



MUSIC DEPARTMENT HANDBOOK



2016-2017

Orchestra, Band, Jazz Band, Choir, Piano, Guitar, Mariachi



GRAMMY SIGNATURE SCHOOL AWARD RECIPIENT

1998-1999	2004-2005	2011-2012
1999-2000	2005-2006	2012-2014
2000-2001	2007-2008	
2001-2002	2008-2009	
2003-2004	2009-2010	



Dear Parents and Music Students,

Welcome to the Las Vegas Academy of the Arts. The music department has the respect and admiration of our community and music educators from across the country. As directors, we realize our continued success and growth is dependent upon the active involvement of our students and parents. This handbook is provided to increase your awareness of the various aspects of our music department. We encourage you to become familiar with its contents as it will help insure your student's success in our program.

The Music Department is dedicated to providing students of exceptional motivation the opportunity to achieve their maximum artistic potential through daily participation in the most comprehensive music curriculum offered by the Clark County School District.

Our motto for the Music Department, "*Commanding the Lead One Note at a Time,*" has special meaning to our students and faculty. LVA has a rich history of musical accomplishments, including awards and recognition on a national level. Our students must realize, however, that leadership goes well beyond talents exhibited in their areas of musical expression. Being a leader and demonstrating a professional attitude includes humility, character, and developing a professional work ethic.

TO THE STUDENT-The high level of musicianship at the Academy is due in part to the inner drive of our students to do their absolute best at all times. Each student should be prepared to make a personal commitment to daily practice. It is important to remember music is more enjoyable when each student contributes with diligence, cooperation, and hard work.

TO THE PARENT- It is a privilege to work with your students. Through your support and cooperation, students will continue to achieve high degrees of success. Participation of music builds self-expression, confidence, creativity and self-esteem.

We are confident you will find your student's musical accomplishments a continued source of pride and satisfaction. We encourage you to attend all of your child's concerts and activities. Please feel free to call if you have any questions. 799-7800 Band x4039, Orchestra x4085, Choir x4153 (Franke), x4150(Cota), Jazz Band x4051, Guitar x4009, Piano x4822, Mariachi x4092.

Sincerely,

Las Vegas Academy Music Department



MUSIC DEPARTMENT

ROADMAP TO SUCCESS

Las Vegas Academy students perform at many community events and school district functions, some occurring after school, at night, and on weekends. Concerts may occur outside the Las Vegas area and may require an overnight trip. The Academy's music groups are highly motivated, and student participation is an honor and an indication of outstanding musical achievements.

It is the student's responsibility to keep parents, guardians, teachers, and employers informed of all LVA musical commitments. We realize our students have many interests and are involved in a multitude of activities. Problems usually arise when news of a musical commitment arrives too late or not at all. Many times success in the music department is dependent upon a student's being at a certain place at a certain time. **If a student is involved in another block class, performance priority must be given to the block which admitted the student into the Academy. If a scheduling conflict exists within the Las Vegas Academy, the student will be required to participate in his/her major area.** When conflicts occur for any reason, early dialog between parents, student, and director can usually resolve the problem. Students must give their directors plenty of advance notice (two week minimum) when commitments cannot be fulfilled. Employers, teachers, etc. should also receive at least two weeks' notice when music obligations conflict with other commitments.

PERFORMANCE ELIGIBILITY

Each student must be responsible for maintaining acceptable grades in his/her academic as well as music classes. Eligibility for out-of-district travel requires a passing grade in each class with NO F's or U's.

Any student absent from class on the day of an activity or performance will not be permitted participation that day of evening unless an excuse has been granted in advance by the school principal.

OFFICE HOURS

Each teacher maintains regularly scheduled office hours during the “Lunch and Learn” lunch hour. It is strongly encouraged students take advantage of these office hours. This is an opportunity to make up missing assignments, missed tests, receive extra instructional help, etc. Music students may be requested to attend occasional rehearsals during office hours.

ATTENDANCE POLICY

ATTENDANCE POLICY FOR ALL ACTIVITIES

(Please refer to the Student Handbook for the Academy’s general attendance policies.)

