

PHMS **Advanced**

Band Handbook

2016 - 2017

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Assistant Director	Nathan Hochstetler
High School Director	Chris Taylor
Percussion Instructor	Adam Brosman
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Welcome!

We are so excited to welcome you to the Pendleton Heights Middle School Band for the 2016-2017 school year! New opportunities and new experiences are just around the corner! It is our goal to make band a fun learning experience for everyone!

Being a part of a band program can be one of the most rewarding experiences of your middle school and high school years. We hope that you see band as a grade 6-12 commitment, as you will certainly gain the most from your experience if you continue your participation through high school. Our curriculum is constructed such that it is a continuous progression from grade 6-12. We promise you will enjoy the journey with us!

The Pendleton Heights Middle School Band program requires commitment on the part of both students and parents. Students are expected to take their instruments home every day and practice *at least 25 minutes a day/5 days a week*. This will ensure adequate progress and growth as a musician. In addition, students are required to attend all performances, contests, rehearsals, and sectionals. There may be changes to the band calendar throughout the year, though students and parents will be notified well in advance of these changes. Please work out any conflicts well in advance and let the directors know as soon as possible in the event of an absence. Each of our performances depend on all band members being present to fulfill their very important individual roles!

Please do not hesitate to contact one of us with any questions or concerns. We will always make time to see you in person or talk with you on the phone. We will also be communicating with you a great deal through email, so please let us know if your email address changes throughout the school year. We cannot run this program successfully without parent support so please know you are welcome in our classrooms anytime!

Sincerely,

Catherine Maloney
Director of Bands – PHMS

Nathan Hochstetler
Assistant Director – PHMS/ HS

Dan Joyce
Principal – Pendleton Heights Middle School

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Expectations

1. All Students will be in the band corridor by the end of the tardy bell or they will be marked tardy.
2. Students are expected to enter the band room quietly, get out all their instrument and materials, and be seated ready for rehearsal *2 minutes* after the tardy bell has rung- signified by timer in the band room.
3. All instrument cases will be left in lockers and books in or by lockers.
4. Students will respect the property of others by not tampering or playing with another person's instrument, music, lock or locker during or outside of class, including music stands and percussion equipment.
5. Students are expected to participate fully in class, follow all directions, and be attentive to the directors at all times. Students are expected to raise their hand and wait for acknowledgement by a director before speaking. They are not to talk during class or behave in a disruptive manner.
6. Students are expected to take their instruments home an average of 2 to 3 days a week.
7. No food, drink, or chewing gum is allowed in the band room or band lockers. We must take care of our facilities and equipment. The band room is a NO CALORIE ZONE :)
8. Each student is to have all necessary materials for each class: Black binder, instrument, and all instrument care equipment.

Discipline Procedures

Due to the large number of students involved in a band classroom, it is necessary for all students to follow the daily procedures and at all times. Our goal is for each individual to become a better player and that the whole band becomes a better band. An infraction of any of the above expectations will keep us from reaching our goals.

Consequences for not following daily procedures within a week of school:

- 1st offense: verbal warning/ documentation in grade book
- 2nd offense: 2 points taken off Participation grade and a private student conference will be held after class.
- 3rd offense: Contact parent
- 4th offense: Office referral/ parent-teacher conference

* Student will begin each new grading cycle with a clear discipline record.

Grading

Playing Tests (100 pts.) – Each student is assigned an exercise to prepare for each week. A grade is given for that assignment. Chairs are assigned based on the preparedness of the exercise(s). Chairs will not change approximately three weeks prior to every concert and four weeks prior to contest events.

Performance Grades (200 pts) – Attendance at all advanced band concerts/ contests is mandatory.

Performance grades are earned using the following rubric :

- On time with proper uniform and materials = 200 points
- Unexcused Tardy = 90 points
- Inappropriate concert etiquette = minus 10 points per incident
- Leaving concert early without permission = minus 10 points
- Incomplete Uniform = minus 10 points
- Unexcused absence = AUTOMATIC ZERO

Practice Records - Students MUST practice their instrument at home regularly in order to see marked improvement. Students should practice at least 125 minutes a week, in the form of 5 days of 25 minute practice sessions. Pick your 5 days according to your schedule. **Practice Videos** will be assigned to each student on Canvas. Students will upload a segment of video to Canvas for grading.

