

# Hughes Middle School

## Band Handbook

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Band Website: [www.burlesonband.org/hughes](http://www.burlesonband.org/hughes)

### **BAND GRADES**

#### **Daily Work (50%)**

##### Class Participation:

Student will be given a weekly class participation grade. Students will start with a “100”. Points may be deducted for lack of participation in classroom activity for any reason.

##### Practice:

1. Students are required to practice 20 minutes per day for five days for a total of 100 minutes per week.
2. Practice records are due on Monday, but will be accepted through Friday for full credit. Weekly practice minutes may be recorded on your computer with: [charmsoffice.com](http://charmsoffice.com). If you are unable to access Charms you may record practice minutes on a piece of paper and turn it in each week. Please print student’s name and include date of practice, minutes practiced, and parent signature.

#### **Tests (50%)**

1. Playing tests
2. Performances (all performances are required)
  - a. Students will receive a “100” for each performance. (Performance grades will be counted twice)  
Students who leave early will not receive full credit for the performance.
  - b. Students will receive a “0” for an unexcused absence from a performance.
3. Written tests

### **CLASSROOM BEHAVIOR**

Students will be rewarded for behavior that enhances learning in the classroom and contributes positively toward the band program. Consequences may result from inappropriate behavior. Parents will be notified on a regular basis of consequences resulting from inappropriate behavior.

### **REPAIRS**

A representative from Johnny Paul’s Music Shop will come by our school each week to service instrument rentals, deliver supplies, and pick up repairs. Instruments purchased from Johnny Paul’s will be covered under their repair warranty and may be left at the school for pick-up.

1. School-owned instruments and all instruments from Johnny Paul’s Music Shop will be repaired at Johnny Paul’s Music Shop. Off-brand instruments purchased off an internet website are your responsibility if repairs are needed. Instruments from Craig’s List or from an individual can be repaired at Johnny Paul’s if they are standard brand instruments for which parts are readily available in the metroplex.
2. Instruments from another music store must be repaired by that music store. It is your responsibility to take the instrument to that music store for the needed repairs.

Johnny Paul’s Music Shop  
Representative – Doug Hazlewood  
Store: 817-441-9003  
Cell: 817-705-9663

### **SUPPLIES**

All supplies may be purchased at Hughes Middle School. Items that we do not have in stock may be ordered from the music store and delivered to the school. It is not necessary for you to drive to a music store to purchase supplies. All necessary supplies may be purchased on credit. A file will be kept on each student that shows how much is owed. You may access your child's financial records for band at [charmsoffice.com](http://charmsoffice.com). All debts must be paid prior to a student's participation in Sandy Lake and/or the All Star Band Trip. A hold may be placed on the report card of students who still owe money at the end of each six weeks. Please make all checks out to Hughes Middle School.

### **PAYMENT INFORMATION**

During the course of the school year it may be necessary to pay for supplies, fundraiser, t-shirts, repairs etc.

All payments must be placed in an envelope with the student's name, amount of money enclosed, and item to be purchased. Envelopes are available in the band hall. Payment envelopes should then be placed in the money box. All checks for supplies should be made out to Hughes Middle School. Checks for instrument repair should be made out to Johnny Paul's Music.

### **SCHOOL-OWNED INSTRUMENTS**

The usage fee for school-owned instruments is \$25.00 per semester. This covers cleanout and yearly maintenance. Used mouthpieces for school-owned instruments may be purchased from the school for \$25.00. If a student wants a new mouthpiece he/she can purchase one from the music store. These may be ordered and picked up from the school. Damage caused by negligence is the responsibility of the student and not covered by the yearly fee. Please make checks out to Hughes Middle School. The usage fee must be paid by the following date:

Fall Semester: Sept. 9 Failure to make payment by the due date will result in loss of instrument.

Spring Semester: Jan. 13 Failure to make payment by the due date will result in loss of instrument.

### **STUDENT-OWNED/RENTED INSTRUMENTS**

Loss or damage insurance is available through the music company for rental instruments. Instruments purchased through other sources may be covered through your homeowners insurance. There is an independent company that offers insurance for instruments if needed. Please contact the band director for more info. Needed repairs due to negligence are not covered under warranty. Repairs due to instrument failure and normal maintenance are covered under warranty. If your child does not stay in band it is your responsibility to contact the music store and arrange for them to pick up the instrument.

### **PERFORMANCES**

All performances are required and count as two test grades. However, participation in performances is only open to students who can demonstrate the ability to correctly play the performance music. Students who cannot perform the music at an acceptable level will be excused from the performance and will receive a grade based on playing the performance for the band director.

