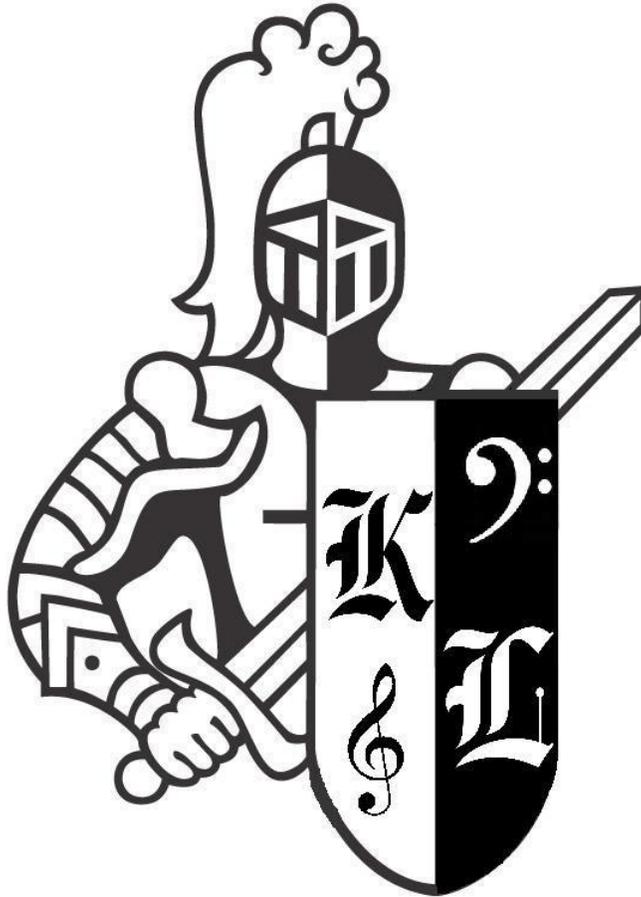




KELLY LANE MIDDLE SCHOOL
KNIGHT BAND

...the Standard of Excellence



BAND HANDBOOK

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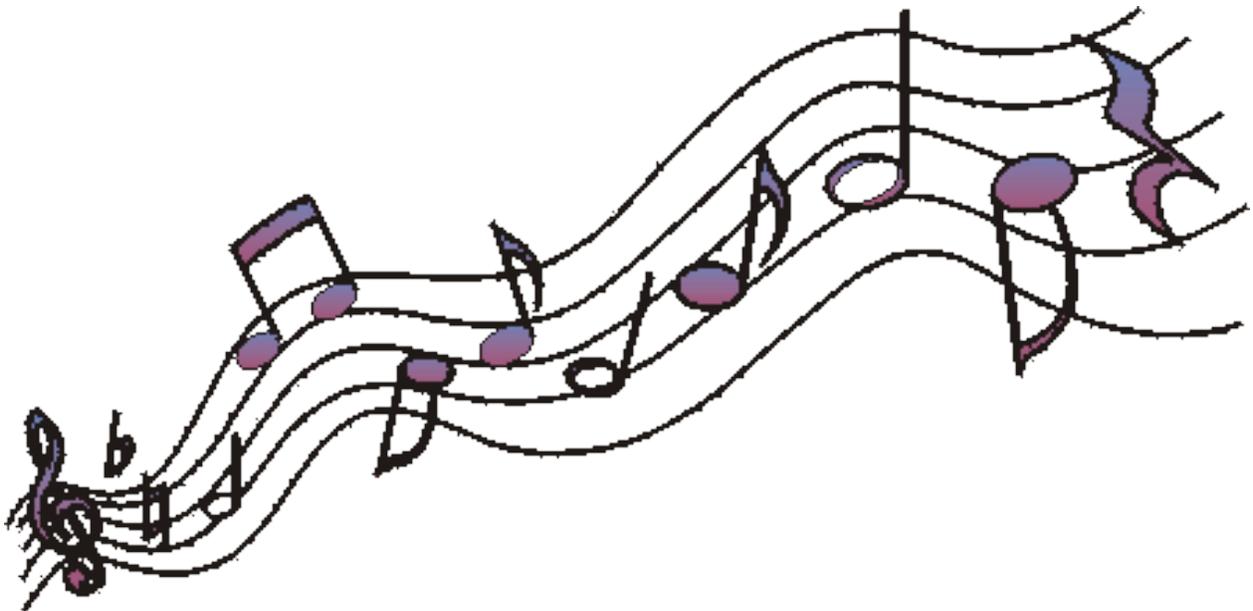
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KLMS BAND FACILITIES: EXPECTATIONS

