

# The Hendrick Middle School Hawk Band



*Excellence in everything we do!*

## STUDENT HANDBOOK & REFERENCE GUIDE

Directors: Edgar Jaime and Lauren Pittner

Dear Students, Parents and Guardians of the Hendrick Band,

You are coming to Hendrick as a member of one of the largest, most recognized organizations on campus! Hendrick Middle School has a long tradition of excellence in the arts and the Band has been a huge contributor to that history.

As a member of the Hendrick Band, you are a member of a community of students who have made music an active part of their lives. These students work together to enhance our campus and community with music. The joy and growth our students experience as a member of the Hendrick Band is hard to match and we couldn't be more pleased to have you as a part of this team!

We promise to provide each student with a safe and enthusiastic environment in which to take his/her first steps in becoming an instrumental musician. In return, we ask that students always bring their best attitudes and effort to every class, rehearsal and performance. The rewards are great for those who give 100%!

*A Note to parents:*

*There is a lot that goes into being an outstanding member of this outstanding organization. We understand that things can be a bit overwhelming as your child enters into the middle school world and that the unknowns of band can add to the confusion.*

*We hope you will find this handbook helpful in navigating your child's band experience.*

*Please take some time to go over this handbook together and help your student to understand the content within.*

***This handbook along with performance calendars can be found in your students' Google Classroom "Documents" section of the course.***

*Should you have any questions or concerns unaddressed in this guide, we are more than happy to help you find the answers you need.*

We are looking forward to an exciting year of band at Hendrick!

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## **I. OUR ORGANIZATION**

### **A. The Directors**

#### ***Edgar Jaime ~ Director of Bands***

##### **Primary classes:**

- Beginning saxophone/bassoon
- Beginning brass
- Beginning percussion
- Wind Ensemble

**Additional contact needs:** Private Lessons, Calendar, Conflicts, Scheduling questions, Special event information.

##### **Contact information:**

edgar.jaime@pisd.edu  
469-752-5738

#### ***Lauren Pittner ~ Associate Director of Bands***

##### **Primary classes:**

- Beginning flute/oboe
- Beginning clarinet
- Symphonic Band

##### **Contact information:**

lauren.pittner@pisd.edu  
469-752-5739

*Note: We are more than happy to reply to either e-mail or voice message, but please note that due to limited time during the day during which we can access our voicemail without students present, e-mail will generally be received and replied to more quickly.*

## **B. Program Philosophy**

It is the Primary Goal of the Hendrick Band Staff to enrich the lives of our students and community through music. We believe that by giving our students the tools to succeed on their instrument in addition to guiding them through a well-rounded curriculum of music theory, history, terminology and listening skills, we can create a culture of life-long music appreciation in our community. It is our goal to send our students forth with a strong sense of the value not only of music, but of commitment, dedication and the merits of hard work.

## **C. Student Responsibilities & Expectations**

The choice to join a successful organization brings with it a commitment to put in the time and energy necessary to add to that success.

Due to the high standards we have for behavior and effort, we feel it is only fair to inform you of your expectations up front.

By enrolling in the Hendrick Middle School Hawk Band, you are making a commitment to the band as an organization and, more importantly, to yourself and the other students in the band.

This commitment includes accepting responsibility for the following:

- Participate as a member of the band for the full school year
- Do your best to grow musically as an individual
- Maintain a positive attitude and support the goals of the band
- Do nothing to interfere with the teaching and learning happening in our classroom
- RESPECT all people, equipment and facilities of the Hendrick Band. This includes instruments, teachers, guests, peers and YOURSELF!
- **PRACTICE:** While practice sessions are short at first, they should increase over time. Inadequate practice will result in poor performance. Some notes about our home practice expectations:
  - Students should have a space free of distractions with a proper chair and music stand for practicing
  - Students should practice with the same rigor and focus that they do in class, including but not limited to great posture, hand position, and practice techniques
  - Students should aim to practice 100-150 minutes per week, spread through a minimum of five days

*“Practice isn’t the thing you do once you’re good, it’s the thing you do that makes you good” - Malcolm Gladwell*

