

SMITH INTERMEDIATE **BAND**



2024-2025 Official Band Handbook

Lowell Smith Intermediate School
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A NOTE TO PARENTS

We are very glad to welcome you and your child to the Smith Intermediate School 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 your 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 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 answers 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 Smith Band. We are looking forward to a fantastic year!

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CONTACTING THE BAND STAFF

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

Most information can be found on our band website. Before emailing a director, please check the website for upcoming events, answers to common questions, and calendar updates.

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 lesson teacher in case you need to reach him/her. The directors are not responsible for delivering messages to private teachers or students.

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The Smith 6th Grade Beginning Band is a curricular course in the State of Texas, band is an elective class with defined instructional objectives for the individual student. Band enhances the aesthetic quality of life for all students and promotes school spirit and pride. As a part of the overall band program, Smith Intermediate School band is just part of a journey culminating in membership of the Cleburne High School Band.

By enrolling in the CISD Band program, 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:

- Participating as a member of the band for the full school year.
- Doing your best to grow musically as an individual.
- Maintaining a positive attitude and supporting the goals of the band.

CALENDAR & COMMUNICATION

The calendar of events can be found on our website.

All events are required unless otherwise noted.

Calendar dates and times are subject to change. In the event of a change we will inform all students and parents via email, newsletters, School Status, REMIND, social media or in class. **Newsletters are the best way to stay in the loop!**

If you have trouble accessing any of these lines of communication, please email or speak to a director.

ABSENCE PROCEDURES

It is not possible to make up missed content in performance-based band classes. 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 or email from a parent/guardian 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. **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.**

Every student is important to our success, please do not schedule non-emergency doctor appointments and similar events during your child's band class or other scheduled rehearsals and performances.

GRADING PROCEDURES

Students will be graded on all activities pertaining to the established curriculum for the course in which they are enrolled. Grades are calculated on a 100-point scale. A grade of 70 or higher is required to pass.

Summative Assessments 60% of Grade	Formative Assessments 40% of Grade
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<ul style="list-style-type: none"> ● Objective (Pass-off) Sheets ● Formal Performances ● Playing Tests/Flipgrid Tests ● Written Exams 	<ul style="list-style-type: none"> ● Weekly Preparation and Participation ● Homework Assignments ● Playing Assignments/FlipGrid ● Binder/Supply Checks ● Sectionals
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If an assignment is turned in late we will follow the guidelines below:

- 1 class period late – maximum score is 90
- 2 class periods late – maximum score is 80
- 3 class periods late – maximum score of 70

SIX-WEEKS OBJECTIVE SHEETS

6th grade students will receive an objective sheet for each six-weeks grading period. A completed objective sheet will result in a test grade of 100% averaged in with the other test grades for the six-weeks. If a student does not complete all of the six-weeks objectives, his or her grade will be lowered based on the percentage of objectives completed.

Students are responsible for keeping their objective sheets in the student's band binder at all times. Only band directors may sign off objectives. Private teachers may not sign off objectives.

ACADEMIC ELIGIBILITY

Band members participate in several extracurricular activities throughout the year. These include events such as band trips, contests, and individual student competitions. According to the Texas Education Agency, students must pass all classes (70% or higher) for the **Six-weeks** grading period in order to be eligible to participate in extracurricular activities for the subsequent six weeks period. **Morning and afternoon rehearsals, and school concerts are curricular events and are not affected by eligibility restrictions.**

PRACTICE

Students who practice effectively are successful. Every student in the Smith Band is expected to practice daily. Before and after school rehearsals are **not** considered individual practice time. It is only through consistent practice that students develop their musical abilities properly.

No instruments are to be left in the band hall overnight.

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 how to set personal practice goals.

FEES AND OTHER EXPENSES

There will be band fees for the 2023-2024 school year. All Smith Intermediate School students will pay \$25. These fees will cover all things needed for the year. Any donations to help cover fees and other expenses are welcome.

All students using a school-owned instrument will also pay a \$50 Instrument Usage Fee. This covers the cost of normal wear and tear on the instruments.

EQUIPMENT REQUIREMENTS

All clarinets must be black. All other personal instruments must be gold or silver lacquered metal. All students in the Smith Intermediate School Band will need to have the following:

- A quality, working, and **well-maintained** instrument from the approved list.
- The Smith Band T-Shirt

- A 1" 3 ring binder organized with dividers
- A pencil pouch and sharpened pencil
- A tuner/metronome with microphone clip

INSTRUMENT STORAGE LOCKERS/CUBBIES

Band students will be assigned an instrument storage locker or cubby. These are for band instruments and binders only.

