

BILLINGHURST MIDDLE SCHOOL - INTERMEDIATE & ADVANCED BAND

2019-2020 HANDBOOK

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

I am looking forward to working with everyone as your child continues their musical journey. This handbook explains the grading procedures for my class and gives information on aspects of the band program. **On a separate note, please make sure your contact information is up to date in Infinite Campus and that you set your message settings to allow teacher messages to go to your email as this is the way I send out group emails with updates/info. Also, please complete and return the forms from this packet by Wednesday August 21st.** Feel free to contact me with any questions or concerns.

Sincerely,
Vernon L. Scarbrough (Director)
Nathaniel Myers (Student Intern)
775-746-5870 (Billinghurst MS Office)
Vernon.scarbrough@washoeschools.net



Band Website: www.washoeschools.net/billinghurstband

Band Grading Procedures

*Band grades will be determined using the grading categories below.

Concert Attendance: 40% - Concerts are mandatory. There will be concerts in the 2nd, 3rd, and 4th quarters. In the first quarter, the other grading criteria will be pro-rated to comprise the 1st quarter grade. Pre-arranged absences will be excused only at the instructor's discretion. After-the-fact excuses for absences from concerts will not be accepted, with the exception of emergency instances. In those cases, excusal will still be at the instructor's discretion. (Please note: If a concert is missed unexcused, given the 40% weight in the grading policy, the highest grade possible will be a D. At the instructor's discretion, arrangements may be made for an alternative written assignment in the event of an excused absence.) Students are expected to adhere to the guidelines of concert etiquette and attire as presented in class.

Participation: 15% - Students must participate in each and every class. The student must have his/her instrument and accessories, including writing implements, during each class. If a student's instrument is in need of repair, the student must be able to produce a repair shop receipt or claim ticket to demonstrate a timely attempt to get the instrument in working condition.

Assessments: 15% - Students will play one or more playing tests each grading period. Any student found to be disruptive during another student's playing test will automatically receive an F for that playing test.

Practice / Writing Assignments: 15% - Students will be expected to write to demonstrate comprehension of subject matter (WCSD Administrative Expectation). Students are expected to practice between 80 - 120 minutes a week (approximately 20-30 minutes a day, 4 days per week). Practice logs and journals will be due the at the end of the third, sixth and ninth weeks of each grading period or as announced in class. Late practice records will not be accepted. Journals should reflect comprehension of subject matter including but not limited to, music fundamentals, music theory, music history, and vocabulary.

Written Assessments: 15% - Written tests will be given to measure comprehension of subject matter, including but not limited to, music fundamentals, music theory, music history, and vocabulary.

CITIZENSHIP (Behavior/Work Ethic)

My rules for citizenship are really basic manners that I hope you have acquired before this class:

- ✓ Be respectful to your teacher and fellow classmates
- ✓ Respect the instruments
- ✓ Do not talk or play out of turn, only when asked
- ✓ Enter and leave classroom quietly and orderly

DISCIPLINE PLAN

I will follow the discipline plan that is described in your student planner.

Intermediate & Advanced Band Supplies



Every student is responsible for providing the following supplies by August 21, 2019:

- 1) **Instrument** - Flute, Oboe*, Bassoon*, Clarinet, Bass Clarinet, Alto/Tenor/Baritone Sax, Trumpet, French Horn*, Trombone, Baritone, Tuba or Percussion*
(* = by special permission only)
- 2) **Essential Elements 2000 - Book 1** (for Intermediate Band) or **Book 2** (for Advanced Band) **This book is included with your class fee!**
- 3) **Portable Music Stand** with cover (for practice at home)
- 4) **Pencil** (keep a pencil in your instrument case, we will use them daily!)
- 5) **Music Folio** (I will give these out - used to hold book, theory worksheets, and additional sheet music)
- 6) **Accessories** for individual instrument:

<p><u>Flute</u> -Cleaning rod <small>(normally included with instrument)</small> -Swab for rod <small>(any rectangular piece of cotton is fine)</small> -Polishing cloth</p>	<p><u>Double Reeds/Clarinet/Bass Clarinet/Saxophones</u> -Reeds: 1 box of 2.5 hardness Vandoren or 3 hardness Rico Royal -Cleaning Swab (Bass Cl & Bari Sax- swab included with rental) -Cork Grease -Neck Strap & polishing cloth (sax only)</p>	<p><u>Trumpet/French Horn/ Baritone/Tuba</u> -Valve Oil <small>(Rotor oil for horn)</small> -Slide Grease -Polishing Cloth</p>	<p><u>Trombone</u> -Slide Cream/Oil -Water Spray Bottle -Polishing Cloth</p>	<p><u>Percussion</u> Must pay a fee of \$25. This includes instrument use, one pair of drum sticks</p>
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Band Uniform

We will wear our uniform at all concerts and events. The uniform includes:

- Your band t-shirt (depending on the event) and a long sleeve white dress shirt (Adv Band with tie)
- Solid black pants (dress pants preferred, but nice solid dark black jeans would be acceptable)
- Solid black shoes, socks and belt (belt not required if not needed)



Band Instrument Rental/Purchase Procedures 2019-2020

- Rent-to-own from a local music store** (or online). Prices: \$30-45/month for flute, clarinet, trumpet and trombone. Saxes and larger instrument are around \$50-80/month. (Some pricing can be found on the band 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, so you get a good deal. Remember- you get what you pay for!
- Rent instrument from the school** for \$50 for the school year (Limited inventory- reserved first for those on the Free & Reduced Lunch list per district policy OR those who play large or less common instruments including: oboe, bassoon, tenor/bari sax, French horn, trombone, baritone/euphonium, tuba, percussion).

