

# Lincoln School Instrumental and Performing Ensemble Program Handbook

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**\*Please note that the “Contract” page is due to Ms. Sheppard by  
Friday, November 1, 2019**

### **Welcome and Overview:**

Welcome to the Instrumental and Ensemble Program. If you are reading this Handbook your 5<sup>th</sup> or 6<sup>th</sup> grader has committed to taking part in the Instrumental Program and/or your 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grader has committed to participating in the Band, Chorus or Orchestra (BCO). We hope you have a great time making music with us this year. Please read through this Handbook, together as a family, and return the last page to me by 11/01/19.

### **FOR ALL INSTRUMENTALISTS**

#### **Steps to good practicing:**

For all students playing an instrument, practicing must be done every day to be effective. Students in the 5<sup>th</sup> grade should be practicing at least 15 minutes a day **at least 5 days** a week. Students, grades 6-8, should be practicing at least 20 minutes a day **at least 5 days** a week. Whether you are in Instrumental Lessons, Band, or Orchestra, this is a class where you will be assessed and will receive a grade on your report card. Homework for the class is daily practice. Set aside a time for practicing so it becomes part of the daily routine – maybe 5 minutes before school, 10 minutes after and 5 minutes after supper. Don't wait until it's too late in the evening as practicing requires a lot of good focus. Do not let more than 2 days in a row go by without practicing.

**Google Classroom, SmartMusic or Practice Cards** are required by your Instrumental Teachers and Ensemble Director. Cards are a log of your daily practice and must be turned in for your Effort strand of your grade. More practice cards can be acquired through your instrumental teacher and on my website, [www.lincnet.org/sheppard](http://www.lincnet.org/sheppard). If your teacher uses Google Classroom, you will be prompted to “join the class” and practice assignments will come through there. Band students will be using SmartMusic for practice as well as assessment. More information will be coming through your teacher or director.

Find a good practice environment. A room that's quiet, out of the way, and well-lit is ideal. Students should practice, sitting in a good chair (not a Lazy-boy or bed) and at a **music stand**. Inexpensive, portable, wire stands can be purchased through area instrument vendors.

If you are ever having trouble with your music, please let your teacher or director know.

#### **Instrument Maintenance and Supplies:**

Instrument care and maintenance is key to your child's success and also to the longevity of the instrument. If your child's instrument needs repair, please contact your vendor right away. Having an instrument that does not work is very frustrating and a student cannot make progress on an instrument or in a rehearsal on an instrument that doesn't play. Most vendors provide a loaner while the original is being repaired. A broken instrument is not a valid excuse to not participate in class or for not practicing. You wouldn't go to soccer without cleats, you wouldn't go to tennis with a broken racket, so you shouldn't come to rehearsal without your instrument or with a broken instrument.

Students are also responsible for their own reeds, if they are a reed player. Please make sure you have a fresh supply of reeds in your case. Brass players should have valve oil and string players should have rosin.

### **Instrumental Storage:**

Students are urged to store their instruments in a secure and convenient location. Leaving an instrument in the hallway or main office is unsafe and unwise. Students, traditionally, have stored their instruments in their locked lockers (if they fit) or in their advisory classrooms (if it's convenient for that teacher and student). However, there is safe, secure, instrumental storage in the music room, Rm. B118 for winds, brass and percussion and the small practice room next to the music room, B118C is for strings only. This closet will be opened in the morning for students to bring instruments in, locked or supervised for most of the day, and locked by the end of each day. Keep a consistent safe place for your instrument.

**It is also a good idea to not only have a name tag on your case, but some kind of ribbon or sticker or some item that identifies YOUR instrument. Many cases look the same, so having a personal touch on your case can keep others from picking up your instrument by mistake. (Happens a few times a year.)**

### **Vendor Pick-up in the Spring:**

Some vendors offer the convenience of using the school as a "meeting place" whenever there is a repair, delivering a purchase, or for turning in instruments at the end of the school year. It is up to you if you want to keep your instrument for the summer. Summer is great time to practice and further your musical skills. However, it's also a time for vacations, camps etc. If you decide as a family that practicing over the summer is unlikely and you wish to return your instrument, you **MUST** arrange this with the vendor. Students drop their instruments in the music room, in the office and in the halls and just expect that their vendor will find them and pick them up. The Lincoln School and I are not part of your contract with the vendor. Arrangements for spring pick-up must be clearly made with the vendor. The school is merely a meeting place. Please know what day you are expecting the instrument to be picked up. I will designate a single space for these instruments, but I cannot keep track of all the instruments and the several different vendors and their schedules.