Lockers are to be kept neat and orderly at all times. No personal items, food, or drink are to be kept in the instrument storage lockers. No instruments other than tubas, euphoniums may be left overnight.

BEHAVIORAL EXPECTATIONS

Smith Band students will follow these behavioral expectations during class and rehearsals:

- Do not interfere with the teaching or learning in the classroom.
- Demonstrate respect for themselves, others, and all property at all times.
- Enter the room on time and be prepared to remain in the room for the entire class period.
- Only handle their own instruments. Leave no instrument unattended.
- No food, drink (except water), candy, and gum in any of the band rehearsal rooms.
- Keep the rehearsal rooms neat and tidy.
- Take your instrument home every day.
- No running and/or horseplay at any time.

Smith Band students are also expected to:

- Adhere to the SIS Student Handbook in and outside of band class.

- Be an exemplary student in and outside of band class.
- Represent the band program well by following behavioral expectations of the school and other teachers.

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, be demoted in chair or be removed from band as a result of misbehavior.

MUSIC FACILITY USAGE

The following special guidelines must be followed when using the music facilities:

- Only band students are permitted in the band hall or practice rooms.
- Do not interrupt rehearsals in any of the band hall rooms.
- Students are not to play their instruments in the hallways or in other parts of the school, including the cafeteria and outdoor areas, without director permission.
- Music stands and chairs are to be used appropriately at all times.

PRACTICE ROOM GUIDELINES

Private lesson teachers always have priority for room usage and may ask students to vacate a practice room if necessary. Second priority will be given to students with large instruments that ride the bus and cannot take their instruments home. Students using a practice room must abide by the following guidelines:

- Ask a director permission before using a practice room.
- Practice rooms are for practice and private lesson use only.
- No more than 1 student in a practice room at a time.
- No food, drink, candy, or gum in the practice rooms.

- Return any equipment (chairs, stands, percussion, etc.) moved into a practice room to its original location when finished.
- Turn off the practice room light when finished.

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.

REHEARSALS

There will only be a few after school rehearsals before major performances. Rehearsals are an essential part of the band curriculum. These are required, and students will be graded on their preparation for and performance in scheduled rehearsals.

Every attempt is made to avoid conflicts with school athletic practices and other school activities; however, conflicts may occur. The directors cooperate 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 rehearsal. Please do not schedule routine doctor, dental, or orthodontic appointments at your child's section rehearsal time.

PERFORMANCE REQUIREMENTS

Students must attend all performances. Check the band calendar and make necessary arrangements as early as possible. Non-school activities, other than religious observances, are not considered excused absences. Please do not schedule dental work prior to a performance.

Performances will be graded as major test grades. If the student is on time, dressed in the required uniform, has all materials, and demonstrates proper performance etiquette, a grade of 100 will be earned. The following conditions will result in a lowering of the student's grade:

- Failure to follow performance procedures
- Late to warm up
- Minor attire problems
- Major attire problems = Student will not perform, they will observe.
- Missed warm up = Student may not be seated.

Participation in any performance is at the sole discretion of the band directors based on behavior and mastery.

PERFORMANCE ATTIRE & UNIFORMS

Students in the Smith Band are to be appropriately dressed for all performances. The following requirements for performance attire are consistent with district and state guidelines.

Concert Attire

- Band shirts tucked in.
- Blue jeans without holes or frays
- Closed-toed shoes (athletic shoes allowed)

PRIVATE LESSONS

CISD has an outstanding staff of private music instructors available to teach private lessons through our Instrument Enrichment program. Students taking private lessons receive a 25-minute one-on-one lesson each week with an instrumental specialist at a cost of \$20 per lesson. Students interested in taking private lessons should fill out the [Private Lesson Form](#) (found on the

website) or contact the private teacher for their instrument. Students may begin private lessons at any time during the school year.

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 check the Band Website for our most current list of private teachers and their contact information.

Although the band staff oversees the private lesson program, the contractual arrangement for a lesson is between the private instructor and the students' parent(s). 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.

OFF-CAMPUS TRAVEL

All school rules apply to any off-campus event sponsored by a school organization. Students who fail to comply with the rules or with the director's instructions will receive appropriate consequences.

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, written notice must be provided to the directors prior to leaving for the trip. Students with appropriate documentation on file must sign out with the director before separating from the group. **Verbal authorization cannot be used in place of the written notice.**

SPECIAL TRIPS

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

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

- No unexcused absences from any performance
- Attend all scheduled festival band rehearsals
- Receive no office referrals in band all year
- Follow all procedures and behavior expectations when a substitute is present
- Spend no days in ISS all year (other than for dress code violations)

- Maintain a positive attitude
- Wear the approved uniform
- Be academically eligible according to Texas No Pass-No Play laws

DISCLAIMER

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