

2020-2021

*York Middle School Band
Handbook*



Welcome to the YMS Band Program!

Music Education is a rewarding and lifelong experience, and participating in band at York Middle School is another enriching step as a member of the York Cougar Band Program. The York Cougar Bands from grades 6 through 12 have a continued tradition of excellence in performance, achievement, and community involvement. Students, as members of the YM Band you will help continue this tradition and be a part of the future of the program while creating memories and gaining skills that will last a lifetime. I hope you are as excited as I am! Parents, I look forward to your involvement in the continued success of your student and in the future of our program. I have no doubt that with your encouragement and support your student will excel and remain engaged both inside and outside of the band classroom.

Our band program is an organization that involves the cooperative efforts of many individuals (students, directors, parents, and administration) working toward common goals. Governing policies are necessary for any group, regardless of size, because they provide direction, help maintain discipline, and insure the welfare of each individual member. This handbook will serve as a guide to all the policies, procedures, responsibilities and framework of the York Middle School Band Program and its members. You will find that you may refer to this handbook for the answers to many common questions and concerns. **Please take the time to read it in its entirety as students and parents will be held accountable for all of the information on the following pages.** After thoroughly reading the handbook, students and parents should sign and date the last page indicating that they understand all of the presented information and return by the date provided.

Like all teachers at York Middle School, I am invested in the success of each of my students. Feel free to contact me with additional questions or concerns using the information listed below. Again, I am pleased that you have chosen to be a part of one of the most worthwhile and rewarding organizations that you will ever belong to and look forward to a fun and exciting year!

Sincerely,

Jeff Robinson

YMS Band Director

jrobinson@york.k12.sc.us

803.818.6189

YMS BAND GOALS

- We will provide a complete music education experience for all students who demonstrate the ability and interest in learning instrumental music.
- We will commit to doing our best in every practice and performance. Doing anything halfway is not worth the effort.
- We will contribute to the school and community through the public performances and service and participation in community events, and work to foster community and parent support.
- We will model and encourage the development of strong character traits like personal responsibility, integrity, hard work, and respect for others.
- We will provide students with a positive group experience where they may grow socially as they learn and help one another succeed in music.

GENERAL EXPECTATIONS

- Arrive at all class meetings, practices and performances with the correct equipment and positive attitude.
- Make a real effort to learn and improve daily - this means **individual** effort and practice to improve the entire group as a whole. Do what you say you are going to do, to the best of your ability.
- Be respectful, honest, and fair with others.
- Remain in the designated area (s) of the band hall at all times. Any student "out of area" will be considered skipping class and will be disciplined according to school policy.
- Respect the belongings of others. **Do not touch or play instruments or equipment that does not belong to you unless given specific permission by the director.** This includes ALL percussion equipment, school owned instruments, computers, and other students' instruments.
- **Gum, food, or drink is not allowed in the band facilities (water only).** This includes other spaces on the band hall.
- Throw away trash any time you see it - help keep the band room tidy!
- Clean cubby at least once a week - help keep your personal spaces tidy!
- During the school day, students may leave instruments and music in cubbies. Personal belongings should not be left in cubbies during other classes or overnight - YMS and Mr. Robinson are not responsible for any personal items left in the cubbies or the band room.
- Instruments are to be taken home at the conclusion of the school day. The band director and the school are not responsible for the safekeeping of student owned or school issued instruments left overnight in the band room. **You also cannot practice if you do not take your instrument home!**
- Only students enrolled in band are allowed in the band room - this includes before or after school.
- Follow all York Middle School expectation and rules at all times.
- Follow all school guidelines regarding social distancing and wearing a mask when appropriate.

