

Oak Lawn-Hometown School District 123 Oak Lawn, IL Band Handbook



**Beginning Band
Intermediate Band
Concert Band
Jazz Ensemble
Jazz Lab Band**

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Website: <http://d123bands.weebly.com>

Facebook: d123band

Instagram: d123band

Receive band announcements via text or email by texting the codes below to the number 81010.

Beginning Band: @olhtbb

Intermediate Band: @olhtib

Concert Band: @olhtcb

WELCOME!

Welcome to the OLHMS Band Program! You are a part of one of the finest band departments anywhere - not because of the directors or the school, but because of YOU, the members. No organization is better than its individual members. We are a performance-oriented group and strive to be the best we can be in all aspects. At OLHMS, excellence is our goal!

BAND MISSION STATEMENT

The goal of the OLHMS Band Program is to provide a disciplined, nurturing, and safe educational environment in which students can explore the various facets of instrumental music performance. We believe in striving to meet the needs of our diverse learners, while fostering a life-long love of music and learning.

BEFORE SCHOOL BUSING FOR MORNING REHEARSALS

Bus 1

7:05 a.m. District Office
7:10 a.m. Hannum
7:15 a.m. Kolmar
7:20 a.m. McGugan
7:25 a.m. OLHMS

Bus 2

7:00 a.m. 90th Pl. & Ryan Rd.
7:05 a.m. Hometown
7:15 a.m. Brandt
7:20 a.m. Covington
7:25 a.m. 52nd Ave & 94th St.
7:30 a.m. OLHMS

* Students should wait for buses outside of the building at the main office entry.

* Hannum students should wait by Door 2

REHEARSALS

Each member is required to attend all rehearsals and be on time for every band rehearsal unless excused in advance by the directors. Only excuses for illness, absence from school, or those of an emergency status will be accepted. If a student is in school, they are expected to attend morning band. If a parent is driving their band student to rehearsal, please arrive no later than 7:30am to allow for set-up time.

BEGINNING BAND: Tuesday/Friday, 7:30-8:10am

Students should arrive early to allow enough time to set up.

Busing is provided. (See above schedule)

INTERMEDIATE BAND: Tuesday/Thursday, 7:30-8:25am;

Students should arrive early to allow enough time to set up.

Busing is provided. (See above schedule)

CONCERT BAND: Monday/Wednesday/Friday, 7:30-8:25am

Students should arrive early to allow enough time to set up.

Busing is provided. (See above schedule)

JAZZ ENSEMBLE: Wednesday, 3:30-4:30pm
Occasional Friday rehearsals may be added as needed.
4:30pm School Activity Busing provided
Sectional rehearsals are 4:30pm-5:00pm (Students receive a calendar with dates)

JAZZ LAB BAND: Thursday, 3:30-4:30pm
4:30pm School Activity Busing provided
Sectional rehearsals are 4:30pm-5:00pm (Students receive a calendar with dates)

LESSONS

Weekly required small group/sectional lessons are scheduled for all band students. Students are pulled out from one regularly scheduled class per week for band lessons and are therefore responsible for making up any missed class work. Lessons are scheduled on a rotating basis so that the same class will not be missed repeatedly. Students are expected to be well-practiced and ready for each lesson. If a student misses a lesson, it is their responsibility to find out what they missed and the next week's practice assignment.

AUDITIONS

Auditions for membership in the Concert Band will be held each year. Criteria for selection include, but are not limited to, the ability to play the audition sheet with at least 93% accuracy. Instrumentation needs of the band will also be considered.

Jazz Ensemble/Jazz Lab Band is an after school activity open to 6th-8th grade OLHMS band students. Students must be enrolled in either Intermediate Band or Concert Band and must pass an entrance audition.

CONCERTS

Each member is required to attend every band performance, unless excused in advance by the directors. Only excuses for illness, absence from school, or those of an emergency status will be accepted. In the event that you must be excused from a performance, directors must be notified at least **two weeks prior** by email, letter, or phone. For absences of an emergency nature, contact the directors as soon possible.

