

River Road Middle School

Band Handbook

2009-2010



Christi Williams, Director

River Road Middle School

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Website:

<http://www.teacherweb.com/NC/RiverRoadMiddleSchool/Band>

Dear RRMS Band Student/Parent/Guardian,

Welcome all new and returning students to the River Road Middle School Band Program! I am very excited about the new school year. I look forward to working with all of you to help make River Road's band program one of continued excellence!

The information contained in this handbook is applicable for all band students at River Road, and will serve as a ready reference about the band program intended to ensure that you and your band students will have a most enjoyable and positive music experience during your involvement with the River Road Middle School Band program. I have attempted to include as much information as possible about our policies and activities planned this year. Please keep in mind that due to the difficulty in projecting our calendar for the entire school year, some dates may be subject to change. In the event that this occurs, you shall be notified as soon as I am aware of the change.

Students – In order to be successful, you must be responsible for keeping track of a number of activities, taking care of equipment, practicing, following classroom rules and procedures, and staying on top of your regular schoolwork. In other words, we must work hard, plan ahead, budget time, help each other as much as we can, and *have fun!* After all, the common reason that brings us together is the enjoyment we give and receive through music!

Parents – Let me begin by congratulating you for supporting your child's involvement in band. The musical skill and knowledge learned here will last a lifetime. To continue musical growth and responsibility, please strongly encourage your child to practice his or her instrument and music thoroughly and regularly. I suggest setting aside specific daily times for practicing as well as a specific area. Also, please make every effort to attend your child's concerts and performances. Even though he or she may not admit it now, having you there to see the results of their hard work makes all the difference!

Students and Parents – Please take time to sit down together to read this handbook carefully. I know you are swamped with things to read at the beginning of the year but taking the time to read these materials now should answer many questions you may have. **In addition, please complete the *Student/Parent Agreement* form at the end of the handbook and return it to me no later than Friday, August 28th.**

Please feel free to contact me with any questions or concerns you may have regarding your child's participation in the band program. I am looking forward to working with each of you and know that by working together we can have a very successful year!

Christi W. Williams
Band Director

Band Contact Information

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252-331-1339 – Fax

cwilliams@ecpps.k12.nc.us - Mrs. Williams' e-mail

<http://www.teacherweb.com/NC/RiverRoadMiddleSchool/Band> -Band Website

INSTRUMENTALISTS' EXPECTATIONS

1. **BE PREPARED!** *Always* bring your instrument and supplies, music, notebook/folder, pencil, and a positive attitude to rehearsal everyday to receive full credit for your daily grade.
Remember: **To be on time is to be late; to be early is to be on time!**
2. **KEEP IT CLEAN!** Leave the room in better order than it was left (chairs, stands, etc.) It is your responsibility to pick up any trash left in your area, regardless of who left it there.
Never bring food, drinks, candy, gum, etc. into the band room!
3. **RESPECT OTHERS** rights to space, speech, property, and opinion.
Touch only equipment that is yours-nothing else!
4. **PARTICIPATE** actively in everything that the band is doing. Tardiness, excessive talking or movement, distasteful playing, playing your instrument out of turn, or any behavior that disrupts rehearsal will not be tolerated.
5. **ENJOY MAKING MUSIC!**

Classroom Rules

In addition to the above listed expectations, classroom rules are necessary to provide a safe and effective learning environment. The following rules apply to all River Road Middle School band students.

- **Follow all the rules in the River Road Middle School student handbook**
- **Be respectful of yourself and others at all times**
- **Come to class prepared with all required materials and be on time**
- **NO gum chewing, eating, or drinking in class**
- **Raise your hand to be recognized before speaking or getting out of your seat**
- **Students will not play their instruments out of turn**

Consequences

- **Verbal warning/conference with student**
- **Time-Out** (in or out of classroom)
- **Lunch Detention or After School Detention**
- **Teacher Detention after school**
- **Parent Notification/Parent-Student-Teacher Conference**
- **Guidance Referral to conference with the counselor**
- **Office Referral to administration**

Student Evaluation

The grading policy for my class will be on a point system. Each assignment will be allocated a certain number of points that it is worth by me. When grading the assignment, I will award students the amount of points they earned out of the total that the assignment was worth. Then, when computing the final average for the grading period, I will add up the number of points on all assignments that your student has earned, and divide that by the number of total possible points thus far into the grading period. For those of you who took band last year, this is the same way grades were computed in the past.

