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## ***THE J.C. BOOTH BAND HANDBOOK***



This band handbook is for the J.C. Booth Middle School band members and their parents. It contains information regarding the various phases of the instrumental program at Booth. This handbook also contains the policies and regulations of the band program.

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## **THE CLASSES**

Each grade level has 2 classes, Intermediate and Advanced. At the beginning of the year, the 6<sup>th</sup> Grade classes will be split into a *Brass / Percussion class* and a *Woodwinds class*. They will then change to an Intermediate and Advanced Class in the 2<sup>nd</sup> 9 weeks. In the 7<sup>th</sup> and 8<sup>th</sup> Grade, the Intermediate classes will combine to form the Concert Band and the Advanced classes will combine to make the Symphonic Band. This places each student into the class where his / her needs can best be met. Some players are more advanced than others. Some players progress slower than others. We do not want them to feel uncomfortable with their surroundings. With this class setup, students will be allowed to progress from the Intermediate class into the Advanced class. (And will also allow for students to fall back into the Intermediate class from the Advanced class if additional skills are needed) **All Advanced classes are by audition only.** This will happen at the discretion of the director.

### **Each class will need:**

**Woodwind Players** - 3 reeds (at all times), cleaning swab, cork grease

**Brass Players** - Oil (slide, rotor or valve depending on instrument), slide grease

**Percussion - Sticks** -The sticks the percussion need will be the small “concert” sticks. (model numbers vary to brands) We will provide the “mallets” for the keyboard percussion. If you have your own, please label them.

**Flip Folders (7<sup>th</sup> and 8<sup>th</sup> Grade only)** - These will be used in the “Football Pep Band”.

### **The following books will be needed for each class (please ask your child which class they are in):**

**6<sup>th</sup> Grade Band** – “Winning Rhythms” and “Essential Elements” Book 1

**7<sup>th</sup> Grade Concert (Intermediate) Band** – “150 Original Exercises” and “Essential Elements” Book 2

**7<sup>th</sup> Grade Symphonic (Advanced)** - “150 Original Exercises” and “Foundations for Superior Performance”

**Both 8<sup>th</sup> Grade Classes** – “Foundations for Superior Performance” and “101 Rhythmic Rest Patterns”

You may purchase these books on your own or order them through the Band Boosters at the beginning of the year. Please see your information packet for an order form.

## **PRACTICE NOTES**

1. Students are required to practice their instruments **120 minutes** a week. A student who practices this amount will receive an “A” for that week of practicing.
2. Students will record their practice records on Friday or Monday of each week. This can be done online from the band’s website [www.jcboothband.org](http://www.jcboothband.org) . The module that the practice records are recorded to is called “E-Practice”. Parents will send in a username and password (see the forms packet) for E-Practice. ***Each student will be assigned a username and password if this is not submitted within the first two weeks of school (no exceptions).***
3. The process for submitting students practice records goes as follows;

When the Parents go to the E-Practice page they will enter their username and password. This will then take them to a page where they will have a choice to either; Submit an E-Practice Record, View Past Submissions, Change your email address, Change password, Email the band director or Log Out. Selecting “Submit an E-Practice Record” will take them to a page where they record the number of minutes for each day the student practices. Hit the submit button at the bottom of the page when all of the required fields are filled. This module is very easy to use and I highly encourage Parents to take advantage of this.

4. Parents without internet access are allowed to turn in practice records on Fridays and Mondays on practice slips provided by the band director. You **MUST** use the slips provided. Other forms or practice records on slips of paper will not be accepted.

## **ATTENDANCE**

Participation in a performing band class necessitates attendance at all performances and rehearsals, both during school and outside of school time. Absence and tardiness mar the effectiveness of the entire group. Adherence to a strict attendance policy is necessary for the good of the band. The following guidelines should be followed:

1. When a student learns of the necessity to be excused from a rehearsal or performance, a note from the parent should be submitted at that time...not after the absence.
2. When a student unexpectedly has to miss a rehearsal or performance, the student must bring a note from his/her parent to the next band function.

All excuses must be in writing and must be thorough enough to clearly indicate the need for the absence. (Look in the *Performances* section of the handbook for the definition of an unexcused absence) Failure to observe these procedures may affect the student’s placement or enrollment in the performing band. Students

removed from the performing bands will become ineligible for awards, spring trips and other band privileges.

## **REHEARSALS**

After school rehearsals are necessary in preparing for each concert throughout the year. The practices will begin several weeks before each performance and continue until concert night.

**SYMPHONIC BAND (7<sup>th</sup> and 8<sup>th</sup> Grade Advanced Bands combine)** - Practice day is normally on Thursday. Practice times are from 3:45 to 4:45.

