
2018-2019
Leavitt Middle School



BAND HANDBOOK
Ms. Erin I. Jolly, Director

Justice Myron E. Leavitt

Middle School

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Erin I. Jolly
Director

Band Handbook Course Expectations 2018-2019

This handbook is designed to acquaint band students and parents with the policies and procedures of the band program. It also contains information that will be helpful to ensure that each student's musical experience at Leavitt Middle School is successful and rewarding. Please put this booklet in a safe place as you will need to refer to it throughout the year. I encourage both students and parents to become familiar with the policies and procedures outlined in this handbook. After doing so, please sign the form at the back and return by **Wednesday, August 29, 2018**.

To the Student:

Welcome to the Leavitt Middle School Band! As the director, I know that anyone who fully participates within the band program will enjoy the experience of playing in an organization whose members not only possess high qualities of good citizenship, but also constantly strive to maintain a high degree of musical excellence.

To the Parent:

I am here not only to help the students but also to assist the parents in any way possible. I know that without your support, encouragement, and dedication, the quality that this organization can achieve will greatly suffer. If I can be of any help, or if you have any questions or concerns throughout the school year, please feel free to call the school. You may also leave a message and we will return your call as soon as possible.

I am certain that this school year will be one in which both you and your child will take a great amount of pride and satisfaction in his or her musical growth. I look forward to seeing each of you at upcoming band functions and performances.

Sincerely,

Erin I. Jolly
Jollyei@nv.ccsd.net

The Bands

BEGINNING BAND is offered to sixth and seventh graders who want to learn a wind or percussion instrument.

It is the students' responsibility to have access to their own instrument. There are a few large instruments, which the school may supply. These are loaned at the discretion of the director and include the tuba, baritone horn (euphonium), French horn, bass clarinet, and oboe. **There are a limited number of the other instruments available. Students should rent or purchase from a music store. There are no alto saxophones or percussion kits available from the school for rental.** Students using school instruments should be prepared to take any available instrument. This band is a training group and will only have 2 performances, a Winter and Spring Concert.

CONCERT (Intermediate) BAND is designed as a training band for those students who have completed beginning band but need to develop the skills necessary for advanced band. These skills include reliability, cooperation, good rehearsal and practice habits, plus playing technique. Through these skills will come a greater appreciation for music. This is a very large group, so it is important that the students are well behaved. Performances will include the CCSD JV Band Festival and school concerts.

SYMPHONIC (Advanced) BAND is the main performing group at Leavitt. The director individually selects students in this band. Students are selected based upon ability, reliability, citizenship and needs in term of instrumentation. Every member must maintain a high standard of citizenship and musical ability. The band has many performances throughout the year and each performance is required (see grading procedures).

JAZZ BAND is for students wishing to further their musical skills and experience. The band plays jazz, rock, Latin and other contemporary styles. These students must also be a member of either the Concert or Symphonic Band or the Advanced Orchestra. Placement in this group is by audition and/or director's consent. The Jazz Band has many performances including selected home basketball games and the CCSD Jazz Festival.

COURSE SCOPE AND GOALS:

Course Scope:

Students will receive guidance and direction in solving problems related to band instruments and the techniques for producing and evaluating pitch, tone, rhythmic patterns, and dynamic levels. Emphasis will be placed on providing each student with a variety of performing experiences. This is an elective course for sixth, seventh, and eighth grade students.

Course Goals

- To reinforce correct embouchure, hand positions, posture, tonguing, and breathing techniques.
- To develop technical facility.
- To develop a characteristic tone quality throughout the appropriate playing range of the instrument.

Course Goals (continued)

- To develop an awareness of proper unison and chordal intonation needed to produce harmonic balance.
- To play rhythm patterns and phrases with dynamic control.
- To identify and respond appropriately to musical terms, tempo markings, dynamics, and expression markings.
- To demonstrate the fingerings and slide positions of all notes within the appropriate playing range of the instrument.
- To utilize acquired musical skills in a public performance.
- To learn correct concert and classroom conduct.
- To develop an awareness of various career opportunities related to music.
- To develop attitudes enabling one to continue participating in musical experiences.
- To further develop the understanding of the relationships between the other arts and disciplines.

Evaluation

Your grade will be determined by a combination of points that you earn during the nine week grading period for daily participation, tests (both written and performed), practice records, and for any performances that may take place during the grading period. The points you earn will then be added together and your total will then be compared with the total points that were available during the nine weeks. Your grade will be given according to the following:

A = 90 – 100% of total points available

B = 80 – 89% of total points available

C = 70 – 79% of total points available

D = 60 – 69% of total points available

F = 0 – 59% of total points available

Class activities:

Performances	35%
Participation	30%
Assessment	30%
Homework	5%

Final Semester Grades will be figured as follows:

1st Quarter	40%
2nd Quarter	40%
Final Exam	20%

HOW DO I EARN POINTS IN BAND?

