

WELCOME

Participants, Families and Friends,

Welcome to the Kamiakin High School Instrumental Music Department! Let me take this opportunity to share my wishes and plans for a high quality, educational, positive, and most of all, fun year of music making.

Involvement in an active, successful instrumental music program can seem overwhelming at first. The information contained here should provide a better understanding of the time, effort, responsibilities, and materials, necessary. I am looking forward to working with you and your student(s) in this great music experience! Please use this handbook as a reference. Feel free to email me with any questions or concerns.

Sincerely,

Keith Russell, Director of Instrumental Music
Kamiakin High School
Phone: 222-7000 (leave a message with the secretary)
Email: keith.russell@ksd.org (usually the best response time)

General Department Philosophy:

The Kamiakin High School (KaHS) Instrumental Music Program provides a balanced instrumental music experience with a strong tradition of excellence. Our program allows students to develop both individual and group skills. Students will have opportunities develop skills that increase ability to; express individuality, demonstrate creativity in a positive way, problem solve, develop an aesthetic sense of the world around, make goal oriented decisions, and see the results of a positive work ethic.

Private Lessons:

While not required for membership in any of KaHS instrumental music ensembles, it is evident that the best players in each section usually have one thing in common - **they take private lessons**. There isn't a better investment dollar for dollar in music than a good private teacher. Suggestions for suitable private instrument teachers in the area are available from the Instrumental Music Director or local music stores.

CONTACT INFORMATION

Mr. Keith Russell
Room 173 (Instrumental Music Room)
Room 178 (Office)
keith.russell@ksd.org; (509) 222-7000

Office Hours:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:37-10:42 am (Period 3)	9:37-10:42 am (Period 3)	9:37-10:42 am (Period 3)	9:37-10:42 am (Period 3)	9:37-10:42 am (Period 3)
10:42-11:20 pm (Lunch)	10:42-12:20 pm (Lunch)	10:42-11:20 pm (Lunch)	10:42-11:20 pm (Lunch)	10:42-11:20 pm (Lunch)
	3:00 -5:00 pm By appointment		3:00 -5:00 pm By Appointment	

Students can access their instruments by coming to the music room IMMEDIATELY following school and using the cafeteria hall entrance

CLASS MATERIALS

Students will need the following materials/supplies for rehearsal and/or performance:

1. A Performance Uniform is used for each Concert Ensemble and will be checked out to each performer.
2. Materials needed for Rehearsals
 - Pencil
 - Performance Music/Folder
 - Planner (recommended)
 - Paper (both notebook and music staff paper in music folder)
 - Access to Mp3 recorder/player, mobile device, OR access to a computer with recording capabilities to submit individual performances for evaluation.
 - String Players Only:
 - Personal instrument (Some instruments available for rental - See Director)
 - Rock Stop (Cellos/Basses): No holes in the floor Please!
 - Approved Shoulder Rest (Violins and Violas)
 - Wind Players Only:
 - Personal instrument (Some instruments are available for rental - See Director)
 - Mouthpieces, Reeds and other accessories
 - Mutes (Straight for Concert groups; Plunger and Harmon recommended for Jazz groups)
 - Percussionists Only:
 - Stick Bag (available for check-out from director)
 - Sticks/Mallets (as selected by Director/Advisor)
 - Practice pad and Drum key

INSTRUMENTS, SHEET MUSIC, and STORAGE

Instrument Rental:

Every effort will be made to make school owned instruments available for those who play percussion instruments or large/unusual string or wind instruments. Rental fees are \$20.00 per semester. This fee is submitted to the Financial Secretary in the KaHS office. A [KSD Rental Agreement](#) must be completed, signed, and returned with a payment receipt to the Director before a school instrument can be checked-out. Instrument rental fees will be assessed if:

- The instrument will be used as a convenience.
- The instrument will be used as a secondary instrument and is not required for performance.
- The instrument would normally be rented or purchased from a local dealer if school instruments were not available.

