Forward

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

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 is one page at the end that needs to be returned within one week of receiving of the handbook. Please make sure that you have filled out and signed all forms.
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Access to the Charms Music Office

What is Charms?
- Charms is an all-encompassing music office assistant software. Through Charms, the directors are able to be more efficient with our enrollment numbers, and most importantly, will enable the directors to have a more clear and frequent communication (through email) with our student body and parents.
Please follow the instructions listed below to gain access to the Charms software.

1) Go to www.charmsoffice.com

2) Click on Enter in the upper right hand corner.

3) Under the “Parent/Students/Members” section, enter the following code and click Enter:

   TejedaMSBand (no spaces)

4) Enter the student’s seven or eight digit school ID number and click Enter. From here, you can perform a number of things:
   a. Update personal information, including your password (if you don’t want your password to remain your student ID number).
   b. We have put the adult email from Skyward in the child’s information slot already if we were able to access it. If the email slot is blank please put in your primary email. If you wish to add additional emails you may.

5) Once you are done, be sure to log out.

YOUR FIRST ASSIGNMENT WILL BE TO GO INTO CHARMS AND TO EDIT YOUR STUDENT INFORMATION.
The Tejeda Band Program

The Tejeda Band Program consists of both beginning and advanced players. Beginners are classified as those who have never played in band or have limited playing experience. All students who have had the equivalent of at least one year of beginning instruction and are in the 7th or 8th grade are placed in the advanced band program. STUDENTS IN THE ADVANCED BAND BLOCK CAN AND WILL BE PROMOTED OR DEMOTED AT ANY TIME based on performance, reliability, citizenship, academic eligibility and the needs of the band program.

It is a privilege, not a right to be in the Advanced Band Block. It is each student’s responsibility to maintain membership in good standing in the band. Changes will occur based on the following:

- Audition Results
- Missed sectionals (Master Class)
- Failure to turn in an assignment
- Missed Performance
- Habitual lateness
- Class disruption
- Poor citizenship
- Lack of effort
- Inability to perform at the expected level
- Failure to participate in any required function
- Academic ineligibility (any grade below 70)
- Disrespect for any of the directors or guest clinicians
- Unacceptable behavior within a band function of any kind

Repeat offenses may result in a schedule change to Beginning Band, a lower band or removal from band, contingent on individual circumstances at the discretion of the directors and administration.

The rewards for the above behaviors will be many and of life-long benefit. We would hate to think that any of us, as parents, would ever have lower expectations than those presented above for the successful futures of these young people.

Band members can expect to participate in various concerts and contests throughout the year, including Region Band, UIL Concert/Sight-reading Contest, and Solo and Ensemble Contest.

Band Goals and Objectives

The goal of the Tejeda Band Program is to give each student a basic understanding and appreciation of music through performance, theory, and critical listening skills. In addition, students will learn proper instrumental technique, group behavior, self-discipline, and other personal skills that can be used throughout their lives.
General Band Hall Conduct Expectations

Band Members will observe all policies set forth by Tejeda Middle School as well as the following:
1. Enter the Band Hall courteously and orderly.
2. Follow the director’s instructions the first time they are given.
3. Be in assigned seat ready to work at the set time. (Students will be considered tardy if they are not seated in the proper chairs and ready to rehearse when the directors are ready to begin.)
4. Members should bring the following to rehearsal:
   - Instrument
   - A black, 3-ring, ½ or 1 inch binder with pockets
   - All music
   - Pencil w/ eraser
   - Any accessories needed (mutes, reeds, valve oil, etc.)
5. Students will not play their instruments without permission.
6. Students will not play other students’ instruments (only percussionists touch percussion equipment.)
7. Ask for permission to speak by raising hand and waiting for permission to speak. All rehearsals are expected to be quiet.
8. Absolutely NO food, drinks, or candy in the Band Hall without permission.
9. When allowed in the Band Hall, do not disturb any rehearsal that is occurring.
10. Music stands are for music. They are not to be leaned on or abused in any way.
11. If your instrument is in the shop, bring a note from home. Have your mouthpiece and or reeds; we may be able to supply a temporary instrument. Attendance at master classes/sectionals is still mandatory.
12. Band Hall will not be used as a locker or overnight storage facility. Instrument lockers are to be used only for instruments. Lockers should be locked at all times.
13. If you go home sick, come to the Band Hall and get your instrument and music before you leave.
14. Bring your instruments to school and take them home every day.
15. Be on time…ALWAYS.