1. Daily Classroom Performance: You will earn 5 points per day for your daily participation in class on the assigned task for the day. **You must be in class and participating to earn points.** A note must be sent in by the parent or guardian if an instrument is in need of repair in order for the student to receive lost points. The damaged instrument should go into the shop immediately to be repaired for the student may only make up 25 points of participation credit.

2. TEST SCORES: Any tests that you take, whether they are written or performed will be worth points. Each weekly test will be worth 10-50 points. Each major exam may differ according to the content.

3. PRACTICE RECORDS (BEGINNING BAND ONLY): Although beginning band will be the only class required to log practice time all students should be practicing. Weekly practice records will comprise a large portion of each student's grade. The weekly time requirement will generally be two hours, but will vary according to band and time of year. **Practice Records are due each Wednesday.** Students may also receive up to four points of extra credit for extra practice. It's also recommended that students practice for about 15-20 minutes per day rather than practicing for 120 minutes one day. This will better aid students in developing skills concerning their embouchure, posture, technique, etc.

The home practice environment should be free from distractions and students should stand or sit in a way that promotes correct posture. The Leavitt MS Band has a limited number of music stands available to check out for home practice. Parents should expect to see and hear their student practice daily. Please assist your students by establishing a daily practice routine. If your student uses the phrase "I have nothing to practice," it is simply not true. There will always be new material and concepts to practice or master!

The following is an example of the Leavitt Practice Record:

Leavitt Middle School Band Practice Record

Name: _____ Period: _____ Instrument: _____

Week of: _____

- Practice Records are due every Wednesday
- Late practice records will receive partial credit.
- Practice Records must include a parent signature to all credit.
- Please fill in boxes below with the minutes practiced for that day. Total minutes at the end of the week and write in the minutes box. The grading scale is as follows:

Grading Scale	20 pts.	18 pts.	16 pts.	14 pts.
Practice time (hr:min)	2:00	1:30	1:00	:30

Weds.	Thu.	Fri.	Sat.	Sun.	Mon.	Tues.	Total	
							Pts:	

Parent Signature: _____

- Practice Records are due every Wednesday
- Late practice records will receive partial credit.
- Practice Records must include a parent signature to receive full credit.

Grading Scale	20 pts.	18 pts.	16 pts.	14 pts.
Practice time (hr : min)	2:00	1:30	1:00	:30

4. EXTRA REHEARSALS AND PERFORMANCES: Students will occasionally be expected to attend extra rehearsals or performances either after school and/or Saturday. A minimum advance notice of two weeks will always be given.

5. SEMESTER EXAMINATIONS: Comprehensive written and playing examinations will be administered at the conclusion of each semester. This grade will comprise no more than 20% of each student's semester grade.

6. ENRICHMENT: All students will be encouraged to participate in enrichment opportunities such as Solo & Ensemble, composing, and performing in-class solos.

7. LATE WORK POLICY: If a student does not complete any assignment (for reasons other than an absence), they will be assigned a make-up work detention the following school day from 3:30 to 4:25 EVEN if they turn the assignment in the next school day

8. PERFORMANCES: Students are required to attend **ALL** concerts. Performance is a unique and very important part of music education. This experience cannot be recreated or taught in the classroom and attendance is crucial. Each member of the band is essential to our success. It is imperative that every band member attend.

WHAT IF I CANNOT ATTEND OR DO NOT ATTEND A CONCERT?

If you are absent from a concert, no points will be earned regardless of the reason for the absence. However, if the absence has been excused with the director, then the points can be made up. Absences from a concert **MUST** be cleared with Ms. Jolly as soon as an absence is anticipated so that arrangements can be made.

A note from your parents stating the reason for your absence and a phone number where they can be reached should be given to Ms. Jolly as soon as possible. **Notes do not automatically excuse you from a concert** nor allow you to make up the points missed. Ms. Jolly must approve the absence before any make up will be allowed.

Excuses such as not having a ride, having to baby-sit, having to work or not having the correct uniform **WILL NOT** be considered acceptable excuses for missing a concert and points will not be allowed to be made up for excuses of these types.

Band Trips

Students in Intermediate, Advanced and Jazz Bands may have the opportunity to go on trips throughout the year. When the band travels, the students play in front of adjudicators for scores.

