

PINE MIDDLE SCHOOL – JAZZ BAND

2019 - 2020 HANDBOOK

Dear Band Parent(s)/Guardian(s) and Jazz Band Students,

I am looking forward to working with your student(s) and developing their jazz education. During this class we will explore jazz music on a deeper level: 1) interpretation 2) style, 3) improvisation, 4) more note names/fingerings/pitches, 5) advanced rhythms, 6) preparation for High School jazz music, but most importantly, how to put all the six elements together to make Jazz music! In addition, we will be doing some basic music theory to help understand how to communicate in the language of music. Encourage your child to play for you often. They will appreciate your interest and you will notice their progress! **Also, please make sure your contact information is up to date in Infinite Campus and that you set your message settings to allow teacher messages as this is the way I send out group emails with updates/info (instructions for this can be found at the lower right hand side of the band website homepage).** Also, please complete and return the last three pages of this packet. Feel free to contact me with any questions or concerns.

Sincerely,

Jack Scarbrough (Mr. Scarbrough or Mr. S)
(775) 689-2550 (Pine MS Office)
jvscarbrough@washoeschools.net (best way of contacting me)



Music Website

www.washoeschools.net/pinemusic

Grading Procedures

**Jazz Band grade band grades will be determined using the assessment areas below.*

ASSESSMENTS (33% of overall grade)

We will have several playing tests during the year to check the progress of each student. Tests will be based on weekly practice logs. You will always be given ample notification and will only be tested on concepts that have been covered in class. If you are practicing regularly, you will not have a problem with the playing tests. We will also have several written tests during the year.

PRACTICE (22% of overall grade)

Home practice is a critical element of playing an instrument. Students will complete weekly practice goals and then submit a practice log (can be found both online and in class). 30 completed goals are considered a 100% and students may complete up to 42 goals for extra credit. Students should set aside about 120 minutes a week for practice and are encouraged to divide this time up evenly throughout the week.



PARTICIPATION (30% of overall grade)

Your participation is graded according to your preparedness and active participation in class. You may receive up to 20 points per class session. To be considered prepared for band; you need to bring the following items to every band class:

- ✓ **Instrument: 10 points**
- ✓ **Music, Standard of Excellence, Jazz Ensemble Method: 5 points**
- ✓ **Instrument accessories (reeds, oil, etc.): 2 points**
- ✓ **Pencil: 3 points**

Participation points will also be subtracted if you are off task and/or disrupting the class.



CONCERT ATTENDANCE (15% of overall grade)

We will have several concerts during the year. **Concert participation is MANDATORY and a large part of your grade.** Absences are excused at the director's discretion. If you *must* miss a concert, please email Mr. Scarbrough at least two weeks before, or within 24 hours after the concert. PLEASE NOTE: Non-school related sports or team practices, games, or competitions DO NOT qualify as an excused absence. An alternate assignment will be given for excused absences. If you can avoid scheduling elective surgeries/procedures before concerts (*especially dental*), please do! See the band calendar and the band webpage so you can ensure your attendance at all concerts this year.

CLASSROOM RULES AND EXPECTATIONS

As with any other classroom, certain rules and expectations are placed upon all students. The music rooms rules are: 1) No talking while the teacher(s) is working with the class. 2) No food, gum, candy, or flavored drinks. Water is okay. 3) Only handle your personal belongings. 4) Leave the room in better condition than you found it – chairs and stands away, instruments and music where they belong, etc.

The expectations are: 1) Make good choices – If you must ask if it's okay to do something, it probably isn't. 2) Use appropriate language both musically and socially. 3) Show respect to everyone. 4) Involve yourself (we only succeed if EVERYONE puts forth 100%). 5) Care for our room and instruments. Should you choose not to follow or respect these rules and expectations, disciplinary action will be taken.

Students who cannot follow the rules and expectations will begin the discipline plan explained on the next page.

