

Elgin Middle School Band



**Student and Parent
Handbook 2019-2020**

This handbook is designed to guide each student through the basic requirements, activities, expectations, and responsibilities of the Elgin Middle School Band. It is also designed to serve as a guide for parents should any questions arise throughout the year.

Please read the handbook carefully and return the necessary pages to Ms. Baaklini or Ms. Anderson by **Friday August 23, 2019.**

All necessary signature pages can be found at the back of this handbook.

Should you have any questions about the handbook, please feel free to contact

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Elgin Middle School Band

Introduction

Welcome to the Elgin Middle School Band Program! We are excited about the year ahead. We are working hard to establish a program the entire community can be proud to call their own. The following are a few things to keep in mind.

1. Participation in band provides a richly rewarding activity in terms of fellowship, leadership opportunities, and personal gratification.
2. Although band requires time for individual practice, students do have plenty of time to enjoy a wide variety of other co-curricular activities and are able to maintain excellent scholastic averages.
3. Since many students choose to be in band in conjunction with athletics and other extra-curricular activities, schedules are carefully planned so that there are only minimal conflicts. There are no restrictions in choosing to do both, and any conflicts that do arise will be worked out on an individual basis.
4. Members of the band organization are proud to be a part of a superior program. The band hopes to make the student body, faculty, administration of Elgin Middle School and Elgin ISD equally proud of the program. It is with this spirit that another exciting school year begins.

Thank you and we look forward to a great year at Elgin Middle School.

Musically,

Ms. Jillian Baaklini and Ms. Melissa Anderson

Band Class Schedule

1st 8:05-9:15- Band Directors are at the High School

2nd 9:18-10:08- Beginning Clarinet, Trumpet

3rd 10:11- 11:01- Beginning Flute and Alto Saxophone

4th 11:04-11:54- Concert Band

5th 12:36-1:26- Beginning Tuba, Baritone, Trombone

6th 1:29-2:09- Symphonic Band

7th 2:12-3:02- Wind Ensemble

8th 3:05-3:55- Beginning Oboe, Percussion, French Horn

Classroom Expectations:

- **P** Punctual in the room before the bell rings and getting instruments and materials
- **R** Responsible: Play only when directed and only play your instrument
- **I** Independent: Do your own work
- **D** Determined: Don't give up if you make a mistake, stay on task
- **E** Engaged: Be an active part of rehearsal, ask questions, participate and make music- wait to be dismissed by a teacher at the end of class. (voice at a level 0).

General Participation Statement

Performance of music is the standard by which learning and proficiency are measured.

Therefore, all band students are required to participate in each performance unless otherwise authorized by their director. These performances include football games, pep rallies, scheduled local concerts, concert contests, and any competitions required by a given performance group.

To eliminate scheduling conflicts, the annual performance schedule is:

- On our band website: <http://www.elginbands.org>,
- Displayed in the Band Hall.
- Sent home on August 20th, 2018

It may be necessary to make changes in the schedule after publication. Students and parents will be notified of these changes by sending a notice home with students and on the web site.

Communication Good

Communication is the single most important means of informing and preventing problems for students, parents, and directors. There are a number of ways that information is dispersed.

- Information will be made available on the band website <http://www.elginbands.org>
- Contact will also be sent through email for those parents who supply a current email address.

- Handouts are given to students, along with instructions to take them home.
- Director contact information is posted on the cover of this handbook.

General Information

Care of Facilities Band Members will observe all policies set forth by the School District, in addition to the following, as they pertain to the instrumental music setting:

1. Students will not bring food, drinks, candy or gum in the Band Hall.
2. Students will not touch, handle, borrow, play or use anyone else's instrument or personal belongings.
3. Students will not deface or mark on music stands, walls, etc.
4. Students not currently enrolled in band are not allowed to be in the band hall.

Locker Policy

All band members will be provided with a locker and lock to secure instruments and equipment for the year.

1. Students should keep their equipment in the designated storage area, and keep said storage area clean and neat in appearance, as well as locked with school provided locks at all times.
2. Students will utilize their assigned storage slot/locker for instrument cases during rehearsals. Cases should not be brought into the rehearsals unless requested by a director.
3. Lockers are to remain locked at all times. Students found tampering with lockers and/or locks that are not assigned to them will face disciplinary action.
4. Lockers and locks are the property of the EMS Band and a director or school administrator may at any time remove anything undesirable from a locker with the possible repercussion of the student losing all locker privileges.
5. Missing locks must be replaced at a cost of \$10.00 per lock at the student's expense.
6. Students who demonstrate great difficulty with the locker policy may lose the privilege of having a storage area in the band hall.