**CONCERT BAND (7<sup>th</sup> and 8<sup>th</sup> Grade Intermediate Bands combine)** - Practice day is normally on Tuesday. Practice times are from 3:34 to 4:45.

**6<sup>TH</sup> GRADE BAND** - Practice day is normally on Wednesday. Practice times are from 3:40 to 4:15. TBA on how the 6<sup>th</sup> Grade Band will perform at the Fall and Christmas Concerts. (We have done this with a combined group and we have done this with a separate 6<sup>th</sup> Grade Advanced and Intermediate group. The group's ability level(s) will determine how the Concerts will be setup)

After school practice dates will be put on the calendar within the first couple weeks of school. We will notify you when you may check the calendar for this information.

**FOOTBALL BAND** - This is a type of "Pep Band" that plays at the middle school *8<sup>th</sup> grade home* football games. At this time we are not attending away games.

All 7<sup>th</sup> and 8<sup>th</sup> grade students are required to participate in the Football Band. (Unless they are playing football or cheerleading.) **Each student will be expected to remain in the stands unless on 3<sup>rd</sup> quarter break.** Students will sit in their sections while at the football game. The band will play the Star Spangled Banner before the game and play during the 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> quarters as well as playing one song during halftime and one song after the game. The band will take a break during the 3<sup>rd</sup> quarter. The students will be told if there are any changes to this before they leave the stands. Games generally end between 7:00 to 7:15 and students will need to be picked up promptly after the game. We will wear jeans or shorts, the Booth Band shirt, sneakers and hats if you wish. We will report to our Bandroom at 4:15 for warm-up – Please be on time!!!!

We will have **FULL BAND REHEARSAL** for the **FOOTBALL BAND** prior to the first game. **(This is for both 7<sup>th</sup> and 8<sup>th</sup> grade band members)**

**\*\*\*\*\*THIS IS THE ONLY TIME THE FOOTBALL BAND WILL BE TOGETHER AS A FULL GROUP. IT IS VERY IMPORTANT THAT YOU BE PRESENT AT EACH REHEARSAL.**

## **CLASSROOM GRADING**

All classes are graded primarily on class participation. Chair tests are also given for grades, usually on scales, etudes, or music contained in the folders. STUDENTS CAN LOSE POINTS OFF OF THEIR FINAL GRADE FOR NOT HAVING INSTRUMENTS OR MATERIALS NEEDED FOR CLASS. A STUDENT CAN GAIN EXTRA CREDIT FROM ATTENDANCE OF PROFESSIONAL PERFORMANCES (Atlanta Symphony, etc), WHEN THEY PRESENT A PROGRAM FROM THE PERFORMANCE.

Daily Class Work – A set number of points are earned for each class. Points are subtracted for not having an instrument, materials, pencil, or other required equipment.

Tests – Students can earn points on written and playing test.

Band Homework / Practice Records – Points can be earned by consistently turning in the student's practice record.

Band Citizenship – Points can be earned for proper behavior, cooperation, equipment and facility care, and for other appropriate activities.

## **PRIVATE LESSONS**

Private lessons are the best way for students to help with their individual playing habits. They are also the best means of developing the refined, mature playing habits that help students compete for honors such as: top band membership, District Honor Band, first chair positions, and All-State Band membership. Most All-State Band members begin private instruction at an early age and study and practice diligently, and we have had excellent response in this area in the past. I want to encourage all parents to consider this very important advantage for your child.

We are fortunate to have many fine teachers in our area. A “fundamentals oriented” teacher, one who has a proven record of successful teaching, is recommended.

## **PRIVATE LESSON NIGHT AT BOOTH**

We are fortunate enough to have teachers from Ft. McPherson (Army Ground Forces Band) come and teach at Booth. We are fortunate to offer the same “*Lesson Night*” on Monday afternoons and nights at Booth. These lessons run \$15.00 for a 30 minute session. A few instructors may charge more but this will be on an “instructor by instructor” basis. Sign-Ups will begin within the first week or two of school. **THESE SLOTS WILL CLOSE UP QUICK.**

## **UNIFORMS**

### **6<sup>th</sup> Grade Band Uniform**

Band Shirt (Polo Style, listed in the forms), Black Dress Pants, Black Socks and Black Shoes.

### **7<sup>th</sup> and 8<sup>th</sup> Grade Concert (Intermediate) Uniform**

Band Shirt (Polo Style, listed in the forms), Black Dress Pants, Black Socks and Black Shoes.

