

WARM SPRINGS MIDDLE SCHOOL

Instrumental Music



HANDBOOK

Matthew Moe, Director of Bands

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Welcome

Welcome to the Warm Springs Middle School Band Program! This document is intended to serve as a detailed introduction and reference resource to our band program. WSMS has a strong tradition of excellence in performance and student achievement and I am so excited and honored that you have chosen to be a part of it! You and your child are likely excited, too – and for good reason! Your child's participation in band is beneficial to their growth and development as not only a young musician but as a human being. Band students have the unique opportunity to be deeply engaged in a highly creative performing art.

Contact Information & Communication Policy

Positive, open communication with parents and families is highly encouraged! If you ever need anything, please do not hesitate to get in touch.

Matthew Moe, Director of Bands

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Writing a Note

Many parents chose to write a note – this is a great choice! Please include your name and a phone number or email address at which you would like to be reached and the best time to contact you.

Conference Period

Teachers at WSMS do not have conference periods. With a full schedule and a zero period class, the best time of day to speak in person is between 3:30-4 after school or by appointment. Please contact Mr. Moe directly if you would like to meet.

Communication with you is a high priority. Ideally we can work together to address your concerns and make every situation the best for each and every student. If you ever have questions or concerns, please contact me right away for clarification to prevent major issues from developing.

Working with students is my TOP PRIORITY. Please understand that if I do not answer the phone or email during school hours I will do my best to respond within 24 hrs. Our students deserve my complete, undivided attention during school hours – including zero period and during after school activities.

Email Policy

The director will be sending out many updates and communications via email. Please check your email on a regular basis and make every effort to read all information carefully, check calendars, and keep the director informed of any conflicts. Parents are encouraged to use email to get more information, clarification, or to schedule a conference.

Student Communication

Students are HIGHLY ENCOURAGED to communicate with the director any questions or concerns before they become real issues – especially regarding instruments. Students may speak with the director in person, preferably before an issue becomes a problem in class. Students are also encouraged to check their assigned MVUSD email address for communications and updates at least twice a day – once before school and once after dinner.

Please visit our website at www.wsmsband.com for up to date information.

Goal and Objectives

All Warm Springs Band students will work to develop:

- Organizational skills
- Practice techniques
- Mental and physical discipline
- Collaboration skills (teamwork)
- Critical thinking and problem solving
- Aesthetic valuing and music appreciation
- Listening skills (aural training)
- Music theory and literacy
- Proper instrument technique
- Creative self-expression
- Performance skills

Conduct Expectations

All band members, including auxiliary programs (indoor percussion and color guard), will observe all procedures established by Warm Springs Middle School and Murrieta Valley USD, in addition to the following behavior expectations as they apply to the instrumental music classroom setting:

- Students will be in their assigned rehearsal seat with all materials before the tardy bell •
Cell Phones stay in backpack or they will be collected. NO EXCEPTIONS!
- Students will play only your own instrument at all times and ONLY when instructed to do so •
Students will not touch, handle, borrow, or use anyone else's instrument, equipment, or other belongings
- Students will respect the property of others and return all equipment to its proper storage place •
Cases should not be brought into the rehearsal space unless requested by the director •
Instruments will never be left outside of any classroom or left anywhere on campus overnight –
instruments must go home EVERY DAY

Classroom Courtesy

No talking or playing of instruments unless requested by the instructor. Signal for quiet is a raised right hand by the instructor, at which time, students are expected to acknowledge and return the signal.

Behavior Consequences Any STEP can be skipped based on severity of disruption. Participation points will be deducted for classroom disruption.

- 1) Verbal warning
- 2) Lost participation points
- 3) Parent Contact
- 4) Referral to Administration
- 5) Lunch or After school detention or Saturday school assigned
- 6) Class change or removal from the band program

Tardiness and Punctuality

- 1) Length of Tardy may equal length of time held after class.
- 2) 3rd Tardy will result in After-School Detention assignment (School Policy) or removal from zero period.
- 3) Excessive Tardiness may result in After School detention or Saturday School.