CONCERT ATTIRE

BEGINNING BAND:

Formal Concert Clothes: No uniform required. Students should plan to wear something nice. (dress, long skirt, dress pants, etc.).

INTERMEDIATE & CONCERT BAND:

Formal Concert Clothes: White collared, button-front shirt; black dress pants (girls: if choosing to wear black skirt, it must be below the knee); low-heeled or no heel black dress shoes; and black dress socks (black tights/nylons if wearing a skirt)

Concert Band: All of the above and a tie (girls-red rosette; boys-long black necktie; both are provided to the students to borrow from the school)

Informal Concert Clothes (Intermediate Band/Concert Band): OLHMS music polo, good jeans, and clean shoes

STUDENT RESPONSIBILITIES

- *Bring your instrument home from school each morning band and lesson day
- *PRACTICE at least 5 days per week and write it on your practice log (use EEi)
- *Be present and on time for all rehearsals, lessons, concerts, and events
- *Actively participate in lessons and rehearsals
- *Check Google Classroom and student email on a regular basis
- *Follow the procedures outlined in this handbook
- *Keep a positive attitude
- *Strive to learn all you can – and more!
- *Do your very best. The band is counting on you!
- *Treat others as you would like to be treated
- *Encourage others to do their very best

PARENT RESPONSIBILITIES

Parents play a crucial role in helping their children succeed in the Band Program. The following guidelines will contribute to your child's success:

- *Contact a director (email, phone, or message) if your child will be absent or late
- *Check band communication for updates (Email, Remind, Band Website, Facebook)
- *Help your child establish a designated time for practice
- *Provide a quiet area for daily practice sessions
- *Listen to your child play and encourage their progress
- *Review and initial your child's practice log each week
- *Make sure your child's instrument and supplies are labeled with their name
- *Contact your child's instructor if you have any questions or concerns
- *See that your child is present and on time for all rehearsals, lessons, concerts, and events
- *Attend all concerts and other performances

DIRECTOR RESPONSIBILITIES

It is important for everyone involved in the band program to know their personal responsibilities as well as to be aware of other's responsibilities, including the directors. Please expect the following of Mrs. Lyons and Mr. Kehl:

- *Establish a safe learning environment
- *Respect the individuals of the band
- *Maintain a high expectation of every student
- *Consider student needs when planning instruction
- *Expect every student to do his or her own personal best
- *Keep accurate student records
- *Communicate clear expectations to parents and students
- *Strive to make every lesson/rehearsal/performance meaningful and effective

REHEARSAL ROOM RULES AND CONDUCT

The District 123 Band Program has maintained a long tradition of excellence that current students are expected to uphold. Band students are expected to behave in a manner that is RESPONSIBLE, RESPECTFUL, AND SAFE at all times.

Rules:

1. Respect the property of others.
No one is permitted to play or tamper with another student's instrument.
2. Be on time. Students are expected to be seated, warming up, and have music ready by 7:35am
3. Warm-up with a serious attitude and an appropriate sound.
4. When the director steps on the podium, 100% attention is required. Talking when the band is at attention is never permitted.
5. Respect all school-owned equipment including, but not limited to: sheet music, books, instruments, and music stands. Treat all music and equipment in the band room properly. Students and parents will be held responsible for any equipment or music that is lost or damaged.
6. Band binders are provided for each 6th-8th grade student by the Band Booster Association. If a binder is lost or damaged beyond use, students must purchase a replacement through a band director.
7. Keep the rehearsal room clean! Each student is responsible for the appearance of the room in his/her particular area.
8. All band members are required to adhere to all school rules.

Lunch/After School Sessions

Regular attendance and punctuality is crucial for the success of the band program. If a student is late or forgets a lesson/misses a rehearsal, he or she must make up for that lost time.

After School sessions may be issued for any of the following:

- *Tardiness to a lesson, rehearsal, or a performance (3 tardies = 1 session)
- *Unexcused absence from a rehearsal or lesson (2 unexcused absences = 1 session)
- *Unexcused absence from a performance will result in a parent/student/conference to determine an individualized plan of action.

