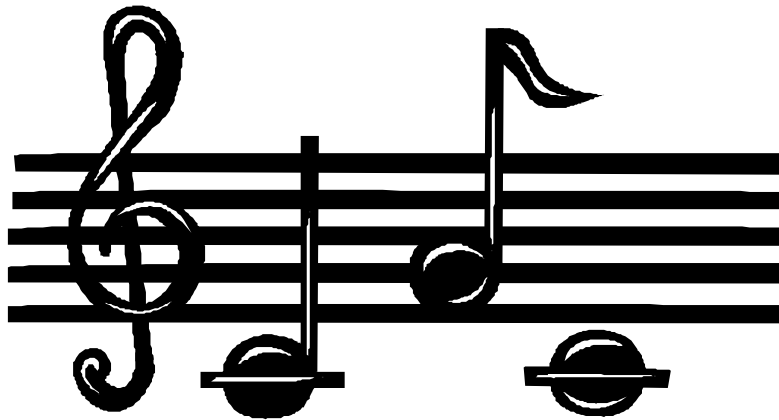


JACKSONVILLE MIDDLE SCHOOL BAND HANDBOOK 2007-2008



Principal - Lisa Herron
Assistant Principal - Lisa Dailey
Assistant Principal - Jeremy Chilek

Band Director, 8th - Angela Gladys
Band Director, 7th - Christina Clifton
Band Director, 6th - Ray Vardaman
JISD Head Band Director - Mike Bullock

BAND HANDBOOK

Jacksonville Middle School Bands

www.jacksonvilleband.org

Welcome to the 2007-2008 Jacksonville Middle School Band program. You are now an important member of a first class organization that has excelled in superior performances. We are very proud that you have chosen to be a part of one of the largest performing groups in Jacksonville. The expectation of good citizenship, responsibility, teamwork, and dedication is now bestowed upon you to carry on the tradition of excellence.

This handbook is designed to help you understand the policies, procedures, and expectations that make the Jacksonville Middle School Bands successful, award-winning programs. This handbook can be used to answer many questions and define the boundaries that are important in keeping the Jacksonville Middle School Bands running efficiently.

Letter to Parents

Dear Parents,

Thank you for reading this handbook, for your support of its contents, and, especially, for the opportunity to work with your sons and daughters! Our organization can reach its potential only if we have your active support.

There are several ways in which you can provide support and encouragement for your child:

- *Attend performances*
- *Volunteering*
- *Encouraging home practice*
- *Following procedures outlined in this handbook*

The success of our band program is due, in part, to the tremendous support of the parents! Your signature on the Parent/Student Agreement Form is our indication that you are thoroughly familiar with the contents of this handbook.

Sincerely,

The Jacksonville Band Directors

Welcome to Students

Dear Students,

Welcome to the Jacksonville Middle School Band program. You are an important part of one of the school's most respected teams. As with any team, the success of the band depends on your contribution and dedication. Your participation in band will offer opportunities to excel as an individual musician as well as be a member of a UIL competing organization. Students can expect to learn how to make a characteristic sound on his/her instrument, read rhythms, and understand music theory appropriate for your playing level.

Sincerely,

The Jacksonville Band Directors

Performing Groups

7th Grade Band

The 7th grade band is made up of mostly second year students. The class is scheduled to meet as a full band as well as small groups. Sectionals are scheduled before or after school. The goal of the class, as well as the sectionals, is to improve the students' individual and ensemble playing skills. Members will have an opportunity to participate in All-Region band auditions as well as Solo and Ensemble contest. Pre-UIL Contest, UIL Concert and Sight reading contest, and all evening concerts held throughout the year are required. Performances are considered an extension of the classroom and are part of the students' grade. Students will need to maintain passing grades (in all classes) as well as demonstrate musical progress and proper discipline.

