



# KAIMUKI MIDDLE SCHOOL MUSIC DEPARTMENT HANDBOOK



## General Information

### Directors:

Susan Ochi-Onishi –	Beginning Band, Concert Band
Robert Hayakawa –	Beginning Band, Concert Band, Intermediate Ukulele
Kendal Ledesma –	Chorus, Beginning Ukulele
Derek Fujio –	Beginning Strings, Advanced Strings, Concert Band

### Contact:

H102 – Fujio: [derek.fujio@k12.hi.us](mailto:derek.fujio@k12.hi.us)  
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H104 – Ochi-Onishi: [susan.ochi-onishi@k12.hi.us](mailto:susan.ochi-onishi@k12.hi.us)  
N102 – Hayakawa: [robert.hayakawa@k12.hi.us](mailto:robert.hayakawa@k12.hi.us)  
Website: <http://www.kms-music.net>  
\*Please email or send a written note with your child. **Do NOT** leave a phone message.

### 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 means “The One and Only Flower in This World.” This song compares people to flowers. Many times in life we feel as if we’re in competition with others. Everyone tries to be better than someone else. When one looks at flowers in a flower shop, they are all beautiful. Each flower is like no other, beautiful in its own right. In a bouquet of flowers, each flower has an important role in making the bouquet beautiful. Similarly, every student must strive to do his or her best, so that the bouquet of the music department is as beautiful and diverse as possible. Each person is a flower, an original flower, and the only one of its kind 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 classroom behavior that does not interfere with instruction and learning.
- 5) Follow teacher instructions.

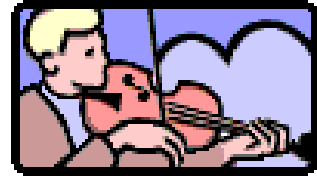
Let's keep in mind: *RESPECT, RESPONSIBILITY, RELATIONSHIP, and RESILIENCY*

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

## 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) Have your instruments and supplies in the room by the time class starts.
- 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) Depending on the room and schedule, students may be required to put chairs away as well.
- 5) Leave the music building only after the 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.
- 4) In cases of mandatory activities, students who turn in permission forms after the due date may be assessed with detention and/or a deduction of points.
- 5) In cases of non-mandatory activities, such as social activities, trips or banquets, only students who turn in their permission forms by the due date will be allowed to participate.

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

- 1) Dark blue or black pen, #2 pencil, eraser, and folder paper.
- 2) Plastic clear envelope (10" X 12") – optional.
- 3) 3-ring 1" black binder; 6 or more plastic sheet protectors with extended holes for sheet music.
- 4) Assigned instrument.
- 5) Other items on the class/instrument supply list.

### 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 or assignments as determined by director.
- 3) Absences and tardies from rehearsals will result in fewer or no points given, which will lower a student's grade. Students who miss numerous rehearsals may be assigned an alternate assignment rather than performing in the concert.
- 4) Students who frequently attend rehearsals without an instrument or supplies may be assigned an alternate assignment rather than performing in the concert.
- 5) 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 rehearsal only in cases of emergencies or absences.
- 6) Absences and tardies from rehearsals marked as "MANDATORY" will result in fewer or no points given.
- 7) Students who are not specifically attending group rehearsal, authorized individual practice, or student officer service must not loiter on campus. Students who are untruthful and truant about attending rehearsal will not be allowed to continue participation in the group for liability reasons.
- 8) Parents/Guardians must arrange for their children to leave campus (picked up or walk/bus home) in a timely fashion after rehearsals. Students should be picked up via the 18<sup>th</sup> Avenue Pohukaina Circle. Pohukaina gate is usually closed by 4:45pm. Due to limited security personnel, **all students must vacate campus no more than 30 minutes after the end of rehearsal.**
- 9) Students who chronically and excessively disrupt a rehearsal will be expelled from that rehearsal. Students will be responsible for contacting their parent/guardian immediately upon expulsion from rehearsal. Expelled students will not be given credit for that rehearsal.

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

Activities outside of school hours (includes performances):

- 1) Students must sign in. Some activities may require a parent/guardian 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. We will not be held responsible for the students once they are released from our care.
- 4) At the conclusion of the activity, a parent/guardian or designated adult proxy must sign students out promptly on the "sign-out" sheet. The adult proxy must be designated in writing by the student's parent/guardian prior to the event.
- 5) In the event of a daytime performance/activity, a student may submit a parent/guardian note prior to the event, giving the student permission to sign himself/herself out at the end of the activity.
- 6) Failure to sign out in a timely manner may result in a loss of points and/or exclusion from subsequent performances/activities.

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. Students must ask their instructor for details regarding the alternate assignment.
- 4) Students who are out of uniform or behaving inappropriately at concerts may received a deduction of points.

Optional Activities

- 1) Participants must maintain a GPA of 2.0 and have received grades D and above only in all classes. Students who receive an F in the first quarter must show improvement by the second quarter.
- 2) Participants must be free of In-School or Out-of-School suspension.
- 3) Participants must be free of numerous lunch detention consequences.
- 4) Participants must be cleared of Class A or B offenses as stated in DOE's Chapter 19.
- 5) Participants must be in good standing within the Music Department (grade, attendance, behavior, and participation).
- 6) Exceptions can be made on a case-by-case basis only by the Administration and the Directors.
- 7) Only 2<sup>nd</sup> or 3<sup>rd</sup> year students enrolled in an Advanced ensemble are eligible to participate in off-island trips.

