



**Emmons Band
Handbook
2018-19 Edition**



INTRODUCTION

It is my great pleasure to welcome you to the 2018-19 school year at Emmons School! This handbook will give students and parents an understanding of the expectations and procedures for all the bands, grades 4-8!

Making music together is a powerful experience that can lead to higher test scores, improvements in reading and math, and social growth. It is my mission, as a music educator, to teach the whole child through music. I will do everything in my power to ensure that your student's life is enriched through music and that they succeed as young men and women outside of the classroom.

With this now being my fourth year in the district, I have made note to par down our out-of-school responsibilities. Please reference the calendar later in this book, but outside of 15 minutes of practice a day, the schedule should be VERY manageable! I know that many many students are involved in sports, activities, and other amazing out of school groups, which is AWESOME! The best and brightest students are in band!

Please return the agreement form at the end of the handbook to Mr. Smith by the end of the day on August 31st, 2018.

Feel free to contact me by phone or email with any questions or concerns! I will be updating the music website frequently to keep both students and parents informed. All written communication to students will be posted on the website under "documents" daily.

Sincerely,

Zachary D. Smith

K-8 Band/Music Teacher
Emmons School District 33
zsmith@emmons33.org
emmonsmusic.weebly.com

OBJECTIVES

1. To help students develop into the best possible musician that they can be through music fundamentals
2. To offer an opportunity for young musicians to perform literature of appropriate difficulty, as part of a student ensemble
3. To help students learn lifelong character traits such as responsibility, self-discipline, respect, and service
4. To help students learn cooperation with others and to work as team players to achieve group goals
5. To provide musical service to the community
6. To promote, build, and educate future audiences and supporters of music
7. To build musicianship skills from within by incorporating singing and practice
8. To create lifelong learners in the arts and humanities

CLASSROOM EXPECTATIONS

Students will display Raider Pride in and out of the music classroom. The expectations are;

BE RESPECTFUL

- No food or beverages, including gum, in the band room (except water)
- Students may only talk to their neighbors during designated times during rehearsal, but not during instruction or when playing
- Students will treat all their classmates, teachers, and other school personnel with respect
- Students will treat school equipment with care (including instruments, music, and books)
- Students will work with Mr. Smith to maintain an organized and clean learning environment

BE RESPONSIBLE

- Drop off and pick up your instrument before and after school in the band room on days that you have a lesson or band
- Be sure to have your instrument, all music and books, and a pencil for EVERY rehearsal
- Music Books belonging to the school must be cared for and returned in a timely manner
- Communicate all necessary information and updates to your parents
- Practice between 90-200 minutes per week at home
- Take good care of your instrument by cleaning it daily, preventing accidental damage, and taking it to a repair shop once a year for a deep cleaning/maintenance

BE SAFE

- Absolutely NO HORSEPLAY in the music room; have control over your body
- Do not attend a concert or performance without an adult

BE READY

- When arriving to rehearsal, get out your instrument and music, and find your seat quickly and quietly
- Practice your instrument outside of class on a daily basis
- Have your part ready to play in time for a performance and ask Mr. Smith if you are having trouble

- Wrap up conversations and stop speaking when Mr. Smith calls for your attention
- If you are playing an instrument that you cannot practice at home (percussion, some low winds), arrange time after school or during lunch to practice in the band room. Make arrangements at least three days in advance.

GRADING

New to the Emmons band in 2018-19 is the addition of a letter grade to a students report card. Students will be able to earn marks in middle school band based on preparation, participation, practice, and attendance!

The graded break down of the grade will look like;

40% - Participation (prepared in class, participates in class, attitude, etc)

40% - Practice (Smart Music Assignments, daily practice, etc)

20% - Attendance (being on time, attending performances, etc)

Truth be told, if your child is doing their work, practicing, and getting better each week, band will be the easiest and most fun grade that they have ever earned! I know there will be a **lot** of apprehension with the addition of grades – **PLEASE** don't sweat this aspect of band! This will be a smooth transition!

