R.A. Jones Middle School

Band Handbook

**2016 - 2017**



### Dear Parents and Students,

### Welcome to the band program at R.A. Jones Middle School!

### It is my hope that this experience is both fun and challenging for you. We will be working really hard this year to learn our music and to continue to get better at our instruments. Students will also be expected to put in practice time outside of class in order to reach their full potential.

### As we strive for the success of all of our students, it is necessary that we create a classroom environment that is conducive to learning. The following few pages outline the objectives, expectations, and procedures that are in place in order to help us achieve excellence.

Remember, I have high expectations for each and every one of you because I know that you are all capable of being GREAT!

### Please read through the following few pages carefully, sign and return the last page only!

### -Miss Castle

### Materials

### Students are expected to bring the following materials to class EVERY DAY:

* Your instrument
* Your music folder AND method book
* A pencil
* A good attitude

\*Failure to bring required materials to class will cause you to lose points on your daily grade.

**Before and After School**

You must bring your instrument to school EVERY DAY. Students will be assigned a locker in the band room. They will be able to drop that instrument off between 7:20 and 7:37am.

The band room will also be open at the end of the school day for students to grab their instruments to take home to practice. Practicing outside of class is an expectation. In order to be successful, you should be doing this on a regular basis!!

Students who play larger instruments may have to arrange for parents to transport those instruments between school and home. Boone County Policy states that items carried onto the bus must be limited to items that can be held in your lap (flutes, clarinets, oboes, and trumpets), but I would check with your child’s bus driver as some are more strict in enforcing this policy than others.

**Conduct**

Individual student conduct in a performance-based class reflects directly on the individual, as well as the other students in the group, the school, and the community. Therefore, each student is required to follow all of the expectations listed below:

1. Treat others with respect and courtesy.
2. Exercise self-control and personal accountability in ALL situations.
3. Have your instrument, music, pencil, and folder everyday.
4. Follow the school rules and policies posted in the band room as well as those outlined in the RAJMS Handbook.

**Band Room Rules & Procedures**

1. NO GUM, CANDY, FOOD, or DRINKS in the band room. I understand that this is different from other classroom policies, but you cannot consume any of these items while playing an instrument. The only exception to this rule is water and it should be brought in a container/bottle with a lid.
2. *Beginning of class:* Enter the classroom before the bell rings. Grab a drink or use the restroom before you come to class – it’s right there! After the bell rings you have 5 minutes to set your belongings down, gather your materials, assemble your instrument, talk, and warm-up individually. Do not leave during class unless it is an emergency.
3. All personal belongings/cases need to be placed under your chair, on the bookshelf, or in the storage room (larger instruments only).
4. Check the daily agenda on the white board. We follow a pretty regular routine.
5. When the teacher or any adult steps onto the podium, get quiet and give them your attention (eyes and ears). This will be the signal used to start class.
6. Once rehearsal begins, play only when instructed to do so.
7. Be attentive during class and respect the rights of others to learn.
8. Always raise your hand if you have a question.
9. Talking and conversation is not allowed during rehearsals except to ask questions or during discussions.
10. Cell phones should not be out in class unless you have permission from the teacher. They should never be kept on your music stand, even if they are not in use.
11. *End of class*: Quietly pack up your instrument and music, return them to the storage areas, gather up your supplies, and return to your seat to wait for dismissal. Be sure to clean up after yourself and make sure your chair is in its row before you leave.
12. If your instrument is in the shop for repair, please send a written note to school to inform Miss Castle. **\*\*Always bring your mouthpiece, (reeds), and music as there is a possibility that we can provide you with a loaner.** Failure to do so will result in loss of daily points as well as a written assignment.