## **D. Class Schedule**

<b>Period</b>	<b>Time</b>	<b>Jaime</b>	<b>Pittner</b>
1	8:25-9:14	Beginning Saxophone/Bassoon	Beginning Flute/Oboe
2	9:18-10:07	Beginning Percussion	Beginning Clarinet
3	10:11-11:00	Assist Symphonic Band	Symphonic Band
4	11:04-12:23	Conference	
5	12:27 – 12:51	Advisory/Wind Ensemble	
6	12:55-1:44	Wind Ensemble	
7	1:48-2:37	Beginning High Brass	
8	2:41-3:30	Beginning Low Brass	

## **II. PROCEDURES & GRADING POLICY**

### **A. Absence Procedures**

Sectionals, rehearsals, concerts, and contests are part of the course requirements and are graded activities. Please make an effort to schedule your medical, dental, orthodontic, and other appointments around band activities and class time.

We understand that unavoidable family conflicts may arise. In order for an absence to be considered for excusal, communication must be received by the following at least one month prior to the event.

The sooner you can let your band director know of any potential conflicts the better. It is the director's discretion as to whether or not to allow an excused absence for a rehearsal or event. Communication about absences after the deadlines given above will not be considered for excusal. **An excessive number of unexcused absences or excused absences may result in a student's removal from band activities and/or a change of part and/or band assignment.**

*When it comes to one-time major family events (weddings, graduations, etc.), we will work with parents and students as much as we are able. The key is that the directors receive timely and complete communication. These types of events are not typically scheduled at the last minute.*

## **Conflicts Between Band and Other School-Sponsored Events or Activities**

We encourage our students to be involved in as many activities as they can at Hendrick Middle School. In the rare instances when there are conflicting events between organizations, we are always able to work these out, provided that communication has taken place.

**If there is a conflict between a band performance, practice, or contest and another school organization’s game, practice, or program then the student and parents should communicate in advance to the sponsors involved.** The sponsors of the conflicting activities will communicate, and participation will be worked out. Do not assume that sponsors are aware of the schedules of other organizations.

### **B. Grading Policy**

#### **1. Breakdown of grades**

<b>Major Grades—75%</b>	<b>Daily Grades—25%</b>
<ul style="list-style-type: none"><li>• Playing Tests</li><li>• Pass-Offs</li><li>• Performances</li></ul>	<ul style="list-style-type: none"><li>• Rehearsal Skills</li><li>• Sectionals</li><li>• Theory Assignments</li><li>• Listening Skills</li></ul>

#### **2. Playing Tests**

Students may retake playing tests for full credit as many times as they wish for up to full credit within the grading period. Students must notify the director that they wish to retake the test, and schedule a time outside of class to perform the retake. A rescheduled test will not affect chair placement.

#### **3. Extra Credit**

Students may receive a 100 as a major evaluation grade by attending a formal concert performance from a performing group other than their own. Suggested events include the Plano Senior High Band, the Clark Band, any other Plano ISD band, choir, or orchestra, the Dallas Symphony Orchestra, the Dallas Winds, and the Plano Symphony Orchestra. Other concerts *may* be acceptable, but should be cleared through a band director first. Students must submit the concert program and a completed concert performance evaluation sheet to receive credit for the performance.

### III. PERFORMANCES

#### A. Performance Requirements

Band is a curricular, performance-based course and therefore all scheduled rehearsals and performances are REQUIRED for all members of the Hendrick Band.

All performances will count as a **major grade**.

Students will receive a grade of 100 if they...

- o are on time
- o are dressed correctly
- o have their required materials
- o adhere to rehearsal conduct expectations

Failure to meet these requirements will result in a lowering of grade as follows:

Late to warm-up: 12 point deduction

Excessively late: Student will not be seated & will receive a 50

Minor dress code violation: 12 point reduction

Major dress code violation: Student will not be seated & will receive a 50

Missing supplies: 5-15 point reduction depending on number

Conduct violations: depending on severity- 5 point reduction through removal from the performance setting. (grade of 50)

#### B. Attire

Dress code for performances will be as follows:

##### **Beginning Band and Informal Concerts**

- Band t-shirt, jeans (untattered) or dark pants, school-appropriate shoes

##### **Wind Ensemble and Symphonic Band**

***We wear ALL BLACK for formal concerts***

Ladies: you have some choices but remember, we shouldn't see your shoulders or knees!

