



# SDMEA New Music Teacher Partnerships CALENDAR

This is a working document. Please feel free to save it in a format that will serve you best. You can make notes and determine which topics Mentor and Mentee would like to discuss.

### Instructions for Mentors

These are suggestions for each month in the first two years. As an experienced Music Educator, you will be able to make additions and substitutions as needed.

### Instructions for New Teachers

*The information below contains suggestions for each month in the first two years of your new profession. You will, no doubt need to make adjustments as some apply and some don't.*

**Reminder: Music information for all region and state events is available at [www.sdhsaa.com](http://www.sdhsaa.com) \*\***

It is imperative that all music teachers with every level of experience print a copy for reference. Missing a deadline or breaking the rules for an event can jeopardize your students' eligibility.

## YEAR 1

MONTH	Mentor - Suggested Activities	MENTEES - Suggested Activities
AUGUST	<p><b>Before In-Service Week</b></p> <ul style="list-style-type: none"> <li>• Meet with Mentee face to face               <ul style="list-style-type: none"> <li>○ Celebrate new position!</li> </ul> </li> <li>• Set up time and manner of communication</li> <li>• Set up introductions to other music teachers in the area</li> <li>• Joining national/state/local professional organizations: SDMEA, SD BandMasters, SD-ACDA, ASTA, etc.</li> <li>• Consider the New Teacher Topics List created by your Mentee and ...</li> <li>• Determine communication schedule for topics</li> </ul>	<p><b>Before In-Service Week</b></p> <ul style="list-style-type: none"> <li>• <i>List of New Teacher Topics to share with Mentor</i></li> <li>• <i>Set concert dates for the year</i></li> <li>• <i>Meet with Mentor face to face</i></li> <li>• <i>Set Daily Teaching Schedule</i></li> <li>• <i>Choose music, texts, curriculum, for each class</i></li> <li>• <i>Create Academic Calendar (*for more detailed information for a calendar, see below or the file called 'sample academic calendar')</i></li> <li>• <i>What region are you in? _____</i> <ul style="list-style-type: none"> <li>○ <i>Your School Information/Events</i></li> <li>○ <i>SDMEA - <a href="http://sdmea.net/region-hs-contests.html">sdmea.net/region-hs-contests.html</a></i></li> <li>○ <i>SDHSAA - <a href="http://sdhsaa.com/FineArts/Music.aspx">sdhsaa.com/FineArts/Music.aspx</a></i></li> </ul> </li> </ul> <p><b>In-Service Week</b></p> <ul style="list-style-type: none"> <li>• <i>Revise List of New Teacher Topics as needed</i></li> <li>• <i>Lesson Plans</i></li> </ul>

	<p><b>In-Service Week</b></p> <ul style="list-style-type: none"> <li>• Communicate EVERY day via phone/skype/in person, etc. <ul style="list-style-type: none"> <li>○ Answer questions as needed and respond to your mentee’s List of New Teacher Topics</li> </ul> </li> <li>• Set up grade book</li> <li>• Handbook/Syllabi</li> <li>• Consider revision of New Teacher Topics List</li> </ul>	<ul style="list-style-type: none"> <li>○ Consider 10-15 minute increments for each class</li> </ul> <p><b>MIDDLE SCHOOL/HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Marching Band Camp &amp; Rehearsals</li> <li>• Preview Show &amp; Parent Meeting</li> <li>• Staff Inservice</li> <li>• Begin Pep Band &amp; Marching Band Performances</li> <li>• Jazz Band Auditions</li> <li>• Mandatory Region Music Meeting (SDHSAA)</li> </ul>
<p>SEPTEMBER</p>	<p><b>1st Week of School</b></p> <ul style="list-style-type: none"> <li>• Make personal contact the first few days if needed/wanted</li> <li>• Answer questions as needed</li> </ul> <p><b>Remainder of Month</b></p> <ul style="list-style-type: none"> <li>• Read reflection documents</li> <li>• Answer questions as needed</li> <li>• Communicate a minimum of once a week – more if needed/requested</li> <li>• Encourage sharing</li> </ul>	<p><b>1st Week of School</b></p> <ul style="list-style-type: none"> <li>• Revise List of New Teacher Topics as needed</li> </ul> <p><b>GENERAL MUSIC</b></p> <ul style="list-style-type: none"> <li>• Seating charts for classes, if needed. Consider taking a picture of each class, then put their names on it, to help learn their names faster.</li> <li>• Get to know you/name game activities</li> </ul> <p><b>MIDDLE SCHOOL/HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>• All State Chorus Auditions (held at individual schools) <ul style="list-style-type: none"> <li>○ Arrange a date that works for students and hire an outside judge to come to adjudicate auditions. Since my contact time with students is limited I usually teach one of the all-state pieces to the whole choir, and then have those that want to audition sign up for an audition time. It is personal preference how you do your auditions. Some people do their own, while others hire someone from outside the school to judge. <ul style="list-style-type: none"> <li>***<i>(Check with your administrator to make sure hotel reservations have been made.)</i>***</li> </ul> </li> </ul> </li> <li>• Marching Band Performances (Games, Parades, Competitions)</li> <li>• Pep Band for Volleyball</li> <li>• All State Orchestra Registration due</li> <li>• <b>ALL-STATE BAND AUDITION MATERIALS DISTRIBUTED</b></li> <li>• Jazz Band Rehearsal Begins</li> </ul>