Instrumental rental fees will be waived if:

- The student has been asked to play an instrument other than his/her personal instrument.
- The student or family has financial difficulties and/or qualifies for the district “Free and Reduced” plan.

Instrument Maintenance:

Be sure to ask the director, private teacher or repairman about routine maintenance, mouthpieces, ligatures, and lubrication. A very small amount of routine maintenance goes a long way to increase the value of most instruments along with increasing your enjoyment at the opportunity to make music. Students and parents are responsible to return school owned instruments in good playing condition at the end of each semester, school year, or upon dropping participation.

Storage Lockers and Locks:

Lockers and locks will be assigned for INSTRUMENT storage as desired. Locks are combination style locks with a master key. Students have access to and are encouraged to use the lockers and locks provided to properly secure and store their instruments while at school. Abuse, misuse or inappropriate use will result in loss of opportunity for secure storage of your instrument.

Music, Folders, and Storage Slots:

Music folders and Slots are provided for the protection and storage of our most valuable asset: our sheet music. Sheet music is our textbook and is often not replaceable without large expense. We make every effort to provide one original per stand. Please observe the following procedures in order to avoid fines related to lost or damaged music:

- Have your own music every day in class.
- Keep your music in its folder AND in the Storage slot for safe keeping.
- You may be charged for lost or damaged music.

PARTICIPATION COSTS

Curricular Ensembles:

STRING ENSEMBLE

PERFORMANCES:	<ul style="list-style-type: none">• 4 Concerts, 2 local festivals, 1-2 trips, additional school performances.• Solo and Ensemble Festival is HIGHLY encouraged
COSTS:	\$150.00 for scheduled co-curricular trips/festivals. Fund raising is available. Spring Trip travel in even years will involve additional travel costs. See current schedule.

SYMPHONIC BAND

PERFORMANCES:	<ul style="list-style-type: none">• 4 concerts, 4-5 Pep Band Events, 1-2 local festivals.• Solo and Ensemble Festival/Performance• Marching Band participation is encouraged.
COSTS:	\$10.00 for a concert uniform cleaning fee will be assessed unless the fee is waived. There will be no anticipated out-of-pocket expenses for local festivals and Clinics. All local festival fees and transportation are covered through district funds. Spring Trip travel in even years will involve additional travel costs. See current schedule.

WIND ENSEMBLE

PERFORMANCES:	<ul style="list-style-type: none">• 4-5 concerts, 1 trip, 1-2 local festivals, 5 Pep Band events• 1-2 co-curricular Festival Trips (Ex: University of Idaho Band Festival)• Solo and Ensemble Festival is HIGHLY encouraged.
COSTS:	\$75.00 - \$150.00 for co-curricular Festival Trips Spring Trip travel in even years will involve additional travel costs. See current schedule.

SOLO and ENSEMBLE

PERFORMANCES:	District Solo and Ensemble Festival
COSTS:	No anticipated out-of-pocket expenses. Participation costs have been included in curricular ensemble participation costs.

Co-Curricular Ensembles:

JAZZ BAND

PERFORMANCES:	<ul style="list-style-type: none">• 3 concerts• 2 festivals and/or trips, additional performances are possible.
COSTS:	\$200.00-\$350.00 anticipated out-of-pocket expenses related to Festival travel (Lionel Hampton Jazz Festival in February)

MARCHING BAND

PERFORMANCES:	<ul style="list-style-type: none">• 4-5 home football games, plus any post-season, home games• 3 festival/competitions. Season goes from early August to early November.
COSTS:	\$260.00 (Includes: Shoes, Gloves, T-Shirt, food, and travel costs) Please purchase the ASB Card option at registration. These funds provide an important supplement to our program.

SYMPHONY ORCHESTRA

PERFORMANCES:	<ul style="list-style-type: none">• 2-3 concerts• 2 trips/festivals, additional school performances possible.
COSTS:	\$75.00-\$150.00 for additional co-curricular festival travel. All local festival fees and transportation costs are covered through district funds.

