

2009-2010 Muhlenberg North Middle School Band Handbook



Director
Jill Page

This Handbook is issued to: _____

Dear Band Student and Parent:

We are very excited about the 2009-2010 Muhlenberg North Middle School Band. This year there are over 140 students enrolled in the band program. We are sure that the enthusiasm of these students is going to make this a great year. We have many plans for travel and performances that should keep us challenged from August to May! We are looking forward to working with your young person in making wonderful music!

BOOKS & MUSIC *(also see band fees pg. 4)*

6th grade band students will be asked to purchase a Master Theory Book and an Accent on Achievement Book I, for the combined price of \$13.00
7th and 8th grade band students will be asked to purchase a Foundations for Superior Performance Book and a Bach and Before for Band Book, for the combined price of \$13.00. All published sheet music will be provided. Each student will also be provided with a music folder to keep his or her music in. It is suggested each student purchase a 1" three ring binder to keep their music in, with plastic page protectors for sheet music.

INSTRUMENTS

Students who are using a school instrument are responsible for the upkeep and maintenance of that instrument. Any repair costs or supplies needed for the instrument will be paid for by the student.

EQUIPMENT *(also see Step Up Instruments pg. 5)*

A musical instrument represents a substantial investment. In order to provide the appropriate maintenance the following equipment is essential:

FLUTES - cleaning rag or swab, tuning rod;

OBOES & BASSOONS - 2 good reeds at all times (rotated daily they will last longer and save money), small container to soak reed, cleaning swab (used after each playing period), cork grease;

CLARINETS & SAXOPHONES - 4 good reeds at all times (rotated daily they will last longer and save money), metal or plastic reed clip that holds 4 reeds, cleaning swab (used after each playing period), mouthpiece cover, cork grease,
wooden clarinet only: bore oil and extra swab;

BRASS - Bach mouthpiece (preferred), valve oil, slide grease, mouthpiece brush, cleaning snake, and soft cleaning rag;

PERCUSSION - Practice pad, drum sticks.

INSTRUMENT REPAIRS

Mrs. Page or Mr. Stovall can perform minor instrument repairs in the band room. Students should leave their horn (in case with a note explaining the problem) in the band office immediately after their band class - We will try our best to have the minor repair done by the next day.

Major instrument repairs will be referred to Opus Horn Repair in Bowling Green, KY or Royal Music in Bowling Green. A representative from the store visits our band room on Wednesday of each week. If a major repair is necessary please follow these steps.

1. Fill out a repair form found In the band office.
*See the sample form at the bottom of the page.
2. Place the repair form in your case and leave the instrument with Mrs. Page.
3. If the repair job costs \$20.00 or less, the store automatically approves it, fixes it and sends it back to Muhl. North MS as quickly as possible. If the repair is more than \$20.00, the store will call a parent or guardian for approval. Make sure you include a home and a work phone number on the repair form so the repairman can reach you for approval. If the damage to the instrument is covered under the Royal Music insurance plan the repairman will fix it and return it automatically.

SAMPLE REPAIR FORM

REPAIR INFORMATION FORM			
Date_____			
Student Name_____			
Parent Name_____			
Address_____			
City_____		State_____	Zip_____
Home Ph._____		Work Ph._____	
TYPE OF INSTRUMENT_____			
Problem with Instrument_____			

School_____			
Director_____			

UNIFORMS

The Concert Uniform (inside/formal performances) consists of the following:

7th/8th GRADE BOYS:

1. Black bow tie and cummerbund (provided by school)
2. White tuxedo shirt (provided by school)
3. Black pants (provided by student)*
4. Black socks and shoes (provided by student)*

7th/8th GRADE GIRLS:

1. Black jumpsuit (provided by school)
2. Black dress shoes (provided by student)*

6th GRADE BOYS AND GIRLS:

1. Formal "Sunday Church" clothes (jeans or tennis shoes not allowed!)

The Marching Uniform, for 7th/8th grade only, (outdoor/informal performances) consists of the following:

1. MNMS Band T-Shirt (\$7.00)
2. Turtle neck (depending on weather)
3. Blue Jeans and tennis shoes

*Suggestions: Don't buy anything too expensive, as the students will only wear these items a few times this year. WAL-MART and K-Mart are great places to get inexpensive clothing and shoes. Dollar General Store always has a bunch of inexpensive black shoes & plain white tennis shoes. Also check consignment shops, Goodwill stores etc. Call me if money is a problem and we will work something out.