Students are expected to fulfill ALL commitments to perform. This includes performances not part of a regular class. **THE PERFORMANCE SCHEDULE WILL BE UPDATED FROM TIME TO TIME. WE WILL MAKE EVERY EFFORT TO GIVE STUDENTS A MONTH'S NOTICE FOR ANY ADDITIONS OR DELETIONS.**

1. All performances, rehearsals, clinics, and sectionals are co-curricular and therefore mandatory. Most after-school rehearsals are scheduled from 2:15 - 4:00 PM, and late buses provide transportation home. Rehearsals beyond the normal dress rehearsals will only be scheduled when absolutely necessary and advanced notice will be given.
2. Dress rehearsals allow time to adapt to a different acoustical environment and fine tune musical aesthetics. Seating, standing, and/or part assignments may have to be changed because of risers, space limitations, musical concerns, or acoustics.
3. Students with an unapproved absence from a dress rehearsal may not be allowed to play the concert following the dress rehearsal. However, attendance is still mandatory.

ABSENCES FOR REHEARSALS AND/OR PERFORMANCES REQUIRE A WRITTEN NOTE FROM THE PARENT/GUARDIAN TWO WEEKS PRIOR TO THE ABSENCE.

We realize “day of” emergencies arise where a student may have to miss an event. If an emergency should arise, the student is responsible to notify the director during that school day. In addition, the student must provide a written note from the parent/guardian within 3 days of returning to school both to the attendance office and to the director. Make-up work will only be given for excused absences.

Approved absences will not be granted when there is a matter of choice. Excuses such as no ride, having to work or baby-sit, and/or no uniform are not acceptable excuses for missing a rehearsal or performance. Students may only be excused from a performance because of illness or other emergencies over which they and the parent have no control. If the student has a choice between attending a music performance and going to another event, his/her responsibility to the ensemble should come first.

CONSEQUENCES FOR MISSED REHEARSALS AND/OR PERFORMANCES

All rehearsals and performances outside of the school day are co-curricular, meaning participation in these events is required and a part of the class grade. In the event a student is excused for missing an after school rehearsal or performance, including a pre-arranged absence, and has given prior written notification no less than two weeks prior, the student is responsible for the following:

- 1) Request make-up work from the director.
- 2) Complete make-up work within 3 school days from returning to class.

Failure to complete make-up work within 3 days shall result in ZERO PARTICIPATION POINTS for the missed activity.

In the event a student misses a school rehearsal or performance **WITHOUT PRIOR NOTICE** unless due to an EXTREME EMERGENCY, the student is required to complete the above steps 1 and 2, but **will receive only half credit for the make-up work** for the first offense. **Missing a second rehearsal or performance without notice will result in zero participation points for that event and any future missed events.**

TARDY POLICY

Tardies: "Being on time" is an excellent personal trait that is highly valued by society and employers. Students are expected to be on time to school and to each of their classes. Student tardiness is a serious disruption to the educational process. Any student who is more than thirty (30) minutes late to class will be counted absent for that class. These absences are included in the total number of absences accumulated by a student. Students that are habitually tardy to classes may be:

- Required to attend "Lunch & Learn" Detention
- Required to attend after school detention
- Receive a reduced Citizenship Grade
- Placed on Required Parent Conference (RPC) where parents and administration may develop further incentives to ensure students are not tardy

EVENT CONCLUSION/PICK-UP

It is very important that students and parents make arrangements for transportation home at the conclusion of Academy events. Parents, your cooperation in picking up your son or daughter in a timely manner is greatly appreciated. The Las Vegas Academy and the Clark County School District will not guarantee supervision for more than 15 minutes following the completion of any school sanctioned event. Students and parents are encouraged to discuss approximate ending times of any activity and the

location of pick-up. This planning can eliminate students waiting unsupervised for an extended period of time. After 15 minutes, CCSD Police may be contacted to transfer any unaccompanied student to child protection services.

REHEARSAL AND PERFORMANCE ETIQUETTE-(RULES OF CONDUCT)

Rehearsal and performance etiquette is part of the student's weekly participation grade as well as grades for dress rehearsals and concerts.

