



D.C. Virgo Middle School

# Band Handbook

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### **Preface**

The purpose of this handbook is to provide you with information concerning the band program at Virgo Middle School. In order to maintain the high standards of excellence expected in our band program, you should become familiar with the procedures set forth in this document. It is hoped that some of the questions you may have concerning your child's band experience will be answered in this handbook. If a problem arises that is not addressed here, please feel free to contact me. It is necessary to have band policies clearly laid out in such a way that they are easily understood by everyone. When these policies are followed, our program will operate smoothly and will be a pleasant experience for all.

It is my desire that this band program provide each student with a band experience that is both musically rewarding and personally enjoyable!

Amy L. Hinson  
Director of Bands, Virgo Middle School

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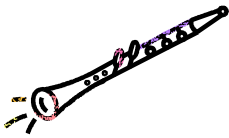
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## Supply List



Flute

- Tuning Cloth
- Soft Cloth



Clarinet

- Swab
- Cork Grease
- Reed Guard that holds 4 reeds
- Four PLAYABLE reeds (no chips, cracks, or MOLD!)



Saxophone

- Swab
- Cork Grease
- Reed Guard that holds 4 reeds
- Four PLAYABLE reeds (no chips, cracks, or MOLD!)



Trumpet

- Valve Oil
- Tuning Slide Grease
- Snake (bore brush)



Trombone

- Slide Cream (NOT slide oil)
- Tuning Slide Grease
- Snake (bore brush)



Percussion

- Drum Sticks
- Bell Mallets
- Drum Key

## **Band Policy**

In order to help band members and parents understand their areas of responsibility, following are five general goals for which each band member should continually strive. Becoming familiar with these responsibilities will help band members make the most of their band experience.

1. Be regular in attendance of **ALL** band functions.
2. Display the **proper respect** for those in authority, including those other than the band director.
3. Follow all classroom rules, school regulations, and travel instructions issued for trips.
4. Read and play music with insight and authority.
5. Make a **sincere effort** to learn and improve daily.

## **Grading Policy**

Each student should have a three ring binder in which to keep all playing tests, handouts and worksheets, practice charts, and any other items that reflect on his or her grade and performance in band class (conduct referrals, progress reports, etc). These notebooks will also hold all music students receive during the year. Parents should check this notebook often to see your child's grade. Grades will be calculated according to the following criteria:

1. **Tests (25%)** – Includes all written and playing tests.
2. **Class Participation (40%)** – Includes **WORTHWHILE** participation in all band activities and any unexcused class absences. This grade is based on the following criteria:
  - a. Any written work done during class – worksheets, etc.
  - b. Having the proper equipment for class (instrument, pencil, music, reeds).
  - c. Having a positive, cooperative attitude during class.
  - d. Following classroom rules and regulations.
  - e. Promptness to class.
3. **Practice Charts (7%)** – Once a month, students and their parents will grade the student on the amount and quality of practice for that month. All students are expected to practice an average of 30 minutes per night, five nights a week.
4. **Homework (3%)** – The instrument storage room and lockers are checked every morning to see if students take their instruments home. Students will be penalized five points each night they leave their instrument overnight.
5. **Concert Attendance (25%)** – Includes attendance at all required band performances. A list of required performances was included with the handouts you received at the beginning of the year, or you can find them on the website at [www.virgoband.com](http://www.virgoband.com).

### **Discipline Policy**

Good discipline in the classroom is a must in order to have effective rehearsals. If students are talking, they are not playing their instruments. In order to maintain good classroom control, the following steps will be taken when a student displays improper behavior:

1. First Offense- The student receives a verbal warning.
2. Second Offense - The student receives a note to take home to be signed by a parent.
3. Third Offense - The student will be “bounced” to another class with an assignment, plus a note home.
4. Fourth Offense - The student will be sent to the office with a conduct referral.

### **Rewards**

Students will receive “Good Time Tickets” as rewards for exceptional behavior, performance, or improvement. They can trade in these tickets for rewards, such as extra points, a dropped grade, or even ice cream from the cafeteria!

### **Attendance Policy**

Attendance and participation are vital to the success of the band program. If one child is absent, it affects the entire band. Band members are required to attend ALL scheduled rehearsals and performances – EVEN THOSE THAT OCCUR AFTER SCHOOL HOURS. Unexcused absences will not be tolerated, and will be handled as follows:

- Class or Rehearsal – Participation grade of “0” for the day, as well as implementation of the school attendance policy.
- Performance – 25% of the final grade comes from concert attendance. A “0” will be given for any unexcused absence. All absences, with the exception of last minute emergency or illness, MUST be excused by the band director BEFORE the concert. Two unexcused absences will result in loss of performance and field trip privileges and consideration for dismissal from the band program.