Student grades will be determined by assignments and performance in the following areas:

- I. Work Ethic
- II. Tests
- III. Quizzes/Homework Checks
- IV. Written Assignments

I. Work Ethic:

Students are expected to have their instrument, band book notebook, pencil, maintenance supplies, music, and all other necessary materials in class everyday. If an instrument is being repaired a note from a parent is required. Students are expected to come to class on time on a regular basis and follow classroom rules and procedures. Work ethic also encompasses consistent participation, healthy conduct, and a pleasant, cooperative attitude. Students will receive 100 points weekly, or 20 points a day for this portion of their grade. If the student comes to class unprepared or does not follow rules and procedures they may lose work ethic points as dictated by the following scale:

No instrument or reed (reeds must be playable): loss of 20 points

No folder, music, or band book: loss of 10 points

No pencil: loss of 5 points

Homework Check: unannounced or announced playing assignments, loss of 0-20 points

Failure to follow rules and expectations: director discretion

II. Tests

Tests will be used to assess the students' knowledge of musical information and ability to perform musical skills throughout the year. There may be some written tests, which will require students to write answers to questions about information we have studied during band class. There will also be playing or performance tests, which will require students to demonstrate on their instrument a musical skill we have studied and practiced in band class. If there is a concert performance during a nine weeks, that will count as a test grade.

Performance tests will be executed by live audition. Performance tests include playing exercises, scales, fingerings, rhythm and/or concert repertoire. *These tests may be announced or unannounced.* There will be several performance tests assigned each grading period. *If a student is absent from taking a test, it is his or her responsibility to schedule a make-up time or date at the discretion of the director within one week of the test date.* If the student fails to schedule a make-up date within one week of the missed test, the grade received for that test may result in a zero.

Practice Cards & Homework

Students are expected to practice their instruments and assigned music on a daily basis. When students do not practice daily it is reflected in their classroom performance as well as on playing tests, quizzes, and homework checks. Students would not take a Math test without practicing and studying the assigned mathematical problems first. Likewise, students should prepare for band tests by practicing assigned music regularly and consistently outside of class. Band students should strive to practice at least 20 minutes a day, seven days a week. Music assignments will be given on a daily basis, therefore your child should rarely come home saying they have no homework for band.

Practice Cards will be used to reinforce daily practice when it is lacking. Students who score 85 or below on a playing test will be required to complete and turn in a practice card for the week following the test. Practice cards must be signed by a parent in order to receive credit. Students doing so will then receive extra credit towards the low test grade. Students scoring above 85 are offered the same option as extra credit. All students completing practice cards following each playing test can earn up to five extra credit points to be added to that test grade based on the following scale:

<u>Minutes Completed (per week)</u>	<u>Points Earned</u>
60-79	1
80-99	2
100-119	3
120-150	4
151 +	5

III. Quizzes/Homework Checks

A quiz may consist of a written or performed skill to demonstrate knowledge of class objectives. They may be announced or unannounced.

Homework will be assigned daily in the area of practice! In an effort to keep students practicing daily and to maintain honesty and integrity among students, I do not enforce weekly practice cards unless obvious reinforcement is needed. Therefore, there will be several homework checks each grading period to help students hone their practicing skills. These may be announced or unannounced. Sometimes homework checks will count separately as a quiz grade, other times homework checks may simply be weighted into that week's work ethic grade. Students will be informed as to how each homework check is graded and the amount of points it receives.

III. Written Assignments

There may be several written assignments per grading period that will review and reinforce material introduced in the band method book that has been covered in class. These include but are not limited to journal writing, handouts, worksheets, puzzles, questionnaires, etc.

Band Supply Lists

In order to be successful in band and to ensure proper care and maintenance of your instrument, there are several supplies, which every student will need. Remember, a lack of these materials will result in a lowered Work Ethic grade. You are expected to have the following materials, some of which may have come with your instrument when it was purchased.

Students MUST have the correct book, supplies, and accessories by Monday, August 31st. (7th & 8th Grade)

Students MUST have an instrument in class by September 8th to remain in band. Those without will be dropped from the class. (All Grades)

Students who rent school owned instruments MUST pay rental fees by September 8th to remain in band. Those who have not paid by the deadline will be dropped from the class.

