

LIBERTY JUNIOR  
SCHOOL

2009 – 2010

BAND  
HANDBOOK

August 26, 2009

Dear Band Members and Parents/Guardians:

It is with a great deal of excitement that we welcome you to the 2009-2010 school year at Liberty Junior School. The new year promises continued individual progress by each band member, further group advancements, and several wonderful concerts to demonstrate these musical accomplishments. We look forward to observing the Liberty Junior School Bands as they unlock their full potential this school year.

**MISSION STATEMENT**

*As music educators, our mission is to assist students in learning musical objectives, to raise students' self-esteems, and to teach students the desire to be the best they can be, not only in band, but in all aspects of their lives. All students are equally important to the success of the band, and through teamwork, they can accomplish great things.*

The Band Handbook is designed to answer questions that you might have about the Liberty Junior Bands. You will find information concerning the following:

DISCIPLINE PLAN

CONCERT DRESS

CALENDAR OF EVENTS

GRADING PROCEDURE

INSTRUMENTS

PRACTICE RECORD SCHEDULE

CONCERT ATTENDANCE POLICY

The final four pages, the STUDENT/PARENT AGREEMENT, LIBERTY JUNIOR BAND SHIRT ORDER FORM, SEVENTH GRADE METHOD BOOK ORDER FORM (seventh grade only) and PARENT VOLUNTEER FORM (optional) need to be completed and returned to the band directors by Monday, September 21, 2009. Thank you for your time in completing the requested information.

Seventh grade band members please note: We will be completing the Standard of Excellence Book 1 (red book) during the beginning of the school year. Many of you already purchased Book 1 last school year, and we ask that you begin bringing it to school as soon as possible. If you do not already have a copy of this book, please plan to buy one at your earliest possible convenience. After completing the red book, we will be moving into Essential Elements 2000 Book 2 (please note that this is Essential Elements 2000 Book 2 and not Standard of Excellence Book 2). This book may be ordered through Mrs. Knueven/Mr. Nordyke or purchased individually at local music stores by Monday, September 21, 2009 (an order form is included on the last page of the Band Handbook).

Please feel free to contact us at any time during the school year with any questions or concerns (777-4420 or e-mail at [Alan.Nordyke@lakotaonline.com](mailto:Alan.Nordyke@lakotaonline.com) or [Kathryn.Knueven@lakotaonline.com](mailto:Kathryn.Knueven@lakotaonline.com) ). Thank you in advance for all of your support during the upcoming school year, and best wishes for a very successful and rewarding year.

Sincerely,  
Kathryn Knueven and Alan Nordyke  
Band Directors

# DISCIPLINE PLAN

## General Statement

In general, behavior that does not benefit the band rehearsal does not belong. Students will be expected to exercise self-discipline at all times in order to maintain an environment conducive to learning. As well, students will be expected to show respect for each other, themselves, equipment, and the facility.

## Classroom Rules

1. Follow directions the first time given.
2. Talking and playing will stop when the director steps on the podium.
3. During the rehearsal, please raise your hand to be called upon.
4. Upon seeing a cut-off sign, immediately stop playing and listen carefully.
5. Put away your instruments and music only after being asked to do so.

## Disciplinary Consequences for Inappropriate Behavior

- |  |  |
|--|--|
| 1. First time a student breaks a rule: | Warning.   |
| 2. Second time:                        | After-class conference between student and teacher. Student may be asked to complete a "Self-Discipline Plan" due the next school day. |
| 3. Third time:                         | Detention.   |
| 4. Fourth time:                        | Call parents.  |
| 5. Fifth time:                         | Student referred to Assistant Principal.   |

Severe Clause:	In cases of severe misbehavior, the student will be immediately referred to the Assistant Principal.
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Chewing Gum, Candy, and Food:	These items are not permitted in the band room. Violators will receive a detention.
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## Positive Rewards for Appropriate Behavior

1. Verbal praise.
2. Class-wide rewards.

# GRADING PROCEDURE

Each quarter grade for the 7<sup>th</sup> grade and 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter grades for the 8<sup>th</sup> grade will be based on the following:

1. Class Participation . . . . . 40%
  - a. Students will receive ten points per day for being ready to begin class on time, having their instruments and any necessary equipment (i. e. reeds, pencil, etc.), and contributing their best effort to the band rehearsal.
  - b. Because students who fail to bring their instruments to class cannot participate in the rehearsal, they will not receive any participation points for that day. The same is true for students who fail to have an acceptable reed for class.
  - c. Any student who is unable to bring their instrument because it is in a repair shop should bring a note from a parent stating such. The note should be received on the day(s) the instrument is being repaired so that participation points for that day will not be reduced.
  - d. Activities which do not benefit the band rehearsal (i.e. chewing gum, talking, disruptive behavior) and likewise inhibit the student's ability to contribute their best effort will result in the student receiving less than the full number of participation points for that day.
2. Playing Grades . . . . . 30%
  - a. Wind players will be evaluated on scales, tone quality, articulation, note accuracy, rhythm accuracy, musicianship (dynamics, phrasing, etc.), and posture.
  - b. Percussion players will be evaluated on grip, rudiments, rhythm accuracy, musicianship, and posture.
  - c. Frequency of playing evaluations throughout each grading period is at the discretion of the band directors.
3. Written Work . . . . . 8%
  - a. Students will be responsible for periodic written work which exhibits their understanding of rhythms, basic music theory, and weekly goals.
  - b. Frequency of written work throughout each grading period is at the discretion of the band directors.
4. Practice Records . . . . . 11%
  - a. Each student is encouraged to practice regularly to continue his/her musical progress. Students will complete practice records to assist them in meeting their individual musical goals.
  - b. Students will be asked to get a parent/guardian signature at the end of each practice record so that parents/guardians can monitor their musical progress.
  - c. Each student will set as their goal to practice at least sixty minutes per week.
  - d. Students who play large instruments (i.e. tubas, euphoniums, etc.) and cannot get their instruments home on a regular basis should see one of the directors to work out an alternative practice schedule.
5. Concert Attendance . . . . . 11%
  - a. Please see "CONCERT ATTENDANCE POLICY" in this packet.

The 4<sup>th</sup> quarter grade for the 8<sup>th</sup> grade will be based on the following:

1. Class Participation . . . . . 45%
2. Playing Grades . . . . . 22%
3. Practice Records . . . . . 11%
4. Large Group Contest Attendance . . . . . 11%
5. Concert Attendance . . . . . 11%

## All Grading Periods

Points will be received in each of these categories, with the final grade being calculated from the percentage of possible points received for the grading period. Extra credit opportunities available during the school year include extra credit practice records, private lessons, OMEA Honor Band, OMEA Solo and Ensemble Contest, and attendance at other concerts.

# CONCERT ATTENDANCE POLICY

## Attendance at Concerts

Signing up for band obligates the student to attend performances during, after, and outside of school. Instrumental music is unique in that one measurement of its goals is the demonstration of skills through public performance. Concerts provide an opportunity for the students to apply the objectives they have learned throughout the grading period. Because each band member plays a vital role in the final product, attendance at all performances is required. Concert attendance contributes 11% to the grade earned for each grading period.

This policy is intended to be fair to all members of the Liberty Junior Bands and applies to all performances throughout the school year (i.e. concerts, pep assemblies, contests, etc.). A complete schedule of out-of-school performances is provided in this packet so that any possible conflicts can be resolved as soon as possible.

## Excused Absences

The concert attendance requirements may be waived for the following reasons:

1. Personal illness or injury
2. Death in the family
3. Unavoidable family emergency
4. Established religious service/holiday
5. Excused absence from school

Absences for these reasons will be excused when written parental notification is given to the band directors prior to the scheduled performance. If prior written notification is not possible due to unforeseen circumstances, the written notification must be given to the band directors on the next attended school day. Excused absences from school automatically excuse a student from a concert.

## Unexcused Absences

An unexcused absence (or a would-be excused absence without written parental notification) will result in the following:

1. The student will not receive any points for participation at the concert, thus lowering his/her grade one full letter grade.
2. Consistent attendance problems could result in removal from the organization.

Any school activity in conflict with a performance must be worked out by the band directors, coach or advisor, student, and parents. The student has the responsibility to inform the band directors as soon as a conflict is discovered.

## CONCERT DRESS

### Our Uniform

As representatives of Liberty Junior School and the Lakota Local Schools, it is important that we present a neat and uniform appearance at our concerts. We will wear the following uniform:

1. Gray “Liberty Junior Band” shirt or plain gray shirt. An order form is included in the back of this packet for the purchase of the band shirt.
2. Black pants or skirt.
3. Black or dark brown shoes and socks.

