

# Elementary Instrumental Music Program Handbook: 2025-2026

## **PARTICIPATING SCHOOLS**

- Incarnate Word Academy, Parma Heights
- St. Albert the Great, North Royalton
- St. Albert the Great at Assumption Academy, Broadview Heights
- St. Anthony of Padua, Parma
- St. Charles Borromeo, Parma
- St. Columbkille School, Parma
- Sts. Joseph and John, Strongsville

## **FACULTY CONTACT INFORMATION**

Mrs. Carrie Woodie, Orchestra Director, [cwoodie@paduafrhs-elem.org](mailto:cwoodie@paduafrhs-elem.org); Ms. Madeline Jurec, Band Director, [mjurec@paduafranciscan.net](mailto:mjurec@paduafranciscan.net)

## **PROGRAM DESCRIPTION**

The Catholic elementary schools and Padua Franciscan High School are committed to maintaining an instrumental music program at the elementary level. The instrumental experience of ensemble fulfills many purposes. It provides entertainment to school and community occasions, represents the school at various events and festivals, and provides an outlet for student creativity. The primary purpose of the music program is to develop the musical and instrumental abilities of the participating students. Associated with this purpose is the enrichment of the student's cultural and stylistic awareness through exposure to music of many different cultures and styles.

## **BAND PROGRESSION**

### **First-Year Students: Beginner Band (5th grade)**

- Instruments: flute, clarinet, alto saxophone, trumpet, trombone, percussion (snare and bells)
- Lessons: weekly group or individual lessons are required
- Performances: grouped together for Beginner Band; 2 mandatory after-school rehearsals prior to concerts
- Progression Requirement: Students who have mastered the required beginner skills by the end of the year are recommended to progress to the Advanced Level; students who need more practice with beginner skills stay at the Beginner Level

### **Second-Year and Beyond Students: Advanced Band (6th-8th grade)**

- Instruments: flute, clarinet, alto saxophone, trumpet, trombone, percussion (snare/bass drum/cymbals/bells)
  - o Switchover Instruments: oboe, horn, baritone/euphonium
- Lessons: weekly lessons are required to participate in weekly group ensemble rehearsals
- Performances: grouped together for Advanced Band; 2 mandatory after-school rehearsals prior to concert
- Ensemble Rehearsals: weekly rehearsals are required in addition to weekly lessons

## **ORCHESTRA PROGRESSION**

### **First-Year Students: Beginner Orchestra (4th grade)**

- Instruments: violin, viola, cello
- Lessons: weekly group or individual lessons are required
- Performances: grouped together for Beginner Orchestra; 2 mandatory after-school rehearsals prior to concerts
- Progression Requirement: Students who have mastered the required beginner skills by the end of the year are recommended to progress to the Intermediate Level; students who need more practice with beginner skills stay at the Beginner Level

### **Second- and Third-Year Students: Intermediate Orchestra (5th and 6th grade)**

- Instruments: violin, viola, cello
  - o Switchover Instrument: double bass
- Lessons: weekly group or individual lessons are required
- Performances: grouped together for Intermediate Orchestra; 2 mandatory after-school rehearsals prior to concert

**Fourth- and Fifth-Year Students: Advanced Orchestra (7th and 8th grade) Formerly called Symphonic Orchestra**

- Instruments: violin, viola, cello, double bass
- Lessons: weekly lessons are required (preferably private lessons outside of school)
- Ensemble Rehearsals: weekly rehearsals are required in addition to weekly lessons
- Performances: grouped together for Symphonic Orchestra; 2 mandatory after-school rehearsals prior to concert

**EXPECTATIONS OF STUDENTS**

Students are expected to conduct themselves using a Christian attitude and lifestyle. Music can be a very personal endeavor and ensembles with varying levels of musicianship may be intimidating. It is expected that students observe the following guidelines to ensure a safe environment that promotes positive personal and musical growth, as well as a functional rehearsal space:

- Be respectful
- Be positive
- Be prepared
- Be involved
- Be safe

Because of the limited number of lessons, attendance and practicing at home are extremely important for student success. The following guidelines have been created to ensure student success in the program:

- The student is to be ready for all lessons and rehearsals as assigned. His or her success demands strict attendance since lessons are held only once per week.
- School policy allows students to participate in the instrumental music program as a part of the school day. Students enrolled in the program are encouraged to develop responsibility. Forgetting an instrument or the time of the lesson/ensemble rehearsal will not be excused. Payment will not be refunded for missed lessons/ensemble rehearsals.
- Students are responsible for attending lessons while coordinating any missed class work with their teachers. Teachers are asked to help with this policy by allowing make-up work if necessary.
- Students in the program are expected to practice their instrument at home between weekly lessons. At the beginner level, 10 to 15 minutes of practice every day is ideal. Parents need to help their students make this part of the homework routine.

**Student Rules:**

Students are expected to:

- Follow the school code of conduct during any rehearsal/performance at any location
- Come prepared with assigned music and instrument in good working order
- Handle his or her own instrument and materials (not other students' instruments or materials)
- Not chew gum, eat, or drink (with the exception of water) at any time
- Not use electronics (especially but not limited to phones) without permission from the director

The student and his or her parent(s)/guardian(s) are expected to follow the rules and procedures as outlined in this Elementary Instrumental Music Program Handbook. The instrumental program is a special privilege for the students involved. Those who cannot follow the expectations of the program may be suspended or removed from the program. When in doubt, policy and procedure in the schools' handbooks takes precedence over this handbook.

Students who fail to behave as outlined may have one or more consequences implemented. The situation and behavior of the student will indicate the severity of the consequence. Administration and/or families will be

contacted for more severe consequences at the discretion of the director.

Consequences include, but are not limited to:

- Verbal warning
- School consequence (such as demerit, detention, etc.)
- Brief or full removal from the lesson/rehearsal/performance
- Suspension from the Elementary Instrumental Music Program

### **SCHEDULE AND ATTENDANCE POLICY**

Regular lessons and ensemble rehearsals are offered one day per week throughout the school year. Because of the limited number of lessons and rehearsals during the year, attendance is extremely important for student success. The following guidelines have been created to ensure student success in the program:

- Students are expected to attend and participate in lessons and/or the ensemble rehearsal weekly either in person or remotely using Google Meet and Google Classroom (with or without their instrument).
- Students are expected to participate in mandatory rehearsals and performances.
- Students must attend at least one of the two combined rehearsals at Padua or will not be allowed to participate in the concert.
- Students who are absent from school because of illness are excused from lessons, rehearsals, and performances without consequence. Absence from school will be reported to the director through the school office, but for off-site or after-school rehearsals/performance, please contact the director through email.
- Students who have an unavoidable conflict that causes them to arrive late, leave early, or miss lessons, rehearsals, or performances may be excused with the director's approval. Please contact the director through email.

### **LESSON VERSUS CLASS WORK POLICY**

Although students are expected to attend their lessons each week, occasionally certain class work may cause students to choose to stay in class. Students are always encouraged to speak with their teachers prior to lessons to receive class work and/or reschedule assessments. Families will not be reimbursed for lessons missed when a student chooses to stay in class. Please observe the following suggestions regarding class work and lesson attendance:

- General Class Work: Each student is expected to speak with his or her teachers to schedule an alternate time to receive missed work and/or assignments.
- Scheduled Group Projects/Quizzes/Tests: Each student is expected to speak with his or her teachers prior to class to schedule an alternate time to complete the assessment.
- Unannounced Assignments/Assessments: Each student should attempt to speak with his or her teachers to schedule an alternate time for the assessment. If the student chooses to stay in class to complete the assignment, it is recommended that he or she attend part of the lesson, if possible.

It is the responsibility of the student to be at his or her assigned lesson on time and ready to play. Families will not be reimbursed for lessons missed because the student did not attend the lesson at the correct time or did not bring his or her instrument to school. Students are always welcome to check the lesson schedule with the lesson teacher at the beginning of the day to avoid confusion.