**OCTOBER**

- Peer Observation
- Read reflection documents
- Answer questions as needed
- Communicate a minimum of once a week – more if needed/requested
- Encourage sharing

- *Revise List of New Teacher Topics as needed*

**GENERAL MUSIC**

- *There are 2 different festival choirs that take place in the Spring and both open audition in October. The Brookings Festival Honor Choir is done via CD audition and more info is on the South Dakota ACDA website. The SDMEA festival choirs are open to any child and school, and each teacher can bring up to 15 singers. More info at [www.sdmea.net](http://www.sdmea.net)*
- *By mid-month start prepping your winter concerts. You should plan at least 6 weeks minimum prep time.*

**MIDDLE SCHOOL/HIGH SCHOOL**

- *All State Orchestra Auditions*
  - *Students begin preparation for this the previous year, studying scales and audition material that are listed on sdhsaa.com. All State Chorus and Orchestra rotate between Rapid City and Sioux Falls at the present time.*
- *All State Chorus and Orchestra*
  - *Students have been preparing choral material since auditions were completed in September. It is necessary for individual and group practice, so rehearsal times are scheduled before/after school as well as during choir time, as needed. We also attend as many rehearsals in the region as possible. NSU and SDSU offer in-depth rehearsals with college instructors and guest clinicians to assist with learning the music.*
- *SD Music Education Conference Sponsored by SDMEA*
- *Marching Band Performances (Games, Parades, Competition)*
- *Pep Band For Volleyball*
- *Marching Band tour of Elementary & Middle Schools*
- *In-Door Marching Band Concert*
- *All-State Band Auditions Prep*
- *All-State Orchestra Auditions*
- *All-State Orchestra (if someone auditions in)*
- *Nominations Due for North Area Honor Band*
- *Nominations Due for NSU Band Clinic*
- *Transition from Marching Band to Concert Band (later October)*
- *SLO Testing during week 1 to determine student knowledge base.*

NOVEMBER	<ul style="list-style-type: none"> <li>• Peer Observation</li> <li>• Read reflection documents</li> <li>• Answer questions as needed</li> <li>• Communicate a minimum of once a week – more if needed/requested</li> <li>• Encourage sharing</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Revise List of New Teacher Topics as needed</i></li> </ul> <p><b>GENERAL MUSIC-</b></p> <ul style="list-style-type: none"> <li>• <i>prep concerts as needed, including any advertising</i></li> </ul> <p><b>MIDDLE SCHOOL/HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>• <i>Veteran's Day Program</i></li> <li>• <i>Pep Band for FB &amp; VB Playoffs</i></li> <li>• <i>Jazz Band Rehearsal</i></li> <li>• <i>Finalize Music for December Concerts</i></li> <li>• <i>North Area Honor Band Preparations</i></li> <li>• <i>Continue push to prepare for All-State Band Auditions</i></li> <li>• <i>NSU Band Clinic</i></li> </ul>
DECEMBER	<ul style="list-style-type: none"> <li>• Peer Observation</li> <li>• Read reflection documents</li> <li>• Answer questions as needed</li> <li>• Communicate a minimum of once a week – more if needed/requested</li> <li>• Encourage sharing</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Revise List of New Teacher Topics as needed</i></li> </ul> <p><b>GENERAL MUSIC-</b></p> <ul style="list-style-type: none"> <li>• <i>In the Spring is Festival Choir- registration for this is due in Dec.</i></li> </ul> <p><b>MIDDLE SCHOOL/HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>• <i>Honor Band</i> <ul style="list-style-type: none"> <li>○ <i>These festival-type events are handled in a variety of ways in different areas of the state. Most use the all-state band score from the previous year for placement in the group. We begin studying the music as soon as it is received, usually a few weeks before the event.</i></li> </ul> </li> <li>• <i>North Area Honor Band</i></li> <li>• <i>All School Jazz Concert</i></li> <li>• <i>Basketball Pep Band Begins</i></li> <li>• <i>Holiday concert</i></li> <li>• <i>All State Band Registration is due.</i></li> <li>• <i>Begin distributing Music for Solo-Small Ensemble Contest</i></li> <li>• <i>End Term 2</i></li> </ul>

