

Student/Parent Handbook



2010-2011

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Directors

**Lake Jackson Intermediate School Band
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Fill out and return all forms including the form on the bottom of the calendar.**

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Preface

This handbook has been written for the Lake Jackson Intermediate School Band members and their parents with the intent of providing information regarding the purpose, procedures, expectations, and activities of the band program. All band students and parents are expected to read the entire handbook carefully to avoid conflicts with the policies and schedules contained in this document. Supplemental information and/or policy and schedule modifications will be issued as the year progresses. This information will be distributed via e-mail and printed hand-outs. We are extremely fortunate to have parents, administrators, faculty, and school board members that are committed and dedicated to a quality band program. As a member of the Lake Jackson Intermediate School Band, you have the honor and responsibility of maintaining a band program with high standards of excellence.

Lake Jackson Philosophy of Instrumental Music Education

A well-rounded education is enhanced by one of the most basic of all studies - the study of **music**. Music teaches **discipline**. Music develops **self-confidence**. Music gives each student a feeling of **pride** and **accomplishment**. Playing in band teaches students the importance of working with others and helps them develop the **social skills** necessary to be part of an activity, allowing them to **use their free time constructively**. Band instills **values**: responsibility, purpose and direction, devotion to duty, spirit of cooperation, and sensitivity to beauty. Not all band students become great musicians, but certainly all become more mature, cooperative, self-disciplined, hard working members of society with an **appreciation for the arts**. Music is a subject that affects all sides of a student's personality. These include the intellectual, physical, emotional, psychological, spiritual, and social aspects of an individual.

Discipline, pride, and commitment to excellence are important elements of a quality organization. External discipline creates internal discipline. This **self-discipline** demonstrates each student's own initiative. **Pride** is having **desire** to succeed in what you do while **respecting** yourself and others around you. It is taking what you do **seriously** while **enjoying** what you do. Pride is a state of mind. A person's **quality of life** is in direct proportion to their **commitment to excellence** - whatever their field of endeavor.

Band Descriptions and Expectations

Symphonic Band

Performance Expectations:

- Pep Rallies
- Fall, Christmas, Spring Concerts, and Band-O-Rama
- Buc Band Night (8th grade only)
- UIL Solo & Ensemble Contest
- Festival Performances (2-3)

Requirements:

- Participation in all required performances listed above
- 60 minute weekly section rehearsal (scheduled around most school conflicts)
- Participation in all Clinics after school
- Participation in the All-Region Band Auditions and Clinic if selected to perform.
- Preparation and performance of a solo in UIL Solo & Ensemble Contest
- Practice Cards signed and turned in with a minimum of 30 minutes of daily practice recorded.

Concert Band

Performance Expectations:

- Fall, Christmas, Spring Concerts, and Band-O-Rama
- Buc Band Night (8th grade only)
- UIL Solo & Ensemble Contest
- Festival Performances (2-3)

Requirements:

- Participation in all required performances listed above
- 60 minute weekly section rehearsal (scheduled around most school conflicts)
- Participation in all Clinics after school
- Preparation of All-Region Band Audition music is encouraged but not required.
- Preparation and performance of a solo in UIL Solo & Ensemble Contest
- Practice Cards signed and turned in with a minimum of 30 minutes of daily practice recorded.

Concert Winds

Performance Expectations:

- Fall, Christmas, Spring Concerts, and Band-O-Rama
- Buc Band Night (8th grade only)
- Festival Performances (2-3)

Requirements:

- Participation in all required performances listed above
- Preparation of All-Region Band Audition music is encouraged but not required.
- Preparation and performance of a solo in UIL Solo & Ensemble Contest is encouraged but not required.
- Practice Cards signed and turned in with a minimum of 30 minutes of daily practice recorded.

Band Program Fee

All band members are assessed a program fee of \$85 for the school year. This fee will cover expenses which include, but are not limited to, the following:

Band T-Shirt
Solo Accompanist Fee
Region Band Fees
Contest Fees and Expenses
Performance Hall Rental and expenses
Music
Uniform maintenance and cleaning
Clinicians
Transportation
Band Parties
Gordon Ranch Trip

The Band Program fee is due November 1. Students can raise the money through our annual Magazine Fundraiser or parents can opt for a buyout.

A combination of fundraising, donations, and buyout can accomplish this goal as well. Our fundraiser is easy – students will earn 40% profit from gross sales. Many students do very well with the fundraiser's online sales option.

Classroom Policies

Rules: There are five basic rules that must be adhered to by all students.

