



# KAIMUKI MIDDLE SCHOOL MUSIC DEPARTMENT HANDBOOK



## General Information

### Directors:

Susan Ochi-Onishi – Concert Band, Beginning Band  
Daniel Akemoto – Orchestra, Band  
Derek Fujio – Orchestra, Band

### Contact:

School Phone: 733-4803  
H102 – Orchestra: ext. 250  
H104 – Band: ext. 265  
Website: <http://www.kms-music.net>



### Philosophy:

#### Kaimuki Middle School Vision Statement:

“Kaimuki Middle School... a place with heart, that challenges and strengthens the mind, body and spirit.”

#### Music Department Statement:

“Like a bouquet of flowers, all of us together make up one `ohana (family).”

#### Theme Song:

“Sekai Ni Hitotsu Dake no Hana”

#### The meaning:

Literally translated, the title of the song means “The One and Only Flower in This World.” The song compares people to flowers. Many times in life we feel as if we’re in a competition. Everyone tries to be the best or better than someone else is. When we look at flowers in a flower shop, they are all beautiful. Each flower is like no other, but they are all beautiful in their own right. In a bouquet of flowers, each flower has an important role to make the bouquet beautiful. Each flower must do its job to the fullest. We want to have each student strive to do their best, so that rather than trying to choose the best; we can choose everyone, just like in a bouquet. Each person is a flower, an original flower, and the only one in this world.

#### In the KMS Music Program we believe:

- All students have a place in the Music Department, as long as they desire to be in it.
- All students can succeed in the classes offered in the Music Department.
- Participating in music is fun and enjoyable, but does require work and effort.
- The ideals of: Respect, Responsibility, Resiliency, and Relationships that result from teamwork are essential in a successful musical and educational environment.
- Success in a music class will eventually, if not immediately, translate to success in other classes.
- The KMS Music Department functions as an `Ohana or Family.

## Rules and Regulations:

School-wide classroom expectations will be followed:

- 1) Have appropriate supplies in order to participate in classroom activities.
- 2) Be on time
- 3) Refrain from eating, drinking or gum chewing in class
- 4) Engage in appropriate classroom behavior that does not interfere with instruction and learning
- 5) Follow teacher instructions

Let's keep in mind: *RESPECT, RESPONSIBILITY, RELATIONSHIP, and RESILIENCY*

Students who choose not to adhere to the classroom expectations will be disciplined based on the school-wide behavior plan.

## Student Procedures, General Policies, and Instructions

### Procedure to enter classroom

- 1) Rinse out mouth/Wash hands before entering, especially if you were eating prior to class.
- 2) Set up your chair and stand
- 3) Get your instrument and supplies
- 4) When instructor steps onto podium, class has begun (students stand)
- 5) Remain attentive and cooperative



### Procedure to leave classroom

- 1) Wait to be excused by the instructor.
- 2) Put instrument and supplies away
- 3) Put stands away
- 4) Students in the last class of the day will need to put chairs away; or if there is a rehearsal, then please put chairs away at the end of rehearsal.
- 5) Leave the music building only after the school bell rings.

### Procedure to hand in materials/assignments

- 1) Please follow directions of the instructors on turning in forms or assignments.
- 2) Please observe due dates.
- 3) Students are expected to give permission forms or any other informational flyer to their parent/guardian on the day it is distributed. Permission forms are due minimum 5 business days after it is passed out to the students.
- 4) In cases of mandatory activities, students who choose to turn in permission forms on time will not be assessed a deduction of points.
- 5) In cases of non-mandatory activities, such as social activities, trips or banquets, only students who choose to turn in their permission forms by the due date will be allowed to participate.

### Required Daily Supplies (Instrument supply list is available separately):

- 1) Pens, pencils, and folder paper.
- 2) 3-prong portfolio for "Music Need to Know Folder"
- 3) Plastic clear envelope (10" X 12")
- 4) 3-ring 1" black binder; 6 or more plastic sheets with extended holes for sheet music

### Rehearsals (see also "Course Content and Grading Policy" for more detailed information)

- 1) All rehearsals and performances are mandatory.
- 2) Points given are in place of increased practice sheet time.
- 3) Absences and tardies from rehearsals will result in less or no points given, which will increase practice sheet time. Students who miss numerous rehearsals may be assigned an alternate assignment rather than performing in the concert.
- 4) Any absences and tardies that result from prior commitments will be excused, *IF* the student brings in an excuse note written by parent or guardian *PRIOR* to rehearsal. Full points will be given in this case. Notes may be brought in the day the student returns to school after the rehearsal only in cases of emergencies or absences.
- 5) Absences and tardies from rehearsals marked as "MANDATORY" will result in fewer or no points given.

