

*The Greenville Middle School*

# **BAND MANUAL**

*For the 2009-2010 School Year*



Mrs. Becky Montour & Mrs. Susie Patch, Directors

## **Music Department Mission Statement**

The mission of the Hortonville Community School Music Program is to serve the needs of all students by providing experiences and opportunities which prepare them for producing and consuming the arts in a global society.

## **Music Boosters**

The primary function of the Music Boosters organization is to promote music in our schools. This volunteer group of parents and friends provides assistance to all HASD directors with their contributions of time, fundraiser money, and moral support. New faces are always welcome at Music Booster meetings. If you are interested in working with this dynamic group, please contact a music teacher or any Music Booster officer.

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# **GMS Bands: Important Dates for the 2008-2009 School Year**

<b><u>Date</u></b>	<b><u>Performance</u></b>	<b><u>Time</u></b>	<b><u>Bands</u></b>
Dec. 16 <sup>th</sup>	Dress Rehearsals – HHS	school day	5 <sup>th</sup> – 8 <sup>th</sup>
Dec. 17 <sup>h</sup>	Winter Concert – HHS	6:30-8:30p.m.	5 <sup>th</sup> – 8 <sup>th</sup>
Mar. 11 <sup>th</sup>	Dress Rehearsals- HHS	afternoon	5 <sup>th</sup> – 8 <sup>th</sup>
Mar. 11 <sup>th</sup>	Band-O-Rama – HHS	7:00-8:00p.m.	5 <sup>th</sup> – 8 <sup>th</sup>
March 20 <sup>th</sup>	District Solo/Ensemble Jazz band and voluntary 7 <sup>th</sup> & 8 <sup>th</sup> graders only	times vary	7 <sup>th</sup> – 8 <sup>th</sup>
May 12 <sup>th</sup>	Dress Rehearsals – HHS	school day	5 <sup>th</sup> – 8 <sup>th</sup>
May 13 <sup>th</sup>	Spring Concert – HHS	6:30 – 8:30p.m.	5 <sup>th</sup> – 8 <sup>th</sup>

**Please keep this sheet and mark these  
dates on your calendar!**

**This Page MUST be Signed and RETURNED!**

Contained in the pages of this Band Manual is everything students and parents need to know about expectations, concerts, trips, reed prices, etc. . . Parents, please find a comfortable chair and take time to *carefully* read the manual with your child. After reading and discussing the expectations, please return this page to your director no later than Tuesday, September 15<sup>th</sup>. Thank You!

I, \_\_\_\_\_ have read and discussed this band manual with  
(print student's name)

my parent, \_\_\_\_\_ . I understand the rules and  
(print parent's name)

procedures and agree to follow them.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Parent E-mail

**Volunteer Opportunities**

An outstanding band program is supported by outstanding band parents—parents who encourage their children's practice, who transport them to co-curricular band activities, and who give generously of their time to assist where needed. *A HUGE thank-you in advance to all of those parents who will help out this year—both visibly and behind-the-scenes.* The Greenville Middle School band program would not be the same without you!!!

The following is a list of possible tasks where band parents might be needed. Please mark any areas that you feel that you can help with this school year. Thank you for your generosity!

**Concert Band**

- \_\_\_\_\_ I would be willing to hand out programs before a concert performance.
- \_\_\_\_\_ I can help haul equipment from HHS to GMS following a concert.
- \_\_\_\_\_ I have a 5<sup>th</sup> grader and would be willing to donate 2 bags of individually-wrapped candy for Mrs. Montour to use as treats during lessons. (Gum is not allowed at G.M.S.)

**Music Boosters**

- \_\_\_\_\_ I would be willing to be a G.M.S. Band representative for the Music Boosters.
- \_\_\_\_\_ I would be willing to bake cookies for the Music Boosters Christmas bake sale in December.

# Expectations

- **DAILY Practice:** A MINIMUM of 15-20 minutes per day. This is the key to our success!
- **Honesty:** Students need to be honest about the number of minutes and days they practice. In addition, students must have their practice chart with parent signature at each weekly lesson.
- **On Time for Lessons:** There are many students in the GMS Bands and everyone needs to run on time!
- **Be Prepared for Band Rehearsal:** All students should have instrument, music, a pencil, and a positive attitude ready for rehearsals and lessons.