ATTENDANCE EXPECTATIONS

Attendance at ALL rehearsals and performances is expected.

Parents, please assist students in fulfilling their commitment to our performance ensembles. Missing a concert, competition, or a festival defeats the educational process. We always try to exercise some understanding and flexibility with family emergencies or sudden illness.

A calendar (see [CHARMS](#)) of all events is available to help you plan. Any required **extra rehearsals and performances** not on the current schedule will be announced **no less than** two weeks ahead.

Concerts and Performances:

These are our “final exams;” they are our “Assessments” of Student Learning” in music. Please support the efforts of all concert participants. Please arrange your schedules so that you can remain in attendance for the complete concert as presented.

Tardies and Absences:

Late arrival to rehearsal, class or performance reduces participation points by 1/4. This would appear on the Power School as a C grade for the event.

Please be on time. Call-times have been established as the minimum time needed to prepare for an event. Absences will be treated as per school policy.

The following procedure will ensure that excused absences don't reflect negatively on the student's grade:

1. Notification to school attendance office for all Absences/Tardies during school hours.
2. Written notification to Director prior to absence from **evening** or **after-school** event. (Please use email OR the [Outside-School-Hours Excused Absence/Tardy Form](#))
3. Make-up of any missed assignments

CONCURRENT ENROLLMENT POLICY

At Kamiakin High School, instrumental music instruction centers on the development of Concert Bands and String Orchestra. In these groups, students have a daily opportunity to develop the skills of musical expression. We also provide the following ensemble experiences:

- Symphony Orchestra
- Marching Band
- Jazz Band

These additional, important co-curricular experiences expand the participants' knowledge, skills and experience. HOWEVER, participation in Symphony Orchestra, Marching, or Jazz Band experience should not be a substitute for daily participation in the instrumental curriculum.

Concurrent enrollment exceptions will be extended to students who have a strong desire to participate, who have documented academic scheduling conflicts, AND who meet the following criteria:

1. Student and Parent meet with the Music Director to discuss scheduling problems and possible options. This discussion will be based on a completed (all 4 years) copy of your CURRENT [KSD High School and Beyond Planning Document \(HSBP\)](#). Please bring a completed plan to the meeting. This meeting should take place BEFORE the date of the first rehearsal or, following auditions (if applicable)
2. Completion of the [Proactive Solutions to Participation Waiver worksheet](#).
3. Complete ONE of the following:
 - Take Private lessons on a regular basis during participation. Document private lesson participation/growth using the [Personal Growth Project Form](#) which is due at the end of each semester of participation.
 - Complete a weekly practice log based on a developed Practice List. The log should include: date practiced, duration of time practiced, and music worked on. The log should be completed using the Personal Growth Forms, CHARMS, or Smart Music. Either way, a regular student/director conference is suggested.
4. Complete ONE additional PRE-APPROVED Personal Growth Project as outlined in the KaHS Instrumental Music Handbook. The project is due at the end the Semester.

See Concurrent Enrollment Letter and Forms

PEP BAND PARTICIPATION

PEP Bands at Kamiakin High School

As a service to our school and community, The Kamiakin High School Instrumental Music Program provides Pep Bands for both “Home” Varsity Football Games and “Home” Boys/Girls Varsity Basketball Games. Due to the nature of the venues, Football Pep Band requires a large, quality group. Basketball Pep Band is a smaller, select volunteer group.

Football Pep Band performs 4 or 5 times in the fall season. In order to provide a large, quality performance ensemble, participation is an expectation in Symphonic Band, Wind Ensemble and Marching Band. However, Football Pep Band performances are service oriented in nature and we are very understanding of schedule and/or family conflicts this early in the year.

When there is a direct conflict of schedules or family interest AND the student will not be attending the football game, I will continue to excuse Football Pep Band performances. As always, this “excused” participation is based on communication from both the student and parent. As needed, use [email](#) or, complete and return the “[Excused Absence](#)” form that I use for all “outside-school-hours” music events.