8th Grade Band

The 8th grade band is made up of mostly third year students. The class is scheduled to meet everyday as a full band as well as small groups. Sectionals are also scheduled before or after school. The goal of the class, as well as the sectionals, is to improve the students' individual and ensemble playing skills. Members will have an opportunity to participate in All-Region band auditions as well as Solo and Ensemble contest. Pre-UIL Contest, UIL Concert and Sight reading contest, and all evening concerts held throughout the year are required. Performances are considered an extension of the classroom and are part of the students' grade. Students will need to maintain passing grades (in all classes) as well as demonstrate musical progress and proper discipline.

Performance Policy

With our limited practice time, it is imperative that we make the most of each rehearsal. As a member of the Jacksonville Middle School Band you have an obligation to your fellow band members to be at all rehearsals on time, be prepared, and have all necessary equipment.

1. All students must abide by the school attendance policies for rehearsals and performances.
2. Attendance is required at all rehearsals, sectionals, and performances.
3. Absences and tardiness will be excused in the following cases with written notification:
 - a. Medical emergency or serious personal injury
 - b. Death in the family (written or verbal notification)
 - c. Band director approval at least 3 days in advance
4. Examples of unexcused absences and tardiness include, **but are not limited to**:
 - a. Oversleeping
 - b. Transportation not arranged
 - c. Non - JMS related activities
 - d. Anything deemed unexcused by campus principals
5. All absences and tardiness are to be documented by the parents in writing to the directors. In case of sudden illness or family emergency, an explanatory phone call to the directors is appropriate – prior to the rehearsal / performance if possible.
6. Unexcused absences / tardiness may result in, **but are not limited to**:
 - a. Grade deduction
 - b. Loss of performance status and/or future performance and/or field trip opportunities
 - c. Other disciplinary action recommended by directors or campus principals.
7. Students involved in multiple activities are expected to split their time in a way that honors their obligation to each organization.

Attendance

1. Every band rehearsal and function will begin with a roll check
2. You must be in your assigned seat with your appropriate equipment and materials or you will be considered tardy.

All concerts, rehearsals and practices are co-curricular and are considered an extension of classroom work. All UIL related performances are considered an extension of classroom work for grade eligible students. **Therefore, attendance at performances and practices outside of the school day are part of the students' six weeks average.**

Performance Etiquette

1. Arrive on time and with proper attire.
2. Always maintain professional stage presence when in uniform. (including football games and pep-rallies)
3. Be respectful and supportive when listening to another group's performance.
4. Remain seated during all performances. Refrain from entering or exiting while a group is performing
5. All band members are encouraged to stay for the entire concert.

Band Member Responsibilities

1. Follow all JMS Band, School Rules, and Dress Code. **Remember that it is your choice to break a rule. Learn to accept the consequences of your behavior!**
2. Learn to **work well with others**. Band is a team sport and we need all of you to play!! No one sits on the bench in band. The better we work together and encourage each other, the more progress we will make!
3. Show proper respect for those in authority (teachers, student leaders, and parent volunteers) as well as your other classmates.
4. **Practice regularly!** Our band will only be as good as the person who practices least! Set regular practice goals and work slowly to achieve success. Remember that your practicing helps the whole band.
5. Show the proper respect and care for your instrument and equipment, as well as things belonging to others. This includes your stand, chair, and other instruments in the band hall.
6. Take care of your music and all band equipment and supplies. Remember that you are responsible for replacing materials that you damage or destroy.
7. Keep careful track of your calendar, so you don't miss anything! You are responsible to be at all required JMS rehearsals and concerts. Remember you are an important part of the band!
8. Make a real effort to improve daily. Take your time and build habits of success. **REMEMBER IT IS MORE IMPORTANT TO MAKE CONSISTENT IMPROVEMENT THAN TO BE THE BEST!**
9. We strive very hard to project a positive image to the school and community and we need each band member to do his or her part to help us continue this standard of excellence. It is each band member's responsibility to always be aware of their attitude, dress, actions, and manners and its effects on the **spirit, pride, and reputation** of our school and the band program.

Eligibility

Band activities are divided into two categories: 1) Co-Curricular 2) Extra-Curricular.

