

Labay MS Band



Student Handbook
2018-2019

Name:

Labay Band Handbook
2018-2019
Table of Contents

<i>Contact Information</i>	2
<i>Introduction</i>	3
<i>General Overview</i>	3
<i>Expectations</i>	3
<i>Classroom Expectations</i>	4
<i>Grading Procedures</i>	5
<i>Private Lessons</i>	5
<i>SmartMusic</i>	6
<i>Academic Eligibility</i>	6
<i>Materials Needed for Class</i>	6
<i>Uniforms</i>	7
<i>Money Matters</i>	7
<i>Conclusion / Items to Return</i>	7
<i><u>HANDBOOK ACKNOWLEDGEMENT</u></i> (to be returned).....	9
<i><u>PERFORMING BAND SUPPLY ORDER FORM</u></i> (to be returned).....	11
<i><u>BEGINNING BAND SUPPLY ORDER FORM</u></i> (to be returned).....	13
<i><u>MEDICAL FORM</u></i> (to be returned).....	15
<i><u>BEGINNING BAND NO TRANSPORTATION FORM</u></i> (to be returned)	21
<i><u>PERFORMING BAND NO TRANSPORTATION FORM</u></i> (to be returned)	23
<i><u>PERFORMING BAND WITH TRANSPORTATION FORM</u></i> (to be returned)	25
<i>Private Lesson Enrollment Information</i>	17
<i>Important Dates 2018-2019</i>	<i>outside back cover of binder</i>
<i>*These will also be on charms*</i>	

The UNDERLINED ITEMS above must be returned to school by Wednesday, September 12, 2018

Labay Band Directors - contact information

Ms. Mary Santarelli
Head Band Director
mary.santarelli@cfisd.net

Mrs. Megan Rees
Assistant Band Director
megan.rees@cfisd.net

Mr. Robert Green
Cypress Falls HS Assistant Band Director
Labay MS Beginner Percussion Teacher
robert.green@cfisd.net

Ms. Melissa Marandola
Cypress Falls HS Assistant Band Director
Labay MS Beginner Trombone/Euphonium/Tuba Teacher
melissa.marandola@cfisd.net

Labay Band Phone Number
281-463-5829

Labay MS Address
15435 Willow River Drive
Houston, TX 77095

If you leave a voicemail for us, we will try to get back to you within 24 hours. Since we teach all 7 periods during the day, you will get the most prompt response from us by sending an email.

Introduction

Welcome to the Labay Middle School band program. Learning to play an instrument can be a rewarding and enriching experience. The purpose of this handbook is to provide a written policy on the organization and operation of our band program. It contains information of great importance for both students and parents. Please take the time to read each page carefully as a family, and then keep this in your band binder for reference throughout the year. Band is a group activity that depends upon the collaborative work of many individuals. The actions of one person will have an effect, either positive or negative, on the entire group. For this reason, we have guidelines that everyone must follow so that each person may grow as an individual musician and also make a positive contribution to the entire group. There are three pages at the end of this handbook that will need to be signed and returned to school by *Wednesday, September 12, 2018*.

GENERAL OVERVIEW

This handbook addresses the procedures, policies, and expectations for students in our two levels of band: Performing Bands and Beginning Band. Please read through this entire handbook, and take note of which policies affect which level, as there are slight differences between the two levels and differences among the performing bands (the context will tell you). The two levels are:

1. Students in **Symphonic Winds and Symphonic Band** (Performing Bands)
2. Students in **Beginning Band**

COMMUNICATION

The directors will communicate with students and parents in a variety of ways. It will often be verbal, but we will also send announcements to you in writing as far in advance of any obligation as possible. The calendar of events for the 2018-2019 school year is included with this handbook. We have tried to carefully construct the calendar so that major band events such as concerts do not fall on school-sponsored athletic events (game days). For Symphonic Winds and Symphonic Band for section rehearsals, we will develop a schedule that will minimize or even eliminate conflicts with before and after school athletic practices, as well as game days. Section rehearsal individual listenings will begin on the second week of school. If and when conflicts arise, please understand the necessity of informing us of them as soon as possible so that we have time to resolve or work around them in a timely manner. In return, we pledge to you that we will do the same. Below is a list of our expectations in terms of rehearsals and performances.

EXPECTATIONS

- ❖ **Students in performing bands will attend all section rehearsals** as well as full ensemble rehearsals. Section rehearsals will be once per week, either from 7:00-7:50 AM, or from 3:30-4:30 PM, depending upon the section. We will work out a schedule that will permit students participating in athletics to not have sectionals on the day of a game

- ❖ Students must attend ALL rehearsals and ALL performances of the group in which they are a member. **Failure to attend required rehearsals and/or performances is grounds for removal from the band program.**
- ❖ An unexcused absence is one that the director has no prior knowledge of and/or is based upon a reason that is unacceptable to the director. An excused absence is one that the director has prior knowledge of and/or is based upon an acceptable reason. Being absent from school and then missing a rehearsal or performance is an example of an excused absence. Students in attendance during the school day are expected to attend all before and after school responsibilities. Doctor and dentist appointments are not considered excused absences. Please plan these appointments ahead of time. Emergencies will be dealt with on a case-by-case basis.
- ❖ All students are to conduct themselves properly at all times. Any behavior which is not conducive to good citizenship or which violates the Cypress-Fairbanks ISD Student Code of Conduct may result in dismissal from the organization altogether. If necessary, additional measures may be taken through the school administration.
- ❖ All members of performing organizations represent Labay Middle School, Cypress-Fairbanks ISD, and the community. As such, when traveling to other locations on district transportation, all students are expected to:

1. Be on time
2. Dress as directed (see Uniforms section for a description)
3. Follow district transportation guidelines for bus behavior.
4. Travel on the same bus for all segments of the trip in assigned seats
5. Return equipment to its proper storage place upon returning to school

CLASSROOM EXPECTATIONS

Our band program has very few “rules.” A poster on the wall in the band hall lists the six expectations that we have of our students. They are as follows:

- 1. Follow directions the first time they are given.**
- 2. Follow all learned procedures.**
- 3. Respect yourself and your property as well as others and their property.**
- 4. Bring your instrument and all necessary materials to class every day.**
- 5. Accept nothing but the best from yourself, your peers, and your teachers.**
- 6. Non-band students are not allowed to be in the band hall at any time.**

GRADING PROCEDURES

Checking for Understanding (25%)

All Band Students: Daily class participation/preparation, assignment book checks, practice reports, evaluation of instrument care, minor checkpoint grades and written homework.

Relevant Applications (35%)

Symphonic Winds and Symphonic Band: Section rehearsal and/or individual listening attendance, extra full band rehearsal attendance, written work/quizzes, binder quizzes
Beginning Band Students: written work/quizzes, binder quizzes, full band concert rehearsal attendance

Summative Assessments (40%)

Symphonic Winds and Symphonic Band: Playing tests, written tests, curricular performances, special projects
Beginning Band Students: Playing tests, written tests, curricular performances, special projects

IMPORTANT NOTE: Playing tests will generally occur during section rehearsals/ and/or for students in the performing bands. Missing a section rehearsal for an unexcused reason could affect both the relevant application and the summative assessment components of the student's grade. Section rehearsals and/or individual listenings are part of the relevant application component, and playing tests are a part of the summative assessment component. If a playing test is missed for an unexcused reason, the student may make up the grade, but the opportunity for chair placement is lost. Testing for beginning band students will be completed during the normal daily class period.

PRIVATE LESSONS (yes, you should be in these...)

Private lessons are an excellent way to make sure your child is receiving personal individual attention and instruction on his or her specific instrument. We have an excellent staff of private teachers who are experts on the instrument(s) they teach. At the beginning band level, lessons reinforce and enrich class instruction. At the performing band level, lessons allow the student to receive additional instrument-specific instruction and instruction on more in-depth music (all-region, solos, and etudes) than is available in full band instruction. Lessons are an effective way to help a struggling student, but are also especially helpful for the student who excels in this activity and wishes to move to an even higher level. A student can be enrolled in the private lesson program at any time. Students are assigned to available teachers on a first-come, first-served basis. Enrollment packets are available from the band directors and on page 17 of this book.

SMART MUSIC

We recommend that you seriously consider SmartMusic for home use. That investment will make a huge difference in your student's ability to meet our class goals — and it will make practicing more engaging and productive.

SmartMusic provides your student access to thousands of music titles, all with professional accompaniment that sounds great and helps encourage practice. The software includes a metronome and tuner as well, eliminating the need for an extra machine. The software provides immediate feedback that shows your student what they played correctly and where they need to improve. The assessment scores encourage continued practice, similar to scores in a video game. To learn more, view a short video at www.smartmusic.com.

ACADEMIC ELIGIBILITY RULES (NO PASS-NO PLAY)

House Bill 72, which became law in 1984, mandates that a student be suspended from performing or competing in activities (athletics, band, clubs, etc.) sponsored or sanctioned by the school district during the three week period following a nine-weeks grading period in which the student received a grade lower than 70 in any class. This suspension continues for the first three weeks. A student WILL continue to practice or rehearse with other students for an extracurricular activity, but he/she may not participate in an extracurricular performance (or game) until the suspension is lifted. On the next progress report, if the student has a passing grade of 70 or above in ALL CLASSES, the student then regains eligibility for the remainder of the grading period. If the student still has a grade of below 70 in ANY CLASS, the student remains ineligible until the next progress report where the process is the same. **A student who passes all classes on a report card is ELIGIBLE for the next full nine weeks.**

MATERIALS NEEDED IN CLASS

Binders and Organizing Supplies

- Positive attitude and a desire to learn.
- Binders and Organizing Supplies as well as a pencil with eraser
- All music, in your binder (method books, etc., sheet music with measures numbered, etc.) The binder is provided to each student on the first day of class.
- Instrument (in proper playing condition). No instrument in class effects the Check for Understanding grade.
- Any needed accessories (valve oil, extra reeds, slide spray bottle, etc.)
- Percussionists will always have their own sticks/mallets, which they will keep in their personal stick bag. Please make sure that all stick and mallets are labeled.



UNIFORMS

The uniform for the Performing Bands (Symphonic Winds and Symphonic Band) will consist of the following and will be furnished by the student: a white, wing-tip style tuxedo shirt (available from us at a minimal cost), black dress slacks (not black jeans, wind pants, stretch pants, etc.), black socks (black opaque hose for girls, if desired), black dress shoes (not black sneakers, sandals, flip-flops, etc.). The band program will provide each member with a vest and bow tie. Students will be fitted for tuxedo shirts in September during band classes.

All students in the Labay band program will need to purchase a band t-shirt. This shirt is different each year. We will wear our t-shirts for events such as the following (but not limited to these events): Labay Band Fall Concert (October 22nd), TMEA All-Region Band auditions, Band Picture Day (November 9th). Additionally, we may designate band “spirit days,” and students will wear them on these days, as well, earning extra credit on assignments. Beginner Band students will dress up for their two full band performances. Girls should wear a dress, skirt and top, or dress slacks and top. Boys should wear slacks, dress shirt and tie. If there are any issues with acquiring these dress items, please see one of the band directors personally. These performances for the Beginner Band are on Thursday, December 6 and Wednesday, May 1st.

MONEY MATTERS

Any time students are expected to remit funds for an activity, they will be given at least two weeks notice. We accept School Cash or cash. Please help us protect your student by enclosing any cash payments in an envelope. We also ask that you attach payments to the paperwork and include the child’s name on the payment. Money (along with the coordinating form inside an envelope) will be turned into a locked safe in the band hall.

If a student is unable to meet a financial deadline, please call the band office at 281-463-5829 or e-mail a director to make arrangements.

CONCLUSION / ITEMS TO RETURN

In the introduction to this handbook we stated that we want the best of all possible outcomes for all of our students and our ensembles this year. Adherence to the expectations contained within this handbook and the exercise of common sense will help us to achieve our goal of musical excellence through team effort.

As previously mentioned, there are three pages, which need to be filled out, signed, and returned to the band directors. Two of these pages have information on both sides, and the other is only one-sided. The pages to return are:

- **Handbook Acknowledgement (p.9)**
- **Medical Information Form (p.15)**
- **Supply Order Form (p.11 or p.13)**
- **Private Lesson Form (p.19)**
- **Beginning Band Parent Permission for School-Sponsored Activity (p.21)**
- **Performing Band Parent Permission for School-Sponsored Activity without District Transportation (p.23)**
- **Performing Band Parent Permission for School-Sponsored Activity without District Transportation (p.25)**

The **Medical Information Form** is important for us to have when we are participating in off-campus or out-of-district events, so that if medical assistance should become necessary, we have parental authorization to obtain it without delay.

If you are interested in taking private lessons, please see the enrollment information and application on page 17 of this handbook. The private lesson application does require a deposit check made out to Cypress-Fairbanks ISD. Private lessons for beginning band students will begin sometime close to the end of the first six weeks or beginning of the second six weeks grading period.

We always welcome assistance; without parental support and involvement, students get less out of their musical experience than they would otherwise. Another reason to consider volunteering is because the Labay VIPS program gets credit when our band parents volunteer to help us with any task. If you can help us by becoming a band volunteer, please also join the Labay Middle School VIPS program. Talk to the Labay librarian if you are interested. We will send out an email with information to sign up for chaperoning and helping with Labay Band events.

Although all Labay band students will need to purchase at least one band t-shirt, feel free to order more than one. It is always great to see parents, grandparents, aunts, uncles, etc., supporting our activities by wearing spirit apparel. There is a space to order t-shirts, tuxedo shirts, and other supplies on the attached **Supplies Order Form**.

On the inside back cover of this handbook is some handy reference information as well as some important phone numbers. If you ever have any questions, please call the band hall at **(281) 463-5829**. If we are unable to talk with you when you call, please leave us a detailed message, and we will return your call. This is going to be a spectacular year, and we are excited that you are a part of it! Please have all documents signed and returned to school by ***Wednesday, September 12, 2018***.

Go Labay Band!

Labay PERFORMING Band Supplies Order Form

ORDERS DUE BY *Wednesday, September 12th*

Student Name _____ Class Period _____
Instrument _____

All Band Students:

- **Labay Band T-Shirts \$10.00:**

Small _____ (Qty.) Medium _____ (Qty.) Large _____ (Qty.)

X-Large _____ (Qty.) XX-Large _____ (Qty.) XXX-Large _____ (Qty.)

All sizes are adult sizes, NOT youth sizes. This shirt will have a different design than last year. Each student will need to purchase at least one t-shirt. You may purchase as many as you would like. Parents may order, too!

_____ (Total Qty.) T-Shirts @ \$10.00 each.

All Trumpet, Horn, Trombone & Euphonium Students:

- **Buzz-Aid \$25.00**

If you went to Labay last year, **you should already have** a B.E.R.P or Buzz-Aid. This device assists brass players in learning how to accurately vibrate pitches.

_____ Buzz-Aid @ \$25.00 each

Symphonic Winds and Symphonic Band Students:

- **Tuxedo Shirts \$20.00:**

This tuxedo shirt is required of all students in performing bands. **Beginning Band students DO NOT need this shirt.** It is the shirt we will wear for concerts and contests. Students will be fitted for these shirts during class.

_____ Tuxedo Shirt @ \$20.00 each.

Total Amount Enclosed _____

IMPORTANT:

Labay Middle School's preferred payment method is School Cash. You can either pay through School Cash or send cash in with your student. If you are sending cash, please enclose it in an envelope and encourage your child to bring it to a band director first thing in the morning to avoid loss or theft. This order form and payment are due by **Wednesday, September 12th**. Please attach your payment to this form.

Labay BEGINNING Band Supplies Order Form

ORDERS DUE BY *Wednesday, September 12th*

Student Name _____ Class Period _____
Instrument _____

All Band Students:

- **Labay Band T-Shirts \$10.00:**

Small _____ (Qty.) Medium _____ (Qty.) Large _____ (Qty.)

X-Large _____ (Qty.) XX-Large _____ (Qty.) XXX-Large _____ (Qty.)

All sizes are adult sizes, NOT youth sizes. This shirt will have a different design than last year. Each student will need to purchase at least one t-shirt. You may purchase as many as you would like. Parents may order, too!

_____ (Total Qty.) T-Shirts @ \$10.00 each.

All Trumpet, Horn, Trombone & Euphonium Students:

- **Buzz-Aid \$25.00**

This device assists brass players in learning how to accurately vibrate pitches.

_____ Buzz-Aid @ \$25.00 each

Total Amount Enclosed _____

IMPORTANT:

Labay Middle School's preferred payment method is School Cash. You can either pay through School Cash or send cash in with your student. If you are sending cash, please enclose it in an envelope and encourage your child to bring it to a band director first thing in the morning to avoid loss or theft. This order form and payment are due by **Wednesday, September 12th**. Please attach your payment to this form.