If a student receives 2 after school make-up sessions in any one trimester, a parent meeting will be scheduled to construct an individualized plan of action.

The following may result in a phone call home and/or lunch session:

- *Practice log blank, missing, or not signed by parent
- *Instrument left at school on a band lesson/rehearsal day
- *Minor off-task behavior in lessons or rehearsal
- *Missing assignments
- *Minor misconduct or disturbance during a rehearsal, performance, or event
- *Unprepared for lessons/rehearsals (instrument, music, reeds, oil, pencil, etc.)
- *Improper concert attire
- *Any violation of the band or school rules as previously stated
- *Any behavior/action deemed as inappropriate by the directors

***An after school detention may be issued for excessive behavior issues, defiance, or other actions.**

REPORT CARDS

All band students receive a report card each trimester.

Students are evaluated on a regular basis in 5 Knowledge/Skills areas:

- * Tone/Intonation
- * Note Names
- * Technique (Fingerings, Posture)
- * Articulation
- * Rhythm

Conduct/Preparedness areas are also evaluated based upon:

- * Preparedness (Bringing supplies and materials)
- * Attendance
- * Practice
- * Behavior

SECTION SEATING AND SECTION LEADERS

The designation of Section Leader is awarded at various times throughout the year, based upon a playing test score. Students are placed within a section based on individual strengths. Students are NOT seated in a section by order of ability.

MUSIC BOOSTER ASSOCIATION OF SCHOOL DISTRICT #123

All parents (and friends, family, neighbors, teachers, administration, etc.) are strongly encouraged to be members of the Music Booster Association. Your membership donation helps support the D123 Band and OLHMS Chorus Programs of District 123, and you are in no way obligated to commit your time.

Music Booster Association Objectives:

- * To promote music education in the D123 Band and OLHMS Chorus Programs.
- * To assume the responsibility of financing any portion of the D123 Band and OLHMS Chorus program.
- * To cooperate with the Directors, School Administration, and the School Board of Education.
- * To develop jointly within the school, home, and community such united efforts as will secure for every child the highest advantages of music education.

Music Booster Association Membership Forms are available at all concerts or may be obtained from the directors.

INSTRUMENT MAINTENANCE

Students must exercise proper care in order to keep their instrument working properly. Please read the following guidelines:

- Clean your instrument after playing. Dirty instruments wear out very quickly and can be expensive to repair. Your band directors will tell you how to do this properly.
- Always put your instrument in its case when you are not playing it.
- Never try to fix the instrument yourself. Contact a band director if you are having a problem. Home repairs can often turn a simple repair into a major repair.
- Brass instruments need to be greased and oiled regularly to keep all parts moving properly. The directors will show the students how to do this.
- Students that play a reed instrument (clarinet, saxophone, oboe, bassoon) must always have a supply of new reeds. Parents should expect to order new reeds as needed. Students are expected to keep track of their reed supply.

REPAIRS

Should a student's instrument need repair within the school year, you have the following options:

Leave your instrument at school with a director (properly labeled with the student's name and contact information) for our Quinlan & Fabish representative to pick up, repair and return to OLHMS. Quinlan & Fabish will supply a loaner instrument when a parent calls the store ahead of time: 1-800-637-6872

OR

Take the instrument to a local music store for repair. Please be sure to ask how long the repair will take. Most local stores do NOT supply loaner instruments

The directors can do some simple repairs. If possible, try to contact one of the directors before taking the instrument to a repair shop. Please do not try to do any repairs yourself.

AGREEMENT

Band Students and Parents/Guardians, please follow these steps:

- * Go to the band website: **d123bands.weebly.com**
- * Click on the link to view the D123 Handbook
- * After reading the Handbook carefully, please sign the form below
- * Return this form to Mrs. Lyons/Mr. Kehl at the next morning rehearsal/lesson.

“I have read and understand the Oak Lawn-Hometown School District 123 Band Handbook. I agree to and will fulfill my personal responsibilities as outlined in this handbook.”

(Student Signature)

(Parent Signature)

(Printed NEATLY Student Name)

(Band: Concert or Intermediate)

(Date)