Discipline

We expect that all students will have exemplary behavior. Classroom behavior violations include the following:
- Disruption
- Tardy
- Failure to bring materials (instrument, music, etc.)
- Rudeness/ Disrespect to teacher or other students
- Chewing gum or food

After each violation, one of the following steps will be taken:
1. Verbal warning
2. Timeout/removal from class
3. Parent contact
4. Counselor referral
5. Administrative contact
6. Possible “U” in conduct
Discipline will be determined by the severity of the offense. Please remember! Any behavior or discipline violations in band class or band functions (i.e. concerts, bus rides, games, etc.) or other classes could result in losing the privilege to participate in fun activities such as lock-ins, recruiting trips, and the Band Trip!! In school suspension/alternative school could also result in not being eligible for the Band Trip.

In regards to the following:
   A) Controlled substance use/possession
   B) Tobacco use/possession
   C) Alcohol use/possession
   D) Stealing
   E) Hazing

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

NEISD FINE ARTS CODE OF CONDUCT
To access the code of conduct for all NEISD fine arts please visit the NEISD Fine Arts page and a link will be on the left hand side, labeled as “Fine Arts Code of Conduct”

Eligibility

Under Texas State Law, students that are failing one or more classes are ineligible to participate in extra-curricular events. This does not include co-curricular or curricular events. For example, a student failing a class would not be able to participate in a band trip or UIL contest (extra-curricular), but would be able to participate in the Spring Concert (co-curricular).

Band members are expected to pass all classes! Failure to pass classes can have a negative effect on your section and the entire band. FAILURE TO PASS WILL MOST LIKELY RESULT IN A BAND DEMOTION! Remember…we are a team, and we need everyone. Continually do your best in all classes.

General Grading Policy

Grades will be determined by a combination of the following factors:

I. Performance Grade (50%) (Labeled as Test in Gradebook)
   1. Playing Tests (may retest, or test in case of an absence for higher grade once a day, but will not change chair placement)
   2. Homework/ Tests
   3. Concerts and Contests
   4. Master class/Sectional

II. Daily Rehearsal Grade (30%) (Labeled as Daily Work in Gradebook) Each student begins each week with an average of 100 points. During the week deductions are made for the following reasons:
   1. Lack of essential equipment
III. Practice Records (20%) (Labeled as Category 1 in Gradebook)

1. Students must practice at least six days a week or 30 minutes per day in order to receive maximum credit. The practice record is due every Monday (or the first day of the school week). Practice records can be turned in up to three week grading period (or progress report time period) with a 20% deduction from the grade earned. The practice record card will be kept in the student’s band folder.

2. Students will be excused from practicing ONLY when:
   - They are ill
   - Instrument is in the shop
   - There is a death in the family
   - There are unusual circumstances (Please note on practice record)

3. Beginners may count breathing exercises, and mouthpiece (head joint, reed) work the first nine weeks.

4. Please see the attached example of the practice record for the grading scale.
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 youngster at home.

**Time schedule**
A half-hour a day is the minimum amount of time recommended for the average student. Practicing at the same time every day is good, but some flexibility should be built into this schedule. Don’t bring the world to a halt at 6:30 PM every evening because it is 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**
Practicing should be done in an area that is free of distractions away from the TV, radio, and family traffic. Good lighting, a straight-backed chair, mirror, metronome, and a
music stand are definite assets. Reed players should have several reeds available during the practice session.

**Encouragement**

Spend some time listening to your youngster practice and offer constructive criticisms. You do not need to be a former band member or musician to be able to hear improvement. Encourage them to play assignments and tests for you. Each time the student plays for a friend or relative, it helps them to feel more comfortable with a performance or competitive event.

**Is Your Child Progressing?**

Parents can evaluate practice sessions by asking:

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 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 some sort of fluent Rhythm, or is it halting and jerky with no steady rhythm?

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

**Practice Guidelines For Students**

**IT IS HOW YOU PRACTICE THAT COUNTS!**

Incorrect habits are sometimes more easily developed than correct habits, and a habit is hard to change so THINK when you practice. Avoid simply going through the motions! Remember that the playing of your instrument comes through development of coordination, just like any athlete. **Patience** is a virtue for the ambitious player.