** T- Shirts will be ordered by the end of August. Please make checks payable to MNMS Band. Include size (Youth 10-12, 14-16, Adult S, M, L, XL, XXL)

BAND FEES

The following is a list of fees for the Muhlenberg North MS Band. Other than supplies (reeds, etc.) or a special trip, these are the only moneys that will be collected from band students.

MNMS BAND FEES

All fees are due ASAP

6th Grade

Master Theory Book I	\$5.00
Accent on Achievement Book I	\$8.00

7th/8th Grade

Foundations for Superior Performance Book	\$7.00
Bach and Before for Band Book	\$6.00
*Short Sleeve T-Shirt	\$7.00

Checks should be made payable to Muhlenberg North Middle School Band and turned in by August 21. **Checks or cash should be placed in a sealed envelope with the students name, amount of money, & what it is for on the outside. Please include shirt size.** If you are unable to pay these fees please send me a note and these items will be provided at no charge. All requests will be confidential.

NEW INSTRUMENT PURCHASES/STEP UP INSTRUMENT PURCHASE
BEFORE PURCHASING AN INSTRUMENT CONSULT WITH THE BAND DIRECTOR. We can help you make a decision on the best instrument for you and we may also save you money! Your car rides better when all the tires are the same brand. Likewise, a band sounds better when instruments match and are of good quality. For your benefit and the overall program's benefit please seek the directors' recommendations.

GRADING

Playing & Written Exams 20%

Each student will be required to play assigned materials to determine individual progress on their instrument. Playing test grades will be determined by note accuracy, rhythmic accuracy, tone quality, musicianship, correct posture, and effort. Some tests will be done in private in the band office, some will be recorded on audiotape and some may be done in front of the class. Written quizzes and tests will be given as material is presented in class.

Performances 30%

All students will be required to attend all performances given by their band. A grade will be given for each performance. If an unavoidable conflict occurs, a written excuse must be turned in at least TWO WEEKS prior to the performance date. ONLY Mrs. Page will decide acceptable excuses. If an acceptable excuse is agreed upon, the student will be allowed to make up the missed performance grade. **Examples of Acceptable Excuses are death in the family, sudden illness, and emergencies.** It is best to try and call me if you are unable to make a performance instead of surprising me with a NO-SHOW. If needed, I will be more than happy to contact coaches, sponsors, or club leaders to work out scheduling problems. **Students with more than one unexcused absence from performances are subject to dismissal from the band program.**

Class Participation 50%

Points will be DEDUCTED from this grade for any of the following:

- | | |
|---|-----------|
| 1. Instrument/Music/Books left out after class | 5 points |
| 2. Unprepared for class (no music, book, pencil) | 5 points |
| 3. Not seated & ready to play 5 minutes after the tardy bell rings. | 10 Points |
| 4. Instrument left at home | 10 points |
| 5. Not participating in a class activity | 10 points |

Grading Scale:

The grading scale adopted by the Muhlenberg County School Board will be used.

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59 and below

PRACTICE (All classes extra credit)

We ask that all band students practice 5 times a week, 20 minutes a day, for a total of 100 minutes a week. It is important that this is spread out over 5 days and not all on one day.

All students should have a music stand and an open place to practice at home. Propping music on a case or chair promotes poor posture and will impede progress. A small mirror will assist the student in checking embouchure and hand position. Optional equipment includes a metronome and/or a small digital tuner. These devices have dropped in price making them commonplace in many band students' cases. All instrument cases must be clearly marked on the outside and inside with the student's name, telephone number, and school.. Since many instrument cases look alike, this is extremely important! It is wise to record the brand name and serial number and file it in a safe place. Most homeowner or renter's insurance policies cover loss or damage away from home. You may want to check with your agent to be sure. Large instruments are not allowed on school buses. We will make every effort to provide a home instrument for practice.

BAND ELIGIBILITY

Band students' grades in all classes are checked weekly. If a student receives an "F" in any subject, he/she will not be allowed to participate in any after school/extra-curricular band activity for a period of one week. They will, however, be allowed to participate in class. Should there be a trip, the student will not be allowed to go.