**Discipline**

Students need to be taught the steps for professional behavior in order to have performing ensembles with the ability to be self-disciplined. The following discipline procedures are meant to address that issue and to maximize learning for all students:

* Students found off task will be given low intervention prompts (i.e. eye contact, teacher proximity cues, etc.) to help redirect behavior. If the student continues to be off task, they will be given a respectful verbal reminder of the class expectations. Each off-task action will lower the student’s daily grade. Alternate seating arrangements will be explored as the next consequence; the intent of this being to remove the child from the distraction or environment promoting the behavior.
* After the student has been given several reminders (4) regarding a behavior, parent contact will be made by letter first, then by phone if necessary, to solicit support. If the behavior persists at this point, the student will be assigned an after school detention with the director. Detentions are served in the band room from 2:45 – 3:15pm.
* Administrative referrals will only be made after the above interventions have been attempted, unless the infraction is so severe that it warrants an immediate referral per school policy.
* Please do not be discouraged if assistance in improving class conduct is needed at some time during the course of the year. School is a place for learning. Proper interaction with peers and adults is an important skill that positively influences a student’s achievement in every class and aspect of life!

**Grading Policy**

Band students will be graded upon the following throughout the school year in compliance with school and district grading policies:

* **Summative (75% of overall grade):** playing tests, book tests, and concert contribution
* **Formative (20% of overall grade):** playing quizzes, theory quizzes, and written assignments/reflections
* **Homework/Classwork (5% of overall grade):** daily participation grade (5 points per day includes: instrument, music, effort, pencil, agenda), theory and vocabulary worksheets

**Tests and Quizzes**

Students will have playing/written quizzes (formative) every two weeks at a minimum. Summative assessments will occur less frequently (at least once a quarter) in the form of playing tests, written assessments, and concerts. These tests will require that the student demonstrate skills taught and rehearsed in class. **Individual practice outside of the class will be necessary for students to excel on the tests and quizzes.** I recommend that students attempt to find some time to practice outside of class daily. I realize that is not always possible due to bus policies and instances where students are sharing an instrument, so I encourage students to take advantage of those times in the day where the band room is open to you to practice. You WILL improve faster and become a better musician if you put in the extra time and effort.

**Concerts**

Band is considered a curricular class and performances outside of the school day are considered an extension of the school day. Therefore, **PERFORMANCES ARE MANDATORY**! A performance also serves as a summative assessment for a unit of study. Our band depends on every student. YOU are important to an outstanding performance. If you should have to miss a performance or special rehearsal for an emergency, you must present a note from a parent to the director the NEXT school day. Planned absences will only be excused if a note is presented to the director 1 WEEK IN ADVANCE. An excused absence will require a “make up” assignment, typically a playing test over the concert material. Make up assignments for unexcused absences will automatically be docked 15%.

Performances are also to be taken seriously. You are representing your class, your grade level, your director, your school, and our community and you should do so with pride. Students will not be allowed to attend a concert if they have received an administrative referral in band class that term.

**Concert Dress**

Stage presence is a very important part of being a musician. All students are expected to dress in the following attire in accordance with the school dress code (i.e. no sandals, shorts, etc.)

 **Black shoes (no sandals)**

 **Black socks**

 **Black pants**

 **Black dress shirt**

 **Black dress (appropriate length according to school dress code)**

 **Black skirt (appropriate length according to school dress code)**

 **Black blouse**

**Required Method Books**

All students will need to have a copy of the appropriate method book for their instrument. 6th grade students should hold off on purchasing a method book until instrument choices are finalized in August. Percussionists will need to order both the mallet and drum books.

* 6th Grade Band – *Ed Sueta Band Method,* Book 1 (brown)
* 7th Grade Band – *Ed Sueta Band Method,* Book 2 (green)
* 8th Grade Band – *Ed Sueta Band Method,* Book 2 (green)

**Instrument Care Kits**

Students need to have all materials necessary to keep their instrument in good playing condition. These items may be purchased separately or sometimes in a kit. We will go over proper care and maintenance procedures for each instrument during class. Specific requirements for each instrument are as follows.

