

JEFFERSON TRADITIONAL  
MIDDLE SCHOOL  
**BAND HANDBOOK**

*Band Director:  
Dawn Forsythe*

dforsythe@sb.school  
(574) 393-4124

Band website:

[Click here](#)



**2018—2019**

## **Foreword**

Welcome to the Jefferson Traditional Middle School Band Program. This handbook has been prepared to inform you about Band at Jefferson. You are now a member of one of the musically diverse bands in South Bend. This is a winning team rich in tradition of which you are now a vital part. As with any activity, you get out of what you put into it. You have the opportunity to enjoy some good times as part of this band and I look forward to sharing them with you. Most questions can be answered by referring to this handbook. Welcome!

## **Philosophy & Objectives**

Band at Jefferson Traditional is a voluntary privilege offered to impart knowledge and values of music and performance. I want to give each student musical experiences that will challenge and enrich their lives. Band students will develop individual leadership and self-discipline as well as cooperation and teamwork as well as common everyday morals and values. Participation in group performance fosters and demands many qualities I value. My primary purpose is not to develop professional musicians but to enable students to reach their full potential at this level.

## **Private Lessons**

Private lessons are highly recommended for all band members. Usually private instruction is for a half hour once a week for approximately \$20.00 a lesson. Names of competent private instructors are available. Each instructor may charge according to their degree or level of expertise. You may want to call and get prices and ask if they have openings for a new student. Private instruction helps student's progress much more quickly than the average student. Because the student/ratio is one to one, each individual learns what that particular student needs improvement on. Many students choose private instruction to catch up to the rest of the band class. Other students take playing a step further to improve their range, musicality, etc. Most of our best musicians take private lessons. I would like to also suggest calling IUSB Fine Arts Office, Bethel College or Notre Dame Music Departments for additional instructors. Names of competent private instructors are available. For a list, please see Mrs. Forsythe.

## **Band Room**

Trash goes in the trash cans provided. Please keep the chairs and stands orderly. (If you move something, put it back, etc.) Students are responsible for keeping the area around them clean. Each student has an assigned seat. Each student must bring chromebook, instrument, music, book & pencil for every class period.

## **Instrument storage**

We have band lockers for Cadet and Concert Band students. You will need to take your instrument home for homework practice daily. If you choose to leave your instrument in your other classroom, please understand that SBCSC is not responsible to the loss of or damage to instruments while they are stored at school. Please make sure your instruments are insured against theft (or damage) by your homeowner's insurance policy.

## **Instrument repair**

Instrument repairs are the responsibility of the student and parents for family owned instruments. When you have your instrument repaired, always ask that the store doing the repairs to provide you with a "loaner" instrument while yours is being fixed. If a school instrument is in need of repair (not due to student neglect/misuse) please let Mrs. Forsythe know and it will be repaired within 1 week.

## **Music**

Each student will be given a music folder, sheet music, and other printed information. It is the responsibility of each student to take care of all materials. Repeated irresponsibility may result in students having to hand copy the materials that have been lost or damaged. Music is to be marked in pencil only. All students must have their name written on the top of each piece of music.

## **Practice Rooms**

Jefferson has 3 practice rooms for your usage. These rooms are considered off limits unless permission is granted from Mrs. Forsythe. Please remove all trash and personal items and turn off the lights when you exit. Improper usage of these rooms will result in ODR level 1.

## **Teacher's desk & computers**

The teacher's desk and computer is for use by Mrs. Forsythe only.

## **Performance Attendance**

Students are responsible for attending all scheduled rehearsals and performances. A written note or e-mail notification of the absence must be given to Mrs. Forsythe 2 weeks in advance to be considered excused. (defined by SBCSC policy) Some points may be made up for excused absences by playing the concert music for the class. Unexcused absences include the following: No ride to the concert, forgetfulness, instrument not working, homework, or sporting event. If you need a ride, let Mrs. Forsythe know asap.

