

Linglestown Middle School



2016-2017 Band Handbook

Mrs. Michelle MJ Nelson, Director



Linglestown Middle School Band Handbook

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Greetings! I hope you had an enjoyable summer and are looking forward to the upcoming school year. I would like to welcome you into the Linglestown Middle School Band Program! It is my belief that every child can be successful and I am dedicated to providing a positive learning environment for every child. I am very excited to work with your student and hope that I can facilitate fun, enjoyment, and growth in their instrumental endeavor.

All Students and parents are expected to read the entire handbook carefully to avoid conflicts with the procedures and rules stated within.

If you have any questions or concerns throughout this year, please do not hesitate to contact me by either email or telephone.

mnelson@cdschools.org

717-657-3060 (Linglestown Middle School) Extension 75137

For up-to-date announcements, lesson schedules, concert information, and contact information, please check Linglestown Middle School's website through www.cdschools.org and select "Bands" from the pull-down menu "Music".

Director Information

My name is Michelle Nelson. I graduated from Millersville University with a B.S. in Music Education in 1999. At Millersville, I studied clarinet and bass clarinet under the direction of Mr. Jack Colangelo and Dr. Andrew Wen, and conducting under the direction of Mr. Walter Blackburn and Dr. Buddy James. I was involved in the University's Symphonic Band, Clarinet Choir, Symphony, Mixed Choir, and a member of Phi Sigma Pi National Honor Fraternity.

I graduated Summa Cum Laude in 2011 from Cabrini College with a Masters Degree in Education. During my studies at Cabrini, I focused on attrition in secondary instrumental music programs through a variety of projects. My studies at Cabrini afforded me professional growth which, in turn, has enriched my teaching.

I have been in the Central Dauphin School District for the past seventeen years, teaching middle school instrumental music at Linglestown Middle School from 2004-present and elementary general/vocal music at South Side Elementary from 1999-2004.

Listing of Band Activities

6th Grade Band

7th and 8th Grade Band

Jazz Band – Students rehearse Jazz, Rock, Latin, Swing, and Funk music to perform in concerts and public outings. Jazz band is open to students in 6th, 7th, and 8th grade by audition.

Small Ensembles - Examples: clarinet choir, brass choir, and woodwind quintet. Small ensembles are open to students in 6th, 7th, and 8th grade band.

LMS Santa Band – Students rehearse Holiday carols to perform at local tree lightings and Holiday functions. Santa band is open to all students in the 7th and 8th grade band.

County/Honor Bands - Open to students in 6th, 7th, and 8th grade. Students are chosen by the director and/or audition on merit and behavior.

Band Member's Responsibilities

1. Follow all Linglestown Middle School Band and School Rules/Dress Code.
Remember that it is your choice to break a rule, so you must accept the consequences of your choices.
2. Show proper respect for those in authority as well as your classmates.

3. Learn to **work well with others**. Band is a team sport and we need all of you to play – the better we work together and encourage each other, the more progress we will make!
4. **Practice regularly!** Our band will only be as good as the person who practices the least! Set regular practice goals and work slowly to achieve success.
Remember that your practicing helps the whole band!
5. Show the proper respect and care for your instrument and the other instruments in the band room.
Remember that you are responsible for replacing materials that you damage or destroy.
6. **You are responsible to be at all lessons, rehearsals and concerts.** Keep careful track of your calendar, so you don't miss anything. Remember you are an important part of the band!
7. **Purchase a Linglestown Music Department shirt.** This shirt will be used in all music groups at Linglestown Middle School.

School-Owned Instruments

School-owned instruments and equipment become the responsibility of the student to whom they are assigned. Any damage other than normal wear and tear will need to be repaired at the student's expense.

**Remember that horseplay can cause damage to instruments and equipment. Be careful with your own instrument, place it out of harm's way. Never play around with or play on anyone else's instrument. Also, never try to repair an instrument yourself. If you have a damaged instrument, show it to me.*

Materials Needed At Lessons and Rehearsals

1. **Instrument**, in good playing condition. This includes mouthpieces, reeds, neck straps, oils, grease, and any other equipment that is required to allow students to participate fully with their instrument. Woodwind players must provide their own reeds. I will provide reeds only in emergency situations.
2. **Pencil**. We regularly use a pencil in lessons and rehearsals to mark notes on our music, take tests, and other general purposes. Students must have pencils on their stands when the lesson or rehearsal begins. It is suggested that students always have pencils in their instrument cases so they can be ready for rehearsals.
3. **Music/Lesson Book and folder**. It is impossible for students to participate in band lessons or rehearsals if they do not have their music. Every student must have his or her music in class every day.

