

# DISCOVERY MIDDLE SCHOOL

## Band Handbook



### Jenney Merritt – Band Director

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Kim Stewart - Principal

Kate Wade - Assistant Principal

Kurt Yancey - Assistant Principal

Gerald Franks - Assistant Principal

### Keep up to date:

ALWAYS check our DMS Band website and CHARMS first!

One of these two things will probably answer your question!

[www.dmsbands.org](http://www.dmsbands.org)

We also send *weekly* newsletters to parents *every* Sunday!

Please email any questions to [info@dmsbands.org](mailto:info@dmsbands.org)

### Google Classroom Codes:

**Jazz Band** - 4najsp

**Symphonic Band** - f742bo

**Concert Band** - nsd8jzs

**Cadet Band** - fr1nfn1

[WHAT IS GOOGLE CLASSROOM? Click Here.](#)



### *DMS Band Mission Statement*

The mission of the Discovery Middle School Band is to provide an atmosphere in which students learn to succeed at playing musical instruments as individuals and as a group. The main emphasis of the band program is on musicianship, pride of accomplishment, tradition, spirit, loyalty, and especially citizenship. It is the pride of a job well done and the accomplishments achieved that make the sacrifice worthwhile. The band program is dedicated to presenting students with music for the sole purpose of enriching the students' total education. The band program seeks to prepare students for success in all music performances, Solo & Ensemble Festival, and in the Bob Jones High School Band.

The band serves to support Discovery Middle School and the Madison community by providing entertainment at home football games, occasional assemblies, community events, pep rallies as well as concerts in the winter and spring.

A successful tradition starts with an attitude of success. As parents, band members and band director, all of our efforts need to be directed toward creating a positive experience for the young men and women in our band program. A positive experience must start with an understanding of the expectations for those who participate in the band. The following information explains these expectations.

### General Information

#### **Band Rules**

1. Be on time
2. Be prepared
3. Be polite
4. Be respectful of property (yours and others')
5. Do as you're asked, the first time you're asked
6. No GUM, food or drink in the band room

## Classes

- **Beginning Band (Cadet Band):** The beginning band is made up of students with **no experience** playing a band instrument. The group will perform at at least two pre-scheduled events: Winter and Spring concerts. Students will use the Tradition of Excellence (red) method book (level 1) for their appropriate instrument, as well as appropriate handouts provided throughout the year.
- **Concert (Intermediate) Band:** The Concert Band is made up of intermediate level band students with at least one year experience. This band will perform at all 8<sup>th</sup> grade home football games, a Halloween themed concert, a winter concert, a spring concert and the annual Music Performance Assessment. Members of this band will also have the option to go on an overnight band trip each year. Students will use the Tradition of Excellence (blue) method book (level 2) for their appropriate instrument, as well as appropriate handouts provided throughout the year.
- **Symphonic (Advanced) Band:** The Symphonic Band is made up of advanced level band students with up to 2 or more years experience (at least one year experience required). This band will perform at all 8<sup>th</sup> grade football games the Veteran's Day Program, the winter concert, spring concert, and the Music Performance Assessment. Members of this band will also have the option to go on an overnight band trip each year. Students will use the Tradition of Excellence (green) book (level 3) for their appropriate instrument, as well as appropriate handouts provided throughout the year.
- **Jazz Band (Advanced):** The Jazz Band is made of students from Concert and Symphonic Bands. This class prepares and performs advanced level literature exploring the different jazz styles including but not limited to: jazz-rock, swing, latin, ballads, etc. This is the only band class to include guitar, bass guitar and drum set. *A student must be a member of Concert Band or Symphonic Band in addition to his/her enrollment in this class.* We practice and perform out of the provided book set: Standard of Excellence Jazz Methods as well as provided jazz literature.

**Rewards for Appropriate Behavior**

1. Praise, trust and sometimes candy!
2. Positive note or phone call to parent
3. Success! Teamwork! Fantastic music and experiences!

**Consequences for Negative Behavior**

1. First offense: Warning and Student/Teacher conference
    - a. Student can be asked to pack up instrument materials and fill out a "rehearsal detective" worksheet to receive daily grade allotted for the day if his/her behaviors inhibit the learning of others.
  2. Second offense: Parent/Teacher contact, such as a phone call, email and/or letter
  3. Third offense: Office referral
- Fighting, inappropriate behaviors and severe disruptions result in *immediate* removal from the class into the office.