If a student receives chronic "F" grades in a number of classes or consecutively in one class, the student may be removed from band class and sent to remediation for that class which he/she is failing. The student may be reinstated at the band director's discretion when he/she is passing all subjects.

MUSICAL PARTNERSHIP

Parents and home practice are an integral part of success. Music study is a three-way partnership composed of teacher, student, and parents. Each member of the partnership has a responsibility. Parents may become active members of this relationship by providing the following:

1. Patience, in reminding the student to practice daily.
2. Encouragement, when the going is rough. Some things are learned easily, others require intense and repeated application. Parental sympathy and understanding are important.
3. Imagination, in creating a musical atmosphere in the home. Tuning in interesting musical programs on radio and television and attending live performances and concerts can accomplish this.

Favorable practice conditions are also important:

1. Schedule a regular practice time.
2. A quiet room, away from noise and distracting activities.
3. Keep instrument in top condition with all necessary equipment.
4. Praise work well done.
5. Never use practice as a punishment.

Parental supervision on occasion:

1. Remind your child to practice slowly and carefully.
2. Practice in short sections, a few minutes at a time.
3. Practice standing with good posture.

SUCCESS

Learning to play a musical instrument can be fun and satisfying. It does not happen at once, however. Patience and encouragement will go a long way in helping a music student. Be prepared for occasional frustration and "plateaus". Consistent practice and a dash of "stick-to-it-ness" should keep any student on the road to success!

Checklist For Success Muhlenberg North Middle School Band

- ___ 1. Have a positive attitude and encouraging parents.
- ___ 2. Good attendance at school and practices.
- ___ 3. Private Lessons.
- ___ 4. Own a professional quality instrument by end of 8th grade.
- ___ 5. Audition for All-District band
- ___ 6. Play a solo or duet, or ensemble at contest each year.
- ___ 7. Attend summer music camps.
- ___ 8. Practice 5 days a week, 20- 40 minutes a day.
- ___ 9. Own good recordings of artists on your instrument.
- ___ 10. Attend band, orchestra and professional soloist concerts.

MNMS Band Room Procedures

Starting Rehearsal (Winds)

1. Enter the room quietly.
2. Check the board for the day's activities.
3. Get your warm up or permanent folder out of the folio cabinet by the door.
4. Get your instrument out of the storage cabinet. Get your music stand out.
6. Be seated in your assigned seat.
7. Check the board for the day's activities and copy them into your planner. Get your music in rehearsal order. (Warm up quietly - long tones or buzzing.) *Flute, clarinet & oboe bring cases to seats.*
8. Stop talking and stand when director steps up on the podium.

Starting Rehearsal (Percussion)

1. Enter the room quietly.
2. Check the board for the day's announcements & rehearsal selections.
3. Get your permanent folder out of the folio cabinet by the door.
4. Check Percussion assignment chart on Percussion Cabinets.
5. Get your instrument out (do not play).
6. Get your music stand out.
7. Stand behind your assigned instrument.
8. Get your music in rehearsal order.
9. Silent practice.
10. Stop movement and talking when director steps up on the podium.

Ending Rehearsal (Winds)

When instructed to do so:

1. Put away your instruments.
2. Put permanent folder back in the folio cabinet in the correct slot.
3. Return to your assigned seat.
4. When the bell sounds or when everyone is seated - you will be dismissed by the director.

Ending Rehearsal (Percussion)

All percussionists will work together to put away equipment.

1. Put away & cover all percussion instruments.
2. Put permanent folder back in the folio cabinet in the correct slot.
3. Return to your assigned seat. (Chairs in the back row)
4. When the bell sounds or when everyone is seated - you will be dismissed by the director.

Substitute Teachers

A true test of our band character and professionalism is how we treat substitute teachers and how our class functions when the directors are away. You will know in advance when both directors will be gone. Most of the time one of the two of your directors will be at school. If both directors are gone you will not play. If both directors are gone you will do written work. Each student will have a theory/history packet. These packets are to be worked on during the period. Each class will have Sub helpers assigned to assist the substitute teacher.