Daily Grades (50 pts or 10 a day)- Each week the student begins with a daily grade of 50 points. During the week, 2 points will be deducted each time that the student does one of the following:

- o Leaves materials out after class
- o Leaves instrument out or instrument is placed improperly in locker
- o Does not have materials needed for rehearsal
- o Excessive disruption of rehearsal

EXTRA CREDIT: will be given to weekly grades for turning in forms the day after they are passed out. Also, for attending live music performances and providing a program signed by the parent as proof of attendance.

Pre/ Post Tests (points specific to the assignment) – PHMS is dedicated to provided student-learning achievement data before and after a unit is taught in the classroom. Since the band room is not a traditional classroom, the pre/ post test will be both written and performance based. Please note the Pre-Test scores are not considered a part of the overall grade. Only the Post-Test will appear as a grade in PowerSchool. Eighth students, please be aware that occasionally a Post-Test will also count as a Final Exam.

Written Assignments (25) – These are based on current musical objectives and assigned throughout the year. These are designed to further enhance the learning of our current music and are considered cross-curricular.

Theory Worksheets/ Lessons (points specific to the assignment) – In order to continue learning about theory and all of its components, theory worksheets, reviews and tests will be given.

Instrument and Material Check (10 pts.) – At the end of every grade cycle, the Band Directors will inspect the instrument, case, and materials to insure that the students have all required materials.

Uniforms:

Formal Concert Dress

For all formal concerts and contest performances, students will be required to formal uniforms. Please note that Honor Band has a different requirement.

Honor Band (Boys) - This ensemble is required to wear the tradition tuxedo formal uniform. We use the vendor, Mr. Penguin Tuxedo to size the boys and take orders for pants, shirts, and bowties. Parents will have the option of purchasing these items either new or used. The shirt and bowtie must be purchased through Mr. Penguin Tuxedo for the sake of uniformity. You may provide your own black dress pants if necessary.

Honor Band Boys:

White tuxedo shirt	\$8 used, \$14 new
Black bowtie	\$4 used, \$6 new
Black pants	\$25 used, \$55 new (Can be purchased on your own)
Black socks	Purchase on your own
Black shoes	Purchase on your own

All other Band Students (Boys) - Formal Uniform is black dress pants, black socks, black shoes, and a white dress shirt. You are welcome to order black pants from us, but it is not required.

FORMAL UNIFORM FOR ALL Girls:

Girls must dress in all black. They may wear a black dress, a black skirt and black blouse, or black pants and a black blouse. The following stipulations apply:

- Dresses or blouses must have sleeves, either short or long. They may not be sleeveless or spaghetti straps.
- Skirts or dresses must be school dress code length.
- Black shoes must be worn with a dress or skirt. Black socks and black shoes must be worn with black pants.
- Necklines must not be low-cut and revealing.
- There must be no other color except black on the outfit (e.g. no white, please)
- Please use parental discretion when purchasing these items.
- All school dress code rules apply.

INFORMAL UNIFORM: All PHMS Band Students

Students will need a band t-shirt to wear for informal performances, field trips, and mini-concerts. This will be the uniform for some less formal performances and events, such as football games, basketball games, some concerts, and other school events.

*** The informal uniform is the PHMS Band t-shirt, nice jeans, and tennis shoes for all students.

Performance Attendance

Attendance at all performances is mandatory and is a major part of each student's grade. Performances include concerts, contests, and a few other school events.

Excused Performances: Illness (with doctor's note) or extenuating circumstances will be considered excused absences. In this case, parents must contact the directors as far in advance as possible to let them know of the student's absence. IF excused, the student will be given a make-up performance/ project/ test.

Unexcused Absences = Automatic zero for the performance.

Solo & Ensemble

Honors Band students are required to prepare a solo and perform at Recital Night at PHHS. These students are also strongly encouraged to compete at ISSMA Solo & Ensemble Contest. All other band students are strongly encouraged to perform at both of these events as well. Directors will assist students in selecting appropriate music for these events. These students will also receive extra credit for their performance.

Sectionals (Honors Band only)

Outside of rehearsal time in class, Honors Band members will also be required to attend a 45-60 minute sectional with other students of the same instrument during the year. These sectionals will begin in February and last up to April in preparation for Solo & Ensemble Contest and ISSMA contests.

Beginning second semester, the directors will work around the students' schedules to determine which times work best for each section. These will take place beginning right after school. Once the schedule is set, students will be required to attend their sectionals. These provide extra individual help for the students on their particular instruments and will help them to grow as musicians.

Reeds/Supplies

Students who play clarinet, saxophone, oboe, or bassoon should have at least 3 playable reeds with them at all times. These can be purchased at Muncie Music Center. Students may bring in money and order from Muncie Music Center by filling out an order envelope and placing the money inside. Mr. Dan Miller from Muncie Music will come to the middle school on Tuesdays and Thursdays, so these orders can be placed on those days.