-The KLMS Band facilities include the following areas: hallway (cafeteria side); main band hall; percussion equipment closet; office; workroom; locker room; practice rooms/hallway; and ensemble room. All areas are under surveillance for the safety of the band students and the facilities.

Please read the following information and adhere to the expectations:

- *Students may use cell phones at the discretion of the band director. Please see Kelly Lane MS and PflSD guidelines for cell phone use. Any cell phone that is being used at inappropriate times will be confiscated.
- *Gum, food and non-water drinks are **NOT** allowed in the band hall.
- *Horse-playing/running will be met with disciplinary action (see "Disciplinary Actions") and/or removal from the facilities.
- *Only handle/play on your own instrument.
- *Only percussion students are allowed in the percussion equipment closet.
- *Students are permitted in the office and workroom only when accompanied by a band director.
- *Knock and wait for a response to enter the band office.
- *Non-band members must wait outside of the band hall area.
- *Clean up any mess that you make within the band facilities.
- *Personal items left in the facilities will be compiled and donated at the end of the week. It is the students' responsibility to maintain their personal belongings.
- *Students in the band hall before or after school must be practicing their instrument.
- *Practice rooms are for practicing students only. NOTE: Private Lessons will be given priority access.
- *Report any suspicious activity to a band director immediately.



REQUIRED ITEMS

UNIFORMS

Part of being a successful band program includes dressing professionally and uniformly at performances and public appearances. The band member and their family must procure some parts of the Knight band uniform(s). In the event that the purchasing of 'uniform' clothing creates a severe financial hardship, please contact one of the directors. Please see the KNIGHT BAND CALENDAR to plan accordingly. *NOTE: PflSD Dress Code will be enforced for all band related activities.*

Beginner Band Uniform

Official Knight Band Shirt (purchased through the band at the beginning of the year) and dark blue jeans with dark tennis shoes (sneakers, etc).

7th/8th Grade Band Uniforms

FORMAL UNIFORM

"Concert Black" which includes: a Black Long-Sleeved Button-down collared shirt (may be purchased through the band); black slacks (NOT BLACK DENIM); long black socks; solid black dress shoes.

INFORMAL UNIFORM

Official Knight Band Shirt (purchased through the band at the beginning of the year) and dark blue jeans with tennis shoes. This uniform will be used for football games, pep rallies, etc.

INSTRUMENT and ACCESSORIES

Students must procure their own instrument unless it is an auxiliary instrument, which can be rented from the school (oboe, bassoon, low clarinets, low saxophones, French horn, euphonium, tuba). See "*Rented Items*". Write down your instrument's serial number and retain for your records. Accessories for playing and maintaining the instrument can be purchased through the band. 7th and 8th grade band members will also need a lyre and flip folder. An instrument case tag, or luggage case tag is *REQUIRED* and may be purchased through the band program for \$1.

BOOKS

Knight Band students will experience more success if they have the appropriate materials. Our curriculum is based off of the following books. Please note that these books are instrument specific.

Beginner Band Members: 2 BOOKS- "Essential Elements" and "Warm-ups and Beyond"

7th and 8th Grade Band Members: 1 BOOK-"Foundations for Superior Performance"

BAND BINDER

Each year, every band member will be provided with a binder for band use only. It will contain supplemental curriculum materials as well as pencils, a pencil pouch, dividers, sheet protectors, etc. The

binder will be used constantly throughout the year in class and for performances to exhibit a level of professionalism and uniformity.

