

THE MIGHTY SHOTWELL SHARK BAND!



Band Handbook

Band Directors:

Rudy Cano & Allison Brock

Shotwell Academy Middle School

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Band website: www.shotwellsharkband.com

Band Registration is located on the homepage

Email/Text notifications: www.remind.com

Remind subscription class code: @shotwells

Or text @shotwells to 81010

Band calendar: www.shotwellsharkband.com/calendar

Please sync or visit regularly

WELCOME...

...to Shotwell Academy and **The Mighty Shotwell Shark Band!**

Our goal is to provide a musical education that will help you towards being successful in all avenues of life. We do not expect every person to be a virtuoso musician or performer. We do expect mature, responsible attitudes and actions – and lots of hard work! There are no bench players in band, EVERYONE is a starter.

The success of any organization is dependent on the spirit, pride, leadership, teamwork, dedication and cooperation of all its members. Certain rules, guidelines and procedures are necessary so that the overall goals of the group are met and the welfare of each individual is best served.

The purpose of this handbook is to provide a written policy on the organization, grading system, and expectations of the Shotwell Academy Band Program. It is not intended to be all-inclusive, as every possible situation and question cannot be predicted in advance; however, a thorough knowledge of these materials is essential to the smooth operation and success of the band program.

Both student and parent(s) are to sign and return the emergency treatment form and additional forms attached in the back of this handbook.

Shotwell Band Staff:

♪ The teachers name on your students schedule MAY NOT reflect who actually instructs that course

Mr. Rudy Cano – Director of Bands

- Conducts and grades students enrolled in Honors Band, Beginner: High Brass, Low Brass and Percussion
- Assists with instrumental instruction in Symphonic Band and Concert Band
- Instructs Master Classes for all Brasses and Percussion

Ms. Allison Brock – Associate Director of Bands

- Conducts and grades students enrolled in Symphonic Band and Concert Band, Beginner: Flutes, Clarinets and Saxophones.
- Assists with instrumental instruction in Honors Band
- Instructs Master Classes for all Woodwinds

Code of Conduct:

Band Hall Rules & Essential Agreements

- Follow instructions the first time they are given.
- Follow all learned procedures.
- Bring your instrument and all necessary materials to class **EVERYDAY**.
- Respect yourself and your property, as well as others and their property – if it is not yours, do not touch it.
- Non-band students are not allowed in the band hall at any time.

Care of the Band Hall

- **Band Hall** – Is a safe-haven for musical creativity. Only band members are allowed inside. There is no playground behavior accepted (running, shoving, pushing, etc.).
- **Refreshments** – No gum, food or drinks are allowed except when authorized by the directors.
- **Litter** – All trash (paper, broken reeds/drum sticks, etc.) is to be deposited in the wastebaskets provided.
- **Practice & Ensemble Rooms** – Are designed for rehearsing and practicing, NOT social gatherings.
- **Instrument Storage Room** – Is designed for storing musical equipment, NOT for social gatherings.
- **Band Hall Office** – Is for director's use only. Student's should KNOCK first and wait to be invited in; otherwise, it is off-limits.
- **Band Hall Phone** – Is for director's use only. Student use of the office phone is by permission only.
- **Copy Machine** – Is for director's use only. Student use of the copy machine is by permission only.

Students will be successful when they live within these expectations. When problems arise, they can almost always be traced back to not following a procedure. We will follow the Shotwell Academy Middle School and Aldine ISD discipline plans. Again, these rules are important to the success and well being of our band students as well as for the protection of the band hall and the materials within. We expect our band students to follow these guidelines and also help us enforce them.

Expectations:

Behavior

All students are to conduct themselves properly at all times. Displays of temper, profanity, flagrant violation of rules, etc., will not be tolerated. Any behavior which is not conducive to good citizenship or which violates the Aldine ISD Student Code of Conduct may result in suspension from participating in the extracurricular/incentive activities of the organization, or dismissal from the organization altogether.