<p><b>JANUARY</b></p>	<ul style="list-style-type: none"> <li>• Peer Observation</li> <li>• Read reflection documents</li> <li>• Answer questions as needed</li> <li>• Communicate a minimum of once a week – more if needed/requested</li> <li>• Encourage sharing</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Revise List of New Teacher Topics as needed</i></li> </ul> <p><b>GENERAL MUSIC</b></p> <ul style="list-style-type: none"> <li>• <i>Start picking students to audition for SDMEA Honor Choir- audition info at <a href="http://SDMEA.net">SDMEA.net</a></i></li> </ul> <p><b>MIDDLE SCHOOL/HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>• <i>All State Band Auditions</i> <ul style="list-style-type: none"> <li>○ <i>Students have been preparing for their auditions since the start of the school year, and for some, many years. Students prepare major, minor and chromatic scales and a solo. They study music terminology for a terms test. Again, more info and registration directions are available at <a href="http://sdhsaa.com">sdhsaa.com</a>. There are several audition cites across the state, but each school is place in a specific city, so it is important to see where your school is scheduled to audition.</i></li> </ul> </li> <li>• <i>Pep Band For Basketball</i></li> <li>• <i>All State Band Auditions</i></li> <li>• <i>Jazz Band rehearsals</i></li> <li>• <i>Jazz Festivals/Competitions begin</i></li> <li>• <i>Preparation for Solo-small ensemble contest</i></li> <li>• <i>Distribute All-State Jazz Band audition materials</i></li> </ul>
<p><b>FEBRUARY</b></p>	<ul style="list-style-type: none"> <li>• Peer Observation</li> <li>• Read reflection documents</li> <li>• Answer questions as needed</li> <li>• Communicate a minimum of once a week – more if needed/requested</li> <li>• Encourage sharing</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Revise List of New Teacher Topics as needed</i></li> </ul> <p><b>GENERAL MUSIC</b></p> <ul style="list-style-type: none"> <li>• <i>Depending on when your school has spring concerts you should start prepping now.</i></li> <li>• <i>Audition students for SDMEA Elementary Honor Choir (info at <a href="http://www.sdmea.net">www.sdmea.net</a>)</i></li> </ul> <p><b>MIDDLE SCHOOL/HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>• <i>Solo/Ensemble</i> <ul style="list-style-type: none"> <li>○ <i>Students begin preparing solos as early in the school year as possible, as some will have multiple solos. Ensembles begin practicing when the winter concert is done, usually the end of December or immediately when returning from Christmas break. Registration for this event must be completed and returned to the region secretary 4 weeks prior to the event.</i></li> </ul> </li> <li>• <i>Solo-Small Ensemble Contest</i></li> <li>• <i>South Dakota Music In-Service Convention at SDSU</i></li> <li>• <i>Jazz Band Rehearsal</i></li> <li>• <i>Pep Band for Basketball</i></li> <li>• <i>All-State Jazz Band audition recordings due</i></li> </ul>

**MARCH**

- Peer Observation
- Read reflection documents
- Answer questions as needed
- Communicate a minimum of once a week – more if needed/requested
- Encourage sharing

- *Revise List of New Teacher Topics as needed*

**GENERAL MUSIC-**

- *The SDMEA festival choirs take place at the start of the month. Continue work on concerts- many districts have concerts this month and April.*