INSTRUMENT INSURANCE

All students are encouraged to have personal instrument insurance. Some homeowner's insurance policies will cover instruments but the deductible is usually large. Also, many music stores provide coverage during the rental period. Please check with your insurance agent or music store representative for specific details about coverage. You may also purchase instrument insurance coverage with a low deductible at www.anderson-group.com/student.

Students that use a school-owned instrument are responsible for that instrument when it is not on school property.

INSTRUMENT REPAIR

Students must bring a note from home or email a band director, if an instrument is in the repair shop, or points will be deducted from their daily grade. There are several repair shops in the area. If you need help locating one, contact one of the directors. Listed below are several local repair shops:

<u>Sam Bass Music</u>	<u>512-246-9845</u>
<u>Strait Music(North Location)</u>	<u>512-918-3743</u>
<u>Hillje Music</u>	<u>512-310-1331</u>
<u>Music and Arts</u>	<u>512-255-0558</u>

RENTED ITEMS-LOCKERS, LOCKS AND INSTRUMENTS

Each student is issued a **band locker** that should only house instruments, instrument accessories, and band binder/music. The locker should be kept tidy and presentable and will be cleaned at the end of each semester. Misuse may result in removal of locker privileges.

Each student will be issued a **combination lock** at the beginning of the year and must be returned at the end of the year. If a student misplaces, loses or damages a lock, they will be assessed a replacement fee.

Students renting school-owned instruments are responsible for the care and maintenance of their instruments. A rental fee will be assessed that covers "normal wear and tear" or everyday use of the instrument. At the end of the year professional instrument repair technicians will inspect each instrument. They will return the instruments to "playing condition" and will notify us if there was extensive damage beyond "normal wear and tear". If there is extensive damage, students will be responsible for the remainder of the cost to repair. If the rented instrument(s) are lost, stolen, or misplaced the parent/guardians of the student is responsible for replacing the instrument. *NOTE: Rental fees cover the instrument only. The supplies and accessories needed to play and maintain the instrument must be purchased separately.*

REHEARSAL EXPECTATIONS FOR STUDENTS

-The classroom expectations listed below are designed to foster a fun, safe and productive learning environment and must be adhered to at all times:

- *Use the restroom and get water before entering the band hall.
- *This is a water only environment. Gum, Food, and other beverages are never allowed.
- *Assemble your instrument, return the case to its locker, and sit in your assigned seat.
- *Have the following materials at your seat at all times:
 - Fully assembled instrument
 - Accessories (reeds, oils, grease, spray bottle, etc.)
 - Band Binder (including required book(s), music)
 - Sharpened pencil with an eraser
- *Make **quality** sounds on your instrument while waiting for the director to start class.
- *Remain quiet during the learning process. The director will indicate appropriate times for talking.
- *Follow all instructions given by the director.
- *The director will dismiss you from your seat (not the bell).
- *Clean up the area around you, take all of your belongings, and reposition your chair upon dismissal.

DISCIPLINARY ACTIONS

-In the event that a student chooses to disrupt the learning environment the following disciplinary actions will be taken, in no particular order (this is not an exhaustive list):

- Verbal redirection
- Teacher-student conference
- Parent Contact
- Lunch Detention
- Administrative Referral
- Parent-Teacher Conference

SPECIAL CIRCUMSTANCES

Students that participate in illicit activities during any band-related activity shall be expelled from the program. *NOTE: There will be no refund for any transactions that occurred prior to the incident.*

Students that exhibit excessive behavior problems must be accompanied by their parent/guardian on the spring trip, at their own expense. The band directors will determine what is "excessive".