### Activities outside of school hours (includes performances):

- 1) Students must sign in. Some activities may require parents/guardians to sign in the students. Please refer to the itinerary of the activity.
- 2) Please be respectful to all chaperones and adults present.
- 3) All school rules apply including chapter 19 and the restriction of contraband items. The school, music program, boosters or any affiliated organizations will not be held responsible for any personal items.
- 4) At the conclusion of the activity, parents/guardians must sign students out on "sign-out" sheet.

### Performances (see also "Course Content and Grading Policy" for more detailed information)

- 1) Performances are considered special projects and are MANDATORY.
- 2) Students who have any conflicts with performance dates must notify the directors with a parent/guardian note prior to the performance.
- 3) An alternate project that is approved by the teacher will be assigned in cases of excused absences.

*Student Procedures, General Policies, and Instructions con't*

## Optional Activities (including off-island trips)

- 1) All students are welcomed to participate in any optional activity.
- 2) Participants must maintain a GPA of 2.0 and have received grades D and above only.
- 3) Participants must be free of In-School or Out-of-School suspension.
- 4) Participants must be cleared of an A or B offense as stated in DOE's Chapter 19.
- 5) Participants must be in good standing for music class grade and behavior.

ADDITIONAL NOTES ABOUT PERFORMANCE AND OTHER EXCURSIONS:

All school rules will be in effect for all excursions and performances, including chapter 19 and the restriction of contraband items. We do not recommend bringing large sums of money or contraband items. Kaimuki Middle School, KMS Music Program, the KMS Music Boosters, or any affiliated groups will not be held responsible for any personal items.

## Instrument care (see also "Course Content and Grading Policy")

- 1) Students who use the instruments belonging to the KMS Music Program are asked to pay a user fee of \$25.00. This fee is used to help cover the cost of basic maintenance of the instrument.
- 2) Instrument/Textbook Loan Contracts will be distributed separately from the handbook.
- 3) Students will be held monetarily responsible for:
  - a) The replacement of any lost or stolen instruments, and/or case, music and books.
  - b) The repair and/or replacement for any type of abuse or carelessness to the music books, instrument and/or case, other than normal wear and tear.
- 4) All students must follow these instrument care guidelines:
  - Eating or chewing gum while you are playing your instrument is not allowed.
  - **RINSE** your mouth and wash your hands if you have just chewed gum, eaten or drank something **BEFORE** you play your instrument.
  - Always ask the instructor for help. Never try to fix anything on your own. This applies to both student and parents.
  - Leaving personal items in the instrument locker is not permitted. Lockers are for instruments only.
  - Keep lockers locked whenever closed. Replacing missing locks will be the responsibility of the assigned students of that locker.
  - Be sure the instrument is secure in the case when you put it away. Be cautious of anything in the case that could move around and damage the instrument.
  - Leaving personal items (mouthpiece, reeds, swabs, etc.) in your cases is not permitted, even if there is space for those items.
  - Take care of the instrument case! Do not abuse the case (i.e. sitting, kicking, throwing, etc.), it is costly.
  - Never leave your instrument unattended! **DO NOT** let anyone hold or play your assigned instrument. You will be held responsible if stolen, or for any type of abuse or carelessness to the instrument and/or case, music, and books.
  - Always open your instrument case on the floor; not on a chair or on your lap.
  - Whenever you handle the instrument, be careful of how you hold it and put it together. **DO NOT** try to balance the instrument on the floor or music stand.

For each family of instruments there are these additional guidelines to follow:

## Strings:

- Please loosen you bow before putting it away.
- With a lint-free cloth, please wipe off any excess rosin on the string or body of the instrument.
- Use your bows appropriately at all times.

## Woodwinds:

- You must have a minimum of 2 playable reeds with you everyday! (Except for flutes).
- Always keep the cork(s) on the instrument lubricated with cork grease.
- Always keep your instrument and case clean. Swab the inside of your instrument **BEFORE** you put it back in the case. Wipe the outside with a soft, clean, lint-free cloth before you put the instruments away. Make sure dust/lint does not collect in the case.