- 1) BE PUNCTUAL
- 2) BE PREPARED
- 3) BE COURTEOUS
- 4) PAY ATTENTION AND FOLLOW DIRECTIONS
- 5) SHOW PRIDE AND RESPECT FOR YOUR SCHOOL AND YOUR COMMUNITY
- 6) GOOD POSTURE AND PLAYING POSITION MUST BE MAINTAINED AT ALL TIMES
- 7) CLEAN UP

ASSERTIVE DISCIPLINE PLAN

Disregard for Rehearsal and Performance Etiquette and/or policies of the Music Department may result in:

- Lowered participation grade
- Conference with student
- Parent contact
- Alternative assignment/Detention and possible loss of chair
- Discipline referral or counselor intervention
- Loss of the privilege to perform with the group
- Removal from the group

PHONE POLICY

Use office phones only with the permission of your director! Cell phones are not to be used on campus except before and after school and during lunch. Any infraction involving the misuse of a cell phone in the classroom will reflect on the citizenship grade.

SCHOOL EQUIPMENT AND FACILITIES

The Clark County School District provides a portion of the equipment, instruments, music, and supplies used at LVA. Other funds are raised through ticket sales, booster clubs, playing gigs, donations, and student fundraisers. It is the responsibility of each student to make sure all our equipment, supplies, and facilities are safe, secure, and treated with respect. This is also true of privately owned instruments and personal belongings. Students who steal or abuse the property of others will be referred to the Dean's office and possibly the CCSD Police Department.

Clark County School District regulations dictate students are not allowed to use any school facilities without adult supervision including practice rooms.

CHECKS AND MONEY RECEIPTS

Students will be issued a numbered receipt every time money is turned into their teacher or instructional aide. Make checks payable to the Las Vegas Academy and write your child's student number on the memo line. These receipts should be kept in a safe place for the remainder of the year in case questions arise concerning fundraising accounts, deposits, payment of fees, etc. Teachers and instructional aides also keep a permanent record of all receipts issued to students. Receipts are issued in the name of the student to facilitate tracking.

MAJOR ELIGIBILITY

Please keep in mind; in order to remain eligible for the Academy, students must maintain a "C" grade in their block class. Since student performances are a major part of their class grade, they must attend all performances to maintain a passing grade in their block class.

MUSIC CLASS PLACEMENT

Placement in block music classes is based upon mastering skills & concepts that allow music to be performed at the levels consistent for each group. Other considerations will be total group balance in terms of instrumentation/size, student commitment to performance obligations, satisfactory student citizenship, and a very high degree of self-discipline, cooperation and teamwork. Every student must have the recommendation of the instructor to register for any music class.

All students must maintain the highest standards of participation, cooperation, and performance ability, or they will receive alternative assignments or be transferred out of the end of the school year. All performances, dress rehearsals, and extra rehearsals are mandatory and will therefore become part of each student's grade.

PRIVATE LESSONS

Placements at the Academy are based on competitive audition. Mastery of your instrument should be one of your primary goals. In addition to training received at the Academy, private instruction is highly recommended. Lessons are taught by local musicians, who are experts on their instruments. Information regarding names and phone numbers of prospective teachers is available from the directors.

PARAPROFESSIONALS

The paraprofessional program provides opportunities for professional musicians and educators to work with our students. Paraprofessionals offer unique insights into all facets of the music industry. These instructors are employed by the Clark County School District. Students will follow correct Rehearsal Etiquette (Code of Conduct) at all times with paraprofessional instructors.

SUBSTITUTE TEACHERS

Students must be on their absolute best behavior with all adults or student leaders acting on behalf of the regular teacher. Students will follow correct Rehearsal Etiquette (Code of Conduct) at all times with paraprofessional instructors and substitutes. Problems with substitute teachers will result in disciplinary action.

VIDEO AND AUDIO RECORDINGS

As part of the education process, students may be recorded during rehearsals and performances. It is necessary for students to complete the CCSD Media Release form that was provided in the opening of school packet as part of the travel paperwork.