## Grading Procedures

Weekly lesson grades are marked at the bottom of each student's practice chart. When grading band lessons, the directors base the grade on an *individual's progress and improvement* rather than on natural talent. **In order to gauge what level of achievement is expected for each letter grade, parents should refer to the "Band Lesson Assessment" on the back of their child's practice chart.**

### GRADING CATEGORIES for LESSONS:

- **On Time:** Students receive 10 points for being on time to their lesson. One point is subtracted for every minute that they are late.
- **Daily Practice:** 10 points are awarded to students that practice the required amount of days and time per day. 1½ points are subtracted for each practice day missed.
- **Preparation of the Assignment:** Up to 10 points are earned by the student for preparation of the assignment (i.e. playing notes and rhythms and fingerings correctly).
- **Tone/Posture/Hand Position:** Up to 10 points is earned for production of a good tone, playing in tune, sitting up straight, and displaying correct hand position.
- **Dynamics/Style:** Up to 5 points is earned for playing with the correct style and dynamic levels.
- **Parent Signature:** A possible 5 points are earned if the student has obtained a parent's signature (confirming that at-home practice is correct as marked—any missed days of practice should be marked in pen with an "X").
- **A PERFECT LESSON SCORE=50 POINTS**

In addition to lessons, students are also given points for memorized scales, written music theory assignments, and performance attendance. Parents may track their child's progress on Skyward, by E-mailing the director, or by asking the director for a computer-generated progress report.

## **G.M.S. Missed Lesson Policy**

The band directors at Greenville Middle School feel that it is very important that every band student receives one lesson per week. A weekly lesson allows all students to have an opportunity to receive one-on-one attention from a teacher, to practice and prepare their music for feedback, and to further their own understanding of the music in an effort to improve the overall sound of the band.

When a student misses a lesson, our educational objectives are not met. First, the missing student is not receiving individual attention; second, that student is not receiving any feedback on his/her music, and finally, that student is not improving his/her playing. The end result is that the missing student is not learning and is not being a positive, contributing member of the group.

For the reasons stated above, the G.M.S. Band Department has adopted the following **Missed Lesson Policy**:

Absences for the following reasons are considered **EXCUSED** and will be allowed to be made-up without a grade penalty:

- Any excused absence from school (illness, doctor appointment, etc.)
- School-sponsored field trip/Early Dismissal for co-curricular activity
- Early Release/School Vacations/Etc.
- The band director is absent
- Any other reason which has been ***Pre-Approved*** by the instructor. (Class exams/class projects fall under this rule.)

Absences for ***any other reason*** will be considered **UNEXCUSED**. Students will be allowed to make-up only ONE lesson per quarter due to unexcused absence. Any other unexcused absences will be considered “no shows” and a grade of 0 will be earned.

***Being in band means that the student is willing and able to handle the extra responsibility that band requires!!!***

# BAND RULES AND CONSEQUENCES

## RULES

1. Follow directions the first time given.
2. Bring instrument, pencil, and music to rehearsal.
3. Be ready to begin class on time.
4. When the conductor is on the podium, it is WORK TIME.
5. Raise hand and wait to be called on before speaking.
6. Keep hands, feet, and instrument to oneself.
7. No blasting, honking, or pounding of instrument.

## CONSEQUENCES (FOR BREAKING THE ABOVE RULES)

- |                   |   |  |
|-------------------|---|--|
| 1. Warning        | = | Verbal warning   |
| 2. Second Offense | = | Talk to the director after class; one- or three-point infraction |
| 3. Third Offense  | = | Five-point infraction and student is sent out of the room        |

## SEVERE CLAUSE

Swearing, bodily harm to others/fighting, vandalism, or insubordination (talking back or without respect to the teacher) = consequence #3 and/or administrative action.

## FORGETTING INSTRUMENT, MUSIC, OR PENCIL

Being prepared for class by having your instrument is the most important aspect of being a member of this band. Forgetting your instrument negatively affects your grade by the loss of participation points each day your instrument is not with you for rehearsal. In addition, the first time that a student forgets their instrument a quarter it is a warning. The second time a student forgets in the same quarter, it is a one-point infraction. The third time a student forgets in the same quarter, it is a three-point infraction.

## CO-CURRICULAR BAND ACTIVITIES

A student's overall behavior and grades affect any co-curricular field trips that he/she may take with the band. A student's honor level and/or name on the "ineligible list" will cause that student to miss all co-curricular band activities including field trips, Solo/Ensemble Festival, and jazz band practices and performances.

## CONCERTS

Students are **required** to attend **all performances** unless a written excuse from a parent is given to the director **at least two weeks prior to the event**. The exception to this rule is a student who becomes ill the day of the concert. If that student is too ill to attend school, we assume they will not be able to be at the concert.

Students are required to follow the dress code for all performances – information on the concert dress in detail is on page 10. Failure to follow the dress code will result in the student's forfeiture of concert performance and points at the discretion of the director.

