

Coronado High School
Beginning Guitar Class Handbook
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I. Course Description:

This is an elective course for beginning guitarists with little or no experience on the instrument. Students will learn open chords, power chords, movable chords, single note (melody) playing, accompaniment techniques, and a variety of playing techniques and styles, including both pickstyle and fingerstyle approaches to the guitar. The course also includes music fundamentals, theory, songs, performances, listening, improvising, and learning to read standard music notation as well as tablature. In addition, students will be encouraged to attend performances, as well as perform or compete themselves. Prerequisites: None. Class Fee: \$30

II. Course Goals:

- Learn to read standard music notation, chord diagrams, and tablature.
- Learn to play chords, accompaniment, and melodies.
- Learn proper strumming, fingerstyle, and flat-picking techniques.
- Develop correct sitting posture and appropriate hand positions.
- Learn to tune the guitar.
- Identify the parts of the guitar.
- Understand the history and historical significance of the guitar.
- Demonstrate proper care and maintenance of the guitar.
- Develop an understanding of music fundamentals and theory.
- Learn the process of performing to an audience.
- Become aware of career opportunities for guitarists.

III. Course Outline

This is the tentative outline of the course for this year. Each class is different and may move and a different rate through the curriculum.

First Quarter:

- Unit One: Parts of the Guitar, Types, History, Care, Holding Positions, Basic Tablature, Music Fundamentals, Reading Frames, Simple C and G7
- Unit Two: Music Notation , First Three Strings, Chords, Strumming, Alternate Picking

Second Quarter:

- Unit Three: Bottom Three Strings, Chords, Strumming, Scales, Accompaniment Techniques, Trios
- Unit Four: Accidentals, Half and Whole Steps, Simple Syncopation, Ensembles

Third Quarter:

- Unit Five: Key Signatures, Minor Scales, Tuning, Scale Construction
- Unit Six: Swing Rhythm, Swinging Syncopation, Blues Progression, Improvising

Fourth Quarter:

- Unit Seven: Rock & Roll, Power Chords, Advanced Tablature, Playing Effects
- Unit Eight: Fingerstyle, Classical, P-I-M-A, Fingerstyle Arpeggios, Giuliani, Pujol

IV. Grading:

Grades in this class will be determined on the following basis:

- Written Tests/Quizzes (approx 20%)
- Playing Tests/Quizzes (approx 20%)
- Classroom Assignments/Homework (approx 50%)
- Participation (approx 10%)

Tests and Quizzes

There will be two types of tests/quizzes given: written and playing. Written tests/quizzes will cover material covered in class such as music fundamentals, parts of the guitar, history of the guitar, vocabulary, etc. Playing tests/quizzes will be done individually in class over material covered in class (songs, exercises, etc.). On average, tests are worth 100 points and quizzes are worth 50 points. A test or quiz will usually be given on a weekly basis alternating playing tests, written tests, and quizzes.

Classroom Assignments/Homework

Classroom assignments and homework are to be completed by the student by the deadline given. This category includes notebook checks, vocabulary, vocabulary checks, worksheets, reports, etc. Regular assignments and homework are worth 25 points on average. There are two to five assignments weekly.

Participation

Four points a day will be given to a student who is on task and behaving appropriately. Two points will be deducted from the student's participation for being tardy, not being prepared for class, or for chewing gum. Two points will also be deducted for excessive talking, being off-task, and other misbehavior. Students will receive zero participation points for absences. These points may not be made up (see website for make up assignments). Overall, participation will be no more than 10% of the quarter grade.

Extra Credit

Extra credit opportunities will only be given to students with no missing assignments. Extra credit will be at the instructor's discretion and can only constitute a maximum of a 3% increase in the student's overall grade. Ongoing extra credit is listed on the website.