1. **Look at the director when he or she is talking.** It is important that the director know that he or she has your complete attention.
2. **Do not talk during rehearsal.** If you have any questions that need to be asked, please raise your hand and wait to be called upon.
3. **Respect your fellow band members and directors.** Treat others and their property with high regard.
4. **Be prepared for and participate fully in each rehearsal.** Bring the proper equipment and supplies. Practice your part so that you are ready for the rehearsal. Work enthusiastically and efficiently in rehearsal.
5. **Communicate effectively and promptly** regarding conflicts with the scheduled calendar of events.

Consequences: The directors hold all members of the Lake Jackson Intermediate Band Program to **high standards of discipline**. The actions of each member of the band program affect the overall image of the band in both the school and the community. Students who choose band as their elective are among the **best students** in the school, and disciplinary problems are uncommon in the Lake Jackson band program. However, if disciplinary actions are needed, the following consequences will occur: verbal warning, student conference, parent contact, lunch detention, detention hall, office referral, removal from the band program.

Materials

1. **Instrument** with appropriate supplies. See the supply list below.
2. **Pencil:** Every student is expected to have a pencil on his/her stand at all times. Marking music during rehearsal helps students learn faster and increases productivity.
3. **Highlighters:** Pink, Blue, Yellow required. You may bring more colors.
4. **Band Folder with a pencil bag** including all books, daily drills, and music.
5. **Foundations for Superior Performance:** This book is the source of our daily warm-up and daily drills which will be used through high school.

Supplies

All students are required to have the appropriate supplies for their instrument. Many supplies may be purchased from the LJIS School Store or from the music store of your choice.

- **Flute:** cleaning/tuning rod, soft cloth
- **Reed Instruments:** minimum of three good reeds, reed guard (case), cork grease, and a cleaning swab.
- **Brass Instruments:** soft polishing cloth, cloth for grease & oil (grunge cloth), valve oil, slide grease, cleaning snake brush, mouthpiece brush, water spray bottle for trombones.
- **Percussion:** A detailed list of all sticks and mallets from the percussion instructor will be distributed.

Band Grading Policy

Grades taken in band will include:

- Practice Cards
- Playing Tests
- Performances at Concerts and Contests
- Section Rehearsals
- Extra Rehearsals and Clinics
- Materials Checks

Practice Card Grades

The practice card is designed to help students establish an organized routine for daily practice. **A practice card is not needed to be able to tell whether a student has practiced or not.** Improvement from day to day and week to week reveals that fact. **Honesty** is the best policy concerning practice time. It is helpful for **parents** to be involved in the student's practice and progress. Parent **encouragement and support** is vital for student **success**.

- Record practice card time in minutes, not hours, per day and total it for the week.
- A parent must sign the card for a grade. Please do not sign a blank card. Insist that the minutes be recorded before signing.
- Cards must be turned in the first day of the week.
- Ten points per day will be deducted for late cards.
- Time outside of class may be counted on practice cards: Private lessons, additional rehearsals, clinics, and concerts count 30 minutes. Section rehearsals count 45 minutes.

Section Rehearsals

Section rehearsals are important to a quality band program. Small group work with like instruments ensures adequate individual attention and section development. All Symphonic Band and Concert Band students are required to attend one section rehearsal per week. During these section rehearsals, students will work on the fundamental skills of their instrument, work difficult sections of the band music, work the All-Region music, take chair tests, and take part in mock auditions. Section rehearsals will be scheduled after school begins. **Every attempt will be made to construct a schedule which will avoid conflicts with school athletics and other school functions.** Please schedule doctor's appointments at times that do not conflict with section rehearsals. If unavoidable conflicts occur, please communicate these conflicts to the directors promptly in writing. Given the size and various activities of the Lake Jackson Band, written communication is vital.

Eligibility Requirements

Band students are **ineligible** to participate in **extra-curricular** activities for the six-week period immediately following a grade of 69 or less in any subject area. However, if after three weeks, that student is passing **all** of his classes, he becomes eligible at the end of the fourth week. This “no pass - no play” rule applies to all **extra-curricular** activities which include All Region Auditions, All Region Clinic/Concert, Buc Band Night, pep rallies, UIL Solo & Ensemble Contest, UIL Concert & Sightreading Contest, Spring Contests, and the Spring Astroworld trip. **Students have a responsibility to pass** their classes and be eligible for band contests and other extra-curricular events. **Each student plays a vital role in the band and we are dependent upon each other for success.** It has been our experience that the majority of students who fail a class are simply not turning in their work.