CLASSROOM BEHAVIORS

Students are expected to:

- Use the restroom either before or after class (restroom during class should be reserved for emergencies only. Emergencies don't happen every day!)
- Be polite to other students and instructors.
- Enter the band room in a quiet, calm manner and be on time for each class and rehearsal.
- Walk while in the band room and refrain from horseplay.
- Have their instruments assembled when the teacher begins class or rehearsal.
- Follow all daily classroom procedures.
- **Have their all required materials in class each day.**
- Not talk during instructional time. Raise their hand to ask relevant and necessary questions.
- Follow the directions issued by Mr. Robinson, guest instructors, and chaperones.
- Handle your own instrument with care. **Students causing damage to either York Middle School band equipment or another student's instrument will be held financially responsible for the repair or replacement of the damaged item.**

CONSEQUENCES

Students who fail to meet the above expectations will face the following consequences:

1. Verbal warning/redirect

Any consequences after a verbal warning will also result in a 0 for daily participation

2. "Time-Out" in Composer's Corner
3. Pack up for the rest of class, complete alternate assignment in Composer's corner
4. BI Referral and Phone call home or parent conference/possible Administrator intervention.

Certain of the above disciplinary steps may be skipped depending on the severity of the offense. In the most severe cases or in cases of frequent and persisting behavior issues, the student may be removed from the program subject to administrative approval. Please refer to YMS Discipline Policies (student handbook) for more information.

DAILY CLASSROOM MATERIALS

Students should have the following materials for class each day. Refer to the Materials Guide for more information:

Metronome and Tuner

Band Binder (first one provided)

Pencil (first one provided)

All instrument specific materials listed in the **Equipment and Materials guide**.

Habits of a Successful Middle School Musician (available for purchase)

Students will be provided with the following materials:

7th Grade:

Standard of Excellence: Student Edition, Book 1 and Book 2

8th Grade

Standard of Excellence: Student Edition, Book 2 and Book 3

Because these materials are property of York Middle School and are on loan to students, care should be taken to keep materials in good condition for future student use. Students will be responsible for replacing any overly abused or damaged school owned materials.

Causes for replacement may include but is not limited to:

- Missing cover
- Missing pages
- Excessive damage or markings (other than musical reminders) to cover or pages.
- Missing CD-ROM

Students are responsible for having the above materials, in addition to their instrument, for every class meeting. If you are having trouble acquiring any of these materials, please contact the director.

If a student forgets materials, they may be able to borrow from the director - however, supplies are limited. This should be handled BEFORE class begins. **MATERIALS CHECKS WILL OCCUR ON A REGULAR BASIS. The materials I check for vary from day to day, so students should always be prepared.** Students who are found missing materials on a given day will receive a zero for a daily participation grade.

SCHOOL INSTRUMENT AND EQUIPMENT USE AND CARE

Instruments owned by the band program are available for student use. Each student who uses a school-owned instrument is responsible for the care of the instrument. If an instrument is damaged due to negligence, the student will be responsible for the entire cost of the repair or replacement. Malicious damage to any instrument will be addressed under appropriate YCHS and York School District No. 1 policies.

All students using school-owned instruments will be required to **pay an annual rental and maintenance fee of \$100.00**. If the fee is not paid by the fee payment deadline, it will be reported to the appropriate YMS administration. Students will also be responsible for supplying himself/herself with an appropriate mouthpiece/reeds-unless otherwise directed.

CONCERT ATTIRE

YMS Band Polo

- Provided before each performance
- Failure to wash and return on time will result in a \$20 replacement fee

ALL BLACK dress pants

- Slacks/formal pants only
- No jeans/sweatpants/shorts

ALL BLACK SHOES

- No flip flops, tennis shoes, Toms, Sperrys, etc.
- ALL BLACK socks for shoes that require them.

JEWELRY/HEADWARE in BLACK, SILVER, OR GOLD only.

Just as one trumpet player who misses a note affects the sound of the entire band, one person who fails to wear the proper garment reflects poorly on the entire group. As a general rule, if something seems questionable, it probably is. If acquiring any of the required clothes is a problem, please do not hesitate to contact the Director. **Please acquire the proper attire or address any issues sooner rather than later.** A student may be prevented from performing because they are not dressed properly. With all of the hard work your students put into preparing for a performance it would be shame for them to miss an opportunity because they are wearing tennis shoes. Parents, please do all you can to ensure that your student adheres to the dress code!

