**Bay View/Westlake Bands**

**Parent and Student Handbook**

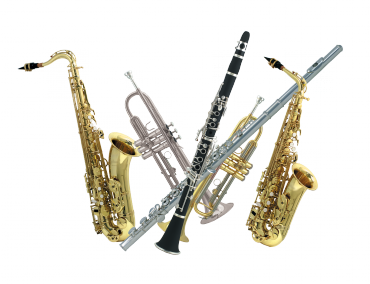
**DEAR BAND PARENTS/STUDENTS:**

Thank you for taking the time to read the important information in this handbook. I am always glad to speak with a parent regarding their child’s musical progress. Because I am going between the schools daily, an email may get you an even faster response. Thank you for your support in your child’s musical progress! I look forward to teaching your child and seeing you at our next concert!

Mrs. Haeger, Band Teacher

khaeger@sccs.net

**INSTRUMENT and BOOK LOAN**

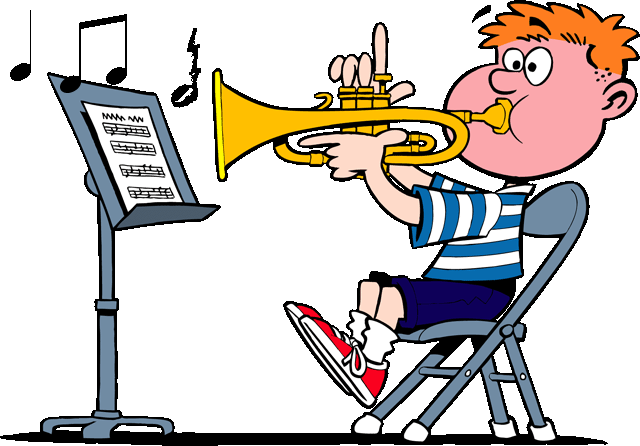
Santa Cruz City Schools has a limited number of instruments to loan students. These will be loaned on a first-come, first-served basis, with priority given to 5th graders and students in instrumental music last year. A book, supplemental music, and folder will be provided by the school which must be returned at the end of the year. California law does not allow school districts to charge fees to students for curricular and extracurricular activities. However, as you are aware, due to state budget cut backs, schools can no longer afford to fund many of these activities. Students who participate in the music program are encouraged to support a yearly donation of $50. The program donation will help to cover the cost of instrument care/repair, textbooks and supplies. We sincerely appreciate any donations made to this program.

**INSTRUMENT CARE AND MAINTAINENCE**

I will provide each student information specific to their instrument on how to clean and maintain it. It is imperative that parents monitor that this is being done. You are responsible for your instrument, whether it is a school instrument, rented, or owned by you. A few dollars and a little bit of time is all it takes, as opposed to several hundred dollars of damage that may be caused if it is neglected.

If you are using a school loaned instrument, please make sure any damage is reported to me **IMMEDIATELY** so the instrument can be properly repaired. Parents/guardians are **NOT** to take school loaned instruments to a music store for repairs or try and repair the instrument themselves. The school will have the instrument repaired. If it is determined the damage was caused by neglect, you will be responsible for the cost.

Students are required to take their instrument home daily. This is necessary in order to practice regularly as well as provide a secure a safe place for the instrument after school and overnight. Instruments left in the music room, cafeteria, or school grounds will be identified and the student’s participation points will be reduced for that day.



**HOW TO BECOME A**

**SUCCESSFUL MUSICIAN**

In order for anyone to be successful playing a musical instrument, practice is essential. Students are expected to practice at home a minimum of 1 hour per week. There will be no benefit if you try to practice the entire hour in one day and do not practice the rest of the week. One of the purposes of practicing is to develop the muscles needed to play a musical instrument. Only through DAILY practice will those muscles become strong enough to sustain a good sound on the instrument and maintain a steady rhythm.

**PARENTS:** I need your cooperation in this matter. Please encourage your child to engage in a daily practice routine. Much like homework, practicing is not something people naturally WANT to do regularly unless there is a schedule in place. This is contrary to what many parents and students believe. However, the enjoyment of playing an instrument shines through with diligence and perseverance. Decide together what day/time will work in your schedules and stick to it. Pretty soon this will become a routine, and hopefully, you may not have to remind him/her to practice. You may further encourage your child to practice by occasionally listening to him/her practice. Notice the improvement. If you hear the tone improve, or the melodies become clearer, mention it. Let your child know you are paying attention, you can hear improvement, and you care!