## **Daily Attendance**

Tardy rule – All students must be in the room getting ready for class when the bell rings with instrument, music, folder, book, and pencil. Daily slide and individual air warm up will begin immediately. If you ask to use the restroom up to the first 5 minutes of class you will be given a tardy to go do your business. (you have enough time between classes to accomplish this)

## **Communication**

It is very important to me that parents stay involved with their child's education. We know that our students progress much faster with parent involvement. I send group emails home to keep families informed about what we are doing in class.

The 3 most important ways parents can keep track of their child's progress is:

- 1.) **Powerschool:** please contact main office secretary, Gail Gendel [ggendel@sb.school](mailto:ggendel@sb.school) or attendance office secretary, Tami Stayton [tstayton2@sb.school](mailto:tstayton2@sb.school) for a username and password if you do have one already. This way you can check your child's attendance and grades the moment they are entered.
- 2.) **remind:** Remind is a safe way for teachers to connect with students and stay in touch with parents. Remind does not know your phone or email and is only used for reminders. (Don't forget the playing test on Friday! Or Concert dress is all black, call time is 6:00 PM in the band room)
- 3.) **Powerschool Unified classroom:** Parents can view daily or weekly summaries for what was accomplished in class and view class announcements.

**BARK:****Be Prepared****Accountable****Respectful****Knowledgeable**

	<b>Be Prepared</b>	<b>Accountable</b>	<b>Respectful</b>	<b>Knowledgeable</b>
<b>Arrival &amp; Dismissal</b>	<ul style="list-style-type: none"> <li>▪ Get your instrument, book, music &amp; pencil out for class.</li> <li>▪ Put your instrument case and planner under your chair.</li> <li>▪ Blow air &amp; daily slides</li> <li>▪ Line up when Mrs. F dismisses you.</li> <li>▪ Read the daily lesson plan on the whiteboard/GC</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay in your section of the band.</li> <li>▪ Check the lost &amp; found or the PR for your lost music.</li> <li>▪ Maintain cleanliness of your area.</li> <li>▪ Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow directions the first time given</li> <li>▪ Use appropriate language</li> <li>▪ No food or gum allowed.</li> <li>▪ Respect the property of the school, yourself &amp; others.</li> <li>▪ Use your lowest voice level</li> </ul>	<ul style="list-style-type: none"> <li>▪ Raise your hand to ask questions when you need clarification.</li> <li>▪ Know how to find answers (web site, handouts, book, etc.)</li> <li>▪ Take everything you need with you</li> </ul>
<b>Playing Tests &amp; Rhythm Studies</b>	<ul style="list-style-type: none"> <li>▪ Make sure your name is on your music.</li> <li>▪ Mark in the counting under the notes and rests.</li> <li>▪ Be responsible for your actions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ When forgetting music, look in the lost and found or the PR.</li> <li>▪ Check your planner for clarification.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make sure your markings are readable.</li> <li>▪ Do not write in the note names in your music.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Help others that seem to be struggling in the PR.</li> <li>▪ Wait your turn.</li> <li>▪ Practice using metronome to keep tempo steady</li> </ul>
<b>Written quizzes, homework &amp; Practice Records</b>	<ul style="list-style-type: none"> <li>▪ Always have a pencil ready and your folder to write on.</li> <li>▪ Follow instructions the first time given.</li> <li>▪ Fill out your PR w/parent signature.</li> </ul>	<ul style="list-style-type: none"> <li>▪ When borrowing a pencil, please give me your shoe as collateral.</li> <li>▪ Stay in your area (seat).</li> <li>▪ File your PR in the right class.</li> </ul>	<ul style="list-style-type: none"> <li>▪ When quiz is completed, turn your paper over and sit quietly.</li> <li>▪ Raise your hand to be called on.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lead by example</li> <li>▪ Ask questions if you need clarification.</li> <li>▪ Raise your hand to speak.</li> <li>▪ Use music technology to enhance learning</li> </ul>
<b>Rehearsal</b>	<ul style="list-style-type: none"> <li>▪ Mark your playing mistakes in your music in pencil.</li> <li>▪ Make sure to have more than one reed in your case at all times.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep all band materials in your Q &amp; F band folder.</li> <li>▪ Mark your band homework assignments in your planner.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be quiet when teacher is talking to an adult.</li> <li>▪ Use appropriate language.</li> <li>▪ Do not waste time; yours, mine or ours.</li> <li>▪ Take care of your instrument.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Share suggestions when necessary.</li> <li>▪ Play your own instrument.</li> <li>▪ Be actively engaged in processes and procedures.</li> </ul>