Makeup Assignments/Tests

As per the Coronado High School Guidelines, students who are absent (excused or unexcused) on the day of a previously announced major quiz or test must be prepared to take the missed test or quiz immediately upon return from the absence (during class). If students are not given the opportunity to make up the exam during the immediate class period following an absence, the student will have three days to schedule an in-class or after-school examination period. After this period the test/quiz may be made up (within the quarter) with a 50% grade reduction.

Previously Assigned/Prearranged Absence Assignments

Previously assigned work is homework or classwork assigned prior to an absence. Previously assigned work is due the day the student returns from his/her absence.

Late Assignments

Late work may be accepted with a deduction of points. Assignments receive a 25% grade reduction on the first day late. On the second day after the due date the assignment will receive a 50% grade reduction. Late assignments may be accepted within the quarter depending on the nature of the assignment.

Overall Grading Period Breakdown

Tests, assignments, and participation will have a point value. At the end of each quarter or semester, grades will be determined based on the number of points earned as a percentage of the total possible points.

- 100%-90% = A
- 89%-80% = B
- 79%-70% = C
- 69%-60% = D
- 59%-0% = F

Semester Grade Breakdown

- First Quarter Grade – 42.5%
- Second Quarter Grade – 42.5%
- Semester Exam – 15%

Citizenship Grade

Citizenship grades will be earned by the student for their actions during each quarter along with their attendance, tardy, and participation marks.

- **O** – A student that demonstrates exemplary behavior, is self-motivated, contributes to a positive learning environment, and has a clean tardy/attendance record.
- **S** – A student that demonstrates proper motivation and has three or less tardies and unexcused absences.
- **N** – A student that needs to improve their negative behaviors, as it affects others and themselves and has four or less tardies and unexcused absences.
- **U** – A student that demonstrates negative behavior or disrespect towards the class, the teacher, others, or themselves and affects others rights/abilities to learn. A student will also receive an automatic U for academic dishonesty, excessive tardies and unexcused absences.

V. Behavior Expectations

In addition to the rules and guidelines established by Coronado High School, the following apply to all guitar students:

- 1) Raise hand and wait to be acknowledged before asking a question or making a comment.
- 2) Treat all instruments properly.
- 3) Play only when and what you are asked to play; stop playing when asked to stop.
- 4) No talking/disturbances while we are playing or while teacher is instructing.
- 5) No gum, candy, food or beverages (including water) are allowed in the classroom.
- 6) No obscene or improper language and/or conversations.

Consequences for choosing to break a rule:

- 1) Verbal warning
- 2) Instrument time out and forfeiture of two participation points
- 3) Loss of playing privileges for the remainder of class and loss of all participation points
- 4) Written work and/or Teacher Assigned Detention
- 5) Parent notification
- 6) Dean's Referral

If a student disrupts the class to the extent that other students' rights and/or abilities to learn are affected, the student will be sent immediately to the dean.

Entering and Exiting Class

Class starts as soon as students enter the door. Students should go immediately to their assigned seats after retrieving their guitar and get out their pencils and guitar binders. Backpacks are to be stowed under the chair. Students are to be in their chair with materials ready by the time the bell rings or they will be counted tardy. Students need permission to leave the classroom during the instruction period. No passes will be written out to go to the library, computer lab, vending machines, lockers, vehicles, or any other area or room that does not need to be accessed during the instruction period. Passes out of class are at the teacher's sole discretion and abuse or misuse of the privilege will result in the loss of that privilege. When exiting class, each student is to check and be sure their area is clean of trash. Students are to remain in their seats until the INSTRUCTOR dismisses them.

Portable Electronics

Portable Electronics including iPods, video game systems, CELL PHONES, or anything of the like is strictly prohibited in the classroom. Use of these items will not be tolerated and the item will be confiscated and held until the end of class. If use of these contraband items becomes a continuous problem, the item will be confiscated and held until a parent/guardian picks it up.

Tardies

A student will be considered tardy if he/she is not in their assigned seat with all required materials (chair, stand, guitar, guitar binder) when the tardy bell rings. The Coronado tardy lockout policy will be enforced. If a student is late leaving class due to their own reasons, no hall pass will be issued.

