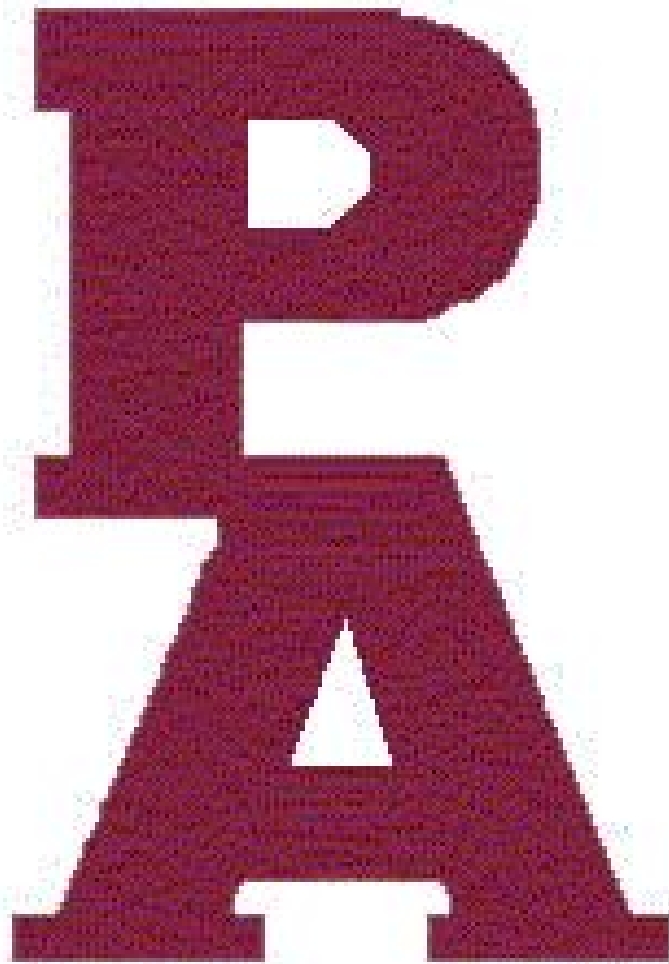


# ***Poteet Junior High Band Handbook***

***"Music is the soundtrack of your life." - D. Clark***



***2017-2018***

**Mr. W. Roger Munoz**  
*Junior High Band Director*

**Mr. Eduardo Solis**  
*High School Band Director*

# Poteet Junior High School Band Handbook 2017-2018

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## **INTRODUCTION**

Another year is upon us, and it is still my desire to keep the reputation of hard work, commitment, dedication, loyalty, team-work, discipline, and most importantly, an attitude that anything is possible when you believe.

Let me assure you that your child is in great hands. I would like to extend a “welcome back” to all our returning students and a “Welcome Home” to our new students. Both Mr. Solis and I are ready and willing to reach our goal of preparing your child to be the absolute best that they can. With patience and diligence I am certain that your child will grow to love this family called **BAND**. We would like to simply say, “Thank you for allowing your child to become a member of our band family.” Every child deserves the right to belong to a successful organization. We look forward to working with you and your child to enable them to experience the highest level of musical and academic excellence.

The purpose of our handbook is to provide information concerning established expectations, responsibilities and traditions that are an important part of our band program. Our intention is to help you understand the policies, complexities, and concepts of a large but proud organization. We hope it can be used to answer questions and define the boundaries that are important in keeping our program functioning as an efficient organization. If utilized properly, concepts such as leadership, responsibility, teamwork, commitment, good citizenship and discipline will develop in your children. These are valuable life skills that will last your children a lifetime.

## **AUDITION REQUIREMENTS FOR OUR BAND PROGRAM**

- Academic excellence is of utmost importance for consideration into the program.
- Students having a desire to join the band program must be in good academic standing in **all** of their core subjects.
- Students must demonstrate a positive attitude toward their learning.
- Students must demonstrate a willingness to learn, lead, and positively motivate others.

