

## **GENERAL MUSIC – COURSE #5501**

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# **Classroom Policies and Procedures**

### **REQUIRED SUPPLIES FOR CLASS (Bring these EVERY DAY!)**

- Hardback 3-Ring Binder (1" or 1.5" spine recommended) labeled on front with your name, class period, & "Music" (Avoid flimsy binders that offer little or no protection for contents)
- Supply of loose-leaf paper inside the binder (Spiral-bound notebooks are NOT acceptable)
- Minimum of 2 #2 pencils (Mechanical pencils highly recommended)
- **ALL WORK IN PENCIL ONLY! WORK SUBMITTED IN PEN WILL NOT BE GRADED!**
- Good eraser(s)
- Staff paper (Provided by the instructor or available FREE on-line)
- Set of dividers for notebook (Highly recommended, but not required)

Students having difficulty obtaining the necessary supplies should contact the instructor as soon as possible for guidance. The instructor will NOT loan pencils, paper, etc... to students during class.

### **Seating Assignments and Charts**

At the beginning of each semester, students will be assigned a seat within the classroom that will be based on the alphabetized list of students' last names. Any student who is in need of a different seating assignment due to visual or aural difficulties can easily be accommodated by bringing the matter to the attention of the instructor. The instructor also reserves the right to change seating assignments at any point in the semester as a means of behavior modification if necessary.

Students are NOT to leave their seat during class unless specifically asked to do so by the instructor. Sharpening of pencils, throwing away trash, and other such matters should be addressed before or after class. Any student who leaves his/her seat without permission will receive detention.

### **Entering and Exiting the Room**

Regardless of how you might choose to conduct yourself in the hall between classes, it is expected that you enter the band room quietly upon your arrival and exit in the same manner upon your departure. This does NOT mean that you may not talk prior to the class beginning, but rather that you must consider the fact that not EVERYONE in the room and/or hall may wish to be subjected to your topic of conversation. The short version... "Act civilized at all times."

All students are expected to be inside the room upon the ringing of the bell. Those who are not will be marked "late to class" in the instructor's attendance record. Three latenesses to the same class within the same semester will result in a detention. Continued latenesses beyond the third will result in an office referral for each. See your student agenda for more details regarding this policy.

Students may be asked to assist with the stacking of chairs or the packing of specialized equipment (when necessary) a few minutes prior to the dismissal bell in an effort to keep everyone on schedule.

Addendum for J.M. Bennett Students: We are fortunate to have class in one of the few air-conditioned rooms in the entire building, so please gently close the band room door behind you in an effort to keep the room as cool as possible during the warmer months.

### **Leaving the Room During Class**

It is expected that visits to the restroom, water fountain, and locker take place before school starts, after the school day is complete, or during the time between classes. Use the first few days of the semester to discover the most efficient route between classes and to conclude when would be the best time of day to take care of restroom, water, and locker needs. Students will, however, be granted ONE emergency bathroom pass each marking period.

(which may be used only if the student has their agenda to be signed). Students who are feeling ill should bring the situation to the attention of the instructor upon arrival in class so that he can address the matter with the nurse in an effort to best deal with the circumstances.

On occasion, individual students may be called to the main office, guidance office, or other location within the building by members of the school administration or staff. It is important that students ALWAYS have their agendas with them so that a hall pass may be *quickly* written by the instructor inside the agenda in an effort to minimize disruption to the class.

Addendum for Parkside Students: Students who leave the room for any reason while class is in session must sign the clipboard next to the classroom entrance, indicating time of departure and time of return (if appropriate). This must also be signed by any student who is “late to class” immediately upon his/her arrival.

### **Proper Attire**

The “dress code” that has been approved for all high schools in Wicomico County is clearly printed in the student agenda. It is highly recommended that students and their families read this document carefully because it will be strictly interpreted in all General Music classes. The most common violations have been found to be in the areas of inappropriate logos, slogans, or advertisements for items that are not permitted on school property (such as alcohol and tobacco products).

Students who enter the General Music class in violation of the approved dress code will be sent to the main office. The instructor may have a student removed from class at ANY point if he feels that a dress code violation provides a distraction to the other students in the room.

### **Food and Drink**

Food, drinks, and gum are not permitted in the General Music classroom. If you have gum, please dispose of it immediately upon your arrival. Students who are unwilling to adhere to this policy will receive detention.

### **Personal Grooming**

It is inappropriate to apply make-up or lotion, brush or style hair, etc... in a classroom environment. It can be distracting to other students in class and often leaves behind a mess. Please attend to these matters in the restroom between classes. Students who are unwilling to adhere to this policy will receive detention.

### **Chairs and Desks**

ALL chairs and desks utilized by the General Music classes will be thoroughly inspected for damage and vandalism at the conclusion of EACH period of the day. Any student who arrives to find his/her assigned chair damaged or vandalized in some capacity must immediately bring this to the attention of the instructor. Failure to do so may result in the student being mistakenly held accountable for another student’s damage.

Any student who is found to have damaged or vandalized his/her chair or desk (or any other classroom materials) during the course of a class will receive an immediate office referral and will be held financially responsible for any damage (functional OR cosmetic) to the equipment that may occur.

### **Class Participation**

It is expected that all students sit up straight, face the front of the room, and remain attentive during the entirety of each class period. Students who are lethargic, disruptive, and/or unprepared for class will have virtually no chance to succeed academically due to the fact that 50% of the grading system is based on adequate participation on a daily basis.

While there are times when students will be encouraged to “speak up and be heard” within the classroom setting, it is not acceptable for students to be engaged in conversation at ANY volume level while the instructor is presenting or reviewing material in class. Students wishing to speak or ask a question related to the topic are encouraged to do so, but should raise their hand and wait to be recognized. Students who are unable to focus

and/or be silent in class at the appropriate times will receive detention and habitual offenders will receive an office referral.

### **Detentions and Extra Help (After School Schedule)**

When necessary, detentions will be scheduled after school on Tuesdays and Thursdays for Parkside students while detentions for James M. Bennett students will be scheduled on Wednesdays and Fridays. Mondays are avoided due to the frequency of faculty and committee meetings that require the attendance of the instructor throughout the year.

The instructor will almost never disrupt a class to write a detention. Instead, the detention will be issued at the beginning of the next class period upon the student's arrival. Detentions will NOT be rescheduled due to scheduling conflicts, sporting events, or transportation difficulties on the part of the student or his/her family. Additionally, detentions must be signed by a parent/guardian and returned to the instructor during the class period on the day the detention is to be served. Students who fail to report for an assigned detention or do not have the detention slip signed by a parent/guardian will immediately receive an office referral. **BE SMART AND AVOID THIS COMPLETELY!!!**

Students interested in receiving extra assistance with the class are encouraged to contact the instructor to make an appointment after school. While individualized instruction after school is usually recommended for students having difficulty, students may wish to organize small groups to stay for extra help if they feel it would be beneficial.

### **In Conclusion...**

It is important for ALL students to realize that they WILL be held accountable for their actions and words (or lack thereof) when in General Music class. Most of the information within this document could be summarized in just a few words... "Use common sense, work hard, and you'll have no problems!"

I am extremely honored and excited to have the opportunity to share my knowledge and musical experience with you. While you may not find EVERY aspect of the General Music curriculum to be the most exciting thing in the world, I am hoping that you will find most of the class to be interesting, informative, and perhaps even somewhat entertaining. Keep an open mind about concepts that are new to you and be willing to share your thoughts and feelings when appropriate... I'm confident that you'll learn a lot, and that you may even have a little fun along the way.

***GOOD LUCK!***