*Student Procedures, General Policies, and Instructions con't***Brasswinds:**

- You must have an empty butter tub (or something similar) to use for a spit container. This is where you empty the spit from your instrument, NOT on the floor! This is for the safety of everyone.
- **DO NOT** grab fragile tubes, slide, and valves. Avoid bumping the instrument into anything. Never hit or force (jam) your mouthpiece into the instrument. If your mouthpiece gets stuck due to your carelessness, you will be assessed for the repair of the instrument and also the cost for the removal of the mouthpiece.
- If any slides or valves are frozen (stuck). **DO NOT** force it! Ask you teacher for help. This also applies to loose cork or anything that looks broken.
- Always keep you slides greased and valves oiled with the proper lubricants. If you do not take care of the slides and valves, you will be held responsible for any damages.
- Empty all “water” from the instrument. Check all slides! Never leave any spit in the instrument.

**Percussion:**

- Special care must be given to your sticks and mallets. The condition of these directly affect the playing capacity on the percussion instruments. **DO NOT** play your sticks on the ground, table, chairs, walls, etc. **DO NOT** fool around with any of the sticks (e.g. twirling sticks in the air, poking or hitting people, etc.)
- Be sure that the drums are secure on the drum stand at all times. Never pass between the percussion instruments, and advise others to go around the percussion instruments. The drums are easy to knock down while passing between them. It is costly to repair percussion instruments.
- Never lean on any of the percussion instruments. **DO NOT** put any music, folders, books or other objects on the instruments.
- **DO NOT** abuse the instruments. Although the sounds produced on the instruments are through striking or friction, abuse and over playing (hitting too hard) may cause damage. DO NOT pound on the drum heads, run the mallets over the keys, or any such abusive actions.
- **DO NOT** strike the bottom (snare) head of the snare drum.
- Avoid bumping or dropping any of the instruments. The instruments are delicate and can be severely damaged without proper caution and care.
- Keep all drum heads, key (on the mallet instruments), cymbals, etc. clean at all times. These instruments should be wiped with a clean, lint-free cloth after use.
- **DO NOT** leave any sticks, mallets, books, music or any percussion instrument lying around. Always put everything back in its proper place after each use.
- Never let anyone touch or play any of the percussion instruments or equipment.
- All percussion players are responsible for all percussion equipment and area. Any student abusing or losing any of the percussion equipment will be held responsible for the repair or replacement. Keep area clean and orderly.
- All percussion players will be held responsible to move, pack and load all percussion equipment needed for every concert performance.
- The percussion room is used to store percussion equipment and is not for personal uses. Only students who have permission may enter the percussion room.

**Turning in Instruments**

- 1) Instruments must be returned to proper locker, cabinet, rack, or shelf.
- 2) Ramps or walkways are meant for foot traffic, and not to store your instrument.
- 3) Keep hallways clear of any instruments.
- 4) Instruments returned at the end of the school year must be cleaned. Please follow instructor's directions.

**Off Limit Areas**

Students are not permitted in these areas without permission from teachers.

- 1) Instructors' Office
- 2) Band/Orchestra Library
- 3) Storage/Repair/Wardrobe/Percussion rooms
- 4) Podium



## Uniform Policy

In the proud tradition of Kaimuki Middle School, our music groups will be performing at our feeder elementary schools, at our shopping malls, at the Parade of Bands/Orchestras, at the Kaimuki High School Auditorium for our Winter and Aloha Concerts, and jointly with other school music groups. To prepare for these events, we ask that our students wear the **required uniform** as described below.

For most excursions that do not require the formal performance uniform, we ask that the students wear the KMS Music Department T-Shirt. On the back is the Music Department Logo, and the front left pocket is the KMS School logo. These shirts will also be the performance uniform for the Beginning Band and Beginning Strings. The shirts are \$7.00

### **Beginning Band and Strings Formal Concert Performance Uniform:**

**KMS MUSIC Department T-Shirt** - \$7.00

This is a T-shirt with the Music Department logo on the back.

**Black Pants** - provide own

Long pants must be COMPLETELY black. No stripes, no visible stitches. Jeans are okay if they meet the requirements and are not faded.

**Covered Shoes w/ socks**- provide own

Any shoes that are covered are acceptable (recommend sneakers or athletic shoes)

### **Concert Band/Advanced Strings Formal Concert Performance Uniform:**

**Blue Uniform Shirt** - \$25.00

**Black Dress Slacks** - provide own

Pants must be COMPLETELY black. No stripes, no visible stitches. No jeans or corduroy.

**Black Shoes w/ socks** - provide own

These shoes must be completely black, including the soles. Dress shoes or athletic shoes are acceptable, provided there are no other visible colors. No slippers or sandals.

## Course Content and Grading Policy

During the school year, the students will cover the following areas listed below. Proper sequential development is important, and practice and study must be done regularly to maintain proper growth. A positive attitude and good behavior is important for the "team."