### **UIL CONCERT AND SIGHTREADING CONTEST, AND ALL REGION AUDITIONS**

1. UIL Concert and Sightreading contest and All Region Band are activities open to 7<sup>th</sup> and 8<sup>th</sup> grade band students by audition only.
2. Students not participating in these activities for any reason can still be in the All Star Band.

### **BAND FEE (\$25.00)**

The casual uniform for many performances and activities of the Hughes Middle School band is the HMS band t-shirt and blue jeans. Students will also need a band binder, 10 plastic sleeves, and miscellaneous sheet music. The total cost for the band t-shirt, binder, sleeves, and music is \$25.00. Please make checks out to Hughes Middle School.

### **CONCERT/PERFORMANCE ABSENCE POLICY**

The band performs at optimum with all members present. Therefore, students are required to participate in all extra rehearsals and performances unless excused by the director.

1. All absences for performances and/or rehearsals due to other school activities or organizations will be excused. Other excused absences include sickness, death in the family, injury, or other family emergency. Any question about excusing an absence will be referred to an administrator.
2. Participation in performances is limited to students who demonstrate the ability to correctly play the performance music. Students excluded from any performance will be graded on the level of performance attained by the student on the music for that performance and will be excused from performance.
3. Students are expected to stay for the entire performance and support the other performing groups.
4. Any student with an unexcused absence from a performance will be ineligible to attend the Sandy Lake Trip and/or All Star Band Trip.
5. Good communication between the director, the student, and the parents can prevent misunderstandings. In order to be excused you must follow these policies and procedures for dealing with absences from performances and/or extra rehearsals.
  - a. Written notices from parents are required at least three days prior to the performance for all absences. Verbal or student written notices are not accepted.
  - b. Advance notification is required for all prior commitments. A prior commitment is defined as an activity to which the student was committed prior to announcement of the date of a performance or extra rehearsal. A notice of such prior commitment must be sent to the director the next day after a scheduled performance or extra rehearsal is announced.
  - c. We will attempt to avoid conflicts with other school activities whenever possible. However, when a conflict occurs the student will not be penalized for choosing the other activity.
  - d. In the case of sudden illness and/or family emergency please follow up with a written note as soon as possible upon the student's return to school.
  - e. The student will be assigned written make-up work for any excused absence from a performance or competition.

### **CONCERT ATTIRE**

We will have casual performances with band t-shirts/blue jeans and more formal concerts with a red polo and khaki pants or skirts. Shorts would not be considered acceptable attire for either type of performance unless publicized as such by the band director.

### **FUNDRAISER**

The fundraisers will be announced. Proceeds help pay for the Sandy Lake trip, the All Star Band trip. Students will need approximately \$80.00 for the All Star Band trip, \$5.00 dollars for Sandy Lake. The Band Boosters may offer additional opportunities for your parents to earn money during the Spring semester. Money from the fundraiser may also be used for school instrument rental, band t-shirt, or any outstanding balance owed at the end of the school year. Funds may not be transferred to another student or carried over to the next school year.

### **LOST AND FOUND**

Lost items (clothes, books, etc.) will be placed in a large rubber tub located in the front of the room. It is clearly marked. We will empty it at the end of each six weeks-grading period. Clothes will be donated to the Harvest House. Books will be taken to the front office. All other items will be thrown away.

### **BAND BOOSTERS**

The Hughes Band Boosters is a non-profit organization formed to provide financial support for the band program. We need volunteers to help with concessions both at the middle school and high school athletic events. Middle school football games start on Sept. 6<sup>th</sup> this year. We will need at least 3 volunteers to work each shift. Students will receive All Star points each time their parent works a shift. Check on the band website: [burlesonband.org/hughes](http://burlesonband.org/hughes)

### **PRIVATE LESSONS**

Individual or small group (2-3 students) instruction is available on most instruments from an approved teacher. This enables the student to participate in a more individualized instructional session designed to meet their specific needs. Students in lessons usually progress faster and are more successful than students not enrolled in lessons. However, students can have a positive band experience without being enrolled in lessons. Private lessons are strongly encouraged, but not required. Students enrolled in private lessons will have one lesson per week at a cost to be determined by the teacher. Students enrolled in small group lessons will have one lesson per week at a cost of \$5.00 per lesson. Scholarships from the band boosters are available for up to \$5.00 per lesson for private lessons only. Lessons may be scheduled during the school day or after school. All checks for lessons must be made out to the private teacher.

### **NO PASS/NO PLAY**

Students failing any class (below 70) on their report card will be ineligible for extracurricular activities until progress reports. Students may become eligible at the three weeks by passing all classes (70 or above) on the progress report. This is a state law enacted by the Texas Legislature. Extracurricular activities may include the following: Homecoming Parade, Mass Band Night, All Region Tryouts, All Region Concert, Band-on-the-Run, Burleson Solo Contest, UIL Lock-In, skating parties, Sandy Lake, and the All Star Band trip. Ineligible students may participate in Pep Rallies and concerts at school.