Our high school band responsibility to provide an appropriate Pep Band at Home Football games has resulted in a need to incorporate this performance opportunity into our concert band curriculums. We use Football Pep Band as initial preparation for the concert season which begins late in October or early November. The current “KaHS Course of Study Handbook” states:

“...The band performs public concerts each semester plus other appearances. Extra rehearsals may be required. Membership in Marching Band and Pep Band is strongly recommended. Student participation in all rehearsals and performances is essential.”

The Pep Band experience should be fun. It’s a great opportunity to socialize, perform with the combined bands, and support our school and community.

As we approach concert season, it needs to be clear that the same level of flexibility is not available for the calendared concerts and local festivals. Participation in these concerts and local festivals are part of the academic and curricular expectations. Please refer to the [KaHS Instrumental Music Handbook](#)

Basketball Pep Band is a volunteer band that performs for 5 Home Boys’ Varsity Games and 5 Home Girls’ Varsity Games. Rehearsals begin the week before the first home game. Repertoire from the Football Pep Band is used plus additional tunes appropriate to the venue. Contact [Mr. Russell](#) if you are interested.

BEHAVIOR and DISCIPLINE

General Guidelines:

Students are expected to follow the standards of student conduct as set forth in the KaHS Student Handbook at all music events both during and after school hours. In addition, musicians are expected to:

- ✓ Be ready to **Play/Start** on time.
- ✓ Come to class prepared and ready to rehearse.
- ✓ Participate with focus towards making improvement at all times.
- ✓ Do not bring gum, candy, food, and drinks other than water into the rehearsal area.
- ✓ Demonstrate care and respect for self, others, and equipment.

Electronic Devices (Cell Phones, iPods, Mp3 players, etc.):

School policy and common courtesy to the learning environment prohibit the use of electronic devices during rehearsal time AND during performances. HOWEVER, during certain class activities, they will be allowed and even encouraged. These rare occasions will be clearly announced. At all other times, electronic devices should be turned off AND put away.

Cell phones, laptop, hand held games, or other electronic device use during a performance are is NOT appropriate. Cameras without flash are permitted.

Discipline Policy and Procedures:

The class/rehearsal environment should be free from violence, harassment and disruption. Unacceptable behavior based on the code of student conduct outlined in the KaHS Student Handbook, will be dealt with in the following way:

Minor offenses: Progressive discipline steps that include:

1. Verbal and/or written reminder and/or warning
2. Student/Teacher discussion/Detention
3. Parent/Guardian notification
4. KaHS Progressive Discipline steps (See Student Handbook)

Major offenses or repeated offenses not resolved through previous steps: Referral to Administration.

GRADING

Instrumental Music Courses are semester-long courses which earn .5 Fine Arts Credit each. In addition to rehearsal and concert participation, students will be assigned activities that promote academic, leadership, and personal musical skill development. **Semester** letter grades earned are based on the following standard scale:

A	100% to 93%
A-	92% to 90%
B+	89% to 87%
B	86% to 83%
B-	82% to 80%

C+	79% to 77%
C	76% to 73%
C-	72% to 70%
D+	69% to 67%
D	66% to 63%

D-	62% to 60%
F	59% below

Quarter grade reports will reflect ONLY student's progress towards the over-all **Semester** grade and will be marked as "S" or "U".

The final Semester grade will be calculated using the following **weighted** categories:

- Rehearsal participation points (35%)
- Performance participation points (35%)
- Tests/Quizzes/Class Assignments including a semester written/playing final (10%)
- 2 Personal Growth Projects per semester, 1 per quarter (16%).
- Personal Effort points (4%)

Quarter grades are **NOT** averaged to calculate the semester grade. PLEASE use the [PowerSchool](#) parent portal to assess student progress. Remember to click on the blue colored links to see specific assignment details.

Assignment due dates are given to assist students in budgeting their time. However, ALL assignments will be accepted without grade penalty UNTIL the LAST regular class day of the SEMESTER.