### **Concert Attire**

Students wear the Virgo Band Uniform for all concerts. The uniform consists of the following:

- Virgo Band Shirt
- Solid Black pants or skirt (NO JEANS!!!)
- Solid Black shoes
- Solid Black socks/hose

### **Classroom Procedures**

1. Every band member should bring a pencil, instrument, music, and proper equipment to every class.
2. Chewing gum, food, and drinks are not allowed in the bandroom or rehearsal area. These items damage musical instruments, and can pose a choking hazard while playing. Any such items will be confiscated and thrown away.
3. Students should read the board upon entering class and place music in the order noted.
4. Any instrument maintenance or supplies needed (reeds or valve oil, etc.) should be done BEFORE class. Students should quietly assemble their instruments and take a seat immediately after entering the bandroom.
5. Fighting, shouting, or horseplay will not be tolerated. All talking should end when the band director steps up to the podium. Posture is very important in band. Students should avoid crossed legs and slumping in chairs.

### **Performance Procedures**

- Students should always be in the appointed place at the appointed time for warm up and roll check.
- Music should be placed in the folder in the order that it will be performed. All students are to bring music to a concert – don't rely on your neighbor to bring it for you!
- Any instrument maintenance or supplies should be taken care of prior to the warm up time.
- Students are required to remain for the entire concert. No one will be allowed to leave unless there is an emergency. Doing so is rude and inconsiderate of the last band performing – after all, they had to listen to YOU play!
- Students will behave in an orderly manner. This is a formal concert – not a ball game. Talking or horseplay will not be tolerated.
- Chewing gum, candy, food, and drinks are not permitted during performances.

### **Band Trips**

1. All band members must travel together to and from our destination. Students should be in assigned places at assigned times.
2. Before any student boards any bus, a signed permission slip and the student information sheet must be on file with the band director.
3. The band director reserves the right to deny any student admission to any field trip due to improper behavior.
4. The band director reserves the right to perform a search of all luggage, bookbags, and clothing of students before and during a field trip. Any searches will be done in the presence of at least one other adult. This is to ensure the safety of all students and chaperones on the trip!

# Information Sheet

**The student Information sheet and Band Contract (on back) should be filled out and returned to the band director the following school day.**

Student Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_  
(Street) (City) (Zip Code)

Guardians \_\_\_\_\_ Work Ph. \_\_\_\_\_

Cell Ph. \_\_\_\_\_

Work Ph. \_\_\_\_\_

Cell Ph. \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

If you and/or your child has an email address, please list them below:

Student \_\_\_\_\_ @ \_\_\_\_\_ Guardian \_\_\_\_\_ @ \_\_\_\_\_

*Please put the ENTIRE email address, NOT just the screen name.*

Please list any medical conditions (asthma, diabetes, etc.) that the band director should be aware of and any medications that the student is taking:

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(Ms. Hinson will fill in the following information – Do Not Fill Out)

Instrument \_\_\_\_\_ Brand \_\_\_\_\_ Serial # \_\_\_\_\_

School Instrument Grant Instrument Personal Instrument

Homebase Teacher \_\_\_\_\_ Room \_\_\_\_\_

# Band Contract

Dear Parents:

I hope that you have read the band handbook very carefully. It is important that you and your child understand all of the policies and procedures of the Virgo Band Program. Without the involvement and support of the parents, the band program could not continue to grow. Below you will find a Contract, to be signed by yourself and your child, stating that you understand all policies and responsibilities, and that you agree to these in order to be contributing members of the Band Program. If you have any concerns about this handbook, feel free to contact me at school at 251-6150 ext. 107. You may also email me at [Bandlady813@ec.rr.com](mailto:Bandlady813@ec.rr.com) and I will reply as soon as possible.

Parent name \_\_\_\_\_ Student name \_\_\_\_\_

We have thoroughly read the Band Handbook. We understand all policies and responsibilities as explained and agree to uphold the standards of the Virgo Band Program, including: (please initial each below)

\_\_\_\_\_ Providing solid black pants (or skirts), and dress shoes (no tennis shoes).

\_\_\_\_\_ Attending all band performances and staying for the entire concert.

\_\_\_\_\_ Practicing five nights a week.

\_\_\_\_\_ Coming to class with necessary equipment every day.

Signed \_\_\_\_\_  
Parent Signature

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