SMART MUSIC

Students will have weekly assignments given to them through the Smart Music chromebook application. Students are required to complete these assignments. Smart Music assignments **ARE FACTORED INTO STUDENTS GRADES!**

Please reference the Smart Music handout at the end of the packet for all your needs concerning Smart Music.

PLAYING TESTS

Students will be assessed on specific skills throughout the trimester. Some of these assessments are formal and others are informal. A big aspect of playing tests is to show a student where they are along their journey of learning. Students will always be given advanced notice of a formal (playing) assessment before it is assigned. If a student feels they performed poorly, up to two makeups will be allowed. The highest grade will count for their trimester grade. Assessments may include, but are not limited to; Performing in front of the class, recording audio/video, performing live for Mr. Smith.

PERFORMANCES

Students will receive a ***failing grade*** in band if they have **an unexcused absence** from a concert or performance. Students will also receive a deduction if they do not come to the performance fully prepared or on time. Students who miss a performance, excused or unexcused, will make up the performance by playing their concert music in front of their peers. Please see “Attendance Policy, Performances” for more information.

If you have a conflict with a performance please contact Mr. Smith no less than 4 weeks before the schedule conflict. This is to ensure that the proper adjustments can be made!

PARTICIPATION

The participation grade will be added at the end of the trimester to the overall average grade. Factors include, but are not limited to: attendance, effort during rehearsal, contribution to the learning environment, and leadership. Please see “Classroom Expectations” for more information.

Band is all about performance but should also be a LOT OF FUN! I understand that many students are not comfortable speaking up and talking in front of a crowd. I will always do my best to find a situation that complements every student in the bands strengths.

In addition to a letter grade, students will be receiving a standards based grade. While a student’s letter grade incorporates aspects of band like attitude and preparedness, the standards based grade will only take the students performance ability based on their grade level into account. Please be aware that it is possible to get an A in band and a 3, or a D in band with a 4. These two numbers are related, but also quite independent.

4 – Exceeds Standards

Student performs at a level above their grade-level peers, exceeding expectations of the curriculum

3 – Meets Standards

Student performs at the same level as the majority of their grade-level peers, meeting the expectations of the curriculum.

2 – Approaches Standards

Student performs near or just beneath the level of their grade-level peers, and occasionally meets the expectations of the curriculum

1 – Emergent

Student is significantly behind the level of their grade-level peers, consistently misses the expectations of the curriculum

0 – Missing

Student missed an assignment, playing test, concert, or practice log, resulting in the inability to grade them

BAND FEES

Band fees are \$15.00 and cover the basic operational costs of the band, such as emergency reeds, a music book, and other supplies that the school provides. It does not, however, cover the cost of lost books or binders that belong to the school. Students who lose the school’s book or binder will be financially responsible for replacing it. Beginning band students who rent an instrument through Deerfield Music are exempt from the band fees because the needed supplies will be provided through initial rentals. **Fees should be paid through the office by a check made out to Emmons School District 33 or cash by Friday, September 15th.** If you paid your band fee at the end of last year, you will not have to repay.

INSTRUMENT MAINTENANCE

Families are encouraged to purchase or rent smaller instruments such as flute, clarinet, oboe, saxophone, trumpet, French horn, and trombone. Families can purchase or rent instruments from their choice of supplier, Deerfield Music will be sending a weekly representative to Emmons to service our repair and ordering needs! Deerfield music is able to supply Emmons with anything your band student may need with the added bonus of delivery straight to Emmons! Their phone number is (847) 945-1322 and their website is <http://www.deerfieldmusic.com/>

Students are responsible for the care and upkeep of their instrument. All woodwind players must have a cotton-cloth swab and cork grease. Brass players must have valve or slide oil. Please be very careful with your instrument to prevent accidental damage that can be very expensive to repair. All instruments, whether rented or owned, should be taken into a certified instrument repair shop on a yearly basis. Just as your car needs oil and basic changes yearly, instruments are also mechanical and need maintenance!