Co-Curricular activities ARE NOT subject to the “no pass, no play” rule. They are treated as class requirements. Attendance is mandatory, regardless of the students’ grades in other classes. Examples of curricular activities: Pep Rallies, Winter/Spring Concerts, after school rehearsals, clinics, sectionals, etc.

Extra-curricular activities ARE subject to the “no pass, no play” rules. To participate in one of these activities the student must pass all of their classes. Examples of Extra-curricular activities: football games, Sandy Lake, UIL, 6 Flags and other “reward” field trips. **A student is ineligible to participate in extra curricular activities for the 6 weeks period immediately following a grade of 69 or below in any subject. However, if after 3 weeks, that student is passing all of his classes, they become eligible at the end of the 4th week.

Students have a responsibility to pass their classes to be eligible for extra-curricular band activities. **Each student plays a vital role in the band. We are dependant on each student for success!!** It has been our experience that the most common reason for failing a class is not turning in homework.

Sectional Rehearsals/Full Band Rehearsals

7th/ 8th Grade Band:

Sectional rehearsals are a very important part in creating a quality band! This type of small group work with like instrument groupings ensures not only enough individual attention, but also sectional development. During these sectionals students will work on items that require more individual attention like: improving their fundamental skills on their instrument, practice difficult sections of their band music, learn various audition music (All-Region), and have chair tests. We will do everything possible to schedule around athletic events and other school activities.

Please schedule doctor’s appointments, etc. at times that do not conflict with rehearsals. If unavoidable conflicts occur, please contact a director as soon as possible. Communication is key! Usually it is most helpful to communicate these conflicts in writing as well as verbally prior to the absence if possible. Otherwise, notification must be given in writing upon returning to school. If an absence is unavoidable, the sectional grade should be made up by attending another like instrument sectional or by scheduling a separate time with one of the directors, during the week of the absence. Your communication to one of the directors is still necessary!

Parents: If you have difficulty getting your child to regular sectionals, please notify the directors as soon as possible.

Grading Policy

Daily Grades + Major Grades = 6 Weeks Grade

Daily Grades

1. Active Participation and Individual Responsibility
 - a. Having all materials for class
 - b. Being on time.
 - c. Actively participating in class
 - d. Keeping area clean
 - e. Being respectful to all students, staff, faculty, etc.
2. Section Practices
 - a. All sectionals and after school rehearsals

Major Grades

1. Playing and Written Tests
2. Concerts and Performances in and outside of the school day

Section Practice – Students meet once a week before or after school for section rehearsal. These are used to prepare for all-region, solo and ensemble, concert contest, and to help develop the musical ability.

Attendance – Band is a performing organization. There are so many potential conflicts with rehearsals and sectionals that there will be little chance for success unless a strict attendance policy is enforced (see Attendance Policy, Page)

Conduct, Cooperation, and Attitude – A positive attitude is necessary for each band member to perform to his/her fullest potential. The directors expect that each member is present to proudly represent the Jacksonville Middle School Band Program (see Student Conduct, page).

Care of Equipment – Students are expected to care for their instrument, equipment, and music. Regular inspections are held to determine the condition of these items. Inspections are used as a part of the individual responsibility grade.

Conduct / Citizenship Grade – The following behaviors will be evaluated daily and will be the basis for calculating the conduct / citizenship grade.

1. Disrespect
2. Disruptive behavior
3. Excessive talking
4. Lack of attentiveness
5. Missing supplies
6. No notebook
7. No Homework
8. Off task
9. Self-Control
10. Leaving instrument in the band hall over night

Excellent = 0-4 infractions Satisfactory = 5-7 infractions Unsatisfactory = 8+ infractions

Supplies

All students are expected to have the appropriate supplies for their instrument. Supplies may be purchased from one of the band directors or at any music store.

Flute – cleaning rod, soft cloth for swab, and a polishing cloth

Reed Instruments – minimum of 3 good playable reeds, reed guard (case), cork grease, and a swab for cleaning.

