

# **Thomas Holtzman, Jr. Elementary Band/Orchestra**

## **Student Handbook 2025-26**



KEEP THIS HANDBOOK HANDY TO  
ANSWER QUESTIONS THROUGHOUT  
THE YEAR.

This manual was prepared to answer the most common questions about Thomas Holtzman's Ensembles. Keep this book for your reference. If you have any questions at any time, please feel free to e-mail me.

**Mr. Hartranft**

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### **Concert**

**Elementary Band and Orchestra: Thursday, May 21 – 7:00 p.m. in the MS auditorium.**

# School Lessons

All lessons are given during school hours.

- In School Students – Pull out: A time will be set up each week for a minimum 20 minute lesson.
- The student is responsible for being on time to his/her lesson with his/her music.
- It is the responsibility of the students to be prepared for lessons. A lesson is not a time to practice. It is a time for me to help the students make corrections and present new material.
- School lessons are a minimum of 20 minutes in length, and unfortunately are missed from time to time, because of illnesses, assemblies, snow delays, and vacations. Due to certain interruptions, we recommend private lessons for students who show enthusiasm and special ability in playing so that they may progress more quickly without frustration. The school music teacher can help in securing a private instructor.
- TWO HOUR DELAY – In the event of a two-hour delay, all the lessons within the delay are cancelled. Unfortunately, there is no room in the schedule to make up lessons.

## Parent Responsibility

- Make sure your child has all the materials needed for a successful experience. This includes an instrument, the proper lesson book, and the supplies needed for your instrument.
- Support your child every step of the way. Supervise practice times, help develop a routine, give plenty of praise, and watch videos that show the instrument on which they are performing.
- Ask your child to perform for you once a week.
- **Practicing is a responsibility that parents need to monitor. If it is evident that a student is not practicing, then a practice log may be sent home to help the student create a practice schedule. Students who do not practice or continually miss lessons will not be allowed to perform in the concert.**
- Students will be expected to practice a minimum of 80 minutes per week. The practice is best when divided up into smaller segments such as 20 minutes 4 times per week or 10-15 minutes 5-8 times per week.

# Practice at home

All Students need to practice!!!! Practice times may vary. Some “practice-tips” are listed below to help the students improve and succeed.

- Set up a practice routine at home, i.e. the same well lit place and the same time every day.
- Have a music stand for your child to use.
- Parents: Keep track of the practice time with a clock or egg timer.
- Be patient and encouraging, and have them play a song for you at least once a week

## Instrument Care

### General Rules

- Always keep the instrument in the case when it is not being played.
- DO NOT let anyone else play your instrument.
- DO NOT STORE ANYTHING IN THE CASE that is not related to the instrument’s care, including money, keys, books, etc. Foreign objects can scratch the finish, bend parts, or get stuck inside of the instrument.
- NEVER attempt to repair the instrument yourself.
- **Orchestra instruments are made of wood and need EXTRA CARE.** They must be kept in a stable temperature. Do not take the instrument to events after school and leave it in the car. It may warp or break due to the temperature change.

### Instrument Repair Procedures

- If you are renting the instrument, call the music store, and let them know it is coming in for a repair. The music store has a representative stop in once a week. They will pick it up and return it when it is complete. NOTE: Repairs may be free if it included in your rental policy.
- If the instrument is your own, have it repaired at a music dealer/repair shop within 1-2 weeks so that lessons can resume as soon as possible.
- If the instrument is a school-owned instrument, return it to the school the next day for repair. School instruments will be repaired as per the school rental agreement.

## Local Music Stores

### **THE HORN HOSPITAL:**

3796 Valley Road  
Marysville, PA 17053-9758  
(717) 957-2775  
www.hornhospital.com

### **J.R. JUDD VIOLINS:**

1964 Lycoming Creek Road  
Williamsport, PA 17701  
(570)321-8070  
www.jrjuddviolins.com

### **MENCHEY MUSIC SERVICE, INC.**

3907 Union Deposit Rd.  
Harrisburg, PA 17109  
(717) 564-2299  
www.mencheymusic.com/stores/Harrisburg-pa

## Materials and Items needed for lessons

Make sure you order the method book, stand, and any additional items needed for your instrument when you rent from a store. **Lessons will not begin without these items.** The wire stand is for home use and does not need to be brought to school for lessons.

## Band Student Equipment and books:

- Wind instruments (Flute, Clarinet, Saxophone, French Horn, Trumpet, Trombone, Baritone, & Tuba)
  - Your instrument
  - **The method book "Standard of Excellence, Book 1" for your chosen instrument.**
  - A wire stand
- For drummers only:
  - Percussion Kit or Bell Kit. The kit includes a set of 2 ½ octave Bells, Mallets, Practice Pad (or snare drum), and mallets and Sticks.
  - **Method Book: "Standards of Excellence, Drums and Mallet Percussion, Book 1"**
  - A wire stand

# Orchestra Student Equipment and books:

- **Method book: "Essential Elements, Book 1" for your chosen instrument**
- **ADDITIONAL NEEDS for each instrument**
  - Violin/Viola needs:
    - Instrument, rosin, **adjustable Kun or Everest shoulder rest** (a sponge shoulder rest will not work)
    - wire music stand
  - Cello:
    - Instrument, rosin, cello strap or rock stop and a wire music stand
  - Bass:
    - Instrument, a rock stop, rosin and a wire music stand

## Some instruments spaces are limited:

Students will only be guaranteed a lesson when the form is completed. Some instruments have a limited number of participants. These slots will fill up on a first come first serve basis.

**Percussion, violin, flute, and saxophone.**