



# Kelvin Grove Intermediate Band Handbook 2011-2012

Dear Band Student and Parent(s)/Guardian(s),

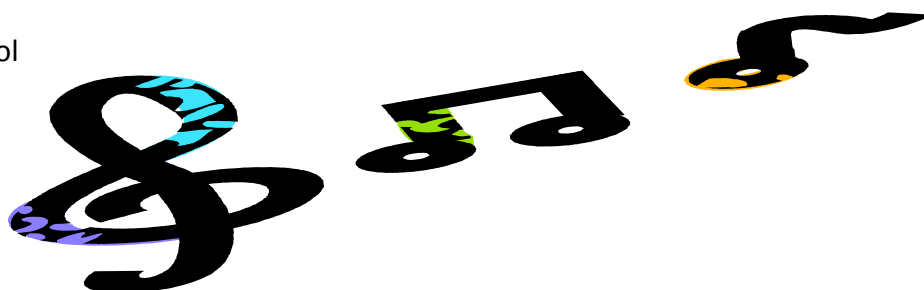
Welcome to the Kelvin Grove band program. Yet another year at Kelvin Grove is beginning! It should be an exciting year of great music to learn and many opportunities to perform and share our musical talents this year. Attached is the Kelvin Grove Intermediate Band Handbook. This handbook outlines all of the expectations and procedures of the KG band program as it applies to Intermediate Band. The band program at Kelvin Grove is co-curricular, which means that it is an academic class that also meets outside of the school day. Band should be treated like any other class, as your child will receive a grade in band. Please pay particular attention to the attendance policy, as attendance in band is a crucial part of success. Please keep the handbook as a reference for the up-coming school year.

For easy communication, I ask that you fill out the communications form, so your e-mail address and phone numbers are up to date. I use e-mail and the CONNECT ED system to communicate with you, so please make sure that your e-mail and phone numbers are up to date at all times throughout the year. Again this year, the band has an activity fee. This year, the district is implementing a \$35.00 fee for all band members to help offset costs to maintain the lessons during the day. Also included is the Volunteer Information Form. If any adult will be assisting the band in any way (i.e. chaperoning, helping with uniforms, etc.), please return a form for each adult, if you have not already done so for the 2011-2012 school year.

Please read through the handbook, fill out all the forms, and return the forms and have the activity fee paid by Friday, September 2. If you have any questions about anything that is in the handbook, please feel free to call me at school (838-0737 x139) or e-mail me (nplagman@d91.net).

Musically,

Mrs. Plagman  
Band Director  
Kelvin Grove School



### ***KG Band Expectations***

In order for any band to be successful, a certain amount of structure and self-discipline is required. These basic rules must be followed to ensure success.

- ♪ Follow directions immediately and directly.
- ♪ Act and speak in a calm and respectful manner at the appropriate times.
- ♪ Attend, arrive on time and be prepared for all lessons, rehearsals and performances.
- ♪ Demonstrate a positive, cooperative attitude.
- ♪ Consume all food, candy, gum and drinks outside of the band room. Water is allowed.
- ♪ Be responsible and respectful of the music, supplies, uniforms, lockers and instruments in your care.

If everyone follows these simple rules, but important guidelines, we will be able to focus on creating the best music experiences possible. Our band will be better and rehearsal will be both productive and enjoyable. If someone has difficulty meeting these expectations, the following steps will be taken to help the student improve his or her behavior/attendance.

1. A warning will be given. The director will review the expectations with the student.
2. If this is ineffective, parents will be called in an effort to involve them in encouraging the student to contribute positively to the band.
3. If even more attention is necessary, the principal will be asked to intervene in an effort to create a long-term solution to the problem. Parents will again be notified and asked for input.
4. If everything has been done to help the student be a positive member of the band and he or she is still unwilling to follow the expectations outlined, the student will be removed from the band temporarily or permanently depending on the situation.

While it is always the goal to help a student learn to do what is expected in the most constructive way possible, those who are working in a positive direction should not have to continually be affected by a student not on the same path. In band, everyone must work together in order to produce a successful product. In this type of setting, the work of each individual affects the group as a whole. This means everyone must contribute positively.

### ***KG Band Opportunities***

**Intermediate Band:** Second year players or students at an appropriate ability level make up this class which meets Monday and Thursday from 3:15-4:00 pm. Students also receive one 30-minute lesson per week during the school day.