Class/Rehearsal Rules

1. **Follow Directions**
2. **Respect Others**
3. **Try Your Best**
4. **Be Prepared**
5. **No Food, Drink, or Gum in the Band Room**

Consequences

Failure to follow the above rules will result in the following:

First violation	=	Verbal Warning
Second violation	=	Name Written Down
Third violation	=	Think Sheet
Fourth violation	=	Phone Call Home
Fifth violation	=	Detention

Severe Discipline Clause

In the event a student blatantly and/or maliciously causes a serious classroom disruption, the severe disciplinary clause will take effect and the student will immediately be taken to the principal's office and could be terminated from the band program.

Successfully following the above rules may result in:

- 1. Positive notes to parents.**
- 2. Special Awards.**
- 3. Participation in County or Honor Bands.**
- 4. Group Rewards**

Grading

Band is a graded subject in the middle schools. Band students receive a grade every marking period on their report card. The following components will determine a student's grade in band:

1. Participation in Band Class/Rehearsals and Concerts (30% of grade)
 - 4 points will be possible for each rehearsal

4 Points	3 Points	2 Points	1 Point	0 Points
<p>Student comes to rehearsal /class with all needed materials (such as instruments, mouthpiece, drum sticks, music, pencil, ect.) and actively engaged in the rehearsal.</p> <p>Student demonstrates effort in activities, exhibits a positive attitude, and is respectful of peers and self.</p> <p>Student follows all teacher directions the first time asked and follows all classroom procedures.</p>	<p>Student comes to rehearsal/ class but lacks some needed piece material(s) (such as shoulder rest, music, pencil, ect.) and actively engaged in the rehearsal.</p> <p>Student demonstrates effort in activities, exhibits a positive attitude, and is respectful of peers and self.</p> <p>Student follows all teacher directions the first time asked and follows all classroom procedures.</p> <p style="text-align: center;">O R</p> <p>Student comes to rehearsal class with all needed materials but does not display proper behavior expectations.</p>	<p>Student comes to rehearsal /class without their instrument, but is actively engaged in the rehearsal as well as possible without their instrument.</p> <p>Student demonstrates effort in activities, exhibits a positive attitude, and is respectful of peers and self.</p> <p>Student follows all teacher directions the first time asked and follows all classroom procedures.</p>	<p>Student comes to rehearsal /class with without their instrument, and does not actively engage in the rehearsal.</p> <p>Student demonstrates limited effort in activities, exhibits a poor attitude, or is not respectful of peers and self.</p> <p>Student does not follow all teacher directions the first time asked or displays lack of classroom procedure protocol.</p>	<p>Student is unexcused from class.</p> <p>Student is in school that period, but does not come to the rehearsal class and has never come to the teacher with a pass to go to another location.</p>

2. Lessons (40% of grade) - Labeled as 'Class Work' gradebook
 - Each lesson is worth 20 points
 - 14 points for preparedness
 - 10 points for attendance
 - 2 points for instrument
 - 1 point for music and lesson books
 - 1 point for supplies (pencil, reeds, oil, etc.)
 - 6 points for practice
 - 3 possible points for practice at home
 - 3 points for proficient/advanced practice
 - 2 points for basic practice
 - 1 point for below basic practice
 - 3 points for practice sheet
 - 2 points for completed questions
 - 1 point for parent signature
 - A missed lesson (for any reason) will be entered in the gradebook as a '0' until the lesson is made up.
3. Assessments (30% of the grade)
 - Concerts – Attendance is required!
 - If there is an unavoidable family situation (wedding, graduation, educational trip, etc.) or illness that would prevent attendance, the teacher must be contacted prior to the concert and a make-up assignment may be given. For an unexcused absence from a concert (when a student is in school that day and not at the concert that evening) participation points are not excused and a make-up assignment will be assigned.
 - Playing Tests (scales, concert music, etc.) - Playing tests must be completed within 2 cycles of the date announced.
 - Other Assessments (performance tasks, written tests, listening reflections)

Attendance

Students are expected to participate in band activities that are scheduled during and after the school day. I understand that absences for personal illness and other extenuating circumstances are sometimes unavoidable. When possible, parents/guardians should give **advance notice** to me. **Unexcused absences** from any lesson, rehearsal, or performance may result in a lowered grade or a grade of zero for that particular event. Please make every effort not to schedule doctor's appointments, etc., during rehearsals or performances. **Each student plays a valuable part in the band and we are dependant on each other for success!!**

Schedule Conflicts: *In the event that a student belongs to a non-Linglestown Middle School organization which may be appearing or rehearsing at the same time, the LMS Band will take precedence. Conflicts with other LMS organizations will be resolved by me, only if given a two week advance notice.*

I will notify students of all special rehearsals and all scheduled performances at least two weeks in advance (except in rare emergencies). Students are expected to notify parents!

