

Garner Middle School

**BAND HANDBOOK
2021-2022**

FORWARD

Welcome to the beginning of another school year!

The purpose of this booklet is to serve as a guide and a source of information for students and parents regarding the Garner Band program. Information, policies and clear expectations are the basis for good human relations and allow the teacher, parent and student to work together for the greatest benefit of the student.

Each band student is shown a copy of the band handbook at the beginning of the year. It is important that it be shared between the parent and student and used as a reference for the entire school year in case any questions concerning Garner Band arise.

The rules outlined on the following pages are simple and sound. By abiding by these rules, you are fulfilling an obligation to your school, to your fellow band members, to your family, and to yourself. Only when every member of the band puts forth 100% effort can a band achieve its goals in musical achievement and service to school and community.

Please take special notice of the sections dealing with attendance at functions, grading system, uniforms, and important dates.

There are two pages at the end which need to be returned within one week of receipt of the handbook. Please make sure that you have filled out and signed all forms.

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The Garner Band Directors

Band Office Phone (210) 356-3830

Website: <https://spark.adobe.com/page/gTN8GMwJvakbM/>

The Garner MS Band Objective:

Our goal is to provide all students with an understanding and appreciation of music. This will be obtained with instruction through music pedagogy, theory, and listening skills. Students will also be taught self-discipline, accountability, responsibility, teamwork, and performance etiquette. Students will use these skills to continue a tradition of musical excellence.

The Garner Band Program:

The Garner Band is divided into groups based on ability and experience. The ensembles are Symphonic Band (1st Band), Concert Band (2nd Band), and Beginner Band.

Beginner Band – Made of first time players or students with limited band experience. Instruments are assigned based on student choice, ability, and the needs of the program.

Concert/Symphonic Band – Composed of students based on ability, reliability, academic eligibility, citizenship, and needs of the program. **Students can be promoted or demoted at any time!** Students are expected and required to attend all rehearsals, sectionals, and performances.

Discipline:

The Garner Band requires teamwork, discipline, and precision. All band members are expected to adhere to the rules of the school and band hall. Violations include, but are not limited to the following; disruption, tardy, failure to bring materials, chewing gum, food or drink, and not respecting oneself, other students, or teachers. Violations will result in the following actions and a possible “U” in conduct.

All discipline problems will be handled according to the Garner Middle School Step Process.

1. Verbal Warning
2. Student/Teacher Conference
3. Parent Contact/Conference
4. Counselor Referral
5. Office Referral

Major infractions will result in an immediate office referral

Please remember, any behavior or discipline violations in band class, any other class, or school function, can result in losing the privilege to participate in any or all band activities.

In regards to the following:

- Controlled substance use/possession
- Tobacco use/possession
- Alcohol use/possession
- Stealing
- Hazing
- Bullying

Any middle school band student caught in violation of the above will be dealt with in accordance with NEISD Policy. Furthermore, band class placement or participation in extracurricular activities may be subject to review, at the discretion of the band director.

North East ISD Extracurricular Participants Expectations and Rules:

North East ISD provides extracurricular activities (EA) for the benefit of the students. Participation in these activities is believed to provide students an opportunity to learn responsibility, dedication, leadership, hard work, respect for rules and authority. Participation in public school EA is a privilege. Some of the expectations for the participants exceed those of the general student body. Participants are expected to follow the rules including, but not limited to the Student Code of Conduct and to maintain a favorable attitude and proper conduct at **all times and all locations**. Violations of the rules will result in corrective and/or disciplinary action. The facts and circumstances will be considered when determining consequences. Students may be suspended or removed from participation in the extracurricular activity for violation of the above mentioned expectations.

See the attached NEISD Fine Arts Code of Conduct for more information regarding disciplinary action to be taken with any participant involved in any rule infraction. Category I-IV refers to the category of offenses listed in the Student/Parent Handbook in the Student Code of Conduct section.

Rehearsal Expectations and Daily Procedures:

The following are guidelines to a successful rehearsal and will be followed.