Academic Dishonesty

Coronado High School has an "Honor Code" to promote integrity and honesty within the student body. The prevention of academic dishonesty and plagiarism is central to this goal. Academic dishonesty includes but is not limited to:

- copying from others
- utilizing notes, formulas, electronic devices, etc. without teacher permission
- giving or receiving improper assistance
- plagiarism

The consequences for academic dishonesty at Coronado High School are a zero on the assignment for the first offense. On the second offense the assignment will receive a zero and the student's overall quarter grade will be reduced by 10%. Along with these school-wide standard consequences, the student will receive a U in citizenship for the quarter.

VI. Performances

Performing opportunities may be available throughout the year. Dates, times, and locations will be announced with as much notice as possible. Performing is a privilege therefore the student must have a minimum grade of C+ and an S in citizenship at the time of the announcement in order to participate. Students who do not qualify for a performance but sincerely desire to perform may audition with the instructor individually.

Performance Attire

Performance attire for boys will be black pants, white button-front dress shirt (long or short sleeve, no tuxedo shirts please), black socks, black dress shoes (no skate shoes, tennis shoes, sandals, or work/combat boots), black belt, and an appropriate tie is optional. Performance attire for girls will be black pants or long skirt, white button-front dress shirt/blouse, black socks/hose, and black shoes. Your shirt is to be tucked in, pants are to be worn at a reasonable height (no “sagging” please), and your overall attire should be clean, ironed, and presentable. This attire should be in accordance with the Coronado HS dress code (no bare midriffs, miniskirts, etc.) Students not wearing the above attire will not be permitted to perform. Please, no excessive jewelry such as bracelets, facial piercings, large necklaces, etc. Studded belts are NOT permitted for performance attire.

VII. Materials Needed

Every student is required to have **everyday**:

- 1) a **three-ring binder with five dividers** (referred to as their Guitar Binder)
- 2) a pencil (recommended) or pen
- 3) their own picks

Optional materials a student may want to have:

- 1) a polish cloth
- 2) tuner
- 3) spare picks

Materials that are NOT ALLOWED in this classroom:

- 1) staples, paper clips, and other sharp objects
- 2) white-out, permanent markers, and other marking utensils other than a pen or pencil
- 3) any object or utensil that can be used to vandalize school property

Pick Purchasing

Picks are available for purchase from the instructor at 2 for \$1. Purchasing should be done between periods or before school. Depending on stock, picks may not always be available.

VIII. Binder Organization

Every student needs a 3-ring binder (1” is suggested) and 5 dividers for this class. This binder is to be for this class/period only. This binder can not be shared with another class/period. The dividers should be labeled in the following order:

- 1) Book
- 2) Handouts
- 3) Vocabulary
- 4) Notes
- 5) Handbook/Procedures

In the Book section, units and pages should be in the order that the student receives them. No other papers should be in this section. Handouts should also be in the order that the student received them. Handouts should be filled out by the student (if applicable). Students should also have several pages of loose-leaf paper in the Vocabulary and Notes sections. Vocabulary is written daily into the vocabulary section at the beginning and end of each instruction period. The vocabulary should be in numerical order. Notes are taken on a frequent basis, the most recent notes should be in the front. The Handbook/Procedures section must have the class Handbook (this packet), Guitar Class Daily Procedures handout, and any other papers specified by the instructor.

Binders are to be kept clean, neat, and most importantly organized. They will be checked on a periodic basis for a grade. There will also be several “open binder” quizzes where students may use their notes, vocab, handouts, and book pages. The more organized and complete and students binder is, the better they will do on these quizzes.