GRADING

I. Class/Rehearsal Participation

Students receive grades each day based on preparedness and participation in class/rehearsals. Failure to bring all required materials to class will result in a lower daily participation grade. Students who fail to bring their instruments to class will receive a 0 for the day. **You must bring a note from home if your instrument is in the shop.**

II. Assessments, Pass Offs, Rehearsals, and Performances

Students will have playing and written tests throughout the year. These are conducted often to monitor progress of the class and individual. Quizzes/Pass offs may cover scales, concert music, selected exercises, routine, and others. Many of these assignments will occur through remote instruction on Canvas or SmartMusic. Subject to COVID-19 guidance from the district, after school rehearsals may be scheduled at various times throughout the year (with notice well in advance). An unexcused absence from one of these rehearsals will result in a 0 for a major assignment grade. An unexcused absence from any performance will result in a failing grade for the grading period. Students will have the opportunity to make up **excused absences** through alternative assignments (see VII). The guidelines/grading procedures for rehearsals and performances may change this year based on COVID-19 guidance from school administration and the district.

III. Calculation of Grades

Assessments/Rehearsals/
Performances - 70%

Daily/Materials - 30%

IV. Missing Assignments/Low Grades

It is the student's responsibility to ask for makeup assignments or retakes. Students may make up missing assignments or retake any low test grades as many times as desired by the end of the grading period.

ATTENDANCE POLICY

Attendance at all scheduled performances and after school rehearsals are **MANDATORY** as they each count for major test grades. Any student who has an unexcused absence for one of the events will receive a 0 for a major test grade, resulting in failing grade for the grading period. Dates will be provided well in advance so please take care not to schedule conflicting doctor's appointments, vacations, etc. **IN GENERAL, I TRY MY BEST NOT TO SCHEDULE REHEARSALS ON WEDNESDAYS OR FRIDAYS.** The guidelines/grading procedures for rehearsals and performances may change this year based on COVID-19 guidance from school administration and the district.

When Absences May Occur

- Any conflicts with rehearsal should be given **in writing** at least **7 days in advance**
- In case of sudden illnesses, a telephone call is a must so that we know the location of your child.
- When absent from a performance or rehearsal, a signed written statement is required for documentation

Excused Absences

Personal illness
Religious Holidays
Funerals
Emergencies

School events/meetings **that have been approved
by the director****

Unexcused Absences

Doctor/Dentist Appointments
Unapproved school events/meetings**
Any other absence

****Should a student be involved in another school activity which conflicts with rehearsal time, an arrangement between the advisors and the student will be discussed. Coaches/other teachers are usually VERY good about working with us on this, but ONLY if students plan ahead and communicate!****

COMMUNICATION

Effective ways to communicate

- Seek guidance in handbook, Facebook Page, or email newsletter
- Email director - jrobinson@york.k12.sc.us
- Call band office - 803.818.6189
- Set up an appointment

The director will not take calls or speak with parents during instructional time.

Ways to stay plugged in:

- The band send emails with news and reminders once to 5 times a week
- "Like" York Cougar Bands on Facebook
- The Cougar Band website: yorkcougarbands.com
 - This website contains information for all YSD1 Band programs, so make sure you are looking at information pertinent to YMS Band.
- Band Text Service (Remind 101)
 - Text @ymband to 81010.
OR
 - Join the class "YMS Band" through the Remind 101 Website or App
 - After the initial set up you cannot reply to any text - they are for information only

FUND RAISING

EVERY MEMBER OF THE BAND IS EXPECTED TO PARTICIPATE IN FUND RAISING! The most important function of our fundraisers is to help students earn money for their individual student account and to supplement school district funding with the purchase of needed supplies and services necessary to allow the band to grow and perform at an ever increasing higher level. We provide several different fundraising opportunities, so families can choose the one that works best for them (or participate in all of them to maximize our impact!)