PERSONAL GROWTH PROJECTS

Commonly referred to as PGP's, the personal growth project portion of the student's grade serves two purposes. First, the personal growth project promotes individual musical growth. Secondly, it is an opportunity to reward students for musical and/or leadership development above and beyond the curricular requirements.

Projects are STUDENT generated with support from the Director. Successful completion of each project includes:

1. Director's approval
2. Written work satisfies the standards set for "Writing Across The Curriculum" and must be:
 - a. Original in word use and organization
 - b. 2 pages (at least) for observation/listening/evaluation projects
 - c. 4 pages (at least) plus a "Works cited" page for research projects
 - d. Current term work completed in other classes, which also meets PGP requirements, may be used.
3. Documentation of a minimum of 4 hours of time/effort for each project
4. Self-Evaluation which includes a statement regarding growth or accomplishment.
5. Submission of all documentation and work NO LATER THAN the last day of the semester.
6. PROCESS FOR FULL CREDIT
 - a. Choose Project
 - b. Plan: Get approval from Director
 - c. Complete: Start and complete the approved project
 - d. Report: submit the Verification Sheet and any accompanying documentation.

TRIPS

Trips are scheduled as a regular part of our instrumental co-curricular activities. It is the philosophy of the Kennewick School District, KaHS Administration, Instrumental Music Department, and Booster organizations that trips should provide a solid educational activity without undue financial burdens on families. The district, school and booster organizations are committed to provide these opportunities regardless of ability to pay. Please contact me (Music Director) privately if a financial problem arises.

Trip participants are expected to abide by all guidelines set forth in the Student Handbook under the *Kennewick School District Code of Student Conduct Policy* and the *Kamiakin High School Code of Student Conduct Rules*.

Trip participants are expected to complete any class make-up work PREVIOUS to missing class. Special arrangements can be made with individual teachers; however, it is the STUDENT who is responsible to contact the teacher PREVIOUS to departure. Teachers are only required to give make-up work to students on co-curricular activities who have made PREVIOUS arrangements. Trip release forms for collecting make-up work information will be available from the director. Please use them. Additional travel guidelines for trips are as follows:

1. Students pay hotel/motel costs **based on quad occupancy**. Any additional costs not claimed will be divided up between roommates (i.e. phone calls from room).
2. Outside visitors are not allowed in or around the hotel. Any exceptions **MUST** be cleared prior to the event.
3. Pay phones are usually cheaper and available in the lobby.
4. *Curfew* will be established based on local ordinances and performance schedules. And is defined as: Inside the hotel proper or inside an appropriate motel room.
5. *Lights out* means all students are within their assigned rooms with doors closed. Students are to remain in their assigned rooms for the duration of the night until Breakfast. **NO EXCEPTIONS**. The *Lights out* time will be established based on performance or event scheduling.
6. Mixed company within a hotel/motel room will be acceptable when **ALL** of the following conditions are met:
 - The assigned chaperone is made aware of the situation.
 - The assigned chaperone is willing and able to supervise.
 - Under no circumstances shall the mixed company continue past *Lights out*.
 - Under **NO** circumstance shall the mixed company consist of less than three individuals.
 - All students are expected to be respectful of the chaperones' direction without argument or insubordination.

Problems will be dealt with on an individual basis and may include restriction of activities during event, personal chaperone assignment, loss of participation privilege, and/or any other appropriate consequence. **Disregard for the established rules** may also require school discipline.

ITINERARIES

Itineraries will be provided to students at least one week before each trip and provide IMPORTANT specific trip information and costs. Linked copies will be available for parents through the CHARMS Calendar system. If you need an itinerary, PLEASE email Mr. Russell at keith.russell@ksd.org

PERMISSION FORM

One Kennewick School District “[Student Emergency Information](#)” form will be used for ALL trips during the school season. This form must be on file with the music director in order to participate. In addition, any requests for alternate itinerary plans must be approved by director and include written permission from parent/guardian. In addition to the hyper link above, this form is located in the Files/Handouts Section of the CHARMS Student/Parent/Member Portal.