Students need to practice and be prepared for these performances. That being said, students with a D or F will not be permitted to go on these trips because they are not properly prepared. If students have citizenship grades of an N or U, they will also not be permitted to go on any trip. Any students with discipline referrals can be withheld from going on any trip at the discretion of the director or LMS administration.

Leavitt Middle School will not be responsible for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of a field trip or school-sponsored trip. **ALSO, LEAVITT MIDDLE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY MONIES THAT ARE NON-REFUNDABLE DUE TO REVOKED FIELD TRIP PRIVILEGES AS A RESULT OF DISCIPLINARY CONSEQUENCES.**

Technology

At Leavitt, we want to encourage the daily use of technology in and out of the classroom to further enhance the educational experience. As such, Leavitt will be providing students with individual devices in all grades to utilize in class and at home. Students will also be provided with a Google email address to correspond with their teacher and classmates on projects, as well as to turn in assignments. Students may choose to utilize their own electronic tablets (iPads, Kindle Fire, Samsung, etc.) cell phones, laptops, and reading devices for educational purposes. Please be reminded that your student is responsible for the safety of their personal device and must utilize the district's Wi-Fi to ensure their internet safety. All use of these devices will be for educational purposes and must be approved by the individual teacher.

Discipline Policy

Citizenship grades

Citizenship grades will be based on a student's adherence to the classroom rules and procedures and will be issued according to the following scale:

- O (Outstanding)
- S (Satisfactory)
- N (Needs Improvement)
- U (Unsatisfactory)

Behavioral Expectations

- Follow directions quickly.
- Raise your hand for permission to speak.
- Raise your hand for permission to leave your seat
- Make SMART Choices: Kindness, Leadership, Courage, Invincible Grit, Creativity
- Work hard to do your best for your teachers and parents at all times.
- Keep your eyes on the target.

Tardy Rules and Consequences

Promptness and being ready to perform are important signs of musical maturity and are goals that students should strive towards. Everything to get ready for class (i.e. drinks of water, talking, sharpening pencils, getting music, etc.) should be done before the bell rings so that valuable class time is not wasted. Tardies will result in loss of citizenship and/or daily participation points.

- 1st Tardy – Warning & Parent Phone Contact
- 2nd Tardy – Warning & Parent Phone Contact
- 3rd Tardy – Non-TRS RPC
- 4th Tardy – After School Detention
- 5th Tardy – In-House Suspension (IHS)
- 6th Tardy – Required Parent Conference – RPC/Tardy Contract
- 7th Tardy – IHS/parent and student meet with the principal

Failure to meet the above conduct expectations will result in the following consequences.

- 1. Warning
- 2. Conference at the end of class
- 3. Loss of participation points, parent contact
- 4. Detention, possible behavior contract
- 5. Referral to Counselor
- 6. Referral to Dean

Severity Clause: Fighting, insubordination, or other serious disruption that inhibits the educational process will result in an immediate referral to the dean regardless of previous action.

Please Note: As you may know, band is a popular elective and classes are often large. For this reason, it is extremely important that good citizenship be demonstrated at all times. Throughout the year these qualities will be recognized and encouraged. Various incentives and rewards will be offered to those students who exhibit positive behaviors, ongoing courtesy, and exemplary citizenship. **Additionally, any student who is currently earning a U in citizenship, or received a U in citizenship during the most recent marking period will not be eligible for participation in field trips, including District Festivals.**

INSTRUMENT SECURITY:

Any student to have a lock and locker checked out to them will be responsible for the care of both the locker and the returning of the lock. Any locks not returned are subject to a \$35.00 replacement fine.

Due to the large number of students in the band classes, band lockers will be shared. For your protection, **please keep a copy of the make, model and serial number of your instrument at home.** We will strive to keep records here at school as well. It is imperative that students clearly label the outside of their cases with an identification tag. The school cannot be responsible for loss or damage of a privately owned instrument. Privately owned instruments can be inexpensively insured through a homeowner or renter policies.

FUNDRAISING

In order to have a successful band program, it is sometimes necessary that we do fundraisers. Some fundraisers will benefit the entire program, while some will be deposited directly into the student's band account. Money from a student's band account must be used within the Band program.

BAND MATERIAL COST

All band students must pay a **\$25** material cost. The fee for being a band student is \$25. This covers sheet music, methods books, theory books, classroom supplies, etc. If a student is in more than one band class, he/she only needs to pay the course fee once. Please contact Ms. Jolly with any questions regarding this cost.

UNIFORMS

As a member of the Leavitt Middle School Band, each member is expected to wear a specific uniform. These uniforms are to be worn at all functions where we participate as a unit. Students will receive a detailed list of uniform requirements within the first few weeks of school.

