

*Saint Paul Conservatory*  
FOR PERFORMING ARTISTS

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**Student Handbook**  
**INSTRUMENTAL MUSIC DEPARTMENT**  
**2018-19**

## ***INSTRUMENTAL MUSIC DEPARTMENT STUDENT HANDBOOK***

*This resource is intended for use by students and parents/guardians as it contains much of the information regarding our departmental policies and grading practices that govern the classes and program activities in the Instrumental Music program. All classes within Instrumental Music abide by all schoolwide policies, in addition to those covered in this document. Additional information may be found in the SPCPA Student Handbook. Contents are subject to change.*

## **SPCPA's CORE ARTS VALUES**

The following are the Saint Paul Conservatory for Performing Artists' (SPCPA) core arts values. These values help guide the Program in Dance and Movement Artistry's instructional and programmatic activities.

- ❖ *TRAIN*: SPCPA educates and trains future practitioners of the arts.
- ❖ *DISCOVER*: SPCPA promotes individual discovery within the collaborative spirit of the performing arts.
- ❖ *LEARN*: SPCPA stimulates and sustains interest in dance, music, and theatre as a source of truth and insight into the human condition.
- ❖ *CREATE*: SPCPA constructs a creative environment where artistic risks may be safely taken and where creators take responsibility for their vision.
- ❖ *EXPLORE*: SPCPA encourages students to use their physical, sensory and intellectual potential to explore ideas and raise questions.

## **PROGRAM OVERVIEW**

SPCPA's Instrumental Music Department provides talented and motivated students for a range of successful music careers and for admission to the finest colleges and music conservatories. Students are guided in their education by working artists who help them hone their skills and realize their potential. Instrumental Music students prescribe to a practice of self-discipline and musicianship, and maintain the highest respect for themselves, their peers, their instructors, their school and their art.

## **CURRICULUM**

Instrumental Music students will take four years of Music Theory (includes ear training, euhrythmics, and solfège), two years of Piano Skills, and two years of Composition or Song Writing. Students take additional courses in Instrumental Methods, Studio class which introduces students to work musicians in a variety of fields (performers, composers, etc.) and a selection of elective options including, but not limited to, electronic music, advanced piano skills, and focused music theory/appreciation courses. In addition to this roster of required coursework, every student will rehearse in large ensembles, small ensembles, and have the opportunity to explore solo work.

## **DEPARTMENTAL EXPECTATIONS**

It is the expectation of the school that students enroll because they are serious about Instrumental Music. We expect students to be passionate about and committed to their art form. SPCPA is not for everybody, but students that have a love for music, and possess the dedication to do what it takes to grow and improve, have found the best place for their training. It is not our expectation or requirement that each student will go on to pursue music after high school, but we will train and treat each student as if they will, because we are dedicated to providing our students with the necessary training they need to succeed beyond these walls.

## **CLASS PLACEMENT**

Instrumental Music students must meet certain standards in order to gain acceptance into the Chamber Orchestra and the Jazz programs. There are no standards to meet for the Contemporary Music program, though students in this area of study will take the same core courses. Students will be placed in skills courses according to ability and in a manner that encourages students to work to improve those skills. While we support and encourage students to continue their studies with private lessons or other outside training, it is not a requirement for participation in our department. Please note that a student's Academic scheduling needs/restrictions may play a role in a student's given course schedule.

## **DEPARTMENT DRESS CODE**

SPCPA Instrumental Music students are expected to present themselves in respectful and appropriate ways both within the school environment and the downtown St. Paul community. It is imperative that the clothes students wear in their arts classes allow them to do the work they are being asked to do.

## **FACILITY USE POLICIES: Modules**

Instrumental Music students are expected to abide by the following rules with respect to the modules ("mods"):

1. Modules are only to be used by current SPCPA Instrumental Music students.
2. Lights and fans will remain on at all times during the school day.
3. Students will close up, clean up, and be out of the modules 10 minutes before the end of class.
4. No food or beverages will ever be allowed in any of the modules.
5. Students may not allow any SPCPA student, other than those who have been authorized, to enter the module while they are using it.
6. The modules are to be used solely for music practice. The number of students admitted to any module will be under the sole discretion of the instructor.
7. Any damage to a module while in use by a student will be the direct responsibility of that student. Damage includes breakage, removing any part of the module, graffiti, and other behavior that compromises the integrity of the module.