**Students receive points for concert attendance—it is the band equivalent of a final exam. If a student misses a concert (for whatever reason), a make-up assignment will be given.**

# Band Rehearsals

## FIFTH GRADE

The band schedule for each month will be sent home and is available on the GMS Website. Fifth grade band meets 2-3 times per week during the lunch hour/recess time. In addition to full rehearsals, all students will leave their regular classroom at the same time every week for a 10-minute lesson.

## SIXTH, SEVENTH, & EIGHTH GRADES

These three bands meet every other day during the exploratory class block. Every quarter, a new band schedule will be sent home detailing rehearsal days, special performances, school vacations, and written tests. In addition to full rehearsals, all students will have a 10-minute lesson every week.

## Positive Motivation

### Fifth Grade Incentives

1. There are sticker charts in the Band room. Students may earn stickers in the following ways:
  - Completing memorized scales and band music.
  - Have a well-organized, tidy, and complete (no materials left at home) band folder.
  - Have a clean instrument and instrument case, complete with necessary oils, reeds, etc... on “instrument check days”.
  - Extra credit instrument and/or composer reports that are completed neatly and accurately.
2. A treat (small piece of candy) is given if the student has practiced the minimum amount of time per week.
3. At the end of the school year, the Fifth Grade Band has a pizza party. Nearer to the end of the year, the director will be asking all students who want to attend to make a small contribution (around \$2) for pizza and soda.

### Sixth, Seventh, and Eighth Grade Incentives

- Sticker charts for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade are kept in the bandroom. Stickers are earned by completing (“checking-off”) memorized scales and band music. At the end of each semester, prize drawings are held. The more stickers a student has on the chart, the more times that student gets his/her name placed into the drawing.
- At the end of the school year, the director will host a pizza or ice cream party for all students who have **one or less** unexcused lesson misses for the **entire year**. Refer to the “Missed Lesson Policy” for details on excused and unexcused lesson misses.

# Chair Order and Challenges

Every student in band is equally important to the sound of the group. The third part trombone is just as important as the first part flute. The directors at GMS strongly believe in *teamwork*—we are all equally responsible for the outcome of our product! We also recognize that competition is a real-life issue and healthy competition has a rightful place within the band classroom.

## FIFTH AND SIXTH GRADE

Chair placement for fifth and sixth graders is random and at the discretion of the director.

There will be **NO** challenges in the fifth or sixth grade band. However, the director does reserve the right to move a child's seat, rearrange assigned parts, or rotate students within the section.

## SEVENTH AND EIGHTH GRADE

Chair placement for seventh and eighth graders is determined the first week of school by a short audition process. The placement audition consists of scales, a prepared piece (of the director's choosing), and possible sight-reading. Students who do not show up for their assigned placement audition will sit at the end of the section.

Challenges will be allowed to begin AFTER first quarter is over. The following challenge guidelines are followed:

- A student may only challenge the chair directly ahead of him/her in the concert seating order.
- The student being challenged **DOES NOT** have to agree to the challenge. However, if a student does not want to participate in a challenge, then that student forfeits his/her chair.
- The challenger fills out a challenge form (can be obtained from a director), and gives it to his/her director. The director will schedule the challenge and choose which scales and which piece the two students will play.
- The challenges are done with the director's back turned. Every effort is made to ensure a fair challenge.
- In the event of a tie, either sight-reading will determine the winner or the challenge will be rescheduled with different music.
- Regardless of outcome, the participating students must wait two weeks before filling out the paperwork for their next challenge. The director schedules challenges a minimum of three weeks apart.
- Challenges will cease three weeks before a concert.

# Dress Code for Performances

Many compliments have been received regarding the band members' dress at performances. We believe that a group who sounds good should also look professional when performing for an audience. Therefore, the following dress code will be enforced

**ALL BAND MEMBERS:** All band members will follow the same dress code: Long-sleeve red band uniform shirt (this shirt is purchased at the beginning of 5<sup>th</sup> grade and will be worn through 8<sup>th</sup> grade). In addition to the shirts, students will wear **BLACK pants** or long black skirts, **BLACK socks**, and **dark** (preferably black, but brown is okay) **shoes**. *More information regarding shirt orders is at the bottom of this page.* **If there is any financial hardship, please contact the band directors.**

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(Please return the bottom portion of this page to your director)

## GMS Band shirt order form

The band shirt cost for 2009-2010 is \$12 for **ADULT SIZES S, M, L, and XL**. If you need to purchase a shirt, please fill out the information below and return it to the GMS Music Department by **Tuesday, September 15<sup>th</sup>**. Please make checks payable to *Greenville Middle School*.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

Size: \_\_\_\_\_ (Keep in mind that this shirt will be used for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade.)