PEER REVIEWS

Peer Review - All students will be required to attend one performance each quarter. This could be a band, jazz band, orchestra, philharmonic, chamber class, hand bells, Mariachi, choir, piano, guitar, or the spring musical theater production. The following concerts cannot be used for Peer Reviews: Dance, Dance PE, Theater Productions other than the Spring Musical, Culturama, or any concert where the student doing the peer review is a participant. The performance must be at least 60 minutes long, and must be outside the student's discipline. For example, an orchestra student may not write a peer review on an orchestra concert. Forms for the review are available in the block classroom. **Students recording a performance for Music Technology class may not use that performance as a peer review. All Peer Reviews are due within 3 days of the event. Failure to turn in a peer review may lower your grade one letter grade.**

FUNDRAISING

There will be several fundraising opportunities to raise money for trips and miscellaneous department expenses not covered by the school district. Please support our efforts whenever possible. **Remaining funds in a student's account when he/she changes majors, leaves the school, or graduates, will become part of the general fund for his/her major.**

FUNDS FOR TRIPS

Many Academy groups travel during the school year. Your director will provide specific details about the trip, which must be approved by the LVA Administration and CCSD. The director will provide a schedule for deposits which will be used to facilitate planning the trip. Travel is mandatory for higher level groups.

All monies must be paid 4 weeks prior to the trip, or at the final payment deadline required by the hotel or tour operator, whichever occurs first.

TRIP REFUNDS

Monies paid for trips are frequently non-refundable. Only those amounts of money

which are refundable will be returned provided notification is given 30 days in advance.

CCSD FESTIVALS AND HONOR GROUPS

CCSD Music Festivals – The LVA Music Department participates in various CCSD Music Festivals. Outstanding conductors from various educational institutions and professional organizations adjudicate these performances. In most instances, the concert is the result of months of extensive preparation on advanced fundamentals of music performance. Usually, the group will also be required to sight-read an unrehearsed selection or attend a clinic presented by one of the judges. Some festivals take place during the school day while others are after school or even on Saturday. **Student participation is mandatory and will be reflected in the quarter grade.** CCSD Music Festival performances are free and parents, friends, and relatives are encouraged to attend.

NMEA Solo & Ensemble Festival - The Solo and Ensemble Festival provides opportunities for individual recognition by performing as a soloist or playing in a small ensemble. These ensembles usually consist of 2-16 performers. ***In order to receive a rating, participants must furnish an original score for the judge with measures numbered.*** Credit will be given to all students who commit to perform in the festival. Participation in Solo & Ensemble Festival is a requirement for seniors wishing to receive a senior cord. Students must participate in an LVA performing group and have permission from their director to participate in the CCSD Solo and Ensemble Festival.

Clark County Honor Groups - Students are encouraged to audition for the Clark County High School Honor groups (Concert Bands, Orchestra, Jazz Band, Concert Choir, and Jazz Choir). These groups are selected from all high schools in Clark County. They allow outstanding musicians the opportunity to perform in a superb ensemble with a prominent guest conductor. Students must have permission from their director to audition and participate in the CCSD Honor Groups. Seniors must audition in order to be eligible for senior cords. If a student auditions and is accepted into an honor group, he/she must follow through with their commitment regardless of their position in the group.

All State Honor Groups - CCSD Honor Band, Choir, and Orchestra performers are eligible to audition for the All-State Band, Choir, or Orchestra. Students enrolled in the LVA Jazz Bands may audition for the All-State Jazz Band. Performance sites alternate between Las Vegas, Elko, Reno, and Carson City. Participants must commit to all rehearsals during and preceding the Nevada All-State. *Students are strongly encouraged to audition and be a part of these select groups.* In addition to participating in the corresponding LVA ensemble, students must successfully complete the corresponding CCSD Honor Ensemble (jazz band excepted), and receive permission from their director to audition for and participate in any All State activity including the All-State Solo and Ensemble Festival. If a student auditions and is accepted into the group, he/she must follow through with their commitment regardless of their position in the group. **BE SURE TO CLEAR ALL DATES FOR AUDITIONS, REHEARSALS, AND PERFORMANCES.**

All-State Solo & Ensemble - Students who earn a superior rating at the CCSD Solo &

Ensemble Festival are eligible to participate in the All-State Solo & Ensemble Festival. ***In order to receive a rating, participants must furnish an original score for the judge with measures numbered.*** It is the student's responsibility to contact and secure an accompanist, if the solo is written with piano accompaniment. When the festival is held outside the Las Vegas area, the student must be responsible for getting their accompanist to the performance location.

