

# **Rice Middle School Raven Band 2018-2019 Student Handbook**

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*"We are what we repeatedly do. Excellence, therefore, is not an act, but a habit."  
–Aristotle*

*"If you have integrity, nothing else matters.  
If you don't have integrity, nothing else matters."  
–Dr. Jack Stamp*

## **A Note to Parents**

**We are very glad to welcome you and your child to the Rice Raven Band Program. As you are certainly aware, the band program is a very complex system with a variety of activities and needs throughout the year.**

**This handbook was designed to assist you as a parent in understanding the many dimensions of the band program at Rice Middle School. It is a living document, revised numerous times over the years as a result of parent inquiries and for purposes of clarification. Although the quantity of information contained herein might seem cumbersome to some, it should prove a valuable resource to you if and when questions arise related to your child and band.**

**Every student is very important to the band staff, and we strive to provide nothing less than an outstanding musical experience for each child. To accomplish this, it is crucial that every student both understand and uphold his or her responsibilities as a member of the band. When this happens, students begin to understand the synergistic dynamics of a successful band whose whole is greater than the sum of its parts. By recognizing the individual's needs interdependently with rather than independently of the ensemble, greater potential is realized for everyone involved.**

**Please read through this handbook and help your child to understand its contents. We strongly recommend that you store this handbook in a safe place where you can easily access it throughout the year. Please refer to it before contacting the directors with a question, as you may well find the answer you need in the band handbook. The directors are always happy to answer your questions, but our priority is in devoting the maximum amount of our time and energy into meeting the daily needs of our students. Efficiency, therefore, is a very valuable asset.**

**Welcome again to the Rice Raven Band. We are looking forward to a fantastic year!**

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## Contacting the Directors

The band staff is available to meet the needs of all students in the Rice Raven Band program. Please do not hesitate to contact the directors if you have questions or concerns not addressed in this handbook. The directors field a large number of phone calls and email messages on a daily basis, so please allow 24-48 hours for a response to messages.

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The directors are rarely able to get messages to private teachers during the school day, so please record the contact information for your child's private teacher below in case you need to reach him/her. The directors are not responsible for delivering messages to private teachers or students.

Private Teacher Name: \_\_\_\_\_

Home and/or Cell Numbers: \_\_\_\_\_

## Program Philosophy

The Rice Middle School Band exists in a number of capacities within the overall school environment. As a curricular course in the State of Texas, band is an elective class with defined instructional objectives for the individual student. As a campus organization, the band enhances the aesthetic quality of life for all students and promotes school spirit and pride. As a part of the overall band program, the Rice Band is the first part of a seven year journey culminating in membership of the Plano West Senior High School Band.

In serving these multiple roles, there are several key goals for student success. In the Rice Middle School Band, students should:

- Perform proficiently on their instrument individually and as member of an ensemble.
- Develop the ability to understand and evaluate musical performances as an informed listener.
- Develop an understanding of our musical heritage and recognize the importance of music in our culture.
- Develop self-confidence and self-discipline by working as a team member.
- Build citizenship traits through mutually respectful relationships with teachers and peers.
- Build a framework for the lifelong appreciation of music.

## Statement of Responsibility

The Rice Band Program is recognized among the top middle school music programs in the state. This level of success requires a great deal of collaborative effort among teachers, administrators, parents, and students.

By enrolling in the Rice Middle School Raven Band, you are making a commitment to the band as an organization and, more importantly, to yourself and the other students in the band. This commitment includes accepting responsibility for the following:

- Participate as a member of the band for the full school year
- Do your best to grow musically as an individual
- Maintain a positive attitude and support the goals of the band

## Class Schedule

Morning Sectionals or Tutorials	7:15-8:15	Varies by day. See separate section rehearsal schedule
1 <sup>st</sup> Period	8:30-9:22	Beginning Flute-Mr. Reyna Beginning Trumpet-Ms. Moore Beginning Percussion-Mr. Tucker
2 <sup>nd</sup> Period	9:26-10:16	Wind Ensemble-All Directors Advanced Percussion (Fall Only)
3 <sup>rd</sup> Period	10:20-11:10	Concert Maroon Band-All Directors Intermediate Percussion (Fall Only)
4 <sup>th</sup> Period	11:14-12:04	Concert Navy Band—All Directors
5 <sup>th</sup> Period	12:08-12:58	Symphonic Band-All Directors
6 <sup>th</sup> Period	1:36-2:36	Beginning Saxophone-Mr. Reyna Beginning Clarinet-Mr. Tucker Beginning French Horn-Ms. Moore
7 <sup>th</sup> Period	2:40-3:30	Beginning Oboe and Bassoon-Mr. Reyna Beginning Trombone-Mr. Tucker Beginning Euphonium and Tuba-Ms. Moore
Afternoon Sectionals or Tutorials	3:45-4:45	Varies by day. See separate section rehearsal schedule

## Calendar of Events

Along with this handbook, each student will receive a calendar of band activities for the school year. All attempts are made to provide accurate information, but some adjustments to this calendar may have to be made during the school year. The directors will provide updated information to students as soon as possible should the need arise. Students will be responsible for informing their parents of any changes to the calendar in a timely manner.