Communication of attendance conflicts are an important skill for students to develop. Development of this skill requires the continued assistance of the parents/guardians and the director. Please remember that it is always a good idea to have a written and verbal communication plan. **The main office does not tell me the details of a student's absence or if it will be prolonged.** Please call me at school or write a note/email to notify me of all prolonged or emergency absences.

Lessons

Every student will attend a lesson once in a six day cycle. The lesson will be twenty minutes in length. This is to ensure that your student does not miss a whole class period of instruction. Your student will have a lesson either the first 20 minutes of a period or the last 20 minutes of a period. The lessons will rotate through the day so they will not miss the same class every cycle. Each lesson group will contain about 2-3 students. I will be handing out the lesson schedule during the second week of school.

Not all teachers will let students miss their class for band lessons. Therefore, your student will need to schedule a make-up lesson within one week of a missed lesson. Your student's grade will not be affected negatively unless he/she does not reschedule a lesson or does not attend a rescheduled lesson.

During the lesson we will work on scales, lesson book material, ensemble music, and band music. At each lesson, a student will get a lesson sheet that contains what they need to work on and a practice time record. Students need to keep track of the lesson sheets, fill them out, **have a parent/guardian sign them**, and hand them in at their next lesson. The lesson sheets are for the benefit of parents and students, as well as myself, in tracking a student's performance.

Individual Practice Time

Being a part of a band involves a lot of teamwork and a commitment from all members. The success of our band depends on each player contributing to the best of their ability. Students are expected to practice at home and to be prepared with their lesson and band music. Weekly lesson assignments/practice sheets will be distributed each week. Should a student miss their lesson, they should check with Mrs. Nelson and receive their assignment sheet and turn in the past week's sheet. Parents should sign each sheet weekly. Please encourage your child to practice and continue to support them by helping them find a quiet place to practice. Middle school is a time for great growth musically and I am excited to hear the progress. Your help and guidance of your child's practice routine at home is necessary for continued success. Let's make a terrific band at Linglestown Middle together.

Concerts

Concert Etiquette

1. Arrive at least 30 minutes prior to listed performance time and with proper attire.
2. Always maintain professional stage presence when performing.
3. When listening to a group perform, **do not talk** and **never leave your seat during a performance.**
4. Be supportive of all groups performing.
5. **All band members are required to stay for the entire concert.** I will approve absences/early dismissal only for exceptional cases on an individual basis with a written note from a parent/guardian.

Concert Attire - *Students will need to wear the following at concert events:*

Ladies

1. Linglestown Middle School Music Department Shirt
 2. Black (or dark) Pants
 3. Dress Shoes
- No skirts, sweat pants, jeans, leggings, yoga pants, shorts, or sneakers are to be worn!***

Gentlemen

1. Linglestown Middle School Music Department Shirt
 2. Black (or dark) Pants
 3. Dress Shoes
- No sweat pants, jeans, shorts, or sneakers are to be worn!***

It is important to look proud and project a positive first and lasting impression. How you dress shows your respect for yourself, the band, and your audience! We want to represent Linglestown Middle School with a professional and organized appearance in all performance situations!

QUITTING BAND

The continued success of the LMS music department depends on the cooperation and commitment of its members. If it is necessary for a student to drop a music course, the student's parents must send a note to the appropriate music director *and* the Guidance Office. Students may only drop during the add/drop period at the beginning of the school year (September 30th). After this, students are considered to have committed to remaining in the organization for the duration of the school year.

Students experiencing severe academic difficulties may also be permitted to drop Band, Orchestra, and/or Chorus at other times on a case by case basis. These academic difficulties will be evaluated by Mr. Termin, the music director, the guidance counselor, and the student's team. This written request must be submitted to the director and guidance counselor and should include the reasons why dropping the specific music course is warranted. Submission of this request *does not* guarantee that the student will be given permission to drop the course. Permission will be contingent upon evaluation of the situation by Mr. Termin and his team.

If granted permission to drop, the student must return all music department property prior to his or her release from the program. This includes music, which must be returned in the condition in which they were issued.