### **E-Mail**

A directory will be set-up with the e-mail address of both parents and students. Letters, memos, and reminders sent home with the students will also be e-mailed. Documents will be attached and may be opened in Microsoft Word. Your e-mail information is confidential and will not be given to anyone without your permission. Information will be sent to every e-mail address listed on the HMS Band Student Info Sheet. Please let us know if your home address, phone, or e-mail address changes during the school year. Whenever possible, contact us through our school e-mail.

### **BURLESON BAND WEBSITE**

We will be posting information about every activity. Hopefully, we will also be able to post pictures of the students participating in various band activities. Permission to post pictures of your child on the band website is contained on the band info sheet which you should have filled out and returned to the school. Log on at: [www.burlesonband.org/hughes](http://www.burlesonband.org/hughes). Additional info including All Star points and money owed will be posted under Hughes Middle School Band and your child's name at [charmsoffice.com](http://charmsoffice.com).

### **REWARDS\***

We believe in rewarding students for achievement in band. We have coke parties, pizza parties, and skating parties. We also have our annual **All-Star Band Trip**. This year we are going to Six Flags Fiesta in San Antonio, Texas. In order to qualify for All-Star Band Trip a student must earn a minimum of "100" points by the end of the 5<sup>th</sup> six weeks. Students may sign up for bus seats on the basis of points accumulated. The top ten students in each grade will be recognized at the Spring Concert.

## **ALL STAR BAND TRIP-Schlitterbahn**

### **POINTS MAY BE EARNED FOR THE FOLLOWING:**

- 20 points – Grade of 100 in band on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> six weeks report card.
- 10 points - participation in any performance of the Hughes Middle School Band.
- 15 points - tryout for All Region Band (tryout by audition)
- 25 points - selected for all Region Band
- 10 points – selected for Symphonic Band in All Region
- 35 points - selected for 1<sup>st</sup> chair in the Symphonic Band in All Region
- 25 points - performance in All Region Concert
- 5 points - 1<sup>st</sup> chair on any chair test
- 3 points - 2<sup>nd</sup> chair on any chair test
- 1 point - 3<sup>rd</sup> chair on any chair test
- 5 points - 100 on any chair test or playing test
- 4 points - 99 on any chair test or playing test
- 3 points - 98 on any chair test or playing test (no wrong notes or wrong rhythms)
- 2 points - 97 on any chair test or playing test (no wrong notes or wrong rhythms)
- 1 point - 96 on any chair test or playing test (no wrong notes or wrong rhythms)
- 5 points - Attendance at any scheduled after school rehearsal
- 5 points- Parent working concessions or volunteering for any band activity

Points will be awarded for turning in practice records. 7<sup>th</sup> grade – two points per practice record. 8<sup>th</sup> grade – three points per practice record. Additional points may be awarded at the band director's discretion.

### **POINTS MAY BE DEDUCTED FOR THE FOLLOWING:**

- 1 point – trip to restroom during class
- 1 point – tardy to class
- 2 points - any inappropriate behavior during any band activity
- 5 points – unexcused absence from any scheduled after school rehearsal
- 10 points - lunch detention assigned for inappropriate behavior in band class or in band room
- 15 points - office referral written by band director for inappropriate behavior in band class or band room
- 25 points - receiving an “N” or “U” in band for any six weeks grading period
- 50 points - unexcused absence from any performance of the Hughes MS Band

# How to Access Charms

Start with [www.charmsoffice.com](http://www.charmsoffice.com)

Go to the Parent/Student Login

Enter HughesMSBand

**OR**

Go to [www.burlesonband.org/hughes](http://www.burlesonband.org/hughes) and click on the charms link

**THEN**

*Enter your child's student ID number. This number is listed on Skyward and is also the number they use in the school cafeteria and library. It's also on their report card. If you cannot find it let me know and I will look it up for you.*

## **Practice Records**

Click on the practice tab and enter minutes for the current week. It will not let you enter minutes past Sunday night at midnight for the past week. You may turn in practice minutes on paper.

**YOU DO NOT HAVE TO ENTER PRACTICE MINUTES ON CHARMS!**

## **All Star Points**

Click on the "assigned uniforms" tab and you will see a listing of All Star points. Previously earned points are the points earned and lost for playing tests and for disciplinary reasons. Points for specific activities including concession volunteers are listed separately. The total is at the bottom.

## **Money**

Click on finances. You will see money owed for the band fee (\$20.00 for t-shirt/binder/plastic sleeves/music), school instrument fee (\$20.00), and small supplies such as reeds and valve oil. You will also be able to see info about money deposited for the fundraiser .

## **Forms**

You can see if your child has turned in the student info sheet and the trip authorization form.