Rehearsals

In band rehearsals, we not only deal with a creative process, but with a great deal more students than a traditional academic classroom. Because of this, it is imperative that band students be organized and prepared for EVERY rehearsal. When an individual is not able to play his/her instrument during a rehearsal, it hurts the group as well as the individual. It is important that the student's instrument is in good working condition, that he/she has a pencil to mark music, and he/she has all necessary materials and accessories (band binder, music, reeds, oil, etc) for EVERY rehearsal. It is also obvious that the creative process in which we are involved cannot take place unless there is a quiet, attentive atmosphere in the classroom.

Master Classes

Members of the **Honors and Symphonic Bands** must attend **ALL** Master Classes scheduled. Master Classes will be held afterschool once a week from **4:15 – 5:15**.

- Tuesdays – Flutes, Oboes and Trumpets, Horns
- Wednesdays – All Saxophones and Low Brasses (Trombones, Euphoniums and Tubas) and Bassoons
- Thursdays – All Clarinets and Percussion

Percussion will meet Tuesday, Wednesday and Thursday mornings from 7:45 – 8:25AM.

Master Classes are a curricular extension of the instruction in Honors and Symphonic Band classes. We work together with our athletic department and all other sponsors at Shotwell. We are extremely proud that our members are also vital parts of other organizations and we try to avoid as many conflicts as possible. If a conflict does occur, the directors/sponsors of both groups will work with the student and parents so that the student's and the group's best interests are met. Athletes are allowed to miss 1 day of practice to attend band their Master Class. We have a set schedule; however, these days are subject to change depending on scheduling conflicts. **There is an activity bus that can take band students home, if needed – for those who are already bus riders.**

Afterschool Dismissal

All students will remain in their last period class until their mode of transportation is released. Once they are released then each student will pick up their instrument from the band hall and exit the building or report to their designated after school program.

Practicing

All members of our band program will put forth the effort and time necessary in practicing their instrument in order to be successful. **Instrument goes home EVERY day!** Spend a minimum of 30 minutes a day working through skills/music/exercises introduced in rehearsal. It is recommended to break up the time into *two* 15 minute sessions or *three* 10 minute sessions. Students will not progress as needed by playing once every 24 hours. Here is a simple practice outline:

- Fundamentals – long tones, flexibility, flow studies (5 mins.)
- Scales – scales and rhythm exercises (5+ mins.)
- Music – new and previously learned (20+ mins.)

Bus Trips

- Arrive on time, at the time assigned
- Dress as directed
- Avoid excessive noise on the bus
- Return all equipment to its proper storage place upon returning to the school
- Be picked up on time, at the time assigned
- **Students who travel to events on school transportation MUST return on school transportation**

Procedures:

Daily

- Enter the band hall quietly and ready to rehearse.
- Be in your assigned seat with your instrument assembled, music, necessary supplies and ready to play:
 - All BANDS – no later than 1 minute after the tardy bell rings.
- Look up at the board for today's agenda, written warm-up, and/or notices.
 - If there is a written warm-up, start immediately.
- Rehearsal begins.
- Director will end rehearsal.
- Large instruments (bassoon, bass clarinet, horn, trombone, euphonium, tuba, tenor & bari saxes) will be dismissed first. Percussion will organize percussion area and equipment. Smaller instruments (oboe, flute, clarinet, alto sax, & trumpet) will disassemble and REMAIN in their seat till dismissed by a director.
- Leave band hall quietly.

Purchasing Supplies/Music

All purchases need to be made at the beginning of the school day or at the end of school. *The instructional day is not the time for these transactions.*

Turning in Paperwork/Permission Slips/Event Notices/Money

- The majority of permission slips and event notices will be submitted electronically through Remind and our website.
- All full sheet paperwork will be picked up during class.
- All permission slips/notices will be placed in "COLLECTION BOX" (black mailbox).
- **All money must be CASH.** The district does not accept checks.
- All money must be turned in at the beginning of the day and needs to be sealed in an envelope or stapled in a brown "deposit bag" (provided by the band program) with the following information:
 1. Child's name
 2. Amount
 3. Purpose of money

Parent Communication

- The majority of our communication to parents will be done through www.remind.com (@shotwells), which will also show up on our website, www.shotwellsharkband.com.
- E-mails
- Handouts
- Director phone calls

MANDATORY PERFORMANCES

Band is a performance class!