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## Consequences:

Level 1 Consequences: Warning, re-taught procedure/expectation, altered environment, loss of daily contribution points, removal from activity, in class writing assignment, time out, ODR level 1 or if it is chronic then ODR level 2.

- Examples: Improper use of technology, disrespectful behavior, dress code violation, unexcused attendance, inappropriate language/gestures/disruptive/disorderly conduct, electronic devices, off task, teaching interruption, refusal to participate, mistreatment of school property, academic dishonesty. Not following directives, calling out, excessive talking, tone/attitude, chewing gum/eating/drinking in class, horseplay, no instrument/book or equipment.

Level 2 & 3 Consequences: Loss of daily contribution points, **immediate removal of classroom to Vice Principal ODR level 2 or 3. Vice Principal administers consequence.**

- Examples: Repeated level 1 behaviors, blatant insubordination, prolonged interruptions, etc.
- Any other violation of the SBCSC Intermediate Student Code of Conduct.  
<http://www.sbcsc.k12.in.us/pdf-files/IC Code of Conduct.pdf>

## Band Supply List

You are expected to provide your own supplies. If you do not have these things already, you will need to get them immediately. We will be doing worksheets, rhythm panels, practicing, auditioning returning students and testing from the band method books. Students are responsible for all supplies listed (for their instrument) and for the performance supplies listed.

### Band Students need:

6<sup>th</sup> grade Beginning Band: \_\_\_ TRADITION OF EXCELLENCE, Book 1 & 2, \_\_\_ Pencil in your case or folder. Chromebook

6<sup>th</sup> grade Cadet Band: \_\_\_ TRADITION OF EXCELLENCE, Book 2, \_\_\_ Pencil in your case or folder. Chromebook

7<sup>th</sup> & 8<sup>th</sup> grade Concert Band \_\_\_ TRADITION OF EXCELLENCE, Book 2, \_\_\_ Pencil in your case or folder. Chromebook

Woodwinds: Flute: Flute rod, soft cotton cloth & folding music stand (for home)

Clarinet: Buffet or Yamaha handkerchief swab, 5 reeds, cork grease, mouthpiece, cap, ligature & folding music stand (for home).

Saxophones: Swab, 5 reeds, mouthpiece, cap, ligature & folding music stand (for home).

Brass: Trumpet/Cornet: Mouthpiece (Bach 5C or 3C), mouthpiece brush, trumpet snake, valve oil, slide grease, metal straight mute & folding music stand (for home).

Trombone: Mouthpiece (Bach 6 ½ AL), Selmer slide grease, soft cloth, small spray bottle & folding music stand (for home).

Baritone & Tuba: Mouthpiece (Bach 6 ½ AL), valve oil, soft cloth & folding music stand (for home).

Percussion: Drum pad for home use, bells or piano keyboard for home practice, hard rubber mallets, snare drumsticks (Vic Firth 5A or DS-1 General), zippered stick bag, folding music stand (for home).

## Classroom Rehearsal Procedures

The students will:

- 1.) Arrive to class on time, listen, and be respectful of self & others and their property.
- 2.) Be prepared for class with chromebook, working instrument, music, pencil, and band folder.
- 3.) Never handle an instrument that does not belong to you or is assigned to you. Take proper care of instrument.
- 4.) Bring a note or send email to director from a parent if he/she cannot play because of illness or dental work. An alternate assignment will be given to those that are not able to play.
- 5.) Raise hand to be recognized to ask a question and not talk when others are talking.
- 6.) Make a difference by being ready to learn and share your passion to create music.