Books and supplies can be purchased at the following locations:

Chauncey's Pawn Shop & Music - 404 S. Hughes Blvd.
Elizabeth City, NC

Albemarle Music Center – Ehringhaus Street (next to Pizza Hut)
Elizabeth City, NC

Music and Arts Center – 1412 Greenbrier Pkwy (across from
Greenbriar Mall)
Chesapeake, VA



6th Grade Supply List

Students will need to bring the following to class everyday:

- ♪ Standard Of Excellence Book 1 for your specific instrument*
- ♪ A 2 pocket folder for handouts
- ♪ Loose leaf paper in the folder
- ♪ Pencil

Students should have the following supplies with their instruments:

- ♪ Flutes: thin cleaning cloth and a cleaning rod (the rod should come with your instrument)
- ♪ Clarinets: cleaning swab, cork grease, a reed guard or reed jacket (holds and protects 2 or 4 reeds, depending upon the model) and a box of 2.5 strength reeds** (most clarinets will come with a swab and cork grease, if you are using a used clarinet, please make sure you have these supplies)
- ♪ Trumpets/Baritones: valve oil, slide cream or grease, dry cleaning cloth, valve brushes, snake (nylon covered wire with brushes on each end), and mouthpiece brush. (More than likely, valve oil will come with your instrument)
- ♪ Trombones: slide oil, trombone snake (nylon covered wire with brushes on each end), dry cleaning cloth, and mouthpiece brush. (More than likely, slide oil will come with your instrument)

*If you ordered your instrument through Music and Arts Centers (through the meeting held here at school), please check your paperwork to see if you purchased a book and/or care kit when you purchased the instrument. If that is the case, the book and/or care kit will be delivered when the instruments are delivered. Care kits should include most of the cleaning supplies that you may need for band class.



7th Grade Supply List

Students will need to bring the following to class everyday:

- ♪ Standard Of Excellence Book 2 for your specific instrument
- ♪ A 2 pocket folder for handouts
- ♪ Loose leaf paper in the folder
- ♪ Pencil
- ♪ It is strongly recommended for students to have a metronome for at home practice. (There is a free metronome online. You can get to it from the RRMS band website by using the links page.)

Students should have the following supplies with their instruments:

- ♪ Flutes: cleaning cloth and a cleaning rod (the rod should come with your instrument)
- ♪ Clarinets: cleaning swab, cork grease, a reed guard or reed jacket (holds and protects 2 or 4 reeds, depending upon the model) and a box of 3 strength reeds
- ♪ Saxophones: cleaning swab, cork grease, neck strap, a reed guard or reed jacket (holds and protects 2 or 4 reeds, depending upon the model) and a box of 3 strength reeds**
- ♪ Trumpets: valve oil, slide cream or grease, dry cleaning cloth, valve brushes, snake, and mouthpiece brush. Trumpet players may be expected to obtain a straight mute this year.
- ♪ Trombones: slide oil, trombone snake, dry cleaning cloth, and mouthpiece brush.
- ♪ Baritones/Tuba: valve oil, slide grease, and mouthpiece brush
- ♪ Percussion: All Percussionists are expected to perform on mallet instruments as well as snare and auxiliary percussion. Percussionists will be allowed to take their assigned school mallet kit home with them for practicing once rental fees are paid. All percussionists must have a pair of snare drum sticks, a pair of keyboard mallets, and a stick bag for all classes. The stick bag will travel between home and school. It is recommended that percussionists use Vic Firth American Custom SD 1 snare drum sticks, and Musser M14 (or equivalent) keyboard mallets. Each stick and mallet should be marked with the student's initials. For safety reasons, drum sticks and mallets may not be carried around the school building unless they are secured in a stick bag. The bag will also reduce the number of "lost" sticks. One pair of sticks and mallets will come with the kit at the beginning of the year, when these become lost it is your responsibility to obtain replacements at the local music store.

8th Grade Supply List

Students will need to bring the following to class everyday:

- ♪ Standard Of Excellence Book 3 for your specific instrument
- ♪ A 2 pocket folder for music and handouts (Mrs. Williams will give you this)
- ♪ Loose leaf paper in the folder
- ♪ Pencil
- ♪ It is strongly recommended for students to have a metronome and a tuner for at home practice. (Metronomes can be found online for free.)

Students should have the following supplies with their instruments:

- ♪ **EVERYONE WILL WANT TO GET A LYRE & FLIP-FOLIO FOR PEP BAND MUSIC**
- ♪ Flutes: cleaning cloth and a cleaning rod (the rod should come with your instrument)
- ♪ Clarinets: cleaning swab, cork grease, a reed guard or reed jacket (holds and protects 2 or 4 reeds, depending upon the model) and a box of 3.5 strength reeds
- ♪ Saxophones: cleaning swab, cork grease, neck strap, a reed guard or reed jacket (holds and protects 2 or 4 reeds, depending upon the model) and a box of 3.5 strength reeds
- ♪ Trumpets: valve oil, slide cream or grease, valve brushes, dry cleaning cloth, trumpet snake, and mouthpiece brush. Trumpet players may be expected to obtain a straight mute.
- ♪ French Horns: Rotor Oil, slide grease, snake, dry cleaning cloth, and a mouthpiece brush
- ♪ Trombones: slide oil, trombone snake, dry cleaning cloth, and a mouthpiece brush.
- ♪ Baritones and Tuba: valve oil, slide grease, dry cleaning cloth, snake, and mouthpiece brush
- ♪ Percussion: All Percussionists are expected to perform on mallet instruments as well as snare and auxiliary percussion. Percussionists will be allowed to take their assigned school mallet kit home with them for practicing once rental fees are paid. All percussionists must have a pair of snare drum sticks, a pair of keyboard mallets, and a stick bag for all classes. The stick bag will travel between home and school. It is recommended that percussionists use Vic Firth American Custom SD 1 snare drum sticks, and Musser M14 (or equivalent) keyboard mallets. Each stick and mallet should be marked with the student's initials. For safety reasons, drum sticks and mallets may not be carried around the school building unless they are secured in a stick bag. The bag will also reduce the number of "lost" sticks. One pair of sticks and mallets will come with the kit at the beginning of the year, when these become lost it is your responsibility to obtain replacements at the local music store.

Instrument Selection

Choosing an instrument is a major decision for band students, and should not be taken lightly. The instrument they select in the sixth grade will be the instrument that they continue on throughout their middle school years. Because the instruction received on an instrument in sixth grade is built upon in the following years, *only in rare cases of instrumentation concerns approved by the band director do students switch instruments after the sixth grade.* Sixth grade students should not purchase an instrument before they have gone through the selection process with the band director. No sixth graders will be allowed to begin on Alto Saxophone or Percussion. Students wishing to play these instruments will be auditioned later during the first semester of their sixth grade year and may switch to those instruments with director approval.

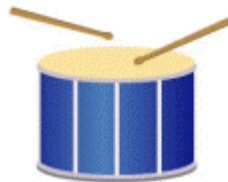
Instrument Care and Storage

Musical instruments are both fragile and expensive. Students must understand that they need to be extremely careful with their instruments.

- Students should not share or let other students try out their instruments.
- Students whose instruments are not stored in the instrument storage room are NOT allowed in that room!
- If your instrument breaks, do not fix it yourself. Do not allow anyone to fix your instrument except the band director or a qualified instrument repairperson. In the case of brass instruments, do not try to remove a stuck mouthpiece.

Instrument Lockers:

Each student will have a storage locker in the band room for his/her use during the school year. Students should bring their instruments to their locker or instrument storage area before school every day to insure that it is available for use in class. Instruments should be picked up every afternoon from the band room. Instruments should not be left in the band room overnight, over weekends, or during long vacation breaks or absences. There should not be any non-band items stored in band lockers. **Students who leave their instrument in the band room do so at their own risk.** Although the school provides lockers and storage area for instruments during the day, neither the school, school district, nor the band director assume any legal responsibility for lost, stolen, or damaged instruments.



School Owned Instruments

School owned instruments are defined as instruments that belong to River Road Middle School. These include tubas, French horns, baritones, tenor and baritone saxophones, bass clarinets, and assorted percussion instruments. These instruments are large and prohibitively expensive for rental or purchase. It is at the discretion of the band director which students play these instruments. **Students using school owned instruments are responsible for those instruments and MUST take good care of them.** Parents/Guardians are legally responsible for the cost of having any instrument repaired or replaced if it is damaged while checked out to their child. Before a school instrument is lent out, both the parent and student will need to complete an instrument rental contract and pay semesterly rental fees.

Rental Fees:

- The rental fee for all school owned instruments for the 2009-2010 school year is \$60.00 per semester, except for the baritone which is \$70.00 per semester. (Baritones will be able to check out two horns this year allowing them to keep one at home and one at school.) This must be paid by September 8th in order for your child to remain in band.
- All rental fees must be paid in full at the beginning of each semester.
- No refunds are given on school owned rentals after the third week of each semester.
- Rental fees for the school owned instruments do not include any implied or expressly stated warranties or insurance on the rented instrument.

Practicing with School Owned Instruments:

School owned instruments are usually the larger instruments. If your child is not able to bring the instrument home on the bus or make arrangements for the instrument to get home for practicing, the band room will be available in the mornings and some afternoons for practicing. Just because you play a larger instrument does not exempt you from practice.

Termination of Rental:

The school and band director reserve the right to unilaterally terminate a rental agreement if a student is not taking proper care of or is misusing the school owned rental instrument. No refunds, full or partial, will be given if the rental agreement is terminated for instrument misuse or neglect.