Outstanding performers in each of the following categories will be selected to compete for Command Performance at the NMEA All-State Conference: Woodwind Solo, Woodwind Ensemble, Brass Solo, Brass Ensemble, Piano, Percussion, Upper Strings Solo, Lower Strings Solo, Male Vocal, Female Vocal, Piano, Guitar, and Vocal & String Ensemble.

Senior Cords - Seniors wishing to receive a senior cord for graduation must fulfill the following requirements:

Receive a grade of "A" or "B" in their block class with an "O" or "S" in citizenship for each grading period during senior year.

Receive an "A" on 1st & 2nd Semester Juries of senior year.

Participate in the NMEA Solo & Ensemble Festival during their senior year.

Audition for a CCSD Honor group during their senior year.

Attend all dress rehearsals and performances, including the graduation rehearsal and performance, or complete make-up if excused by director.

Complete three electives outside your block music class offered by the LVA Music Department (see Course Catalog). **NOTE: Students must take Music Theory and Music Technology for two of your three required courses.**

****All courses required for an LVA Senior Cord MUST appear on your LVA transcripts****

The LVA Music Department Handbook is a living document subject to changes and updates.

Student/Parent Agreement Form

If reading this Music Handbook online, please print, sign and return this form along with the completed Field Trip Permit, Publicity Form, Medical Release and Trip Form. If reading a hard copy, please return this signed page with the above completed forms.

I, (Student's name – please print) _____ have read the LVA Music Department Handbook and agree to adhere to the procedures, rules and guidelines as presented in the handbook.

(Student's Signature) _____

Date _____

I, (Parent's name – please print) _____ have received or downloaded a copy of the LVA Music Department Handbook and understand the procedures, rules and guidelines as presented in the handbook.

(Parent's Signature) _____

Parent's Email Address _____

Date _____



Guidelines for Successful Performance

1. Teachers and students should arrive, take their seats, and be ready to begin on time.
 2. Announcements and instructions are often given immediately before and immediately after rehearsals. Therefore, students should sit quietly as a group in their assigned seats, **OR WHEN REQUESTED**, in the first few rows of the rehearsal hall.
 3. Once the formal rehearsal begins, there should be no talking from that point on except by those on stage or those directly involved with the rehearsal. For those in the audience, this would be an excellent opportunity to catch up on your homework.
 4. People who are not involved in a rehearsal are not permitted in the auditorium during dress rehearsals or a performance unless given specific permission by the director or stage manager. If you are not personally involved in a rehearsal or project, it is a rule of the arts that you must ask the director's permission to attend. Performers cannot give permission for their friends to attend a rehearsal. Persons wishing to attend a performance must have a ticket and enter through the front doors of the auditorium.
 5. **No food or drinks are permitted anywhere in the auditorium.—YOU MAY BE FINED!**
 6. Dressing rooms are not secure; therefore, valuables should not be left in the dressing rooms.
 7. All participants are required to remain throughout the entire rehearsal unless dismissed by the director.
 8. There should be **NO TALKING** in the wings of the stage.
 9. Every LVA teacher is responsible for smooth rehearsals. Teachers work as a team to ensure quality in very much the same way that LVA students function as a team. Therefore, students should respect all LVA teachers and follow their directions.
 10. Students who report to a performance improperly dressed may be removed from the performance. This could result in a "0" for this performance.
 11. The dressing rooms should be used only by students who need them. They are not social halls. All students using the dressing rooms are to whisper, as voices can be heard in the audience if students speak loudly. **DO NOT PLAY INSTRUMENTS IN THE DRESSING ROOMS WITHOUT PERMISSION FROM THE DIRECTOR.**
- 11
12. Absolutely no food or drinks are allowed in the dressing rooms.
 13. When a performer is finished with his/her performance, he should clear the stage and/or wings and be seated quietly in the audience (or wherever he is instructed to sit).
 14. Students should not touch or move anything backstage unless instructed to do so. Props

Las Vegas Academy Music Department Handbook

have an assigned place, and if they are removed, this could ruin an entire performance.

15. The time a rehearsal begins is exact. Every student should have set up his equipment, and be seated at the time the rehearsal is scheduled to begin. If, however, an unforeseeable problem delays the beginning of a rehearsal, students should remain seated and quiet until the rehearsal begins.
16. If you have permission to enter a rehearsal late, make arrangements to have another student get your equipment so the band or orchestra room does not have to be opened. This will help solve any security problems.
17. Each student is given a written schedule of rehearsals and performances by their black teachers. Schedules are also on the school website.

