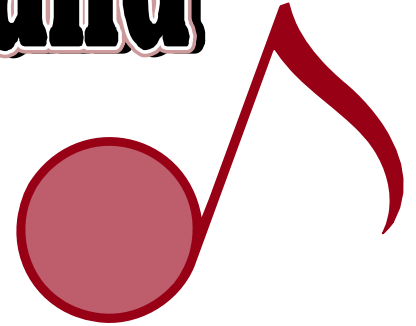


Kelvin Grove Band

2009-2010

Handbook

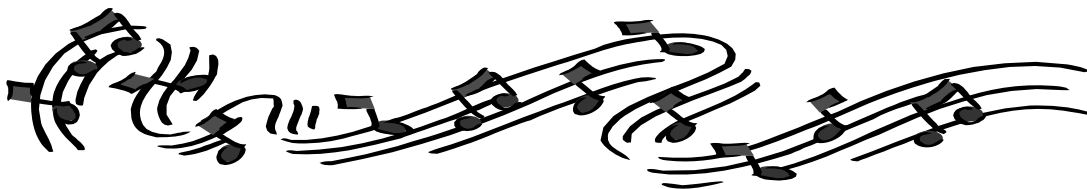


Dear Band Student and Parent(s)/Guardian(s),

Welcome to the Kelvin Grove band program. It is great to be starting another great year at KG. We have many exciting opportunities to perform and share our musical talents this year. I cannot wait to make great music with every group this year. Attached is the Kelvin Grove Band Handbook. This handbook outlines all of the expectations and procedures of the KG band program. 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. Please read through the handbook, sign the forms and return them to me by Wednesday, September 9. 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 (nhenn@d91.net).

Musically,

Mrs. Plagman
Band Director
Kelvin Grove School



KG Band Opportunities

Beginning Band: This is the first year band and consists of members in their first year of playing a band instrument. The large group rehearsal with wind players is held from 3:15-4:00 pm on Tuesday afternoon. Percussionists will have their after school rehearsal on Fridays from 3:15-4:00 pm. There will be times that the percussionists will be required to come to the Tuesday and Friday rehearsal. Plenty of notice will be given when this will be required. Students also receive one 30-minute lesson per week during the school day.

Intermediate Band: Second year players make up this ensemble which meets Monday and Thursday from 3:15-4:00 pm. Students also receive one 30-minute lesson per week during the school day.

Concert Band: This band is made up of the students who have played their instrument for more than two years. Rehearsals take place Monday through Friday from 7:45-8:30 am. Each student participates in a small group lesson for one class period per week during the school day. These lessons rotate throughout the school day so students do not miss the same class each week. Students entering Concert Band are expected to play at a certain level. Those who are not ready for this experience may be asked to remain in Intermediate Band while skills are being developed.

Jazz Band: This group is open to any concert band members who wish to play music of the jazz and popular styles. Jazz Band rehearses on Wednesday from 3:15-4:00 pm.

Small Ensembles: There will be many opportunities for students to participate in small ensembles. Possible small ensembles include Flute Choir, Clarinet Choir, Brass Choir and Percussion Ensemble. If a student has a particular interest, please let Mrs. Plagman know. These ensembles will meet before or after school depending on student availability and interest.

**ALL OF THESE ENSEMBLES REQUIRE TOTAL COMMITMENT.
BAND IS A TEAM EFFORT AND IT TAKES EVERYONE ON THE TEAM
TO MAKE IT WORK!!!!**

KG Band Expectations

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

- ε Follow directions immediately and directly.
- ε Act and speak in a calm and respectful manner at the appropriate times.
- ε Arrive on time and prepared for all lessons, rehearsals and performances.
- ε Demonstrate a positive, cooperative attitude.
- ε Consume all food, candy, gum and drinks outside of the band room.
- ε Be responsible and respectful of the music, supplies, uniforms 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.

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. At this point, the principal will be informed of the situation and asked for further suggestions.
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 Attendance Policies

Students are expected to be on time and prepared to all lessons, rehearsals and performances. For the Concert Band, this means that students must be in their seats, ready to begin rehearsal at the 7:45 am bell. Therefore, band members should plan on arriving by the 7:40 am warning bell in order to assemble their instruments, take their seats and prepare to play. Those not ready by the 7:45 am bell will be considered tardy. If your child is tardy to band they will be considered tardy to school. If your child is not in attendance for band, but comes to school for first period, your child will be given an unexcused tardy. Details about excused/unexcused absences and tardies can be found in the KG Parent/Student Handbook. Intermediate Band members and Beginning Band members must be in their seats by 3:15 pm.