## **FACILITY USE POLICIES: Classrooms and other spaces**

Instrumental Music students are expected to abide by the following rules with respect to the facility:

1. Students will use SPCPA's Instrumental Music Department equipment only under the guidance, direction, and supervision of an SPCPA faculty member.
2. The modules and all other Lowry classrooms will not be available for student use before the school day begins, during lunch periods, or after school. (At the discretion of the music faculty, rehearsals may be called during these times.)
3. Each student will be assigned one iPad in a protective case for classroom use only. It is the responsibility of the student to repair or replace any damage incurred during students' use, to include the device, the case, and any accessories/cords. The iPads are to remain in the music department at all times.

4. Percussion equipment may only be used by current percussion students and under the supervision of an SPCPA faculty member.
5. Pianos are only to be used by current piano students, except when permission is granted by an SPCPA faculty member, and student is under the supervision of an SPCPA faculty member. No student is permitted to move any piano.
6. Students who allow others to use their personal instruments do so at their own risk. The SPCPA music faculty strongly discourages this behavior. Any damage or loss that results of this behavior is solely the responsibility of the student who damaged or lost the instrument.
7. Students may drop off and secure their instruments in their instrument locker between the hours of 7:30 AM – 7:55 AM. Students may then pick up their instruments from their instrument locker between 3:30 PM – 3:45 PM. SPCPA does not assume any responsibility for personal instruments not properly secured in an instrument locker.

## **ATTENDANCE POLICIES AND PROCEDURES**

The Instrumental Music Department follows all SPCPA school policies regarding attendance and tardiness. For more information on school policies, please see the SPCPA Student Handbook.

### ATTENDANCE

Regular attendance is crucial for students' grades and intellectual progress. If a student misses a class period — whether excused or not — it is the STUDENT'S RESPONSIBILITY to obtain any information given during that class period and for any assignments/tests (given or due) during that period.

**More than 10 *Excused or Unexcused Absences* will result in no credit for the class.**

### PREPAREDNESS & PARTICIPATION

A student's training can be physically and mentally taxing. Students should make every effort to come to class fully prepared to work and engage and wearing appropriate attire. Participation in class activities is not voluntary or at a student's discretion. It is EXPECTED that students will engage and participate in all of their classes with equal enthusiasm and effort. Sitting out or observing class is not allowed except in extenuating circumstances and/or with parent/guardian permission. Outside coursework/homework may not be worked on during students' arts classes.

### INSTRUMENTAL MUSIC TARDY POLICY

**Students arriving late to class must get a Tardy Pass from the attendance clerk *before* going to class.** Students arriving with a pass from a teacher still need to check in at the attendance desk and will receive an excused tardy. Students arriving more than 15 minutes late to class may be required to complete a make up assignment, at the discretion of the instructor.

### EARLY RELEASES

Students leaving with more than one-half hour left of class time for an excused reason may be responsible for completing make-up work.

### ILLNESS

It is expected that if students are in attendance at school, they will be participating in their arts classes. Students who are too ill to participate in their arts classes even with modifications will be asked to go to the Lowry main desk to make arrangements to return home.

## **GRADING**

Students receive a grade in each of their Instrumental Music classes that is reflected in their GPA. The instructors in the department do everything they can to ensure that grades are given in an objective manner, although music is a form that does lend itself to some amount of subjectivity.

### **DAILY FIVE**

The Daily Five is a major component of the student's grade. Every day, each student has the opportunity to earn five points:

- 1 pt. for **Attendance**: Student is present, mentally and physically, in class
- 1 pt. for **Punctuality**: Student is on time, and ready to work when class begins
- 1 pt. for **Preparedness**: Student is dressed appropriately for class, has their instrument and/or all of the required materials, and has completed all assignments
- 1 pt. for **Participation and Engagement**: Student demonstrates effort and attentiveness, participates fully in all aspects of class, and takes responsibility for their learning
- 1 pt. **Collaboration**: Student works generously and cooperatively with others, and is accountable to their classmates

