# St. John's Lutheran School Band Handbook

### **Mission Statement**

The St. John's Lutheran School Performing Arts Department exists to nurture students' artistic abilities through standards-based instruction and give glory to God through hands-on learning and performance.

#### **Overview**

The purpose of this handbook is to inform students and parents of the procedures and expectations of the St. John's Band Program. Students and Parents/Guardians should read this handbook in full and refer back to it as needed.

### **Classroom Procedure**

Class will be held on Wednesdays, Thursdays and Fridays in the church sanctuary. Your instrument will be needed for every band period. During the school day, instruments should be stored on the wire shelf near the gym doors. On the way to the sanctuary, students should stop at the shelf to pick up their instrument. Students' music binders should either be in their backpacks or stored in the sanctuary and retrieved at the beginning of class. Students are responsible for bringing their instruments and music to class every day. Failure to do so will result in a two-point penalty on the student's daily rehearsal grade (see grading policy for more info).

## **Instrument and Music Policy**

#### **Band Instrument Lending:**

St. John's has a limited number of band instruments for student use. Percussionists will be provided a practice pad or snare drum for practice at home; they should provide their own drum sticks. Brass and woodwind players can borrow school instruments with these considerations:

- Financial need: Students demonstrating a financial need will take priority for using a school-owned instrument. Financial need will be documented in FACTS (such as free or reduced lunch).
- Fee: Students borrowing instruments from Buckeye Brass and Winds (our rental partner located in Plain City) pay a monthly fee that includes repairs as needed at no cost. Students using a St. John's instrument will be assessed a \$10/month fee. This is to cover any damage or repairs needed. The fee also allows the instrument to be regularly

inspected for school use. (If substantial repairs are needed because of mistreatment, the family will need to pay the repair fee.)

#### **Band Method Books**

- Band method books are the property of the musician so that he/she can write in rehearsal markings.
  - Mrs. Ervin will determine the band method book needed and order all books needed for students.
  - The school will provide the first book. Books lost or needing replaced will be at the cost of the student.
  - Once a book is purchased, it belongs to the student; there is no need to return it.
  - \*Most books will span two years' use.
- It is each student's responsibility to bring the method book to every class.

Whether a student owns, rents, or borrows an instrument, he or she is responsible for the daily cleaning and upkeep of the instrument.

Brass players (trumpet, trombone, baritone) are encouraged to purchase a bottle of valve or slide oil for personal use. Clarinet and saxophone players are responsible for purchasing their own reeds (I suggested Vandoren blue box reeds). If a reed breaks in class and the student cannot supply his/her own replacement, he/she may take from Mrs. Ervin's supply. The first reed from Mrs. Ervin is free; after that, students must pay \$2 per reed. (A student may still receive a reed if he or she doesn't have the money with him or her at that moment; the charge will be added to the student's balance. Parents/Guardians will be updated about said balance as necessary.)

If you believe your instrument is damaged in some way, please show it to Mrs. Ervin as soon as possible. DO NOT attempt to repair the instrument yourself, and do not take the instrument to the repair shop without showing Mrs. Ervin first (professional repair may not be necessary; don't end up paying a repair fee you don't need to!). Repair costs are the responsibility of the student's family; if a repair is a financial concern please contact Mrs. Ervin privately, and something will be arranged.

While much of our music comes from the aforementioned method book, students will also be given band sheet music as their skill and ability increase. This music is property of St. John's and should be treated as such. Rehearsal markings (reminders, marking accidentals, writing in a fingering/slide position) should be done in <u>pencil</u>. This music, along with the method book, should be brought to every band class. Students will be provided a binder or folder for safe keeping.

Students are expected to maintain and return any school equipment (instruments, practice pads, original prints, etc) in the condition that they received it and return materials to their designated storage locations after rehearsal. Students are encouraged to take their instruments home after school to practice. St. John's cannot be held responsible for student-owned instruments that are stored in the building outside of school hours if they are lost, stolen, or damaged.

# **Grading Policy**

Students' grades will consist of a daily rehearsal grade, playing tests and other assignments, and performance attendance.

**Rehearsal Grade (40%):** Students will receive a ten-point rehearsal participation grade for every class period. Being unprepared for rehearsal (ie, not bringing your instrument or music) or being disruptive to rehearsal will result in loss of points for the day.

No Instrument = -2 points. No Music = -2 points. After one warning, disruption to rehearsal will result in loss of one point every time behavior must be corrected.

If a student does not have his or her instrument or music, he or she will still be expected to rehearse with the group, either by borrowing missing equipment if possible or by "fingering along" to practice muscle memory, note and rhythm reading, and style.

Absence from school will NOT result in a grade penalty.

Playing Tests and/or written quizzes (30%): Students will perform a monthly playing test to demonstrate growth on their instrument. Playing selections will be both student and teacher choice. The piece must be at least 8 measures in length (but may be longer), and should demonstrate an appropriate level of progression for the student. Other in-class assignments such as worksheets or listening assignments will be entered in the gradebook in this category as well.

**Performance Attendance (30%):** All students undertake the obligation to appear with their ensemble for scheduled performances. Every student is important to the makeup of the band, and the absence of even one member causes the need for readjustment in sound production and instrumentation. Concerts are also considered a group final exam, and an unexcused absence with no parent communication, the student will receive no more than half-credit for the performance in the grade book.

# **Examples of EXCUSED ABSENCES include:**

- •Emergency beyond the control of student or parent
- •Illness
- •Other reasons with advance approval (see below)

# **Examples of UNEXCUSED ABSENCES:**

- Lack of transportation
- •Non-school sponsored sporting event
- •Other reasons not approved in advance (see below)

Under exceptional circumstances, an UNEXCUSED ABSENCE may be EXCUSED when arrangements are made in advance of the performance and approved by the director. (Example: planned family vacation). All excuses must be made in writing to the director by the student's parent/guardian(s).

For major performances (Christmas Concert, Spring Concert, etc.) notice is required 14 days in advance of the performance. For minor performances, notice is required 24 hours in advance of the performance.

Please make sure all events that involve your student are marked in your family calendar, and avoid scheduling things such as doctor's appointments on those days! Any changes to the calendar will be communicated to families and students in a timely manner prior to the event.

#### **Concert Dress**

For all major band performances, students are asked to wear plain WHITE or BLACK on top (collared shirt, blouse, or sweater) and plain BLACK on bottom (pants, dress, or appropriate-length skirt). Girls may wear an all-black dress if they prefer. Please make sure that any belt, socks, and shoes are also black. Please no heels that will affect your ability to balance.

## **Performance Schedule**

5th Grade Cookie Concert (5th grade only): October 24

Christmas Concert: December 12

Spring Concert: TBD

# **Handbook Family Form**

We have read, understood, and agree to the policies in the Band Handbook as they relate to performance attire, performance attendance, use of equipment and facilities.

We have also reviewed this semester's performance calendar and noted all applicable performance dates.

Student Signature:	
Date:	
Parent Signature:	
Date:	_