Course Descriptions

Wind Ensemble

This performing group serves as the EMS Varsity Band, and can be entered by audition only. Membership in this group has stiff requirements and considerable expectations. These students must:

1. Complete all objective sheets on time every six weeks.
2. Prepare and auditions for All-District and All-Region Bands.
3. Attend all tutorials as scheduled.
4. Students must play a solo and an ensemble for spring Solo and Ensemble competition.
5. Understand that the demands on their time will be significantly higher due to increased individual practice time, difficulty of literature and expected participation in band

functions. Students are expected to practice 45 minutes per day, five days per week, outside of class or rehearsal time.

6. Step forward into the leadership roles for the band.
7. Attend all performances and UIL.
8. Wind Ensemble students are strongly encouraged to be enrolled in private lessons.

Failure to complete the above items can result in removal from Wind Ensemble.

Symphonic Band

This performing group enters concert contest classified as UIL non-varsity. Students are admitted to this group by audition. Students in this group have the following requirements:

1. Complete all objective sheets on time every six weeks.
2. Prepare and work on music for All-District and All-Region Band Auditions.
3. Prepare and perform a solo and ensemble for spring Solo and Ensemble competition.
4. Understand that the demands on their time will be significantly higher due to increased individual practice time, difficulty of literature and expected participation in band functions. Students are expected to practice 30 minutes per day, five days per week, outside of class or rehearsal time.
5. Attend all performances, and UIL.
6. Symphonic students are strongly encouraged to be enrolled in private lessons.

Concert Band

This performing group enters pre-uil concert evaluation classified as UIL sub-non-varsity. Students are admitted to this group by audition. Students in this group have the following requirements:

1. Complete all objective sheets on time every six weeks.
2. Attend all performances and pre-uil.
3. Prepare and perform a solo or an ensemble in the Solo and Ensemble contest in the Spring.

Beginning Band

Our goal is to establish the skills necessary to participate in a performing organization the following year with an emphasis on tonal development and rhythmic understanding. Students are expected to:

1. Complete all weekly assignment sheets.
2. Practice 30 minutes per day, five days per week, outside of class and rehearsal time.
3. Attend all performances throughout the year to showcase student learning and achievement. ****Note ALL performances are REQUIRED.****
4. Prepare a solo or an ensemble for the Solo and Ensemble contest in the Spring.

Calendar

A separate Band calendar is sent home with other forms which include the Handbook Acknowledgement Form, Permission Forms, and Medical Information Form.

We do our best to put every event that students must attend on the calendar, however we do reserve the right to make changes to the calendar on an as needed basis. All students are expected to make plans and arrangements to be at all required events. Please plan rides accordingly.

All dates and times are subject to change.

Please see the Elgin Middle School Band Event Calendar. Two places it can be found:

1. It is located online at <http://www.elginbands.org>
2. It will be sent home Monday August, 19th 2019

Grading Policy

All grades are counted as test/daily grades and will consist of the following:

Beginning/Concert Band

Weekly Assignment Sheets

Performances

Audience Etiquette

Rehearsal Technique

Wind Ensemble/Symphonic Band

Objectives

Sectionals

Performances

Audience Etiquette

Rehearsal Technique

Sectional Attendance- Sectional attendance is required for Symphonic Band and Wind Ensemble students. Every effort will be made to accommodate students' weekly school sponsored schedules (athletics, tutorial, etc.), however some conflicts are inevitable. Sectional attendance can be made up with prior director approval. Sectionals are an extension of the classroom. Sectional attendance is graded as a weekly grade. Sectional attendance is mandatory and students need to make arrangements for transportation before or after school. A schedule will be set up letting all students and parents know when sectionals start.

Performances- Performances are very important since they are the culminating activity of our work. Because we strive to have performances of high quality, we expect everyone's participation and very best effort. Students will receive a grade for their performance with the ensemble AS WELL AS an attendance grade for audience.

Objective Sheets- Objective sheets will be used for all students in the Elgin Middle School band program. Objective sheets will be given out at the beginning of every six weeks. These sheets show what students must accomplish for each grading period. Each objective will count as a grade. An objective is complete when a director initials it. All objectives left blank at the end of the grading period will be given the grade of a 0. Students are given the chance to complete

objectives before and after school, as well as during class, and sectionals and they are given the entire six weeks to complete all assessments.

