

## **Barret's Chapel Band Handbook 2014-15**

**Welcome!** 90% of students participating in a performing musical ensemble throughout high school graduate from college! Nationwide, band students also have a higher GPA. Band also offers intrinsic rewards, teaches group cooperation, instills a positive sense of self-worth, numerous college scholarships and is an invaluable preparation for life. Instrumental Music education provides opportunities for all of that while students are learning to play an instrument!

Band probably requires more time outside the school day from more students than any other school activity. Band members are also the students who are most often the high achievers; learn how to manage time, found on the school Academic and Citizenship Honor Rolls, and who grow into well-adjusted young adults. It is also true that few, if any, other activities are more richly rewarding in terms of good fellowship, healthful recreation, and the satisfaction which can come only from a job well done.

This handbook is for Barret's Chapel Band members and their parents with the hope of giving information regarding the various phases, activities, policies, and regulations of the instrumental music program. All band members and parents are urged to read the entire handbook carefully at the beginning of each school year. The ultimate goal of the following policies, guidelines, and rules are to help create a successful young musician, and thus, a great band program. This 2014-15 Handbook precedes information in all previous editions.

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Dr. Carol King-Chipman  
Director of Bands

**Band Fees** are necessary to financially support our band program. The Barret's Chapel Band Booster annual budget is funded in great part by band fees. (Band fees do not completely cover items outside of the annual budget. i.e.: band trips) Our Band Booster Organization also holds fundraisers and sponsors a school dance. Fees are as follows and are due by the first Band Booster Meeting unless other arrangements have been made (make checks payable to the Barret's Chapel Band Boosters). All Band fees must be paid in full before a student will be allowed to participate in a field trip. All Barret's Chapel Band students receive benefits from fundraisers, therefore all Band Students are expected to participate in Fund Raisers or donate the requested funds in lieu of fundraiser participation. An itemized budget is available at the Band Booster Meetings.

*\*Please see the director if you need assistance with the fees.*

**Band Fees:** \$125.00 This includes your method books, T-Shirt, Performance Shirt and West TN Solo & Ensemble fee and Solo CD Accompaniment, plus numerous additional items. Please make checks payable to *Barret's Chapel Band Boosters*.

**Communication** between the director and parents is vital to the success of our program. Most information is sent through e-mail. Please regularly check [barretschapelband.org](http://barretschapelband.org) and e-mail Dr. Chipman [kingchipmane@scsk12.org](mailto:kingchipmane@scsk12.org) to receive Band information.

**Handbook Agreement Form** (attached to email and included at the end of this document). After you have read the entire handbook, please print, sign and turn in this form by **Friday, August 29, 2014**.

### **Instrumental Music Philosophy**

Music education is a primary means by which an educational institution can transmit to students the cultural heritage of society. Music transcends barriers of ethnic background, economic status, language, and even literacy in its power to reach the depths of the human soul. Experiences with music develop a student's ability to make value judgments, to function logically as well as Intuitively, and to utilize one's innate creativity. Participation in performance organizations encourages initiative and leadership in the students, stimulates goal-oriented thought processes, creates an appreciation and respect for the efforts of others, teaches tenacity, and assists students to develop a sense of responsibility to them selves, the organization, and in a broad sense, society. We recognize that few high school musicians make music a career. However, the mental discipline and thought processes required in the study of music and the experience of individual and ensemble Superior Performances are applicable in all fields of endeavor.

**\*Music/Arts Education is a core academic subject (per US Dept. of Education, No Child Left Behind NCLB)\***

**Music Education Objectives:**

- To make participation in instrumental music available to all students with appropriate skills. -To develop musical experiences which enhance students' overall educational experiences.
- To provide graduating cross curriculum, multi-cultural experiences through musical performances of varied genre, style and composers.
- To provide a suitable background in music instruction for those students who elect to continue the study of music after graduation. -To develop a life-long appreciation for music and continuation of musical activities. -To develop performing organizations which are a source of pride for the individual, the school, and the community.

**Band or Instrumental Music is a core academic subject**, which meets daily during the school day. **Our after school rehearsals** are an extension of our school day which include instructional time structured with the same classroom procedures and expectations as our regular classes. After school rehearsals and ensembles are not required. If student chooses to be in one of our after school ensembles then the student is required to participate in **ALL** after school rehearsals for those ensembles.

After school ensembles and rehearsals include:

**Fall (Sept. – Dec.):** Tutoring for all levels, Percussion Ensemble and All-West practice for All-West TN Band Auditions (2<sup>nd</sup> & 3<sup>rd</sup> year students)

**Spring (Jan – May):** Honor Band, Honor Band Percussion Ensemble, Solo & Ensemble practice for the Solo & Ensemble Festival

**After school rehearsals conclude at 4:30pm.** Parents are responsible for having transportation at the conclusion of rehearsals. Please have students picked up by 4:45pm. Parents will pick up students in the parking lot by the Band Room. Students will exit out of the Band Room to this parking lot.

**If a student is well enough to be attend school, the student is expected to stay for after school rehearsal.** The director recognizes that transportation can be a challenge, (calendars are issued well in advance to assist transportation needs) however, that is no excuse for missing rehearsals. Please check with neighbors and band friends for transportation needs. **THANK YOU PARENTS!**

**PERFORMANCE REQUIREMENTS** The Band program is designed to be inclusive to the middle school student. **FOR ALL BAND STUDENTS** the minimum (outside of class) performance requirements are the Holiday Concert, the Spring Concert and participation in the West TN Solo & Ensemble Festival. For 2<sup>nd</sup> and 3<sup>rd</sup> year students: All-West TN Band auditions and participation the Honor Band is expected & **STRONGLY ENCOURAGED!**

**Shelby County Schools (SCS) & Barret's Chapel procedures** must be followed by band members at all Band-related functions.

**Rehearsals**-Each band member should be ready to play (and appropriately dressed) at the time designated by the director. Members should bring practiced instruments, all music (including method books), and a pencil to all rehearsals. Band members are required to attend all rehearsals, including those after school rehearsals when they have chosen to be in that ensemble i.e.: Honor Band, Percussion Ensemble **Remember: POSITIVE AND PRODUCTIVE REHEARSALS RESULT IN GREAT PERFORMANCES!**

**Performances**- All Band members are IMPORTANT to the success of our program. Thus, attendance is vital to all performances. The Holiday and Spring Concerts and Solo & Ensemble Festival are required performances for all band members. All Honor Band performances (including the above mentioned concerts, and all competitions, festivals, and exhibitions) are required for those students participating in these ensembles. Excuses, no matter how good they are, will not produce a fine band. They are to be given only for the gravest of reasons. The concert / performance experience is unique and is impossible to duplicate. Members are to be dressed appropriately, attentive, punctual, and orderly at all activities.

**Performance Attire: The purple polo-style performance shirt with full-length black pants with black socks and solid black shoes** is concert attire. The shirt must be tucked in the pants. Do not wear any additional clothing under the black polo-type shirt. Wear solid black shoes and solid black socks that cover the ankles when seated. **Jeans, shorts, skorts, athletic clothing or shoes, t-shirts, or Capri length pants will not be worn in concert.** Students will wear Solo & Ensemble Medals and Year Pins on the upper right side of their performance shirt. Students will wear little or no additional jewelry. Students are expected to wear their hair neatly (in a human color – no purple or green streaks etc.). Hair should be styled to where it does not interfere with visible communication between the director and student – please no hairstyles with long bangs. Do not wear large jewelry or have any type of electronic device on your person during a performance. **NO GUM** or electronic gadgets at anytime when in uniform.

**Performance attendance:** Requests for absence from a performance should be presented by the band parent (in writing or in person) and in advance. The director shall approve the absence only in the gravest of circumstances, i.e.: personal illness (doctor's note required), death or illness in the immediate family, or an event that had produced a severe hardship on the student or immediate family (approval at the director's discretion). **Students are required to stay for the entire concert, as performance assessment is part of our National Association of Music Education (NAfME) Rubric.**

**Instruments** are to be properly cleaned, oiled, and in good playing condition at the BEGINNING of each rehearsal and performance. Please take care of routine maintenance BEFORE class/rehearsal begins. Any repairs should be taken care of immediately. Please bring a broken instrument to the director before taking it to the shop. I may be able to save you some repair money.

**\*NOTE:** If a student's instrument needs repair, the student needs to bring a signed note from her/his parents stating the situation for each class the instrument is being repaired. If a woodwind or brass player needs to be excused from performing in class (dental, sore throat, etc.,) a doctor's note is required. These situations should occur rarely if at all. The student is still expected to bring all materials (including instrument) to class.

**SCS Band Instruments** - Our band program has a limited number of band instruments, mostly larger instruments, for student use. One completed and parent signed "Instrument Check Out Form" per instrument is required prior to the instrument being taken home. Once the student checks out the instrument, the student is COMPLETELY RESPONSIBLE for repairs and if the instrument is lost, stolen or damaged. ***Parents are responsible for having the instrument repaired before it is returned to Barret's Chapel.*** Certain band instruments are not allowed on school buses, i.e.: tubas and baritones. Students who play the tuba and baritone will be issued one instrument to keep at home for daily practice during the school year. These students will need to use the "at home instrument" for the WTSBOA Solo & Ensemble Festival and concerts. SCS loaned instruments must be checked by an instrument repair technician prior to being returned to Barret's.

Instrument storage in the Band Room is for daytime, during the school day, storage. All instruments are to be taken home at night for individual student practice.

**Quality Instruments** It is recommended that the best possible instrument be purchased or rented. This will help prevent learner frustration, prevent technical problems, and allow a young student to produce a superior sound. PLEASE consult the band director before buying a new or used instrument. **Never purchase an instrument from a department store! These are toys disguised as instruments. These products are not repairable and will only waste your money.**

**Quality mouthpieces and ligatures-** Mouthpieces and ligatures can make a great difference in proper tone production. PLEASE consult the band director before buying a new mouthpiece or ligature. Please see mouthpiece / ligature requirements below:

- ❖ **Clarinet:** Bonade Inverted Ligature and a Hite or Vandoren B45 mouthpiece
- ❖ **Saxophone:** Rovner Ligature and a Hite or Selmer mouthpiece **AND a "Nerf" type soft sponge ball for a mute in the bell of the Saxophone.**

- ❖ **Trumpets:** Size 5C mouthpiece.
  - ❖ **French Horn:** Size / quality comparable to a Farakas Mouthpiece
  - ❖ **Baritone / Trombone:** Size 6 1/2 AL mouthpiece
  - ❖ **Tuba:** Size 18 mouthpiece
- \*\*The director reserves the right to ask a student to change mouthpieces or ligatures.

**Quality Equipment-** All woodwind reed students should have four good playing reeds with them at all rehearsals and performances. Beginning Clarinet & saxophone students should use a **Vandoren** brand reed size # 2 1/2. **Do not purchase Rico Reeds.** These students will graduate to a size #3 Vandoren reed by the end of their beginning year. Double reed students should start on a medium-soft reed & graduate to a medium reed by the end of their beginning year. Percussionists should always throw away broken or warped sticks. Proper technique is impossible when using damaged equipment.

**7th and 8th Grade Percussion Students** will need the following:

- ❖ One Pair of Vic Firth SD 1 Snare Drum Sticks
- ❖ One Pair of Vic Firth Timpani Mallets (general, not staccato)
- ❖ One Pair of Vic Firth or Musser Xylophone Mallets (hard)
- ❖ One Pair of Vic Firth or Musser Xylophone Yarn Mallets (soft)
- ❖ One stick case for storage

These items will be needed for each Band Class. Label each stick or mallet with your initials. Please have these by the second week of school. 2<sup>nd</sup> Year + Grade Percussion students will be required to bring a bell kit to class if he/she hasn't learned the assignments (snare, mallets, etc.). Beginning Percussion students will need a bell kit for in class and at home practice. All Percussion students must have either a mallet keyboard or bell kit for at home practice.

ALL STUDENTS MUST HAVE THEIR NAME ON THEIR INSTRUMENT CASES! Instrument cases look very similar and it's easy for students to pick up the wrong case.

**Private Lessons-** One thirty-minute lesson per week is strongly recommended for all students in our program. Especially in our scheduling situation, this will greatly enhance learning. See the band director for private instructor information.

**Music** is the responsibility of the student. All students are issued an individual copy of each piece currently being rehearsed. The cost is \$1.00 per page to replace lost music. When music is not in use, it is to be kept with the student or placed in the music cabinet (in the Band Room) for day storage. Only keep music in your case if there is a place for it otherwise, the music folder will damage the instrument.

**THE BAND ROOM is for BAND MEMBERS ONLY!** Students not enrolled in the band program are not allowed in the band room at any time (unless the director grants SPECIAL permission in advance). **EATING, DRINKING, & GUM ARE NOT ALLOWED AND WILL BE STRICTLY ENFORCED.** Consistent violation of this will result in grade reduction, and possibly effect award eligibility. Personal items, including books, book bags, shoes, etc., are not to be left in the band room during the school day or over night. The band room is not a locker. Items left in the band room will be taken at the end of the day. Members may pay a fine to claim the items (at the discretion of the director).

**Riding in buses:** All Shelby County School rules and consequences apply on field trips, as in the classroom. We are representing our school, parents, and our band program on performance trips. **Trips are a privilege ... not a right, and are part of the culminating reward of hard work.** YOUR BEST BEHAVIOR AND ATTITUDE IS EXPECTED AT ALL TIMES! Students will ride the bus designated by the director. When taking a trip, students will load in the order designated by the director. All band members will ride the bus to the performance. Students may ride home with someone else, providing that they present the director a signed not from their parents, explaining whom they will be riding home with. Parents: ALWAYS check out students with the director immediately prior to leaving once the performance is complete. Roll will be called just before departure with everyone seated and quiet. Just before the destination is reached, everyone will remain quiet as the director and bus driver discuss final directions. No one will leave his/her seat until permission is given. Students shall remain seated at all times.

No food or drink is allowed on the buses unless otherwise indicated. All members are responsible for the disposal of trash in the event eating occurs on longer trips. Keep the buses clean and cause no damage. Students may bring electronic gadgets (when approved) on longer trips.

Students are expected to load and unload all of their equipment and are responsible for it during the trip. All percussionists will help load and unload percussion equipment.

While on the bus, students will speak in a normal speaking voice at all times. Noise will be kept at a minimum. Singing, shouting, shouting from the windows is forbidden. Place no portion of the body outside the window at any time. PDA (Public displays of affection) will not be tolerated at any time during a band event. Do not play any instrument on the bus. Do not drum on seats, hats, or any non-percussion item. Sticks and mallets will be stored in stick cases during transport.

Always be polite and courteous to other Bands! Negative comments about other bands are forbidden. If you can't say anything nice, don't say anything at all. Misconduct in any of the above mentioned forms (including pushing, shoving, fighting) can result in the student(s) being banned from further trips and possible disciplinary referrals. It is the duty of the chaperones to report any misconduct on the bus or elsewhere when students are participating in a band performance / function / event.

**CHAPERONES:** The band does not make trips unless accompanied by chaperones. The Band Director cannot be in a position to supervise students at all times and locations, therefore success of the program relies heavily on the presence of good chaperones. Chaperones should be active and assume responsibility. They should not hesitate to stop any behaviors, which seem questionable, out of place, or definitely wrong. The following are examples of activities that will not be tolerated: Rowdiness, PDA - keep your hands to yourself, Exchanging buses, wearing uniform improperly, untidiness, leaving the supervised area without permission, or anything that might reflect negatively on the positive reputation of our band program.

**THE BAND BOOSTER ORGANIZATION:** The Band Booster Organization is organized to financially support the band program and to promote the activities of the band. Barret's Chapel Band does not receive an operating budget from Shelby County Schools. Our Band program could not exist or function properly without parental support. Parents and interested friends are urged to attend meetings, events, performances, and to lend their support. Meetings are quarterly and will be announced via the band calendar and emails. The Band Booster organization sponsors several band fundraisers during the school year.

**West TN Solo & Ensemble Festival** is a regional event, held locally, where students performances of solos and or ensembles are assessed through NAFME Rubrics. The students are not competing but are rated according to a standard. Earning a score of II or above at this Festival is one of the criteria for earning all Band Awards. THIS EVENT DOES NOT TAKE ALL DAY...USUALLY ABOUT AN HOUR. Barret's Chapel Band Students will be assigned a block time for our performances. Once the performance is complete, the student may leave. All 6th graders will perform a solo. 7th & 8th graders will perform have a choice of a solo, ensemble or both. The cost is \$10.00 per event, (judges' fees) and is included in your Band fees. 7th & 8th Grade students performing in more than one event may pay the additional fee at a later time.

**Honor Band** is the ensemble that performs in the West TN School Band & Orchestra Concert Festival, a national music festival and on the Spring Concert. These ensemble performances are assessed through Rubrics. The Honor Band will rehearse 3 -5 days per week after school beginning in January. Honor Band music is advanced curriculum and requires an extra level of commitment from students. This ensemble is open, by audition, to all 2<sup>nd</sup> year + students, and Beginning Band students who have a minimum of year band experience or who are advanced students taking private lessons. Students will have from the beginning of the school year until the end of the first week in January to complete the following scale requirements.



Consistent student reliability, attitude, discipline and effort plus good instrumental tone quality, intonation and technical advancement are an integral part of the audition process. Auditions include the students' daily classroom efforts. Additional Honor Band audition requirements are as follows:

**The Honor Band Ensemble**, which requires extra levels of commitment, time and practice. The Honor Band performs advanced curriculum. It is also the most anticipated and desired ensemble for many band students. Honor Band meets 3 – 5 times per week, as concert festival approaches. All after school rehearsals are required. Rubric: Students need to be consistently well prepared for each class, assignments, tests and regularly follow procedures well.... including regular completion of EOL Projects. Students need to exhibit significant progress in all areas of performing (i.e.: technical, intonation, posture, articulation, timbre). **Honor Band students must not have Ns or Us in any class' conduct or earn ISS. Any student earning OSS (for fighting) will be removed from the Honor Band; Director's Discretion.** Auditioning for the All-West TN Band is **STRONGLY ENCOURAGED** for potential Honor Band students.

**Honor Band scale requirements for Beginners and 2<sup>nd</sup> Year Band students:** eight major scales and a chromatic scale (one octave ascending and descending) from memory using the following rhythm:  
Ascending: half note, followed by quarter notes until the octave half note  
Descending: half note, followed by quarter notes until the concluding original half note.

**Honor Band scale requirements for 3<sup>rd</sup> Year Band students:** all twelve major scales and a chromatic (one octave Concert Bb ascending and descending) from memory using the following rhythm:  
Ascending: quarter note, followed by eighth notes until the octave quarter note  
Descending: quarter note, followed by eighth notes until the concluding original quarter note.

The memorized scales may be performed one at a time and the student will be asked to identify (from memory) the key signature of each scale performed. The students will be given some class time and after school rehearsal days to perform scale requirements. All students are encouraged to audition.

## GRADING PROCEDURES

### Student Classroom Procedures:

- ❖ Be Respectful
- ❖ Be Responsible
- ❖ Be Ready to Learn
- ❖ Three Tier Discipline (Student / Teacher Conference, Parent Contact, Discipline Referral)
- ❖ **Evidence of Learning Projects: Parent signed / student completed**  
**Evidence of Learning Projects** are due every two weeks on Friday. Daily practice at home is a band student's responsibility and should be a minimum of 5 hours every two weeks. Choose a time period that does not interfere with any other work activity, so that you may focus on your instrument and music. Always practice for results and accuracy. Remember: it's not the length of time you practice, it is what you get accomplished in that time period that produces results. Student achievement and learning is the goal!
- ❖ **In Class Participation** Bring a practiced Instrument to class, Music, Pencil + great student effort
- ❖ **Assessments / Performances, Concerts & Solo & Ensemble are required for all students.** If the student chooses to be in Honor Band and or Percussion Ensemble, those performances are required too. See 2014-15 Performance Dates for a complete list of required performances. A doctor's note is required for performance absence due to an illness.
- ❖ **EOL Projects, Class Efforts and Assessments / Performances will comprise the report card grade.**

**All Band** students are expected to maintain an "S" or above in report card conduct grade in ALL CLASSES in order to be eligible for band field trips. N's or U's on report card conduct grade, ISS or OSS may result in lost trip privileges or require chaperoning by the parent; OSS due to fighting or other safety issue will result in lost trip privileges; Director's discretion.

### **HONORS AND AWARDS: The Barret's Chapel Band Boosters sponsor an annual Awards Banquet open to all band members and their families.**

The following are a list of awards of which all Barret's Chapel Band members may qualify and the criterion that should be met. An unlimited number of students may qualify for each award. Band members are expected to have no unexcused rehearsal or performance absences and appropriate classroom conduct in order to be eligible for awards. Participation in the Awards Banquet by the Band student (or an adult representative – the director must be notified in writing one week in advance) is expected in order for students to receive awards

*\*\*Please see the director if Award Banquet participation is a financial hardship on your family.*

**The Year Pin:** Band Students are recognized for each year in the Barret's Chapel Band.

**The Band Spirit Award:** The Band Spirit Award is presented to the band members in each grade who, throughout the year, consistently exhibit the following:

- ALWAYS prepared for class, assignments, assessments & follows classroom procedures
- Consistently completes EOL Projects
- Cooperative, positive, polite attitude; accepts constructive criticism well
- Willing to go "above & beyond" for the ensemble to excel
- A real team member: thinks of others first
- Improved Ensemble Participation
- Participates in Solo & Ensemble Festival (earns a "II" or above)
- Maintains a B or above average in Band Class and an S or above in conduct

**The Most Improved Musician Award:** The Most Improved Musician Award is presented to the band members in each class who, throughout the year, consistently exhibit the following:

- ALWAYS prepared for class, assignments, assessments & follows classroom procedures
- Consistently completes EOL Projects
- Aggressive efforts to improve performance level throughout the school year
- Improved Ensemble Participation
- Participates in the West TN Solo & Ensemble Festival (earns a "II" or above)
- Obvious improvement in attitude and cooperation
- Overcomes obstacles to improve
- S or above in conduct

**The Most Outstanding Musician Award:** The Most Outstanding Musician Award is the highest award an SMS Band member can earn. It is presented to the band members in each grade who, throughout the year, consistently exhibit the following and or meet the following criteria:

- ALWAYS prepared for class, assignments, assessments & follows classroom procedures
- Consistently completes EOL Projects
- Consistent, exceptional, outstanding performance on his/her respective instrument in all rehearsals and performances
- Learning the music and auditioning for the All-West TN Jr. High Bands (Beginning students excluded)
- Participates in the West TN Solo & Ensemble Festival (earns a "II" or above)
- Improved Ensemble Participation
- Participates in Honor Band
- Maintains an A in Band Class and S or above in conduct

**Percussion Ensemble** members who have no unexcused rehearsal absences and participate in all performances will be recognized for their service and dedication.

**Honor Band** members who have no unexcused rehearsal absences and participate in all performances will be recognized for their service and dedication.

**Special Recognition** is awarded to student leaders and students earning placement in the All-West TN Junior High Bands.

**Parent Recognition** – Special acknowledgements for service to the Barret's Chapel Band.

**2014-15 Barret's Chapel Band Student/Parent Agreement**

I have read, understand and have discussed the 2014-15 Barret's Chapel Band Handbook with my son / daughter.

**Print** Student Name \_\_\_\_\_

Parent Signature and Date \_\_\_\_\_

I will follow the guidelines and procedures in the 2014-15 Handbook.

\_\_\_\_\_  
Signature of Student and Date

Questions:

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Please return this form to Dr. Chipman by Friday, August 29  
[kingchipmane@scsk12.org](mailto:kingchipmane@scsk12.org)