## **RECOMMENDED SUPPLY AND INSTRUMENT LIST FOR BEGINNER BAND**

Some instruments are provided for students that enter our band program. Those instruments include: Bass Clarinet, Tenor Saxophone, French horn, Baritone, Trombone and Tuba. These instruments are on a “first-come first-serve” basis. Parents are responsible for purchasing their child’s instrument supplies from any of the suggested music stores in the San Antonio area.

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It will be the parent's responsibility to help their child to maintain the instrument by purchasing the necessary supplies. If you, as a parent, would like to purchase a band instrument for your son/daughter please consult with one of the Director's prior to making a final purchase.

\*\*\*\*\*

### **THE FOLLOWING ARE INSTRUMENT RECOMMENDATIONS FOR PARENTS WHO ARE INTERESTED IN PURCHASING AN INSTRUMENT FOR THEIR CHILD**

\*\*\*\*\*

- **FLUTE**: tuning rod and handkerchief cleaning cloth. Students must keep their instruments clean at all times. **Instrument Recommendation**: Jupiter (Intermediate Model ) Yamaha (Intermediate Model), Gemeinhardt 3 or Pearl Quantz 665 Series.
- **OBOE**: Size Soft – Soft/Medium reeds and silk swab. Students must have at least 2 reeds at all times in their reed holder. Reeds must be alternated every day.
- **CLARINET**: Size 3 Mitchell Lurie reeds and clarinet silk swab. Student must have at least 4 reeds at all times in their reed case. Reeds must be alternated every day. By alternating reeds daily the parent will save on the overall expense of reeds. **Instrument Recommendation**: Buffet Model E-11 (Intermediate Model) or Jupiter 931N, Yamaha YCL-450. Mouthpiece recommendation: Clark Fobes “Debut” Mouthpiece.
- **BASS CLARINET**: Size 3 Mitchell Lurie reeds and swab. Student must have at least 4 reeds at all times in their reed case. Reeds must be alternated every day. (Refer to clarinet note). Mouthpiece: Clark Fobes “Debut” Series mouthpiece
- **ALTO SAXOPHONE**: Size 3 Mitchell Lurie reeds and silk swab. Student must have at least 4 reeds at all times in their reed case. Reeds must be alternated every day. (Refer to clarinet note). **Instrument Recommendation**: Yamaha (Intermediate model); Selmer (Intermediate model); or Jupiter (Intermediate Level). Mouthpiece: Clark Fobes “Debut” Series mouthpiece
- **TENOR SAXOPHONE**: Size 3 Mitchell Lurie reeds and silk swab. Student must have at least 4 reeds at all times in their case. Reeds must be alternated every day. (Refer to clarinet note). **Instrument Recommendation**: Yamaha Model YTS-23 (Beginner Model) YTS-475 (Intermediate Model) Mouthpiece: Mouthpiece: Clark Fobes “Debut” Series mouthpiece

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- **BARI SAXOPHONE**: Size 3 Mitchell Lurie reeds and silk swab. Student must have at least 4 reeds at all times in their case. Reeds must be alternated every day. (Refer to clarinet note). Mouthpiece: Mouthpiece: Clark Fobes “Debut” Series mouthpiece
- **TRUMPET**: Bach 7C mouthpiece and cleaning kit (valve oil/polishing cloth, mouthpiece brush, and cleaning snake). **Instrument Recommendation**: Bach Trumpet M (Intermediate Model), Jupiter Series, or Bach Stradivarius (Professional Model).
- **FRENCH HORN**: Holton Farkas M cup mouthpiece and cleaning kit (rotary oil/polishing cloth, mouthpiece brush, and cleaning snake).
- **TROMBONE**: Bach 6 ½ AL Bach mouthpiece. **Instrument Recommendation**: Yamaha Model with F attachment, Bach, Jupiter Carnegie Series (Intermediate Models) or Bach Stradivarius (Professional Model)
- **BARITONE/EUPHONIUM**: Bach 6 ½ AL Bach mouthpiece (the advanced player can purchase the Schilke 51D euphonium mouthpiece).
- **TUBA**: Conn Helleberg 7B mouthpiece.
- **PERCUSSION**: Pearl bell kit with practice pad. All percussionists must purchase a pair of Vic Firth SD1 snare sticks and bell mallets, along with a mallet/stick bag to hold the mallets/sticks. The school will not provide accessory supplies for the students. The director’s are not responsible for the equipment that is lost or stolen. All students are responsible for the security of their materials.