GRADING

-Student grades will be calculated based on the following criteria. Note that no single assignment will be worth more than 15% of the nine weeks grade:

***Daily Assignment**-This includes adherence to classroom expectations (see above). A note (or email) must be brought from home to let the band directors know if an instrument is at the shop.

Furthermore, a note must be brought from a doctor that describes any ailment that inhibits day-to-day participation in band.

***Practice Logs**-Students must log their home practice minutes weekly on their Charms account (www.charmsoffice.com). Minutes per week will be calculated starting on Monday and must be logged in by 11:59pm on Sunday. 100 minutes practiced will equal 100 in the grade book for that week. We recommend practicing at least 20 minutes a day as opposed to attempting to practice 100 minutes in one sitting. Mastering a musical instrument requires muscular development (muscle memory). This can be attained through consistent daily practice. Prolonged practice sessions (more than an hour at a time in one sitting in the beginning stages) can be detrimental as bad habits may result. **Students may log their practice minutes with a band hall computer if they do not have internet access at home.**

***Skill Tests**-Students will have the opportunity to perform skill tests in class at the director's discretion. These tests are considered "pass or fail", with an unlimited amount of opportunities to successfully pass. In addition, students will need to record their skill tests on a cell phone, voice recorder, computer, etc. They can submit the device to us for grading or email the recording to band.klms@gmail.com. We will work together to find a solution that will work for your band member. See below for level requirements:

-For Beginners: One (1) skill test completed and passed per week will equal a 100. Students may submit extra skill tests for extra credit.

-For 7th/8th Grade Band Members: Skill Tests will have benchmark minimums to complete and pass throughout the course of each 9 weeks.

***Music Mastery (7/8 Grade Bands)**-Throughout the year the students will be asked to pass-off portions of the concert material they are preparing. These "music mastery cuts" are considered "pass or fail". Unlike skill tests the music mastery must be complete (passed) by a certain date.



***Performance/After School Rehearsal/Morning Sectional Attendance**

Rehearsals, sectionals, and performances are crucial therefore a grade will be associated with the attendance of these events. The band is like a team sport and we rely on each other to fulfill our goals. It is the responsibility of the parent(s)/guardian(s) and the band member to notify the band directors of any conflict in schedules or if the student cannot attend sectionals, rehearsals or performances. **The band directors must be notified upon receipt of the KNIGHT BAND CALENDAR or no less than a month before any performance, rehearsal, or sectional that will be missed.** NOTE: MISSING ANY OF

THESE EVENTS WILL RESULT IN CHAIR PLACEMENT ALTERATION. (E. G. The starting quarterback would not be the starting quarterback if he/she decided not to attend a practice or a football game.)

-Exemptions to the attendance policy are limited to unforeseen circumstances including, a family member or friend's passing and emergencies.

-We try our best to work around State Testing, PflSD, and school related activity calendars. Outside of school sports and activity events, including "just found out about" events are NOT excusable, unless the directors are notified at least one month prior to the conflicting band event (or upon receipt of the KNIGHT BAND CALENDAR).

***Retesting**-Students have as many opportunities as necessary to re-test or redo any assignment that is graded below a 70 up until four (4) days prior to the day grades are due for any given grading period. The learning value and experience of an official performance cannot be recreated however; depending on the reason for the absence an alternative assignment MAY be issued at the director's discretion.

STUDENTS IN MULTIPLE ACTIVITIES

The KLMS Knight Band welcomes students that are well rounded and participate in multiple activities. We feel that if a student chooses to participate in multiple activities then they are willing to share their time equally with those activities (including time for their school work). It is up to the students and parents to communicate with their band directors, coaches, private instructors, teachers, etc. their plan for making their participation work (i.e. working a way to attend a concert, game, practice, that may all happen on the same day). Communication to all persons involved is key. NOTE: A concert in band is like a major game in sports, a rehearsal is like a practice.