### **FOR VOCALISTS**

#### **Steps to good practicing:**

Take your chorus folder home and spend some time each week, reviewing words to the songs. Do warm-ups at home to keep your voice in shape. Drink lots of water. Not only is this healthy, but it keeps your vocal cords hydrated. Make sure when you are singing through your songs, that you are taking full breaths, with relaxed shoulders. Think about your breathing and phrasing as you sing through your songs at home. All chorus pieces will be memorized for the concerts, so going over your songs and lyrics on a weekly basis is strongly recommended! Get together with other singers and review parts together. Find a piano or pitch pipe app and practice the harmonies.

## **FOR ALL STUDENTS:**

### **Rehearsal Days and Times/Attendance Policy for Fifth and Sixth Grade Instrumental Lessons:**

The Fifth Grade Instrumental music lessons will be held on **Wednesdays from 11:05 – 11:50**. This is 6<sup>th</sup>/2<sup>nd</sup> to last period of the day. The Sixth Grade Instrumental music lessons will be held on **Wednesdays from 11:52 – 12:45**. This is 7<sup>th</sup>/last period of the day. Students should come prepared with their instrument, your method book/music. Students should always have a pencil. Stands will be provided in each room, but make sure you have one at home for home practice.

Students must attend every lesson, regardless of whether they have their instrument. If students do not have their instrument, they can still learn with the rest of the class. We sometimes have spare instruments available for a student to borrow to play in class. They are held in the instrument storage closet mentioned earlier in this document. This is not a time to work with other teachers. This is a scheduled class like math, science, or any other. Students must realize, though, that there are not make-ups for these classes. The teachers that are hired to teach lessons are only in the building once a week and cannot hold make-ups at other days or times. Please make every effort to be in school on lesson days and be prepared so the class can progress.

### **Rehearsal Days and Times/Attendance Policy for Band, Chorus, Orchestra:**

**Chorus and Orchestra** will be held on **Thursday 2:00– 2:50**. **Band** will be held on **Tuesdays, 2:00-2:50**. Students should come prepared with their instrument, music and a pencil. Students must attend every rehearsal, regardless of whether they have their instruments. Even if students do not have their instruments, they can still learn with the rest of the class. This is not a time to work with other teachers or make up other work. This is a scheduled class like math, science, or any other. There are no make-ups for missed rehearsals. Please make every effort to be in school on rehearsal days and be prepared so the class can progress. Students should get their drinks, go to the bathroom (if necessary), prepare their reeds, oil their valves, get their water bottle, etc., within the first 5 minutes of rehearsal. Students will not be allowed to leave once rehearsal begins. Water bottles are encouraged.

### **Report Cards:**

Students will receive a report card grade for Lessons, Band, Chorus and Orchestra. Just as in any other class, we expect that each student will do their homework (practicing), come prepared (with instrument, music, pencil, and music learned), and treat the teacher and their classmates with respect. We also expect that students will attend each concert, as it is part of their grade. The school discipline policies will apply in lessons and in rehearsals. Parents will be notified immediately if there are any problems.

## **\*CONCERTS\*:**

Instrumental Class, Band, Chorus and Orchestra will have two formal performances this year – Winter and Spring.

## **WINTER CONCERTS:**

### **BAND BASH**

5<sup>TH</sup> and 6<sup>th</sup> grade flutes, clarinets, trumpets, trombones and percussionists from the Wednesday Instrumental Classes AND Band (grades 6,7,8).

**Wednesday, December 11 at 7:00PM, call is at 6:30.**

**(snow date, Dec. 12)**

***Please reserve this date in your calendars NOW.***

### **CHORAL CONCERT**

Fifth and sixth grade Ukulele Players and the Middle School Chorus (grades 6,7, 8).

### **Chorus Only Concert at LS:**

**This is for the Middle School Chorus (grades 6,7,8) only (not ukuleles).**

**Thursday, December 5 at 7:00PM at LS.**

**Wednesday, January 15 at 7:00PM, call is at 6:30.**

**(snow date, Jan. 16)**

***Please reserve this date in your calendars NOW.***

### **STRING FLING**

5<sup>TH</sup> and 6<sup>th</sup> grade violins, violas, cellos, basses from the Wednesday Instrumental Classes AND Orchestra (grades 6,7,8).