**MUSIC SUPPLIES AND INSTRUMENTS CAN BE PURCHASED AT THE  
FOLLOWING SAN ANTONIO LOCATIONS**

### **High School Music Service**

2106 NW Military Hwy  
San Antonio, TX 78213

5535 W Loop 1604 N Suite 102  
San Antonio, TX 78253

210-349-2775/800-275-4767

[www.hsmusicservice.com](http://www.hsmusicservice.com)

**\*NOTE\***

High School Music Service will be coming to Poteet at least once a week for your convenience.

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### **INSTRUMENT POLICY**

Students will be provided a contract of agreement that the student, parent, and director will sign. This agreement states that the parent will be held accountable for the instrument while it is issued to their son/daughter. Students who are issued a school-owned instrument will be required to maintain the instrument while it is in their possession. These instruments are checked out to students in playing condition and it is expected that they be returned in the same condition.

**School instruments that are lost or stolen must be replaced at the expense of the parent/guardian.**

In addition, students who intentionally damage their instrument will be removed from the program immediately and the parent will pay the replacement cost of the instrument. Furthermore, students who cause damage to the instrument due to negligence will be held financially accountable for the necessary repairs. **Poteet ISD is not responsible for lost, stolen, or any damage incurred on personal-owned instruments.** It is important to note that our band staff will periodically hold instrument inspections as deemed necessary.

### **LOCKER ASSIGNMENTS**

All Advanced/Intermediate students will be assigned a locker that is located in the band hall. All Beginning band students will be assigned a locker and lock that is located at the Junior High. Students are responsible for making certain that their locker is **secure and locked** at all times. Lost or stolen locks will need to be replaced at the student's expense. Replacement cost for the lock will be \$10.00. Students are never permitted to exchange instruments or lockers at any time. When a band student removes their instrument from their locker, they are responsible for securing their belongings. When students take their instrument home after school they are not permitted to leave the instrument in their personal school locker or classroom.

### **WHILE THE INSTRUMENT IS BEING REPAIRED**

Parents must notify directors that an instrument needs to be repaired. We will determine the best course of action. Students are not to use another instrument unless instructed by one of the directors. Any instrument that is used must be placed in the original location. If the instrument repair man concludes that the instrument has been intentionally neglected or damaged, a parent conference will be held immediately. Any intentional damages that occur will be at the expense of the parent.

### **GRADING GUIDELINES**

The purpose of grades is to inform the students and parents concerning their son/daughter's academic progress and achievement. The following components will constitute the student's grades for all levels of participation in our band program:

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**Assessment Performance will constitute 40% of the student's six-week grade.** Examples of Assessment Performance grades are as follows: Written and Performance Exams (In Class & Public Performances), Teacher Made Tests/Quizzes, Interim Assessments (Six Week Final Examinations), Smart Music Program Assessments, All-Region Audition Material, Concert and Sight Reading Evaluations, etc... Because we are a performance-based class, **all public performances are mandatory!** Any absence from a performance will result in a failing grade.

**Classwork and Homework will constitute 60% of the student's six-week grade.** Examples of Class Work and Homework grades are as follows: Daily/Weekly Participation, Practice Records, Supply Inspection, Scheduled Sectionals, Clinics and additional band rehearsals.

Assignments (practice records/sectionals), tests (written/performance), after school rehearsals, classroom activities, and other instructional activities are a major factor in determining grades. The student's mastery level of objectives is a major factor in determining the grade for a subject or course.

It is expected that all students take their instrument home daily and practice a minimum of 30 minutes. Beginners will not be using their instruments until after the first few weeks of school. It is important that the students understand some of the basics pertaining to proper instrument care and maintenance prior to allowing the instrument to be played in class or home.