Students are required to participate in all scheduled band activities unless noted otherwise. Absences are only excused in accordance with established district criteria. Conflicts with non-school activities (sporting events, etc.) are not excusable reasons for missing a scheduled activity. Parents are encouraged to plan ahead to resolve any conflicts with scheduled band activities. Unexcused absences from a required activity can result in a lowering of the student's grade and/or disciplinary action depending on the circumstances.

Some individual events (All-Region Band auditions and Solo and Ensemble Contest) allow for flexibility in scheduling for each student. Visit with your child's director if you anticipate a schedule conflict with one of these events.

## Absence Procedures

Unlike most other academic classes, it is not possible to make up missed content in performance-based band classes. The art of musicianship is temporal, and it is necessary to be present in order to benefit from music instruction. Alternate assignments will be given to students who are absent in order to satisfy grade requirements, but there is no substitute for the information presented in class.

As stated repeatedly in this handbook, students are expected to attend all scheduled band rehearsals and performances. **If it is absolutely necessary to miss a performance, a written note signed by a parent must be presented to the director at least 24 hours prior to a scheduled rehearsal and at least two weeks prior to any performance.** The signed note must include the specific reason for the absence or it will be automatically considered unexcused. **Emails are not acceptable forms of communication for these purposes.** Unexcused absences may result in a lowered grade, loss of privileges, and/or reassignment to a different part or role within the band, including the role of spectator.

An absence from a performance or rehearsal will be considered excused if the absence is due to illness, family emergency (illness, death, etc.), religious observance, or certain school-related schedule conflicts. Non-school activities and transportation arrangements are not considered excused absences.

In the event of a sudden illness or family emergency prior to a rehearsal or performance, the student should call his or her director's school number and leave a message. A written note meeting the same criteria as in the previous paragraph may then be brought to the director following the performance.

The band is an interdependent organization. Every student is important to our success, and we cannot teach an empty chair. Please do not schedule non-emergency doctor appointments and similar events during your child's band class or other scheduled rehearsals and performances.

## Parent Opportunities

In accordance with PISD guidelines, the Rice Raven Band does not have a parent booster program. Nevertheless, there are a number of times throughout the year when we will need parents to help with planning events, chaperoning, and assisting with other aspects of the band program's daily operations. We would like to allow as many parents as are willing and able to help as volunteers to do so throughout the year.

Please review the parent volunteer form to your child's director if you are interesting in assisting as a volunteer this year. Please note that parents who wish to chaperone must complete an online criminal history check. Information about how to complete this is located on the volunteer form.

## Fundraising

The band is both a curricular course and a campus organization. In order to function as an organization throughout the year, the band does participate in fundraising activities. All money raised is used for the benefit of the students in the Rice Band program.

Unlike many other programs in the area, students in the Rice Band are not individually required to raise funds or pay fees to offset expenditures. We do hope that, since every student benefits from the use of these funds, every student will participate in generating the necessary revenue. Donations are also gladly accepted in lieu of participating in fundraising for those who are interested.

More information about fundraising procedures will be sent home at the start of our fundraising drives.

## Course Objectives

In recent decades, research has supported what musicians have long understood. Music is a unique and essential element of human existence with numerous cognitive and physiological benefits to those who study it. Although there has long been evidence of the direct correlation of musical understanding to achievement in other academic areas, Howard Gardner was among the first to identify that music is in and of itself a separate form of intelligence. Since then, brain research has continued to reveal that formal study of music is one of the most powerful means of tapping students' cognitive and emotional potential. Furthermore, participation in an organized musical activity produces the same intrapersonal and interpersonal benefits long attributed to team sports and similar activities.

In accordance with established best practices and the philosophy of the Rice Band program, students enrolled in band will be expected to demonstrate the skills listed below upon completion of the school year.

Students will:

- Perform successfully in formal concerts according to established criteria.
- Demonstrate the correct posture and playing position for their instrument.
- Demonstrate proper tone production and instrumental timbre for their instrument.
- Demonstrate the physical skills necessary to properly perform their instrument.
- Perform accurately and independently musical selections of appropriate difficulty.
- Demonstrate proper breathing techniques required for playing a wind instrument.
- Demonstrate understanding of proper articulation and stylistic markings and apply these to performed music.
- Demonstrate understanding of all standard dynamic markings and apply these to performed music.
- Demonstrate and apply common indicators of tempo.
- Identify a variety of common musical terms and apply them to performed music.
- Demonstrate knowledge of rhythmic notation and counting in a variety of meters according to accepted practice.
- Demonstrate the ability to tune using both aural recognition and electronic measurement.
- Identify the intervallic relationships of notes within major and minor keys.
- Identify the inherent intonation flaws of their instrument as well as proper methods of compensation.
- Demonstrate the ability to critically evaluate both live and recorded musical performances.
- Perform at least seven major scales and the chromatic scale by memory and without errors.
- Demonstrate basic improvisatory skills while creating original music.
- Demonstrate knowledge and application of proper instrument care and maintenance.
- Demonstrate the characteristics of self-discipline both in class and at home as it relates to proper practice and execution of performance skills.
- Demonstrate the ability to work cooperatively and collaboratively with students within a performing ensemble.
- Demonstrate proper performance etiquette, both as a performer and as an audience member.