Care of Facilities

- No gum, food, or drinks other than water are allowed in the band room. Period. No exceptions. This includes before and after school ensembles (jazz band, indoor percussion)
- Each student is responsible for their own trash. Recycle appropriate items (paper, water bottles) • Always leave the rehearsal space cleaner than you found it.
- Vandalism will not be tolerated and will be dealt with severely and appropriately. • Absolutely no students are allowed in the music library or the band office without permission. • The band room, including practice rooms, is for practicing - not social gatherings!!! • Remember to knock on all office and practice room doors – enter only when invited. • Students may not use the band office phone during school hours.

The Warm Springs Bands

Symphonic Band – admission to this group is by audition, director recommendation, and demonstration of academic eligibility. Students in this group will have played for 2-4 year and must be in 7th or 8th grade. This is WSMS premier performing ensemble which performs in 4 concerts per year in addition to SCSBOA festival, Disneyland workshop, Back to School Night/Open House, and various other school/community events.

Intermediate Band – admission to this group is by director recommendation and appropriate qualifications. Students in this group will have played for 1-3 years and must be in 7th or 8th grade. This ensemble performs in 4 concerts per year, SCSBOA festival, and various other school/community events.

Cadet Band – admission to this group is by director recommendation and completion of one year of 5th grade elementary band. This ensemble performs in 3 concerts per year and other school/program events.

Beginning Band – the band for everyone! This ensemble is open to all grade levels and ability levels. No experience is required. This ensemble performs in 3 concerts per year and other program activities.

Jazz Ensemble – admission to this group is by audition or director recommendation only. Students in the group must have a minimum of 1 year experience playing their instrument. This ensemble is for the instruction of the jazz style and performance of jazz literature and improvisation. Only instruments in the standard jazz instrumentation will be accepted in this group. Students who play saxophone, trumpet, or trombone must also participate in a concert band class (listed above) to be a member of this ensemble.

Band Placement

Yearly placement in each band level and occasional changes are based on the following criteria:

- Instrumentation needs and limitations
- Student eligibility status (academic)
- Overall performance and progress
- Attendance – rehearsals and concerts
- Attitude, responsibility, behavior, citizenship
- Audition or director recommendation

Attendance

Each and every student's attendance at rehearsals and concerts is essential for the overall success and quality of the band. WSMS Band follows the attendance policies of Warm Springs MS and Murrieta Valley USD.

Each day, students earn participation points by not only being present but also by giving their full effort in participating. This includes being prepared for class by having the required daily supplies (listed below) on their person or their music stands (not in a backpack!) at the beginning of every class. **If a school-day rehearsal (combined rehearsal) causes a student to miss another class, the student is responsible for making up all missed work.**

Excused Absences

Absences during the school day will be excused according to district policy. Absences outside of the school day will be excused at the director's discretion. Appointments, tutorials, etc are not excused absences for concerts. Absences due to personal illness requiring medical attention, death in the family, or other extenuating circumstances (approved by the director and school administration) may be considered for excused status. Students who are continually or seriously ill may be asked to provide a doctor's note releasing them from participation in school-day rehearsal. Absences should be discussed between the director and parent and/or the school admin when appropriate.

- Only EXCUSED ABSENCES from concerts, per Ed Code, are given Research Paper make-up opportunities. Excused absences are limited to severe illness, hospitalization, or death in the family per Ed Code. Absences due to lack of transportation, weddings or family events, vacations are not considered excused absences.
- Excused Absences require make-up research papers or other assignment as decided by the director on per absence basis.
- Make up research papers are not punitive. Like other classes a missed math test, science lab etc. must be made up and are not simply waived because of an absence. Band performances are identical to other academic exams; an excused absence must be made up.
- Serious illness or family emergencies MUST be verified by parent/guardian with personal contact to director via phone or meeting.

Unexcused Absences

Students with an unexcused absence from any required band activity will receive zero (0) credit for the activity or assignment with no opportunity for make-up assignment. Important rehearsals, concerts, and festivals cannot be made up.

- Unexcused absences from concerts affect a student’s grade one full letter grade with NO make up points possible.