Brass Instruments – soft cloth for grease and oil, valve oil, slide grease, a cleaning snake, mouthpiece brush, and a water spray bottle for trombones.

Percussion – each percussion student will be provided with a list of recommended mallets and sticks to be purchased each year and continuing through high school. 7/8th will need at least two sets of snare sticks, 1 set of xylophone mallets, and a mallet bag. They can have more of each, but check with a director as to which particular ones to purchase. Also students may look into purchasing a set of general use timpani sticks.

The directors will be able to provide many of the required items to be purchased in the band hall. If you need something in particular you may call one of the directors or purchase it at a local music store.

Instrument Repairs

The goal of our district directors is to have instruments in proper playing condition at all times to maximize mastery of instructional objectives. A representative from Tatum Music calls on the Jacksonville ISD campuses once a week to pick up instruments for needed repairs in order to minimize lost instructional/rehearsal time. Students should keep their mouthpiece and reeds in case a “loaner” instrument is available while theirs is in the shop.

Payment of repairs is expected the day after the instrument is returned to the student.

Jacksonville Middle School Uniform Policy

The Jacksonville Band Uniform is something you should always wear with pride. Students are to be in full uniform before, during, and after all performances. A professional look is very important, especially at competitions, as judges count behavior and appearance in the band's overall rating. Participation in the programs and wearing the uniform is reserved for those who earn that privilege.

Band Shirt

It is the responsibility of each band member to purchase a band shirt (available in the band office through a contracted vendor). Orders will be taken only at the beginning of each school year.

7th grade band members will also need:

- Black Dress Pants
- Black Socks
- Black Dress Shoes (no sneakers)
- Solid White Undershirt

The district will provide the tuxedo shirt, bow tie, and cummerbund to complete the dress uniform.

8th grade band members will also need:

- Solid White Shoes (no Sneakers)
- Solid Black Undershirt
- White Socks (no ankle socks!!)

The district will provide the remaining parts of the uniform.

Classroom Procedures

Students will be expected to have the proper frame of mind prior to and during rehearsals and performances. Incorrect warm-ups or boisterous behavior is inappropriate and may result in disciplinary action. Band students are encouraged to display an attitude of good discipline during rehearsals. Talking, disturbances, and inattention show a lack of interest and respect for the band. It is required that all members conduct themselves as ladies and gentlemen at all times. Polite and courteous behavior is a credit to our organization, school, parents, and band members.

GENERAL RULES OF CONDUCT

1. No running in the band hall
2. Maintain calm, relaxed, respectful behavior in the band hall at all times
3. Stay in your seat during rehearsals unless given permission to leave
4. Remain quiet during rehearsals
5. Musical questions shall be discussed only with the band directors
6. Treat all fellow band members with respect
7. Remain quiet if the director is speaking or on the podium
8. Public displays of affection will not be permitted in the band hall, on buses, or at official band functions
9. The use of drugs, alcohol, or tobacco is strictly forbidden and enforced.

Any infraction of conduct, attitude, or responsibility will be dealt with in one or more of the following manners:

- A. Conduct grade deduction
- B. Conference with student
- C. Lunch Detention
- D. Steps
- E. Parent notification and/or conference with parent
- F. Conference/disciplinary action with assistant principal
- G. Removal from the band program

Illegal Activities

Vandalism (destruction of property belonging to students, teachers, or the school) and **theft** are examples of the most serious offenses to occur in a band hall or to band equipment. In such a case, an office referral will be made, parents will be notified, and restitution will be necessary. Students participating in illegal behaviors will be removed from the band program. Any illegal behavior may be reported to the local law enforcement authorities.