MEMBERSHIP

Membership in band is open to **any** Emmons student in grades 4-8 who are prepared to work hard and participate in all performances and rehearsals. Students are **expected to commit for the entire school year**. If a student is unable to fulfill the commitment for the year, the student is required to conference with Mr. Smith, Dr. Conway, and their parents. Some students begin studying an instrument and realize that it is not for them and that is **OKAY!** I would much rather make the switch to an instrument that a student is passionate about than lose them.

Additionally, if a member of **the 4th or 5th grade band** shows exemplary proficiency in their instrument, they may be invited to rehearse and perform with the Middle School Band. For more information, please contact Mr. Smith.

DROPPING BAND

While I firmly believe that every student at Emmons benefits and grows immensely from exposure to band, I understand that sometimes the fit is not perfect.

In the event of a student dropping band, please be sure to contact Mr. Smith. If it is something as simple as a change in instrument or scenery in the room, I would be happy to accommodate because I believe so strongly in this activity for young people.

In order to process a drop from band the student must fill out a "Band Drop" form with their parent and schedule a meeting with Mr. Smith and Dr. Conway. This meeting is for us to check in in person to ensure that dropping band is the best option for the student. Until these forms are filled out and the meeting is had the drop will **not** be effective and the child's schedule will not be changed. Once the form has been approved and turned in the student will be in band **until the end of the current trimester**.

CALENDAR

The following is a list of all band events currently scheduled on the calendar. The calendar is subject to change, and up-to-date information will be available on the music website and through written communication.

Performances are **REQUIRED** for band members and are an integral part of their ensemble experience. Everything we work toward during class time is on display at the performance. Please see the attendance policy on page 6.

August

8.22 - First day of School!

8.28 - 6:00 - 6:30 - Beginning Band Informational Meeting

September

9.5 - 3:30-7:30 - Instrument Fitting Night

October

10.23 - 7:00 - 7:30 - 5-8 Fall Pops Band Concert

November

11.19-11.23 - Thanksgiving Break

December

12.13 - 7:00 - 8:00 4-8 Winter Band Concert

12.18 - 7:00 - 7:30 K-2 Winter Sing

January

1.8 - School Resumes

1.20 - All Day - Emmons/Grass Lake Solo & Ensemble Festival

February

2.7 – District 117 Band Festival @ ACHS

2.21 – Music Spirit Assembly!

March

3.9 - All Day - IGMSA District Festival

3.19 - 7:00-7:30 - 3-5 Spring Sing

April

4.4 – D117 Solo & Ensemble

TBA - All Day - State IGMSA Festival

May

5.7 - 7:00 - 4-8 Spring Band Concert

June

6.5 - Last Day of School

ATTENDANCE POLICY

PERFORMANCES

Students in band are committed to the performances as it is an integral part of their ensemble experience. Students are required to not only attend all performances, but to be prepared to perform their part of the music repertoire.

Absences from performances will only be excused in the following cases: family emergency, personal medical emergency or serious illness, or religious observance. Non-emergency absences and unexcused absences (vacation, sports, or other conflicts) **MUST be communicated at least 4 weeks in advance.** Each student in the band plays a significant role and substitutions may have to be made. Absences will be excused with a written notice from the parent or guardian, as well as a student-written essay on the influence of music in society. Every person plays a crucial role in a musical ensemble and the performance would be weakened by even one persons absence.

If you are in sports and there is a conflict between a game/practice and concert, please talk to Mr. Smith **AT LEAST 4 weeks** before a performance. I am more than happy to help you, your parent, your coach, and I figure out a game plan that works for all of us, but we must sit down to make these changes work!

