

**Hedrick Middle School**  
***BEGINNER BAND***  
***HANDBOOK***

**2007-2008**



**Lewisville Independent School District**

**Nathan Cooley – Director of Bands**

**Jessica Flanagan – Associate Director of Bands**

**Pete Taggart - Principal**

**Dr. Danna Rothlisberger – Director of Performing Arts**



- 1. Sign and return the required forms by Friday August 31:**
  - Handbook Signature Form
  - Student Information/Private Lesson Form
  - Temporary Medical Guardianship Form
  - Code of Extra Curricular Conduct
- 2. Send check for Booster Club Dues and Band T-Shirt**

# 2006-2007 Beginner Band Tentative Calendar

<b>August</b>	30	Parent Meeting in the band hall @ 5:30
<b>October</b>	27	Chili Cook Off
<b>December</b>	14	HMS Winter Concert @ HMS
<b>February</b>	TBA	Spaghetti Supper
<b>March</b>	7	Percussion Concert @ LHS Auditorium (for ALL Percussionists)
<b>April</b>	23	Beginner Solo Festival @ Hedrick
	TBA	Beginner Band at Sandy Lake
<b>May</b>	17	Spring Concert @ LHS Auditorium
	TBA	Trip to Hawaiian Falls
	22	Auditions for Fall 2008

Some dates are tentative and subject to change or cancellation. Please try your best to work out any conflicts with any of the above dates in advance.

Also check the online calendar regularly at [www.hedrickband.com](http://www.hedrickband.com) as it is the most up to date and accurate calendar available.

The success of our band program is directly proportional to your level of commitment. We appreciate all you do to make the Hedrick Band program a quality organization and a wonderful place to be.

## Hedrick Middle School Bell Schedule and Band Master Schedule

<b>Period 1</b>	<b>Regular Schedule 8:45 – 9:36</b> Tuba/Euphonium – Mr. Cooley, Band Hall Saxophone – Ms. Flanagan, Ensemble Room
<b>Period 2</b>	<b>Regular Schedule 9:41 – 10:32</b> Cornet – Mr. Cooley, Band Hall Flute – Ms. Flanagan, Ensemble Room
<b>Period 3</b>	<b>Regular Schedule 10:37 – 11:28</b> Symphonic Band – Mr. Cooley, Band Hall Symphonic Band – Ms. Flanagan, Band Hall
<b>Period 4</b>	<b>Regular Schedule 11:33 – 1:08</b> Conference – Mr. Cooley Conference – Ms. Flanagan
<b>Period 5</b>	<b>Regular Schedule 1:13 – 2:04</b> Honors Band – Ms. Flanagan, Band Hall Honors Band – Mr. Cooley, Band Hall
<b>Period 6</b>	<b>Regular Schedule 2:09 – 3:00</b> Trombones – Mr. Cooley, Ensemble Room Clarinets – Ms. Flanagan, Band Hall
<b>Period 7</b>	<b>Regular Schedule 3:05 – 3:55</b> French Horns – Mr. Cooley, Band Hall Double Reeds – Ms. Flanagan, Ensemble Room Percussion – Mr. Murphy, Choir Room

# HOW TO CONTACT THE DIRECTORS

The directors receive a lot of calls and messages. Our goal is to respond to every message in a timely manner. If your call is not returned within 24 hours, please continue to try to get through. E-mail is by far the preferred method of communication. We both check our e-mail multiple times throughout the day and your fastest response will always be through e-mail.

## **BAND WEBSITE:**

Most of your questions about scheduling, class expectations, private lessons or other band information will be available on the band website at [www.hedrickband.com](http://www.hedrickband.com).

## **YOU MAY E-MAIL US AT THE FOLLOWING ADDRESSES:**

Mr. Cooley – [cooleynj@lisd.net](mailto:cooleynj@lisd.net)

Ms. Flanagan – [flanaganj@lisd.net](mailto:flanaganj@lisd.net)

## **CALL DURING OUR CONFERENCE TIME**

We are not always near a phone during these times, but it is the best time to catch us. In general, we are teaching every period until our conference time and we might miss your call. Please leave a message on our voice mail and we will return your call as soon as we can. The most difficult times to reach us will be before and after school.

Mr. Cooley's conference: 12:10- 1:10

Ms. Flanagan's conference: 12:10- 1:10

Band Hall Phone: (972) 350-8943

## **Mr. Murphy**

Our percussion instructor is only on campus during his class time daily. You can contact him at the LHS main campus or through e-mail [murphyq@lisd.net](mailto:murphyq@lisd.net) . Also, feel free to ask Mr. Cooley or Ms. Flanagan any questions about percussion class. If your question is about a day to day event in class we might not know the answer but we can find it for you quickly.