Care of Band Facilities and Equipment

1. No food, gum, candy, or drinks allowed in the band facilities except at times designated by the directors.
2. Keep instruments in cases, with latches closed and in your assigned slot when not in use.
3. Instrument storage areas must be kept clean and neat.
4. No items shall be left on the floor of the band hall.
5. Band hall chairs and stands are not to be removed from the room unless requested by a director.
6. No one is allowed to use the copy machine or audio/visual equipment without permission.
7. Practice rooms are for practice, playoffs, or private lessons only.
8. Periodic inspections will be made of school-owned instruments. Each student is financially responsible for any damage that occurs during the time it has been issued to him or her.
9. Damage to school property or equipment must be repaired, replaced, or reimbursed immediately.
10. The band department assumes no responsibility for personal items
11. stored in the band hall.

Care of Music

1. All music, practice records, and lesson books are to be kept in a three ring binder.
2. Keep a pencil in your folder at all times.
3. There is a fee of \$.25 to re-copy music that has been lost or misplaced.

Bus Procedures

1. All band members will ride the bus going to and coming from the event. Exceptions to this rule require written personal requests by the parents prior to the event.
2. Students may be assigned to a specific bus prior to departure. Riding on a bus other than the one to which you are assigned is not permitted. Students are required to obey the driver and chaperones in charge.
3. Jacksonville ISD prohibits loud talking, inappropriate language, standing in aisles, or sitting on the back of the seats while on the bus. Nothing is permitted to hang out of or be thrown from the windows.
4. All drinks must have a screw top lid.
5. Public displays of affection are not permitted on the bus. Band directors, bus drivers, and chaperones will enforce this.
6. Instruments and other equipment will be carried on the bus and/or band truck. Every band member is responsible for his/her own instrument and equipment.
7. Students must be seated while the bus is in motion.

Pep Rally/Assembly Procedures

JMS holds several pep rallies/assemblies throughout the year. Correct dress is required to participate with the band.

1. Dress in school appropriate pants and band shirt. You will need to wear your band shirt the entire school day of the pep rally.
2. Once you are dismissed from class, come straight to the band hall. Get your things and report immediately to the gym. Bring your flip folder, all pep band music, lyre, and instrument. If your instrument does not use a lyre, you are responsible for bringing a stand to and from the gym. (Students will be released from class early to get ready for all pep rallies.)
3. All Band members are expected to participate in the pep rallies. It is a required performance and grades will be given for all performances and proper dress!!

Football Game Procedure

In order to support our 7/8 grade football teams, the 7th and 8th Grade Bands will perform at several football games.

1. Dress in jeans and Band Shirt (tucked in) - no hats.
2. Each person is responsible for his/her equipment at all times.
3. Each person is responsible for arriving at the game field **30 minutes** prior to our performance time with all their proper equipment.
4. Students will not be allowed to have food and drinks in the stands. They must eat before they come to the game.
5. No one except band members (Jacksonville or JHS) may sit with the band during the game.
6. Get your music ready quickly and watch the director.
Remember this is still a performance!
7. You are expected to cheer and support the team.

Parent Volunteers

We rely on the support of a very active, energetic, and creative group of parents like you! Our volunteer program consists of parents and friends, and is designed to enrich our program by providing financial, physical, and moral support to all our bands.

Although we consider every parent a part of the band organization we hope that you will choose to become an active band parent and volunteer! Here are a few ways you can be involved:

1. Chaperone band field trips
2. Help raise money for spring band trip
3. Help to move band equipment for performances and contests
4. Attend contests, concerts, and functions to support students

If you would like to be a chaperone for any of our trips, the Jacksonville Independent School District asks that you complete a background check. This is for the safety of our students as we travel from event to event. You can find a copy of this form at the end of the handbook.

Parent volunteers are an integral part of our band program. We hope that you will choose to take an active roll in this organization!

Calendar

The Jacksonville Middle School Band Calendar will be passed out the first week of school and will be available on the band web site, which is www.jacksonvilleband.org.

Please refer often to this calendar. Please write down all of these dates on your family's calendar.

All dates and times on the JMS Band Calendar are subject to change and we will let you know as soon as possible any corrections in the calendar.

The JMS Band Calendar and updates will be given to your child in band class, posted on the Band Website, and be put in the campus newsletter.