\*\*Parents, please encourage your child to perform for you at home or for family functions. The more your child performs, the higher the level of improvement. In addition, please make certain that when your child takes the instrument home that **no one is permitted to use the instrument.**

**Your child will not progress as needed if they do not practice!!!**

### **STUDENT ELIGIBILITY**

According to the state law in Texas, students must be academically eligible in order to perform in any extracurricular activities. Parents, please make certain that you monitor your child's progress in their academic classes. We will do our part to make certain that students are completing their assigned work in their courses to the best of our ability. Ultimately, the student will be held responsible and accountable for successful completion of their work. All 7<sup>th</sup> and 8<sup>th</sup> grade student grades will be monitored every three weeks. Parents will be notified if any concerns arise. Take advantage of checking your child's progress on Gradebook.

Students who receive a failing grade in any of their academic classes will not be allowed to participate with the band at any functions for a period of six weeks. However, if the student is passing (at the three week progress report) they may regain their eligibility.

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**Parents...** I cannot stress the importance of your support of your child's academic progress. Please feel free to contact your child's counselor/teacher and hold your child accountable. If your son/daughter understands and recognizes that we are working together for their good, then they may be more likely to become successful in all of their academic classes.

### **FORMAL BAND UNIFORM FOR BEGINNING STUDENTS**

Casual/formal wear are the requirements for our BEGINNER BAND programs formal performances. This would include, for the boys - dark or khaki pants (no jeans!), buttoned-down or polo shirt, dark socks and dark shoes/boots (no tennis shoes!) and, for the girls - dress (length at mid-calf) or blouse (with sleeves), pants (no jeans!), dress shoes/boots (no flip-flops, sandals, or tennis shoes!). This uniform will be worn for any outside performances as well as any other performances as deemed necessary by the band staff. Students are permitted to go to any store and purchase the required materials. Band shirts are special ordered and will be available later in the year. **All band students must have their formal uniform by October 2017, in preparation for their Holiday Concert.**

Prior to all performances band members will be inspected to make certain that all parts of their uniform are in order. Students who do not pass inspection will not be allowed to perform with the band, will be excused to go home, and will receive a failing grade for that performance. Students who habitually refuse to follow and abide by the band policies may be permanently excused from the band program.

### **BEHAVIORAL EXPECTATIONS & STUDENT CONDUCT**

Any organization that has high performance standards must also have high behavioral standards. The basic behavioral guidelines for students in music activities are taken directly from the *Poteet ISD Code of Conduct Handbook* that is made available to all parents at the beginning of the school year. Our band students are expected to be positive role models for their school community.

- A parent conference will be immediately scheduled for students who refuse to meet the expectations of the program.
- *Public Displays of Affection (PDA)* is deemed inappropriate and will not be permitted. The parents will be contacted immediately.
- Students will be expected to have the proper frame of mind just prior to rehearsal and performances.



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- Students are responsible for being in their chair when the tardy bell rings prepared and ready to go with their instrument, band books, and any other supplies that are required.
- Any infraction of the Poteet ISD Code of Conduct will be dealt with in one or more of the following manners:
  - Conference with student
  - Parental phone call
  - Conference with parent(s) and student
  - Conference with principal, parent, and student
  - Immediate expulsion from the program
- Only band students are permitted in the band hall.
- The band hall must remain in order at all times.
- Students not in band are not permitted to enter the facility at any time. Students may enter the band hall before school, during their assigned class period and after school.
- The office phones may be used only with Director's permission. It may only be used when the student is in need of transportation to get home.
- Treat others as you would like to be treated. Be respectful.
- No food, gum, candy, soft drinks permitted at any time unless the band is hosting a special event.
- No horse playing/running at any time.
- Never...ever leave your instrument unattended or unlocked
- Never switch instruments/cases/ or locks with other students. You will be held responsible and accountable for the instrument that you are assigned.
- Never bring your case to your seat with you. All cases are to remain in their locker or assigned slot. Always place your case where it belongs. Do not leave instrument cases on the floor. Our band hall must always look professional in case we have special guests enter our room in the middle of our class session.
- Instrument storage rooms and lockers will be kept clean at all times. Personal items may be stored in the lockers if kept in a tote or other type of bag. Junior High Lockers: NO PERSONAL ITEMS. Personal items may not be left on the floor. Items not properly stored will be discarded.
- Personal items are not to be stored in the office, practice rooms, or storage areas.
- No books/backpacks/purses will be allowed to remain in the Band Hall overnight.
- Band Hall stands or chairs are not to be removed from the room unless requested by one of the Directors.
- No one is to use the audio/video equipment without permission.
- Periodic inspections will be made of school owned instruments. Each student is financially responsible for purchasing their own supplies such as: valve oil, reeds, mouthpieces, slide oil, spray water bottles (Trombones only), pencils and any other materials deemed necessary. We will hold weekly inspections to make certain that students have all of their materials in order.