PERFORMANCES: All members of a performing band (Honors & Symphonic) are required to perform at all scheduled concerts and/or contests. Parents will be notified of performance dates well in advance. All dates will be posted on our band calendar located on our band website. Parents and students are expected to adjust their schedules to these events. If a student misses a required performance, a parent-teacher conference must be scheduled to discuss the absence. **We expect 100% participation at all performances. Missing a performance will result in a failing grade.** There will be a Winter Concert in December and a Spring Concert in May. There are other mandatory performances that include, but are not limited to, football games, region band auditions, Solo & Ensemble and other contests. Good behavior in public is most important. All rehearsal regulations are in effect during public performances.

- **CONCERT BAND PERFORMANCES:** All members of Concert are required to perform at the following concerts: Winter Concert, AISD Solo & Ensemble and Spring Concert. All other performance opportunities are by INVITATION ONLY. Invitations will be **earned** on knowledge of music, behavior in rehearsals/class, and eligibility.
- **BEGINNER BAND (1st year) PERFORMANCES:** All members of Beginner Band will perform at the Winter Concert, Spring Concert and AISD Solo & Ensemble. Beginner Band members will attend all other band performances to assist and experience each event – this will include moving equipment, assisting the directors and chaperones, and learning characteristics of an outstanding audience member.

MAJOR CONTESTS: The University Interscholastic League (UIL) sets rules and regulations that we must follow in order to compete in these contests. We expect 100% of our members to be eligible for these events. The music contests we will be entering are:

1. **TMEA Region Band Auditions:** Check www.shotwellsharkband.com
 - 8th Grade Honors Band members are required to audition to remain eligible for Honors Band.
 - 7th Grade Honors Band and ALL Symphonic Band members are expected to be prepared to audition;
 - Those who audition will secure their placement or become eligible for promotion.
2. **UIL Concert and Sight Reading Contest: This is our State Assessment.**
Check www.shotwellsharkband.com

AISD SOLO & ENSEMBLE CONTEST: All students are required to participate in this district event. Every student will be given a solo. Plus, students will be grouped in small and/or medium ensembles.

- \$20 Piano Fee – Most solos are required to be played with a pianist. Student will have the opportunity to play with the pianist for 1 rehearsal and on performance day.

“NO PASS, NO PLAY” LAW: All band members are responsible for passing **ALL** of their courses. House Bill 72 became law in 1984 and mandates that a student be suspended from participation in ALL extracurricular activities (athletics, band, clubs etc.) sponsored or sanctioned by the school district if the student receives a grade lower than a 70 in any class. If your child does not pass their courses, they are not living up to the standards of our band program and are putting the entire group at risk of performing at a lower standard. Therefore, **any band student who fails 2 or more classes in the 1st and 2nd 9-week sessions will be subject to demotion to a lower band. 7th graders who show a pattern of ineligibility will be subject to removal from the band program.**

Materials for Band:

Each band student must have the following materials for every rehearsal:

- Positive attitude (not really “material,” but extremely important)
- **BLACK Binder**
 - 1” or 1.5” - 3 ring hard cover binder with pockets w/ clear front slip cover
- **Pencil with eraser** (mechanical pencils are great - they are always sharp!)
 - We will use a pencil everyday. Band is a “pencil course” and pens are not used.
- **Clear page protectors** (40 or more)
 - Not all handouts/music will be hole-punched.
- **Set of 5 dividers**
 - 1) Band Handbook /Information/Handouts 2) Band Studies WB 3) Music
 - 4) Written Warm-Ups 5) Master Class Handouts
- **Notebook paper**
 - Wide-ruled
- **Music**
 - All music will be provided for students. Replacement of each sheet of music is **\$1.00**.
- **Instrument with all necessary accessories** (mouthpiece, reeds, oil, etc.)
 - See next page
- **Band Studies Workbook**
 - Provided by director – replacements must be downloaded from www.shotwellsharkband.com.
- **Metronome**
 - This could be a mobile app. We recommend Tonal Energy (approx. \$4.00)
- **Music Stand**
 - We use music stands every day in class. Students should have one at home so they are practicing with proper posture and proper instrument carriage.
- **Lyre**
 - A small wire stand that attaches to the instrument (except flute, oboe, tuba, bari sax, & percussion). This should be a one-time purchase. It will be used during stadium performances, pep-rallies and throughout high school. Cost varies depending on instrument.
- **Flip Folder**
 - Attaches to a lyre and holds music in clear sleeves. This should be a one-time purchase. It will be used during stadium performances, pep-rallies and throughout high school. \$5.00 – cost subject to change.