## Rehearsal Etiquette

Success in performance is directly proportional to success in rehearsal. A band will never perform better than it rehearses, and efficient rehearsals will lead to successful bands. There are a number of key factors that will help insure the success of our band program. In general, these can be summed up in one sentence:

**Always be in the right place at the right time  
with the right equipment and the right attitude.**

Specifically,

Always have a pencil on your stand during rehearsal for marking the music and correcting errors. Mistakes are inevitable, but to continue making the same mistake repeatedly is inexcusable.

Always be punctual. Tardiness is a sign of disrespect. We use real times in the Rice Band program out of respect for our students and parents. The clock in the Band Hall is the standard time for the Rice Raven Band.

The only type of discipline that is truly effective is self-discipline. Every ensemble member is responsible for the success of the entire band. This includes the time when instruction is directed toward other students in the room. The following are special guidelines for rehearsal efficiency:

- Do not talk during instruction, even if the teacher is working with other students.
- Keep your eyes on the director at all times.
- Raise your hand after the director finishes speaking if you have a question.
- Remain in the ready position unless you are told otherwise.
- Answer questions with “sir” or “ma’am” as appropriate.
- Concentrate and be ready to move quickly between tasks.

### Characteristics of a Rice Raven Band Member

*I am a valued member of this band because of the unique qualities that only I possess.*

*Each day I choose to use my abilities to enhance my own growth and the growth of my classmates.*

*In every moment I will choose to behave in a manner that is consistent with my character.*

*In every situation I have the power to choose my response. My decisions will be governed by the set of principles that are central to my beliefs and character.*

*I am not a victim of anyone or anything. I have the power to create my own environment through the choices I make in every moment. I behave in exactly the manner in which I choose to behave.*

*Honesty is what I do when people are watching. Integrity is what I do when people are not watching. I will strive to live with integrity at all times.*

## Grading Procedures

Band is a curricular course. As such, students will be graded on all activities pertaining to the established curriculum for the course in which they are enrolled.

Grades in band are calculated on a 100-point scale. A grade of 70 or higher is required to pass each grading period. Grades are calculated in the following manner:

Major (Test) Grades—75%	Daily Assignments—25%
<ul style="list-style-type: none"> <li>• Section Rehearsals</li> <li>• Formal Performances (triple weight)</li> <li>• Playing Tests</li> <li>• Written Exams</li> </ul>	<ul style="list-style-type: none"> <li>• Practice Records</li> <li>• Weekly Preparation and Participation</li> <li>• Homework assignments</li> </ul>

## Semester Objectives Sheets

Each student will receive an objective sheet for each semester. Students are responsible for completing all of the indicated objectives before the indicated due date. The objective sheet will count as 80% of the student’s semester exam grade. The remaining 20% of the exam grade is the student’s Concert Performance Evaluation (See Below).

Students will be given opportunities to pass off objectives during class and/or section rehearsals. However, students who are not prepared to successfully complete their objectives during designated times may need to arrange for a time to play them for a band director before or after school.

Students are responsible for keeping up with their objective sheets. The objective sheet should be kept in the student’s band binder at all times. Only Rice Middle School band directors may sign off objectives. Private teachers may not sign off objectives, except under special circumstances approved by a band director.

## Concert Evaluations

The TEKS for students in music courses requires students to demonstrate critical listening skills in both formal and informal settings as audience members. Students in the Rice Band fulfill this requirement by attending at least one live, formal concert or similar musical performance each semester and completing a Concert Performance Evaluation sheet (available in the Band Hall or can be printed from the band website). This evaluation will be assessed as 20% of the student’s semester exam average.