## GRADING AND ATTENDANCE POLICY

There are 3 areas which are used to determine a student's average in band:

### Section I. PERFORMANCE GRADE – 40% of total grade

- A. Objectives (playing and written)  
Playing objectives which receive a grade below 90 may be replayed after school.
- B. Chair tests
- C. Written tests
- D. Performances (proper concert attire required)

### Section II. PRACTICE GRADE – 20% of total grade

Practice journals are due each Monday for full credit. All practice reports must be signed by a parent or legal guardian in order to receive credit.

### Section III. DAILY REHEARSAL GRADE – 40% of total grade

Each student begins the grading period with an average of 100 points. During the course of the six weeks deductions will be made for the following reasons:

- A. Disruption of rehearsal (D): 1 point each
- B. Lack of essential equipment: 1 point each
  - 1. no pencil (NP)
  - 2. no music (NM)
  - 3. no book (NB)
  - 4. no reed (NR)
  - 5. music not in order (MO)
  - 6. music not marked (MM)
  - 7. faulty equipment (EQ)
  - 8. poor posture (P)
- C. Unable to play (NI)
- D. Unexcused absence from sectional (NS): 10 points each occurrence, 6 points if made up (MU) Grades taken during sectionals must be made up after school.
- E. Leaving instrument in band hall (LI): 5 points each

*Being in band is like being in a team sport; everyone must participate in order for the group to be successful.*

**\*A student may earn extra credit by attending musical performances by professional organizations and those given by our local high schools.**

## ATTENDANCE POLICY

Any activity, which is included in the course objectives, is considered curricular. Sectionals and performances are part of the course requirements and are therefore graded activities. Unlike other core classes, it is not possible to make-up most of the activities that occur throughout the year in the performing bands. Attendance at all rehearsals, clinics, and performances is mandatory. A director must approve all absences in advance. **Advance notice must be written and includes at least 24 hours for extra rehearsals and 2 weeks for performances.** Unexcused absences will have an adverse effect on the student's grade. If you absolutely must miss an activity due to an unavoidable conflict or family emergency, a written request by a parent or guardian will be needed. Please submit requests in a timely manner. Excessive unexcused absences may result in the re-assignment to a different part or role in the rehearsal or performance.

The overall success of our program is directly proportional to the overall attendance rate throughout the year. We can't teach an empty chair. ***Please make every effort to schedule your medical, dental, or other appointments around band activities and class time.***

# Equipment

All students will be required to have the following materials in addition to their instrument and music.

- 1", black, 3-ring binder, this binder should be maintained in good condition. If your binder from last year looks like it was run over by a school bus it is time for a new binder.
- Pencil
- 40 plastic page protectors

## MUSIC SUPPLIES

For the convenience of our students and parents, the Hedrick Band keeps a small supply of reeds, cork grease, and valve oil. These items are available to students at their actual cost. The directors recommend that the reed players (clarinet, bass clarinet and saxophone) purchase reeds by the box instead of one at a time. Individual reeds will be sold in case of an emergency.

## INSTRUMENT REPAIRS

If an instrument is in need of repair, the student should first have the director look at it. Often, the directors can make minor repairs and adjustments. Dents, broken springs, and torn or missing pads should be repaired by a professional instrument repairman.

**You should bring your instrument every single day.** Do not ever assume that we will not be playing. Even on days when we are running a testing schedule and you think you might not be coming to class bring your horn because the schedule sometimes changes.

# Private Lesson Program

It is the goal of the Hedrick Middle School Band department to provide the best learning experiences for each student. One of these learning experiences is the opportunity for a student to study privately with a professional instrumentalist. This enrichment activity is available to all band students in grades 6-8. The private lesson program allows interested students to receive additional individual help on their instrument. This individual attention greatly improves the performance level of the individual student and also has a positive effect on the band in which the student participates. One of the greatest contributing factors to the success to the Hedrick Bands is the active involvement of our students in the private lesson program. The key to success with this opportunity is to start early and *continue throughout the entire school year*.

## POLICIES AND PROCEDURES

1. Students take **one 30-minute lesson each week**. The cost of each lesson is \$16.50 for those students studying with our teachers who have a music degree, and \$13.50 for those students who are studying with our teachers currently working on a music degree.
2. **Lessons may be scheduled before school, after school, or during band** depending on the schedules of the students and teachers. In some cases, 22-minute lessons will be necessary so that two different students may take a lesson during one class period. The cost will be \$13.00 for a degreed teacher and \$10.00 for non-degreed.
3. On the first lesson of the month the teacher will present the student a pledge notice of the amount due for that month. All pledges should be **returned directly to the private teacher** by the 1st of each month.
4. If a student misses a lesson, they will be credited for that lesson only if the lesson teacher is contacted at least 24 hours in advance. If the teacher misses, the student will be credited for the missed lesson.
5. All students benefit from private instruction.
6. Even though the majority of students choose to take private lessons, they are not required and are not a part of the student's grade in band.
7. There are **scholarships available** for private lessons. These students must be hard workers and have a need for a reduced lesson amount. The scholarship pays for half of the lesson and the parent pays the other half. Parents should notify Mr. Cooley or Ms. Flanagan by note, e-mail, or phone if they have need.
8. The instructors are specialists on their instruments. Many have advanced degrees in music and perform professionally. These teachers are hand picked by the directors to ensure that all of our students will receive quality instruction.

