



**Manor New Tech Middle School
2019-2020
Band Handbook**

INTRODUCTION

The Manor Independent School District is proud to offer band courses for grades 6-8 at each middle school campus. These programs are part of the Fine Arts Department of Manor ISD and play a large role in the social, emotional, and academic development of each student. While each campus program may have its unique style, rules, and expectations, the items in this document will address standardized policies and procedures that will govern students and families who are part of the MISD Middle School Band Programs.

Fine Arts courses are a part of the Enrichment Curriculum, a component of the Required Curriculum. By definition, enrich means "to make richer, to add greater value or significance." It does not mean "extra," "not necessary," "elective," or "optional." These courses are an integral part of the educational process and in many cases are the courses that give meaning and substance to a child's education and to his or her life. Below you will find the objectives of the Manor Independent School District's middle school band programs.

- *To develop and refine the skills necessary to read and perform music and to develop a deeper appreciation for music and the fine arts.*
- *To encourage social and emotional growth, character building, and collaboration within a successful band culture.*
- *To support the campus and community with musical performances throughout the year.*

Manor ISD Fine Arts Department Mission Statement:

To foster lifelong learners from a diverse community cultivating creativity, innovation, and expression through the arts.

Manor ISD Fine Arts Department Vision Statement:

To prepare students to become leaders in a world that requires a unique combination of creativity, peer collaboration, and discipline. Through its distinctive academic programs, innovation and interdisciplinary enrichment, we empower students to become a positive influence in their community.

DIRECTORS & STAFF

MNTMS Band Directors

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MNTMS Administration

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2019-2020 NTMS Band Rehearsal and Performance Dates

(Bullet items indicate the rehearsals before the event)

October 4th- Middle School Night (7th/8th grade only) 4:15-9:00pm at NTHS

- October 2nd- Rehearsal - 4:15- 7:30pm at NTHS (dinner provided)

October 5th- Manor Lion's Fest (7th/8th grade only) Performance Time TBA at Lion's Club in Manor

October 29th- Fall Band Concert (all grades) 6:30pm at NTMS

- October 28th - Rehearsal for Beginner Band and Symphonic Band 4:15-5:45 at NTMS
- October 29th- Rehearsal for Honor Band 4:15-5:45 at NTMS

December 7th- New Tech Solstice (select 7th/8th only) 9:00am-12:00pm at NTMS

- Rehearsals TBA at NTMS

December 10th- Winter Band Concert (all grades) 6:30pm at NTMS

- December 9th - Rehearsal for Beginner and Symphonic Band 4:15-5:45 at NTMS
- December 10th - Rehearsal for Honor Band 4:15-5:45 at NTMS

February 4th - Symphonic Band Clinic (7th/8th only) 4:15-6:30 at NTMS

February 5th - Honor Band Clinic (7th/8th only) 4:15-6:30 at NTMS

February 21st - Midnight Madness Clinic and Lock in (Eligible 7th/8th Graders) 4:15-12:00am at NTMS

February 25th - Pre-UIL Concert (7th and 8th grade only) Times TBA at Manor HS PAC

- February 24th- Symphonic Band Rehearsal - 4:15-5:45
- February 25th- Honor Band Rehearsal - 4:15-5:45 (day of concert)

March 5th - UIL Concert and Sight Reading Evaluation (7th and 8th grade only) Times TBA at Connally HS

- March 3rd - Honor Band Rehearsal 7:30-8:15am /Symphonic Band Rehearsal 4:15-5:30 at NTMS
- March 4th - Honor Band Rehearsal 7:30-8:15am /Symphonic Band Rehearsal 4:15-5:30 at NTMS

March 28th- Manor Day of Percussion (all percussion 6-8) all day at Manor HS PAC

April 25th- MISD All-District Music Event (select 7th/8th grade only) Concert at 1:00pm at Manor HS PAC

- April 24th- Rehearsal for select participants after school until 6:30pm at Manor MHS

May 1st- NTMS Beginner Band Spring Trip (6th and 7th grade beginners only)

- April 30th- Rehearsal for Beginners involved in trip 4:15-5:45pm

May 2nd- MISD Solo and Ensemble Contest (individual & small group contest) 9:00-2:00pm at Manor MS

- Help on the music will be scheduled/arranged as the date approaches

May 5th- Final Band Concert (all grades)

- May 4th- Rehearsal for Beginner and Symphonic Band 4:15-5:45pm at NTMS
- May 5th- Rehearsal for Honor Band (before concert) 4:15-5:45pm at NTMS

MARK YOUR CALENDARS!