### **7<sup>th</sup> and 8<sup>th</sup> Grade Symphonic (Advance) Uniform**

**Boys** - “Wing Tip” Tux shirt, Black Cumber Bund and Bow Tie, Black Tux Pants, Black Socks and Black dress Shoes (Look for more Tux info in your band packet)

**Girls** - Concert Gown with black dress shoes – NO Flip flops or sandals (Look for more Symphonic Dress info in your band packet)

**Boys and Girls** = Band Shirt (Polo Style, listed in the information packet) to be worn at football games

### **Football Band Uniform**

The polo style band shirt (listed in the forms), any shoes and pants (shorts) they choose.

## **SCHOOL OWNED INSTRUMENTS**

JC Booth Band owns several types of instruments. These are the larger brasses, low woodwind instruments and percussion instruments. These instruments are issued out to the students at the first of the school year. A “Maintenance Agreement” is in the form packs for these students. A fee of \$45.00 for wind instruments and \$25.00 for percussionist is charged per student. This helps in maintaining these instruments. The school will take care of normal wear and tear. If a horn is damaged because of misuse or careless handling, the student’s parent will be responsible for immediate repairs.

## **PERFORMANCES**

**\*\*\*\*PLEASE NOTE - Membership in the J.C. Booth Band Program automatically includes attendance of all rehearsals, sectionals, and performances.** Absences due to illness or family emergency will be honored, but please try to give the director at least 24 hours notice if possible. An unexcused absence from a special rehearsal or performance will result in grade reduction and/or exemption from the Fall or Spring Trip. Possible expulsion from the band could also result. \*\*\*\* (Band is a privilege not a right!)

**ALL BAND MEMBERS** are required to attend:

Christmas Concert  
Pre-Festival Concert – if scheduled  
District VI Festival  
Spring Concert

Events that are **NOT** required but are available to the students:

All State Band  
District Level Honor Band  
8<sup>th</sup> Grade Trip to Disney  
Solo & Ensemble

**Please check the JC Booth Bands Calendar for more information on each of these events including audition dates, concert dates, cost, and entry deadlines.**

## **District Band**

District Honor Band consists of student's in 6<sup>th</sup> through 8<sup>th</sup> grades from the Fayette, Clayton, Henry, Coweta and Spalding county area. Students "Audition" in order to be placed in one of the "Two" District Bands. Auditions for this normally take place on the first Saturday in December. If a child "Makes" District Band, this concert is normally held in January or February. The concert is a one day obligation consisting of a morning rehearsal and an evening concert.

## **All State Band**

When a student auditions for District Band, they are also auditioning for the first round cut for the All State Band(s). (Again, the student is performing ONE audition for TWO events at the same time.) The All State Band(s) (there are 2 bands for middle school All State) consist of students from all over the state of Georgia. There are 2 “Cuts” or “Rounds” to make this band. The first “Cut” is a district level audition (as mentioned before). This audition consists of scales and a prepared piece. These can be found at; <http://www.gmea.org/info/Band/msetudeslinks.htm> . Wind players will be asked to perform the concert F, Bb, Eb and Ab scales (see webpage for ranges and articulations). Only the first half of the prepared piece is required for the first cut. Students will also sight read one piece of music provide by the judges. Percussionist will play the same scales on mallets and will be asked to play certain rudiments on the snare, tune the timpani (2 drums) and sight read on all 3 instruments. Parts of the audition change from year to year. Mr. Burton will have details for this when signup time comes. (Normally the prepared piece is NOT required of the percussionist in the first cut.)

The second “Cut” is for students from all over the state of Georgia who have passed the first cut. This is normally held in mid-January at a school near the middle of the state (accessible for everyone). The audition consists of:  
Wind Instruments – All of the prepared piece and sight read (2 pieces of music)  
Percussion – Prepared piece and sight read on each instrument (mallet, snare and timpani)

Students who pass the second “Cut” are invited to join the All State Band. The performance for All State Band will usually take place in Savannah during the first weekend in March.

## **BOOTH BAND RULES**

- 2) **Come to class prepared and on time.**
- 3) **Please show the utmost respect for the podium.** Whenever anyone is on the podium, your attention is required. There should be NO TALKING. Failure to show respect will result in time out in the office, parent letters or disciplinary action by the administration.
- 3) **Follow directions the first time they are given.**
- 4) **If it doesn't belong to you, do not touch it!** This applies to ALL wind and percussion instruments, as well as books, supplies, etc.
- 5) **No gum, food or drinks in the bandroom!!!** This will keep the bandroom more presentable and nice.
- 6) **Keep up with your music.** Each student will receive a copy of all music to be rehearsed. Please be sure and put your name on each piece of music that you receive. ***There will be a charge of \$1/page to replace lost music.***
- 7) **Follow all school rules.** Failure to abide by these rules could result in the lowering of grades, discipline action such as detention or dismissal or a trip to the office. Abiding by these rules will help the class run much smoother and make band more enjoyable for all of us!
- 8) Students should always read, have parents read, and return signed, all material sent home by the band director. All correspondence sent home is to be signed by a parent and returned promptly. This will be a consideration in the band grading process.
- 9) Check your e-mail regularly – This is our primary form of communication.