**Attendance Policies**

- In-School Suspension (ISS) / Out of School Suspension (OSS): Students that receive a suspension from school or repeated in-school suspensions *lose of going on the spring band trip* at the discretion of the band director and school administration. A parent conference will be called in this instance.

**Rehearsal and Concert Attendance:** Students in Concert Band and Symphonic Band are **required** to attend all after-school rehearsals, concerts, and home football games in their entirety. Since this is a performance based class, some after school commitments are required. Students in Cadet Band are required to attend any scheduled after school rehearsals and concerts in their entirety. Any unattended concerts, football games, or after-school rehearsals *without an approved (by Mrs. Merritt or Ms. Parker) and written excuse* will result in a **grade of zero**. Students who miss concerts or football games with an excuse will need to make the grade up as a playing or written assignment due within 3 days of missed event unless otherwise specified. Students will need to see Mrs. Merritt for this assignment. All excuses must follow the Madison City Schools policy for an acceptable excuse. **Requests for excused absences must be submitted at least *one week in advance* of the event.**

**Instrument Policy:**

1. All students need to have an instrument to play in band class, either provided by the family (rent or purchase) or rented from DMS Bands. Only select instruments are available for rent from DMS bands.
2. This instrument must be brought to school each day and stored in the band room. We recommend students provide LOCKS for the band lockers.
3. At the end of the school day, every instrument should be taken home.
4. If a child is checked out, they must come get their instrument before leaving.
5. Students who do not bring their instrument without a note explaining why it's not there will receive a "zero" for participation that day.

**Reeds**

Reeds are provided at the school as an "emergency" only, and students are charged for the reeds to reimburse the band. **Clarinet reeds are \$4, Alto Sax are \$5, Bass Clar/Ten Sax are \$6, and Bari Sax/Contra Clar are \$10. Oboe and Bassoon reeds are \$20 each.** If your child doesn't have any money, they may opt to 'charge and I.O.U.' to his/her Charms account. All fees due from reed changes must be cleared at the end of each semester. Students must fill out a RED TICKET located under the turn in box. Once they fill out the ticket and place it in the mailbox, the treasurer will add this fee to Charms accounts. Parents should pay this fee whenever possible.

**Acceptable reed brands:** Clarinet/Saxophone: Vandoren (preferred), Rico Royal (Second Choice), Rico, Mitchell Lurie, D'Addario, Legere (plastic - for marching band or previously arranged with Mrs. Merritt, not for daily use). See Mrs. Merritt or a private teacher for bassoon or oboe reeds.

**Parent Responsibilities**

In many cases, the parents can be the key to their child's success in the band program! One of your primary responsibilities is to provide a time and place for your child to practice at home. In most cases, children will not practice unless they are encouraged to do so. A few encouraging words to your child about their progress will go a long way!

**Productive individual practice for the students is essential to a band's success as a group!**

- You are responsible to provide or arrange transportation for your child to and from after-school rehearsals and performances. Please pick up as close to 5:00pm as possible! Email [info@dmsbands.org](mailto:info@dmsbands.org) if you can't find a ride.
- You are responsible to maintain a calendar and notify the director of potential conflicts **no later than 3 days before the event.**
- You are responsible to make sure that your child takes care of his or her instrument and that all repairs and supplies are provided for (reeds, valve oil, slide cream, etc.).

**Rehearsal and Performance Procedures****Performance Attire:**

- **Football Band (Concert and Symphonic Band)** members are to wear the Band Polo, Jeans (school appropriate shorts or pants), and tennis shoes (closed toe shoes) for all football games and pep rallies.
- **The Cadet Band** members will wear black and white for their concerts in the winter and spring. Students will wear a white dressy shirt and black pants. Girls can wear a skirt if it comes down past the knees. Girls should wear tights if the dress doesn't cover all the leg and ankle. Boys and girls should wear black dress shoes.
  - students have the option of purchasing a spirit polo, but this will *not* be part of our concert uniform.
- **Concert Band and Symphonic Band** uniform order forms will be handed out the first few weeks of school with details of uniforms. Concert uniforms are purchased by the student. Students are encouraged to use uniform pieces from previous years. There will be a Used Uniform Sale hosted by the DMS Band Parents before uniform order forms will be due. Hopefully, parents and students can find used uniform parts there as well.
- **Students may not be allowed to participate in the scheduled activity unless the proper uniform is worn, depending on the type of performance. Points will be deducted from the student's grade.**

## Procedure for picking up students from performances and competitions:

After-school Rehearsals:

**All DMS Band after-school rehearsals are from 3:30-5:00 p.m unless notified otherwise.**

Please see [www.dmsbands.org](http://www.dmsbands.org) calendar or the CHARMS calendar for dates. The attendance policy will be enforced in the event a student misses an after-school rehearsal.