Band rehearsals, section rehearsals, help sessions, and concerts (fall, Christmas, spring, Band-O-Rama) are extensions of classroom activities and are not extra-curricular. The “no pass - no play” rule does not apply to these events and attendance is required regardless of eligibility status.

Attendance Policy

Regular **attendance and participation** is important for your daily progress and development. Please schedule doctor appointments, etc. so that your child does not miss rehearsal during the class day. Participation in rehearsals and performances outside normal school hours is a required part of the band program. Absences for personal illness and other extenuating circumstances are sometimes unavoidable. **When possible**, the parent should give **advance notice** to the director of any absence. Unexcused absences from class or from any rehearsal or performance may result in a lowered grade or a zero for that activity. **Remember - you are an important part of the band and others depend on you.**

Communication of attendance conflicts is an important skill for students to develop. Adequate and thorough communication skills will require the assistance of both the parent and the director. Please remember that it is always helpful to have both **written** and **verbal** communication. The attendance office usually does not notify the teachers of the details regarding absences. Please call the band hall office at 730-7250 Ext. 27202 (Artley) or Ext. 27256 (Anderson) to notify the directors of all absences. Please leave a message on the band hall voice mail if the directors are in class or are out of the office. Notes written and signed by parents are encouraged as well. Parents can also reach the directors via e-mail:
Mr. Artley - dartley@brazosportisd.net
Mr. Anderson - wanderson@brazosportisd.net

Please do not schedule appointments for your child during band rehearsals. Your child needs to be in every rehearsal and the band needs and deserves to have everyone in rehearsal.

Practice Guidelines for Parents

Your child's progress in band will depend a great deal on what is achieved during **daily home practice sessions**. Learning takes place in school, but **proficiency** is gained at home. You can use the following guidelines to help your child at home.

Time Schedule:

A **half hour** a day is the **minimum** amount of practice time recommended for the average student. Practicing at the same time every day is good, but some flexibility can be built into this schedule. It is not necessary to bring the world to a halt at 6:30 pm every evening because it's practice time - kids need time for fun and relaxation just as adults do. If the situation merits, reschedule the practice session to an earlier or later time.

Climate:

Practice should be done in an area that is **free of distractions** away from the TV, radio, stereo, and family traffic. Good **light**, a straight-backed **chair, mirror, metronome, and a music stand** are all necessary for effective home practice. Electronic tuners are more affordable now and are great tools in home practice as well. Reed players should have several reeds available during practice sessions.

Encouragement:

Spend some time **listening** to your child practice. Offer constructive criticism. You do not need to be a former band member, director, or musician to be able to hear **improvement**. Encourage them to play assignments and tests for you. Each time students play for friends or relatives, it helps them feel more comfortable with public performances and competitive events.

Is your child progressing?

Parents can evaluate practice sessions by asking the following:

1. What is your **assignment** for today?
2. Am I hearing the same **daily warm up** each day? It is important to play the same daily warm up and drill with good tone before beginning the assigned material.
3. Am I hearing music that they can already play, or am I hearing attempts at **new** material?
4. Is the **tone quality** becoming more **characteristic** of the instrument, or is the tone harsh, unmusical, and unpleasant?
5. Does the familiar tune or exercise move along **steadily** with fluent **rhythm**, or is it halting and jerky with no steady rhythm? Use of the metronome at home is vital.

Learning how to practice is an important part of playing an instrument.

Practice Guidelines for Students

It's how you practice that counts:

Incorrect habits are sometimes more easily developed than correct habits. All habits are difficult to change, so think when you practice. Avoid simply going through the motions. Remember, proficiency on your instrument comes through development of coordination, just like any athlete. Patience is a virtue for the ambitious musician.

1. **Warm up correctly.** Each instrument should have a separate warm up for home practice that differs from the full band warm up. Use a mirror (and tuner if available) and concentrate on **tone quality** and **embouchure** during the long tone warm ups.
2. **Set a goal** for the practice session. Don't practice just to "pass the time" but don't try to do too much in one sitting.
3. **Isolate** a problem or a section in a piece of music. It may be a rhythm, a measure, or a line of music. Repeat it over and over many times - just like shooting baskets. Practice it **slowly** at first, and then gradually build up the speed using a metronome. Before you finish the practice session, play the difficult measures with the rest of the line or exercise.
4. **Correct repetition** of a problem area reinforces **muscle memory**.
5. In difficult technical passages, change the **rhythms** and **articulations** in the practice session to develop even, accurate, fluid technique.
6. Practice involves learning and reinforcing areas that are difficult for the student. Practice, therefore, is not always fun because you must play music that you have not yet mastered. Try to end each practice session with something that is fun to play and that has already been mastered.
7. **Structure** your practice session to get the most benefit out of your time.