## Performance Supplies

All band students will need the following attire for all performances.

Ladies: \_\_\_\_\_ Black skirt, dress slacks or dress. \_\_\_\_\_ Black top. \_\_\_\_\_ Black dress shoes and hosiery  
Gentlemen: \_\_\_\_\_ Black dress shirt and tie. \_\_\_\_\_ Black dress pants. \_\_\_\_\_ Black dress shoes (with black socks)

## Grading Policy

Students are graded on their individual performance, not on how well (or badly) they play (initially), because everyone has a different ability level to begin with and all students' progress at different rates. Band grades are based on the following percentages:

	<u>9 weeks with no concert</u>	<u>9 weeks with a concert</u>
🎵 Playing tests:	40%	30%
🎵 Quizzes:	30%	20%
🎵 Daily Contribution:	20%	20%
🎵 Concert		20%
🎵 Practice Rec/Hmwk/Classwork: 10%		10%

○ Extra credit: up to 10% on daily contribution      Total of 100% each grading period  
(percentages may be altered depending on need per grading period. Check powerschool frequently.)

Grading scale will be used in concordance with SBCSC Powerschool program and music curriculum will focus on Indiana Department of Education Instrumental Music Standards:

- Standard 1: Performing music, singing alone and with others
- Standard 2: Performing music, playing an instrument alone and with others
- Standard 3: Creating music, improvise melodies
- Standard 4: Composing and arranging music
- Standard 5: Responding to music, reading, notating, and interpreting music
- Standard 6: Listening to and analyzing music
- Standard 7: Evaluating music and performances
- Standard 8: Understanding music and the relationships between music and the other arts
- Standard 9: Understanding music in relationship to history and culture

**Playing Tests (Learning Targets 1-4)** are planned individual sections in the music we work on in class or for seating auditions. Playing tests will be 20 points per test (see rubric on unified classroom). *Video playing test is to record the audio of the musical selection assigned to your instrument and send to Mrs. Forsythe via email/google classroom. You may use a tablet, ipad, ipod, iphone, android or flipgrid app. Or you may download a free voice memo or recording studio app. Students may get one opportunity to re-submit their band video test for a higher grade.*

**Quizzes (Learning Targets 1-4)** Some examples are counting rhythms, worksheets or homework. Quizzes are given to assess mastery and improve their understanding of musical terms, rhythm & meter, note naming, symbols and vocabulary.

**Daily Contribution** is what you contribute to each class period and is the most important part of the class. All students need their Jefferson Planner, instrument, folder, book, music and pencil. Willingness to follow class rules, coming to class prepared with a positive attitude, etc. Students should demonstrate complete understanding of all musical indicators. 5 points per class period.

**Practice Records/Homework/Classwork** Practicing is a valuable way of helping the student master what has been taught in class. It is also a good way of building good study habits and self-discipline. I urge a minimum of 30 minutes per day at least 5 days a week. This is their homework! "Practice Records" are worth approximately 10% of the band grade each quarter. These practice records are due once a week with parent signature. Homework/classwork are graded handouts that are done in or outside of class time. Some examples are worksheets, music theory handouts or homework.

**Concerts/Performances** are the final goal and musical assessment of students in Band and a required part of the class. Demonstrating that they know how to perform in a group, watch the conductor, listen to pitch with attention to tone production and show proper concert etiquette are a few skills learned in class and best shown at a concert. Every member must meet a minimal level of playing and attendance at rehearsals to play in concerts. They must make a positive contribution to the group. This goal is easily accomplished through regular (daily) practice at home and doing one's best consistently in class. Failure to meet this standard may result in a student being not allowed to play in a performance. (counted as an excused absence). Other relevant work will be assigned for partial credit. If you know ahead of time that you will not be able to attend the concert, please notify Mrs. Forsythe immediately. ***Two weeks notice must be given for an absence to be excused with make-up.***

**Extra Credit** can be earned in many ways: attending concerts/performances, playing at church services, helping with music, etc. All extra credit must be completed before the final week of each grading period.



