accepted only 3 days late. Starting with the 4th school day late, the assignment becomes a zero grade.

Make-up Work Policy

Make-up work is permitted only when the attendance office reports that the student's absence was excused. Make-ups for rehearsals and concerts must be requested 2 weeks in advance or receive a grade of zero.

Music Department Grading Policy

Classroom Responsibility	30%
Rehearsal/Performance Attendance	20%
Tests/Quizzes	20%
Weekly Practice Sheets	15%
Written Assignments	15%
	= 100%

Classroom Responsibility~ includes daily attendance, cooperation, active and meaningful participation, materials, student clean up and put away materials in the correct places. Plus points are rare, but possible for all students. Students start with 100 points each quarter and points are lost daily as follows:

Un-excused tardy	-3	Non-emergency restroom use	-5
Unprepared	-5	Leaving out items	-3
Not participating	-5	Leaving out instrument	-5
Disrupting class	-10		

Rehearsal/Performance Attendance~ includes ALL mandatory rehearsals and performances outside of the regular school day. Students who do not attend the rehearsal and/or not in complete concert attire will not perform at the concert. All parent/guardian notes must be hand written. ***E-mails, though appreciated for additional advanced notice, will not be accepted.***

A family emergency (someone hospitalized or worse) will be considered excused ONLY when Mrs. Arciniega receives a written note signed by the parent/guardian the next day the student is at school.

Family schedule conflicts: Mrs. Arciniega must receive a written note signed by the parent/guardian at least 2 weeks prior to the concert conflict and student will be given an alternative assignment to make-up the points. This includes any time adjustments.

Tests/Quizzes~ may be in playing and written formats. Students will receive requirements in advance, including grading system (which may include rubrics).

Weekly Practice Sheets~ must be submitted through School Loop *by 11:59pm* the day due. To earn full credit, students must use the template provided on School Loop, filling it out completely and correctly with detail and submit it prior to the 11:59pm deadline. Students are to practice an average of ½ hour per day Monday through Thursday on regular weeks (Mrs. Arciniega may adjust as appropriate).

Written Assignments~ includes any written work that does not already fit into an above category. (i.e. handouts, worksheets, reflections, projects, etc.) With the exception of handouts, students must submit written assignments through School Loop.

Mrs. Arciniega-Aanenson's Biography

Mrs. Arciniega has experienced music since kindergarten, by singing in various children's choirs. At the age of eleven, she learned to play the flute. Through middle and high school years Mrs. Arciniega played flute and piccolo in band, while singing in the church youth choir. She also played in the South Bay Youth Orchestra and SJSU Flute Choirs, and West Valley Community, and SJSU Symphonic Bands. Mrs. Arciniega was a color guard member for the SJSU Marching Band. She even sang in the SJSU Concert Choir, which performed with the San Jose Symphony.

Mrs. Arciniega received a BA in Music from SJSU. She currently holds a Professional Clear Single Subject Teaching Credential in Music, with a CLAD emphasis.

This will be Mrs. Arciniega's twelfth year teaching in collaboration with public schools, tenth directly employed by a public school.

Mrs. Arciniega first began teaching as the flute/flag coach for Spirit of Sunnyvale Cadet Bands in 1994. She has taught flute privately for 9 years. In San Jose, Mrs. Arciniega was the director of the Kids Village Music School (grades 4-6) for two years and taught band in the Cambrian school district (grades 4-5). She has taught band, jazz band, choir, and guitar for the Milpitas Unified School District (grades 4-8), including collaborating with the drama teacher for the annual spring musical.

During the summer, Mrs. Arciniega has taught at a music day camp (grades 4-10): Cambrian Summer Music (2004-2007), and previously at Campbell Summer Music Camp (2001-2003). Over seven summers, Mrs. Arciniega taught music theory and various beginning, intermediate, and advanced band and orchestra classes. Mrs. Arciniega has also instructed flute lessons at David K's Music School in San Jose.

This will be Mrs. Arciniega's seventh year at Parkside Intermediate in San Bruno, where she will continue to teach Beginning Strings, Beginning Band, Concert Band, and Orchestra in addition to the two yearlong AVID classes. Other classes/activities Mrs. Arciniega has taught at Parkside include Jazz Band, Beginning and Advanced Guitar, Music Appreciation, Music-Math Tech, Flag team and Hip Hop dance.

Mrs. Arciniega looks forward to the continued growth of the Parkside music program and music students.

Contact Information

Parkside phone # (650) 624-3180

Music Room ext. #1728

e-mail: varciniega@sbpsd.k12.ca.us

***Please do not call the extension during class time to help limit disruptions. If you wish to leave a message during school hours, call Parkside directly and ask the secretary to forward you to my voicemail.

***Please note I may not get your message until the end of the school day, since my prep is 1st period. However, I will do my best to respond to your message the same afternoon or the next day at the latest.

Thank you for your patience and consideration.

Class _____ Period _____

Parkside Intermediate

Music Department

Handbook Agreement

Return this form to Mrs. A by Friday, September 3, 2010.

We, the parent/guardians of _____,
(Please print first and last name)

have read the Parkside Music Department Handbook with our son/daughter, and are fully aware of our responsibilities. We agree to follow the rules and procedures included in the Parkside Music Department Handbook. We will make every effort to support the endeavors of the Parkside Music Department for the benefit of our child's musical growth.

Student Signature

Date

Parent/Guardian Signature

Date