Student accounts can be used to cover the cost of band fees, trips, or supplies. Unused student account money becomes property of the YMS Band once a student leaves the program. Students moving from 8th to 9th grade who join band at YCHS may have their money transferred to their high school account. ***Bad checks collected during fundraisers will be the responsibility of the seller's family.***

PAYMENT

YMS Band will accept cash and checks for the payment of fees and purchase of materials. Checks should be made out to York Middle School Band, and **must be accompanied by a name and phone number**. Checks will not be accepted without an accompanying name and phone number. Cash should be sent with exact change only. **ALL MONEY SHOULD BE BROUGHT TO SCHOOL IN AN ENVELOPE or Ziploc bag WITH THE STUDENTS NAME AND THE REASON FOR PAYMENT. Mr. Robinson WILL NOT accept lose checks/cash.**

LOCAL MUSIC STORES

Although York Middle School cannot officially endorse any vendor or sales company, here are some local stores for purchasing music supplies, renting instruments, repairing instruments, etc.

Roper Music (visits our school weekly)

551 E. Main St.
Suite 106
Spartanburg, SC 29302
864-542-2263

Woody's Music

946 Charlotte Ave
Rock Hill, SC 29730
(803) 324-9663

Music and Arts

8046 Providence Rd Site C
Charlotte, NC 28277
(704) 341-0000

HOW PARENTS CAN HELP

AT HOME:

- Show an interest in the music study of your child
- Arrange a regular time for him/her to practice (a quiet place with no interruptions)
- Help the student keep a daily record of his practicing
- Give him/her a safe place in which to keep the instrument
- Keep the instrument in good repair with reeds, etc., in the case
- Help him/her to be early for rehearsals and lessons
- Make faithful attendance at all activities important
- Encourage him/her to play for others when opportunities arise, in the home, at school, church, and in the community
- Double-check behind your student
- Check email, web page, and or Facebook page updates daily

AT SCHOOL:

- Notify the director if he/she is to be absent or tardy for lesson, rehearsals, etc., and explain why in writing
- See that he/she takes the instrument and the music when needed at school and brings it home for individual practice
- See that he/she stays current with classroom studies and makes up work he/she has missed.
- Discuss with the Band Director anything that will help them to understand your child
- **Attend performances and parent meetings whenever possible**
- Help with parent activities, such as fundraisers
- Assure that all Student fees are paid
- Provide private instruction

POLICY & CONDUCT CONTRACT

As a student enrolled in the YSD1, I understand that participation in the band program is a privilege. I also understand that as a team member/student performer I am expected to comply with the expectations set forth in York Middle School Handbook and YSD1 Student Handbook. I understand that if I violate these codes of conduct or any other YSD1 regulation I may be subject to discipline including, but not limited to exclusion from related activities and performances, discipline in accordance with school policy, and/or removal from the band program. By signing this contract, I certify that I have read all of the information provided in this handbook, understand the set forth expectations, and agree to abide by all rules, policies, and procedures and fulfill all financial responsibilities my membership may entail.

STUDENT SIGNATURE

DATE

As the parent /guardian of the student listed above, I understand that participation in the band program is a privilege that may be revoked if a student does not comply with the expectations and regulations defined in the York Middle School Band Handbook and YSD1 Student Handbook. I understand that if my student violates these codes of conduct and or program expectations, he or she may be subject to discipline including, but not limited to exclusion from related activities and performances, discipline in accordance with school policy, and/or removal from the band program. By signing this contract, I certify that I have read all of the information provided in this handbook, understand the set forth expectations, and agree to abide by all rules, policies, and procedures and fulfill all financial responsibilities my student's membership may entail.

PARENT/GUARDIAN

DATE

York Middle School Band

Parent/Guardian Contact Info Form

Student Name: _____ Student Grade: _____

Parent Guardian 1 Name: _____

Home Phone: (____)_____ Cell Phone: (____)_____ WorkPhone: (____)_____

Email address: _____

When is the best time of day to contact you? _____

Parent Guardian 2 Name: _____

Home Phone: (____)_____ Cell Phone: (____)_____ WorkPhone: (____)_____

Email address: _____

When is the best time of day to contact you? _____

Additional Contact Name (if applicable): _____

Home Phone: (____)_____ Cell Phone: (____)_____ WorkPhone: (____)_____

Email address: _____

When is the best time of day to contact you? _____