ENSEMBLES

The Manor New Tech Middle School Band features three performing ensembles. These bands assemble in class throughout the school day and may require attendance to rehearsals and performances outside of class.

- **Honor Band** - comprised of 7th and 8th grade band members who have at least one year of experience in band. This ensemble will perform at school functions, community events, concerts, and contests. *Offered: 3rd period*
- **Symphonic Band**- comprised of 7th and 8th grade band members who have had at least one year of experience in band. This ensemble will perform at most school functions, community events, concerts, and band contests. *Offered: 2nd period*
- **Beginning Band**- comprised of all 6th grade band students who have no experience in band and will be learning an instrument for the first time. This also extends to 7th grade students who have no previous band experience. The Beginning band performs at some concerts and contests throughout the year. *Offered: 1st, 4th, 5th, 6th, 7th periods*

ATTENDANCE

- Scholars in the MNTMS band program must attend all scheduled rehearsals, sectionals, and performances as indicated in the band calendar. Everyone's participation is integral to the success of the program. If a conflict arises, **parents must notify the band director via e-mail** with at least 24 hours advance notice. The band directors will deem whether or not the absence is excused or not based on each case. (isaac.medina@manorisd.net)
 - *Reasons for an excused absence: sick/sent home, religious conflict, conflicting school activity such as sports, academics, etc., unexpected emergency, funeral/viewing, car issues.*
 - *Unexcused reasons/absences: Did not arrange a ride, forgot, cannot get picked up, and any avoidable situations without notification/no show.*
- An unexcused absence may result in consequences such as a lowered grade and/or mandatory make up assignments in order to gain partial credit for the unexcused absence. Parents will be notified as well.
- **All performances are mandatory**, unless an emergency situation causes an absence.
- Ample notification of an absence is appreciated and helps our scholars to manage their own schedule and responsibilities.

CONSEQUENCES

The following consequences will be administered regarding scholar behavior. Teachers will follow this process, however, severity of circumstances may prompt an immediate call home or referral. Scholars are responsible for their behavior and will be held to a standard of the NTMS Discipline Rubric.

- Verbal Warning - between director and scholar
- Contract/Agreement - documented by teacher
- Parent/Teacher Conference

- Referral to Principal
- Removal from band

NTMS BAND NORMS & STANDARDS

General Conduct

- All scholars within the band program will observe the Manor Independent School District's student code of conduct and all campus policies set forth by the administration of Manor New Technology Middle School. Failure to comply may result in disciplinary actions at the discretion of the director, upon discussion with parents and administrators.
- Classroom norms and standards will be established and practiced at the beginning of the year. These norms will govern the behavior of each scholar within the band program. It is expected that every band member acknowledges these standards and works hard to preserve a safe collaborative culture of positivity and success.
- Bullying and/or cyberbullying is not tolerated in any way within the MNTMS band program. The MNTMS band hall represents a safe space where students can be themselves without fear of ridicule or harassment. If you have been bullied or witness/know about someone being bullied, report it immediately to a director, teacher, counselor, or an administrator. No one deserves to be belittled, made fun of, threatened, or defamed. Scholars must take responsibility in preventing this behavior from happening on campus or online. Spreading rumors on social media is considered bullying.
- Public displays of affection are inappropriate while representing the MNTMS band program. Please respect yourself and others around you by not displaying lewd or sexual behavior in public with anyone else. If you feel you have been sexually harassed, assault, or violated at any time or anyplace, REPORT IT to the band directors, a teacher, a counselor, or an administrator immediately.
- All scholars within the band program will be expected to respect the facilities and properties of Manor ISD and MNTMS. This includes band equipment, instruments, chairs, stands, music, furniture, and any supplies housed on campus. Rehearsal areas must be left in a clean and organized condition. Any deliberate damage done to MISD properties will be reported to administration.
- Foul language, cuss words, and vulgar language will have no place within the MNTMS Fine Arts facilities. Derogatory language about a scholar's religion, race, culture, socioeconomic status, sexual orientation, and identity, will not be tolerated. Your words and actions can be a representation of the entire band program. More importantly, your words and actions are a representation of YOU. Represent yourself and the band in a respectful way and THINK before you speak.