UNIFORMS

Each performance group requires the use of a uniform or concert attire. Marching band uniforms, Ladies concert attire and tuxedos are available for checkout and must be returned professionally cleaned as noted below. Or, you may choose to pay the cleaning fee of \$10.00. Uniforms are as follows:

- Jazz Band: To be determined
- Symphonic Band: Concert black
- Wind Ensemble: Concert black
- Marching Band: Marching Uniform will be Issued
- String Orchestra: Concert black
- Symphony Orchestra: Concert Black

Concert Black

For Men:

1. A Black Tux will be issued to you. This includes coat, pants, bow tie and cummerbund.
2. You provide the following:
 - White dress/tux shirt
 - Black socks
 - Black Dress Style Shoes (MTX Marching shoes work great)
3. All items stated above must be properly worn at all performances.
4. Jewelry visible by the audience is not to be worn at any performance.

For Ladies:

1. A Concert black outfit will be checked out to you.
2. You provide the following:
 - Black or Nude nylons
 - Black, open or closed-toe, dressy shoes. (No flip flops, casual sandals, etc.)
3. Please refrain from wearing perfume - It can cause breathing issues with other performers.
4. Jewelry visible to audience is not to be worn at any performance.

Additional Marching Band Uniform Requirements

Winds and Percussion need to Provide:

- Black Socks
- Black MTX Marching Shoes
- Black Gloves
- Approved T-Shirt
- Modest shorts (for changing on buses)

Color Guard Members will provide:

- Jazz Shoe
- Appropriate undergarments (see advisor)
- Make-up

Please review the [General Uniform Care Guidelines and Replacement Cost](#) information section.

IMB of KaHS
THE INSTRUMENTAL MUSIC BOOSTERS of KAMIKAIN HIGH SCHOOL

The IMB of KaHS is the support group of parents and families dedicated to the support of our Instrumental Music Program. The booster organization works to generate funds in a variety of ways, including fundraisers, sponsors, donations and grants. Service activities a variety of positions are available. We encourage parents and family to get involved. It's a great cause.

Three general meetings will be held each year in conjunction with our regularly scheduled concerts. Monthly Executive Board meetings are also open to the general membership. Dates and Times are published in the CHARMS calendar. We encourage ALL participant families to attend.

Since the students will have the opportunity to travel for musical competition, festival and clinician trips that are considered co-curricular. These experiences are extensions of the curricular class and are not covered by school/district funds. Therefore, they have a cost associated with them...bus fees, hotels, activities, etc. Each student is assessed travel fees for each of these co-curricular trips on which they participate.

The IMB of KaHS provides several fundraisers during the school year which help reduce these costs. When students and parent/guardians participate in the fundraising activities, they receive credit which directly reduces the individual student costs in proportion to the amount of time worked. All accounting and reporting occurs through the CHARMS financial and calendaring system.

In addition, IMB KaHS encourages students and families to volunteer their time for the benefit of the whole group. If you are willing, we have a job that needs to be done. Contact our Booster President or other officer through the CHARMS system See link:

<https://www.charmsoffice.com/charms/parents.asp>

Enter the School Code: kahsim

Choose: Email Staff

ASB ACCOUNT and FINANCIAL ASSISTANCE

ASB Instrumental Music Account:

The Associated Student Body (ASB) here at Kamiakin High School provides both financial support AND a financial account for our Instrumental music program. We encourage students to participate in the ASB card program. Part of the monies generated by purchasing this card go directly to benefit our program. The ASB account is strictly regulated. Through it, we collect funds and pay for APPROVED activities, travel, instruction, and equipment expenses. Please do not give checks or cash to the Director.

ALL payments go directly to the ASB Office.