# Jefferson Traditional Middle School

## BAND CALENDAR 2018 - 2019

<b><u>Red Ribbon kick-off (Jazz Ensemble)</u></b>	October, 2018	Hay Primary?
<b><u>SBCSC Alumni Lunch (Jazz Ensemble)</u></b>	TBA	SB Elks Lodge #235 on McKinley
<b><u>IBA All-Region Honor Band Rehearsals</u></b> (select 7/8 students)	November 10, 2018	LaSalle Academy, South Bend
<b><u>IBA All-Region Honor Band concert</u></b> (select 7/8 students)	November 11, 2018	LaSalle Academy, South Bend
<b><u>Jefferson Bands Winter Concert</u></b> (all students)	December, 2018	6:30 PM: Beginners & Jazz Ens. 7:30 PM: Cadet & Concert Bands
~~~~~December 24-January 6: Winter Break~~~~~		
<b><u>Jazz Ensemble Tour (all day with lunch)</u></b>	January , 2019	Tarkington, Nuner, Hamilton
<b><u>ISSMA Solo/Ensemble Contest</u></b> (extra credit)	February 2, 2019	All day at Elkhart Central HS
<b><u>SBCSC Jazz Soundsations</u></b> (Jazz ensemble)	February , 2019	JAHS, Time TBA
<b><u>ISSMA Jazz Contest (Group IV)</u></b>	March 1/2, 2019	Goshen MS
<b><u>ISSMA JME Organization contest</u></b>	March 15/16, 2019	Penn HS
<b><u>Group III Concert Band</u></b>		
<b><u>Group V Cadet Band</u></b>		
~~~~~April 1-5: Spring Break~~~~~		
<b><u>JAHS Big Band Bash</u></b> (Jazz Ensemble)	May , 2019	6:30 PM JAHS PE Gym
<b><u>Jefferson Bands Spring Concert</u></b> (all students)	May , 2019	6:30 PM: Beginners & Jazz Ens. 7:30 PM: Cadet & Concert Bands
<b><u>CHS Swing Fling</u></b> (Jazz Ensemble)	May , 2019	7 PM Clay Cafeteria

*There is an admission charge to all Jefferson Traditional Middle evening performances; \$1.00 per person or \$5.00 per family, whichever is less. Funds raised go to support the Jefferson Bands. No tickets will be printed; seats are first come, first served.*

# JEFFERSON TRADITIONAL MIDDLE SCHOOL

## BAND CONTRACT 2018-2019

By signing this contract I promise to:

- Verify that the undersigned student and parent have read the Jefferson Traditional Middle School Band Handbook 2018-2019 and understand its contents as well as the responsibilities outlined therein
- Conduct myself as a responsible and respectful member of the band
- Participate in all band concerts and dress rehearsals for a portion of your grade
- Set aside adequate time for home practice (daily band homework) and turn in practice records.
- If renting from the school, turn in the signed rental contract and money in a timely fashion so student can start participating.
- Bring all equipment needed to every class (instrument, folder, book, music, chromebook, pencil, reeds, drum sticks) etc.
- Follow all school and band rules and regulations
- Verify that you have arranged to be available on the dates and times listed for band concerts

Home phone \_\_\_\_\_  
Parent signature(s) \_\_\_\_\_ Student signature \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ IN Zip \_\_\_\_\_

Mother's/  
guardian's name \_\_\_\_\_ Cell phone \_\_\_\_\_ work phone \_\_\_\_\_

Mother's/guardian's e-mail address \_\_\_\_\_

Father's/  
guardian's name \_\_\_\_\_ Cell phone \_\_\_\_\_ work phone \_\_\_\_\_

Father's/Guardian's e-mail address \_\_\_\_\_

I will often take pictures of my students in class and display them in the room or take them with me to the elementary schools when we recruit band students. I also post pictures on the band website and on the Jefferson PTO facebook page or Jazz Ensemble group page. If you do not want your child photographed please check. \_\_\_\_\_ I do not want my child photographed.

\* Extreme violation of this contract may constitute removal of the student from the band program entirely.