Music Companies:

Music supplies and repairs can be provided by the following companies:

Music & Arts Center – 8600 Jameel Rd Ste 100, Houston, TX 77040
Phone: (713)996-7993, www.musicarts.com

H&H Music – 713 FM 1960 West, Houston, TX 77090
Phone: (281)580-8000, www.hhmusic.com

Best Band Repair (instrumental repairs only) – 11115 Mill Rd. Ste. 105, Cypress TX 77429
Phone: (832)286-8388, <http://www.bestbandrepair.com/>

Instrument Supply List

FLUTE

- Silk Swab
- Tuning Rod

NO Care Kits, Please!

FRENCH HORN

- Mouthpiece – Holton Farkas MC or MDC
- Rotary Valve Oil

OBOE

- Silk Swab
- Reed Case – holds 3 reeds
- Small water container (pill bottle)
- Reeds – 3 playable reeds at all time

TRUMPET

- Mouthpiece – Bach 5B
- Valve Oil – Al Cass
- Tuning Slide Grease
- Mouthpiece Brush
- Cleaning Snake – Coated

BASSOON

- Silk Swab
- Reed Case – holds 3 reeds
- Small water container (pill bottle)
- Reeds – 3 playable reeds at all time

TROMBONE

- Mouthpiece – Bach 6½ AL
- Slide Cream – Trombontine (NO OTHER)
- Small Spray Water Bottle
- Tuning Slide Grease
- Mouthpiece Brush
- Cleaning Rod

CLARINET

- Silk Swab
- Mouthpiece – Vandoren M30, Profile 88
- Inverted Ligature - Bonade
- Reeds – D’Addario, maintain a full box
- Cork Grease
- Reed Guard – holds 4 playable reeds

EUPHONIUM

- Mouthpiece – Bach 6½ AL
- Valve Oil – Al Cass
- Tuning Slide Grease
- Mouthpiece Brush

BASS CLARINET

- Silk Swab
- Reeds – D’Addario, maintain a full box
- Cork Grease
- Reed Guard – holds 4 playable reeds

TUBA

- Mouthpiece – Conn-Helleberg 120S
- Valve Oil – Al Cass
- Tuning Slide Grease
- Mouthpiece Brush

ALTO/TENOR/BARI SAXOPHONE

- Mouthpiece – Larry Teal (ALTO ONLY)
- Inverted Ligature – Bonade (ALTO ONLY)
- Silk Swab
- Reeds – D’Addario, maintain a full box
- Cork Grease
- Reed Guard – holds 4 playable reeds
- Neck Strap – Padded

NO Care Kits, Please!

PERCUSSION

- Vic Firth SD1 Gen. Snare Sticks – NOTHING ELSE
- Yarn Mallets – Mike Balter blue yarn MB13R
- Rubber Mallets – Mike Balter brown rubber MB3BB
- Hard Plastic Mallets – Mike Balter X-Hard MB92BB
- Timpani Mallets – Vic Firth T1
- Stick Bag – DSB4

BEGINNER BAND BOOK: ESSENTIAL ELEMENTS BOOK 1

Uniforms:

The band uniform is to be supplied by each band student. We will have **TWO** main uniforms for performing groups and **ONE** uniform for beginners that will be used throughout the school year.