**SHOW RESOLVE:**

When you hear frustration in such phrases as "I want to quit" or "I sound awful," discuss why those feelings occur. Don't take the path of least resistance and let your child quit too early in the experience. Six weeks, two months - even six months is not enough time to make that kind of decision. Help them establish realistic goals.





Practice Tips for

MUSICIANS



1. *Practice.*

2. *Practice* MORE.

3. *Practice* EVEN MORE.

4. *Practice* EVEN MORE THAN THAT.

5. *Practice* WHEN YOU DON’T WANT TO.

6. *Practice* WHEN YOU DO.

7. *Practice* WHEN YOU HAVE WORK TO DO.

8. *Practice* WHEN YOU DON’T.

9. *Practice* REGULARLY.

10. KEEP *practicing.*

**TOP TEN PRACTICE TIPS**

1. PRACTICE EVERY DAY

Help your long-term memory—Improve your learning curve

2. HAVE SPECIFIC GOALS

Create specific, attainable goals before you practice

3. BEGIN WITH THE BASICS

Go over technique first—Always have a warm-up plan

4. FOCUS ON THE TOUGH STUFF

Spend your time on what you cannot play—Turn fear into confidence

5. WRITE IT DOWN

Get the most from your practice log—See your goals and accomplishments

6. SLOW IT DOWN

Muscle Memory--Never make mistakes—Learn it right the first time

7. BREAK IT DOWN

Identify musical sections—Don’t always start at the beginning—Help memorization

8. USE A METRONOME (OR SMART MUSIC)

Always work on improving your time—Don’t stretch time for the Tough Stuff

9. PRACTICE AWAY FROM YOUR INSTRUMENT

Visualize yourself playing successfully—Hear the music in your mind

10. ACCENTUATE THE POSITIVE

Use positive language in the practice room—Focus on solutions, not problems

**STUDENT ACHIEVEMENT/CHAIR POSITIONS**

Students will be rewarded by their achievement in the book and completion of homework assignments by becoming chair leaders within their section as well as advancing on the wall.

**ALL CONCERTS ARE REQUIRED**

If, when I notify you of the concert dates for the year, you know you cannot attend one, you must notify me ASAP so I can make arrangements for our ensemble. Everyone in band has a valuable part, regardless of what you play. We work as a team to produce our art and it is imperative that we work together toward that end. Students are expected to watch all other performers and remain until the end of the concert to help with putting equipment away.

**CONCERT DRESS**

Unless we decide differently, each student will be required to wear the standard concert dress, which is white on top and black on the bottom. Please try to wear the sharpest white shirt you have (no writing or decorations) and the darkest, cleanest, classiest black pants/skirt you have. Black shoes, socks, and tights (girls who wear skirts!) help finish the package. If you do not have this, please start gathering necessary components now. Do not wait until the night before our concert!



**Excused absence**: Death, wedding, pre-planned family vacation (PLEASE NOTIFY ME ASAP).

**Unexcused absence**: Anything else

**Concert Behavior Expectations:**

Be on time

Be prepared with instrument and music

Be properly uniformed

Perform part to the best of your ability from start to finish

Demonstrate good concert etiquette (posture, focus, smiling)

Sit quietly and listen to ALL other groups

Follow directions and don’t goof off

Help Mrs. Haeger set up AND clean up

**REQUIRED EQUIPMENT FOR EVERY CLASS**

In addition to your instrument, music, folder and pencil, all instrumental students are expected to have the following equipment for each class. Most items will be issued to students, however donations are gratefully accepted.

A folding music stand- for home practice is highly recommended for all music students. Music stands are available for check-out.

Flute- very small, soft cloth that can be tied onto the outside of the case and threaded through inside of flute; cleaning rod

Clarinet- several working reeds/reed guards; cork grease, cleaning swab

Saxophone- several working reeds/reed guards, comfortable sax neck strap, cork grease, cleaning swab

Trumpet/Baritone- valve oil, tuning slide grease, mouthpiece brush, a soft cloth

Trombone- slide cream, small water spritzer, tuning slide grease, mouthpiece brush, a soft cloth

Percussion- practice pad/sticks for home practice



**Music Contract**

**Please detach and return this form on or before our first band rehearsal**

**Keep the Handbook!**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HomeroomTeacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student:** I understand and agree to the policies outlined in the handbook. I will attend all rehearsals, come prepared, practice at home at least an hour a week, attend all concerts, and commit to being in band the entire school year. If I am having trouble keeping up with expectations I promise to speak with Mrs. Haeger immediately so we can come up with a solution together.