**\*\*Students who fail to attend multiple lessons and/or combined rehearsals (excused or unexcused) may not be able to participate in performances. Students who fail to attend multiple lessons may be suspended from ensemble rehearsals until lessons are attended regularly. The director will contact families if a student is in danger of being suspended from ensemble rehearsals and/or a performance.**

### **REQUIRED MATERIALS FOR PARTICIPATION**

An enrolled student is required to provide his or her own instrument. A variety of music stores in the area provide reasonable rental programs for new instruments or cleaning/repair options for already owned instruments. If students are using a previously used instrument, please take the instrument to a music store and have it repaired and cleaned before lessons. This ensures that the instrument is in good working order and sanitary for student use.

Instruments are to be in good playing condition and are to be transported to and from the school and to and from the lesson in the instrument's appropriate carrying case. On lesson day, each student is to keep his or her cased instrument in the classroom, except when at his or her music lesson. The homeroom teacher will instruct the student regarding where in the classroom his or her instrument may be kept. Instruments may be brought to school only on lesson days (or other days as approved by the director).

**Band Equipment:** Band students will need to provide the following equipment:

**All Students:**

- Instrument
- Pencil
- Wire music stand (for home practice)
- Method book

**Flute Students:**

- Soft, thin cloth for swab

**Clarinet and Saxophone Students:**

- Mitchell Lurie reeds are recommended (students will need at least 4 good reeds at all times)
- Plastic or metal reed guard to store reeds
- Cloth clarinet or saxophone swab (silk swab is recommended for durability)
- Cork grease
- Bell cover

**Trumpet, Cornet, Horn, Trombone, and Baritone Students:**

- Valve oil
- Slide grease
- Mouthpiece brush
- Soft cloth for polishing
- Bell cover

**Percussion Students:**

Percussion kit should include:

- Mallets for bells (preferably Liberty One LHM Medium Birch Xylophone Mallet)
- Vic Firth SD General 1 snare sticks
- Bells (preferably without letter names on bars)
- Practice pad
- Instrument stands

**Orchestra Equipment:** Orchestra students will need to provide the following equipment:

**All Students:**

- Instrument
- Pencil
- Wire music stand (for home practice)
- Method book

**Violin and Viola Students:**

- Rosin
- Soft cloth
- Shoulder rest

**Cello and Double Bass Students:**

- Rosin
- Soft cloth
- Rock stop

**ENROLLMENT IN THE PROGRAM**

To enroll in the Elementary Instrumental Music Program, the following forms must be completed and returned to the director by the registration deadline. Students who transfer to the school during the year may apply by contacting the director and completing the necessary forms. It is at the director's discretion to allow a student who enrolls in the middle of a semester to participate in the performance. Determining factors include the number of lessons and rehearsals the student attends.

All students must complete:

- Enrollment form (ONLINE): Student information, parent contact information, agreement to rules and procedures for participating in the program
- Payment Policy form (HARD COPY): Payment requirements for participation

Students must also complete (if applicable):

- Instrument rental form (HARD COPY): Students using school-owned instruments must complete this form

### **WITHDRAWING FROM THE PROGRAM**

To withdraw from the Elementary Instrumental Music Program, a parent/guardian must contact the director. This can be done at any time during the year, preferably at the beginning of a semester. The director understands that situations can arise that prevent a student from continuing with the program but asks for the courtesy of being informed when a student will no longer attend lessons and/or rehearsals. Ensemble fees will not be refunded. Refunds on lesson payments for the remainder of the semester will be at the music association's discretion.

### **PAYMENT POLICY**

Student ensemble fees are paid in advance according to the Payment Policy. Payment must be received by the due date for the student to attend rehearsals. Please see the Payment Policy form for details.

### **LESSONS**

Student lessons are paid in advance according to the Lesson Policy. Payment must be received by the due date for the student to attend lessons. Please see the Payment Policy form for details.

### **PERFORMANCES**

Students will participate in a minimum of 2 concerts during the school year. Please see the Band and Orchestra Rehearsal and Concert Schedule on our website.

**Dress Code for Performances:** Students will perform in a school polo shirt, khaki or dark solid colored pants, and school shoes. If needed, alterations to dress code will be announced prior to concerts.

Items needed for performances:

- Instrument
- Music
- Folder