



Hamlin Elementary Band Handbook

2020-2021

This school district does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational program, activities, or employment as required by Title IX, Section 504 and Title VI.

Este distrito no discrimina en base a sexo, discapacidad, raza, color, edad u origen nacional en sus programas educativos, actividades, o

Introduction

Welcome to the Hamlin ISD bands! By joining or returning to the Bands you agree to perform to the best of your abilities and foster an environment in which all members may succeed. This handbook exists to give students and parents in the Hamlin Instrumental Music Program an understanding of the policies, rules, and regulations enforced in the band classes. This handbook does not address every issue, but acts as a guideline to better inform the students and parents. It explains activities in which the bands are involved, guidelines and expectations for members, grading procedures and more. Parents and students are requested to read this manual in its entirety and then fill out the form provided. Please keep this handbook nearby for your reference throughout the school year. In addition, all parents will have access to their child's information and Hamlin Band schedule through the Charms music online program (www.charmsoffice.com). I will send a letter home with students explaining access and features. Also, all parents are invited to the Band Hall at any time to observe the Bands. Please check in at the office first.

Adrian Santana

Hamlin ISD School Band Director

Grading Policy

The grading procedure for the Hamlin ISD bands is simple. All students who comply with the following will receive a grade of 100%:

1. Instrument and/or music for every rehearsal
2. Music and/or instrument put away properly
3. Participation during class
4. Marking music properly during rehearsal
5. Being prepared to play before the tardy bell
6. No excessive talking or disruption of rehearsal
7. Tests of any kind. (Playing, written or oral.)
8. Music pass off sheet
9. Attendance of scheduled sectionals

Students who regularly violate these procedures receive a deduction in their points. Classroom discipline is of the utmost importance to ensure every student's ability to learn in a positive environment. Those students who are disruptive, uncooperative, or repeatedly late to class will lose points and parents and school administrators will be consulted to address the behavior by the appropriate means.

Although a specific point value is not assigned to minutes of practice time, at home practice is absolutely necessary for the improvement of the individual and of the group. Consider practice the same as homework for any other class. Twenty to thirty minutes an evening is ideal.

Eligibility

Student participation in a music contest or competitive activities is governed by U.I.L. regulations. Passing grades must be maintained in all classes to be able to participate. Grades will be checked for each student participating in any off campus event. If a student is academically ineligible to participate in a required event, an alternative assignment will be given and due on the same day as the event.

Attendance

Attendance is required for all rehearsals and performances of the Hamlin ISD Band. One of the primary purposes of a band program is the preparation for and participation in public appearances and competitions. Absences may keep a student from performing or traveling with the band, lower their seating, or result in a lower grade.

Most dates for public appearances are announced weeks in advance (All events will also appear on the Charms music website). Excused absences from public appearances or contests will be granted in cases of genuine emergency only,

such as serious illness to the student or death in the family. Family trips or non-school related athletic activities do not justify excused absences. If possible, please let us know in advance that the student will not be attending so that we may grant the student an excused absence. An unexcused absence from any public appearance or contest is very serious and will be dealt with on an individual basis.

Instruments and Equipment

Each Band Member is expected to keep their personal instrument or school instrument in excellent condition. A malfunctioning instrument will greatly decrease the student's ability to participate and succeed. However, rehearsal time **IS NOT** the time for instrument maintenance. Please see the Director if you have any problems.

- Woodwinds:**
1. Keep instrument keys free of dust.
 2. Check pads weekly for worn or torn skins.
 3. Mouthpieces should be cleaned at least twice a week, more if you are sick.
 4. Reed players should have four playable reeds at all times. Reeds may be purchased from the director.
 5. Cases should be kept clean.
 6. NEVER let another student play your instrument.
- Brass:**
1. Instrument should be washed, inside and out, once a month, more if you are sick.
 2. Mouthpieces should be cleaned at least twice a week, more if you are sick.
 3. Slides should be pulled weekly and slide oil applied as needed.
 4. Trombone slides should be cleaned and oiled weekly.
 5. Valves should be kept well oiled.
 6. Cases should be kept clean.
 7. NEVER let another student play your instrument.
- Percussion:**
1. All percussionists should have their own sticks and mallets. Mark your sticks with your initials.
 2. All percussionists are responsible for keeping all equipment clean and in good shape.
 3. All percussion equipment will be neatly put away at the end of each rehearsal.
 4. NEVER allow non-percussion students play on any percussion equipment.

Names should be clearly marked on instrument cases.

School owned instruments are supplied to give the band a well-balanced instrumentation. It is the duty of each student playing a school instrument to take the best possible care of it. Students using school instruments are responsible for any damage brought about through carelessness.

Hamlin ISD Band Procedure Outline

COMPLETE PARTICIPATION IS REQUIRED AT ALL TIMES

The following procedures define complete participation in Band:

1. Enter the Band Hall quietly and in an orderly manner
2. Rehearsal schedule will be posted at the beginning of each rehearsal. Students are to put their music in this order.
3. Students will be counted tardy if they are not seated in the proper chair ready to play when the tardy bell rings.
4. Concert attention will be observed when the director steps on the podium or a guest enters the Band Hall. No further talking will be permitted.
5. Instrument is to be assembled before rehearsal begins and is not to be disassembled until dismissed. The director will allow sufficient time to properly clean and put instruments away.
6. Music and pencil are to be on stand for all rehearsals.
7. No books, papers, or homework are allowed during rehearsals.
8. Good Posture is of the utmost importance at all times. This will be stressed from the first day of school to the final.
9. Students are responsible for keeping their instruments in proper playing condition. If a problem does arise, inform the director before or after class.
10. All music and instruments will be returned to their proper areas when class is dismissed. Instruments are to be correctly disassembled with cases closed.
11. Each student is responsible for their own instrument. Do not touch any instrument but your own!
12. Instrument storage shelves are for instruments only. Each student will be assigned a shelf.
13. Take your instruments home and practice everyday!

The following general Classroom Procedures will also be enforced in band class:

1. Be in your seat, ready to learn when the tardy bell rings.
2. Raise your hand for permission to speak or get out of your seat.
3. Keep your hands, feet, and other objects to yourself.
4. No gum, candy, food or drinks are allowed in the Band Hall.
5. Keep the Band Hall clean! Every student is responsible for maintaining a clean learning environment.
6. Students are to remain seated until dismissed from class by the teacher.

7. No non-band member students will be allowed in the Band Hall or foyer.
8. Discipline is a quality that must come from within the individual. Because of this fact, each student is responsible for his/her own actions. Classroom discipline is extremely important. Students who display disruptive and uncooperative behavior will be dealt with according to school discipline policies. Make it your goal to be a model student!

Please fill out the following information and return to Mr. Santana by Friday, August 31 2019.

Instrument: _____

Name: _____

Grade: _____

Home Phone: _____

Father's Name: _____

Mother's Name: _____

Mother's Email: _____

Father's Email: _____

Daytime Contact Number(s): _____

Home Address: _____

Instrument Brand: _____

Instrument Serial Number: _____

We have read the rules and regulations established for all band members and understand the responsibilities of the members. We also understand the role we must assume as a band member and parent and will assist to see that all rules and regulations are followed.

Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____

This form also serves as permission to attend band events.

If you have any questions or concerns, please feel free to contact me at any time. I look forward to the opportunity to meet all the parents and working with you to give your students the best education and musical experience possible.