1. Enter the rehearsal hall quietly, courteously, and in an orderly fashion.
2. All school books, horn cases, and equipment not needed for rehearsal should be left in the instrument shelves or book shelves.
3. Follow all directions given by directors and/or teachers the first time asked.
4. Students will be in assigned seats with materials by the set time or they will be given a tardy.
5. Members should bring the following to each rehearsal:
 - Instrument
 - 1" Personal Black 3 Ring Binder
 - Essential Elements Book (Beginner Members Only)
 - All music
 - Pencil
6. Concert attention will be observed when the director steps on the podium.
7. Students will ask permission to speak by raising their hand.
8. Students will only play their assigned instrument (this includes percussion).
9. Students will play when instructed to do so.
10. Students will be dismissed at the end of class and rehearsals by the director.
11. Music stands are for music. They are not to be leaned on or abused in any way.
12. Absolutely NO food, drinks, candy, or gum in the band hall without permission.
13. If your instrument is in the shop, bring a note from a parent/guardian and all other materials, such as your mouthpiece. A school instrument will be provided if available.
14. Bring your instrument and music home to practice and back to school every day.
15. When entering, leaving, or waiting in the band hall during a rehearsal, students will be quiet and respectful.
16. Always be on time, if not early, to all rehearsals, events, and concerts.

Tardies:

Promptness is of extreme importance in band. Students will be expected to be in their seats with **all appropriate equipment** (instrument, band binder, pencil, music, reeds, etc.) at the start of class. Tardies will be documented and lunch detention will be given after the third offense.

Grading System:

Grades will be determined on the following areas:

1. Tests & Performances – 40%
 - a. Written Tests, Playing Tests, Auditions, Concert Performances
2. Weekly Participation – 30%
 - a. Rehearsals & Sectionals
3. Homework & Quizzes – 30%
 - a. Practice Records/Objective Sheets, Playing/Theory Quizzes

Eligibility:

Under Texas State Law, students that are failing one or more classes are ineligible to participate in extracurricular activities. This does not include co-curricular or curricular events. For example, a student failing a class would not be able to participate in UIL Contest (extra-curricular), but would still be required to participate on the Holiday Concert (co-curricular). Band members are expected to pass all classes. Failure to do so can have a negative effect on your section, the entire band, and will most likely result in a band demotion.

Attendance:

Attendance is required for **all rehearsals and public performances**. One primary purpose of a band program is the preparation for and participation in public performances. Unexcused absences may easily keep students from performing with the band, lower their seating, cause demotion to a lower band and/or affect their grade.

• *Public Performances*

Performance grades are given for students' attendance, concert etiquette, and dress at concerts. Directors should be notified as soon as possible in case of an absence. Please check the Garner Band Calendar for dates and times of all events. In the case of a performance schedule change, updates will be sent home. Please call if an emergency arises. Students who feel they have an excused absence but do not discuss it with the director (prior to the performance) will be disciplined on an individual basis. For transportation issues, please ask the directors for help.

▪ *Excused Absences:*

- *Student Illness (accompanied by a doctor's note)*
- *Excused absence recorded by the attendance office*
- *Death in the family or unforeseen circumstance*

In the case of an emergency, please call the Band office (210) 356-3830. There is an answering machine. Jobs, family trips, etc. do not justify absences.

An unexcused absence from any public appearance is very serious and will be dealt with as an individual case. Concerts and performances are frequent with band programs and are co-curricular. Garner Band concerts and performances will count as two major test grades. An unexcused absence will result in a failing performance grade and a possible demotion in band. If a student misses a concert or performance, they will need to complete an alternative assignment to make up that grade. It is the responsibility of the student to see the director for the make-up assignment and due date.

- ***Band Rehearsals***

The bulk of our work will be done during the regular band period. Do not ask to be excused from this period except in emergencies, where you are urgently needed by a school official. School policy will prevail in dealing with unexcused absences and tardiness during regular band periods.

- ***Section Rehearsals***

Attendance at section rehearsal is of the utmost importance as this time is spent working on specific problems of the individual instruments and players. Sectionals will be scheduled both before and after school with each student attending one per week. All efforts will be made to work around scheduled conflicts such as athletic and other school functions. Sectional schedules will be built based on feedback from our Sectional Schedule Survey. The schedule will be posted by the third week of school.

