

# ***Pendleton Heights Middle School Band Handbook 2010-2011***

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## ***Welcome!***

We are so excited to welcome you to the Pendleton Heights Middle School Band for the 2010-2011 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!

Being in 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 30 minutes a day/5 days a week***. This will ensure adequate progress and growth as a musician. In addition, students are expected 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 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,

Audrey Torres  
Director of Bands – Pendleton Heights Middle School

Chad Bieniek  
Associate Director of Bands – Pendleton Heights MS/HS

Chris Taylor  
Director of Bands – Pendleton Heights High School

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## ***Expectations***

1. Students are expected to enter the band room quietly, get out their instrument and materials, and be seated ready for rehearsal 2 minutes after the tardy bell has rung.
2. Students are expected to participate fully in class, follow all directions, and be attentive to the directors at all times.
3. Students are expected to raise their hand and wait for acknowledgement by a director before speaking.
4. Students are expected not to talk during class or behave in a disruptive manner.
5. Students are expected to respect themselves, their peers, and their directors at all times.
6. Students are expected to take their instruments home daily and over the weekends in order to practice an average of 30 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 brand new facilities and equipment!



## ***Discipline Procedures***

If a student chooses to act inappropriately, disrupt the classroom, or not follow directions, the following disciplinary actions will be taken:

1. The student will be given a warning unless the offense is severe enough to require immediate attention by the principal.
2. The student and teacher will have a conference.
3. The student's parents will be called and the student will serve a detention with the director.
4. The student will be referred to the office for further disciplinary action.

## ***Grading***

- 25% Participation
- 25% Performances
- 25% Playing Tests
- 25% Practice Records/Daily Assignments



## ***Practice Records (6<sup>th</sup> and 7<sup>th</sup> grade beginners only)***

Practice Records are required weekly for 6<sup>th</sup> and 7<sup>th</sup> grade beginning band students. Students **MUST** practice their instrument at home regularly in order to see marked improvement. Students should practice at least 150 minutes a week, in the form of 5 days of 30 minute practice sessions. They will be graded on the following scale:

Minutes per week	Grade
180+	100
150-179	95
120-149	85
90-119	75
30-89	65
0-30	55

The practice week goes from Monday – Sunday. Practice Records are due on Monday in class or the first day of school after a break. They require a parent signature for verification that the practicing was done. If a student is absent on Monday, they may be turned in on Tuesday for full credit. If a student forgets to bring the practice record on Monday, they may turn it in on Tuesday. However, the grade will be lowered by 10%. Students will be allowed ***one free practice week per semester***. 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 turn in a practice record with “FREE” written on it and a parent signature. They will receive a 100 for that week. They may only use this one time per semester.

## ***Uniforms:***

### ***Concert Dress (7<sup>th</sup> and 8<sup>th</sup> grade only)***

For all concerts and contest performances, students will be required to wear the following uniform. A representative will be coming out from 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.

#### ***Boys:***

White tuxedo shirt	(\$8 used, \$12 new)
Black bowtie	(\$4 used, \$6 new)
Black pants	(\$25 used, \$35 new) (Can be purchased on your own)
Black socks	(Purchase on your own)
Black shoes	(Purchase on your own)

### ***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:

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

### ***PHMS Band T-Shirts (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade)***

Students will be required to purchase a band t-shirt early in the fall. This band t-shirt, jeans, and tennis shoes will be the uniform for some less formal performances and events, such as football games, basketball games, some concerts, and other school events. For 6<sup>th</sup> and 7<sup>th</sup> grade beginners, this will serve as the primary band uniform. For their contest performance in the spring, 6<sup>th</sup> and 7<sup>th</sup> graders will be asked to dress nicely or wear “Sunday best.” For 7<sup>th</sup> and 8<sup>th</sup> graders, the uniform listed above will be worn to concerts and contests.

### ***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. Only illness 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. All unexcused absences will lower the student’s grade in the class.

### ***Solo & Ensemble***

***Honors Band and Symphonic Band*** students are ***required*** to prepare a solo or ensemble and perform at the Solo & Ensemble Recital Night at PHHS on ***Monday, January 31<sup>st</sup> or Tuesday, February 1<sup>st</sup>***. These students are also strongly encouraged to perform at ISSMA Solo & Ensemble Contest on ***Saturday, February 5<sup>th</sup>***. ***6<sup>th</sup> and 7<sup>th</sup> grade beginning band students as well as Concert 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.

## ***Rehearsal Attendance***

As noted on the calendar, Honors Band and Symphonic Band have a few after-school rehearsals. In order to ensure successful performances, these rehearsals are **mandatory** for all students. Please plan ahead and schedule other activities around these rehearsals. The students will receive a grade for attendance. If there is a conflict with one of these rehearsals, please let us know as soon as possible by phone or email.



## ***Sectionals (Honors and Symphonic Bands only)***

Outside of rehearsal time in class, Honors and Symphonic Band members will also be required to attend a 45-60 minute sectional with other students of the same instrument a few times during the year. These sectionals will be in January-March in preparation for our ISSMA Contest. The directors will work around the students' schedules to determine which times work for which sections. These will take place beginning right after school. Once the schedule is set, students will be required to attend their sectionals during the January-March time frame. 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 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. 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 directors know if you are interested in being a chaperone. 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 liason 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 are equipped with instrument lockers where students may put instruments during the school day. Instruments can be dropped off there before school and picked up after school. 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. Instruments need to go home with the students every day and over weekends to ensure that ample practicing gets done!

## ***Jazz Band***

All 7<sup>th</sup> and 8<sup>th</sup> 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 1 day a week starting in the fall and will participate in some contests and 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!



## ***Band Assistants***

Early in the school year, the directors will be asking for volunteers from the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade bands to be Band Assistants. These students will be asked to help with tasks such as preparing programs for concerts, organizing social events, setting up equipment, maintaining the music library, distributing music, etc. This will provide a great way for students to get involved and help out at the same time!

## ***After School Program***

We offer an after school program for all 7<sup>th</sup> and 8<sup>th</sup> grade students at PHMS. During “study tables,” band students will be allowed to come to the band room for supervised practice time. They must be a part of the after school program to do this. This gives the students who are involved in multiple activities, such as athletics, cheerleading, etc. ample time to practice during the week. The directors will have marching band rehearsal after school at the high school most days until October and won’t be able to stay after at the middle school. However, after marching band season is over, we will have sign up lists for after school practice times. Only 10 students will be allowed to practice during each time slot, and we will operate on a first come, first serve basis. There will be high school band tutors available to assist students with their practicing. We hope you will take advantage of this opportunity!

## ***Communication by Email and Internet***

Please 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/msband>. 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.



## ***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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## ***Band Commitment Form***

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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***These signed forms are due on Friday, August 20<sup>th</sup>.***