REHEARSALS

Rehearsals will be held EVERY MORNING from 8:30 - 9:15am. Students are expected to attend their full band rehearsal every day for the entire period. Absences from a rehearsal will only be excused if the student has an excused absence from school (*see Emmons' Family Handbook for excused absences*). Students who arrive after 8:30 will be considered "late" and marked tardy. After three tardies in one semester, a meeting with student and administration will be arranged to determine the best way to assist the student in their punctuality. Parents will be sent a notification email if their child arrived late or was absent from a rehearsal. This is to ensure the child's safety. Unexcused absences, habitual unexcused absences, and habitual tardiness will result in a conference with Mr. Smith, the student, administration and their parent(s).

SMALL GROUP LESSONS 4th and 5th Grade

4th grade band students will have three 15-minute small group lessons each week. Lesson absences will only be excused if the student is; absent from school, taking a test that cannot be made up, or in the nurse's office due to illness. Because lessons occur during academic time, students are responsible for making up their classroom work. Students who missed a lesson will be expected to fill out a lesson absence form, regardless of the reason, and have it signed by their teacher to confirm the reason for absence. If an excuse form is not turned in by the following week, students will be given a detention. Absences from school are automatically excused.

It is my sincerest hope to someday offer weekly lessons within the school day to our 6-8 band students. I highly encourage students to take advantage of Band Study hall (Starting October 16th) and our "Private Lesson Teacher" list.

CONCERT EXPECTATIONS

Concerts are the culmination and celebration of all the students' hard work in the band! Please put concert dates on your calendar now and inform Mr. Smith of any conflicts as soon as possible. Especially in a smaller band like ours, every person plays a crucial role in the overall sound of the band. Family and friends are encouraged to attend all of our performances.

UNIFORMS

Students should dress in their best clothes for a concert or performance. Please be sure students' clothes are clean, wrinkle-free, and well-fitting. Due to uniform violations in the last few years, the girls' uniform has been updated:

BOYS: Solid black dress shoes, long solid black socks, solid black dress pants (no jeans), solid white button-down collared shirt (long sleeved)

GIRLS: Solid black dress shoes, long solid black socks, long (to the foot) solid black dress pants (no jeans or leggings) solid black blouse (at least 3-inch wide sleeves and high cut top). There will be no dresses, skirts, shorts, skorts, or capris.

AUDIENCE ETIQUETTE

Families and community members play an important role in the concert experience. Although performances may take place in the gym, the gym will be treated as an auditorium or concert hall during the concert. Please read the following audience guidelines:

1. Please do not talk while there is music playing; If you must, please whisper
2. Please turn off all cell phone and other noise-making devices (no vuvuzelas)
3. There is no food or drink (water is okay) allowed in the concert space
4. Please do not enter or leave the concert space while music is playing. If needed, enter or exit between pieces (during applause)
5. Please stay for the entire performance! Even if your own child is finished performing, the students who perform at the end deserve to have a full audience in attendance
6. Your applause between welcome, but please do not "hoot and holler"
7. There will be one "photo op" when each group performs. You may take pictures at this time, but then please enjoy the concert while students are playing.
8. Please do not share videos of the performances online. Doing so violates copyright law and the privacy of other students.

BAND REHEARSAL SCHEDULE

The following schedule is for full band rehearsals. The small group lessons schedule (4th grade) will be released at a later date).

MIDDLE SCHOOL BAND

The middle school band (grades 6-8) meets every morning during 1st period from 8:30 – 9:15. Students are expected to be in their seats and warming up on their own no later than 8:25. There are no small group lessons for the middle school band students (yet!), but students are **HIGHLY recommended to visit our private lesson document (on the website) and take private lessons**. There are many highly qualified lesson teachers in Lake County. Take advantage of them!