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 or persons will not be held responsible for any loss or damage to personal items.

Equipment care (see also "Course Content and Grading Policy")

- 1) The KMS Music Program maintains an inventory of instruments available for student use. The maintenance, upkeep, and acquisition of instruments depend on the voluntary support of KMS students and their families.
- 2) Instrument/Textbook Loan Contracts will be distributed separately from the handbook. Parents may arrange to come and inspect their child's instrument before signing a loan contract.
- 3) Students will be held monetarily responsible for:
  - a) The replacement of any lost or stolen instruments, mouthpieces, mallets, and/or cases, 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 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.

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

- Never attempt to repair any instrument or Music Department equipment. This applies to both student and parents. Bring damaged items to teachers for repair.
- Leaving personal items in the instrument locker is not permitted. Lockers are for instruments only.
- 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 it is stolen, or for any type of abuse or carelessness to the instrument and/or case, music, and books.
- Do not use any instrument not assigned to you, unless given permission by a teacher.
- Do not leave with your instrument off island, on vacation or trips. You may damage it in transit or forget it in a place where you cannot recover it!
- 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.
- Students will be given a personalized instrument case tag. The tag must remain on the case at all times. Lost tags must be replaced for a fee of \$1 at the student's expense upon request.
- Students who fail to take care of their instrument, they may be reassigned to a lower quality instrument.

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

## Ukulele:

- The fingernails of your left hand should be kept trimmed neatly. Please do so at home or bring your own clippers or you will have to use the Music Department nail clippers.
- Do not let anyone else play the instrument assigned to you.
- Do not overtighten your tuning pegs, or you may break a string.
- Do not expose your instrument to extreme temperatures or humidity (direct sunlight, trunk of car).

## Strings:

- Loosen your 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.

## 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 your teacher for help. This also applies to loose cork or anything that looks broken.
- Always keep your 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.

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

**Percussion:**

- Special care must be given to your sticks and mallets. The condition of these directly affect the playing capacity of the percussion instruments. **DO NOT** beat 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 are produced on the instruments through striking or friction, abuse and overplaying (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, keys (on the mallet instruments), cymbals, etc. clean at all times. These instrument should be wiped with a clean, lint-free cloth after use.
- **DO NOT** leave any sticks, mallets, books, music, or any percussion instruments 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 areas. Any student abusing or losing any of the percussion equipment will be held responsible for its repair and/or replacement. Keep areas 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.

**Instrument Storage**

- 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 the instructor's directions.
- 5) Instruments/supplies should not be dropped off at the front office. A demerit will be issued if the office personnel inform the directors that instruments or supplies have been dropped off.

**Off Limits Areas**

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

- 1) Instructors' Offices
- 2) Band/Orchestra Library
- 3) Storage/Repair/Wardrobe/Percussion rooms
- 4) Podium
- 5) Piano only w/permission
- 6) Back hallway/back door
- 7) Non-Music Department students are not allowed in the Music Department facilities.



**Uniform Policy**

During the 2021-2022 school year, the Music Department will strive to return to a sense of normalcy with in-person concerts, as the health and safety situation permits. All performance groups will wear the new KMS Music Department Concert T-Shirt in concert performance (included with Music Department User Fees). Bottom and shoe attire will be determined by each performing group's teacher, appropriate to the formality of the concert.

*Student Procedures, General Policies, and Instructions con't***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 are important for the "team."

Areas to be covered: Physical domain of playing an instrument such as breathing/bowing techniques, proper posture, embouchure/bow holds, fingering, sound production; vocal techniques such as breathing, tone production, diction; 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. Letter grades 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/technique/form
  - Written, playing, and/or singing exams
  - One point will be deducted for non-participation in classroom activities
- 2) Instrument and supply inspection
- 3) Weekly Practice sheets\*
- 4) Sectionals and full band/orchestra/chorus rehearsals\*\*
- 5) Concert performances\*\*\*

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

Written, playing, and singing exams are worth 4 points per test.

Singing and 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 used to make up for missed rehearsals. 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, if a practice sheet has no name on it, 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. For further information, please refer to the **Practice Sheet Requirements** handout.

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

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

\*\* Students are expected to attend all rehearsals and are excused only with a parent/guardian signed note. Only valid excuses will be accepted (e.g. Doctor's appointment, illness, family emergency.). 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 for any unexcused tardies or absences. Although students are expected to attend every rehearsal, 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 will not get credit for the missed rehearsal. Please remember that the music ensembles 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 perform in 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 times.

Rehearsals are 1 point each.

\*\*\* Students who have earned the privilege of performing in Kaimuki Symphonic Winds are expected to attend all scheduled rehearsals and performances. Due to the advanced level of the ensemble, students must schedule extra-curricular activities outside of KSW rehearsal and performance time. If students are unable to fulfill their duties as a KSW member, they will be moved to concert band.

\*\*\*\* 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. The student must approach and ask the instructor for the details regarding the alternate project.

Parade of Bands/Orchestra Concert/Choral Festival = 4 points

Winter and Aloha Concerts = 6 points

All other concerts = 3 points

\*Parents are responsible for monitoring progress on the Infinite Campus portal, as directed by the school\*