Private Lessons

ALL STUDENTS are strongly encouraged to take private lessons. Private lessons help students to set individualized goals for themselves with the guidance of a person trained specifically on their instrument. Your student will have the option to take private lessons during band class time or after school. Private lessons are given once a week for 30 minutes and cost around \$15 per lesson. You will soon be receiving a list of private instructors whom the directors recommend and their contact information. Private lessons are the foundation of many successful band programs throughout the country. They are vital to a student's progress. It is our goal at PHMS to have 100% of our students in private lessons.

Band Trips/Chaperones

Band trips are a fun and exciting part of being in the PHMS Band! We will need parent chaperones for each of these trips, so let the PHMS Band Booster representative, Christina Garringer (phhsband@yahoo.com) know if you are interested in being a chaperone. If you plan on chaperoning an event, you must have a current 2016-2017 criminal background check on file with SMCSC. It is important to remember that students are representing our band program, our school, and our community on all band trips and must act appropriately at all times. If a student behaves inappropriately on a band trip, their parents will be called and they will be sent home immediately. All school rules apply while on the trip.

Instrument Repair

Students are responsible for the maintenance and repair of their instruments. The PHMS Band has a great relationship with Muncie Music Center. A representative of Muncie Music comes to PHMS twice a week and can take instruments to be repaired. There will be a form available for you to fill out if your instrument needs repairs. Muncie Music can pick up your instrument and contact you with a quote for the repair. You can also take the instrument in to be repaired on your own. If there are charges for the repair, the student and parent are responsible for these charges. PHMS merely acts as a liaison between the student and Muncie Music Center. PHMS Band will not pay for repairs on privately owned or rented instruments.

Instrument Storage

The band room and hallway is equipped with instrument lockers where students may put instruments during the school day. Instruments can be dropped off before school and picked up after school. Band lockers are meant to store instruments and items related to band class. Other items such as food are NOT allowed. Lockers must be locked at all times (except during class), with combinations out of sight. We will provide locks for the band lockers.

**** Students who do not comply with the rules may receive an **EVICTION NOTICE**. These notices are to serve as a warning to students who are not using their band locker properly. If students do not comply with locker procedures, they will lose the right to use a band locker and must find alternate accommodations for their instruments. Students will have 1 day to comply, then will be evicted. Instruments need to go home with the students every day and over weekends to ensure that ample practicing gets done!

School Instrument Rentals

PHMS will provide the following instruments: Oboe, Bassoon, Baritone Saxophone, French Horn, Baritone, and Tuba. In order to maintain our inventory, there is an instrument usage fee required for the school year. Due to rising costs in the music program and lack of repair money in the band budget, it is necessary to keep the **school instrument usage fee to \$75** for winds and **\$50 for percussion** for the entire school year. If you foresee this as a financial issue, please contact the directors immediately.

Jazz Band - Begins in November!

All 7th and 8th grade students that have played an instrument for 1 year are invited to participate in the PHMS Jazz Band. This ensemble will meet after school 2 days a week starting in November and will participate in the Madison County Jazz Festival, ISSMA Jazz Contest, and several other events in the winter and spring. This is a great opportunity for students to be introduced to jazz styles and to have fun playing with their peers!

Communication by Email and Internet

MyMusicOffice.com

We are using the My Music Office database for the 2015-2016 school year. As soon as we have your information, we will update all of our data. Also, please check your SPAM folder and allow e-mails sent from a mymusicoffice address. IMPORTANT: Provide us with your most current e-mail!

- Fill out the student information form completely, including emails for one or both parents. This will provide a great way for the directors to communicate with you.
- There is also a website to check frequently for updated information and upcoming events. The website is www.phhsband.com and click on the PHMS Bands link
- Our PHMS band page is linked off the high school band webpage and will have a band calendar for the year, as well as information about upcoming events. Please check it frequently for the most up-to-date information.

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Student/Parent Handbook Acknowledgement Form

I acknowledge that I have read this handbook in its entirety and agree to comply with all of its policies and procedures.

*** Electronic Signature Required on Band Website**

Band Commitment

I agree to attend all mandatory performances, events, rehearsals, and sectionals of the Pendleton Heights Middle School Band. I understand that if I fail to attend any one of these mandatory events, my grade will be adversely affected.

*** Electronic Signature Required on Band Website**

Electronic signatures are due by Thursday, August 18th.