**Wednesday, January 22 at 7:00PM, call is at 6:30.**

**(snow date, Jan. 23)**

***Please reserve this date in your calendars NOW.***

## **SPRING CONCERTS:**

### **CHORAL CONCERT**

Fifth and sixth grade Ukulele Players and the Middle School Chorus (grades 6,7, 8).

**Wednesday, May 13 at 7:00PM, call is at 6:30.**

***Please reserve this date in your calendars NOW.***

### **STRING FLING**

5<sup>TH</sup> and 6<sup>th</sup> grade violins, violas, cellos, basses from the Wednesday Instrumental Classes AND Orchestra (grades 6,7,8).

**Wednesday, May 20 at 7:00PM, call is at 6:30.**

***(Please reserve this date in your calendars NOW.)***

### **BAND BASH**

5<sup>TH</sup> and 6<sup>th</sup> grade flutes, clarinets, trumpets, trombones and percussionists from the Wednesday Instrumental Classes AND Band (grades 6,7,8).

**June 3 at 7:00PM, call is at 6:30.**

***Please reserve this date in your calendars NOW.***

### **Trills and Thrills Music Festival:**

The Band, Chorus and Orchestra (grades 6, 7, 8) will participate in the Trills and Thrills Music Festival on Friday, June 5. This is an all-day event. More info coming soon!

### **Concert Dress:**

White button down shirts/blouses and black pants/skirts with black shoes. This attire insures the **professional, team-like** appearance of each group. Please, no jeans and no sneakers if possible. Please contact me immediately if you feel acquiring this attire will present any problems. Concert dress is required for all students. Have pride in your team!

#### **CONCERT ATTIRE**



***Concerts are a very important part of the music experience. It is expected that every student attend each performance and it is required for their grade. The Concert is like a Final Exam. In addition, it's a lot of fun for the student and their families and it is a shame to miss.***

***Absence from a performance will only be counted as "excused" if a family/student is out of town or for illness. Planned absences, because of travel, **MUST** be given to me in writing (email is fine) or phone-call asap. If a student is ill, and needs to miss the concert, a phone-call or email 24 hours before or 24 hours after the concert date, is required or a student's grade will drop by a full score.***

*Because this course is a part of their school curriculum and there are many other extra curricular activities such as baseball games, or soccer practices, for example, we feel that a 1-time concert, per season, takes precedence over all other activities. If you find yourself in a situation or conflict that is equally important, please communicate it to me. We can work out a plan or compromise. Simply not showing up to a performance is **not acceptable**. Students work together, all season, for this one opportunity and students in the class rely on each other.*

***Attendance is critical and mandatory.***

**STUDENTS THAT DO NO PARTICIPATE IN THE BCO CONCERTS (including the Chorus LS Concert) WILL NOT BE ALLOWED TO PARTICIPATE IN THE TRILLS AND THRILLS MUSIC FESTIVAL.**

***Trills and Thrills Music Festival is a privilege and any student that does not participate fully in the required concert program, will not have the privilege to participate in Trills and Thrills Music Festival.***

Permission slips and more information will be coming out soon!

### **Drop Out Policy:**

The teachers and administrators are of the firm belief that students need to participate in their Instrumental Class, Band, Chorus or Orchestra for an **entire year**. This is a year commitment. Please be sure you are participating for the year, **before** you sign this last page of this Handbook. Students who want to quit after the first month or two are usually frustrated and haven't gotten to experience music making yet. Or, there are social reasons that student no longer want to be in the group. Brand new or old hat, we all hit "humps" or "plateaus" with our music. It has also been my great experience, to see kids get over that "hump" and "turn it around". It is a very rewarding experience for the student (& the teachers and parents!) when this happens and students are then glad they did not give up! It is critical to the program that we stick together for the year and work as a team.

### **Lincoln After School Music Program (LASMP):**

This is a fabulous organization that provides our students with top quality music education. It is *highly and strongly recommended* that students take lessons through the program to supplement what they are learning in school. It is our hope, particularly beginning at **seventh grade**, that all of our instrumentalists will take lessons after school to continue progressing on their instrument as instrumental classes are not offered beyond the sixth grade level. Vocal lessons are also available. Please see the brochures in the Smith and Brooks offices, outside my music room or on the website for more information: [www.lincnet.org](http://www.lincnet.org). Go to "Schools". Click on "Hanscom Middle School". Find "Programs" on the menu at the left hand side. Click on "Lincoln After School Music Program".