DISCIPLINE PLAN

I will use a progressive discipline plan should students choose not to follow the rules and expectations. If student repeats these behaviors regularly, he or she will be removed from band for the remainder of the year.

- 1- Verbal correction and instructions for solution
- 2- "Time out" from rehearsal for a short time, parental notification and write up in IC
- 3- Removal from rehearsal for remainder of class, parent notification, write up in IC
- 4- Removal from classroom, parent notification, IC write up, and administration involvement.

CITIZENSHIP *(Weekly grades will be given for behavior and work ethic)*

My policy for citizenship is basic manners, which I hope you have acquired before this class:

- ✓ **Be respectful to teacher, instruments, and fellow classmates**
- ✓ **Do not talk or play out of turn**
- ✓ **Enter and leave classroom quietly and orderly**

Supplies Needed – Jazz Band



Every student is responsible for providing the following supplies for band class by **August 19th, 2019**:

- 1) **Instrument** – School Rental* or Personal
- 2) **Music Folder** – will be provided at the beginning of the school year
- 3) **Music Book:** *Standard of Excellence, Jazz Ensemble Method* for your instrument. All other music will be provided in class
- 4) **Portable Music Stand** (for practice at home)
- 5) **Pencil** (keep a pencil in your instrument case, we will use them daily!)
- 6) **Accessories** for individual instrument:

SAXOPHONE

- Reeds (1 box; Rico brand, size 2.5 - 3)
- Cleaning Swab
- Cork Grease
- Neckstrap
- Polishing cloth

TROMBONE

- Slide Cream/Oil
- Mini water spray bottle
- Polishing cloth

Bass/Guitar

- patch cord for amplifiers
- anything else you need to play (straps, tuners, extra strings, etc.)

Drums

- 1 pair of Vic Firth 5A drumsticks
- 1 pair of medium hard mallets
- 1 Pair of brushes

TRUMPET

- Valve Oil
- Slide Grease
- Polishing cloth

***For students needing to rent a school-owned instrument, please submit the School Rental Application in this packet as soon as possible. Please refer to the 'Band Instrument Rental/Purchase Procedures' section below for more info about obtaining instruments. DRUMS CANNOT BE RENTED OUT**

Band Performance Uniform

We will wear a unique performance uniform at all concerts. Students out of uniform will be asked to change immediately or be sent home from the performance. The uniform includes:

- BLACK Jazz Performance Polo
- Black Slacks or black calf-length skirt
- Black Shoes/Flats
- Black Socks (if wearing flats, no socks required)



Band Instrument Rental/Purchase Procedures 2019 - 2020

Rental/Purchase Options:

- **Rent from a local music store** (or online). Prices: \$20 – 50 per month. Music stores and locations are available on the Pine Music website.
- **Purchase from a local music store or online** (*do not recommend this option for beginners*). If you are going to purchase, Mr. Scarbrough is happy to give input about instrument quality and price.
- **School Instrument rentals** are available for \$50 for the school year. Limited inventory on popular instruments (trumpets, saxophones, and clarinets). These instruments are on a first come, first serve basis. Drum set instruments cannot be rented out.

Rental Procedures:

- **Music Stores:** Families review prices from different stores and then go in to rent.
- **School-owned instruments:** Parents who need a school instrument submit a School Rental Application (attached). Instruments are distributed on first come first serve basis. For all school-owned instruments, Mr. Scarbrough will then send home a rental contract. Students will **not** receive school instruments until Mr. Scarbrough has received the completed contract and payment. Each instrument has a required \$50 rental fee.