Please understand that each individual is an important part of the band. By joining the ensemble, 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 before or after school and performances. If a student is going to miss a rehearsal, not due to an absence, a parent must contact Mrs. Plagman by phone (815)838-0737 x139, by e-mail nplagman@d91.net or a written note at least 48 hours before the event. 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 miss a performance will have their grade lowered a letter grade. Excused absences only include true family emergencies or significant illness. Please contact the director as soon as possible about the excused absence. Those who do not attend rehearsals and/or performances will not be allowed to continue in the program. Therefore, we must work together to help solve any problems that arise such as a student needing a ride to the performance. I will be happy to do whatever is needed to ensure 100% participation at all events.

Weekly Lessons

All the students in the band program will have one weekly small group lesson. 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 a method book.

Students must be eligible 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 the director 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.

Grading

Band is a class and all students receive an evaluation of their performance and progress every quarter. All Concert Band members will receive a letter grade at the end of each grading period. All Beginning and Intermediate Band members will receive a progress report indicating their progress in the many aspects of playing their instrument. This grade/assessment will be based on:

- ξ Band Lesson and Rehearsal Attendance: (see attendance requirements)
- ξ Preparedness:
 - Students must have their instrument (reeds, mouthpiece, valve oil, drumsticks, etc.), music folder with music and pencil at every lesson, rehearsal and performance.
 - Each woodwind player needs to have at least three to four working reeds at all times. The students may buy the reeds from the director 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 the director. 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.
 - All band members are expected to practice on a regular basis. Beginners should practice five days a week for 30 minutes each day. Older students should be practicing at least this much, but can divide up the time 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.
 - Concert Band students are required to take their instruments home every Wednesday and Friday. If this is a problem, please contact Mrs. Plagman and another arrangement will be made. However, Concert Band students are strongly encouraged to take their instrument home more frequently.
- ξ Written assignments: There will occasionally be a written assignment. These assignments will be given to further the student's knowledge and understanding of music.
- ξ 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 the director to see what are each player's strengths and weaknesses.
- ξ 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 and not in their case or by their instruments. Only mark music with a pencil, not a pen, so that the marking can be erased and the music reused. Some 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

The director 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 Beginning Band will wear nice clothes (no jeans, T-shirts or sweatshirts) to all performances.

*Members of the Intermediate Band and Concert Band will wear uniforms:

GIRLS: Tuxedo shirt (bought through the school) – Concert Band OR

White shirt – professional, but not fancy or flashy – Intermediate Band

Black pants (no capris, jeans, sweatpants)

Black socks

Black shoes (no open toed shoes)

Green tie and cummerbund (Concert Band) or green jacket

(Intermediate Band) - these will be provided

BOYS: Tuxedo shirt (bought through the school) – Concert Band OR

White shirt – professional, but not fancy or flashy – Intermediate Band

Black pants (no jeans, sweatpants)

Black socks

Black shoes (NOT tennis shoes!)

Green tie and cummerbund (Concert Band) or green jacket

(Intermediate Band) - these will be provided

The proper uniform must be worn to all band functions unless directions are given otherwise. If 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 such as un-tuck the shirt or take off the jacket when not on stage.

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

Illinois Music Educators Association (IMEA) District Band: Auditions for this group are held in October. The festival is held on a Saturday and consists of rehearsals, sectionals and an afternoon concert. Students will be asked to prepare band selections and scales. Students from all over the area audition for this 150-member band. Those interested should see the director to pick up audition material.

IGSMA Solo and Ensemble Contest: All Concert Band students will participate in this festival held on a Saturday in February. 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 be chosen by Thanksgiving break and be prepared during the weekly lessons. Students are responsible for finding an accompanist if needed and providing their ride to the contest.

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 in the band room.

Summer Band Camps: During the months of June, July and August, universities 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.

Youth Orchestras: Students that play instruments in a full orchestra have a couple of options of youth orchestras to audition for in the area. The Metropolitan Youth Symphony Orchestra (MYSO) is based at Lewis University in Romeoville and the Youth Symphony of DuPage (YSDP) is based in Wheaton. If you have further questions, please feel free to ask the director or view the orchestras' websites.

Please sign and return this form to Mrs. Plagman by: WEDNESDAY, SEPTEMBER 9.

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 _____

E-MAIL LIST

THIS YEAR I WOULD LIKE TO SEND AS MUCH INFORMATION THROUGH E-MAIL AND NO LONGER SEND HARD COPIES HOME WITH STUDENTS. If you are interested in being put on an e-mail list and receiving all correspondence through e-mail instead of hard copies, please fill out your name and e-mail address below. I will send out handouts and reminders through e-mail. Anyone not interested in receiving band information through e-mail will receive hard copies through their child. Please check with your child frequently.

Name

E-mail address

**PHONE TREE FORM
(CONCERT BAND ONLY)**

I give permission to publish our phone number on a band phone tree.

Parent signature

Student's name

Phone # for tree

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

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