1. Warm-up correctly. Each instrument should have a separate warm-up for home practice that differs from the band warm-up. Use a mirror and concentrate on tone quality and embouchure during the long tone warm-ups.
2. Set a goal for the practice session. Don’t try to do too much at 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 in the basketball goal. Practice it slowly at first, and then gradually build up to speed using a metronome. Before you finish the practice session, play the difficult measures with the rest of the line or exercise.
4. Repetition of a problem area reinforces muscle and mental memory. In difficult technical passages, change the rhythms and articulations in the practice session to develop even, accurate, and fluid technique.
5. 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!
6. Structure your practice session to get the most benefit out of your time!
Master Classes/Sectionals

All students in the Wind Ensemble (Rosenberg) and Symphonic Band (Lien) have a weekly Masterclass/Sectional. These are required and will factor into the student’s overall grade. Excused absences will be granted on an individual basis and only in the case of extreme circumstances. Excused absences must be approved at least one day in advance. Students are allowed to leave for academic tutoring at 7:50 as long as they communicate with the director. Wind Ensemble and Symphonic Band hold spring semester sectionals prior to UIL contest. *Athletes, please make sure to communicate with directors and coaches concerning your practices and masterclass schedule.*

Students should enter the campus through the main gym door from student drop off.

***ALL SECTIONALS BEGIN PROMPTLY AT 7:15 AM***

Spring semester sectionals will be determined at a later date.
Individual help is available by appointment.

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Concerts / Performances

Because of the nature of music, performance is vital to a student’s development. Therefore, concerts and performances are frequent with all bands, are co-curricular and 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 performance, with an excused absence, in order to make up the two test grades they will have to do an alternate assignment. *(A five page report on a composer of their choice.)* Excused absences are at the discretion of the director. Punctuality and proper dress, as well as attendance factor heavily into the overall band grade.

Consult your calendar for dates and times. In the rare case of a schedule change, updates will be sent home. **Absences will only be excused in the case of serious illness or family emergency. Any schedule conflicts must be cleared at least one month in advance.**

Uniform Guidelines

All performing band students will need to have an informal and a formal band uniform.

**Informal Uniform:** 6th graders wear for every performance, Advanced band students for select performances

- Tejeda Band Polo
- Blue jeans

**Formal Uniform (Concert Black):** Worn for performances and competitions for Advanced Bands only

- Girls
  - Solid black dress or solid black dress skirt/pants and blouse
• Solid black dress shoes with long black socks or stockings
• **Dresses and skirts must fall mid-calf when seated**
• **Blouses must have a sleeve, no sleeveless please**

- Boys
  - Solid black dress pants and long sleeve button down black dress shirt
  - Solid black **dress** shoes (no sneakers or tennis shoes please) with long black socks

Failure to wear the appropriate uniform at performances will result in a lower performance grade.
Please speak to a director if there is an issue acquiring these items.

**Concert Etiquette**
Since performance is one of the major objectives 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. If it is necessary to leave during a performance, please leave between musical selections or between band changes. If you arrive late, do not enter the auditorium/gym during a performance. Walking around is distracting to the performers as well as other audience members.
2. While a group is performing, there should be absolutely no talking. Immediately leave the performance if you have a crying baby or noisy youngster. Recordings are usually being made and this will allow others to enjoy the concert.
3. At the end of each selection, the audience should applaud. Shouting or whistling is not acceptable.
4. Please remember to turn off any cellular phones and pagers before the performance.

**Region Band Auditions**
It is an extremely high honor to make the Region Band. Members are selected based on auditions of scales and prepared music.

1. All advanced students are encouraged to audition for Region Band. It is an expectation that all top band members will audition.
2. The Band directors will determine if a student is prepared enough to audition for these groups based on listening in master class and in class pull-outs.
3. Students will be graded on preparation for this event.
4. Students fortunate enough to be selected for these ensembles must attend all rehearsals and the performance. (Check calendar for dates.)