**THIS ENSEMBLE REQUIRES TOTAL COMMITMENT.  
BAND IS A TEAM EFFORT AND IT TAKES EVERYONE ON THE TEAM  
TO MAKE IT WORK!!!!**

### ***Weekly Lessons***

All the students in Intermediate Band will have one 30 minute small group lesson a week. This lesson will rotate throughout the school day, so the same class will not be missed each week. Like any other class, students are expected to be on time and prepared. Lesson music will consist of band music, fundamental exercises and method books.

Students must be getting a C or better in the class they are missing in order to come to the lesson. Therefore, it is every band member's responsibility to keep his/her grades up so that we can maintain our lesson schedule. If a test or group presentation is being given in the class to be missed that week, the student will stay in class. It is the student's responsibility to tell Mrs. Plagman if there is a conflict with the lesson. These are the only acceptable reasons for missing a lesson. Lesson schedules will be posted each week.

### ***KG Band Attendance Policies***

Students are expected to be in attendance, to be on time and prepared to all lessons, rehearsals and performances. For Intermediate Band, this means that students must be in their seats, ready to begin rehearsal at the 3:15 bell. Therefore, band members need to come to the band room directly after school, assemble their instruments, take their seats and prepare to play. Those not ready by the 3:15 bell will be marked tardy.

Please understand that each individual is an important part of the band. By choosing to be in band, you have made a commitment to a number of people including the other band members, your parents and your school. This is not to be taken lightly. In order to reach maximum potential, *everyone must be present for all band functions*. Students must be present at all lessons during the day, rehearsals after school and all performances. If a student is going to miss a rehearsal, not due to an absence from school, a parent must contact Mrs. Plagman by phone (815)838-0737 x139, by e-mail [nplagman@d91.net](mailto:nplagman@d91.net) or a written note at least 24 hours before the rehearsal. Students are required to be at all performances and an absence will only be excused for a family emergency or illness. Please make sure to contact Mrs. Plagman as soon as possible in the event that a family emergency or illness occurs. The calendar you will find attached to this handbook includes all the important dates for the year. Please mark them on your calendar at home and plan your schedule accordingly. You will be notified of any additions or changes made to the calendar during the year as soon as possible.

Those who do not attend rehearsals and/or performances will lose participation points and may not be allowed to continue in the program. Therefore, we must work together to help solve any problems that arise. I will be happy to do whatever is needed to ensure 100% participation at all lessons, rehearsals and performances.

### ***Grading***

Band is a class and all Intermediate Band members will receive a progress report indicating their progress in the many aspects of playing their instrument. This assessment will be based on:

- ♪ Band Lesson and Rehearsal Attendance: (see attendance requirements)
- ♪ Preparedness:
  - Students must have their instrument (reeds, mouthpiece, valve oil, drumsticks, etc.), music folder with music and pencil at every lesson, rehearsal and performance.
  - All band members are expected to practice on a regular basis. Intermediate Band students should be practicing at least 4-6 times a week for 30 minutes or at least 120 minutes to be divided up to fit his or her schedule. The most important thing to do is to set up a regular routine and stick to it. The more you practice, the better you will play and the more fun you will have. Also, how you play effects the entire group. Therefore, you have an obligation to practice your parts and assignments and play to the best of your ability.
  - Each woodwind player needs to have at least four working reeds at all times. The students may buy the reeds through Mrs. Plagman or through a local music store. When buying reeds, please be aware of brand and strength. In an emergency, students may purchase a reed from Mrs. Plagman. The cost of the reed needs to be paid for by the student. If the student does not have the money that day, the student will receive an "I Owe You" form and it will be kept on file until the amount is paid.
  - Intermediate Band students are required to take their instruments home after every rehearsal. If this is a problem, please contact Mrs. Plagman and another arrangement will be made.
- ♪ Written assignments: There will occasionally be a written assignment. These assignments will be given to further the student's knowledge and understanding of music.

- ♪ **Playing Assessments:** Students will be assigned an excerpt of music, scale or technique exercise and then will be expected to play it for a grade. These playing tests help assess the student's progress on their instrument and allow Mrs. Plagman to see what are each player's strengths and weaknesses.
- ♪ **Performance Attendance** (see attendance requirements)

### ***Music, Instruments and Equipment***

Everyone will be given a folder at the beginning of the year. Folders should be kept in the folder slots that are available or in the band locker and not in their case. Only mark music with a pencil, not a pen, so that the marking can be erased and the music reused, if necessary. Most students will be issued a band locker and lock. Students are responsible for the care of the locker and lock that they receive at the beginning of the year. All other instruments and equipment issued are the student's responsibility. Any damage to a school owned instrument will result in the student paying for the repair. These items are expensive and it is up to all of us to keep them in good condition. This includes instruments owned by the students. If your instrument is not in good playing condition, you will not be able to play your part as well as possible. Please take pride in the things that we have and treat them with respect.