### **GRADE SCALE**

The following grading scale will be used to assign a letter grade at the end of the term:

A	93-100%	= 4.00	C	73-76.9%	= 2.00
A-	90-92.9%	= 3.66	C-	70-72.9%	= 1.66
B+	87-89.9%	= 3.33	D+	67-69.9%	= 1.33
B	83-86.9%	= 3.00	D	63-66.9%	= 1.00
B-	80-82.9%	= 2.66	D-	60-62.9%	= 0.66
C+	77-79.9%	= 2.33	F	Below 60%	= 0

### **MAKE UP ASSIGNMENTS**

The bulk of a student's grade is comprised of their participation and effort made in each of their classes every day. However, students are eligible to complete a make-up assignment for excused absences from their music classes. Students can find make-up assignment instructions on the following URL: <https://sites.google.com/site/spcpamusicinfo/> and/or ask their instructor. Students have two weeks from date of absence to turn in a make up assignment for credit. **ASSIGNMENTS TURNED IN AFTER THIS TWO-WEEK PERIOD WILL NOT BE ACCEPTED.** All make-ups will be graded. Please be sure you are following the directions and correct make-up assignment instructions outlined by your teacher.

Students **can choose from any of the following** make-up assignment options:

- a. Write a response to an article pertaining to the subject of music. It can be an article from a newspaper, an online source, a free publication such as CityPages, periodical, etc., and should include a short summary and reaction to the article. Students must cite the article they review, and include a link or a hard copy of the article for reference.
- b. Attend a performance and write a response about what you saw, what you gained from the experience, and how you can use the experience in your studies and musical growth moving forward.
- c. Write a reflection paper about a recent performance you participated in.
- d. Listen to and then write a paper about an album that was released this year from any music genre. Describe the sound of the music, any production details you can find out about the album (where, when, how it was recorded, by who, with who, etc.), and highlight tracks you found to be especially good and describe why you chose those specific tracks.

For any of the four options outlined above, students should write at least a half page, typed, per absence. Students can complete longer makeup assignment on a particular topic, and that one-page (or longer) write-up can be applied to multiple absences using the half-page-per-absence calculation. For instance, a one-and-a-half page makeup assignment could be applied to three absences. (This extrapolation is applicable only in the Instrumental Music Department.)

Please note that assignments cannot be replicated to cover more than one class. Please be sure to indicate your name, the date(s) of the class you missed, and the name of the class(es) you missed. As with any written assignment, plagiarism will not be tolerated and will be addressed according to the Student Handbook.

**Daily points that are lost due to unexcused and/or unknown absences are not eligible to be made up.**

## **ARTISTIC CONTENT**

### PLAGIARISM, VIDEO AND AUDIO RECORDING

Videotaping, recording or taking photographs in class is strictly prohibited. Your teacher's materials/work product, compositions and performances are their intellectual and creative property and will be treated as such. As with any written (or moved in the case of dance classes) work, plagiarism will not be tolerated. No videotaping, recording or taking photographs of your teacher or classmates is allowed unless you have their explicit consent/permission or it is covered under formal accommodations as part of an instructional plan such as an IEP.

### MUSIC

Music played while in class, for a specific project, in common spaces, or that can generally be heard by others should be free of derogatory or disparaging terms. Additionally, music/lyrics cannot allude to or condone violence, drugs, or sexual acts. If you have questions, please consult your teacher(s).

### COMPOSITION

Musical compositions created in class or to be shared within the confines of a student's course or performance requirements should also be of an appropriate content as outlined above. If you have questions, please consult your teacher(s).

## **J-TERM**

For 13 days in January academics go on hiatus and students are immersed in rehearsals for an arts performance project. These rehearsals culminate in public performances. J-Term replicates the professional experience and engages students in the artistic energy of various professional rehearsal and performance venues. J-Term is a part of SPCPA training. It is required as part of the school year and earns a full credit for successful participation. Grades are Pass/No Credit. There are no academic classes during J-Term.

## **JURIES**

SPCPA Instrumental Music students must participate in Juries. Juries give students the opportunity to demonstrate the application of the skills they have learned in class. Juries are presented in front of the Instrumental Music faculty. Students will be evaluated in a variety of categories that align with departmental rubrics.

