



NEW CANEY ISD

**MIDDLE SCHOOL  
BAND HANDBOOK  
2019-2020**

# **I. Purpose**

Welcome to the New Caney Independent School District Band Programs! It is with great enthusiasm and excitement that we introduce our band program to you in a more detailed manner. The NCISD band programs have established a wonderful tradition of excellence and we welcome you to be a part of it.

Your child's participation in our band program is beneficial in many ways. Band students are engaged daily in a highly creative performing art that stimulates growth in areas of the human brain that no other discipline can. This growth effortlessly transfers into your student's academic life and sets them ahead of their peers. In addition, our band students will develop traits such as teamwork, responsibility, dedication, self-discipline, social skills, confidence, leadership and dependability. Membership in our band program will give all a sense of accomplishment as well as pride and respect as the students develop musical and personal skills that will enrich their lives.

The purpose of this handbook is to outline the guidelines and expectations for making this year a success for all involved and to serve as a guide and resource for students and parents. Both students and their parents should take the time to thoroughly read this handbook. Upon completion, the final page of the handbook should be signed and returned to school indicating your understanding of these guidelines and expectations.

# **II. Eligibility of Membership**

All students are eligible to pursue membership in the band program. It is up to the band director's discretion as to which performing ensemble best suits a student's needs and ability level. Students in band serve as representatives of the school and school district at many public extracurricular functions. Membership in these organizations is a privilege and it is within the right of any director to deny membership to a student if they believe that they would not positively represent the organization. Band members will observe all policies set forth by New Caney ISD, in addition to the following, as they pertain to the instrumental music setting:

- Any behavior, which is not representative of good citizenship, as perceived by the band staff, may result in the student's dismissal from the activity at hand as well as the band program. This also applies to the actions of student leaders in both public and private events.
- Display of profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the group.
- Students will follow director's instructions the first time they are given.

- Students will be in their assigned rehearsal area ready to work at the set rehearsal time with all equipment, including music, pencil, instrument, and all supplies to rehearsals daily (see detailed supply list for each instrument).
- Students will keep hands, feet, and other objects to themselves.
- Students will not use or play on equipment they do not own without permission from a director.
- Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
- Students should request permission to speak by raising their hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that time will be utilized wisely and as efficiently as possible.
- When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
- Students will respect the property of others, and return their equipment to its proper storage place when not in use. Students should keep their equipment in the designated storage area, and keep said storage area clean and neat in appearance. Students who demonstrate great difficulty with this may lose the privilege of having a storage area in the band hall.
- Students will not deface or mark on music stands, chairs, walls, etc.
- Students will utilize their assigned storage slot/locker for instrument cases during rehearsals. Cases should not be brought into rehearsals unless requested by a director (exceptions: flute, clarinet, oboe, and bassoon).

Any violation of these rules, or the rules of New Caney ISD, or my child's school could result in a variety of disciplinary measures, including removal from the band program.

### **III. Attendance Policy**

In order to have and maintain a high quality band program, attendance from all members is essential. While the band follows all school and district policies and procedures, the following additional guidelines outline the attendance procedures and policies for the band. These attendance guidelines also apply to activities held outside of the school day.

#### **Excused Absence**

Absences will be excused at the discretion of the directors. Appointments, tutorials etc. will not be an excuse for absence. Absence due to personal illness requiring medical attention, death in the family, or other extenuating circumstances (approved by director) may be considered for excused status. If in doubt, an absence should be checked with a director.

#### **Unexcused Absence**

Students with an unexcused absence from any required band activity will receive a zero in the gradebook. Students who miss rehearsals, concerts, contests, and competitions will be given an alternate assignment to be made up at the highest grade of an 80%. Students with an

unexcused absence to a sectional rehearsal will be required to schedule a make-up time with their band director within one week.

### Concerts/Performances

Concerts and performances are an integral component of the band curriculum. Students should consult their schedules for dates and times. Each of the concert ensembles will perform at various times throughout the school year and are mandatory. Periodically, the schedule may change, and updates will be communicated. Concerts are considered to have three parts: warm-up, performance, and listening. The concert begins for the student at the warm-up. Punctuality is essential. A concert concludes when the last group performs and directors have given permission for students to be dismissed. A general report time will be given for all students. In the event a performance causes a student to miss another class, the student is responsible to make up all missed work.

Performances of the ensembles will include but are not limited to the following:

Fall Concert  
Winter Concert  
Band Festivals  
UIL Contest  
Spring Festival  
Spring Concert  
Others as needed

## **IV. Conduct Expectations**

Band members will observe all procedures set forth by NCISD, in addition to the following, as they pertain to the instrumental music setting:

- Any behavior, which is not representative of good citizenship, as perceived by the band staff, may result in the student's dismissal from the activity at hand as well as the band program. This also applies to the actions of student leaders in both public and private events.
- All students are expected to conduct themselves in accordance with the NCISD code of conduct at all times. Display of profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the group.
- Students will follow all directors' instructions the first time they are given.

- Students will be in their assigned rehearsal area ready to work at the set rehearsal time with all equipment, including music, pencil, instrument, and all supplies to rehearsals daily  
(see detailed supply list for each instrument).
- Students will keep hands, feet, and other objects to themselves.
- Students will not use or play on equipment they do not own without permission from a director.
- Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
- Students should request permission to speak by raising their hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that time will be utilized wisely and as efficiently as possible.
- When allowed in the band hall, either before or after school, students will not disturb any rehearsal in progress.
- Students will respect the property of others, and return their equipment to its proper storage place when not in use. Students should keep their equipment in the designated storage area, and keep said storage area clean and neat in appearance. Students who demonstrate great difficulty with this may lose the privilege of having a storage area in the band hall.
- Students will not deface or mark on music stands, chairs, walls, etc.
- Students will not write on dry-erase board without permission from a director.
- Students will utilize their assigned storage slot/locker for instrument cases during rehearsals. Cases should not be brought into rehearsals unless requested by a director (exceptions: flute, clarinet, oboe, and bassoon).

## **V. Uniform Guidelines**

We have two band uniforms in NCISD, formal and informal.

### Keefe Crossing Middle School Formal Uniform

- Girls: Concert Black
  - Example: black  $\frac{3}{4}$  length or full length sleeve shirt (not low cut), black dress pants (NOT LEGGINGS), long black socks/tights, closed-toed black flats or heels (pending director approval).  
[Black Dress Shirt](#) [Black Dress Shirt \(different option\)](#) [Black Dress Pants](#) [Black Flats](#)
- Boys: Concert Black
  - Example: tucked in black dress shirt (button down), black dress pants, black belt, long black socks, black dress shoes.  
[Black Dress Shirt](#) [Black Dress Pant](#) [Black Belt](#) [Black Dress Shoe](#)

This uniform will be worn at all formal concerts and contests.

- Informal:  
Band t-shirt, blue jeans, and closed-toed shoes.  
This uniform will be worn at pep rallies, informal contests, and other activities.

## **VI. Grading Guidelines**

NCISD band programs have instructional objectives that relate to the mandated Texas Essential Knowledge and Skills (TEKS) for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses. Assignments, tests, projects, classroom activities, and other instructional activities are designed so that the student's performance indicates the level of mastery of the instructional objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.

Students will be expected to meet the responsibilities for each band class as determined by the director. Since band is an academic music class with some extra-curricular activities attached, the band student's grade will reflect achievement in both curricular and extracurricular areas.

30% - Performance/Playing Test

30% - Practice

10% - Participation

30% - Sectionals

Late work will be accepted until Tuesday of the last week of the six weeks for a maximum of a 70. All assignments can be re-done until Tuesday of the last week of the six weeks for a maximum of a 70. Concerts and performances cannot be re-done and unexcused absences will result in a zero. Missing work will also result in a zero.

The following list is provided to give students and parents examples of items that can be subject to grading. Additional assignments may be given at the discretion of the director.

- . The student will receive a grade for each before or after school sectional and rehearsal during a grading period.
- The student will be on task and focused during all rehearsals.
- The student will have instrument, music, pencil, and supplies.
- The student will be prepared to play his/her part successfully.
- The student will mark music and take notes as needed.
- The student will be expected to improve individual music skills.
- The student's individual skill development will be evaluated through taped music tests, individual playing tests, scale tests, and/or written tests.
- The student will be evaluated on improvement of ensemble skills during daily rehearsals.
- The student will be expected to improve his/her performance fundamentals.
- The student will be evaluated for improvement of his/her music fundamentals through daily observation during the "basics" part of each rehearsal and during sectionals.
- The student will be expected to demonstrate correct posture, hand position, embouchure, air production, and articulation as monitored during rehearsals.
- The student will be expected to develop a historical knowledge of the literature relative to their respective instrument.
- The student will receive a grade for each performance during a grading period.

## VII. Performances

Attendance to all performances and to all pre-scheduled rehearsal is required. Concerts are extensions of the classroom and are the highlight of the learning process. A student cannot show mastery of Music TEKS 6.2 C: Creative expression/performance...demonstrate large ensemble performance techniques during formal and informal concerts, if they miss a performance. Therefore, **CONCERT ATTENDANCE IS REQUIRED**.

You will be given a band calendar with the dates of all rehearsals and performances at the beginning of the year. Please mark these dates at home. Club sports(outside school activities) will not be allowed to conflict with pre-scheduled rehearsals and performances. Please check the dates of the enclosed calendar and notify a band director immediately if you have conflicts.

**An unexcused absence from a performance will result in a "0" as a major test grade.** A zero on a major test grade would cause the student's grade for the nine weeks to dramatically drop. In the case of illness (doctor's note) or a major family emergency, the parents should send a written note to the director as soon as they are aware the situation exists.

## VIII. Trips and Transportation

The band will frequently travel on either school buses or commercial buses. Students are expected to conduct themselves at the highest level on any trip.

Students who have been subject to school-level discipline in the course of the school year may be deemed ineligible to participate in non-UIL field trips, at the discretion of the director and/or campus administration.

Students must have all necessary forms (Medical/Travel Release) completed and on file with the band office to travel on any trip with the band.

While on the bus students will:

- Remain seated at all times.
- Sit properly in a forward position.
- Keep the bus clear of food, drinks, and debris.



- Keep all body parts inside the bus.
- Use only approved type/headset radios (no audible speakers).
- Remain silent when addressed by an adult on the bus.
- Refrain from loud, boisterous talking, singing, screaming, whistling, inappropriate jokes, etc.
- No public displays of affection.

***Special Note:*** *As a member of the band, you are a representative of your school. Always be on your best behavior. If you are in doubt about an action, do not do it! Your conduct at all times should be considered a good reflection on the school, the band, your home, yourself, and the community.*

Every year the band takes a trip in April/May. This trip rewards the students for all of their hard work throughout the school year. In order to participate in these trips, the students must do the following:

1. Turn in their medical release forms and permission slips (Turned in at the beginning of the school year).
2. Must attend UIL Contest (7th & 8th grade).
3. Must attend NCISD solo/ensemble contest.
4. Any serious discipline offense may be cause for exclusion from the trip (including, but not limited to DMC/Suspension).

***\*Please see your campus addendum for further info on trip requirements\****

# **IX. Medical Release/Parent Consent Form**

## **PARENT CONSENT FORM FOR SCHOOL-SPONSORED TRIP**

My child, \_\_\_\_\_, has my permission to attend and participate in the following school-sponsored trip/s: travelling with the \_\_\_\_\_ for the 2020-2020 school year.

I authorize the employee(s) of the New Caney Independent School District to allow my child to travel to and from the above referenced activity or event with the sponsoring group, club, or class. I understand and accept that my student will be subject to all school board policies including the Student Code of Conduct and Dress Code while representing New Caney ISD on or off campus. I understand that the New Caney Independent School District and its employees cannot be held liable for personal injury or loss or damage to personal property which may result from my child's participation in the above-referenced activity or event.

Name of Insurance Co: \_\_\_\_\_ Name of Insured: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Phone# \_\_\_\_\_

Medicaid # \_\_\_\_\_

If your child has an illness, physical condition, or is taking prescription medication, please list below and give any information that might be helpful in the case of an emergency. All medications will be given in accordance with New Caney ISD Medication Policy. The school nurse and/or trained staff member will be responsible for administering the following medication(s) during the field trip.

Medication Allergy: \_\_\_\_\_

Medical Condition(s) for which medication is given: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Time to be given: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Time to be given: \_\_\_\_\_

Other Pertinent Medical Information:

\_\_\_\_\_

**AUTHORIZATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S)** As custodian of the aforementioned minor, I grant my authorization and consent for New Caney ISD personnel to administer general first aid treatment for minor injuries or illnesses. If the injury or illness is severe, I authorize him or her to seek professional emergency personnel to attend, transport, and treat the minor and to issue consent for any medical care deemed advisable by a licensed medical professional or institution. I authorize New Caney ISD personnel to exercise best judgment upon the advice of medical or emergency personnel.

Effective Date(s): \_\_\_\_\_ thru \_\_\_\_\_.

Parent /Guardian Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_ (Mandatory)

## **X. Required Supplies**

The success of the group depends on all individuals being responsible and doing their part to the best of their ability. All students are expected to have their instrument in good playing capability, a pencil to make notes, and all music each day. Also, students need the necessary supplies for proper normal maintenance.

- Woodwind students must have multiple reeds, a reed guard, a cleaning swab, and cork grease.
- Brass students must have tuning slide grease, valve oil (rotary oil for french horns), and cleaning snake.
  - Trombone players must have slide cream, and a small spray bottle filled with water.
- Percussion students must have their practice pad and stand, and all sticks/mallets each day.

In addition, all students must have the method book of their particular class.

- Beginner wind instrument students must have the Essential Elements Method Book for their instrument.
- Beginner percussion students must have both Steve Wessels books for Snare Drum and Mallets
- Performing groups must have the ensemble method book specified in the campus addendum.

## **XI. Band Descriptions**

**Symphonic Band** - This is the varsity band, comprised of students who have been playing instruments for at least 1 year. Entry is by audition at the end of the year. This band competes at UIL Concert and Sightreading Contest, NCISD Solo and Ensemble Contest, Region 33 Region Band Auditions, performs at all concerts, and also performs at various school functions as needed. Students are required to maintain academic eligibility, and consistent ineligibility may result in being moved down to a lower band.

**Concert Band** - This is the non varsity band comprised of students who have been playing their instrument for at least 1 year. Membership is by audition at the end of the beginning year. This band competes at UIL Concert and Sightreading Contest, NCISD Solo and Ensemble Contest, performs at all concerts, and performs at school functions as needed. Students must maintain academic eligibility, consistent ineligibility may result in the student being moved into a lower band.

**Cadet Band** - This group is comprised of students who at the end of the beginning year have not achieved a level of fundamental playing ability to be able to maintain in a competing group. This class is designed to have more individualized instruction to close gaps in fundamental instrument playing, with the ultimate goal of moving up into a competing band. This group does not compete in UIL Concert and Sightreading, but all students of this group are required to participate in NCISD Solo and Ensemble Contest, and perform in all concerts. Promotion into a performing band is based on academic eligibility, mastery of fundamental aspects of their instrument, and behavior satisfactory to be successful in a full band setting.

## **XII. Campus Addendum**

### **KCMS Band Rules, Procedures, and Disciplinary Actions**

#### **Rehearsal Procedures**

- Come in with a purpose
  1. Get your instrument set up, your case and all extra belongings are to be put into band locker. There will be nothing left on the floor, and nothing underneath your chair.
  2. You have 2 minutes after the tardy bell to be in your chair and ready to rehearse: meaning your instrument & binder are ready to go and your pencil is in hand (tip up, straight elbow by ear).
  3. As soon as the timer goes off, there is NO talking. You are listening for your director to begin announcements/instructions.
  4. Missing equipment/music = points off participation grade each day. If you are not ready to rehearse on time, you will be counted as tardy.

#### **Band Hall Rules**

1. Do not touch anything that is not your property/instrument.
2. No one is allowed to leave the rehearsal set up, except in case of an extreme emergency. No bathroom, water, etc. That is to be taken care of in between your classes.
3. Do not talk while a director is talking. Do not play your instrument unless instructed to do so by a director.
4. You will behave. You are a band kid.
5. You will be respectful (mind your manners)
6. If we ask you to write something down, it is not a suggestion. Do it right then.
7. We do not budge on due dates.
8. There are to be absolutely no devices or books out during your band class time, after school rehearsals, or sectionals. If we see a device or book out, we take it up.

#### **Disciplinary Actions**

*Failure to follow our rules will result in the following:*

1. Verbal Warning from director
2. Individual conversation with a director in our office
3. Phone call home to parent/guardian

**Really, anything past the above three is simply unacceptable.**

4. Past this point will be handled on an individual basis (including but not limited to):
  - a. Parent teacher conference
  - b. AP's office
  - c. Behavior Contract

# **XIII. Acknowledgement and Signature Page**

Dear Student,

This packet explains the guidelines you will be expected to follow in order to succeed in band. You will be expected to access this packet to use as a reference throughout the course. After reading the attached materials, please return this sheet with your signature and the signature of your parent/guardian. The signatures will indicate that you are aware of the policies and expectations of our band program. By signing, you acknowledge that you understand that band is a full year course. As such, your student is committed to complete the duration of the year in our program, and will not be allowed a transfer or change to another program.

Dear Parent/ Guardian,

PLEASE READ THIS HANDOUT CAREFULLY. The information presented is based upon years of experience and is designed for a successful learning environment. With your help, we will improve student success and decrease parent frustration concerning student grades.

We are looking forward to a successful school year together!

Sincerely,  
Band Staff

.....  
We have read the guidelines for band and agree to abide by the expectations described throughout this packet.

Student Name (printed) \_\_\_\_\_

Class Period \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian

Signature \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Evening Telephone \_\_\_\_\_

Parent E-mail address: \_\_\_\_\_

(all information given will remain confidential)