### ***Part Assignments***

Mrs. Plagman will place students within the section. The part a student is assigned to play will be determined based on the musician's ability and the needs of the ensemble. Unfortunately, everyone cannot play first part. All parts are important and must be covered equally in order to produce a quality-sounding band. Parts will be rotated as much as possible, but do not be concerned if you are not playing first part. Names will be listed alphabetically in the concert program so that everyone is given equal representation.

### ***Concert Uniforms***

Members of the Intermediate Band will wear uniforms:

- GIRLS: White shirt – professional, but not fancy or flashy
  - Black pants (no capris, jeans, sweatpants)
  - Black socks
  - Black shoes (no open toed shoes)
  - Green jacket – these will be provided
- BOYS: White shirt – professional, but not fancy or flashy
  - Black pants (no jeans, sweatpants)
  - Black socks
  - Black shoes (NOT tennis shoes!)
  - Green jacket – these will be provided

The proper uniform must be worn to all band functions unless directions are given otherwise. It should be worn neatly and completely whenever the band is together. All members must be in full uniform at all times during a performance, so please do not do such things as un-tuck the shirt or take off the jacket when not performing.

### ***Discontinuing Intermediate Band***

It is strongly encouraged that each student commit to being in band for the entire school year. However, if your child no longer wants to continue in band, a parent must notify Mrs. Plagman and then the student will be able to drop at the end of a quarter or after a concert, whichever is best for the ensemble. When the student will be able to drop will be determined by Mrs. Plagman.

### ***Parent Involvement***

Kelvin Grove has a Band & Chorus Booster Organization whose purpose is to support the band program through fundraisers, special projects and promotion of the band to the community. The organization will meet as determined by the membership. All parents of the band members are encouraged to participate. A band program cannot function without parent support and assistance.

### ***Other Opportunities***

**Solo and Ensemble Contest:** Intermediate Band members are highly encouraged to participate. Students may play a solo with piano accompaniment or perform in a small ensemble with other band members. Music will be chosen and be prepared during the weekly lessons. Piano solos may also be performed as long as the student is taking private piano lessons.

**Private Lessons:** Perhaps the fastest way for a student to progress is to take private lessons from a specialist on his or her instrument. There are many qualified instructors in the area. A list of recommended instructors is available.

**Summer Band Camps:** During the months of June, July and August, universities/music organizations throughout the state and country hold band camps for anywhere from one to four weeks. This is an excellent opportunity to spend a period of time concentrating on your instrument and play with a different group of people. Information about these camps will be available in the spring.

Please fill out and return this form to Mrs. Plagman by: FRIDAY, SEPTEMBER 2.

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STUDENT NAME \_\_\_\_\_

PARENT(S)/GUARDIAN(S) NAME \_\_\_\_\_

PHONE NUMBER TO BE CONTACTED \_\_\_\_\_

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**BAND COMMUNICATION FORM**

Please indicate which method you would like your band information to come home. This information will include information on upcoming events and fundraisers. Forms will be sent in Word format.

\_\_\_\_\_ e-mail only – you will receive all forms and reminders through e-mail.

\_\_\_\_\_ e-mail and hard copies – you will receive all forms and reminders through e-mail, but I will also send hard copies of forms home with your child.

\_\_\_\_\_ hardcopies only – I will send hard copies of forms home with your child.

\_\_\_\_\_  
Name E-mail address

\_\_\_\_\_  
Name E-mail address

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**CONNECT ED INFORMATION**

I will use the school’s CONNECT ED system for rehearsal/performance cancellations and reminders. Please make sure that your phone number and e-mail are up to date at all times.

\_\_\_\_\_  
Student’s name Phone # E-mail

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**PICTURE PERMISSION**

My child, \_\_\_\_\_, has permission to be part of any group (three students or more) photos to appear in the KG newsletters, webpage or local newspapers. I understand that their name may be used in an accompanying article; however, the name will never correspond with the photo.

\_\_\_\_\_  
Parent signature Date

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**BAND AIDE FORM**

\_\_\_\_\_  
Parent/Guardian's name

\_\_\_\_\_  
Phone number

**SPECIAL TALENTS:** Please circle all that you would like to help with.

\*concert set-up

\*copying, assistance during school day

\*chaperoning

\*fundraising

\*uniforms

\*sewing/mending

\*other \_\_\_\_\_

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I have read the Kelvin Grove band handbook and I understand and will comply with all of the guidelines, requirements and calendar dates contained therein.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date