IX. Instruments

The instrument used in this class is a nylon string acoustic guitar. All techniques learned on this instrument can be applied on any type of guitar (acoustic or electric). All students will be able to use a school-owned instrument during class; the parent and student will be personally responsible for any damage to an instrument while in the student’s care. Each student will be assigned a guitar for the year. Each guitar is inspected by both the teacher and the student at the time of assigning and all preexisting damage (including superficial flaws) is documented. Each guitar is checked at least 5 times per school year by the instructor for new damage. It is the student’s responsibility to report damage as soon as it is discovered. This guitar is for classroom use only and may not be taken home by a student. **It is required that students have a guitar for at-home practicing.** The guitar that is suggested is a nylon six string acoustic guitar.

Instrument Cases

The school owned instruments are stored in protective cases. The student is also responsible for the assigned guitar case. The cases are designed to be opened while flat on the floor. Opening these cases in a lap or at an angle could cause damage to the guitar. This case is to remain beside the student’s chair at all times. Students are not to rest their foot on the case for any reason.

Guitar Numbers/Names

Each guitar has a name and number painted on the upper bout section of the back panel. This paint is not to be removed for any reason. Any student caught removing paint from a guitar will be sent to the dean for defacing school property and will be subject to any subsequent disciplinary action.

Detuning Guitars

Detuning a guitar is prohibited. This refers to D-tuning, G-tuning, etc. This can also refer to randomly turning pegs as a joke. This causes excessive wear on the strings, affecting both the lifespan and intonation. In extreme cases, strings can break. Because the entire set of strings must be replaced when one string either breaks or loses its intonation, students caught detuning a guitar will be required to buy Coronado a new set of nylon strings or pay the equivalent amount (\$5).

X. Practicing and Private Lessons

Practice is the foundation for a good musician/guitarist. Practice reinforces techniques learned in class, solidifies repertoire, and makes for an overall better performance in the end.

That being said, practicing at home on a daily basis is a requirement of the class. While it is not part of the student's grade, it will affect it. A student who does not practice or practices poorly may end up receiving poor grades on playing tests due to their unpreparedness. Parents/guardians can and should aid in their child's practice by providing a quiet practice area away from distractions. A time should be set up everyday for the student to practice. Students should be practicing exercises and repertoire from class, as well as finding, trying, and practicing the music in which they are interested. The average time a student should be practicing is at least 20-30 minutes a day.

XI. Lettering

Opportunities to letter in guitar are available to those who qualify. To receive a letter a student must accumulate 22 points based on the system below within a school year. Points do not carry over to the next school year. Students may letter each school year that a student qualifies.

Point System to Letter

- 10 pts – Grade of “A” Citizenship of “O” for all four quarters.
- 5 pts – Grade of “B” or better Citizenship of “S” or better for all four quarters (not in combination with straight As)
- 5 pts – Enrollment in Guitar class at CHS for 4 years.
- 5 pts – Participation in District Solo & Ensemble
- 5 pts – Participation in Regional Solo & Ensemble
- 5 pts – Participation in All-State Solo & Ensemble
- 5 pts – Selected for Command Performance
- 5 pts – Participation in Director's Choice Festival
- 5 pts – Participation in extracurricular ensemble (Advanced, Electric, Chamber Ensembles) that is school related. (repeatable)
- 5 pts – Private Lessons for duration of year (letter from private instructor required)
- 5 pts – Participation in outside guitar festival, competition, lecture series, etc. (repeatable)
- 2 pts – Student Leadership position (in guitar class)
- 2 pts – Enrolled in another music-related class in the same year AND passing that class with 75% or better.
- 1 pt – Audition for any extra-curricular school ensemble (repeatable)
- 1 pt – Attendance to teacher approved guitar concert (repeatable)

XII. Videos/Listening Material

As part of the curriculum, the class will view several videos and listen to several musical examples. These materials are mainly instructional videos for guitarists. The listening examples have been screened and do not contain harsh language or inappropriate content. If you DO NOT wish for your child to view/listen to the multimedia materials included in the curriculum, please check the box on the return sheet of this handbook and your child will be given an alternate assignment. The videos and a summary for each are listed below:

- Chet Atkins: A Life in Music

This is a documentary on the life of Chet Atkins, a legend among guitarists.