Example of a Structured Practice Session:

Time Material Practiced

10	Warm up and Daily Drill: long tones, scales, arpeggios, lip slurs, etc. to work on tone, breath control, embouchure, technique, tonguing, etc.
10	New Material and assignments: All Region Etudes, band music, solo, etc. to develop new technique, increase range, and extend abilities.
10	Previous and continuing material: Improvement of finger dexterity, tonguing, tone, musicality, etc.
5	Personal music choices for enjoyment at the end of practice.
35	Total Practice Time

The practice sessions will vary depending on assignments and time constraints. The more consistent you are with practice time, structure, and climate, the better your results will be. Efficient use of time is important in your busy schedule!

Band Equipment

Student Instruments

Your instrument is extremely valuable and proper care should be taken to maintain its value. Should your instrument be in need of repair, you must always check with your director before taking it to the repair shop. Please give a written note signed by a parent stating the date it was taken to the shop. Never try to repair the instrument yourself. All instruments must have a permanent label with the student's name on the case. No one should play or handle an instrument that does not belong to him/her.

School Owned Instruments

Students who play school-owned instruments should take the same care as they would with their own instrument. The student is liable for damage due to negligence, carelessness, or loss. The student must always inform the director of any repairs needed.

Instrument Storage Bins/Lockers

Each student will be given an instrument storage area to keep his/her instrument during the school day. Lockers will be kept locked at all times. Only locks owned by the band may be used, and they are available for check-out. A \$5 fee will be charged if the lock is lost, stolen, or damaged. Lockers should be used for instrument and folder storage only (not as a book locker). Keep them neat and clean. No instrument should be left in the locker over the weekend or on weeknights. This is a security measure for the safety of your instrument as well as a measure to help satisfy the home practice requirements of the band.

Band Hall and Practice Rooms

These are your rooms and they should reflect your attitude toward the band program. Show respect and pride by keeping them neat and clean. Only band members are allowed in the band hall. No food, drink, gum, or candy is allowed in the band hall. Please use the designated entrance and exit doors in the band hall. Remember - we will have over 200 people going in and out of the band hall each day. We will need your help to ensure the policies and procedures are followed by each band member each day.

Chairs and Stands

The chairs in the band hall are to be used for sitting only. Please keep all four legs on the floor and do not lean back in the chair. The band hall chairs are set for the largest band class and are placed in the appropriate place before school begins. Do not move chairs from the rows at any time. Music stands are for holding music only. Please do not lean on or write on the stand. Learn the appropriate way to place the stand on the stand rack.

Band Hall Phone

School ends promptly at 3:30 daily. The band hall phone is for band member use only and is to be used for band business only. Its only intended use is to inform parents of **last minute band schedule changes** or to inform parents that a student is staying after school for impromptu private lessons or help sessions. A student phone is located in the front of the school for other use.

Dress Code for Performances

Band T-Shirt & Jeans:

The band shirt is to be **tucked in at all times**. The band shirt and blue jeans are the required dress for our more casual functions which include pep rallies, Buc Band Night, All-Region Auditions, All-Region Clinic, Band-O-Rama, and other informal trips. Band shirts are also to be worn every Tuesday which is LJIS Spirit Day. The band shirt will be purchased at the beginning of the school year.

Band Uniform:

1. Black Vest (school provided)
2. Black Bow Tie (school provided)
3. Black Dress Pants (school provided)
4. White Wing Collar Tuxedo Shirt
5. Black Dress Shoes (no sneakers, sandals, or open toes)
6. Black Dress Socks (or hose)

The tuxedo shirt is to be **tucked in at all times**. The band uniform will be worn at all formal concerts (Fall, Christmas, Spring), All-Region Concert, UIL Concert & Sightreading Contest and festivals. The band program will provide a vest and bow tie for each student. They will be handed out to students during warm up prior to each concert. Students/parents are responsible for providing the dress pants, dress shoes and socks, as well as the white tuxedo shirt. Students will purchase tuxedo shirts at the beginning of the school year.