## Academic Eligibility

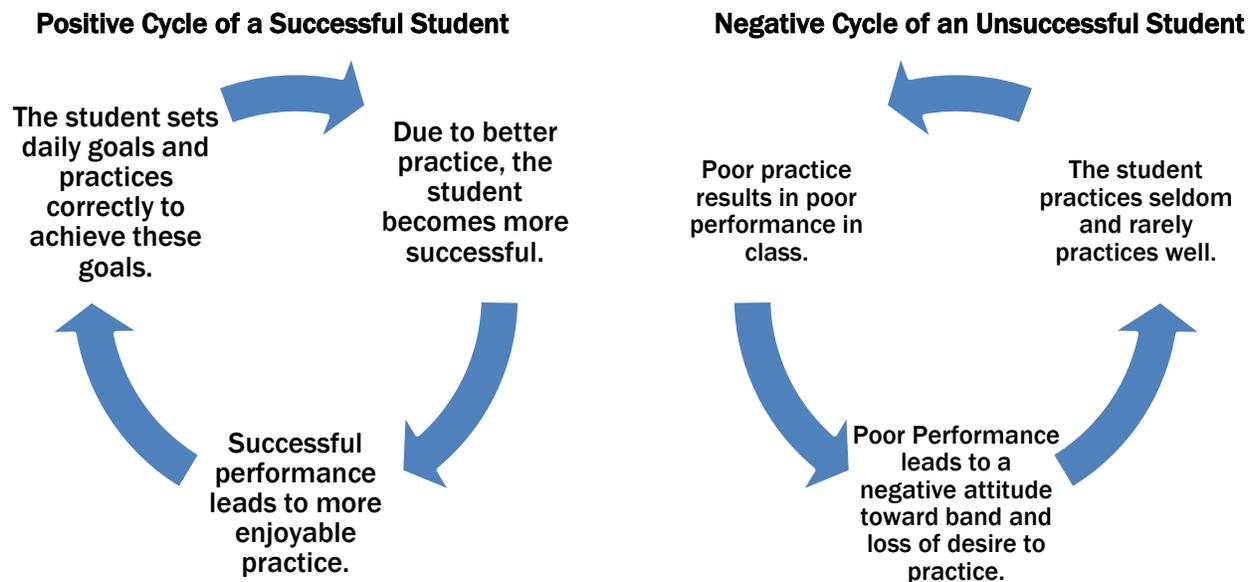
Although band is a curricular course, band members participate in several extracurricular activities throughout the year. These include events such as football game performances, contests, and individual student competitions. According to the Texas Education Agency, students must pass all classes (70% or above) for the preceding grading period in order to be eligible to participate in extracurricular activities for the subsequent grading period. ***Section rehearsals, morning and afternoon rehearsals, and school concerts are curricular events and are not subject to eligibility restrictions***

**Practice**

***Students who practice effectively are successful!*** Every student in the Rice Band is expected to practice daily. Before and after school rehearsals are not considered individual practice time. Students wishing to excel will naturally practice beyond minimal expectations. It is only through consistent practice that students develop their musical abilities properly. ***No instruments are to be left in the band hall overnight!***

Students will be given a practice report to be turned in with a parent signature each week. This practice report is not intended to let the director know whether or not a student has been practicing, as the directors can usually tell by each student's performance in class whether or not he or she is practicing sufficiently and correctly. The purpose of the practice report is to involve the student and his or her parent in the practice process and to provide accountability for the completion of the required work. Practice reports are designed to promote quality practice and are due in class every Wednesday with a parent signature in ink. The directors do wish to remind parents that character education is a top priority in our band program just as it is for most parents at home. Please promote integrity in your child by only signing an accurately completed practice report each week.

The directors understand that students occasionally lose interest in practicing. During these low points in interest, it is both the directors' and the parents' responsibility to help motivate the student to continue practicing until their interest returns. Some parents are concerned that "forcing" their child to practice will negatively affect their attitude toward music. This is untrue, however, since the single most detrimental influence on a child's attitude toward music is their inability to perform successfully. Lessening of practice time only perpetuates this negative cycle which is illustrated below along with a positive practice cycle.



***Good practice habits will reinforce good performance skills. Poor practice habits will reinforce poor performance skills.*** It is important that students understand how to practice correctly and that they apply this knowledge in their daily practice routine. As a parent, ask your child what their practice goals are each day. This simple task will do a great deal to promote good practice habits. Read the "How to Practice" routine on your child's practice report to become familiar with the guidelines and expectations presented in class. ***Practice makes permanent. Perfect practice makes perfect!***

## Equipment Requirements

All 7<sup>th</sup> and 8<sup>th</sup> grade students in the Rice Raven Band will need to have the following:

- A good, working, and **well-maintained** instrument from the approved list
- A Rice Band Shirt (order forms available)
- A 1½ inch **black** 3-ring binder with 8 tabbed dividers
- A tuner/metronome (should have subdivision feature) with clip-on pick-up microphone for woodwinds and brass
- A metronome (should have subdivision feature) for percussion
- A marching band flip-folder with at least 5 double-sided pages

In addition, the following items will be needed for each of the instruments listed:

### Flute

Folding music stand  
Lint-free cloth for swabbing

### Oboe

Folding music stand  
A clean silk oboe swab  
Cork grease  
Reed care supplies

### Bassoon

Folding music stand  
Clean set of bassoon swabs  
Clean pipe cleaners  
Paraffin wax or cork grease  
Reed care supplies

### Clarinet

Folding music stand  
Clean hankie or silk swab  
Cork grease  
Reed care supplies  
Mouthpiece brush  
Neck Strap

### Bass Clarinet

Folding music stand  
A clean hankie or silk swab  
Cork grease  
Reed care supplies  
Mouthpiece brush

### Saxophones

Folding music stand  
Clean swab  
Cork grease  
Reed care supplies  
Mouthpiece brush  
Neck Strap

### French Horn

Folding music stand  
Valve oil  
Slide grease

### Trumpet

Folding music stand  
Valve oil  
Slide grease

### Trombone

Folding music stand  
Slide-O-Mix slide lubricant  
Valve oil (F-attachment only)  
Slide grease