### Liberty Junior Band Shirt

As mentioned above, each student is asked to purchase a “Liberty Junior Band” shirt to be worn at each of our concerts. The shirt is a **gray**, polo-style shirt with “Liberty Junior Band” stitched onto the front, left side, with the Thunderhawk symbol. It is made of 65% polyester and 35% cotton. The shirts are sold to the students at cost, and the cost of the shirt is \$15.00.

The band shirt may be worn both years at Liberty Junior, so returning 8th grade band members need not purchase another shirt.

Shirts can be purchased by returning the enclosed order form. We realize that this is one more item to purchase, but the shirts are very nice and present the band very well. If you would prefer not to purchase a band shirt, a plain gray shirt would be acceptable as well. If you wish to purchase a band shirt but do not find it possible at this time, please let one of the directors know so that something could possibly be worked out.

# INSTRUMENTS

## Instrument Room

An instrument room is provided for storage of band instruments during the school day and overnight, if necessary. Please keep in mind the following guidelines concerning the instrument room:

1. All instruments should be stored in the designated area according to type of instrument.
2. Name tags or some form of permanent identification must be on all cases. It is a good idea to record the serial number of the instrument for your own at-home records.
3. Students may not open or handle any of the instruments in the instrument room other than their own.

## Insurance

The school does not carry insurance on privately owned instruments. Insurance for privately owned instruments is the responsibility of the parents/guardians.

## School-Owned Instrument Usage Fee

There is a board policy requiring students who play school-owned instruments to pay an instrument usage fee. This fee money is used for annual maintenance and cleaning of the school-owned instruments. The payment of this fee may be made during the regular school fee collection process. If this fee creates a financial hardship, please let one of the directors know so that something can be worked out.

## Other Necessary Equipment

Instrument cases should *always* be equipped with the following:

1. Brass players:
  - a. valve oil (trumpet, euphonium, tuba)
  - b. slide oil (trombone)
  - c. rotor oil (French horn)
  - d. tuning slide grease, pure lanolin, or petroleum jelly (for all tuning slides on all brass instruments)
2. Woodwind players:
  - a. at least three good reeds (oboe, bassoon, clarinet, saxophone) at all times
  - b. cork grease (oboe, bassoon, clarinet, saxophone)
  - c. cleaning swab (oboe, bassoon, clarinet, saxophone)
  - d. cleaning rod and soft, lint-free cloth (flute)
3. Percussion Players:
  - a. snare drum sticks
  - b. percussion players may keep their snare drums at home for practice since they will be using school snare drums during band class

**2009 – 2010**  
**LIBERTY JUNIOR SCHOOL BANDS**  
**REVISED CALENDAR OF EVENTS**

*Due to financial concerns with the district, all concert dates are subject to change.  
 We will keep you informed as final decisions are made.*