Areas to be covered: Physical area of playing an instrument such as breathing/bowing techniques, embouchure/bow holds, fingering, sound production; basic music theory and ear training including note reading, rhythm, intonation; music interpretation such as phrasing, exposure to various music literature of different composers and periods; instrument care; learning to work as a team; and community service.

Each term, grading will be dependent upon various written and performance requirements. Grading will work on a percentage system as shown below.

A	=	90 - 100%
B	=	80 - 89%
C	=	70 - 79%
D	=	60 - 69%
F	=	59% and below

Grading areas include:

- 1) Daily class participation:
  - Music theory/class assignments
  - Written and/or playing exams
- 2) Instrument and supply inspection
- 3) Weekly Practice sheets\*
- 4) Sectionals and full band/orchestra rehearsals\*\*
- 5) Concert performances\*\*\*

*Course Content and Grading Policy con't...*

Music theory/class assignments are worth various points depending on the assignments.

Written and/or playing exams are worth 3 points per test. Playing exams are performed in front of the class to promote performance skills.

Instrument and supply inspection will be held periodically as time permits. Students must follow the instrument care rules. Consequences will be based on the school-wide behavior plan.

- \* Weekly practice sheets: A minimum of one hour and thirty minutes of individual practice is required weekly. Additional practice sheet time may be assigned if band/orchestra rehearsals are missed. The practice sheet must be signed by a parent/guardian weekly, and turned in on the following first two days that the student is present of each week. No credit will be given for late or unsigned practice sheets, or if the practice time is less than the required one hour and thirty minutes. Students may use the KMS Music Department Practice sheet form, or may create their own practice sheet. The practice sheet must have the date and time (starting and ending times), a grand total of time accumulated during the week, and a parent/guardian signature to confirm the practice sessions. Students may be given additional points for extra time accumulated on practice sheets.

1 ½ Hour Practice Sheet time = 1 point (required)

3 Hours Practice Sheet time = 2 points

4 ½ Hours or more Practice Sheet time = a maximum of 3 points

- \*\* Sectionals and full band/orchestra rehearsals are mandatory and are excused only with a parent/guardian signed note. Only valid excuses will be accepted (e.g. Doctor's appointment, illness, family emergency, etc.). All excuse notes are due prior to the rehearsals (in advance or on the same day of the rehearsal). Only excuse notes due to illness or emergency will be accepted on the day your child returns to school. LATE EXCUSE NOTES OR INVALID EXCUSES WILL NOT BE COUNTED AS EXCUSED. Students who are tardy must bring a note with a teacher or parent/guardian signature. Only valid excuses will be accepted (e.g. Extra help, conference, etc.) Excused tardy notes must include arrival and departure times when students are getting extra help in other classes. Students are expected to work off demerits on non-rehearsal days. Students will be held responsible to complete extra practice sheet time per missed rehearsal on his/her practice sheet for any unexcused absences or tardies. Although all rehearsals are considered to be mandatory, the rehearsals that are scheduled close to the concert performances will be marked "MANDATORY" on the rehearsal calendar. Any students (including students with a valid excuse note) who are absent on, or tardy to, any of the "Mandatory" marked rehearsals must complete extra practice sheet time per missed rehearsal. Please remember that the music classes are divided into various periods and it is only through rehearsals scheduled outside of class time that we can meet as a full group. Without having rehearsals, it would be impossible for the students to put together quality performances. Any student who misses too many rehearsals or is continuously disruptive/disrespectful will not be allowed to play in the concert performance(s) and will be held responsible to complete an alternate project. The points that the students gain through attending the rehearsals are extra credit points, which are applied to their practice sheet time. This minimizes the required practice sheet time to only one hour and thirty minutes per week. Instead of requiring 7 hours of individual practice time, the students gain points through the rehearsals and benefit from playing and working together. A monthly rehearsal schedule will be given to the students ahead of time. The rehearsal schedule is always posted on our bulletin board. Please be sure to check with your child for the rehearsal and concert dates and time.

Rehearsals are 1 point each.

- \*\*\* Concert Performances are MANDATORY. Notices will be sent to you prior to the concerts. If there is a previous engagement that conflicts with the concert performance, the student must submit a valid parent/guardian note as soon as the concert date is known. All students with absences, including illness, will be required to complete an alternate project that is approved by the teacher.