Rental Procedures:

- Music Stores:** Families review prices from different stores (some store rental rates and info can be found on the Billingshurst Band website, info below) and then go in to rent/buy.
- School instruments:** Parents who are in need of a school instrument submit a School Rental Application (next page). The list of those in need is then given to our principal to check Free & Reduced Lunch eligibility. If the student qualifies and an instrument is available, Mr. Scarbrough will then send home a rental contract. Students will not receive school instruments unless Mr. Scarbrough has received contract and payment.
 - o If you aren't in financial need of a school instrument but would like to use one if Mr. Scarbrough has any left over after those in need have checked theirs out, please complete the form below as well.



Billingshurst Band Events 2019-2020

*** are Required Events

- August 20, 2019 - Instrument Rental Night - All who need to rent instruments from local vendors, Billingshurst Cafeteria
- August 23, 2019 - Jazz Band retreat with Strings and Choir - Wild Waters
- August 28, 2019 - Parent Night - Billingshurst MS
- Date: TBD - Band in the Stands - Date: TBD Location: McQueen HS - Advanced Band only
- Date: TBD - Spaghetti Feed Fundraiser - Jazz Band only
- October 23, 2019 - Talent Show, Location: Billingshurst - by audition only
- November 4, 2019 - Roller Kingdom Fundraiser, 5:30 - 7:30 pm.
- November 8, 2019 - Veteran's Day Assembly - Advanced Band ***
- December 4, 2019 - MS Honor Band and Honor Jazz Band Auditions 3:30-5:30 pm Location Pine MS
- December 7, 2019 - Sparks Hometown Christmas Parade - Saturday, 1:00pm-3:00pm - Advanced Band. ***
- December 17, 2019 - Winter Concert - All Bands, 7:00 - 8:15pm, Location: Billingshurst MS Gym. ***
- January 16, 2020 - MS Honor Jazz Band Concert - North Valleys High School
- February 1, 2020 - Solo and Ensemble Festival, Mendive Middle School,
- February 8, 2020 - Jazz in the Schools - UNR - Jazz Band only ***
- February 12, 2020 - Honor Band Sectional Rehearsals 3:30-6:30 pm Location: Billingshurst MS
- February 19, 2020 - Honor Band Rehearsal 3:30-6:00 pm Location: Pine MS
- February 20, 2020 - Zone Concert, 6:00 - 7:00 pm, Location: McQueen HS. ***
- February 24, 2020 - Honor Band Rehearsal 3:30-7:30 pm Location: Depoali MS
- February 25, 2020 - Honor Band Rehearsal 11:30am-4:30pm Location: Depoali MS
- February 26, 2020 - Honor Band Dress Rehearsal 3-4:40pm Location: Concert Venue
- February 26, 2020 - WCSD MS Honor Band Concert 6:30-8:30pm Location: Pioneer Center
- March, 6-7, 2020 - MS Band Festival, Location: TBD - Intermediate and Advanced Bands
- March 9, 2020 - Roller Kingdom Fundraiser, 5:30 - 7:30 pm
- April 2-4, 2020 - Nevada All-State Conference, Las Vegas, NV
- April 24-25, 2020 - Reno Jazz Festival - UNR - Jazz Band ***
- May 14 - 17, 2020 - Performing Arts Trip - Disneyland - Advanced Band
- May 28, 2020 - Spring Concert, All Bands, 7:00 - 8:00 pm., Location: Billingshurst MS Gym ***

ONLINE STUDENT INFORMATION MANAGEMENT SYSTEM - CHARMS

The Billingshurst Music Department uses a web-based program called Charms to track financial records, events and several other items. You will be able to view any financial transactions with the music department (fees paid or owed). **The system will not be updated with students or info for this year until school starts.** Please note that accounts will be updated about once per month as we receive financial statements from the Billingshurst office. Once school starts, please log in to Charms (instructions below) and make sure to check that the email address we have on file is correct.

How to access parent/student information in

CHARMS

- Log on to www.charmsoffice.com, hover over the “ENTER” link at upper right and then click the “PARENT/STUDENT/MEMBERS” drop down link.
 - Enter our School Code: **BillingshurstMSBand**

 - This will bring up a page that prompts you to enter the ‘Student Area Password’. The password for the student area is your child’s **STUDENT ID NUMBER**.
 - You should now be in your student account. You may now create your own, unique password by clicking on the “keyhole” (***Change Password***) button.
 - Feel free to browse the other apps in your account as we may be using several of these throughout the school year.
 - Get the Charms App for your smartphone! Go to your App Store, search ‘Charms’ and select the Charms App for Parent/Student (free download).
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*Billinghurst 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. Large or less common instruments are available to rent from the school. These include, bass clarinet, tenor/bari sax, French horn, trombone, baritone/euphonium, tuba and percussion kits.

- Those needing a school instrument should detach & return forms ASAP and no later than Wednesday, August 21st**

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 and there may not be enough instruments to cover all requests. Please return this page by Wednesday, August 21st to be considered.

****DO NOT SEND IN MONEY WITH THIS FORM. PLEASE WAIT UNTIL RENTAL IS APPROVED.***

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

Student Name: _____

Class Period: _____

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

Dear Billinghurst Music Families,

The Billinghurst 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 Director

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 Billinghurst Music Department to use the following web-based programs to help manage & communicate my student's 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.

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.

(insert student name here) _____

Printed name of parent

Signature

Date

*Billinghurst MS Intermediate/Advanced
Band*



Class Contract

*Due by Wednesday,
August 21st*



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 Wednesday, August 21st. 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 Billinghurst middle School Band Program for the 2019-2020 school year.

Student Name *(Printed)*

Circle Class: 1st/2nd/3rd/4th/5th/7th

Student Signature

Date

Parent/Guardian Name *(Printed)*

Parent/Guardian Signature

Date