<u>DATE</u>	<u>EVENT</u>	<u>LOCATION</u>	<u>BE READY AT</u>	<u>CONCERT STARTS AT</u>
September 25 - October 5	Music Dept Candy Sale	Funds raised during the candy sale will be used to purchase music, equipment, and other items for the L.J.S. Music Department. More information will be sent home before the candy sale begins.		
Thursday, October 22	Band Fall Concert (attendance required)	Liberty Junior Gym	7th Grade: 6:05 P.M. 8th Grade: 7:20 P.M.	7th Grade: 6:30 P.M. 8th Grade: 7:45 P.M.
Saturday, December 5	OMEA District 13 Honor Band Auditions (extra credit opportunity)	Fairfield Middle School	Students from four counties will audition for a spot in the Honor Band and Honor Jazz Band which will meet the 2nd and 5th weekends in January. We will distribute audition information as it is received.	
Friday, December 18	In-School Band Assembly (attendance required)	Liberty Junior Gym	To Be Announced	To Be Announced
January 5, 8, 9, and 10	OMEA District 13 Honor Jazz Festival (participation by audition, extra credit opportunity)	Lakota East High School	Students selected to participate in the honor jazz band will rehearse on Tues. and Fri. evenings, Jan. 5 and 8, Saturday, Jan. 9, and will perform a concert on Sunday, Jan. 10. Participating students will receive details closer to the event.	
Thursday, January 7	8th Grade Jazz Ensemble: Lakota East District Winter Jazz Festival (attendance required for 8th Grade Jazz Ensemble)	Lakota East High School Liberty Theater	6:30 P.M.	7:00 P.M.
January 15, 16, and 17	OMEA District 13 Honor Band Festival (participation by audition, extra credit opportunity)	To Be Announced	Students selected to participate in the Honor Band will rehearse on Friday evening, Jan. 15, Saturday, Jan. 16, and will perform a concert on Sunday, Jan. 17. Participating students will receive details closer to the event.	
Saturday, March 20	OMEA District 13 Solo & Ensemble Contest (extra credit opportunity)	Springboro Junior High	Individual performance times will be given to those students participating approximately one week before the contest.	
Saturday, March 27	7th Grade Jazz Ensemble: Lakota Fest (attendance required for 7th Grade Jazz Ensemble)	Lakota West High School	To Be Announced	To Be Announced
Monday, May 3	8th Grade Band: Pre-Contest Concert (attendance required for 8th Grade Band)	Lakota East Freshman School Theater	7:00 P.M.	7:30 P.M.
Tuesday, May 4	7th Grade Jazz Ensemble: Lakota East District Spring Jazz Festival (attendance required for 7th Grade Jazz Ensemble)	Lakota East High School Liberty Theater	6:30 P.M.	7:00 P.M.
May 7 or 8	8th Grade Band: Junior High Full Band Contest (attendance required for 8th Grade Band)	Lakota East High School	To Be Announced	To Be Announced
Wednesday, May 26	Band Awards Concert (attendance required)	Liberty Junior Gym	7th Grade: 6:00 P.M. 8th Grade: 7:25 P.M.	7th Grade: 6:20 P.M. 8th Grade: 7:45 P.M.

## STUDENT AGREEMENT

I understand the information explained in the Band Handbook and what is expected of me as a member of the Liberty Junior School Bands. I agree to meet the requirements as outlined in the Band Handbook. I will act as a responsible band member and citizen of the school when representing the community to others.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Class Period

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## PARENT AGREEMENT

I have read the Band Handbook and understand what is expected of a member of the Liberty Junior School Bands. I agree to see that he/she attends all of the performances as outlined in the CALENDAR OF EVENTS. I will also see that he/she is in the proper attire for the concerts.

\_\_\_\_\_  
Parent's / Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's / Guardian's E-mail Address

(PLEASE COMPLETE AND RETURN BY MONDAY, SEPTEMBER 21, 2009)

# SEVENTH GRADE BAND MEMBERS ONLY

## METHOD BOOK ORDERS

Essential Elements 2000 Book 2 will be used by the LJS Seventh Grade Band this year. Each student is responsible for buying the method book. Essential Elements 2000 Book 2 costs \$7.99 for all instruments except percussion. The percussion book includes instruction for keyboard percussion and costs \$14.95. Each book comes with a play-along CD for the exercises in the first third of the book.

School orders will be taken through September 21, 2009. Please submit the form below with a check or money order written to "Lakota Performing Arts" (for \$7.99 or \$14.95). Please do not send cash.

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### SEVENTH GRADE BAND METHOD BOOK ORDER FORM

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Student's Full Name

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Band Class Period

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Instrument

(PLEASE COMPLETE AND RETURN WITH CHECK OR MONEY ORDER BY  
MONDAY, SEPTEMBER 21, 2009)

**Liberty Junior School  
Band Department  
2009 - 2010**

**Parent Volunteers!!!**

Our band program could not function at its current level without the support of our second-to-none parent volunteers. Your help is needed. If you would like to join the ranks of these caring, dedicated people, please indicate below. Your help is immensely appreciated.

\_\_\_\_\_ I can help with the Music Department Candy Sale by collecting and counting money one of the mornings of September 28 – October 7, 7:50 – 9:30 a.m.

\_\_\_\_\_ 8<sup>th</sup> Grade Parents: I am able to stay approximately 15 minutes following the 8<sup>th</sup> grade concerts to move stands and equipment back to the band area.

\_\_\_\_\_ 8<sup>th</sup> Grade Parents: I can help with Large Group Contest on May 7 or 8, 2010, by being on the set-up crew.

\_\_\_\_\_ 8<sup>th</sup> Grade Parents: I can help with Large Group Contest on May 7 or 8, 2010, by being a room chaperone.

\_\_\_\_\_ I can help with some activities/administrative work during the school day.

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

***Thank you!!! Thank you!!! Thank you!!! Thank you!!! Thank you!!! Thank you!!!***