Concerts/Performances

Concerts and performances are an integral part of the band curriculum. Students and families should consult their calendars for dates and times to ensure that students do not miss performances. All four concert groups will perform at least 3 concerts which are mandatory and attendance at each counts toward the student’s grade. A Concert assignment consists of 3 parts: warm-up, performance, and audience membership (listening). The concert starts at the warm-up and punctuality is essential. The concert concludes when all bands in your portion of the concert have finished performing and you are dismissed by the director or parent chaperone. **If a school-day performance causes a student to miss another class, the student is responsible for making up all missed work.**

Daily Supplies

All Band members must have on their stand or in their hand during every rehearsal:

- Instrument and related equipment (reeds, oil, mouthpiece, etc.)
 - Black 3-ring Binder (with plastic page inserts and dividers)
 - All issued Sheet Music and Handouts
 - Method Book(s)
 - Pencils (no pens)
 - Tuner with contact microphone pickup (Symphonic Band only)
-
- Three Ring Binder BLACK 1”: For sheet music and exercise materials that are handed out in class. Each student is expected to keep an organized binder (black) of all music in plastic insert pages with a pencil. Only black binders are permitted on stage. Please label your binder with your name and band level/class period on the inside.
 - Required Method Book: Each student is expected to provide his/her own method book corresponding to his/her class level. These books are available at local music stores like Master Musician. These books may also be ordered online. Other sheet music will be issued and collected at school.

Beginning Band/ Cadet Band:	Sound Innovations Book 1
Intermediate Band:	Finish Sound Innovations Book 1 Start Sound Innovations Book 2
Symphonic Band:	Continue Sound Innovations Book 2 Start Sound Innovations for Concert Band: <i>Ensemble Development for Young Concert Band</i>

- Tuner - SYMPHONIC BAND ONLY: performers must have an electronic tuner ([Korg TM-60](#)) and pick up microphone at each rehearsal. Please ask if you need assistance obtaining a tuner.
- Percussionists must bring [Wood Tip 5A or 2B drum sticks](#) in stick bag + music to school and must have a keyboard instrument, drum, and/or practice pad at home on which to practice. Preferable keyboard instruments are practice bells, xylophone, marimba, or vibraphone. Pianos and electronic keyboards with at least 30 keys are also acceptable.

Forgetting instrument/not having it in working order are not valid excuses for being unprepared. If an instrument is not working properly, students must show it to the director immediately. If it cannot be fixed in the classroom, it must be taken to a qualified repair shop ASAP. Always inquire about borrowing a “loaner” from the music store while instrument is in repair. Parents must inform the director that an instrument is in the shop, either by email or note. Instruments left at home should not be delivered to the school by a parent/guardian. This is the student’s responsibility. *Missing required materials will result in the loss of minimum 5 participation points.*

Reeds for woodwind instruments (clarinet, saxophone, oboe, bassoon)

The school does not provide reeds for free. The band room is equipped with a vending machine with reeds and other supplies for parents who are not able to get to the local music stores. Clarinet, saxophone, oboe or bassoon players are expected to plan in advance with enough reeds to participate each day. Woodwind students should have a minimum of 4 reeds with them every day that are in working condition, not cracked or chipped.

Grading Policy

MVUSD band programs have instructional objectives aligned with the Murrieta Valley scope and sequence for instrumental music and both the state and national standards for music. These objectives are designed to address the academic skills required for successful performance at the next grade or course level. All assignments, projects, classroom activities, and tests/quizzes are created in order to allow students to demonstrate their level of mastery of the instructional objectives. Student mastery of learning objectives is the primary factor in determining a student’s grade.

General Grading Guidelines – Beginning and Cadet Bands:

- **Daily Participation**
Includes: Supplies, classwork, participation
- **Tests/Quizzes**
Includes: Playing tests, written tests, pop quizzes (down the line)
- **Concerts**
Includes: Concert attendance and participation
- **Written Work**
Includes: practice logs, written reflections, handouts, worksheets, binder checks

General Grading Guidelines – Intermediate and Symphonic Bands:

- **Daily Participation**
Includes: Supplies, classwork, participation
- **Tests/Quizzes**
Includes: Playing tests, written tests, pop quizzes (down the line), performance evaluation
- **Concerts**
Includes: Concert and festival attendance and participation
- **Written Work or Smart Music**
Includes: written reflections, handouts, worksheets, binder checks

Category Description:

The following is provided as examples of the items that may be subject to grading in the above categories.

Tests: Includes playing tests and written quizzes. Playing tests consist of current music being studied: method book, concert music, scales or exercises. Written tests include material studied in class including vocabulary and elements of music.