# Band Expectations

The Band Hall is your room. Treat it with the highest regard and great pride. Please understand that over 200 students will pass through this room on a daily basis, therefore, we must adhere to these rules. Imagine 200 people in your room on a daily basis.

1. Students must bring all equipment including binder, instrument, reeds, mouthpieces and stick bags to every rehearsal or event.
2. NEVER leave your instrument unattended. Students with instruments will be dismissed from the cafeteria early to put their instruments in the band hall, and the instruments should be picked up immediately after school. **Do not drop off instruments in the hallway outside of the Band Hall. Students will not be able to enter the band hall through the back until 8:30 a.m. unless they have sectionals or have prearranged a practice room with the directors.**
3. No one shall play, hold, or otherwise operate or handle another person's instrument. This includes all percussion equipment around the Band Hall. If it is not yours, do not touch it!!
4. All cases will be stored in their assigned slots. These cases must be clearly labeled with your name with the label visible when placed in your slot.
5. ***All instruments will go home every day.*** This rule includes days when you have games, practice or simply lots of homework. Instruments shall be picked up before 4:00 p.m. each day. If you should have to leave school early, be sure to come and pick up your instrument before you go.
6. Only band students are allowed in the band hall. No other students may pass through or use our back door.
7. Use all equipment, including music stands, tuners, instruments etc. only in the way that they are intended to be used. Music stands are not tables/footrests.
8. Be in your seat fully ready to play when the tardy bell rings.
9. Practice rooms are for practicing only.
10. Absolutely **no gum, candy, food, or drink** is allowed in the band hall.
11. All handouts will be signed by the student and the parent, returned to be checked, and placed in your band notebook.

## BAND HALL PROCEDURES

### ***BAND OFFICE***

Although the band office is meant for business, it is not off limits to students. When the door is open, students are welcome to enter. When the door is closed, DO NOT ENTER OR INTERRUPT THE WORK OR BUSINESS TAKING PLACE. If you have an emergency, please knock and use common sense in regard to how important your concern may be.

### ***BAND TELEPHONE***

The telephone placed in the band hall is intended for business use only. Students will not be allowed to use the phone after school. If there is an emergency need students should ask the band director to use the phone. Any abuse of this privilege will result in the cancellation of student phone use. You should always arrange a method of picking up you student before the end of an event. If every student has to call for a ride after an event it causes events to drag on for up to an hour after the scheduled end time.

### ***BAND COPIER***

No one is allowed to use the copy machine without permission from a director.

### ***LOST AND FOUND***

Always make sure you pick up after yourself after every rehearsal or sectional. If you happen to leave something behind, it will generally be put in the band office or front of the room. Please check there before asking a director if something has been turned in. After one week the unclaimed items are taken to the office to the school's lost and found.

# BEGINNER BAND EXPECTATIONS

Greetings!! Welcome to Beginner Band! For all of you this is your first experience with band instruments, and this is a very exciting time for you. Please read the following expectations closely. If you have any questions or concerns please contact Mr. Cooley at [cooleynj@lisd.net](mailto:cooleynj@lisd.net) or Ms. Flanagan at [flanaganj@lisd.net](mailto:flanaganj@lisd.net).

## Daily Class Expectations:

- Beginner Band members are expected to be in their assigned chair with their materials, ready to begin rehearsal when the bell rings. If any member is not seated with their equipment by the bell you will be counted tardy.
- Beginner Band members should enter the band hall in the proper manner. Please enter the band hall calmly and quietly.
- Beginner Band members are expected to practice good “rehearsal etiquette.” This includes but is not limited to:
  - Coming to rehearsal prepared—have your binder organized, measures numbered, music learned, and make sure you have a pencil!
  - Keep talking to an absolute minimum and make sure you listen to instructions. Many times during rehearsal I will be instructing the entire ensemble and other times I might just be addressing a specific section(s), please stay quiet so that you and your fellow band members can hear the instructions. This will help the entire band to learn more!
  - Respond quickly to instructions. We have a lot to accomplish each day, so stay on task, mark things quickly when asked, and move from one piece to the next.
  - Have a positive attitude!

## Yearly Expectations:

- Beginner band is a year long process. You will not learn everything in the first few weeks. We go very slowly at first so that you can develop good fundamentals and we are able to go faster in the future.
- After we begin sending the instruments home beginner band students are expected to take their instruments home **every** day. Your grade will suffer if you leave your instrument in the band hall after school.
- Beginner Band members are expected to attend each Beginner Band performance this includes all concerts and contests. (see HMS band calendar in your hand book for details).