Rehearsal Technique- Students earn 20 points a day. Failure to bring an instrument, music or supplies, disrupting class, or not performing in class will cause a student to lose all 20 points for the day. A student's weekly rehearsal technique grade is a total of points earned for the week.

Concert Expectations Performance / Rehearsal Requirements for the Concert Ensemble

The concert program is the heart of any successful band program. During this time, the focus is on the musical enrichment of the students on a variety of styles of music. This creates a platform for music making to occur through the fundamental development of tone, technique, reading and listening skills. Each of the bands will perform at various times throughout the school year. Students are expected to participate in the performances of their assigned ensemble. Failure to participate in either rehearsals or performances will result in a zero for all assignments for each event missed, as well as the possible removal from the performance. If attendance becomes a severe problem, then removal from the ensemble or band program, at the director's discretion, could result.

2 Grades are assigned for each concert. The first is for the performance and the second is for audience etiquette. A student who misses the concert, or does not participate as an audience member will not receive credit.

Sectionals and Outside Rehearsals (Symphonic Band and Wind Ensemble) Students will have a weekly section rehearsal for the fundamentals of instrument technique, region music preparation, solo and ensemble preparation, and UIL concert and sight-reading. These occur either before or after school.

Students are expected to be punctual and prepared on a week by week basis. Section rehearsals are an extension of the classroom and are graded accordingly.

Eligibility

1. Many band activities are designated by the state as extra-curricular. These activities are therefore governed by the state laws regarding participation. The state law is such that a student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the six week period following a grade reporting period in which the student received a grade lower than seventy in any one class. However, the student may not be suspended from participation during the period in which school is recessed for the summer. Also, students are not suspended for practice or rehearsal of extra-curricular activities.
2. Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he / she may regain eligibility by passing ALL courses in the third week of the affected grading period. Thus, he/she may regain eligibility at the conclusion of the 4th week of the suspension period.
3. A few band activities are designated by the state as co-curricular. These activities are those which occur on campus, and are a natural extension of the learning taken place in the classroom. Examples of this type of activity are the public concerts which are

presented at Elgin Middle School. These activities are not governed by the state eligibility law.

How to stay Eligible

1. Maintain eligibility at all times, keeping grades in all subjects at 70 or better.
2. Complete ALL assessments.
3. Serve as tutors and peer supporters to help other band members maintain their eligibility and deal with any problems they may encounter.
4. Uphold the principles, policies and procedures of the band, school and community.
5. Act as role models for other band students
6. Encourage and provide assistance and support for all bands.
7. Maintain the highest possible positive attitude toward this program and our school.
8. Conduct themselves in a manner that deters disciplinary actions such as: lunch detention,
9. ISS or suspension.

Festival and UIL Performance Attendance

Students in a UIL performing group are required to maintain academic eligibility, and attend UIL concert and sight-reading. Any students who do not attend UIL will not be eligible for the end of the year concert festival. Any student who is issued ISS for disciplinary reasons, or sent to DAEP during the semester that the concert festival will occur will not be eligible to attend.

Performance Guidelines and Expected Behavior

Performance Behavior

Before leaving for the performance site, members should:

1. Listen carefully for instructions as to getting dressed, loading, unloading, etc.
2. Load and unload the buses in a mature fashion.
3. Professional conduct is expected at all times at the performance venue. Do not run, sit on the ground or curbs, engage in horseplay, shout, and lean against walls or vehicles, etc.
4. Remain focused, quiet, and always listen for instructions.
5. Remain fully dressed ie. keep shirts tucked in and do not change clothes until instructed to.

Audience Etiquette

Guidelines and expected behavior before leaving for the performance site, members should:

1. Sit quietly, and attentively correctly in seat
2. Keep talking to a minimum, and do not be a distraction to the performers.
3. Professional conduct is expected at all times at the performance venue. Do not run, sit on the ground or curbs, engage in horseplay, shout, and lean against walls or vehicles, etc.
4. When not performing, do not play instrument
5. Remain fully dressed ie. keep shirts tucked in and do not change clothes until instructed to.

Behavior Around Other Bands

It should always be remembered that every band with whom we compete has also put in countless of hours of rehearsal and preparation time, and although we compete with these other schools on a regular basis, we also have much in common. There are a few rules to remember when in association with other performing bands.

1. When outside of the performance area, show politeness and respect for all other band members, regardless of where they are from. Over time, you will come to know students from other schools, and it is nice to be able to visit with them.
2. Members should remain silent and attentive when other groups are performing, and should avoid visual or verbal criticism of any sort in public.
3. When a band finishes a performance, enthusiastic applause and acknowledgement is always appropriate, no matter the level of performance.