## GENERAL INFORMATION

### ACADEMIC DISHONESTY

Students are expected to maintain the highest standards of academic conduct. Academic dishonesty on any student work submitted for a grade will result in a grade of F for all parties involved. Consequences for plagiarism will be followed as described in the school's Student Handbook.

### CALL BOARD

Department events and activities as well as outside audition or educational opportunities will be posted in instrumental classrooms.

### CLASS CONDUCT

Students are expected to take responsibility for their own behavior and contribute to a productive learning environment. Failure to comply with classroom expectations will result in consequences outlined in the school's Student Handbook.

### COMMUNICATION

Communication is key to facilitating a positive learning experience and we will do our best to communicate important information to students and families. Email is the best and most efficient way of contacting teachers.

- For Students: Please talk with your teacher and let us know what is going on if you are having difficulties in class—we want to hear from you! If you need to get in contact with a parent/guardian during the school day, please make arrangements with your teacher to go to the Lowry Main Office.
- For Parents/Guardians: Parents and guardians in need of getting in contact with their student should make arrangements through the SPCPA school directory service. Please avoid texting and calling your student on their mobile devices during class time. Students will still be penalized for using their phones during class even if the call/text is from their parent/guardian.

### DISCIPLINARY ACTION

If the student chooses to ignore the policies and procedures outlined in this handbook, the following consequences may occur (not limited to just one action):

- Verbal/Nonverbal reminder from instructor
- Loss of Daily Points/Negative consequence for grade
- Contact with home
- Student meetings with Teachers and/or Director(s) and/or Deans
- Write up and referral to administration

### ELECTRONIC DEVICES

Cell phone or tablet use (texting, making a phone call, snapchat, etc. etc. etc.) during class without permission will result in the loss of all of a student's Daily 5 points for that class period. Faculty/Staff reserve the right to confiscate any electronic device at their discretion. Students needing to contact their parents/guardians should ask permission from their instructor. Parents/guardians needing to contact their student must contact their student through formal SPCPA channels.

### FIELD TRIPS

All SPCPA students are excused one time per semester from their academic classes in order to attend an arts-based field trip. Students are required to make-up any academic work that is missed for this purpose. **In order to attend, students need to submit a signed permission slip and funds (if applicable) to Nancy Galatowitsch by the given deadline.** Students on Educational Benefits will be exempt from the cost of the trip though a signed permission slip will still be required. *All students are greatly encouraged to attend these field trips; seeing and critiquing live professional performance is a vital part of our training.*

## **WHO DO I SPEAK WITH?**

Please talk to your teacher with questions about:

- ◆ Your grade, assignments, and tests
- ◆ What to call your teacher
- ◆ How to make up classes for excused absences

Please talk to the Department Chair with questions about:

- ◆ Juries
- ◆ J-Term
- ◆ Departmental policies and procedures
- ◆ Curriculum
- ◆ Placement

Please talk to an Administrative Assistant with questions about:

- ◆ Signing in/out of the building
- ◆ Early Release
- ◆ Needing a Tardy Pass

If your concern/question does not fall into any of the categories listed above, please contact your department chair and that person can help direct your question to the appropriate person/parties.

## **INSTRUMENTAL MUSIC FACULTY**

*Email is the best and quickest way to reach us.*

Michael Vasich..... vasichm@spcpa.org  
Adam Conrad ..... conrada@spcpa.org  
Eric Kilpela..... kilpela@spcpa.org  
Paul Fonfara ..... fonfarap@spcpa.org



## **INSTRUMENTAL MUSIC HANDBOOK ACKNOWLEDGMENT**

The student is expected to share this handbook with their parent(s)/guardian(s). By signing below, student and parent(s)/guardian(s) are acknowledging that they have read and understand the described departmental policies, procedures, expectations and responsibilities.

*Any violation of the policies and guidelines contained herein may result in immediate disciplinary action that may include, but is not limited to, detention, losing privileges to use equipment or the facilities, and requiring a student to pay for replacing/repairing damaged property.*

Please use ink, not pencil, to complete this form. Thank you.

Student Name Printed \_\_\_\_\_

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_