CLOSING

I know that this is quite a bit of information to give you at one time, but I hope that it will answer some of the questions you might have about the band program at Linglestown Middle School. I am very excited about working with you and your child this year. I hope that you will encourage and support your child to practice every day and to work hard in the band and in all school work. If you need to get in touch with me, please call or email me. I will endeavor to call or email you on the day I receive the message. I know that this year is going to be a wonderful year and that your child will learn a lot about music and have a great time playing in the band.

Sincerely,
Michelle MJ Nelson

Important Dates

Friday, September 9, 2016

7th & 8th Grade band members play at the Central Dauphin High School football game. Times TBA

Friday, September 16, 2016

Used Instrument Sale collection at East High's Cafeteria 6:30-8:00 PM

Saturday, September 17, 2016

Used Instrument Sale at East High's Cafeteria 9:00 AM – 12:00 PM

Thursday, October 6, 2016 (Tentative)

LMS Jazz Band Auditions

Sunday, October 30, 2016

LMS 7th and 8th Grade band members play at the CDHS Keynotes Concert 2:00 PM – Report 1:00 PM

Thursday, November 3, 2016

7th-8th Grade CD Honors Band Rehearsal 6:30-8:30 PM – CD Middle School

Thursday, November 10, 2016

6th-8th Grade LMS Jazz Band evening rehearsal 6:30-8:00 PM – LMS Band Room

Monday, November 14, 2016

7th-8th Grade CD Honors Band Rehearsal 6:30-8:30 PM – CD Middle School

Wednesday, November 16, 2016

7th and 8th Grade CD Honors Band Rehearsal 9:00 AM -2:00 PM – CD Middle School

7th-8th Grade CD Honors Band Concert 7:00 PM – CD Middle School

Tuesday, December 6, 2016

6th-8th Grade LMS Jazz Band evening rehearsal 6:30-8:00 PM – LMS Band Room

Thursday, December 15, 2016

6th Grade Winter Band, Orchestra, and Choir Concert 7:00 PM at LMS Report time 6:30 PM

***7th and 8th grade band and LMS Jazz Band does not participate in the December 15th Concert held at LMS.**

Wednesday, December 21, 2016 (Tentative)

LMS Santa Band Community Service Concert at Friendship Club Meeting during school day

Thursday, January 5, 2017

Combined 7th and 8th Grade Band rehearsal after school until 4:30

Monday, January 9, 2017

Combined 7th and 8th Grade Band rehearsal after school until 4:30

***This rehearsal may be cancelled depending on how much we get accomplished on January 5th.**

Monday, January 9, 2017 (Tentative)

6th-8th Grade LMS Jazz Band after school rehearsal 2:50-4:30 PM – LMS Band Room

Wednesday, January 11, 2017

7th and 8th Grade County Band Auditions – 6:00 PM at Bisop McDevitt HS

More information to follow.

Thursday, January 12, 2017

7th and 8th Grade Winter Band, Orchestra, and Choir Concert 7:00 PM at LMS Report time 6:30 PM

Wednesday, January 18, 2017

7th and 8th Grade County Band Auditions **SNOW DATE** – 6:00 PM at Bishop McDevitt HS

Tuesday, February 7, 2017

6th, 7th, and 8th Grade County Band practice 6:30-8:30 PM – Lower Dauphin Middle School

Tuesday, February 14, 2017

6th Grade County Band practice 6:30-8:30 PM – Lower Dauphin Middle School

Thursday, February 16, 2017

6th Grade County Band practice 6:30-8:30 PM – Lower Dauphin Middle School

Friday, February 17, 2017

7th and 8th Grade County Band practice 9:00-4:00 PM – Lower Dauphin High School

Saturday, February 18, 2017

6th, 7th, and 8th Grade County Band practice 9:00 AM -12:00 PM,
Concert at 1:30 PM – Lower Dauphin HIGH School

Thursday, March 16, 2017

6th Grade CD Honors Band Rehearsal 6:30-8:30 PM – CD East Middle School

Monday, March 20, 2017

6th Grade CD Honors Band Rehearsal 6:30-8:30 PM – CD East Middle School

Thursday, March 23, 2017

6th Grade CD Honors Band Concert 7:00 PM – Report at 6:30 PM - CD East Middle School