Behave with dignity, class, professionalism, focus and pride. People around you will know who you are by the way you behave before, during and after a performance.

Financial Operating Procedures

Financial Obligations

The district budget does not fully cover many of the band program's needs. There are some costs that fall on the students. Please pay strict attention to deadlines. These will be posted in the calendar. Financial Obligations must be taken care of by posted deadlines, or students may not be eligible to participate in any band social event or trips. Every effort should be made to pay by the deadlines. Communication with the Director is crucial in matters of finances.

Uniforms

Beginning Band Students will need to purchase a band shirt. They will also need to wear dress clothes for our concerts.

Boys: Slacks, collared shirt, and tie.

Girls: Skirt, dress, or dress pants and shirt.

Symphonic Band/Wind Ensemble/Concert Band

All students will be measured for a tuxedo shirt. Students will need to buy black slacks, black socks, and solid black dress shoes. Students will also need to purchase a band t-shirt.

Private Lessons

In addition to individual band classes, we also have a wonderful staff of private lesson instructors. Each instructor is an expert on their individual instruments, and has been selected to teach in our school district by the Elgin ISD Band Staff. Students who take private lessons undoubtedly progress at a much faster rate and have more success with music.

The music lessons last approximately 23 minutes or half a class period. The lessons occur once a week at a cost of \$17.00 per lesson. Lesson times are arranged between the lesson instructor and the student. The lessons are taught at Elgin Middle School occurring during the school day or after

school. Payment for the lessons is made at the beginning of each month. Private lessons are not required, but are **HIGHLY ENCOURAGED**.

Instruments

The School District will provide a limited number of instruments for student use. This equipment is generally purchased by the school district for student use because of its extremely high value. Thus, all school owned equipment must be handled with optimum care. Students failing to care for their school issued instrument will lose the privilege to use such instruments, as well as be responsible for all repairs due to neglect and abuse.

The following is a list of general procedures for school owned instruments:

1. If at all possible, students will be issued one instrument for home use and one for school use.
2. All students with school owned instruments are required to maintain insurance coverage on those instruments.
3. Students are expected to return instruments in as good of condition as they were when given out.
4. Students are responsible for all equipment and/or materials checked out to him or her.
5. The School District will assess a fee for routine cleaning and maintenance of school district owned instruments of \$50 per year.
6. **STUDENTS SHOULD NEVER ALLOW ANOTHER PERSON TO PLAY THEIR INSTRUMENT AS THEY WILL BE HELD RESPONSIBLE FOR ANY DAMAGE!**

Band Handbook Acknowledgement Form

We acknowledge that we have received a copy of the Elgin Middle School Fine Arts Handbook for the 2019 - 2020 school year, and agree upon the listed guidelines, regulations and requirements of the department.

Student Name (Print)

Student Signature

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

I am willing to be an event volunteer. __Y* __N

*If yes, please fill out the volunteer from online [here](#). This is required to chaperone our field trips or help out in the classroom. We do ask for chaperones for our spring field trips! We will send this information home through Remind, www.elginbands.org, and handouts sent home.

Contact Information:

Phone (Home) _____
(Cell) _____

Phone

Email Address _____

Comments, Concerns, and Questions:

Medical Release Form

If your child will be participating in extracurricular (outside of school) where they may travel off campus, please fill out and return this form. All information will remain confidential and will only be used in the event of an emergency. Contact your child's teacher with any questions.

I give my child permission to attend all of the scheduled performances and trips of the Elgin Middle School Fine Arts program. I hereby release Elgin Middle School, Elgin ISD, its employees, and its volunteer sponsors from any and all liability and responsibility in connection with accident or injury to my child while with the Fine Arts programs at any official functions or on any trips. Should a medical problem arise, I grant the school officials and volunteer sponsors' permission to seek professional medical treatment for my child. I understand that I will be contacted prior to my child receiving any medical treatment.

Name _____ Child's Name Parent/Guardian

Parent/Guardian Signature Date

Please PRINT all of the following information:

Student's Last Name: _____ First Name:

Date of Birth: _____ Physician:

Parent Last Name: _____ First Name:

Home Phone: _____ Parent Phone:

Parent Work Phone: _____ Email:

Please give us the name of a relative, neighbor, or family friend that lives close by that has your permission to pick up your child in case you cannot be reached.

Name: _____ Phone Number:

Please list below any medication(s), food allergies, or known medical conditions of which we need to be aware:

Additional Concerns: