

LAKOTA PLAINS JUNIOR SCHOOL



2011-2012

BAND HANDBOOK

Dear Band Members and Parents/Guardians:

It is with a great deal of excitement that we welcome you to the 2011-2012 school year at Lakota Plains Junior School. The new school year will entail continued individual progress by each of the band members, further group advancements, and several wonderful concerts to demonstrate these musical accomplishments. We look forward to watching the Lakota Plains Junior School Bands as the students unlock their full potential!

As music educators, our mission is to assist students in learning musical objectives, to raise students' self-esteems, and to teach students the desire to be the best they can be, not only in band, but in all aspects of their lives. All students are equally important to the success of the band, and through teamwork, they can accomplish great things.

This school year will find a large number of Lakota Plains Junior School students participating in the Plains Band Program. Students in 8th grade band will meet daily in one of two class periods each day. Students in 7th grade band will meet in one of three class periods each day. A number of these students will also participate in 7th or 8th grade jazz band during third period. (8th grade jazz band for the first semester and 7th grade jazz band for the second semester.)

All 7th grade band members will perform in one group during the band concerts, as will all 8th grade band members. The 8th grade jazz band will play for first semester concerts and 7th grade jazz band for second semester. Specific report times and concert times for each of these groups are noted on the Calendar of Events.

The Band Handbook is designed to answer questions that you might have about the Lakota Plains Junior Bands. You will find information concerning the following:

INSTRUMENTS
GRADING PROCEDURE
SEATING

CONCERT DRESS
CONCERT ATTENDANCE POLICY
DISCIPLINE PLAN

You will want to remove the last three pages from this handbook. The first of these pages will be the CALENDAR OF EVENTS. Because each band member plays such an important part in the final product, it is essential that all band members attend each concert. Please post this performance schedule and mark your calendars accordingly. The last two pages contain information that should be filled out by all band members: the STUDENT/PARENT AGREEMENT page, the Lakota Plains Junior Band Shirt Order Form*, and the Candy Sale Volunteer Form. We would like students to return the forms to the band directors by Tuesday, August 30, 2011. Thank you for your time in completing the requested information. *8th Grade students should complete the shirt order form only if they would like to purchase a different shirt than last year.

Seventh grade band members please note: We will begin the year reviewing and completing in the Standard of Excellence Book 1 (red book), which most of you used as 6th graders. Please bring this book to school as soon as possible. During the remainder of the year, we will use the Essential Elements 2000. If you haven't purchased this method book already, do not buy it yet! We will let you know in class approximately 2 weeks before you will need it. This book is available at local music stores. Eighth grade band members please note: We will begin the year reviewing in the Essential Elements 2000. We will then use the Advanced Techniques for Band during the remainder of the year. Because this book is permanently out of print, we will provide a laminated copy for students to use.

I hope that this packet will answer many of your questions. Updates and additional information will regularly be available on Home Access Center. Please feel free to contact me at any time during the school year with any questions or concerns. Thank you in advance for all of your support during the upcoming school year and best wishes for a very successful and rewarding year!

Sincerely,
Joe Tignor
Band Director
E-Mail: joe.tignor@lakotaonline.com

INSTRUMENTS

Instrument Lockers

Instrument lockers are provided for storage of band instruments during the school day and overnight, if necessary. Please keep in mind the following guidelines concerning the instrument lockers:

1. All instruments should be stored in the designated area according to type of instrument.
2. Name tags or some form of permanent identification must be on all cases. It is a good idea to record the serial number of the instrument for your own at-home records.
3. Students may not open or handle any instrument other than their own.
4. Locks may be placed on your assigned instrument storage locker, if you desire. It is the student's responsibility to remember the combination or have a key to access the cabinet for band rehearsal. The Band Directors are not responsible for student locks, keys, or combinations. Failure to have your instrument or music available for rehearsal will result in loss of class participation points for the day and/or disciplinary action.

Insurance

The school does not carry insurance on privately owned instruments. Insurance for privately owned instruments is the responsibility of the parents/guardians.

Other Necessary Equipment

All students must have a pencil on their stand during band class every day. In addition, instrument cases should be equipped with the following:

1. Brass players:
 - a. valve oil (trumpet, euphonium, tuba)
 - b. slide oil or slide cream (trombone)
 - c. rotor oil (French horn)
 - d. tuning slide grease (for all tuning slides on all brass instruments)
2. Woodwind players:
 - a. at least three good reeds (oboe, bassoon, clarinet, saxophone)
 - b. cork grease (oboe, bassoon, clarinet, saxophone)
 - c. cleaning swab (oboe, bassoon, clarinet, saxophone)
 - d. cleaning rod and soft, lint-free cloth (flute)
3. Percussion Players:
 - a. snare drum sticks with student identification
 - b. percussionists will use school owned snare drums/equipment during band class

INSTRUMENT USAGE FEE FOR LAKOTA SCHOOL OWNED INSTRUMENTS

(Oboe, Bassoon, Bass Clarinet, Baritone Saxophone, French Horn, Baritone, Tuba, Percussion)
Effective for the 2011 – 2012 school year, the instrument usage fee for school owned instruments is \$75. This one-time fee covers the entire year and is billed with the other Plains school fees. Percussion students (including the jazz band rhythm section) will be charged a \$35 fee, which will be designated to fund percussion purchases/maintenance. These fees are required of any student playing a school-owned instrument. Students who are only using an instrument for one semester will have their fee amount cut in half. The cost of this fee is used to pay for the Comprehensive Maintenance Plan, which keeps the expensive, school owned instruments in good playing condition and available for student use. The CMP fee covers normal wear and tear that happens to an instrument during daily use. All students who are playing school owned instruments are expected to be responsible for treating these instruments with the utmost respect. Damages caused by student misuse or neglect of the instrument are not covered by the CMP and will be the responsibility of the student using that instrument. Any student who needs financial assistance to pay the usage fee should talk to their band instructors privately.

GRADING PROCEDURE

Students receive letter grades in band (A, B, C, D, or F) which are averaged into the academic honor roll. Grades are determined each quarter by the following factors:

1. Class Participation 45%
 - a. Students will receive five points per day for being in class, having their instruments and any other necessary equipment (i.e. music, drum sticks, reeds, pencil, etc.), and participating in the band rehearsal. Talk to the band directors for make-up assignments needed due to absence from class.
 - b. Because students who fail to bring their instruments to class cannot fully participate in the rehearsal, they will lose the participation points for that day*. Failure to bring other required supplies or music to class will result in the loss of participation the points as well.
*If your instrument is not working correctly, bring it to the band directors before class begins. Do NOT take your instrument to the repair shop before you let the band directors check it. Frequently, the band directors can fix the problem, saving you money and time without an instrument. When your instrument is in the repair shop, participation points will not be reduced if you provide a note to the band directors stating that the instrument is in the shop. We must have the note in order to prevent point reduction.

2. Test Grades 33%
 - a. Wind players will be evaluated on scales, tone quality, articulation, note accuracy, rhythmic accuracy, musicality (dynamics, phrasing, etc.), and posture.
 - b. Percussion players will be evaluated on rudiments, rolls, rhythm accuracy, and musicality.
 - c. Frequency of evaluations throughout each grading period is at the discretion of the band directors.
 - d. Tests may be performance or written and will take place in class.

3. Student practice 11%
 - a. Practicing is the homework for band. You will not improve very much or fast if you do not practice.
The more you practice, the better your skills will become, the better player you will be, the better our band is, and the more everyone will gain from the band experience.
 - b. Students are required to Take Home Your Instrument and Music Each Weekend (**THYIMEW**) to practice. Students may take their instrument home any other day if they wish.
 - c. Each student will set their practice goal at sixty minutes per week outside of class. The most beneficial way to attain these minutes is to practice over several days. Therefore, in order for students to earn full credit on the practice record, they must practice (at least) 3 times per week, with each practice session lasting 20 minutes or more.
 - d. THYIMEW will be checked before school the first school day of each week. The instrument and music folder should not be in the student's instrument locker at that time.

4. Concert Attendance 11%
 - a. Please see "CONCERT ATTENDANCE POLICY" in this packet.

Points will be earned in each of these four categories, with the final grade being calculated from the percentage of possible points received for the grading period. As the number of performances per quarter may vary slightly, category percentages will be adjusted accordingly.

EXTRA CREDIT

Students can earn extra credit percentage points per quarter by participating in optional musical events, including the following:

Private lessons (students must complete and have private lesson teacher sign form)	3%
Honor Band/Solo and Ensemble	3%
Cincinnati Junior Youth Wind Ensemble	3%
*Performance outside of school (church, nursing home, scout troop)	1%
*Attending a non-school instrumental concert/performance	1%
*Attending another high school, junior high, or elementary band concert	1%

**Students must turn in the concert program with the student's name printed on the cover.*

No more than 5 extra credit percentage points per quarter will be added to a student's grade per Lakota School Board policy.

SEATING

Seating System

At the beginning of the school year, the 7th grade band students will be seated alphabetically within their sections. The 7th grade band will benefit from stronger players being seated next to those who might be struggling as we work together to learn new concepts and develop additional range on the instruments. As the school year progresses, seating may be adjusted.

In the 8th grade year, as the music becomes more advanced, students will perform for their chair placement within their section. After earning a chair, students will have the opportunity to challenge for higher chairs in the section. This challenge process in the 8th grade has been a motivational tool aiding in the high achievements of the Plains 8th grade bands.

CONCERT DRESS

Our Uniform

As representatives of Lakota Plains Junior School and the Lakota Local Schools, it is important that we present a neat and uniform appearance at our concerts. We will wear the following uniform:

1. Black "Lakota Plains Junior Band" shirt or plain black dress shirt. An order form and additional information about the band shirt are included in the back of this packet.
2. Khaki pants. No jeans.
3. Black or dark brown shoes and socks.

All band students are required to wear their band shirt tucked into their pants, slacks, or skirts. It is unacceptable to wear the band shirt hanging down around the upper legs, rolled under at the waist, or with another shirt hanging or sticking out from underneath. Students who violate this policy will not be allowed to perform.

CONCERT ATTENDANCE POLICY

Attendance at Concerts

Signing up for band obligates the student to attend performances during, after, and outside of school. Instrumental music is unique in that one measurement of its goals is the demonstration of skills through public performance. Concerts provide an opportunity for the students to apply the objectives they have learned throughout the grading period. Because each band member plays a vital role in the final product, attendance at all performances is required. Attendance at each concert contributes 11% to the grade earned for each grading period.

This policy is intended to be fair to all members of the Lakota Plains Junior Bands and applies to all performances throughout the school year (i.e. concerts, contests, etc.). A complete schedule of performances is provided in this packet so that any possible conflicts can be resolved as soon as possible.

Excused Absences

The concert attendance requirements may be waived for the following reasons:

1. Death in the family
2. Unavoidable family emergency
3. Established religious service/holiday
4. Excused absence from school
5. Extreme personal illness or injury

Absences for these reasons will be excused when written parental notification is given to the band directors prior to the scheduled performance. If prior written notification is not possible due to unforeseen circumstances, the written notification must be given to the band directors on the next attended school day. Excused absences from school automatically excuse a student from a concert. If a student becomes ill between the regular school day and a performance, please leave a message on the directors' school voice mail prior to the concert. There will be an alternative assignment which must be completed in order for students to receive credit for an excused absence from a performance.

Unexcused Absences

An unexcused absence will result in the following:

1. The student will not receive any points for participation at the concert/contest, thus lowering his/her grade one full letter grade for each performance missed.
2. Consistent attendance problems could result in removal from the organization.

DISCIPLINE PLAN

General Statement

In general, negative behavior that does not benefit the band rehearsal does not belong. Students will be expected to exercise self-discipline at all times in order to maintain an environment conducive to learning.

Classroom Expectations

1. Be prompt.
2. Be prepared.
3. Participate.
4. Treat others with dignity and respect.
5. Follow school rules.

Classroom Rules

1. Follow directions the first time given.
2. Stop talking when the director steps on the podium.
3. During the rehearsal, please raise your hand to be called upon.
4. Upon seeing a cut-off sign, immediately stop playing and listen carefully.
5. Put away your instruments and music only after being asked to do so.
Please note: All school rules apply throughout the school day.

Disciplinary Consequences for Inappropriate Behavior

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|--|---|
| 1. First time a student breaks a rule: | Warning. |
| 2. Second time: | After-class conference between student and teacher. Student may be asked to complete a "Self-Discipline Plan" due the next school day. Parents may be called. |
| 3. Third time: | Call parents. Detention. |
| 4. Fourth time: | Student referred to Assistant Principal. |
| Severe Clause: | In cases of severe misbehavior, the student will be immediately referred to the Assistant Principal. |

Positive Rewards for Appropriate Behavior

1. Verbal praise.
2. Positive communication home.
3. Class-wide rewards.

LAKOTA PLAINS BAND CALENDAR OF EVENTS

DATE	EVENT	LOCATION	BE READY AT:	CONCERT STARTS AT:
Thursday, September 1	Candy Sale Presentation	Lakota Plains Junior	During school	
Friday, September 2	Candy Distribution to <u>all</u> band students	Lakota Plains Junior	During school	
Monday, September 12	Candy Sale Ends	Lakota Plains Junior		
Tuesday, November 15	Fall Band Concert (Concert Bands and Jazz Band)	Lakota Plains Junior School Gym	7 th Gr. Band 6:00 p.m. 8 th Gr. Band 7:20 p.m.	7 th Gr. Band: 6:30 p.m. 8 th Gr. Band: 7:45 p.m.
Saturday, December 3	Auditions will be held for the OMEA District XIII Honor Band and Honor Jazz Band (participation optional)	Fairfield Middle School	Students chosen through auditions will then perform in January	We will distribute information as we receive it. This is open to all band students.
January 6 – 8	OMEA District XIII Honor Jazz Band Rehearsals and Concert (selected students only)	Lakota East High School	Rehearsals Friday and Saturday with times TBA	Sunday, 2:00 p.m.
Thursday, January 5	8 th Grade Jazz Festival	Lakota West High School	6:30 p.m.	7:00 p.m.
January 13 – 15	OMEA District XIII Honor Band Rehearsals and Concert (selected students only)	Middletown High School	Rehearsals Friday and Saturday with times TBA	Sunday, 2:00 p.m.
Tuesday, February 28	Winter Band Concert (Concert Bands and Jazz Band)	Lakota Plains Junior Gym	7 th Gr. Band 6:10 p.m. 8 th Gr. Band 7:50 p.m.	7 th Gr. Band: 6:30 p.m. 8 th Gr. Band: 8:15 p.m.
Saturday, March 24	OMEA Solo & Ensemble Contest (participation optional)	TBA	Individual performance times will be given to participating students one week before contest.	
Saturday, April 14	West Side Jazz N' Cakes (7 th Grade Jazz Band only)	Lakota West High School	Morning To Be Announced	Morning To Be Announced
Thursday, May 17	Spring Band Concert (Concert Bands and Jazz Band)	Lakota Plains Junior School Gym	7 th Gr. Band 6:10 p.m. 8 th Gr. Band 7:50 p.m.	7 th Gr. Band: 6:30 p.m. 8 th Gr. Band: 8:15 p.m.
Tuesday, May 22	7 th Grade Academic Awards (7 th Grade Jazz Band)	Lakota Plains Junior School Gym	6:00 p.m.	6:30 p.m.
Thursday, May 24	8 th Grade Academic Awards (8 th Grade Jazz Band)	Lakota West Freshman Auditorium	6:00 p.m.	6:30 p.m.

BAND SHIRT ORDER FORM

Our shirt is a black, polo-style shirt with “Lakota Plains Junior Band” stitched onto the front, left side. It is made of 50% cotton and 50% polyester. The shirt is worn for all performances by both 7th and 8th grade concert and jazz bands.

To order a shirt, please complete the form below, and return it with \$12.00 by Tuesday, August 30, 2011. Checks should be made payable to “Lakota Performing Arts” (this is our music account). The band shirts are sold to the students at the cost they are sold to us. The band does not make a profit from this sale. Funds received for the purchase of band shirts are deposited into the music account, and one check is then written to pay for the shirts. Any student who needs financial assistance to purchase the band shirt should talk to the band directors privately.

Please note that the shirts sizes are adult.

Student’s Full Name – **PLEASE PRINT**

Band Class Period

Shirts are adult sizes. Please circle size of shirt desired:

SMALL

MEDIUM

LARGE

EXTRA LARGE

Method of Payment: _____ Check payable to “Lakota Performing Arts” (\$12.00)

_____ Cash (\$12.00)

_____ Already own a band shirt. Will not need to purchase a shirt.

STUDENT AGREEMENT

I understand the information explained in the Band Handbook and what is expected of me as a member of the Lakota Plains Junior School Bands. I agree to meet the requirements as outlined in the Band Handbook.

Student's Signature
Period

Date

Band Class

PARENT AGREEMENT

I have read the Band Handbook and understand what is expected of a member of the Lakota Plains Junior School Bands. I agree to see that my child attends all of the performances as outlined in the CALENDAR OF EVENTS. I will also see that he/she is in the proper attire for the concerts.

Parent's / Guardian's Signature

Date

Please return by Tuesday, August 30.

Candy Sale Volunteers Needed!

Our annual music department fundraiser is a candy sale. We rely on a successful candy sale as the primary means of financially supporting our band program in order to purchase music, musical instruments, and equipment. Students will be selling individual \$1.00 candy bars made by *World's Finest Chocolate*. We ask that each band member do their part by selling one box of candy. Each box contains 50 candy bars – an assortment of milk chocolate with almonds, dark chocolate with almonds, caramels, crisps, and milk chocolate bars. There are 50 items per box and the total retail sale is \$50. If it is your preference, we will accept a \$25.00 donation in lieu of selling candy. We will accept donations during the candy sale dates, September 2 – September 12. Checks should be made payable to Lakota Performing Arts. The candy sale is sponsored by Mid-West Community Fund Raising, Inc.

There will be a fun prize program for all students involved in this fundraiser. The top seller will earn an additional prize as well!

Parents! We need help September 2 – September 12 collecting/counting money, keeping records, etc. for the candy sale. Students need to turn in their candy money each morning of the sale. We need your help in collecting and counting the students' money in the lobby from 7:00 a.m. to 9:00 a.m. Please sign up if you can help. We will contact you before the sale for scheduling specific times and confirmation.

Parent Name _____

Child's Name _____

E-mail _____

(Or if you prefer, we can contact you by phone)

Phone # _____

Please indicate below the date(s) that you are available for collecting and counting money September 2 – September 12, from 7:00 – 9:00 a.m.

We will call or e-mail you ASAP to confirm these dates.
WE APPRECIATE YOUR HELP AND SUPPORT!!!!