Rehearsal/ Participation Points Grade/In-Class Binder Checks (any band level)

- Rehearsal/participation points are 15 - 20% of final grade (depending on band level). • 5-10 participation points are earned daily (5 on Monday, 10 all other days) for effective rehearsal skills: being prepared, paying attention, displaying appropriate behavior, etc. Points are lost for disruptions or missing materials.
- In-Class Binder Checks (quick check) for materials, music, books are given points. • Unearned points cannot be earned back. Points are deducted for missing/forgotten music or instrument.

Written Assignments, Homework & Practice Logs

- Practice Logs (Cadet and Beginning Band Only): due every 2nd Monday. Instructions can be found on each log. Practice Logs/homework make up 25% of final grade. Students practice current music, scales, exercises and method book assignments.
- In-Class Binder Checks: Periodic checks for materials, music, books are given points. • Homework and Written Assignments (Intermediate and Symphonic Band): can include written assessments on concert performances, assignments about music topics discussed in class, journaling, handouts to be signed and returned, etc.

Concert Grading Policy -- Concerts will count as a test grade and will be graded as follows:

- On time, prepared and on task: 100%
- Late: subtract 30 - 100 percentage points, depending on how late.
- Unprepared or off task: subtract 10+ percentage points, depending on infraction.
- Unexcused or unacceptable absence (no make-up opportunity): 0%
- Missing instrument: subtract up to 50% points → student will not perform
- Dressed Inappropriately: subtract up to 50 % points → student possibly may not perform.

- Points deducted from concert grade cannot be made up. Make-up assignments opportunities will not be given for missing concerts or deducted point from the concert grade per MVUSD Middle School Band grading policy.

Seating Tests (Symphonic and Intermediate ONLY)

Symphonic and Intermediate Bands will test to determine what order students will sit (first part, second part, etc.). Random tests will be given throughout the year to determine changes in seating based on students' playing ability. Tests may be given on exercises, scales, current concert music or other audition materials being studied in class. Challenges may change seating orders. Chair order may change based on immediate performance in class with no advance notice at the director's discretion. Always be prepared to play to the best of your ability at each and every rehearsal. Initial chair placement tests

given at the beginning of each semester may be included as a test grade in the class for Intermediate and Symphonic Bands only. Chair challenge tests will not be included in class grade.

Extra Credit Opportunities (Added to Participation Category)

Extra Credit is given to any student who auditions and shows proof of auditioning to a city, county, college or regionally sponsored (i.e. SCSBOA All-Southern Jr. High) Honor Band OR Participation in an SCSBOA Solo/Ensemble music festival (there is one hosted at VMHS each year). Honor Band is defined as a group designated for a specific age group, time frame, with a performance concluding the honor band commitments. Other opportunities for Extra Credit may be given at the director's discretion when appropriate including attendance of professional or collegiate wind ensemble, band, orchestra, choir, or other classical music ensembles.

Private Lessons

Private Lessons are not required; however, students who study privately in addition to enrollment in a band class will advance more quickly than students who do not study privately and will be more prepared for performance at the high school and collegiate level. Lessons are strongly recommended for all students, regardless of current ability or experience. Even adult professionals take private lessons! Private lessons offer a one-on-one learning environment for your child with a highly qualified teacher specific to their instrument. Personal attention is given to improving technical and musical skills, increasing awareness of proper sound production on the instrument, as well as expressiveness and musicality in performance. Lessons can be arranged weekly, bi-monthly or even monthly, depending on the instructor and your budget. Please contact your director for list private lessons instructors for your child.

District-Owned Instruments and Equipment

MVUSD provides a limited number of school instruments for student use. These instruments tend to be those instruments that are not purchased by families due to their expense (tubas, bassoons, etc) and therefore must be handled with great care. Students failing to take proper care of their school-owned instrument, including the case, may lose the privilege of using said instrument.

General procedures for district-owned instruments:

- Instrument Maintenance Agreement must be filled out and submitted to the office each year. • An annual \$75.00 Maintenance Agreement donation will secure an instrument - if available – on a first-come, first-served basis. Donation will cover normal wear and tear of instrument, not damage due to improper care.
- MVUSD does not provide insurance for individually owned or district-owned instruments. • All instruments will be issued in good playing condition, cleaned and sanitized by a professional. Students are expected to maintain their instruments accordingly.
- Students will be held responsible for damage and maintenance while in possession of the instrument. Any damage and repair costs are incurred by the parents. Costs vary depending on instrument and repairs needed if instrument is damaged.
- Instruments returned during or at end of year must be professionally cleaned and repaired before instrument is checked in. WSMS instruments are **ONLY** serviced by Shamrock Music. Call band office for contact info.
- For returning students, instruments may be re-issued for use over the summer and following year.