Wednesday, March 29, 2017

6th-8th Grade LMS Jazz Band evening rehearsal 6:30-8:00 PM – LMS Band Room

Thursday, April 20, 2017

6th-8th Grade LMS Jazz Band evening rehearsal 6:30-8:00 PM – LMS Band Room

Thursday, May 4, 2017

LMS/CDMS Small Ensemble Concert 7:00 PM – CDMS
This concert will feature small ensembles and the LMS Jazz Band

Thursday, May 11, 2017

LMS Spring Concert 7:00 PM – 7th and 8th Grade Band, Orchestra, and Chorus - Report 6:30

Thursday, May 18, 2017

LMS Spring Concert 7:00 PM – 6th Grade Band, Orchestra, and Chorus - Report 6:30

This is **not** a complete list of events. You will be notified of more events and specific report times/places. Your student may not be involved in all of the events listed. Please check in at my website or wait for an information sheet to outline and explain the events your son or daughter may be taking part in. I hope this list helps you plan your schedules. I am looking forward to a great year!

Example of a Lesson Practice Sheet

	Lingestown Middle School Music Department <i>Practice Sheet</i>	
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Name _____ Date ____/____/____

<p>I. Scales C G D A E F B\flat E\flat A\flat Chromatic</p> <p>Played With Sheet _____ Memorized _____</p>	<p>I. Rudiments</p> <p>Played With Sheet _____ Memorized _____</p>
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II. Lesson Book	III. Band Music	IV. Notes
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Practice Record

Practice ____ days a cycle for 30 minutes each day.

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
Date: /	Date: /	Date: /	Date: /	Date: /	Date: /	Date: /
# Of Minutes:	# Of Minutes:	# Of Minutes:	# Of Minutes:	# Of Minutes:	# Of Minutes:	# Of Minutes:

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
Date: /	Date: /	Date: /	Date: /	Date: /	Date: /	Date: /
# Of Minutes:	# Of Minutes:	# Of Minutes:	# Of Minutes:	# Of Minutes:	# Of Minutes:	# Of Minutes:

_____ Parent Signature

_____ Total Number of Minutes Practiced

Missed Concert Requirement Sheet

Due Date _____

Name _____

Date _____

Policy for Missing a Concert:

Band is a graded course. Playing in a concert is equivalent to taking a mid-term or final exam. If a student does not attend the concert, it is the same as a student missing an exam. In order for the student to receive a passing grade for the missing concert, make-up work is suggested.

I expect each student to attend the concert(s). However, there may be an unexpected sickness, conflict, or circumstance. I am giving an opportunity for students in those particular situations to receive a grade for the missed concert.

Project Ideas

1. Compare and contrast the instrumental music from the concert. Discuss the different styles, composers/arrangers. What is the difference between a composer and arranger? You will need to do research on the music and the composers.

2. Select 2 of the music styles below. Compare and contrast the styles. Give examples using composers and titles of songs and information about them.

Chant

Classical Music

20th Century

Baroque Music

Romantic Music

3. Select a few well known instrumental musicians, compare and contrast their playing styles.

4. An idea of your own. It must be approved by Mrs. Nelson before you start your project.

Examples: A poster demonstrating instrumental music concepts/information. You must have a list of at least two sources used.

A survey about different types of music and how people think or feel about music. (You must follow the written project guidelines.)

Requirements for a Written Project

Written projects must:

*Be typed and double spaced.

*Have a cover page that includes the title of the report, your name, and the date.

*Have a list of at least two books or web sites that you used in your written project.

*Be 3-5 pages in length (minimum 3 pages). That does not include the title page and the sources used page.

*Be related to band music and/or playing an instrument.

*Contain this sheet in the report.

Information and Acknowledgment Form

Please complete and return this to Mrs. Nelson by Friday, September 30th.

Student's Name _____ Grade _____

Homeroom Teacher _____ Team _____

We have read the band handbook via website or hard copy and my son/daughter and I understand the requirements as listed.

Parent/Guardian Signature

Student Signature

Parent/Guardian Name _____

Home Phone Number _____

Daytime Phone Number _____

Parent Email (optional) _____

Best way to reach you _____

Best time to reach you _____

Please check the line that applies:

_____ My student owns his/her own instrument.

Instrument Type _____

Instrument Brand _____

Serial Number (etched on instrument) _____

This information is for instrument safety. If an instrument becomes lost or stolen this is a way to identify the instrument. It is found etched on the back of the instrument.

_____ My student uses an Linglestown Middle School owned instrument.

Repairs of the instrument (beyond reasonable wear and use) are the responsibility of the student and guardian. Please work with your child to ensure the safekeeping and careful handling of his/her school-owned instrument.