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- Any damage of school property must be repaired, replaced, or a reimbursement made immediately.
- The student will have their instrument, music, pencils, highlighter at all times.
- Always write your name and number all of your music.
- The student will be prepared to perform his/her music part successfully when called upon.
- The student will make the necessary marks and take notes as needed during the rehearsal.
- In order for teaching and learning to take place in our classroom it is imperative that all students remain attentive and focused at all times. Therefore, students must demonstrate a positive attitude during all sectionals, rehearsals, band clinics, and scheduled performances and competitions. ***Classroom disruptions and inappropriate behavior demonstrate a lack of interest and respect toward peers and the directors.*** Such negative behaviors will not be tolerated by any of our band staff and the parent will be immediately contacted.
- The student's individual skill development will be evaluated through utilizing *Smart Music Program*, individual playing tests, scale tests, and written tests.
- The student will be expected to improve his/her performance fundamentals daily.
- The student will be evaluated for improvements of his/her music fundamentals through daily observations during the "warm-up" portion of each rehearsal and sectionals.
- The student will be expected to demonstrate correct posture, hand position, embouchure, air production and articulation as monitored during rehearsals.

### **ATTENDANCE**

Students in the band program are expected to be in school daily. Students who miss more than two days in any given six week period will be contacted at home. We expect our students to make an honest effort to come to school daily. Students cannot learn if they are continuously absent. If a student is absent on any given day, they are responsible for making up any missed assignments while they were out in both their academic and band classes. Students are responsible for checking with their teachers/band directors if they missed any assignments. All performances are MANDATORY and cannot be made up.

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### **AUDITIONS: INTERMEDIATE AND ADVANCED BAND PROGRAM REQUIREMENTS**

- Academic excellence is of utmost importance for consideration into one of our advanced programs.
- Students must possess the mental and physical discipline to develop their level of concentration, memorize music, prepare/practice parts, and develop self/group discipline.
- Students must develop citizenship through group endeavors by developing leadership, responsibility, teamwork and diligence.
- Students must possess the musical value judgments through critical listening – the student will be provided opportunities to recognize quality of sound, pitch, style, tempo, rhythm, balance, blend, musical phrasing, dynamics, and articulations.
- Students must recognize note values, rests, key signatures, scales, musical notations, intervals, etc...
- Students must demonstrate proper instrumental technique such as care for the instrument, assume correct posture/playing position, embouchure development, breathing techniques, excellent tone quality, and higher level of developed technical proficiency.
- The Region Concert Scales and Chromatic will be required.
- Students will be expected to successfully read basic rhythms and musical patterns.
- Students in the advanced programs must demonstrate a willingness to learn, lead, and positively motivate others in the team.
- Students must maintain good practice habits.
- Students are required to audition for select performance ensembles.
- The Band Director will determine the audition requirements.
- Directors will serve as evaluators during the audition process.
- Students will be re-evaluated periodically for participation in select performance ensembles.
- Auditions may be taped or live (Director's discretion).
- Audition material will reflect the director's anticipated performance level for the students and will be based on prior learning.

### **ADVANCED/INTERMEDIATE BAND FORMAL UNIFORM**

Black slacks, black socks, black belt, black shoes, and maroon Polo band shirt are the requirements for our advanced band programs formal performances. This uniform will be worn for any outside performances as well as any other performances as deemed necessary by the band staff. Students are permitted to go to any store and purchase the required materials. Only the Polo band shirts are special ordered.