Instrument Storage and Identification

All students must put their name on their case with a luggage tag or other appropriate method of labeling their case. Cases without labels will be confiscated and will be returned once it is labeled.

All instruments, both district-owned and individually owned, can be stored in the band room storage area during the school day. Students are to place their instrument case fully on the appropriate labeled shelf for their instrument. If their instrument shelf is full, instruments can be placed on the “overflow” shelf area. Students using rolling cart or dolly must remove the instrument case. Carts must be placed over head on the top overflow shelf.

INSTRUMENTS ARE NOT TO BE LEFT UNATTENDED ANYWHERE! NEVER drop them outside band room door and walk away. Do not leave your instrument in the PE locker room or any other classroom before, during, or after school. Band Room opens 10 minutes before first bell (not zero period) and stays open 10 minutes after last bell. Students must drop off/pick up instruments before and after school. Leaving instrument unattended may result in a loss of up to 5 participation points for that day. **DO NOT leave instruments in Band Room overnight!** After one warning an afterschool detention will be assigned – no exceptions.

Uniform and Concert Dress Guidelines

Concert dress will reflect the seriousness and professionalism of our art and demonstrate students' respect for the work they and their peers have dedicated to that art throughout the semester. Students are responsible for providing their own concert clothes at each performance.

1) Required Warm Springs Concert Dress for Beginning, Cadet and Intermediate concert Bands:

- **Black slacks** or **black skirt** – skirt hem must be at or below knee-level while seated.
- **Blue Band Polo Shirt** for Boys and Girls (Available from Band Boosters)
- **Solid Black dress shoes** and **BLACK SOCKS/TIGHTS**. No white socks. Socks should cover ankles if wear slacks. Flats are preferred over heels. No tennis shoes/sneakers please!

- **Conservative, professional hairstyle.** Hair pulled back and away from face preferably.

2) Concerts and Concert Band Festivals Symphonic Band: =

- “Concert Black” Attire
- **Black suit** w/black dress shirt. ALL BLACK SUIT AND TIE, PLEASE. That includes a coat. Suit rentals are recommend if concerned about growth during the year.
- **All black formal dress or dressy blouse and slacks.** ****DRESS OR SKIRT HEMS MUST BE BELOW THE KNEE WHILE SEATED.* Modest neck line and sleeves preferred. We want to look professional and respectable. Think classic not trendy. If in doubt, err on the conservative side.
- **All black shoes, black socks/tights** (No white socks, no platform shoes, ballet flats preferred) • **Conservative, professional hairstyle.** Hair pulled back and away from face preferably.

Do not wait until the day of the concert to make sure you have these items. If you have a question or concern about the dress code, please call or e-mail the director.

Concerts & Performances

Concert attendance policy for MVUSD Middle School Bands

Attendance at Concerts, Performances, and Extra Rehearsals

Concerts are the goal students are working toward each semester and are our primary opportunity to share our art with our families and community. Attendance at all performances is mandatory for all students.

- Concerts are considered to have three (3) parts: warm-up, performance, and audience membership (listening)
- The concert begins for the student at the warm-up. Punctuality is essential. A concert concludes when the last band is finished performing and the director or parent chaperone has dismissed the band.
- All concerts are a group effort and everyone plays an essential role – ATTENDANCE IS REQUIRED!
 - Family vacations, weddings, etc are not considered excused absences. Please see “Attendance Policy” above.
- All concerts are an extension of the classroom curriculum and will be graded accordingly. • The appropriate dress for all concerts is required (listed above)

Concert Behavior Expectations

Band students will exhibit appropriate and responsible behavior during all performances, during their own performances and as an audience member watching other bands. Students are graded based on their behavior in addition to the performance. Concert etiquette is an *essential* part of a music education. Appropriate conduct in a formal or informal concert setting is part of the National Standards for Music Education.

