

# PHMS Beginner

## Band Handbook

### 2016 - 2017

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# Welcome!

We are so excited to welcome you to the Pendleton Heights Beginner 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 does require 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, 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 depends 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 that 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 gather at the LGI Entrance Doors before the bell rings.
2. Students are expected to enter the LGI room and immediately go to the designated section area for attendance.
3. After announcements, students will get out all their instrument and materials, and be seated ready for rehearsal in 2 minutes. Students will either attend a sectional in a designated room or meet in the band room for full ensemble rehearsal. All instrument cases, backpacks, and coats will be left in the LGI.
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 daily and over the weekends in order to practice an average of 25 minutes a day, 5 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:

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

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

## Grading

All grades will be done through *Essential Elements Interactive* online at [www.essentialelementsinteractive.com](http://www.essentialelementsinteractive.com). More information to follow after beginner band starts

**Playing Tests** (100 pts) – Beginning in November, each student is assigned an exercise to prepare for the end of every two weeks. 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** (50 pts) - Required weekly for beginning band students. 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.

We understand that students are busy and that practicing may not be possible during particularly hectic weeks. When a student wants to use their free practice week, they must e-mail the director by the end of the week.

**Daily Grades** (50 pts./ 10 pts. 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:

- Leaves materials out after class
- Leaves instrument out or instrument is placed improperly in locker
- Does not have materials needed for rehearsal
- 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.**

**Written Assignments** (25 pts) – 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:

### INFORMAL UNIFORM: All Beginner Band Students

Students will need a band t-shirt to wear for informal performances, field trips, and mini-concerts.

Beginner Band Students- The band t-shirt, nice jeans (no holes!), and tennis shoes will serve as the primary band uniform.

## Attendance:

- **Daily:** It is important that students attend beginner band on a daily basis as best as possible. It is our experience that if a student gets into the habit of missing band practice weekly, the student will fall behind and inevitably enjoy band less and less.
  - **Absence:** Please e-mail the band directors if a student will miss a band rehearsal. For the students' safety, it is important we know where a student is at all times.
  - **Transportation:** If transportation to the middle school becomes an issue, please do not hesitate to contact us. The school corporation provides buses, and we are happy to help coordinate carpools. All students will be provided transportation after band class to their respective elementary school.
- **Performances:** 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.
  - Unexcused Absences = Automatic zero for the performance.

## Solo & Ensemble

All band students are strongly encouraged to perform at Recital Night (PHHS) and ISSMA Solo & Ensemble Contest. If a beginner student is interested in performing, please contact the director via e-mail. We will assist students in selecting appropriate music for these events. It is also highly encouraged that the student receive some form of coaching to prepare for this event. Private lessons and/ or tutoring with the director is required. These students will also receive extra credit for their performance.

## Reeds/Supplies

Students who play clarinet, saxophone, oboe, or bassoon should have at least 4 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. Helms from Muncie Music comes 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. 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 2015-2016 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

6<sup>th</sup> Grade beginning band students will bring their instruments to band class every day and then transport them to the elementary school to be stored for the rest of the school day. If an instrument is too large to bring back and forth to school, the student will be offered an instrument lockers and lock in the band corridor. Instruments may also be dropped off before school and picked up after school. Instruments need to go home with the students every day and over weekends to ensure that ample practicing gets done! We will provide locks for the band lockers.

## Communication by Email and Internet

### MyMusicOffice.com

We are using a 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 <http://phhsband.com/phmsband.html>
- 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.

### Contact Info:

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Email: Nathan Hochstetler      [nhochstetler@smcsc.com](mailto:nhochstetler@smcsc.com)

Email: Chris Taylor      [ctaylor@smcsc.com](mailto:ctaylor@smcsc.com)

Email: Adam Brosman      [abrosman@smcsc.com](mailto:abrosman@smcsc.com)

## 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, September 8th