Safety & Facilities

- Scholars are not allowed in the band hall or additional fine arts facilities without the presence of a director, teacher, or administrator. This is non-negotiable and promotes the safety and security of our members, facilities, and equipment.
- Scholars are not allowed in practice rooms, the uniform room, the teacher work room, the music library, or the shared ensemble room without permission from a director, teacher, or administrator. This is non-negotiable and promotes the safety and security of our members, facilities, and equipment.
- Scholars will not bring food or drinks into the MNTMS Fine Arts Hallway unless permission is given by a teacher or administrator. The entire school is a no gum zone. Everyone should promote the cleanliness and preservation of our facilities.
- Scholars who are not enrolled in the band program are not allowed in the band hall or shared ensemble room. Please do not invite your friends outside of band to enter our facilities. This is non-negotiable and promotes the safety and security of our members and equipment.
- Scholars will make safety a priority by refraining from horseplay within the band hall and around the fine arts facilities. Do not endanger yourself, band equipment, and/or other scholars. Please be mature and respect the space and people around you.

Instruments/Equipment Care

- Scholars are expected to take excellent care of their instruments and equipment such as music, tuners, accessories, stands, chairs, uniforms and lockers. Being in band is an enormous responsibility and taking care of our equipment is essential to its preservation.
- The gentle care and cleaning of an instrument can help to make it last for years to come. Scholars are expected to keep their instruments clean, oiled/lubed, and in excellent playable condition. Additionally, it is the responsibility of our scholars to keep their instrument safe by not leaving it in a place where it can be damaged, lost, or stolen. If an instrument becomes damaged, lost, or stolen, please report it immediately to a band director.
- Scholars will not allow anyone to play on their instruments. Scholars will refrain from allowing anyone from handling or trying to play their instruments in order to prevent damage and to ensure a level of sanitary care. Remember, it is the responsibility of the scholar to care for their instrument.
- Scholars will store their instruments and secure them in the assigned lockers provided within the band hall and shared ensemble room. Instruments that travel home with students will be

expected to be placed in a secure place, away from any potential damage. DO NOT leave your instrument in a car or its trunk.

Rehearsal Etiquette

- Scholars will arrive to all rehearsals, performances, and class on time. Every minute counts. Consistent tardy behavior will result in a parent/teacher conference to determine the best way to support timeliness and preparedness from our scholars.
- Scholars will enter the band hall quietly and calmly. The ONE objective upon entering the room will be to gather materials and get situated and ready for instruction. This routine will be timed. Scholars who are not seated and ready by the end of the timer may affect their attendance status.
- Scholars will bring their necessary materials to class each day. Rehearsal materials include the band binder, instrument, pencils, ipads, music, and any necessary accessories (tuner, cork grease, etc). Failure to bring your materials may affect your grade.
- Scholars will sit properly in their chairs displaying appropriate posture and instrument carriage throughout the rehearsal. Feet should stay flat on the floor and the music stands are level within the row with a direct path of eyesight to the conductor.
- Scholars will refrain from talking during rehearsal. The first part of learning music begins with listening and watching and the level of focus needed in the music making process is paramount to its success. Do not become distracted and do not distract others!
- Scholars will raise their hand in order to have a question answered, issue addressed, or to answer a problem. Scholars will not interrupt the learning process by shouting out answers or speaking out of turn. If you feel like you need to express something important and in private, do not hesitate to ask a band director.
- Scholars are expected to come to rehearsal/class with their parts or assignment learned to the best of their abilities. Practicing your instrument on your own is one of the most valuable things you can do to make the band better. Even if you're unsure...practice! It must become part of your weekly routine. Practice may be required can be part of your grade in this course.

Buses & Travel

- Scholars are expected to follow all rules regarding bus and travel procedures and protocol outlined by the district and MISD Department of Transportation.
- Scholars will be allowed to travel with the band only by permission of the band directors.
- Violations of trip rules, bus procedures, and/or code of conduct on a trip will result in disciplinary actions at the administrative level (principal).