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Prior to all performances band members will be inspected to make certain that all parts of their uniform are in order. Students who do not pass inspection will not be allowed to perform with the band, will be excused to go home, and will receive a failing grade for that performance. Students who habitually refuse to follow and abide by the band policies may be permanently excused from the band program.

### **FUNDRAISING**

Our band program will participate in fundraisers. It takes a tremendous amount of financial resources to make the band program function in the manner that enables it to become both successful and visible. Fundraisers assist us in defraying the cost of transportation to UIL events, band trips, festivals, the purchasing of formal uniforms, supplies, clinicians, consultant services, and master classes. We ask all band parents to get involved every time that we have fundraising events. All funds are utilized to provide your children with opportunities that they otherwise may not have. Whenever money is collected by a member of our band staff please make certain that your child was provided a receipt as proof of payment.

### **CALENDAR OF EVENTS**

The Band Director is responsible for developing an annual calendar of activities that includes major events and activities. Please keep in mind that band calendar is subject to change at any time. The calendar will be made available to the students and parents on the band website - [poteetaggieband.weebly.com](http://poteetaggieband.weebly.com) - on the Junior High page.

### **SUMMER BAND CAMPS**

During the month of March, the band program will provide information for summer band camps that are open to all band students. These camps are held at local colleges/universities as well as around Texas. The purpose of the band camp is to build camaraderie with other band students as well as to develop performance skills and experience new techniques while keeping their playing skills fresh. These camps are in June and July, last only 5-7 days and provide housing and meals. The costs for these camps vary depending on Residence (staying in dorms) and Commuters (driving back and forth). A list of camps will be provided as they are updated.

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If you should have any further questions please feel free to contact us via:

- Band office at (830) 742-3571 ext. 1821.
- Facebook: **Poteet Junior High Aggie Band.**
- Twitter: **@aggieband1**
- Band website – **poteetaggieband.weebly.com** – for any updates and info you may need.
- Remind – Parents – TEXT **@jhpar** to 81010.  
*\*All Students:* TEXT **@jhag** to 81010.  
*\*Advanced Band Students:* TEXT **@maroonb** to 81010

Once again, thank you for allowing your child to be a part of the Poteet Junior High Band Family. By working together we can accomplish much. Let us make this school year a special one by communicating and building memories that will last a lifetime for your children.

Sincerely,

Mr. W. Roger Munoz  
 Junior High Band Director  
 Conference Period: 2nd  
 (830) 742-3571 x1821 Office  
[esolis@poteetisd.org](mailto:esolis@poteetisd.org)

Mr. Eduardo Solis  
 High School Band Director  
 Conference Period:  
 (830) 742-3320 Office  
[rmunoz@poteetisd.org](mailto:rmunoz@poteetisd.org)

Mrs. Shelly Ortiz  
 Campus Principal  
 Poteet Junior High  
 (830) 742-3571 x1210  
[sortiz@poteetisd.org](mailto:sortiz@poteetisd.org)

## Poteet Junior High School Band Handbook 2017-2018

### Parent and Student Band Handbook Agreement

#### Poteet Junior High Aggie Band Program

I have read and understand the **Poteet Junior High Band Handbook** and agree to abide by all of the policies as stated. As a student, I understand and realize that it takes cooperation, teamwork, dedication, commitment, and that sacrifices must be made in order for me to become successful.

\_\_\_\_\_  
(Signature of the Student)

\_\_\_\_\_  
(Grade Level)

\_\_\_\_\_  
(Date)

I have read the **Poteet Junior High School Band Handbook** and acknowledge the policies stated therein. I hereby release **Poteet Junior High, Poteet ISD**, its employees, and its volunteer sponsors from any and all liability and responsibility in connection with accident or injury to my child while with the band on any and all official functions. Should a medical problem arise, I grant the school officials and volunteer sponsor's permission to seek professional medical care for my child.

\_\_\_\_\_  
(Signature of Parent or Guardian)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Date)

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

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

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

Email: \_\_\_\_\_

Physicians' Name: \_\_\_\_\_

Physicians' Number: \_\_\_\_\_