1. Enter the room quietly.
2. Check the board for the day's activities.
3. Be seated in your assigned seat (with a pencil).
4. Listen for instructions
5. Complete work
6. Turn in work using the proper procedure
7. When the bell sounds - you will be dismissed by the substitute teacher.

Playing Tests

We will use three methods for playing tests:

Audio Tape

1. Enter the designated area and sit down.
2. Play one or two warm up notes.
3. Start the tape recorder.
4. Pause for a few seconds.
5. Announce your name.
6. Play the designated exercise.
7. Pause for a few seconds.
8. Stop the tape recorder.
9. Leave the taping area and return to your seat.

Live performance (In Mrs. Page's office)

1. Enter the designated area and sit down.
2. Play one or two warm up notes.
3. Play the designated exercise.
4. Leave the performance area and return to your seat.

Turning In Money

1. Checks or cash should be placed in a sealed envelope with the student's name, amount of money, & what it is for on the outside.
2. Checks should be made payable to Muhlenberg North Middle School.
3. Sealed envelopes should be turned in to one of the directors.

Section Seating

At various times throughout the year we will seat (rank) the sections using a playing test. We will use one of the three methods described in the Playing Test Procedures. At the completion of the playing test, we will rank the scores from highest to lowest and seat the band.

Challenges

1. Students will simply indicate if they want to challenge to move up a chair.
2. At that time one of the directors will select a single line that will be performed in the challenge.
3. The students will both draw for performance order.
4. The student who performs the line the best according to the class and directors will win the challenge.
5. Students may only be challenged once per challenge day.
6. Students who forget their instrument automatically move down a chair.

After School Help

1. Check the calendar on the wall outside Mrs. Page's office.
2. Stick a small post-it note on the day you are planning to stay. (An X on the calendar indicates you cannot stay that day.)
3. Report directly to the band room immediately after school.
4. Have your ride at school no later than 5 minutes after your scheduled time is completed.

Turning In Written Work

Homework or in Class work:

1. Pass your paper to the section leader.
2. Section leaders will bring the papers to the front of the room.

Purchasing Books, Supplies, and Care Items (Less Than \$10.00)

These items are available for purchase before and after class and before and after school - we are able to get supplies at a discount and pass this discount along to students.

Purchasing Instrument Items (More Than \$10.00)

1. Check with a director about cost of instrument item.
2. Turn in money for the instrument item using the proper procedure for turning in money.
3. Your item will be ordered and delivered in a timely manner.

Admits & Absences

See your student handbook located in your planner.

Give Admits to Mrs. Page immediately upon your arrival in the band room.

Hall Passes

Students will only be allowed to leave the band room for extreme emergencies. NO LOCKER PASSES WILL BE ISSUED. To leave you must have your planner signed by Mrs. Page.

Music/Warm up Music Folder

1. These music folders are located in the folio cabinet just inside the band room door.
2. Students should pick these up as they enter the band room for rehearsal.
3. Students should return these folders to the folio cabinet at the conclusion of rehearsal.
4. Use pencil only to mark this music - no ink or highlighters.

Replacing Lost Music

1. Leave a note with a director indicating the piece and part that you need replaced.
2. When the part is copied it will be given to you at a cost of .10 per page.

Concert Performances

1. Students should report to the band room at the designated time.
2. Go and get instruments & music out.
3. **NO PLAYING IN THE GYMNASIUM/BAND ROOM UNTIL YOU ARE TOLD TO DO SO!**
4. Be seated

Earthquake Drills

1. Move away from the walls of the band room.
2. Make your self as small as possible on the floor and put your head under your chair.

Fire Drills

1. Follow a director (with your instrument) out the band room door and outside using the door just outside the band room.
2. Proceed behind the school to the designated area.
3. Line up quietly for roll check.
4. When given the all clear follow the director back into the school.

Tornado Drills

1. Proceed to front wall of the band room. (no instruments)
2. Kneel down against the wall in a ball and cover your head.
3. DO NOT TALK

Bomb Threats

See fire drill

Jill Page, Director of Bands
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I have read the 2009-10 Band Handbook. I understand all rules, regulations, and procedures presented in the handbook and agree to discuss them with my child. I understand that policies will be followed regardless of child or situation in order to be fair to all students involved in the program.

Students' Name

Parent/Guardian's Name

Date