Pine Middle School 8th Grade Band - Required Events Calendar

Thursday, October 3rd, 2019: Fall Concert – Pine Middle School Gym

Thursday, December 5th, 2019: Winter Concert – Pine Middle School Gym

JAZZ IN THE SCHOOLS: TBD – Usually in February

Tuesday, March 3rd, 2020: Zone Concert – Galena HS Gym

Thursday, May 28th 2020: Spring Concert – Pine MS Gym

Charms

Pine Middle School Music Department will be utilizing a 3rd Party bookkeeping system called Charms. This allows teachers, students, and parents to keep track of their music account, manage receipts, and assign inventory digitally. Parents may access their student's financial information at any point by following the log-in procedures located on the Pine Music Website. Student information such as Name, Gender, Student ID#, instrument, and contact information (not address) is collected and stored for Director use only. No other personal data will be collected or used. The formal media release is attached below.

Remind

In addition to IC, Mr. Scarbrough will also be using a 3rd Party contact system called Remind. It is a 1-way text-message communication network that allows Mr. S to contact students and parents without exchanging direct phone numbers. Remind collects student/parent cell phone # and/or email, first & last name. See media release below.

Private Lessons

It is ***strongly recommended*** that students enroll in private lessons. In a private lesson, your child would meet with a specialist on their instrument on a regular basis. If you have noticed that your child has really taken to their instrument, this would be a great next step. Students enrolled in private lessons will often become the most advanced students in class as well as create collegiate scholarship opportunities. You can contact Mr. Scarbrough for teacher recommendations. When you contact a private teacher, please be prepared to ask them the following questions:

- How much they charge for a lesson. (30-minute lessons are good for 6th grade and I recommend 45-60 minute lessons for 7th/8th grade)
- What times they have available.
- Do they do lessons weekly, bi-monthly, etc. (if money is tight, taking lessons every other week is a good compromise).
- Where they teach (at home, at a studio) or if they will travel to your home (this usually costs more).
- Their music education/experience. Do they have a music degree? How many years have they been teaching?

When starting a new private teacher, I recommend doing the first few lessons on a trial basis to ensure that the teacher and student are a good match. Also, call a few teachers to get their rates before deciding on one. If you have any questions about this matter, please don't hesitate to contact Mr. Scarbrough either by email or by leaving a message at school.

Adjust your Infinite Campus Message Settings

You can adjust your Infinite Campus Message settings to allow teacher messages to go directly to your email. This is very handy for grade warnings and other important class information for band and all classes. For instructions about how to adjust your settings, visit the band website (www.washoeschools.net/pinemusic) under Announcements. There is a link here that will take you to the instructions.

Pine Middle School Music Department
School Instrument Rental Application
(Optional)

- Only complete this form if school instrument is needed.** This does not guarantee that you will receive an instrument. This lets Mr. Scarbrough know that you would like an instrument from the school. Please understand that the school has limited instruments available. Available instruments are: flute, oboe, bassoon, clarinet, bass clarinet, alto/tenor/bari sax, French horn, trombone, baritone/euphonium, tuba and percussion kits
- Those needing a school instrument should detach & return forms by Friday, August 16th**
- DO NOT INCLUDE PAYMENT WITH THIS FORM.** Please wait until rental is approved.

Student Name: _____

Instrument: _____

Band Class Period: _____

Parent/Guardian Name: _____

Parent email: _____

Please check one:

_____ I need to rent an instrument from the school for \$50. I understand that high-demand instruments will go to those on the Free & Reduced Lunch list first. If you select this option, **please return this page by Friday, August 10th**.

_____ Please contact me if school instruments are available after those on the Free & Reduced Lunch list have been taken care of.

Pine Jazz Band Fee Payment, Shirt Order and Supply Order Form

(Please return with payment by Friday 8/16)

Student Name _____

Instrument _____

Band Period _____

REQUIRED fee for all students:

_____ \$20 Band Fees (*Covers performance polo and all WCSD festival costs*).....\$20

Optional Fees:

_____ Oils/Grease\$2 ea.

Reeds:

- Alto Saxophone (box of 10).....\$25 ea.

- Tenor Saxophone/Bass Clarinet (box of 10).....\$35 ea.

- Baritone Saxophone (box of 10).....\$40 ea.