5th GRADE BAND

The 5th grade band will receive two pull out lessons and 1 ensemble rehearsal per week. These times will be scheduled with their respective teachers. The lesson schedule will be distributed during the first full week of school. Students who miss lessons much check in with Mr. Smith to ensure that they are caught up. **Mr. Smith highly recommends students to begin taking private lessons. Private lessons are an incredibly valuable and worthwhile way to supplement their in class learning.**

4th GRADE BAND

The 4th grade band will receive three pull out lessons per week. These times will be scheduled with their respective teachers. The lesson schedule will be distributed during the first full week of school. Students who miss lessons much check in with Mr. Smith to ensure that they are caught up. **Mr. Smith highly recommends students to begin taking private lessons. Private lessons are an incredibly valuable and worthwhile way to supplement their in class learning**

Student Name: _____

SIGNATURE PAGE

PLEASE MAKE SURE YOUR STUDENT IS ALSO SIGNED UP FOR SMART MUSIC!!!!!!

Please have both student and parent sign the following agreement. Students, please return one copy by Friday, September 15th 2017

TEACHER EXPECTATIONS

1. High-energy rehearsals that implement a variety of learning modes
2. A caring learning environment where each student is valued as an individual contributor to a large ensemble
3. Up-to-date modes of communication including email (zsmith@emmons33.org) website (<http://emmonsmusic.weebly.com/>), paper, and phone (847-395-1105 x237)
4. An advocate for your child’s music education and an understanding of music’s contribution to increased neurological function
5. Staying informed on the latest pedagogical techniques through professional development and networking with other band directors

STUDENT EXPECTATIONS

1. Attend every rehearsal on time with a positive attitude, a desire to improve, all music, supplies (reeds/oil), a pencil, and an instrument in good working condition
2. Ask requests for clarification or if confused
3. Practice your own instrument at home, including scales, exercises, long tones or rudiments, band music, and your own “for fun” music AND be **HONEST** on your practice log
4. Be courteous to your classmates and teacher by only talking at appropriate times (between pieces, before and after rehearsal, and in classroom discussion)
5. Be curious about music and seek to find answers
6. Be proud of your role in the Emmons Band

PARENT/GUARDIAN EXPECTATIONS

1. Attend your child’s concerts and band events
2. Set up a regular time and place for practice in your home
3. Listen to your child practice (it will get better, I promise) and encourage their growth
4. Add band events to your family’s calendar and communicate conflicts with advanced notice
5. Communicate openly with your child and teacher with any questions or concerns
6. Provide your child with the best instrument, accessories, and supplies you can

BY SIGNING BELOW, YOU CERTIFY THAT YOU HAVE READ THE HANDBOOK AND THIS AGREEMENT, THAT YOU KNOW AND UNDERSTAND THE MEANING AND INTENT OF THIS AGREEMENT AND THAT YOU ARE ENTERING THIS AGREEMENT KNOWINGLY AND VOLUNTARILY.

Teacher Signature

Student Signature

Parent Signature

KEEP THIS COPY
SIGNATURE PAGE

Student Name: _____

PLEASE MAKE SURE YOUR STUDENT IS ALSO SIGNED UP FOR SMART MUSIC!!!!!!

Please have both student and parent sign the following agreement. Students, please return one copy by Friday, September 15th 2017

TEACHER EXPECTATIONS

6. High-energy rehearsals that implement a variety of learning modes
7. A caring learning environment where each student is valued as an individual contributor to a large ensemble
8. Up-to-date modes of communication including email (zsmith@emmons33.org) website (<http://emmonsmusic.weebly.com/>), paper, and phone (847-395-1105 x237)
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STUDENT EXPECTATIONS

7. Attend every rehearsal on time with a positive attitude, a desire to improve, all music, supplies (reeds/oil), a pencil, and an instrument in good working condition
8. Ask requests for clarification or if confused
9. Practice your own instrument at home, including scales, exercises, long tones or rudiments, band music, and your own "for fun" music AND be **HONEST** on your practice log
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8. Set up a regular time and place for practice in your home
9. Listen to your child practice (it will get better, I promise) and encourage their growth
10. Add band events to your family's calendar and communicate conflicts with advanced notice
11. Communicate openly with your child and teacher with any questions or concerns
12. Provide your child with the best instrument, accessories, and supplies you can

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Teacher Signature

Student Signature

Parent Signature