Beginner Uniform: Beginner Band Members

- Green Band T-Shirt
- Khaki Pants – school approved: Not black or blue pants, not “skinny” jean style, no holes
- Belt – school approved
- Shoes – school approved

Polo Uniform: Honors, Symphonic and Concert Band Members

- Green Band Polo – will be purchased through the band office
- Khaki Pants – school approved: Not black or blue pants, not “skinny” jean style, no holes
- Belt – school approved
- Shoes – school approved

Formal Uniform: Honors, Symphonic and Concert Band Members

- White Tuxedo Shirt – will be purchased through the band office (only *solid white* undershirts, no print)
- Solid **BLACK** bow tie and cummerbund – will be provided by the director and issued to each student
- Solid **BLACK** slacks – not jeans, wind pants, stretch pants or shorts
- Solid **BLACK** belt – belt buckle is to be of a formal dress style
- Solid **BLACK** full-length socks – not hose or stockings – skin should not be seen when seated
- Solid **BLACK** dress shoes – not tennis shoes

*A third uniform option for our performing groups is our “Semi-Formal” uniform which is a combination of the Polo and Formal: Green Band Polo with Solid Black from the waist down.

Uniforms should be worn with shirt tails tucked in so the belt can be seen. Pants should be worn securely on the waist and above the hips. **“Saggy” pants are not acceptable!**

Students who come to a performance wearing anything other than the correct uniform will receive a "50" for their uniform grade. Depending on the severity of the uniform violation, a student may/will be suspended from participating in the event/performance.

Shotwell Band Grades:

Every nine weeks grade will be based on these categories: Major (60%), Daily (30%) and Homework (10%):

MAJOR GRADES (worth 60% of the band grade):

- Master Classes – attendance and assignments given during this time
- Playing tests – musical knowledge demonstration
 - This includes, but is not limited to: sight-reading, scales & exercises, and assigned music selections
 - -5 points for ANY performance error
- Written tests – musical knowledge assessments
- All performances – pep rallies, concerts and contests
- Uniform Grades – proper attire

DAILY GRADES (worth 30% of the band grade):

- Class Grade – weekly grade in which each student can **EARN** a **MAXIMUM of 100 points.**
 - 🎵 Points are **EARNED** by the following:
 - 20 points - each day student is on time, with instrument, with music, with pencil and in their seat when a director begins class (as stated in EXPECTATIONS).
 - In the case of a student being absent - a DOCTOR'S NOTE, TEACHER'S NOTE, INSTRUMENT SHOP REPAIR INVOICE OR FIELD TRIP PERMISSION SLIP (copy) must be brought in order for the student to receive that day's points. **Failure to do so will result in NO POINTS being earned for that day and will affect overall average for the week.**
 - Students who are pulled from class and sent to a STAAR remediation class will automatically receive all points that day.
 - Holidays that shorten a 5-day week will still be given 20 points.

- “Bonus” points can be earned at the director’s discretion – alternative assignments, volunteer performances (class/public), or anything deemed above and beyond expectations.
- 🎵 Points are **DEDUCTED** by the following:
 - 10 points – “downbeat tardy” – student not performing at the start of director’s downbeat
 - 10 points - no music
 - 10 points - no pencil during a pencil check
 - 15 points - chewing gum or having food during class
 - 15 points - leaving instrument overnight – each night
 - Weekends will be counted towards the following weeks class grade (- 45 points)
 - 15 points - no instrument **exception – instrument is being repaired and at the shop
 - 10 points shall be reinstated to student upon completion of those days in class diagramming assignments. Failure to do so will result in 0 points being reinstated.
 - 5 points - general disruption of rehearsal **can be given as many times as warranted
- 🎵 STUDENTS WHO RIDE BUSES THAT ARE LATE ARRIVING TO CAMPUS will only be given credit if it is ANNOUNCED OVER THE P.A. SYSTEM that the bus is in fact running late. Otherwise, it will be counted as a “***downbeat tardy.***” ONLY students on the announced late arriving busses will be given the opportunity to eat breakfast without penalty.
- 🎵 When proper documentation is provided – FULL/PARTIAL points shall be awarded on a case-by-case basis determined solely by the directors.