Band Director Contact Information

Angela Glady, 8th Grade

aglady@jacksonvilleisd.org

(903) 586-3686 ext. 28

Christina Clifton, 7th Grade

cclifton@jacksonvilleisd.org

(903) 586-3686 ext. 27

Parent / Student Agreement Form

Student Name _____ **Grade** _____

Please read and sign below as indicated:

This handbook is issued to all band members in hopes that it will enhance understanding of the band program.

In signing below, you accept the privileges and responsibilities of the JMS band, and agree to comply with all rules and polices of the band and school.

Student Signature _____

Parent / Legal Guardian Signature _____

Date _____

JMS Band T-Shirt Order Form

Student Name _____ Grade _____

All Band students will need to order the 2007-08 JMS band shirt. This shirt will be a part of the casual band uniform worn for: pep rallies, band pictures, football games, and field trips. The price of the shirt is \$10. Checks can be made payable to the "Jacksonville Middle School Band". This shirt is a custom order so we will only place one order this year. Please return the order form and payment to the band director as soon as possible. Shirts will be delivered to the school in approximately two weeks.

Please indicate shirt size. (These shirts are adult size)

Small _____

Medium _____

Large _____

X-Large _____

XX-Large _____

.....
Method of payment:

Cash _____

Check _____ **Check No.** _____

Receipt No. _____

Received by _____

Jacksonville Middle School Band
Medical Care, Information and Permission Form

Please complete the following information:

Student First Name _____ Last Name _____

Home phone _____ Date of birth _____

Mailing address _____ City, _____ Zip _____

Parent/Guardian Info that you live with:

Father's name _____ Work phone _____

Father's place of business _____

Father's Cell Phone (for emergencies only) _____

Mother's name _____ Work phone _____

Mother's place of business _____

Mother's Cell Phone (for emergencies only) _____

Parent's E-Mail Address _____

Insurance Info:

Medical insurance company _____

Name of insured _____

Policy # _____

Family doctor: _____ Phone _____

Other persons to call if you can't be reached:

Name of blood relative _____

Phone _____ Relationship _____

Name of family friend _____

Phone # _____

Please list any medication your child is currently taking (prescription & non-prescription):

Please list any allergies or medical conditions we should be aware of such as foods, medicine, diabetic, etc.:

In case of accident or sudden illness to the above named child, and in the event that I cannot be reached by telephone in a reasonable length of time, I hereby authorize a representative of the Jacksonville Independent School District to take the above named child to the nearest hospital or doctor, to receive whatever treatment the doctor thinks is necessary, or whatever is necessary for the quickest treatment in the case of an emergency. I will be responsible for any medical care cost.

Signed: _____ Date: _____

I hereby give my permission for my son/daughter, _____, to make all school sponsored trips with the Jacksonville Middle School Band under the direction of a faculty sponsor. I authorize the faculty sponsor or designee to give my child over the counter medications as needed.

Signed: _____ Date: _____

CAMPUS: Middle School Band

**JACKSONVILLE INDEPENDENT SCHOOL DISTRICT CONSENT FORM
CRIMINAL HISTORY RECORD INFORMATION**

CONFIDENTIAL

The Jacksonville Independent School District is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education Code §22.083). The information requested below is necessary to obtain criminal history record information.

Full Name _____
(Print) L ast Firs t Mid dle (Maiden Name)

Other name(s) that may appear on records _____

Social Security No. _____ Date of Birth _____

Sex: Male _____ Female _____ Ethnicity: Black _____ White/Other _____

I understand the information I am providing about age, sex and ethnicity will not be used to determine eligibility but will be used solely for the purpose of obtaining criminal history record information. This form will be removed from the application and filed separately in the personnel office.

SIGNATURE

DATE

NOTE: An incident on a criminal history that is less than 10 years prior to the date on the Consent Form will be reason for ineligibility. Incidents more than 10 years prior to the date on the Consent Form will not be considered. Any incident that involves injury to a child or assault with a weapon will be reason for ineligibility, regardless of when the incident occurred.