- Paul Gilbert: Instructional DVDs

This is an instructional video for “Gilbert” style guitar playing.

- Shred is Not Dead

This is an instructional video for “shred” style guitar playing.

- The Martin Tour

This is a video tour of the Martin Guitar Company, a very famous guitar manufacturer.

- Learn Guitar (For Dummies)

This is an instructional video for beginning guitarists. We will use it as a review source.

XIII. Website – <http://www.coronadoband.com/guitar>

Information, materials, important dates, and links to helpful guitar websites are all posted on the Coronado Guitar website. Please check this website regularly, as it will be updated weekly during the school year.

Also on the website are tools to help students practice at home. By clicking the “Tools” link on the main menu, students will have access to a tuner (to tune by ear), metronome, fretboard reference, and accompaniment recordings.

Materials (specifically book pages) included in this website are copyrighted and are only to be printed/used by Coronado Guitar students. To ensure this, all copyrighted materials on the website are password protected. All students will be given the same username and password to access these materials. This password changes every year. Any abuse or unauthorized use of these materials will be subject to applicable copyright laws.

Included in this website are photos and names of staff and students. Not every student is pictured or featured (especially those not belonging to a performing ensemble). These photos are generally group photos taken at performances, competitions, and other school activities. If you do not wish for your student’s picture and/or name to be featured on this website please check the appropriate space on the “Media Release Form” that you must turn in with the last page of this handbook.

XIV. Expectations

Guitar class is meant to be a positive learning environment. Every student should strive to contribute constructively toward this goal. By supporting and reinforcing classroom rules and procedures, we can all expect for the class to run smoothly and efficiently. And, by establishing expectations for the classroom, we can assure that the positive learning environment is maintained.

Expectations for the Student

Each student is expected to be prepared for class everyday; both prepared with materials and prepared to learn. Each student is expected to be on task during the instruction period and to be actively engaged in the class activities. Each student is expected to practice classroom assignments at home everyday. Finally, each student is expected to be respectful of the classroom, the teacher, other students, and themselves.

Expectations of the Student

Each student should expect to receive significant instruction every day despite outside factors (such as fire drills, assemblies, substitute, etc). Each student should expect to attain and retain knowledge and skills. Each student should expect to be treated with respect by the teacher and by their peers.

XV. Checklist

This is a checklist for the forms, fees, and items that every student is required to have or turn in before a guitar will be issued.

- Turn in last page of handbook, filled out and signed.
- Turn in \$30 Class Fee
- Turn in Media Release Form
- Print Guitar Class Daily Procedures
- Have Guitar Binder w/ 5 labeled dividers

XVI. Your Information

The following is provided for the student to copy down important information regarding this class.

YOUR GUITAR NUMBER_____

YOUR GUITAR NAME_____

WEBSITE MATERIAL USERNAME_____PASSWORD_____

This form must be filled out, signed, and returned with the class fee (\$30 check made payable to Coronado High School) and the "Media Release Form" as soon as possible. It must be returned before a school guitar will be issued to a student.

Please Print Students Name: _____ Period: _____

Please Print Parent(s) Name(s): _____

Parent E-mail _____ Parent Phone _____

Please read carefully and check the appropriate boxes below:

- I give permission for my child to view/listen to the multimedia materials included in the curriculum.

- I do **NOT** wish for my child to view/listen to the multimedia materials included in the curriculum. Please provide him/her with an alternative assignment (please refer to the Videos/Listening materials section of this handbook to read details).

- Please check this box if you would like to be added to the "Guitar Parents" list. Guitar Parents help with fundraising and the organization of guitar activities. By checking the box you are only stating that you would like to be contacted when fundraising/volunteer opportunities arise.

By signing below I agree to the following:

- I have read this handbook and understand the procedures and rules.
- I agree to follow and support these procedures and rules.
- I understand that school-owned guitars will be used in the classroom, and that the parent and student will be personally responsible for the cost to repair or replace any guitar or other classroom equipment that is damaged while being used/misused by the student.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____