



[Place Music Program Logo Here]

[Your Music Program's Name Here]

## [School Years] Handbook

[Director 1's Name]

[Director 1's Email]

[Director 1's Ensembles]

[Director 2's Name]

[Director 2's Email]

[Director 2's Ensembles]

# Table of Contents

<a href="#">Letter to [Your School's Name] Music Families</a>	<a href="#">3</a>
<a href="#">Current Ensembles</a>	<a href="#">3</a>
<a href="#">[List your school's current ensembles]</a>	<a href="#">3</a>
<a href="#">Objectives</a>	<a href="#">4</a>
<a href="#">Classroom Rules</a>	<a href="#">4</a>
<a href="#">Rules</a>	<a href="#">4</a>
<a href="#">Sequential Consequences</a>	<a href="#">4</a>
<a href="#">Rehearsal Procedures</a>	<a href="#">4</a>
<a href="#">Entering Rehearsal</a>	<a href="#">4</a>
<a href="#">During Rehearsal</a>	<a href="#">4</a>
<a href="#">Leaving Rehearsal</a>	<a href="#">4</a>
<a href="#">Concerts</a>	<a href="#">5</a>
<a href="#">Performance Attendance</a>	<a href="#">5</a>
<a href="#">Concert Attire</a>	<a href="#">5</a>
<a href="#">Concert Dates</a>	<a href="#">5</a>
<a href="#">Grading</a>	<a href="#">6</a>
<a href="#">Grading Scale</a>	<a href="#">6</a>
<a href="#">Earning your grade</a>	<a href="#">6</a>
<a href="#">Supplies</a>	<a href="#">7</a>
<a href="#">Instruments</a>	<a href="#">7</a>
<a href="#">Supplies for [Band/Orchestra/Choir]</a>	<a href="#">7</a>
<a href="#">Method Books for [Band/Orchestra]</a>	<a href="#">7</a>
<a href="#">Lockers and Instrument Storage</a>	<a href="#">8</a>
<a href="#">Student Leadership</a>	<a href="#">8</a>
<a href="#">[Leadership Role]</a>	<a href="#">8</a>
<a href="#">[Leadership Role]</a>	<a href="#">8</a>
<a href="#">[Leadership Role]</a>	<a href="#">8</a>
<a href="#">Communication</a>	<a href="#">8</a>
<a href="#">Email</a>	<a href="#">8</a>
<a href="#">Music Department Handbook Agreement Form</a>	<a href="#">8</a>

*\*Refresh the table of contents after you have finished editing this document. You can do this by selecting the table of contents and at the upper right a little circle with an arrow will appear. Click that to refresh the table.\**

# Letter to [Your School's Name] Music Families

Dear Parents/Guardians and Students,

[Here, write a letter to your parents, guardians, and students that welcomes them to a new school year, and introduce yourself to them. Here, you can also explain your teaching philosophy.]

[Give the person reading this a brief explanation of what they can expect in this handbook. Let them know when the agreement is due if you choose to use it.]

[End the letter by letting the parent or guardian know how a director may be contacted when they have questions.]

Sincerely,

Director 1's Name]

Director 2's Name]

## Current Ensembles

[List your school's current ensembles]

- [Write a sentence or two describing this ensemble.]

# Objectives

[Here, write your objective for the year. Use your state standards for guidance]

- [Students will be able to..... (State Standard #)]
  - [Students will show mastery of this standard by being able to.]
- [Students will be able to..... (State Standard #)]
  - [Students will show mastery of this standard by being able to.]
- [Students will be able to..... (State Standard #)]
  - [Students will show mastery of this standard by being able to.]
- [Students will be able to..... (State Standard #)]
  - [Students will show mastery of this standard by being able to.]

# Classroom Rules

## Rules

- [Rule 1]
  - [Consequence for not complying]
- [Rule 2]
  - [Consequence for not complying]
- [Rule 3]
  - [Consequence for not complying]

## Sequential Consequences

- [Step 1]
- [Step 2]
- [Step 3]

# Procedures

Rehearsal	Concerts/Performances
<b>Entering Rehearsal</b> <ul style="list-style-type: none"> <li>• [Write your expectations for students in sequential order.]</li> <li>• [First, Students will....]</li> <li>• [Second, Students will....]</li> </ul> <b>During Rehearsal</b> <ul style="list-style-type: none"> <li>• [Write your expectations for students during rehearsal]</li> <li>• [Remember to be positive about these expectations and sound excited!]</li> </ul> <b>Leaving Rehearsal</b> <ul style="list-style-type: none"> <li>• [Write your expectations for students in sequential order.]</li> <li>• [First, Students will....]</li> <li>• [Second, Students will....]</li> </ul>	<b>Before the Concert</b> <ul style="list-style-type: none"> <li>• [List your expectations for students before the concert.]</li> <li>• [ie. Where should the students meet before the concert and what should they do or not do before it.]</li> </ul> <b>During the Concert</b> <ul style="list-style-type: none"> <li>• [List your expectations for students during the concert.]</li> <li>• [ie. Where should the students be during the concert when they are on stage and off the stage.]</li> </ul> <b>After the Concert</b> <ul style="list-style-type: none"> <li>• [List your expectations for students after the concert.]</li> <li>• [ie. Where should the students meet parents/guardians after the concert and what should they do or not do after it.]</li> </ul>

# Concerts

## Performance Attendance

[Explain your expectation for concert attendance here. Explain what constitutes an excused absence and an unexcused absence.]