## Hedrick Middle School Band Student Information Sheet

Name: \_\_\_\_\_  
Last First Middle Name Used

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Home Phone: ( ) \_\_\_\_\_

Birthdate: \_\_\_/\_\_\_/\_\_\_ Gender: M F

Parent email address (if applicable): \_\_\_\_\_

Student email address: \_\_\_\_\_

Do you want to be included on an e-mail list for the band boosters? Yes No

Father's Name: \_\_\_\_\_

Father's Place of Employment: \_\_\_\_\_

Father's Work Number: ( ) \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Place of Employment: \_\_\_\_\_

Mother's Work Number: ( ) \_\_\_\_\_

## Private Lesson Sign-Up

### CHECK ONE:

\_\_\_\_\_ My child is interested in starting lessons.

\_\_\_\_\_ My child is not interested in private instruction at this time.

### PARENT'S SIGNATURE

## Private Lesson Scholarship Guidelines

- Student must complete a private lesson scholarship application (see below).
- Parent(s) must be a member(s) of the Booster Club and volunteer for at least one band function.
- Students must not have any unexcused absences to a private lesson or sectional.
- If receiving a private lesson scholarship 6<sup>th</sup> and 7<sup>th</sup> grade students must also agree to be in band for the next year.
- Student must participate in at least one of the fundraisers.
- Student must maintain at least an

Please complete and return to a band director.

All scholarships must be approved by a director.

Reason for needing financial assistance:

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

**TEMPORARY MEDICAL GUARDIANSHIP**

TO WHOM IT MAY CONCERN:

I (we) the undersigned \_\_\_\_\_ are the natural parents or legal guardians of \_\_\_\_\_ . During our absence he/she

has been placed in the temporary care of Hedrick band directors **Nathan Cooley** and/or **Jessica Flanagan**, who is/are empowered by this statement to call for and authorize medical care and assistance in the event of injury, accident or illness involving our child or children. It is my (our) intention that this statement serves as authorization for such medical care to be administered during band related field trips or activities.

In the event that further medical consultation is required the physicians who have most recently examined the child/children are:

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Child ' s Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Last Tetanus Vaccine \_\_\_\_\_

List of Known Allergies: Drugs: \_\_\_\_\_ Foods \_\_\_\_\_

Previous Diagnoses and History \_\_\_Convulsions \_\_\_Kidney Ailment \_\_\_Diabetes  
\_\_\_Asthma \_\_\_Bronchitis \_\_\_Heart Ailments \_\_\_Tuberculosis \_\_\_Epilepsy

List all other medical conditions, history of surgeries, and serious injuries: \_\_\_\_\_

List Names and Doses of all regular medications: \_\_\_\_\_

Insurance Information (optional but recommended) \_\_\_\_\_

In case of emergency, the following person/people is/are also authorized to give consent for treatment if the parent/legal guardian cannot be reached:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_ Signature \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_ Signature \_\_\_\_\_

Emergency Contact Dates, Location and Numbers for Parents \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Band Booster Club**

Parents play an important role in the development of a student's musical ability. Parents can take an active part in their child's learning process by attending concerts, encouraging home practice, listening to the child play at home, providing lessons, providing the proper equipment, and praising accomplishments.

By having a child in the Hedrick band program, you are a Band Booster Club Member. In order to achieve success, we need the support of all parents. The Booster Club is our most valuable means of parental support. Booster club dues are paid by each family, and are included in each student's yearly band expenses. Unfortunately, being such a big organization with so many things to accomplish, we will still have to fundraise to meet the budget needs.

This year we have chosen to not have the students purchase the band warm up book. The expense of this book did not match the value that your students were receiving in our particular class set up. We will be generating all of the warm up materials and exercises ourselves rather than utilizing this book. We have chosen to wrap the booster dues and t-shirt cost in one rather than ask parents to spend money over and over again for various band supplies. This year's cost for booster dues and the required band T-Shirt is \$15. Please send this payment in along with your child's signature pack.

Below you will find a list of volunteer activities. Please sign up for any or all that you might be interested in assisting with.

The following information will be given to the band booster officers in order to contact you for the events that you volunteer for.

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Preferred e-mail: \_\_\_\_\_

Do you want to be included on an e-mail list for the band boosters? Yes No

\_\_\_\_\_ Friday snacks for band students

\_\_\_\_\_ Fundraiser money counting or product distribution

\_\_\_\_\_ Chili Cook-Off Band Carnival

\_\_\_\_\_ Chaperoning band trips

\_\_\_\_\_ Other band activities as needed

**Remember to send your \$15 booster dues and t-shirt payment by  
Friday, August 31.**