**MIDDLE SCHOOL/HIGH SCHOOL**

- *Middle School All State Band*
  - *Auditions for this event were held in December, so students have been rehearsing this music since it was received. Make sure that hotel reservations were made early, since the event is held in Pierre and usually at the same time as another large event. This is sponsored by NAFME, so you must be a member to have students audition.*
- *All State Band*
  - *Auditions were held in January and students who were selected have been practicing the music for the event. Note: This is a three day event, beginning on Thursday and concluding with concerts on Saturday. Hotel reservations should be made early in the year and can be cancelled if the students do not make the ensemble. It is much easier to cancel than find last minute rooms! This event rotates between several South Dakota cities.*
- *Large Group Contest*
  - *In our region, this contest is held the last Wednesday in March. With the busy sports season being December-February, and sometimes extending into March, our band begins practicing this music in January, alternating small group and large group music. I generally have many sectional rehearsals or call in a clinician as a second set of ears to critique my groups. It is also helpful to record your rehearsals and listen to them periodically. Again, registration is due 4 weeks prior to this event.*
- *Pep Band for Basketball Playoffs*
- *Large group Contest Preparation*
- *Jazz Festivals*
- *Spring Concert*
- *All State Band*
- *Staff In-service Days*
- *term 3 ends*

<p><b>APRIL</b></p>	<ul style="list-style-type: none"> <li>• Peer Observation</li> <li>• Read reflection documents</li> <li>• Answer questions as needed</li> <li>• Communicate a minimum of once a week – more if needed/requested</li> <li>• Encourage sharing</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Revise List of New Teacher Topics as needed</i></li> </ul> <p><b>GENERAL MUSIC</b></p> <p><b>MIDDLE SCHOOL/HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>• <i>Honor Choir Auditions</i> <ul style="list-style-type: none"> <li>○ <i>Auditions for this select group are done in mid-late April. Most students have been preparing for this a good portion of the year. Auditions include singing a solo, doing a tonal memory test, sight reading and singing a designated patriotic song. They also study a list of music terminology in preparation for a 25-question test. Honor Choir is sponsored by American Choral Directors Association and you must be a member of ACDA to have students audition.</i></li> </ul> </li> <li>• <i>Jazz Festivals</i></li> <li>• <i>Finalizing Pops Concert Preparations Spring Region Meeting (not mandatory by SDHSAA)</i></li> <li>• <i>School Musical</i></li> <li>• <i>Finalize Marching Band Show for upcoming year</i></li> <li>• <i>Marching Band Commitment letters</i></li> </ul>
<p><b>MAY</b></p>	<ul style="list-style-type: none"> <li>• Peer Observation</li> <li>• Read reflection documents</li> <li>• Answer questions as needed</li> <li>• Communicate a minimum of once a week – more if needed/requested</li> <li>• Encourage sharing</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Revise List of New Teacher Topics as needed</i></li> </ul> <p><b>GENERAL MUSIC</b></p> <p><b>MIDDLE SCHOOL/HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>• <i>All State Jazz Band</i> <ul style="list-style-type: none"> <li>○ <i>The entry form and audition material info is on sdhsaa.com and more in depth at sdsjb.org. Students must submit a recorded audition for this, due around March 1. ASJB is held on the campus of NSU in Aberdeen.</i></li> </ul> </li> <li>• <i>Graduation &amp; Graduation Music</i></li> <li>• <i>Pops Concert</i></li> <li>• <i>Inventory of Instruments and other school property</i></li> <li>• <i>Repair work to shop if necessary</i></li> <li>• <i>Clean-up and storage of equipment and instruments</i></li> <li>• <i>finish term 4</i></li> <li>• <i>final grades due</i></li> </ul>
<p><b>JUNE</b></p>	<ul style="list-style-type: none"> <li>• Peer Observation</li> <li>• Read reflection documents</li> <li>• Answer questions as needed</li> <li>• Communicate a minimum of once a week – more if needed/requested</li> <li>• Encourage sharing</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Revise List of New Teacher Topics as needed</i></li> </ul> <p><b>GENERAL MUSIC</b></p> <p><b>MIDDLE SCHOOL/HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>• <i>Finalize items for drill writing for marching band summer letters to marching Band</i></li> </ul>

JULY

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**MIDDLE SCHOOL/HIGH SCHOOL**

- *South Dakota High School Honor Choir (ACDA)*
  - *Students who were selected have been rehearsing their music over the summer. There is also a great workshop that accompanies the week-long event. Honor Choir rotates between several South Dakota cities.*
- *Music Sectionals begin last week of July*