- [Explain the procedure for excused absences. (ie, A director must be contacted before the concert by how much time.)]
- [Explain the consequence of an unexcused absence.]

Excused absences include:

- [Example 1]
- [Example 2]
- [Example 3]

## Concert Attire

Appropriate Concert Attire	What NOT to Wear
<ul style="list-style-type: none"> <li>[Provide examples of appropriate concert attire]</li> </ul>	<ul style="list-style-type: none"> <li>[Provide examples of inappropriate concert attire]</li> <li>[ie. sandals, jeans, etc....]</li> </ul>

## Concert Dates

All concerts are held at [concert location] unless noted below.

### [Concert Name (ie. Winter Concert)]

[List the concert date and time and what ensembles are performing. Be sure to write both the report time for students as well as the concert start time]

### [Concert Name (ie. Spring Concert)]

[List the concert date and time and what ensembles are performing. Be sure to write both the report time for students as well as the concert start time]

# Grading

## Grading Scale

A = % - %

B = % - %

C = % - %

D = % - %

F = % - %

## Earning your grade

### Daily Classwork

[Here, write about what daily classwork your students can expect in your class and what the benefits of completing the work will have for them.]

### In-Class Assessments

[Here, write about what assessments your students can expect in your class and what the benefits of completing the work will have for them.]

### Performances

- [Here, write about your performance expectations and how they impact grades.]
- [Be sure to explain your concert dress code and whether the performance is or is not for a grade.] A list of appropriate concert attire can be found on page [5](#).
- [Explain the grading of an unexcused absence.]

### Class Supplies

[Here, write about what classroom supplies your students will need in your class, the importance of being prepared for class, and how being unprepared will affect them. Also, include if these supplies will or will not count for a grade] A supply list can be found on page [7](#).

### Extra Credit

- [Here, explain any potential opportunities for earning extra credit.]

# Supplies

## Instruments

[Explain where families can get instruments. This can be a local music store or online that you recommend. Also, let families know when their students need to have their instruments in class.]

### Supplies for [Band/Orchestra/Choir]

{instrument(s)}

[Explain what common or necessary supplies are for this instrument. An example would be reeds or valve oil.]

] {instrument(s)}

[Explain what common or necessary supplies are for this instrument. An example would be reeds or valve oil.]

{instrument(s)}

[Explain what common or necessary supplies are for this instrument. An example would be reeds or valve oil.]

### Method Books for [Band/Orchestra]

[Let the parents or guardians know where they can get the books, like a music store or online store.]

{instrument}

[Place a link to the publisher's website for the instrument's book. You can also place a QR code here in addition to the link]

{instrument}

[Place a link to the publisher's website for the instrument's book. You can also place a QR code here in addition to the link]

{instrument}

[Place a link to the publisher's website for the instrument's book. You can also place a QR code here in addition to the link]

{instrument}

[Place a link to the publisher's website for the instrument's book. You can also place a QR code here in addition to the link]

{instrument}

[Place a link to the publisher's website for the instrument's book. You can also place a QR code here in addition to the link]

# Lockers and Instrument Storage

[Explain where instruments may be stored during the school day. Also, be sure to state any rules you may have for using the school's instrument storage.]

- [Rule 1]
- [Rule 2]

# Student Leadership

## [Leadership Role]

[Explain what this role is and how they support the program.]

## [Leadership Role]

[Explain what this role is and how they support the program.]

## [Leadership Role]

[Explain what this role is and how they support the program.]

# Communication

[Explain how you will communicate with parents about reminders and announcements. Also, let parents know how they can contact you.]

[contact method 1]

[contact method 2]

[contact method 3]

## Email

[Director 1's Name]

[Director 2's Name]

[Director 1's Email]

[Director 2's Email]

[Director 1's Classes]

[Director 2's Classes]

# Music Department Handbook Agreement Form

Completed/Signed Form Due: [date form is due]

I have read and understand the [Your School Name] Music Department Handbook, which includes the Procedures, Rules, Expectations, Concert Attire, Grading, and all information for the [School Year] school year.

Please click on the link below to complete the handbook.

📎 Music Department Handbook Agreement Form

[https://drive.google.com/drive/folders/1x1Y6H6Ds7HK0zq2w9l6mCIH-OGEUq2o?usp=drive\\_link](https://drive.google.com/drive/folders/1x1Y6H6Ds7HK0zq2w9l6mCIH-OGEUq2o?usp=drive_link)