EXAMPLE: Here is an example of Student A and Student B weekly grades:

	STUDENT “A”		STUDENT “B”	
MONDAY	20 points		20 points	
TUESDAY	20 points		10 points	Downbeat Tardy -10
WEDNESDAY	20 points		10 points	No Music -10
THURSDAY	10 points	No Pencil -10	20 points	
FRIDAY	20 points		5 points	Left Inst. -15
WEEKLY GRADE	90 POINTS	A	65 POINTS	F

- Performing Class Grade – Students will be given scheduled opportunities to play GRADED PERFORMANCES during the class period. These performance grades are separate from the weekly class grade but will count as a daily grade.
 - These will be graded in the same manner as MAJOR GRADES > Playing tests (above).
 - Performances can include, but are not limited to: music the band is performing, sight-reading, clapping & counting, and sizzling & fingering.

HOMEWORK GRADE (worth 10% of the band grade):

- All HANDOUTS – most handouts will have a due date or students will be asked to write a due date
- Daily warm-ups – given at the beginning of each class and turned in every FRIDAY, or last day of week.
- Any assignment sent home for completion

GRADING SCALE:

- Anything Grade Below 80 – Unacceptable
 - The student is not making progress on their instrument or meeting the expectations required

Band Realignment & Reassignment:

- **The Director of Bands, Mr. Cano, has the authority to change student schedules.**
- At the end of each semester we will re-evaluate each student to determine whether realignment is necessary.
- Realignment may occur in order to “balance” each performing ensemble.
- Students, who perform at a level (performance, behavior, and eligibility) that warrants that student being re-assigned to a higher band, may have that opportunity awarded to them at the DIRECTOR’S DISCRETION.
- Students who perform at a level unacceptable to the band that they are in (performance, behavior, and eligibility), may be re-assigned to a lower band based on the DIRECTOR’S DISCRETION.
- STUDENT BAND REASSIGNMENTS will also be based on the availability of the student schedule being changed. If a student is reassigned, this will alter the student’s course schedule.

CELL PHONE POLICY

Band students must adhere to the new Aldine ISD cell phone policy.

The following bullets are key points within the new policy that pertain to the band program:

- Cell phones must be turned off and cannot be visible on campus during the school day.
- The campus includes loading and unloading areas for cars and buses, in the building, or on campus grounds.
- The school day includes, but is not limited to, before or after school, class time, passing periods, lunch periods, after school detention or tutorials, during emergency drills, *practices for extracurricular events and field trips.*
- Placing a cell phone on vibrate or texting is not considered off and is prohibited.
- Using a cell phone to record or video tape is prohibited.

(Cell phones cannot be visible during performances)

NO STUDENT WILL HAVE A CELL PHONE IN THEIR POSSESSION DURING THE UIL CONCERT & SIGHT READING CONTEST PROCESS.

DISCIPLINE CONTRACTS

A band student may be placed on a written discipline contract for failure to meet any or all of the obligations set forth for their band as well as for disciplinary problems. Failure to meet the terms of the contract will result in the band member being excluded from attending band-activities. This includes going on the band field trips throughout the school year. Only students who adhere to the rules, regulations, and obligations set forth for the band will be rewarded with special privileges. This discipline contract will be signed by the student, a parent, the director, and a principal.

VIDEO/SECURITY RECORDINGS

We will be making video recordings of the band students when they attend football games, pep-rallies, and other activities. This will be done so that we can watch the videos as a class. Your child will be able to see and hear the band as an audience would have seen them. This will build ownership and pride within your child. We will also video band rehearsals purely for analytical purposes. A security system with time-lapse recording is maintained in the band hall. This system records sound and picture and is used only for the purposes of deterring: theft, vandalism, and malicious activities. In the event it becomes necessary, the video will be viewed only by administration, the band directors, Aldine Police, and parents of those students involved.

PARENT RESPONSIBILITY POLICY

Our band attends several events and activities that require us to travel to various locations. It is the parents' responsibility to have their child at the school, or designated location, on time. It is just as imperative that you, the parent, pick up your child at the designated time. You will receive all information of events well in advance of the activity. We understand delays may occur. **However, if you are over 30 minutes past the designated pick-up time, a parent-teacher conference will be set up to discuss future travel arrangements.**

If you need to discuss anything concerning the progress of your child, please feel free to call us at Shotwell. Mr. Cano and Ms. Brock may be reached at the following:

Shotwell office phone: 281-878-0960

**Email address: rcano@aldineisd.org or
arbrock@aldineisd.org**

Website: www.shotwellsharkband.com