### Euphonium

Folding music stand  
Valve oil  
Slide grease

### Tuba

Folding music stand  
Valve oil  
Slide grease

### Percussion

See separate list

**All beginning band students should refer to their separate supply requirements provided by the directors.**

## Step-Up Instruments

As students advance in their performing abilities, they often outgrow their beginning level instruments and/or mouthpieces. When this happens, the student's continued growth can be negatively affected by an inferior instrument. Upgrading to a professional quality instrument can be a very good investment for continued success. ***Always contact Mr. Tucker prior to purchasing any instrument for your child!***

The following step-up instruments are approved for use in the Rice Middle School Band and all of the high school programs in the Plano ISD:

**Flute**—Miyazawa model 102 and up or Yamaha YFL-461H, or YFL-577H. Flutists are encouraged to visit Carolyn Nussbaum Flutes before purchasing an instrument.

**Clarinet**—Buffet R-13 or Yamaha YCL-CSRV (either with Vandoren M13 Lyre or M15 mouthpiece and Vandoren M/O ligature)

**Alto Saxophone**—Yamaha YAS-875EX or Selmer "Super Action 80" (use Vandoren AL3 mouthpiece and Vandoren M/O ligature with either of these)

**Trumpet**—Bach Stradivarius 180-37, Bach Artisan AB190S, or Yamaha YTR8335 Xeno (any with Bach 5C mouthpiece)

**Trombone**—Bach Stradivarius 42B0 or Conn 88HO (any w/Bach 5G mouthpiece)

In addition, the following advanced mouthpiece choices are recommended for students with school-owned brass instruments:

**French Horn**—Schilke 29

**Euphonium**—Schilke 51D

**Tuba**—Perantucci PT-36

## Music Stores

There are several local music stores that can provide needed equipment and instrument repair and service. Please check our band website for a listing of current music equipment and sheet music retailers or contact one of the band directors if you need assistance.

Vendors authorized to repair Plano ISD instruments include Brook Mays, Music & Arts, and Williamson's Music.

## Fees and Other Expenses

There is currently no fee to participate in band aside from the costs of providing class materials and proper attire for performances. Throughout the year, however, there are certain extracurricular activities which do require nominal fees to cover the operating costs of the events. This information is provided only to assist in planning, and the exact amounts are subject to change.

All-Region Band (7 <sup>th</sup> and 8 <sup>th</sup> Grade Only):	Varies, set by vote of Region 24 Directors
Solo and Ensemble (7 <sup>th</sup> and 8 <sup>th</sup> Grade Only):	\$8 entry fee per event (~\$35 accompanist fee for solo)
Beginning Solo Contest (6 <sup>th</sup> Grade Only):	\$8 entry fee per event
Social Activities	Varies per event, participation optional

## Behavioral Expectations

All students in the Rice Raven Band will follow the following behavioral expectations during class and during before or after school rehearsals:

- Students may do nothing to interfere with the teaching or learning in the classroom.
- Students are to demonstrate respect for themselves, others, and all property at all times.
- Students are to enter the room on time and are to be prepared to remain in the room at the beginning of class.
- Students may only handle their own instruments. Leave no instrument unattended.
- Food, drink (except water), candy, and gum are not permitted in any of the band rehearsal rooms.
- Students are to keep the rehearsal rooms neat and tidy.
- Instrument storage lockers are to be secured at all times.
- Instruments are to be taken home every day.
- Running and/or horseplay are not permitted at any time.

## Consequences for Misbehavior

Misbehavior will be handled according to district and campus policy. In addition to standard disciplinary measures, band students may lose playing privileges or be demoted in chair or band placement as a result of misbehavior. Students are reminded that band is most enjoyable when everyone is participating and achieving, so we hope that behavioral problems will be kept to an absolute minimum.

## Music Facility Usage

Band students are welcome and should feel comfortable in the band hall and ensemble rooms. In the interest of providing quality instruction as well as maintaining safety and security, the following special guidelines must be followed when using the music facilities:

- Only band students are permitted in the band hall or ensemble room. Similarly, band students are asked not to enter the choir or orchestra rooms.
- Students should not interrupt morning or afternoon rehearsals in the band hall, ensemble room, or on the stage.
- Students are not to play their instruments in the hallways or in other parts of the school, including outdoor areas, without director permission.
- Music stands and chairs are to be used appropriately at all times.

## Practice Room Guidelines

There are seven practice rooms in the performing arts area which are shared among all students in the band, choir, and orchestra programs. These rooms are available for students who sign up for times before and after school. Private lesson teachers always have priority for room usage and may ask students to vacate a practice room if necessary. Students using a practice room must abide by the following guidelines:

- Practice rooms are for practice and private lesson use only.
- Food, drink, candy and gum are not permitted in the practice rooms.
- Students may not exceed the posted occupancy for any practice room.
- Any equipment (chairs, stands, etc.) moved into a practice room must be returned to its original location when finished.
- Turn off the practice room light and shut the door when finished.

## Instrument Storage Lockers

Each student, with the exception of tuba players, will be issued an instrument storage locker with a combination lock. These lockers are for the secured storage of instruments only. For safety and security reasons, lockers must be secured at all times except during the student's band class. Please note that locks are to be fastened overnight when the locker is empty as well.