Parade of Bands/Orchestra Concert = 4 points

Winter and Aloha Concerts = 6 points

All other Concerts = 3 points

## Performing Groups

### Beginning Strings:

This group consists of students enrolled in the Beginning Orchestra Class. Students in this class will have a few rehearsals based upon the rehearsal schedule to be passed out later. Performances include: Winter Concert, Spring Concert, Parade of Orchestras, and Aloha Concert.

### Beginning Band:

This group consists of students enrolled in the Beginning Band Class. Students in this class will have a few rehearsals based upon the rehearsal schedule to be passed out later. A Beginning Band Rehearsal Attendance Policy will be passed out with the rehearsal schedule. Performances include: Winter Concert, Parade of Bands, and Aloha Concert.

### Advanced Strings:

This group consists of students enrolled in the Intermediate Orchestra Class. Performances include: Winter Concert, Feeder School Concerts, Spring Concert, Kahala Mall Concert, Parade of Orchestras, and Aloha Concert. These students also make up the string section of the Concert Orchestra.

### Concert Orchestra:

This group consists of students in the Advanced Strings and a select group from the Advanced Concert Band. Performances include: Winter Concert, Feeder School Concerts, Kahala Mall Concert, Parade of Orchestras, and Aloha Concert.

### Intermediate Concert Band:

This group consists of students enrolled in the Intermediate Band Class. Students will audition at the beginning of each semester to determine if they will participate with this group or the Advanced Concert Band. Performances include: Winter Concert, Spring Concert, Parade of Bands, and Aloha Concert.

### Advanced Concert Band:

This group consists of students enrolled in the Intermediate Band Class. Students will audition at the beginning of each semester to determine if they will participate with this group or the Intermediate Concert Band. Performances include: Winter Concert, Feeder School Concerts, Spring Concert, Ala Moana Concert, Parade of Bands, and Aloha Concert. Selected students from this group will also make up the Wind and Percussion section of the Concert Orchestra.

## Student Officers, Community Service, and Other Opportunities

### Student Officers

Students in the eighth grade who are in the Intermediate Band or Intermediate Orchestra classes may be selected to be an "officer." Positions available are: Librarians and Equipment Managers. Librarians organize, sort, and copy music that is contained in the music libraries. Equipment Managers are responsible for the maintenance, organization, and preparation for the transportation of instruments and equipment in the music room. Both positions are responsible for maintaining the cleanliness of the music building. Student Officers will automatically be placed into the Kaimuki Middle School Tri-M Honor Society.

### Tri-M

The Tri-M Music Honor Society is an international music honor society for middle/junior high and high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. The Kaimuki Middle School Tri-M Honor Society is one of over 4500 chartered chapters throughout the world.

The Kaimuki Middle School Tri-M Honor Society will help plan various Music Department events, community service projects and create the Memory Book and Memory Video.

## Kaimuki Middle School Music Department Uniform Order/Instrument User Fee

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Period: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Group (circle one): *Beginning Band/Strings*      *Concert Band*      *Advanced Strings*

**BEGINNING BAND/STRING STUDENTS** (optional for Concert Band and Advanced Strings):

Music Department T-Shirt w/ Logo on back (Adult sizes only):

Small:	(qty) _____	X	\$7.00 =	\$ _____
Medium:	(qty) _____	X	\$7.00 =	\$ _____
Large:	(qty) _____	X	\$7.00 =	\$ _____
X-Large:	(qty) _____	X	\$7.00 =	\$ _____
Other:	_____ (qty) _____	X	\$9.00 =	\$ _____
Total =			\$	_____

**ADVANCED STRINGS and CONCERT BAND STUDENTS:**

Blue Uniform Shirt

*Office use only! Do NOT fill in*

Shirt Size: \_\_\_\_\_

Total = \$ 25.00

\*students will be sized in class.

**Instrument user fee\*: \$ 25.00**

(Make checks payable to: **Kaimuki Middle School**) Grand Total: \$ \_\_\_\_\_

*\*If the student owns their own instrument and will not be using a school instrument, the user fee will be waived.*

**BRING THE ABOVE ORDER FORM TO THE MUSIC DEPARTMENT OPEN HOUSE**  
**BEGINNING BAND AND BEGINNING STRINGS: WEDNESDAY, AUGUST 20, 2008**  
**CONCERT BAND AND ADVANCED STRINGS: THURSDAY, AUGUST 14, 2008**  
**6:30 PM, both nights at the Kaimuki Middle School Library**

-----*(cut and return bottom portion to instructor by August 4, 2008)*-----

I have reviewed the Kaimuki Middle School Music Department Handbook with my child.

\_\_\_\_\_  
Student Name (print)

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Period