## 7<sup>th</sup> Grade Pep Band Folders

As you may know, students entering 7<sup>th</sup> Grade Band will be expected to play in Pep Band at assemblies in the school. Because of this, all 7<sup>th</sup> Grade Band students are required to have a pep band flip folder and music lyre. These will be provided to students in band class for the cost of **\$10.00**. The fee for the pep band supplies is due on **Tuesday, September 15<sup>th</sup>**. Please make checks payable to *Greenville Middle School*.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Instrument

# Care of Instruments

## Rental Agreement for G.M.S.-Owned Instruments

### CARE

As directors, we cannot reinforce the importance of instrument care enough. A band instrument is a large investment, and if cared for properly, it is one that should last the entire time a child is in school. Students have the means and ability to prolong the life of their instruments!

**Flutes, Oboes, Clarinets, and Saxophones** should swab out their instruments after every use. Clarinets and Saxophones are also encouraged to scrub their mouthpieces with mild soap once per week. The swabbing and scrubbing process with help keep moisture off the pads and will prolong instrument life (plus improve the appearance and smell).

**Brass instruments** should oil valves/grease slides once a week or as often as needed. These instruments should be completely cleaned in the bathtub once every three months. Students should have a cleaning snake, mouthpiece brush, valve brush, and slide/cork grease to use for the purpose of cleaning. If the proper cleaning procedure has not been previously demonstrated, please ask! We would be happy to explain it.

### RENTING SCHOOL INSTRUMENTS

Large instruments and expensive instruments such as tubas, bassoons, etc... are available for rent through the school. In order to be considered eligible for renting an instrument, the teacher and parent need to have previously discussed the arrangement. The rental agreement and fee request follows:

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DEAR PARENT:

Greenville Middle School is happy to be able to supply your son/daughter with a school owned instrument. As with any piece of equipment, maintenance is needed to prolong the life of an instrument and ensure its proper playing condition. One brass instrument costs \$85 per year just to have it cleaned and checked (needed repairs cost extra)! To help off-set this cost we are asking you to pay a small yearly rental fee.

This annual fee for 2008-2009 will be **\$100 for tubas and bassoons; \$75 for baritones and \$60 for French horns**. Please make out the check to "Greenville Middle School."

Rental fees—along with the bottom portion of this page—should be turned in to your director by  
**Tuesday, September 15<sup>th</sup>.**

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Please return this bottom portion with your payment. Thank You!

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(Parent Name)

---

(Child's Name)

---

(Grade)

---

(Instrument Type)

# Band/Instrument Supplies and Prices

(Please mark any items needed and return this form with payment)

## Reeds

All Reed players should always have *at least three good reeds* to play on at all times. We strongly encourage students to purchase a new box of reeds when they get down to 3 or 4. GMS gets reeds at an excellent price from the music store (up to 40% off). The reeds are of high quality and will enhance student sound. Students *may* purchase reeds “one at a time,” but at regular store prices. Please make checks out to *Greenville Middle School*.

Clarinet	\$15 (10 Mitchell Lurie reeds)	-	\$2 each individually
Clarinet	\$21 (10 Vandoran reeds)	-	\$3 each individually
Bass Clarinet	\$25 (10 LaVoz reeds)	-	\$3 each individually
Alto Sax	\$26 (10 Vandoran reeds)	-	\$3 each individually
Tenor Sax	\$19 (5 Vandoran reeds)	-	\$4 each individually
Bari Sax	\$34 (10 LaVoz reeds)	-	\$4 each individually
Oboe	\$27 (3 wood reeds)	-	\$9 each individually
Bassoon	\$27 (3 wood reeds)	-	\$9 each individually

## Mouthpieces

Bach Trumpet \$40  
Bach Trombone \$47  
Bach 11 French Horn \$42  
Selmer alto sax S80 C\* --see director  
Selmer Tenor S80 C\* --see director  
Selmer Clarinet C85 --see director

## Lubricants

Selmer tuning Slide Grease \$2.50  
Cork grease \$1.00  
Blue Juice valve oil \$4  
SuperSlick Slide Cream \$2

## Brushes

Trumpet Snake \$4  
Trombone Snake \$4.50  
Valve Brush \$2  
Brass Mouthpiece brush \$3  
Woodwind Mouthpiece brush \$3  
Dust Brush \$2  
Clarinet Hanky Swab \$6  
Sax Swab \$4  
Flute rod \$2.50