Personal Instruments

Personal instruments are defined as instruments that belong to individual students and not to River Road Middle School. Personal instruments include flutes, clarinets, alto saxophones, trumpets and trombones or any instrument owned or being paid for by the students. The individual is responsible for maintaining their instrument in good working order including having valve or slide oil, reeds (at least 3 at all times), swabs, etc. All personal instruments need to have the students name on the case and the serial number of that instrument needs to be recorded at home. This will help protect you in the case of lost instruments.

Concerts and Performances

Student attendance at all dress rehearsals and concerts/performance is mandatory. The director must receive a written note from a parent or guardian in advance of a concert/performance in order to approve any absences. Written notes, however, do not automatically excuse an absence. Only serious illness of the student, emergencies, and/or death in the family will be considered excused. All other absences may be considered unexcused. An unexcused absence from a performance (including concerts, football games, and parades) will result in receiving zero points on a playing test grade.

Band Uniforms

We do not want to exclude anyone from participating due to need. However, students attending RRMS Band functions without the proper uniform will not be allowed to perform. Anyone unable to obtain the proper concert attire should contact Mrs. Williams at least three weeks before the performance. Each matter will be handled individually and confidentially.

Concert Uniform:

Females: RRMS Band Shirt (must be tucked in), Black pants or LONG skirt (below the knee), black socks or tights, and black or dark brown dress shoes

Males: RRMS Band Shirt (must be tucked in), Black pants, black socks, and black or dark brown dress shoes

Pep Band Uniform:

The 8th Grade Band will perform as a pep band for school pep rallies and the homecoming football game. During these events they are expected to wear the RRMS Pep Band T-Shirt (must be tucked in) with khaki/tan casual pants (no shorts or capris) and sneakers. This uniform will also be worn during the school day on those days which we have home football games to show school spirit and support of the team.

Marching Band Uniform:

The 8th Grade band will be performing in the annual Elizabeth City Christmas Parade, for which they will wear the school marching band uniform. These multi-part uniforms are very expensive and they will remain stored at the school in order to preclude loss or damage. There is a \$10.00 annual fee to cover the cost of uniform cleaning and maintenance. This fee is due before Thanksgiving and must be paid before a student is issued a uniform. Students will need to supply plain white tennis shoes without any logos, colors, stripes, etc. with white socks for this uniform. Shoes will need to be acquired before December.

Band Calendar 2009-2010

Please mark the following dates on your calendar as soon as possible to avoid conflicts. Please keep in mind that due to the difficulty in projecting our calendar for the entire school year, some dates may be subject to change. In the event that this occurs, you shall be notified as soon as I am aware of the change.

August 25	First Day of School	
September 8	Deadline to obtain an instrument or be dropped! Deadline to pay rental fees!	
September 30	Football Game (8 th Grade Only)	TBA
October/November	Fall Fundraiser	TBA
December 5	Elizabeth City Christmas Parade (8 th Grade Only)	TBA
December 15	RRMS Winter Concert (ECSU Fine Arts Auditorium)	7:00 pm
December	School Assembly Concert (RRMS Gym)	TBA
January 9	All-District Band Auditions, Greenville, NC (Select 7 th and 8 th Grade)	TBA
February 5 & 6	All-District Band Clinic, Greenville, NC (Select 7 th and 8 th Grade)	TBA
March 18	Music in Our Schools Month Concert (8 th Grade Only)	TBA
March 19	School Assembly Concert (RRMS Gym)	TBA
April 16 & 17	Albemarle Band Clinic, First Flight Auditorium, Kill Devil Hills, NC (Select 7 th and 8 th Grade)	TBA
May	SAT Awards (Sheep Harney Auditorium)	TBA
May 14	RRMS Spring Concert (ECSU Fine Arts Auditorium)	7:00 pm
May	School Assembly Concert	TBA

Student/Parent Agreement Form:

Please sign the following statement and return this page to Mrs. Williams by August 28th.

Yes, we have read and we understand all of the policies and information contained in the River Road Middle School Band Handbook.

We also understand that students failing to abide by rules or to comply are subject to be removed, as deemed necessary by the band director and the administrative staff.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Student/Parent Contact Information:

In order to communicate with parents and students in the most effective way, I am asking that all band members and their parents take the time to fill out the following contact information for my records:

Student Name: _____

Parent/Guardian Name(s): _____

Phone Numbers: (Home) _____

(Cell) _____

(Work) _____

(Other/Emergency) _____

Address: _____

E-mail Address: _____ (parent please)

**PLEASE MAKE SURE THIS FORM IS TURNED IN TO MRS. WILLIAMS.
IT WILL COUNT AS A WRITTEN ASSIGNMENT.**