Financial Assistance:

Kamiakin High School and IMB of KaHS continue to be committed to make participation possible regardless of ability to pay. Any family that needs assistance due to income problems, multiple children in the program, and/or other issues PLEASE speak to the Director in person. We look forward to making participation in this wonderful program available to everyone! To set up an appointment, please email: keith.russell@ksd.org

NAME: _____ ENSEMBLE: _____

KaHS Instrumental Music Handbook/Disclosure Assignment

Using the KaHS Instrumental Music and CHARMS office assistance web sites (URLs below), complete the following questions with your parent's help. Return completed WITH the signature form for full credit.

<http://kamiakin.ksd.org/School/Departments/Band>

www.charmsoffice.com

1. Start on the KaHS Instrumental Music Page. Access the CHARMS instructions page. Access the CHARMS site by following the indicated **www.charmsoffice.com/** link.
2. Bookmark the CHARMS welcome Page
3. Login as a Parents/Students/Members using the login information below:
 - School Code: khsim
 - Password: *your KSD student ID number*
4. Update Student profile and add Parent/Guardian information NO LATER than FRIDAY, September 14th. Please INCLUDE email addresses, cell phone numbers for texting. OR indicate HERE how you would like to be contacted.
5. Access the CHARMS **Calendar** icon.
6. List ONE music Performance specific to YOUR ensemble that occurs this Semester.
7. Where do you find the information on Syncing the CHARMS calendar to your mobile device?
8. Describe the calendar icon that indicates a Volunteer opportunity.
9. Identify ONE volunteer event that might be of interest to your parent.
10. What is the CHARMS "Recording Studio?"
11. Find the CHARMS Financial icon. What is the summary status of your account? How much credit towards fees in Band and Orchestra have you earned so far? OR, how much do you owe SO FAR for participation in Bands and Orchestra this year?

Using the KaHS Instrumental Music Web page HANDBOOK and Other Documents section, please answer the questions on the following page:

1. What is the best way for parents to contact Mr. Russell (usually the best response time)?
2. Will the Instrumental Music Room be accessible after 2:30 pm on Mondays?
3. List FIVE things (Class Materials) you will need in class each day?

4. What is the estimated cost to participate in your Ensemble this year?
5. Is it ok to leave early after you perform your portion of the concert program?
6. How do you get excused if you miss a performance or rehearsal?
7. When is gum, candy, food, and drinks other than water allowed in the rehearsal area?
8. Will you ever be allowed to use an electronic device during class time?
9. List the FIVE grading categories that Mr. Russell uses AND their corresponding percentages.

10. Will you receive a letter grade on progress report cards for Quarters 1 and 3?
11. Does Mr. Russell accept late work? Until when?
12. What is a Personal Growth Project (PGP)?
13. How many PGPs do you have to complete each semester?
14. How many hours of effort/work do each project require?
15. List ONE possible activity from the “PGP Suggestions”
16. Where do you get the forms to Document your plan and report a PGP project?
17. List the uniform items that you will need to provide.
18. Where will you find an upcoming trip’s itinerary?
19. Where can you find the KSD “Student Emergency Information” form?
20. What do you do if you/your family can’t afford the travel expenses for a trip?
21. Where do you pay for expenses, trips, etc?

KaHS Instrumental Music Handbook/Disclosure
STATEMENT OF UNDERSTANDING
School year: 2018-19

STUDENT NAME: _____
(Please print)

ENSEMBLE (circle all that apply):

Jazz Ensemble Symphonic Band String Ensemble Wind Ensemble
Symphony Orchestra Marching Band

1. We, parent/guardian and student, have read/reviewed and discussed (if needed) the sections of the KaHS Instrumental Music Handbook located at:
<http://kamiakin.ksd.org/School/Departments/Band/Class-Materials-Costs>
2. We have also logged in, updated our family contact information AND reviewed the Calendar information in CHARMS. See <https://www.charmsoffice.com/>
3. We understand the attendance, grading and behavior expectations. We will get further clarification on any portion we do not understand. We also accept financial responsibility for any lost or damaged uniforms, music and equipment that have been assigned to us for our use.

PARENT/GUARDIAN: _____ DATE: _____
(Signed)

STUDENT: _____ DATE: _____
(Signed)