* **All personal instrument cases must have a nametag!** Parents may want to have the make, model and serial number of your child’s instrument written down at home.
* **Students using and sharing school owned instruments should try to purchase their own mouthpiece.** Recommended mouthpieces for each instrument are listed in parenthesis.
* **FLUTE:** cleaning rod, cloth handkerchief
* **OBOE:** 2 med-hard reeds (Jones or hand made if possible), swab, cork grease
* **CLARINET:** at least 3 no. 3 strength reeds (Mitchell Lurie for 6th, Vandoren for 7th/8th) in good condition (not chipped, cracked or warped) at all times, cotton or silk swab, cork grease, (*mouthpiece: Fobes Debut or Hite Premiere*)
* **SAXOPHONE:** at least 3 medium strength/no. 3 reeds (Rico for 6th, Vandoren for 7th/8th) in good condition (not chipped, cracked or warped) at all times (*mouthpiece: Yamaha 4C or Hite Premiere*)
* **TRUMPET, BARITONE, TUBA:** Blue Juice valve oil, mouthpiece cleaning brush, (*mouthpieces: Blessing 7C for Trumpet, Blessing 12C for Baritone, Blessing 24Aw for Tuba*)
* **FRENCH HORN:** Rotor oil, mouthpiece cleaning brush, (mouthpiece: *Blessing 10 or Holton*)
* **TROMBONE:**  Slide O Mix Lubricant (ask for this by brand), small spray bottle filled with water (can get at dollar store), cleaning “snake”, mouthpiece brush, (*mouthpiece: Blessing 12C*)
* **PERCUSSION:** Mallet pack including yarn mallets, snare drum sticks, and practice pad; you may rent a bell kit for at home practice but this is not required
* **ADDITIONAL (OPTIONAL ITEMS):** Wire music stand for home, Metronome, Tuner

**Where to Purchase Supplies**

**Wert Music Buddy Rogers Music**

10 Commonwealth Ave 6891 Simpson Ave

Erlanger, KY 41018 Cincinnati, OH 45239

859-727-1138 513-729-1950

<http://www.wertmusic.com/> <https://www.buddyrogers.com/>

\*Second location in Florence:

7500 Oakbrook Dr

859-371-0926

**In addition to local music companies, good websites for instrument supplies include:**

www.wwbw.com (Woodwind and Brasswind)

www.interstatemusic.com

www.weinermusic.com

www.steveweissmusic.com (especially good for percussion)

**\*PLEASE DO NOT ORDER INSTRUMENTS OFF WEBSITES WITHOUT CONSULTING MISS CASTLE FIRST!!**

**Purchasing Supplies Through School**

We will be holding an instrument rental meeting on **Thursday, August 25 at 6:30pm** at Jones. All sixth grade students and parents should plan to be there to order supplies for their children. Parents of students in 7th and 8th grade are also welcome to attend if you are looking into renting an instrument for your child. Supplies ordered at the meeting will be delivered directly to the school, so you won’t have to go out and acquire anything on your own.

Also, if you are unable to go to a music store or to order supplies online, some supplies may be purchased through Miss Castle and the school. Extra reeds will always be on hand in the classroom. Clarinet and alto saxophone reeds may be purchased for $2 a piece. Tenor Sax, Bari Sax, and Bass clarinet reeds are priced at $3 a piece. If you are paying for reeds by check, please make it out to RAJMS Music.

Other supplies will not be on hand in the classroom, but can be purchased through the Buddy Rogers representative via Miss Castle. In this case, you will need to fill out the order form and return it with the money or check (made out to the Buddy Rogers) in an envelope to Miss Castle. Orders turned in at the start of the week will likely be filled by the following week.

**Other Classroom Supplies**

We go through a lot of supplies in the band room. Below is a list of items that are not required for students to bring, but that we would definitely put to use if you wanted to send some in:

* Tissues
* 9V batteries for metronomes/tuners
* Hand sanitizer
* Pencils

**Fundraising**

We will hold several fundraisers throughout the school year. Participation in fundraising activities is VITAL to our program regardless of what you play. We use the money from fundraisers to purchase classroom supplies, instruments, and sheet music, as well as to bring in experts on each instrument to work with the students in small groups.  These funds also help to offset the cost of the various trips that we take throughout the year.  The costs of all this adds up quickly, so please do your part to help out!  If everyone contributes, it adds up much faster than when one person does all of the work.