Excused absences will be granted only by the band director after a note from the parent is received prior to the absence. In the case of unforeseen absences, a note must be presented to the band director upon return to class. The directors are aware that there will be some conflicts with athletic events or practices that cannot be avoided. It is the student's responsibility to inform the director of any problem well in advance. Unexcused absences from section rehearsals may affect chair placement as well as grade.

The band director may need to change the schedule as the needs of the band change. Advance notice of 24 to 72 hours will be given. Morning sectionals start promptly at 7:30 a.m. Punctual arrival is very important. After school sectionals start promptly at 4:00 p.m. and will be over at 4:30 p.m. Make arrangements to be picked up ahead of time.

Concert Etiquette:

Since performance is a major objective of any band, concert etiquette must be learned and practiced.

1. While in the audience, one should remain seated until the end of the performance. Having people walk around is very distracting to the performers and to other members of the audience.
2. To allow others to enjoy a performance, there should be no talking during a performance.
3. At the end of each selection, the audience should applaud. Shouting or whistling is not acceptable.
4. Cell phones and other electronic devices must be silent or powered off.

Uniforms:

- Beginning Band Uniform & Informal Advanced Bands Uniform
 - Band T-Shirt – Purchased through the band program. (Order form is attached)
 - Khaki Pants
 - Solid Shoes (No flip-flops or open toed shoes)
- Symphonic and Concert Band Formal Uniform
 - **Girls:**
 1. Black Full Length Pants (No hip huggers, low rise, leggings, or jeans) or Black Skirt (must be long enough to cover the knees completely when sitting)
 2. Long Sleeved Black Button Down Dress Shirt or Blouse
 3. Black Stockings (with skirt) or Black Socks (with pants)
 4. Black Shoes (No flip flops, heels over linch, or open toe)
 - **Boys:**
 1. Black Pants (No joggers, tight leg, or jeans)
 2. Long Sleeved Black Button Down Dress Shirt
 3. Black Belt
 4. Long Black Socks
 5. Black Shoes

Practice Records:

Students must practice at least five days a week for 20 minutes per day in order to receive maximum credit. The practice record is due every Monday. Practice records will be accepted one day late with a penalty. If the record is

missing, make one. If you can't practice, write why. If you are absent on the day that the record is due, turn it in when you return.

Students will receive a grade of "100" for practice records turned in on time with the correct number of minutes.

Auditions:

Auditions are used as a means of seating band members in the various performing bands according to their playing ability. Auditions will be held during the school year, once in May for the upcoming school year and as needed during the school year.

The auditions may be divided into several areas to include but not limited to:

1. Scales (Major/Chromatic) – Played off during the school year
2. Prepared music (passed out at least one week prior to auditions)

Auditions may also be held at any time during the school year at the discretion of the director.

Results are final; no re-auditions will be permitted.

School Owned Instruments:

School owned instruments will be supplied to give the band well-balanced instrumentation. It is the duty of each student playing a school instrument to take the best possible care of it. Those persons using school equipment must fill out an agreement of use form, have it signed by the parent, and return it to the director.

Students using school instruments are responsible for any damage brought about through carelessness. The instrument will be sent to the music store by the director.

Advanced band members who use percussion equipment are obligated to pay a maintenance fee.

Maintenance Fee:

The North East School District has an instrument maintenance fee for those students who will use school owned instruments. This fee is \$30.00 for the school year and is assessed per student not per instrument. The fee will be placed in the district repair budget and be used to help offset repair expenses incurred by normal wear and tear. It is not designed to cover costs from negligent damages or loss of instrument due to theft/misplacement, etc.

It is highly recommended that each user of a school instrument purchase instrument insurance.

Instrument Insurance:

You are strongly urged to insure your personal instrument or school instrument. Insurance may be purchased through the website

www.musicagencyinc.com. The district does not carry insurance on school owned instruments. You might check your homeowners policy for coverage. Some policies do cover band instruments even if they are school owned.

Be sure you have a written record at home of the make, model, serial number and finish. This information is necessary if something should happen to the instrument.

Instrument Lockers:

Each student will be assigned an instrument locker or shelf. In some cases lockers may have to be shared because of a shortage of space. These lockers are for the safety of the students' instruments and are not to be used for school books. It is the student's responsibility to keep the locker or shelf clean at all times (no trash).