_____ Music Stand (*Folding portable stand for home practice*).....\$10 ea.

Please note: the optional fees will be available year round for student accessibility

\$ _____ TOTAL AMOUNT OWED

***Other fees** may arise throughout the year such as costs for field trips or other extra activities. Prior notice will be given for any activities that require extra fees and most of these are optional. Please see Mr. Scarbrough for information about financial assistance.

***Fundraising:** You may pay for your fees (excluding supplies) gradually through our fundraisers. Fundraiser information will be distributed throughout the school year.

\$ _____ Payment Included (*due Friday 8/16*):

_____ Cash _____ Check (Check # _____) *To: Pine Middle School Band.

_____ I would like to set up a payment plan - Mr. Scarbrough will be in contact with you (*This excludes any supplies ordered – all supplies ordered must be paid in full. Band fees may be made in payments and through fundraisers with the total balance due by 10/31/19. Students may not sign up for the Band Spring Trip or extra events until fees are paid in full.*)

Please indicate shirt size*:

_____ Small _____ Medium
 _____ Large _____ XL
 _____ XXL *all adult sizes

Sign up for the band text message reminder service. It doesn't come through as a group text and will be used sparingly!
To join start a text message to this number: 81010 and enter the following code in the message body: @bandpine

Pine Middle School Band



Class Contract

Due by Friday, August 16th



We have read the welcome letter, grading procedures, discipline policy and supply list and agree to abide by the policies set forth in the band handbook. We understand the commitment necessary to participate in band and will provide the instrument and other supplies by **Monday, August 19th**. Also, the parent/guardian listed below hereby gives consent and approval for the student named below to participate in all trips and functions of the Pine Middle School Band Program for the 2019 – 2020 school year.

Student Name (*Printed*)

Circle Class: 1, 2, 3, 4, 5, 6

Student Signature

Date

Parent/Guardian Name (*Printed*)

Parent/Guardian Signature

Date

Student Name: _____

Class Period: _____

Pine Middle School Music Department
Web-Based Applications - Release Form

Dear Pine Music Families,

The Pine Music Department uses several web-based programs to help us organize student information (as listed below). These programs have become an integral part of music class communication as they allow parents to have access to information about their child that does not appear in Infinite Campus.

The School District has directed us to gain consent for the use of these as they are not under the direct control of WCSD. After research, we are confident in the privacy policies and security practices for these companies. Please feel free to research them yourself using the web addresses below.

Please complete the bottom portion and return this form your music teacher.

Sincerely,

Mr. Scarbrough, Band/Choir

Mr. Flores, Orchestra/Mariachi

Please initial one: _____ Yes, I give consent

_____ No, I do not give consent (*Please do not sign below, just return with student's name*)

for the Pine Music Department to use the following web-based programs to help manage & communicate my student's _____ (**insert student name**) information as follows:

Charms Office (www.charmsoffice.com)

- For tracking student payment information and receipts
- Contains: student first & last name, WCSD student ID#, and parent email address
- Parents/students can logon to view account activity

Remind (www.remind.com)

- For text/email messaging of course information
- Contains: student/parent cell phone # and/or email, first & last name
- Parents/students must choose to sign up to participate in this program & can end participation at any time
- Allows parents/students to message teacher without either party viewing the other's cell phone number.

ClassDojo (<https://www.classdojo.com>)

- For behavior management tracking and communication
- Contains: student/parent cell phone # and/or email, first & last name
- Parents/students must choose to sign up to participate in this program & can end participation at any time
- Allows parents/students to message teacher without either party viewing the other's cell phone number.

By signing below, I understand and agree that the foregoing web-based programs are third-party entities unaffiliated with the Washoe County School District and that, by agreeing to my student's use of those programs, that the web-based programs will have access to some personally identifiable information/records about my student including, but not limited to the information as listed above.

Printed name of parent

Signature

Date