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent:** I understand and agree to the policies outlined in the handbook. I will help my child to attend rehearsals, come prepared, practice at home at least an hour a week, attend all concerts and commit to being in band the entire school year. If my child is having trouble keeping up with expectations I promise to speak with Mrs. Haeger immediately so we can come up with a solution together.

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check here if you’re willing to help with fundraising, field trips, concerts, uniforms\_\_\_\_

What would you be willing to help with? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**USE DISTRICT FORM!!!**

**SCHOOL INSTRUMENT/BOOK LOAN AGREEMENT**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instrument \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brand \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ser. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Book \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby agree to hold myself personally responsible for any loss or damage which may occur to this instrument/accessories/book while in my care. I agree that no person other than me will be allowed to use this instrument, and that I will return it to the school when requested. I will supply all necessary items that are needed for this instrument to function properly. I understand that I may use the instrument until the end of this school year, provided I remain in band.

I understand that purchase and maintenance of instruments is expensive. I agree to report ANY damage IMMEDIATELY and will not try to repair the instrument myself.

We have read and agree to the policies outlined above:

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

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

**I’M KEEPING THESE PAGES IN CASE I TEACH AGAIN IN MIDDLE SCHOOL IN THE FUTURE. NO NEED TO TRANSLATE ☺**

**INSTRUMENTAL GRADES- MIDDLE SCHOOL**

**Performance/Skills- 30%**

Practice charts will be used to help students keep up with regular practice. Home practice is necessary in order to pass weekly playing quizzes. Rhythm, tone, posture, fingering, expression (dynamics, phrasing, musicality), and performance ability will all be evaluated. Students will be evaluated on achievement pieces in “Standard Of Excellence” book as well as supplemental pieces outside of the book. Students are expected to keep up and pass achievement pieces where the whole class is working.

**Participation-20%**

**10 points per day**

Student comes prepared, follows “Music Room Routines” and has a good attitude.

**0-9 points per day**

Student is unprepared, does not follow “Music Room Routines”, has negative attitude.

**Music Room Routines**

1. Put chair/stand in your designated spot
2. Take out necessary materials:
   1. Music Folder and Book
   2. Instrument/accessories
   3. Pencil
   4. Planner
3. Turn in:
   1. Homework
   2. Practice Journals
4. Begin Warm-Up/Bell Ringer
   1. Written on board
   2. “Music Helpers” begin their jobs
5. Be a good music citizen:
   1. Follow directions
   2. Play your best
   3. Be respectful
   4. No Whining
   5. Take care of your instrument
   6. Etc.
6. Write homework in planner
7. Clean room for the next class
   1. Chair/stand stacked neatly in place
   2. Instruments away

**INSTRUMENTAL GradES**

**(Continued)**

**Homework/Classwork- 20%**

In class and take home quizzes, music theory, history and listening exercises.

**Concerts- 30%**

**ALL CONCERTS ARE REQUIRED.** Only severe student illness and family emergencies are acceptable excuses for a concert absence. All other absences will be considered unexcused, unless proper arrangements have been made before hand to fill your part. Students will fill out a Concert Self-Evaluation after each concert. Students with unexcused absences must write a 5 page minimum paper (I choose the topic) to make up concert points.

**Excused absence**: Death, wedding, pre-planned family vacation (must be notified at the beginning of the year).

**Unexcused absence**: Anything else

**10 POINTS-** On time

**15 POINTS-** Prepared with instrument and music

**10 POINTS-** Properly uniformed

**15 POINTS-** Performed part to the best of your ability from start to finish

**15 POINTS-** Demonstrated good concert etiquette (posture, focus, smiling)

**10 POINTS-** Sat quietly and listened to ALL other groups

**15 POINTS-** Followed directions and didn’t goof off

**10 POINTS-** Helped Mrs. Haeger set up AND clean up