**Extracurricular Opportunities**

### There are lots of opportunities for you to perform outside of school. Here are a few:

* *Solo and Ensemble Festival* ***-*** Perform solos and small ensembles for a rating. This event is typically held in February (date TBA).
* *Select Band* ***-*** By audition only. The bands are made up of outstanding middle school and high school musicians in Northern Kentucky area. The band rehearses and performs a concert at NKU. Auditions are typically held in early January (date TBA).
* *EKU Honor Band Clinic* – This is an extracurricular performance opportunity that will take place on a Saturday in December (date TBA). Students interested in participating in this event will require a recommendation from Miss Castle. Parents will need to provide transportation to and from EKU. Please submit your name to Miss Castle if you are interested in attending.
* *RAJ Jazz Band –* 7th and 8th grade students should expect to audition for the ensemble near the end of October. Rehearsals will be held on Thursdays from 3-4pm and will begin in November. Parents will need to provide transportation for their children.

**Practice in the Band Room**

The band room will be open after school on Mondays from 2:45-4pm for students to receive extra help and for those who cannot take their instruments home due to size or other issues. Parents will be responsible for providing transportation.

Students are also welcome to come up to the band room during their lunch break on Tuesdays, Thursdays, and every other Friday if they would like to practice. I will not always be available to sit down with individuals during lunch. Students interested in guided practice at that time will need to set up an appointment with me in advance.

**Switching Instruments**

Many students approach me during their time at RA and ask about switching to another instrument. After one year of practice, you have only begun to scratch the surface and are not a master. Our classes are intended to be sequential and they build upon the skills taught the previous year. If students are constantly switching instruments, we will always find ourselves back at square one. Therefore, students will not be permitted to switch to another instrument after the first two months of sixth grade band. There will be some situations in which students are permitted to make a change as we expand our instrumentation, but they will need to be approved or initiated by Miss Castle.

## Contact Information

Miss Castle can be contacted at school by calling 282-4610 ext. 20204 or by email: emily.castle@boone.kyschools.us

Please do not hesitate to e-mail or call if you have any questions. I will respond to all messages/emails at my earliest availability.

The RAJMS Music Department also has a website where information is updated regularly, pictures are posted, and much more! Please visit us at: [www.rajmsmusic.weebly.com](http://www.rajmsmusic.weebly.com)

**Text Reminders**

Communication is key to our success, and occasionally things get lost between school and home. If you would like to sign up for text message reminders and announcements from Miss Castle, please send a text message with the code for your group to the number 81010.

* 6th Grade Band students and parents text @raj6
* 7th Grade Band students and parents text @raj7
* 8th Grade Band students and parents text @raj8
* Jazz Band members and parents text @Jonesjazz

**Parent/Student Signature Sheet**

Return this sheet to Miss Castle by Wednesday, August 24, 2016.

This signature sheet counts as your first written grade! Please get it in on or before the due date.

Student name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, you agree that you have read and understand the information contained in this handbook and that you will uphold the philosophy and carry out those responsibilities of an R.A. Jones Band member to the best of your abilities.

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

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Owned Instrument Contract

2016-2017 School Year

 We are fortunate to have a program that owns many instruments that we can make available to our students. However, each year the instruments are sent into the repair and maintenance shop for minor repairs and clean up, which is very costly to the program. This is why there is a $24.00 fee ($8.00 reduced lunch, no fee for free lunch) for the use of these instruments. The fee will cover most minor repairs that are seen throughout the year, which will allow the students using those instruments to continue participating in the band. **Please note that if the cost of the repair is MORE THAN $24.00, you will be responsible for the cost of the repair.** You will find the instrument fee on the list of school fees that your child brought home on the first day of school, as well.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby understand the terms and conditions of the School Owned Instrument Contract.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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