- Black dress with black tights/hose (past knees when seated with some sleeve) *OR*
- Black blouse & black skirt with black tights/hose (past knees when seated with some sleeve) *OR*
- Black Blouse with black dress pants & black socks
- Black dress shoes- no sandals or flip flops

Gentlemen:

- Black dress shirt with collar
- Black dress pants (no jeans)
- Black socks
- Black dress shoes (no tennis shoes)



## **IV. ODDS & ENDS**

### **A. Private Lessons**

One of the greatest contributions to the success of the Hendrick Band is its outstanding private lesson staff. By enrolling in private lessons, students receive one-on-one instruction from a professional musician on their specific instrument. This lesson is tailored to meet the specific needs of the individual student, and can be used to review material needing extra help, or to supplement material with extra instruction, allowing the student to progress at a much faster pace than students normally would.

### **B. Parent Volunteering Opportunities**

The core strength of any program is the enthusiasm and support of its community. As a parent to a Hendrick Band member, your encouragement as your child enters into this exciting new activity is the greatest help you can offer! Ask your child about what songs he/she is learning, what his/her practice goals are for the day, or better yet, have him/her *play* for you. Your excitement will go miles as your child pushes through the ups and downs of learning a new skill.

For those wishing to do more, there will be several opportunities to volunteer throughout the year. While we do not have a booster program (in accordance with PISD policy), we *will* need volunteers for event planning, chaperoning and assisting with program operations.

**In order to assist with any event or task on campus, parents must have an approved volunteer form on file with the district. This form can be found on the Plano ISD website [[www.pisd.edu](http://www.pisd.edu)].**

We thank you in advance for any time or service you can offer to the Hendrick Band.

### **G. Social Events**

There are periodic social events throughout the school year. These events are not required and usually require a fee. In order to attend these events, students must be in good academic standing as well as good conduct standing in all of their courses. Students who exhibit behavioral problems in class may not be allowed to attend social events, or may be allowed to attend with a parent.

### **J. Instrument Insurance**

The Plano Independent School District, Hendrick Middle School, and the Hendrick Middle School Band staff are not responsible for loss or damage to any instrument. Parents are encouraged to consider musical instrument insurance. In many cases, your homeowner's or renter's insurance may cover your instrument.

### **K. Plano ISD Guidelines for District Extracurricular Activities**

Students involved in extracurricular activities are held to a higher standard of conduct than the general student body. Plano ISD views participation in extracurricular activities as a privilege, not a right. Any student who violates the Student Code of Conduct shall be subject to extracurricular discipline and/or regular school district disciplinary action. This includes any misconduct, regardless of time or location, that would reflect negatively upon Plano ISD in an extracurricular activity. Students clearly involved in major disciplinary infractions (i.e. including, but not limited to, drugs, alcohol, and violent behavior) will be placed on probation, removed temporarily, or removed permanently from extracurricular activities.

Disciplinary measures taken by the sponsor/principal may be in one or more of three forms, defined as special assignments, probation, and dismissal.

Special assignments may consist of extra duties and may be assigned for minor disciplinary infractions.

Probation and/or dismissal from extracurricular activities will be for infractions involving alcohol, smoking, drugs, use of profanity, violence, and other serious offenses when the sponsor/principal believes the integrity and credibility of the organization has been jeopardized by the student's action. Probation may also be assigned when the student fails to comply with rules and regulations of the extracurricular activity. (Probation is defined as: a trial period in which a student is permitted to redeem bad conduct).

The student may be dismissed from the extracurricular activity upon any major infraction, or during a probationary period. Prior to being dismissed from extracurricular activities, the student and parents will be notified of the reasons for the action. The student or his/her parents will be afforded the opportunity of a hearing with the sponsor and principal. The appeals process will be outlined at that time. The student will not be eligible for any individual or team recognition or awards that occur after the date of dismissal.