Concert Etiquette

- Students and parents are expected to **stay** for the entire length of the concert.
- **Listen** and be **supportive** of all groups in the band program.
- **Cell phones**, pagers, and digital watches should be in **silent** mode throughout the concert.
- Texting or playing games on a phone or other device is considered to be bad concert etiquette.
- If it is necessary to leave during the performance, please **leave between** musical selections or during band changes.
- If you **arrive late**, do not enter the auditorium during a performance. Wait until the selection ends and take your seat quickly during the applause.
- Whistling and cheering are **not** appropriate for a concert performance. Show your appreciation for a band performance or an individual by simply clapping your hands.
- Band concerts are not “baby friendly” situations, so small children should be left at home. **Immediately leave** the performance if you have a **crying baby** or noisy child. At no time is it acceptable for a child to run up and down the aisles or in the foyer/lobby area. Recordings are being made of the performance and the noise is **distracting** to those around you who are in attendance to hear their children perform.
- Do not walk around or talk during a performance. Common courtesy is to stay seated and quiet when a group is performing. Be respectful to each group; they have worked hard to prepare and present their performance.

Private Lesson Program

Private lessons are available through the band program to all band students. Individual instruction is extremely beneficial due to the one on one teaching and learning environment. The private teacher is able to design a program that meets each individual student's needs.

Professional teachers on each instrument will be available to teach lessons before or after school. Lessons will be scheduled at your convenience on a first come basis. Most students will take one thirty-minute lesson per week.

Much of the success throughout the Rasco, Lake Jackson, and Brazoswood band programs can be attributed to the private lesson program. The high number of students enrolled in the program has allowed the bands to maintain a high standard of performance. **Private lessons are not required, but are strongly recommended.**

Student and Parent responsibilities to the private lesson teacher:

1. Be fully prepared for each lesson
2. Bring a pencil, method books, and any other required material to each lesson.
3. Keep a written assignment notebook or spiral and write down assignments for each lesson.
4. Notify the private teacher 24 hours in advance if a lesson must be missed. Failure to do this will result in an unexcused absence and the lesson must still be paid for. Excused absences by the student or the teacher shall be rescheduled or the money refunded.

Lake Jackson Intermediate School Band Booster Club

We are extremely fortunate to have a band booster organization. By virtue of having a child in the band program, all parents are eligible and encouraged to join the booster club and volunteer whenever possible. The main objective of the LJIS Band Booster Club is to provide funds and support for the various projects of our band program. These projects include uniforms, concert receptions, parties, chaperones, guest clinicians, and many other projects that enhance the band program. It takes a great deal of work and cooperation from parents to accomplish our goals. We appreciate your help and support whenever possible.

The Lake Jackson Intermediate Band is a strong organization because it is made up of fantastic students who are backed by extremely supportive parents.

2010-2011 Band Booster Executive Board

President – Lynne Davies

Vice President – Rachel Cloeter

Secretary – Jill Clark

Treasurer – Chris Kiihne

Membership – Sherry Efaw

Chaperones – Leanne Kutach, Jan Alverson

Public Relations/Website – Lynne Davies

Hospitality – Susan Barre', Elaine French

Uniform Chair – Kimberly Starr

Load Crew Chair – Danny Randolph

A Few Thoughts

“The purpose of education is not simply to inform but to enrich and enlighten, to provide insights into life as it has been led and as it may be led. No element of the curriculum is better suited to that task than arts education.”

- D.T. Kearns Chairman & CEO Xerox Corporation

**It is more important to make consistent progress -
not to be the best.**

**“There is no nobility to being better than someone
else.**

**The only nobility is being better than who you were
the day before.”**

- Dr. Harry K. Wong

Handbook Acknowledgement Form and Take Home Quiz – Handbook is online at www.ljisband.org

I have read and understand the policies, procedures, and information set forth in the LJIS Band Handbook. I will comply with the policies, procedures, and information set forth in the handbook.

Student Name: _____ Student Signature: _____
Date

Parent Name: _____ Parent Signature: _____
Date

Quiz Section: Parents and students - Please answer the questions below together and return ASAP.

1. A band program fee in the amount of _____ is due on _____.

This fee can be earned through the fundraiser where students earn _____% profit. (page 5)

2. List the materials you are responsible for bringing to class each day (page 6):

a. _____ Woodwinds must have a minimum of _____ good reeds in class each day as well.

b. _____

c. _____

d. _____

e. _____

3. Please do not schedule (Page 8) _____ which would cause a student to miss any part of band rehearsal. Everyone is important to the band and we need everyone in class every day.

4. When attending band concerts or functions, the tuxedo shirt and band t-shirt are to be _____ at all times (page 12).

5. Whistling and _____ are not appropriate for a concert performance (page 12). Show your appreciation for a band performance by simply _____.