ELIGIBILITY

In order to participate in extra-curricular school-sponsored events, students must maintain a passing grade of 70 or higher in ALL of their classes at the end of each 9-week grading period. If a student receives a failing grade (below 70) in one or more classes at the end of a 9-week grading period, that student is ineligible to participate in certain events for the next 9 weeks. However, a student has two opportunities, at each Progress Report (3 week intervals), to regain eligibility by passing ALL classes on that report. (NO PASS, NO PLAY) *Note: Ineligible students are still expected to attend rehearsals, practices, sectionals, and non-competitive performances.*

AUDITIONS FOR NEXT YEAR'S BANDS

-Students that have been in band for at least one year will have an equal opportunity to audition for any of the 7th and 8th grade bands. Students will prepare pre-selected audition material and will perform for a band director. The band directors will consider the students' audition performance, work ethic, behavior, attendance at sectionals, after school rehearsals and concerts, District Band Participation, and other factors from throughout the year, to make sure that each student will be placed in the band they will be most successful in. Results will be posted the last week of school and are final.

-Students have the option to change bands if they perform at the TMEA Region 26 Band Concert during the following year.

PRIVATE LESSONS

Private lessons are the best way for your student to get one-on-one instruction on their own instrument. Our Private Lesson staff consists of professional musicians and master teachers that specialize in teaching the fundamentals and complexities of each instrument. Your student will get specific feedback on their performance abilities to keep them on pace or give them the tools to excel beyond their peers. These lessons cost \$18 for each 25-minute lesson and can be taken as many times as you would like. The lessons may occur during your student's band class, before or after school, or during catapult. They will be held in the band hall practice rooms. **If interested, please return a private lesson form to Mr. Boman as soon as possible. Lesson slots are limited and are filled on a first-come-first-served basis.**

FUNDRAISING

Knight band members will have opportunities to raise money during the school year to help offset the cost of the sprint trip. The monies also help the Knight Band purchase new music, instruments, technology, clinicians, student incentives, etc. Fundraising is optional but it is highly recommended to help with out-of-pocket expenses. *NOTE: Participation is not required. Participating in the fundraiser does not guarantee participation, nor will it prevent a student from participating on the sprint trip. Fundraising money must be turned in on time or prizes will be forfeited. Funds raised are not transferable to another school or activity.*

SPRING FESTIVAL AND TRIP

At the end of the year the band members will have the opportunity to attend a concert festival and trip. The trip is a way for us to acknowledge all of the hard work the students have contributed to their band program. **In order to be eligible for the trip the student must have attended the U.I.L. Concert and Sight Reading Contest and they must be academically eligible at the time of trip.** The cost of the entire trip will be calculated on the cost of the festival performance, the amusement park entry tickets, and the charter bus. The final cost will be communicated to parents and guardians in the 2nd semester. We never want finances to be an issue for not attending the trip, therefore please consider taking advantage of the fundraising opportunities.

DISCLAIMER

The Band Directors reserve the right to alter, abridge, add to, or change any and/or all parts to this handbook in the interest of the success of the KLMS Knight Band Program with prior notification.

QUESTIONS/COMMENTS/CONCERNS

Please contact the band directors if you have any questions about any part of this handbook. The best way to contact us is through band.klms@gmail.com. This email address is monitored by all three of the band directors. We try our best to reply within 24 hours.

STUDENT'S ACKNOWLEDGEMENT OF UNDERSTANDING

I acknowledge that I have read and understand the contents of the KLMS Knight Band Handbook and will work with my parent/guardian(s) and the band directors to ensure that the rules and expectations are followed.

STUDENT'S NAME-PLEASE PRINT

STUDENT'S SIGNATURE *DATE*

PARENT'S/GUARDIAN'S ACKNOWLEDGEMENT OF UNDERSTANDING

I acknowledge that I have read and understand the contents of the KLMS Knight Band Handbook and will work with my band student and the band directors to ensure that the rules and expectations are followed.

PARENT'S NAME-PLEASE PRINT

PARENT'S SIGNATURE *DATE*