MATURITY & PROFESSIONALISM

You have heard it said many times that what you do in rehearsal you will do in performance. As a performer at LVA, you will be expected to be a mature person. Each time you have a performance, you will be expected to come to the performance fully rehearsed and prepared to do the best job possible. In performance and rehearsal you should conduct yourself with diligence, skill, purpose, teamwork and that degree of dignity which says to all, "**I know what I am doing and I plan to do it well.**"

1. The image of our school, our students and our concerts is **professionalism**. Make sure you do your part!
2. Showmanship and good stage presence are always required on stage.
3. Before a performance, be purposeful - mature beyond your years.
4. Never wave or make an indication that you recognize anyone in the audience. If you are on TV as a part of a group, always look at your conductor.
5. If there is a reception, apply all the rules above - also remember that the refreshments are for our guests, NOT for the members of our school (unless stated by the director). In any case, LVA students may enjoy the refreshments only if there are refreshments remaining after a reception is over.
6. Members of the audience may scamper around, shake hands vigorously, laugh and gush as an appreciative audience should. But you are the performer - act like one! Never run, gesture, or play unnecessarily when in the concert hall or in view of the public.
7. Rest before a performance. Insufficient sleep and rest have ruined many performances. Always try to find a rest time between performances.
8. Remain in full concert attire until dismissed from the classroom or leaving campus.

A WORD ABOUT MEDIA COVERAGE

The type and amount of media coverage an arts area or an LVA student obtains is not determined by the LVA administration or an LVA teacher.

Media coverage is controlled by the media, not by LVA. In some years one arts area may be of more interest to the community than all the other areas. During the next year, the focus may shift, and the media coverage may be more frequent for a different arts area.

Many things influence the kind and amount of coverage. For example, factors such as photo quality, newspaper space, the type of story desired, the personality of the reporter, and the timing of the media interviews could all influence what appears (or doesn't appear) in the newspapers or on television. Therefore, students should not perceive as lack of interest or concern the fact that their arts area has received little or no media recognition in a particular year.

Many times the aggressive teacher is the catalyst for wonderful media coverage, but even a persistent teacher is not guaranteed coverage.

LAS VEGAS ACADEMY OF THE ARTS

AUDIENCE ETIQUETTE AT A GLANCE

Proper performance etiquette is part of the total educational experience at the Las Vegas Academy. It demonstrates pride and respect for the many hours required to present a major performance.

Here are some guidelines for etiquette during different performance venues.

BEHAVIOR	AUDITORIUM THEATER ASSEMBLY	BAND, CHOIR, OR ORCHESTRA CONCERT	DANCE	JAZZ CONCERT	ROCK CONCERT	MOVIES
SEATING	Stay seated until applause	Stay seated until applause	Stay seated until applause	Stay seated until applause	Move around, but only in time with the music	Stay with who brought you
TALKING	Intermission only or between performing groups	Intermission only or between performing groups	Intermission only or between performing groups	Intermission only or between performing groups	Could you be heard?	During the slide show
APPLAUSE	End of a Scene, Act, or Blackout	End of number once the conductor has dropped arms to side	End of piece or after a great move	End of piece or after a great solo	Whenever, or all the time...loud is the word	For a 5 Star, at the end
CHEERS	Curtain Call Only	Curtain Call Only	Curtain Call Only	OK after a piece or a great solo	Anytime	Again, 5 star movies
YELLING OUT NAMES	NEVER	NEVER	NEVER	NEVER	Sure, they love it.	Maybe, if they're in the theater.
FOOD	Never in theater	Never in theater	Never in theater	Never in theater	Don't throw it, though	That's the whole idea
PHOTOS	With permission, no flash, (seldom allowed)	With permission, no flash, (seldom allowed)	With permission, no flash, (seldom allowed)	With permission, no flash, (seldom allowed)	You'll probably lose your camera (guards)	Buy the tape when it comes out.
WHISTLING	Curtain Call Only	NEVER	NEVER	OK after a piece or a great solo	On key and in harmony	They'll think you're a little strange