Student Officers:

Officers must be of above average leadership ability; be dependable; show loyalty to the band, directors, and other officers; be of good character; be able to accept responsibility; carry out assigned duties; be able to inspire the best work of the band and do the best work possible.

Officers are Symphonic Band Representative (8th Grade), Concert Band Representative (8th Grade), Quartermasters, Librarians, and Secretary/Historian. The director reserves the right to remove any officer who is not meeting these qualifications.

Section Leaders:

Section leaders shall be the first chair player in the following sections: Flute, Clarinet, Alto Saxophone (represents all Saxophones), Trumpet, French Horn, Trombone, and Percussion. One person will be selected to represent the following combined sections: Double reeds, Baritones and Tubas. Each position will be held by virtue of leadership and playing skill. The position is determined by competition.

Section leader duties

- 1. Help others in the section*
- 2. Be responsible for reminding section members of section rehearsals*
- 3. Assist the director during section rehearsals*
- 4. Pass out Practice Records and related items*

Private Lessons:

The success of every outstanding band program depends on the quality of the players as well as the determination of the band students to give that extra effort. In the top middle school band programs across the state, a large number of the students are studying privately. The directors will always work to give individual attention to each student as that is necessary to achieve a quality

program, but because of the size of our band program, the directors cannot reach the individual as often as needed.

A private lesson program is provided by the school district during the school year. Lessons are taught before or after school and/or during the student's music class – provided there is a teacher available. Fees for these lessons are set by the instructor and usually run between \$15-\$18 for half an hour and \$10-\$12 for 20 minutes. Lessons are usually half hour lessons. If this is not convenient, the directors can supply a list of available private instructors.

Students and parents are encouraged to consider private lessons as a means of extending the talent and quality of the instrumentalist.

Garner Middle School Band Signature Page

**THIS PAGE MUST BE RETURNED WITHIN ONE WEEK OF RECEIPT
PARENT AND STUDENT SIGNATURES ARE REQUIRED**

I have read and discussed the Garner Band Handbook. I understand that the handbook contains information that my child and I may need during the school year, including the Student Code of Conduct. All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the District Student Code of Conduct. I realize that it takes cooperation from 100% of the band students to make our band a success, and I agree to do my part to help achieve this goal. I understand that arrangements must be made to attend all functions, and that practice records are to be signed by the parent and turned in weekly. If I have any questions regarding this handbook, I should direct those questions to the Directors.

Please Complete the Sections Below – Print Only

Student Name: _____

Grade: _____ Student Email: _____

Student Cell Phone: _____

(Ok to receive texts though Remind101? Y / N)

Street Address: _____ Apt. #:

San Antonio, TX Zip: _____

Student Signature: _____ Date:

Adult Name: _____

Relationship: Mother, Father, Guardian, etc.:

Cell Phone: _____

(Ok to receive texts through Remind101? Y / N)

Home Phone: _____

Parent Email: _____

Signature: _____ Date:

Fliers, emails, and texts will be used for communication regarding upcoming band events. All emails will be sent through SKYWARD, all texts will be sent through Remind 101, and posts will be made through Google Classroom.

Garner Middle School Band Volunteer Form

Throughout the year the Garner Band has many events and opportunities for you to be involved. This is a great way to help our school, as well as interact in your child's extracurricular activities. Filling out this form does not obligate you to any particular event, it just gives us a list of people to contact.

Please check any or all that you can volunteer for:

- _____ Assist with uniforms
- _____ Parent helper before and after concerts
- _____ Chaperone a party
- _____ Chaperone a contest
- _____ Chaperone a field trip
- _____ Provide refreshments (prepackaged/sealed)
- _____ Assist with Fundraiser
- _____ Substitute (Must be employed/cleared through NEISD)
- _____ Other special services: _____

When are you available?

_____ Mornings _____ Afternoons _____ Weekends

_____ I authorize the parent coordinator(s) to contact me by e-mail/phone.

PARENT NAME:

PARENT SIGNATURE:

REMEMBER!

For the safety of our children, all NEISD volunteers must also complete the Criminal History Check. This form can be completed online at www.neisd.net/Page/9340. If you do not have access to a computer, the forms are available in the front office.