Lockers are to be kept neat and orderly at all times. No personal items are to be kept in the instrument storage lockers. No instruments other than tubas and baritone saxophones may be left overnight.

Any student who voluntarily enters an instrument storage locker will be immediately referred to the office for disciplinary action without exception. Any student who participates in the act of placing another student in an instrument storage locker will also be referred to the office for disciplinary action without exception.

## Section Rehearsals

Weekly section rehearsals (sectionals) are an essential part of the 7<sup>th</sup> and 8<sup>th</sup> grade band curriculum. These are required, and students will be graded on their preparation for and performance in scheduled section rehearsals. Every attempt is made to avoid conflicts with school athletic practices and other school activities, however occasional conflicts may occur. The directors work very cooperatively with the coaches and other teachers to resolve these conflicts. Students should let the directors know if there is a conflict that needs to be resolved. Non-school activities, other than religious observances, are not excusable reasons for missing a section rehearsal.

Students must attend the section rehearsal for which they are scheduled each week. It is not possible to attend a sectional for another group. Please remember, sectionals are academically designed to meet the specific needs of a particular instrument. Detentions and tutorials are offered at various times throughout the week. Since there is only one morning or afternoon scheduled for section rehearsals for each student, detentions and tutorials need to be scheduled at alternative times. Please do not schedule routine doctor, dental, or orthodontic appointments at your child's section rehearsal time. Students who are well enough to attend school are considered well enough to attend section rehearsals.

Students who miss a section rehearsal due to an excused absence may make up the missed grade by submitting a taped performance of the assigned material to the director within two days of the student's return to school unless other arrangements have been made.

Morning section rehearsals begin at 7:15 AM and end at 8:15 AM. Afternoon section rehearsals begin at 3:45 PM and end at 4:45 PM. The starting time is the point at which the student is to be seated with all materials and warmed up ready to play. Please see the weekly section rehearsal schedule for your specific section rehearsal time.

Students will receive a summative (test) grade for each weekly section rehearsal. Students who are on time and prepared will receive a maximum grade of 100 for the section rehearsal. Poor preparation will result in a commensurately lowered grade. Tardiness to a section rehearsal may result in a lowered grade.

## Performance Requirements

Band is a performance based curricular course. There will be several concerts scheduled throughout the school year. **Students must attend all performances, whether they are curricular or extracurricular.** Please check the band calendar and make necessary arrangements as early as possible. Please remember that non-school activities, other than religious observances, are not excused reasons for missing a performance.

Curricular performances will be graded as major test grades and will be weighted three times in the student's six-week average. If the student is on time, dressed appropriately, has all materials, and demonstrates proper performance etiquette, a grade of 100 will be awarded. The following conditions will result in a lowering of the student's grade as indicated:

- Failure to follow performance procedures = depends on severity of infraction
- Late to warm up = 15 point reduction
- Minor attire problems = 15 point reduction
- Major attire problems = Student will not be seated. Maximum grade of 50 awarded
- Missed warm up = Student will not be seated. Maximum grade of 50 awarded

As stated earlier, all band students are expected to attend one performance as an audience member each semester. Following an approved performance, the student must complete a performance evaluation form and return it to his or her band director with a parent signature within one week of the performance. This evaluation will be 20% of the student's semester exam average. The directors will provide a list of suggested performances to satisfy this requirement.

## Performance Attire

Students in the Rice Raven Band are to be appropriately dressed for all performances. The following requirements for performance attire are consistent with district and state guidelines. Please note that the attire category for each performance is indicated on the calendar of events provided with this handbook.

### Informal Concert Attire for 7<sup>th</sup> and 8<sup>th</sup> Grade Students

- Band shirts worn tucked in
- Jeans and a belt. Girls may substitute a denim skirt.
- Athletic or similar closed-toe shoes (no flip-flops or sandals)

### 7<sup>th</sup> and 8<sup>th</sup> Grade Boys Formal "Concert Black" Attire for (Winter Concert and Contests)

- Solid black, collared long-sleeved dress shirt with no logo. Must be worn buttoned and tucked in.
- Solid black dress slacks with a belt. No pin-stripping.
- Solid black socks crew length or longer. No skin should show when the student is seated.
- Black dress shoes. No athletic shoes or sandals

### 7<sup>th</sup> and 8<sup>th</sup> Grade Girls Formal "Concert Black" Attire for (Winter Concert and Contests)

- Girls may follow the same requirements as boys, but long sleeves and collar is not required.
- Solid black dress or skirt/blouse combination. Must be knee length or longer when seated.
- Solid black hose or tights.
- Solid black dress shoes. No athletic shoes or sandals

### All Beginning Band Students

Beginning Band students will wear Informal Concert Attire (see above) for all performances

## Concert Etiquette

Concerts are the culmination of much student effort and are necessary to meet state, district, and school requirements for band. More importantly, concerts are an opportunity for students to demonstrate their talents for an appreciative audience. For this reason, it is very important that both students and listeners observe appropriate concert etiquette during any musical performance. Please review the following guidelines prior to our first concert:

- Dress appropriately for the performance. Concerts are formal events unless noted otherwise.
- Turn off all mobile phones (no texting) and other portable electronic devices during the performance unless they are being used for personal recording of the performance.
- Food and drink should never be brought into a performance area.
- Refrain from talking while the director is on the stage (This is the cue to start).
- Only enter or leave the seating area during applause.
- Do not take flash photographs while the group is playing (before and after is fine).
- Crying or fussy children should be taken to the lobby area.