### **J. C. BOOTH BAND BOOSTERS**

The JC Booth Band Boosters are parents and friends who are interested in providing support to the JC Booth Band program. The Band Boosters are all volunteers who support the band and its' many activities including chaperoning, working the concession stand at football games, fundraising, uniforms, transportation, band office assistance, music photocopying, instrument maintenance and inventory, as well as other activities that arise

during the year. The annual Booster dues are \$25.00/family and we ask that every family join. The dues are necessary to keep the band functioning each year. The money collected from dues supplements the money from fundraisers and helps in paying instructor's fees, new music, new instruments, instrument repair, guest conductors, trailer rentals, festival fees and many other expenses that the band incurs each year. You may contact the Band Booster Committee Members at any time with questions or to volunteer. The contact information is available on the Band website: [www.jcboothband.org](http://www.jcboothband.org).

## **FUNDRAISING**

At several times throughout the year, the band will conduct fundraisers. These fundraisers are essential to the band as they provide a good portion of the funds needed for the band's activities. With each fundraiser, a percentage of the funds raised will go directly to the participating students Band Account. This percentage is designated at the beginning of each fundraiser.

## **BAND ACCOUNTS**

Each child will have a BAND ACCOUNT assigned to them. A portion of all Band fundraisers in which the child participates will be deposited into this account. The Band Account money may be used for payment for such trips as the Disney Trip and fees such as the yearly maintenance fee for school owned instruments.

The balance of the Band Account cannot be returned to the child in cash. This money is strictly for payment of band trips and other band related charges. If, at the end of 8<sup>th</sup> grade, your child enrolls in the MHS band and there is a positive balance remaining in their Band Account, then this money will be transferred to MHS. If your child quits the band program at any time, then any accumulated band account funds are forfeited and will go to the band's general fund.

A Band Account balance update can be obtained from the Band Treasurer at any time.

## **DONATIONS**

At any time, donations can be made to the Booth Band by family, friends and businesses that support the band. These "sponsors" will be listed in our concert programs. Donations are made at the following levels:

**Bronze Baton Level: \$1-\$50**  
**Silver Baton Level: \$51-\$100**  
**Gold Baton Level: \$101 and above**

\$50 will be deposited into a designated Childs Band Account when a donation is made at the Gold Baton Level. (Limit one \$50 deposit per Gold Baton level donation.)

## **BAND PAYMENTS**

All payments made to the band should be by check payable to the JC Booth Band Boosters. There is a collection box in the band room where your student may deposit the payment. Please put the check in an envelope with your child's name, band class and what the payment is for. *We cannot be responsible for cash that is sent in.* The collection box will also be used for all forms, permission slips, and other paperwork that needs to be turned in to the Band.

## **JC BOOTH BAND WEBSITE**

**[www.jcboothband.org](http://www.jcboothband.org)**

The JC Booth Band program maintains a website with all the information you and your student will need throughout the year. The website includes a copy of the Band Handbook, a calendar with all the Band activities/times, contact information for the Director and Band Boosters, handouts, photos, and other pertinent information. Please visit often to keep informed about what is happening in the Booth Band Program.

Also note, e-mail is our primary method of contacting the Band students and families with updates and changes. ***Please make sure that the Band has a current e-mail address for at least one parent of your Band Student.*** This is the only way we can be sure the majority of the information gets home in a timely manner. This is also the best way to assure that you will get an answer to any questions that you may have.

## **Statement of Obligations and Contract for Band Membership**

I, \_\_\_\_\_, desire to be a member of the JC Booth Middle School Band. My signature below signifies that I will to the very best of my ability meet the obligations below.

- I will **CONDUCT** myself in an orderly and responsible manner during all classes, rehearsals, programs, and performances.
- I will **PRACTICE** my assigned parts diligently and work to be a positive contribution to the group.
- I accept the obligation to **ATTEND** all rehearsals and performances unless I am legitimately ill or have a serious, unavoidable conflict which cannot be resolved.
- I agree to have my **ABSENCE** from any band function thoroughly explained in writing by my parent.
- I agree to **POST** the performance and rehearsal dates given to me at the beginning of the year on my home calendar and work to avoid conflicts throughout the year.
- I agree to properly wear the uniform as agreed upon by the students, parents and director.

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

I have read the JC Booth Middle School Band Handbook and will support my child in meeting these obligations to the band.

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please fill this contract out and have it back to Mr. Burton no later than August 16<sup>th</sup>.