### **Friends of Lincoln Music:**

This is a parent organization, designed to support our music students. Some activities parents can get involved in are fundraising for music and/or Music Festival scholarships, LASMP scholarships, bake sales, chaperoning field trips, helping with ensemble sectional work, taking photographs, publicity, assisting with grant writing, communication among our musical community, helping with concerts and getting our music events in the newspaper, scoping out musical experiences/field trips and off-campus concert sites, recruiting musician in-residences.

We need parents to help and volunteer for any of the above to make for the most rewarding experience for our music students!

Making a financial contribution: Donations from Friends go into an account used to assist with Music Festival fees, refurbish used instruments, purchase new instruments, purchase sheet music and supplies, educational-extras, social events and other program expenses. Checks should be sent to: Lincoln School, Friends of Lincoln Music, Ballfield Road, Lincoln, MA 01773.



### **Contact Info/Communication:**

Please feel free to contact me at any time with questions or concerns. The best way to reach me is email: [ksheppard@lincnet.org](mailto:ksheppard@lincnet.org). I check my email almost daily. However, believe it or not, I average about 25 emails day, so please be patient. I will get back to you. You may call me at 781-259-9408 x1119.

Website: Everything you wanted to know about the Instrumental Lessons and General Music is located on the website: [www.lincnet.org/sheppard](http://www.lincnet.org/sheppard). Information on Band, Chorus, Orchestra is located on the website [www.lincnet.org/BCO](http://www.lincnet.org/BCO). Please subscribe to both my pages so I may send you e-alerts to keep you informed as best I can.

Practice Homework for Band and Chorus will be posted weekly by 5:00PM on Fridays. Please go to [www.lincnet.org/BCO](http://www.lincnet.org/BCO) each weekend to see what you should be practicing. If you subscribe you will get occasional e-alerts to remind you!

### **Conclusion**

In conclusion, we look forward to having a wonderful music year with you. Playing on a musical team is a very rewarding experience. Please do not hesitate to ask anything that I may have missed in this Handbook.

For your convenience I have provided a Summary Page for you to print and keep of your records. Please print, sign and return the page marked “**Contract**” no later than **Friday, November 1**.

Thank you for your support!

Musically Yours,

Karen Sheppard  
Music Teacher  
Instrumental and Ensemble Program Director

## SUMMARY PAGE

For your records and your convenience.

- ◆ All classes and rehearsals meet as a regularly scheduled class in the school day. All students are required to attend each class. No make-up work for other classes should be taking place during this time.
- ◆ Students must come prepared with their instrument, music, pencil and other supplies each week.
- ◆ Students should practice 15/20 minutes a day for at least 5 days a week
- ◆ Concert Dress is dressy black and white.

### WINTER CONCERTS

**BAND BASH:** Winds/Brass/Percussion Classes (gr. 5&6 AND Band (gr. 6,7,8)  
Wednesday, December 11 (snow date 12) at 7:00.

**STRING FLING:** Violin/Viola/Cello/Bass (gr. 5&6) AND Orchestra (gr. 6,7,8)  
Wednesday, January 22 (snow date 23) at 7:00.

**CHORAL CONCERT:** Fifth/Sixth Ukuleles AND Middle School Chorus  
(gr. 6,7,8)  
Wednesday, January 15 (snow date 16) at 7:00.

#### *Chorus ONLY Concert at LS:*

Thursday, December 5 at LS at 7:00PM, call is at 6:30

### SPRING CONCERTS

**BAND BASH:** Winds/Brass/Percussion Classes (gr. 5&6) AND Band (gr. 6,7,8)  
Wednesday, June 3 at 7:00.

**STRING FLING:** Violin/Viola/Cello/Bass (gr. 5&6) AND Orchestra (gr. 6,7,8)  
Wednesday, May 20 at 7:00.

**CHORAL CONCERT:** Fifth grade Chorus AND Middle School Chorus (gr. 6,7,8)  
Wednesday, June 13 at 7:00.

***STUDENTS MUST PARTICIPATE IN THE CONCERTS IN ORDER TO BE ELIGIBLE TO PARTICIPATE IN THE MUSIC FESTIVAL.***

- ◆ These classes are a *full year commitment*.
- ◆ Friends of Lincoln Music needs your help.
- ◆ All communication about the Music Program should be made with Karen Sheppard at [ksheppard@lincnet.org](mailto:ksheppard@lincnet.org) or 781-259-9408x1119.
- ◆ Subscribing to the Music Department webpage is a great idea in order to keep informed: [www.lincnet.org/sheppard](http://www.lincnet.org/sheppard) and or [www.lincnet.org/BCO](http://www.lincnet.org/BCO)