Students and directors have worked very hard for each performance and gratefully value your approval as demonstrated by your applause. The following are some guidelines to consider in recognizing a quality performance:

- It is appropriate and polite to applaud as the conductor approaches the podium.
- During a multi-movement work, applaud at the conclusion of the final movement.
- Do not applaud for soloists during a full band concert performance; however, it is appropriate to applaud for soloists during a marching band or jazz band performance.
- Avoid shouting, heckling, or whistling during applause.
- For an exceptional performance, it is always appreciated when the audience stands in applause following the final selection. This is known as a standing ovation.

## The Band Office

Students are not permitted in the band office unless a director is present. When the office doors are open and a director is present, students may enter freely. If the door is closed, please knock and look in the window for a director to motion you to enter. You may be asked to wait if the director is in the middle of something that cannot be interrupted.

The telephone in the band office is for official band business only. There is a telephone available for student use in the front office. There is also a pay telephone located near the gym.

## Schedule Changes

Band is a full-year course. Students who sign up for band are making a commitment to the students in the organization to participate for the entire academic year. Students may not drop band after the second week of school unless there is an extenuating circumstance as specified by the campus principal and approved by committee. Students may be changed from one level of ensemble to another if such a change is academically appropriate or to balance the size or instrumentation of the ensembles.

Students who must temporarily change their schedules from band to athletics due to foreign language/basketball schedule conflicts will be automatically placed back in band at the appropriate time. This is not considered a course drop.

## Private Lessons

We are fortunate in Plano to have an outstanding staff of private music instructors available to teach private lessons through our Supplemental Music Lesson Program. Students taking private lessons receive a 25-minute one-on-one lesson each week with an instrumental specialist at a cost of \$20.00 per lesson. These lessons are tailored to each student's specific needs and are intended to serve as enrichment for students who wish to excel. Students interested in taking private lessons should indicate their intent on the private lesson request form distributed with this handbook. Students may begin private lessons at any time, though many teachers will run out of available slots pretty quickly.

Private lesson scholarships may be available for students under certain conditions.

Each teacher sets and maintains his or her own schedule and collects his or her own fees. **The band staff will not handle payments for private teachers.** Our private teacher information changes from time to time. You may always contact one of the directors for our most current list of private teachers and their contact information.

Although the Rice Band staff oversees the private lesson program on our campus and assists in connecting parents with an approved private teacher according to Plano ISD policy, the contractual arrangement for lessons is between the private instructor and the students' parent(s). Although the band directors communicate as much as possible with our private teachers, parents should communicate with private teachers directly regarding any missed lessons, schedule adjustments, etc. In the event that a parent wishes to discontinue lessons for his/her child, a two-week minimum notice should be provided directly to the private instructor.

Please remember that private lessons are for enrichment, not remediation. They are intended for students who wish to excel. As with anything, the more effort students put into private lessons, the greater the benefit will be.

## Instrument Insurance

The Plano Independent School District, Rice Middle School, and the Rice Middle School Band staff are not responsible for loss or damage to any instrument. Parents are encouraged to consider musical instrument insurance.

In many cases, your homeowner's or renter's insurance may cover your instrument. In addition, a very affordable insurance option is available through an independent carrier. Information about this insurance is available from the band staff and on the band website at [www.RiceMsBand.com](http://www.RiceMsBand.com).

## Student Recognition

It is our belief that one student does not make an award-winning band, but that many students working together to do their best will undoubtedly result in success. Consequently, the Rice Band directors make an effort to recognize students who contribute to the band program through their efforts from sixth through eighth grade.

Students may receive individual recognition by participating in the All-Region Band and/or by receiving a first-division rating in solo and small ensemble competition. The directors will provide more information on these activities at the appropriate time.

## Cultural and Ethnic Music

One of the greatest qualities of Rice Middle School is its diversity of cultural and ethnic backgrounds among its student population. The Rice Middle School band appreciates this diversity and strives to be sensitive to the interests of all students. From time to time, band students may perform music relevant to cultural, seasonal, historical, or patriotic events. We encourage all students to appreciate both the musical and cultural value of such music, but will not infringe upon the rights of students. We do request that any parent with a concern about any programmed music discuss the matter with their child's director prior to the rehearsals or performance of the music.

## Off-Campus Travel

All school rules apply to any off-campus event sponsored by a school organization, including the band. Students who fail to comply with the rules or with the director's instructions will receive appropriate consequences. Students who are not compliant with directors' instructions on campus may be prohibited from off-campus travel at the directors' discretion in consultation with campus administration. Contact your child's director if you need clarification of this policy.