## Polish Cloths

Silver Polish Cloth \$3  
Lacquer Polish Cloth \$3

## Reedguards

Reedguard for 2 reeds \$2  
Reedguard for 4 reeds \$3

## Misc.

Clarinet thumb cushion \$1.25  
Neotech neck strap \$15  
Flip folder windows \$0.50 each  
Band folders \$0.50 each  
T-bone spray bottle \$1.80

## Books

Standard of Excellence \$8.00  
Stand. of Exc. Book 2 \$8.00  
Rubank Methods \$5.50

## Percussion Mallets

Stick bag \$35  
Rubber Mallets \$16  
Yarn Mallets \$24  
Wire Brushes \$12  
Pitchpipe \$6  
Timpani Mallets \$25.00

## **Solo/Ensemble Participation: Seventh and Eighth Graders**

Each year a number of band and choir students participate in Solo and Ensemble Festival. Whether you choose to call it a festival or a competition, Solo & Ensemble is constructed by a very structured set of guidelines and procedures set by the Wisconsin State Music Association. It is a great opportunity for band students to get the chance to perform on their own or with a small group.

Every school year, each member school throughout Wisconsin receives a booklet that contains lists of music that students may perform at Solo & Ensemble. There are three levels of music—Class A, Class B, or Class C. Class C is the introductory level, Class B is intermediate, and Class A is advanced. (Class A is usually not played at the middle school level. In rare situations, extremely advanced 8<sup>th</sup> graders may be able to play this level of literature.)

It is important to note that students do not compete against one another; they compete against the notes on the page. During the performance, there is a certified judge in the room who rates the student on how well he or she plays/interprets the written piece. The student is rated in a number of categories including tone production, interpretation, tempo, technical facility, tuning, and overall musicality. The judge awards each event a rating (1 is highest/5 is lowest). Additionally, students competing in Class A have the opportunity to earn an invitation to perform at the state festival in early May.

Grade 7 and 8 students at G.M.S. are given the opportunity to participate in Solo & Ensemble. Students who choose to participate should be aware that it will require extra effort and extra practice time. **In the rare instance that a Grade 6 student is taking private lessons and his/her teacher is encouraging them to participate, that student MUST consult with a director for approval.**

Every participating school is responsible for a number of different fees including S/E entry and medal fees, judge's fees, piano accompanist fees, and W.S.M.A. fees. Due to increased participation, the rising cost of the Solo/Ensemble Festival, and changes in school funding by the state, the Music Department needed to shift some of the cost of Solo/Ensemble to the students beginning in the 2003/04 school year. This was necessary in order to maintain the same performance opportunities as in years past. **The following solo/ensemble fees now apply for all schools in the Hortonville Area School District:**

<b>Participation fee</b>	<b>\$5.00 per student per event</b>
<b>Accompanist fee</b>	<b>\$20.00 per event.</b> (This fee will be divided among all ensemble members.)

All registration fees for jazz band and show choir will be paid by G.M.S. Also, G.M.S. will pay all WSMA membership fees and provide students with music for all events.

**The above fees are NON-REFUNDABLE after G.M.S. has officially registered for the festival.  
Registration typically takes place a month before the event.**

## Fundraisers

GMS Bands will **NOT** be doing a fundraiser this year. Instead, the directors will be taking a freewill donation at each concert. All donations will be put into the general band fund to help finance instrument and music purchases, purchase Solo/Ensemble medals and other awards, and pay W.S.M.A. state fees. We ask each family to consider making a donation knowing that 100% of the earnings will be used to benefit their child's band program.

## Band Trips

Each year, GMS band members have an opportunity to participate in field trips. These trips are co-curricular and are affected by Honor Levels and the Ineligible List.

**5<sup>th</sup> & 6<sup>th</sup> grade trip:** In the past years, 5<sup>th</sup> and 6<sup>th</sup> grade bands have taken an end of the year trip. Due to budget cuts, any possible trips will be announced at a future date.

**7<sup>th</sup> & 8<sup>th</sup> grade trip:** Currently, the destination for the 2009-2010 Band Trip is still unknown. Past trips have been to Wicked in Chicago, STOMP at the Appleton PAC, to the *Fireside Dinner Theater* in Fort Atkinson, Wisconsin, and to the Weidner Center in Green Bay. More information regarding the 2009-2010 Band Trip will come later in the year.

## Jazz Band

This group is for saxophones, trombones/baritones, trumpets, drum set, guitar, bass guitar, and piano. Entrance is by audition only, and practices are held on Tuesday and Friday mornings at 7am. Jazz band members can be 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> graders.

## Private Lessons

If a student needs a little extra help or is very advanced and needs more of a challenge, the directors may recommend that the student take private lessons with a specialist. Parents who are interested in obtaining private lessons are always welcome to ask a director for a private teacher recommendation.