Manor ISD Instruments for Rent

The Manor Independent School District carries an inventory of musical instruments on each campus. These instruments are available to our students for rent. An MISD Instrument Usage Form must be signed and payment must be received in order for students to obtain an instrument. Instruments are limited to availability and are given on a first come first serve basis. Rental fees are as follows:

- \$60 - Required for students using wind instruments provided by Manor ISD
- \$30 - Required for middle school percussion or euphonium players using Manor ISD instruments

NTMS Band Supplies

NTMS band supplies are required for the 2019-2020 school year. The supplies list for each instrument includes school supplies, specific instrument accessories, and contest fees. Fundraisers and payment plans are available to help with the cost. The NTMS Band will only accept cash which can be paid to the directors via students or in person before or after school. Payment plans can be set up by contacting isaac.medina@manorisd.net

Fundraising & Payments

Fundraising opportunities are designed to fund the operating expenses for the band program and to offset the cost of the fees. Parents can indicate whether they would like their child to participate in fundraisers on the final verification/payment form. The procedures for turning money in is as follows:

- Scholars will fill out an envelope with the name, amount, date, and the purpose of the money
- Scholars will HAND the envelope to the band directors before or after school, not during class
- Receipts can be emailed or printed at the parent's request.

All-Region Band

The Region 26 band auditions is an experience that involves 7th and 8th grade band students from multiple districts across the central Texas area. Hundreds of students audition every year on three pre selected pieces of music and up to nine scales. Students who advance in the audition process will perform in a clinic and concert with the best middle school musicians in central Texas. All honor band members are required to learn a portion of each pre selected piece and scales for a grade.

Dates:

- *Thursday, October 10th- NTMS Mock Auditions Site: NTMS*
- *Saturday, October 26th- District Band Auditions Site: Cedar Valley Middle School (RR)*
- *Saturday, November 2nd- Region Band Auditions Site: Walsh Middle School in Round Rock.*

If a scholar has earned a high enough ranking on the district audition, they will advance to the region auditions where a final determination of their placement in the All Region Bands will be made.

All Region Clinic and Concert:

The culmination of the all-region experience is a concert in December with students musicians representing multiple schools in central Texas. This is considered one of the highest achievements a middle school musician can make in the Texas system.

- *Friday, December 13th- Rehearsal at McNeil HS in Round Rock*
- *Saturday, December 14th- Rehearsal and concert at McNeil HS in Round Rock*

MISD BAND Parent Expectations

1. Parents are expected to pick up their children promptly after each rehearsal/performance. The Directors cannot leave the campus until all students are picked up. If a parent cannot pick up a child on time, other arrangements must be made: i.e. contacting a friend or family member, riding metro, carpool, etc. If a child is left 30 minutes after the event ends, the Directors reserve the right to call local law enforcement to have the child safely driven home.
2. Parents are not allowed in the band room during rehearsal times unless given permission from the Directors.
3. Parents are expected to support the band program. PLEASE attend all performances to support your child's musical development! The calendar of events can be found Online: the MISD website, the band website, the school's website, and through email and texting. Please plan ahead and attend/support your student and the band program collectively.
4. Regarding performances: Parents are expected to ensure all cell phones and pagers be turned off out of respect for the performers and other audience members. If you would like to record the performance, please make sure you dim your digital display out of respect to those around you. We ask that you remain seated and not move around for the entire concert. If there is an emergency and you need to leave or enter the performance hall, we ask that you do so at an appropriate moment between musical selections. Late-comers should wait until a piece of music is over. In addition, there is no food, drink or gum allowed in the performance hall. Respectful applause are appropriate. Please avoid yelling, screaming, or whistling. Parents of small children must pacify them out of respect for other audience members.
5. Parents are expected to respect and communicate maturely with the Band Director(s) about problems concerning their child. (i.e. grading policy, performing, or conduct etc.)
6. Parents are expected to adhere to the call times for rehearsals and performances. (Band teaches students many principles about life and can be an alternative route to a free college education). Punctuality is necessary for the advancement of the band program.
7. Parents are expected to follow protocol if their child cannot attend a rehearsal or event. Proper communication **prior** to the event, i.e. a written and signed letter stating the reason for the absence, email, or phone call.