Students will adhere to the following rules at all performances, concerts, and festivals:

- Talking is not permitted while on stage or in the audience. Talking is disrespectful to the performers on stage as well as to the audience attending to hear you play.
- DO not leave your seat for any reason.
- Food or drink are not allowed on stage.
- Cell phones must be turned off and stowed in a bag or case and should never be on stage during a performance – even if it's in your pocket!
- Move on and off stage in quiet, single file lines. Always sit in your assigned seat and tow. • Support your fellow musicians with appropriate displays of appreciation: APPLAUSE! Yelling, shouting, screaming, whistling, playing your instrument backstage or in the audience, etc are not acceptable in a concert setting.
- Set a good example for audience members and other students. Many people do not know proper concert etiquette!!!

SCSBOA Festival

Symphonic Band and Intermediate Band ONLY.

Attendance at off-campus Concert Band Festivals is mandatory. This year our top groups will proudly participate for the 16th consecutive year in adjudicated (judged by professionals) concert band festivals. These performances are extremely important. The groups will perform for a panel of judges for an overall rating with digitally-recorded, judges' comments. Student absences directly affect the outcome of the performance and thus the rating given to the entire group. Your attendance and participation is fundamental to our success!

Travel Guidelines

The band will travel for various performances and activities via school or commercial (charter) bus. Students are expected to conduct themselves with their best behavior on all trips.

Students must travel to and from school events on the bus unless other instructions are given by the director. Any student wishing to leave with a parent must notify the director in advance and sign the appropriate forms prior to the event. Permission will be granted or denied on a case by case basis.

All students must have the necessary transportation and medical waivers filled out and submitted to the health office up to one month in advance of any trip in order to travel with the band. Please keep medical records and medications up-to-date with the health office. Outdated records may prevent your child from participating in activities that require travel.

As a member of the band, you are representing our band and your school. Always be on your best behavior. If you are not sure if an action is ok or not – don't do it! Your conduct should always be a positive reflection of the band, your school, your home, and most importantly yourself!

Band Room Hours

The Band Room opens 10 minutes before first bell (not zero period) and stays open 10 minutes after last bell. Students must drop off/pick up instruments before and after school. Students will be penalized for leaving instruments in the band room after school/over night (see above section *Instrument Storage*).

Always enter and exit the band room through the main door from the inside of campus across from the 300 building (Science). Please do not enter through the double doors on the parking lot side of the building or the door in the 200 building hallway.

The band room may be open during break and lunch for students to practice at the director's discretion. Access will be restricted if any classroom rules are broken. Absolutely no food, drink, gum are allowed in the band room at any time. Horseplay and excessive socializing will not be tolerated.

Mr. Moe is available for office hours and tutoring by appointment between 3:10-4:30. Appointments can be made between 7:00-7:45am when necessary.

Parent Drop off and Pick up

On regular school days, please plan on dropping students off at the front gate. Students in zero period class may enter from the side door of the band room near the MPR/Performing Arts parking lot.

Please arrange for timely pick up after band events (concerts, field trips, etc) and auxiliary program rehearsals (Indoor Percussion). Additional adult supervision after events and rehearsals is not available. To ensure the safety of your children, parents are encouraged to have a plan for drop-off and pick-up in a timely manner for all band events.

For the safety of all involved, students must go home after the band room closes. Parents, please be aware that the front office closes before the director leaves and before the end of indoor percussion rehearsal. Family transportation or carpooling must be arranged in advance to ensure that students get home safely and in a timely manner. There is no school site or district employees on campus to supervise your child beyond the designated school day or after-school rehearsal times.

Band Parent Volunteers & Warm Springs Band Aids

Our middle school band program relies on a partnership between parents and the director. Parent volunteers are vital to the success of our program! There are numerous opportunities to volunteer throughout the year including:

- Chaperoning concerts
- Chaperoning field trips and festivals
- Concert concessions
- Fundraisers
- Moving equipment
- Uniform fitting (indoor percussion)

Volunteer opportunities will be available via Charms Band calendar and announced via email.

We are also supported by an outstanding booster organization – Warm Springs Band Aids – who help plan, organize, collect, and tabulate fundraisers. This booster club meets once a month on the Warm Springs campus. All meetings are open to the public. Any and all parents/adult family members are welcome and highly encouraged to attend. If you would like to volunteer or get involved with our booster organization, please contact the director for more information and keep an eye out for volunteer sign ups via email.