Once a student leaves the school with the band, that student must remain with the band until the group returns to the school. If parents desire that their child travel by alternative means to or from an event where school travel is provided, an Alternate Transportation Form must be approved by the director and on file **before departing from the school**. Students with appropriate documentation on file must check in with the director before separating from the group. **A Handwritten note or verbal authorization cannot be used in place of an Alternate Transportation Form.** Please note that Plano ISD policy prohibits students with Alternate Transportation Forms from traveling with anyone other than a parent or legal guardian.

## Special Trips

One of the highlights of our program is the opportunity to participate in several special trips at or near the end of the school year.

Selected beginning band students will have the opportunity to travel to and compete in a special band festival. In addition to high performance standards, students must meet the following criteria to be eligible for the special festival trip:

- Attend all scheduled Festival Band rehearsals, except for excused absences (illness, etc.)
- Receive no office referrals in band all year
- Spend no days in ACE all year
- Maintain a positive attitude
- Obtain a band shirt

All band students will have the opportunity to attend a special celebration event at the end of the school year providing the following conditions are met:

- The student has no band grades below 70 all year
- The student has no unexcused absences from any performance
- The student has not missed any rehearsals due to placement in ACE
- The student has received no office referrals in band
- The student has not been academically ineligible more than once during the year
- The student attended contest with the band (7<sup>th</sup> and 8<sup>th</sup> grade)
- The student has maintained a positive, cooperative attitude throughout the year

## CHARMS Music Office Assistant

Plano ISD subscribes to the CHARMS Music Office Assistant software for managing various components of our music programs. This software assists with keeping student records, inventory, and a number of other essential parts of our band program. CHARMS is a secure program with information only accessible to Rice Band staff and Plano ISD music administrators. Your contact information will only be used to send information and reach you regarding issues in the band program.

Please take a moment to access your child's CHARMS account and enter and/or update your contact information. You may also wish to explore the various features of CHARMS, particularly the event calendar and handouts section.

To access CHARMS, please do the following:

- ♪ Log on to [www.charmsoffice.com](http://www.charmsoffice.com)
- ♪ Under "Parent/Student Login" enter the following code: **ricemsband**
- ♪ In the box labeled "Student ID/Password" enter your password (your child's 6-digit Plano ISD Student ID number for first-time logins).
- ♪ You should then be taken to the main screen for your child's account

Please contact the directors with any questions you have about the CHARMS service.

## The Rice Raven Band Website

Please check the Rice Raven Band website ([www.ricemsband.com](http://www.ricemsband.com)) frequently for up-to-date information on band events and activities. You can also follow the band on Facebook and Twitter (@ricemsband).

## Social Events

We organize several social activities for our band students throughout the year. In order to participate in any social event, students must be academically eligible. Students who have demonstrated behavioral problems may be excluded from social activities as deemed appropriate by the band directors or campus administration.

Social events may require certain fees, and attendance is always optional. A sufficient number of parent chaperones will be needed for supervision at all social events.

Information about social events will be sent home in advance of any scheduled activity.

**IMPORTANT:** Students need to be picked up on time from all social events. Any students who cannot be picked up at the indicated time for the social event should not attend the event.

## Disclaimer

The information contained in this handbook is intended to be accurate at the time written, and is subject to change. Please contact the directors if you need clarification of any material presented in this document.

## **Plano ISD Guidelines for District Extracurricular Activities**

Students involved in extracurricular activities are held to a higher standard of conduct than the general student body. Plano ISD views participation in extracurricular activities as a privilege not a right. Any student who violates the Student Code of Conduct shall be subject to extracurricular discipline and/or regular school district disciplinary action. This includes any misconduct, regardless of time or location, that would reflect negatively upon representing Plano ISD in an extracurricular activity. Students clearly involved in major disciplinary infractions (i.e. including, but not limited to, drugs, alcohol, and violent behavior) will be placed on probation, removed temporarily or permanently from extracurricular activities. Seasons of extracurricular activities may vary and could extend into the next school year. Discipline action may affect tryout eligibility for the next season.

Disciplinary measures taken by the sponsor/principal may be in one or more of three forms, defined as special assignments, probation, and dismissal.

Special assignments may consist of extra duties and may be assigned for minor disciplinary infractions. Probation and/or dismissal from extracurricular activities will be for infractions involving alcohol, smoking, drugs, use of profanity, violence, and other serious offenses when the sponsor/principal believes the integrity and credibility of the organization has been jeopardized by the student's action.

Probation may also be assigned when the student fails to comply with rules and regulations of the extracurricular activity. (Probation is defined as: A trial period in which a student is permitted to redeem bad conduct.)

The student may be dismissed from the extracurricular activity upon any major infraction, or during a probationary period. Prior to being dismissed from extracurricular activities, the student and parents will be notified of the reasons for the action. The student or his/her parents will be afforded the opportunity of a hearing with the sponsor and principal. The appeals process will be outlined at that time. Request for an appeal must be done in writing within 5 school days at each level of the appeals process. The student will not be eligible for any individual or team recognitions or awards that occur after the date of dismissal.