**Solo and Ensemble**

1. All members Beginning and Advanced will have an opportunity to perform a solo.
2. Accompanists are optional.
3. Ensembles are encouraged but not mandatory.
4. Check your calendar for all dates regarding Solo and Ensemble Contest.
**Auditions**

Auditions are used as a means of seating band members in the advanced bands according to their playing ability. Auditions will be held in May for the following school year. Auditions may also be held at any time during the school year at the discretion of the directors. **Results are final; no re-auditions will be permitted.**

**School-Owned Instruments**

There will be an NEISD instrument fee of $30 for all school owned instruments. *(This includes advanced percussionists.)* This money will be placed in the district instrument repair budget and will be used to help offset repair expenses incurred by normal wear and tear. **It is not designed to cover cost from damage (i.e. dents, broken parts etc) or loss of instrument due to theft/misplacement, etc. This type of repair is the responsibility of the student who is using the instrument.**

A registration card must be completed and returned with parent signature. If at all possible, students playing large instruments will be issued one instrument for home use and one for school use. Insurance is strongly recommended.(See Below.) Each instrument issued will be in good playing condition. Students are expected and required to keep the instruments clean and in top condition. Basic supplies must be purchased and repairs must be made just like personally owned instruments. Remember, most school-owned instruments exceed a value of $3000.

**Insurance**

You are strongly encouraged to insure personal and school owned instruments. The district does not carry insurance on school-owned instruments. Some homeowner policies cover band instruments even if they are school-owned.

**Private Lessons**

1. We would like **all** students to take individualized private instruction. The strongest band programs in our state have established the importance of private instruction to enhance the student’s education on his/her instrument.
2. A list of teachers and other detailed information is available from the band directors. A letter about our private lesson program will be sent home with the students.
3. We will make every attempt to place every student that wants private lessons with an instructor.

NEISD strongly participates and supports private instruction programs in the schools because it provides teaching on a one on one on basis that is proven to be beneficial to any music student.

**Lockers**

We are fortunate at Tejeda to have lockers for all instruments except Tubas and Baritones. Each student must supply his or her own combination lock. It is also required that the combination be given to the band directors for emergency purposes. Only band
materials will be allowed in these lockers. Messy lockers or lack of use of locks on these lockers could mean loss of locker privileges. Non-combination locks will be cut off. Students caught playing with lockers or locks may receive lunch detention or loss of Band Hall privileges. **Due to our large numbers some instruments will be required to share lockers.** Students are responsible for locking their lockers and taking care of locks when not in use.

**Band Program Fee**

Most successful band programs in other areas use a band program fee to provide extra educational instruction/tools to support the musical growth of the band program. The Tejeda band program fee is $25.00 per student. (This is separate from instrument fee.) This fee is used to purchase each student a black binder, dividers, and a band pencil. Any surplus will be used towards, new music, supplies, equipment, hire clinicians, pay instrument repairs, and cover some contest fees. This fee is mandatory for all members that are in the Tejeda Band program; however, this fee will not be a deciding factor on whether a student will be in the band program. If there is a financial concern about the band program fee please contact the band directors in order to make payment arrangements.

**Smart Music**

Smart Music is a music program that allows students to practice at home, submit recordings for a grade, and get instant feedback on their accuracy. Students must have an email to set up an account, and can use any device with a microphone to record and submit. This program is used primarily for 7th and 8th grade students, and the top two bands will utilize this program the most. More information will be given to the students about setting up the accounts and assignments as we progress into the year. Any assignment given in Smart Music is considered a test grade and will be weighed as such. The Johnson band uses Smart Music to great success in their program, and we feel this will help our younger students prepare better for the transition to high school band.
Acknowledgement of Electronic Distribution
Of the Student/Parent Band Handbook

My Child and I have been offered the option to receive a paper copy of the Tejeda Middle School Band Handbook or to electronically access at https://www.neisd.net/Page/15088 or https://www.neisd.net/Page/16169. (The handbook is under the Important Handouts & Documents link under both Mr. Rosenberg’s and Mrs. Lien’s teacher website.)

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. If I have any questions regarding this handbook, I should direct those questions to the band director.

I have chosen to:

_______ Access the Student/Parent Band handbook and Student Code of Conduct by visiting the Web address listed above.

_______ Receive a paper copy of the Student Handbook.

Date:__________________________________________

Printed Name of Student:_________________________________________

Grade:______________

Signature of Student:________________________________________________

Signature of Parent:_____________________

_____________________________

PLEASE COMPLETE AND RETURN THIS PAGE TO YOUR CHILD’S SCHOOL

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