8. Parents are expected to meet the same deadlines as their students (i.e. band dues, band trip money, t-shirt money, etc...)
9. Parent chaperones are expected to be in dress code while traveling with the Band at all times (Standard dress: Band shirt, black or blue jeans/pants, and black comfortable walking shoes)

GRADING SYSTEM

The MNTMS Band Grading system works in conjunction with the New Tech Network grading system for our campus and utilizes five learning outcomes to determine grades. They are:

- Agency
- Written Communication
- Oral Communication
- Collaboration
- Knowledge and Skills

Daily Grade, Quizzes, Rehearsal Attendance- (*Agency, Knowledge & Thinking, Written Communication*)

Our scholars can be given a daily grade worth 100 points. These points are earned simply by having required materials (Instrument, Binder, Pencil) in class everyday.

- *Failure to provide a pencil and binder will result in a 0 for the daily grade.*
- *Failure to bring an instrument to school will result in a 0 for the daily grade. An alternative assignment will be given and must be signed by a parent and returned to regain credit.*
- *Quizzes will be given throughout the year and can also count as a daily grade.*
- *Failure to attend a rehearsal without proper communication may result in zero for the grade.*

Assessments (*Agency, Written/Oral Communication, Knowledge & Thinking*)

Written assessments, recordings, and class performances are assigned throughout the year. These methods are designed to assess our scholar's abilities as a means of accountability for each scholar's practice regimen.

- *Playing exams, Chair Tests, Written Exams and Recordings will be posted with enough time to prepare.*
- *Practice Records may be assigned to a scholar if they do not meet the standard performance level on an assessment. This is used to track a scholar's frequency of practice and can strengthen good musical habits.*

Performances- (*Collaboration, Agency, Knowledge and Thinking*)

All performances are mandatory and are indicated in the band calendar. Band/Music is a performance art and the ultimate evaluation of a scholar's progress. Unless an extenuating circumstance arises that prevents a scholar from attending a performance, the expectation is that all members are present and prepared to perform.

- *An unexcused absence from a performance will result in a 0 with no option to make up the grade.*
- *Directors reserve the right to determine if a scholar can perform or not based on multiple factors*
- *Extra rehearsals and sectionals are arranged to help reach the goals of our performances. Attendance is required and if a conflict with the dates arise, parents should communicate with the band directors via email (see attendance).*

UNIFORMS

The NTMS Band will have three different performance uniforms to wear for the school year. Below are the details for each look. ****The 2019-2020 Band shirt will cost \$10.00 and is required****

- **Band Shirt, Black Pants, Black Shoes** - This look will be utilized by beginner band members as well as 7th and 8th grade band members for school concerts, pep rallies, and community performances.
- **Professional Black and Something Blue** - Ladies will wear a solid black dress or a solid black blouse with black dress pants and black shoes. Gentlemen will wear a solid black dress shirt (button down, long

sleeves) with solid black dress pants and black dress shoes. Scholars should accent the outfit with something blue, such as a tie or bow.

- Formal Tuxedo and Dresses- The NTMS Symphonic and Honor Band will have a formal uniform for the 2020 UIL Pre-Concert and Performance. These items are provided by the school at no cost.

NTMS Band Verification Form

By signing this form, the scholar and their parents have read, understand, and will adhere to the contents within the 2019-2020 NTMS Band Handbook. Furthermore, the information provided on this sheet will give the directors information related to program travel, medical needs, and media permissions. Please ensure this information is clear and updated.

Contact Information

Scholar Name: _____ Shirt Size - _____

Parent/Guardian Name(s): _____

Mailing Address: _____

Parent Email addresses:

1) _____

2) _____

Phone numbers: Please specify WHO the number belongs to.

Parent/Guardian 1) _____ 2) _____

Scholar _____

Work _____

Emergency Contact: Name _____ Number _____

Relation: _____

Media Release Permission

By checking the appropriate box, please indicate whether you'd like your child's photo, work, or a video of your child and their work to be used on school websites, school/program social media, or other educational outlets on the internet.

Yes, I grant permission

No, I do not grant permission

Medical Information

Please provide medical needs, medications, and/or conditions that are needed for group travel. This may include allergies, inhalers, creams, and medical accommodations. This information must also be given to the school nurse.

SIGNATURES:

Parent: _____ Date _____

Scholar: _____ Date _____