Repeatedly late pick ups with result in a parent/student/teacher conference with Mrs. Merritt and/or Ms. Parker. We will work out some kind of solution if possible! Please notify Mrs. Merritt or Ms.Parker via email if you will not be able to be on time for pick up.

Parents may pick-up a student at the conclusion of any band activity.

If the school provides transportation to an event, **all students must ride to the activity on the bus.**

Please use the following procedure if a student will be picked up by a parent or guardian *instead* of riding the provided bus transportation back to school:

- The band director must receive a *written* note.
- The note must include the *date* of the activity and the person to whom the student is to be released.
- The individual who is to pick up the student must make direct contact with the band director at the conclusion of the activity. They cannot sign their child out with anyone BUT the Band Director or assigned sign out stations.
- No student will be left unsupervised for any reason.
- When the band is completely loaded on the buses, the buses will leave. If a student has not been picked up by that time, they will ride back to school on the bus.
- All students must be picked up from any Band-related event within or before 20 minutes of the event's conclusion.

### **Grading Procedure**

Band Grades are divided up into a grade for participation and performance. The grades are calculated in the following manner:

60% **Participation:** Having class materials (binder, book, instrument in working order), *actively* participating in class activities, no cell phones in class unless instructed, etc. Completing daily standards-based assignments

40% **Performance:** Performances/concerts, football games, playing tests (Google Classroom), written tests

Anytime a student does not bring supplies to class, etc, he or she *must* fill out a "Rehearsal Detective" written assignment to earn that day's daily point value. These are provided at the front of the classroom. This worksheet must be completed accurately and completely. All work must meet Discovery's "turn in expectation" (TIE) policies.

All students must be able to turn in assignments to Google Classroom. *There is a class iPad and laptop available.* See Mrs. Merritt's or Ms. Parker's office hours for morning or afternoon band room time.

Students are solely responsible for turning in work.

**Make-up Work:** Any work missed must be made up within three days of a student's return. It is the student's responsibility to find out about any work missed or topics covered when absent. A student's grade will be put into the gradebook as a zero (or NTN - "Not turned in") until the work is made up.

This is a *performance-based music class* that your student has signed up for and we need each and every student at the performances. These performances are essential to the process. Your support is also essential! Can't wait to see you there!

**INDIVIDUAL PRACTICE AND PERSONAL RESPONSIBILITY ARE THE KEYS TO SUCCESS IN BAND CLASS!**

**Monetary Procedures - See Separate Chart for FEES**

- **Money Box:** All checks must be made out to “DMS Band” and have 2 PHONE NUMBERS, DRIVER’S LICENSE NUMBER and STUDENT NAME on them.
- **Fundraising/Volunteering:** In order to keep our band program running we ask that each family do their part when it comes to fundraising. Each year, some families would rather pay a certain amount in place of their child’s participation in the fundraiser. We accept this graciously. Additionally, we ask that every family actively participate in at least 2 activities each semester: through chaperoning, sales, collection, distribution, set-up, clean-up, etc. Hyperlinks to sign up geniuses for events will be in the band calendar on the website and linked in the weekly emails.
  - Parent volunteers must have background check through school website.

**Lost Music:** Throughout the course of the year, several pieces of music will be passed out to the students. Students are responsible for this music. *Students will need to pay \$.25 per page of music lost.* All music must be kept in the student’s band binder. Cubbies are provided for folder storage during the day so that students have a place for their band folder. Hole punches are available for students to punch their music to prevent its loss.

**Instrument maintenance Fee:** Larger school-owned instruments can be rented through the Band Parents Association for \$60 a semester.

- Students will not be issued one of these instruments without a signed instrument maintenance contract and their rental payment.
- *All school-owned instruments will be issued in good playing condition. Any additional repairs that must be done to the instruments beyond normal wear and tear will be the responsibility of the parents.* For example, if the student drops the horn and creates a dent, the student’s family should pay for these repairs.
- Parents will be responsible for instruments not returned in the condition they were received.
- Percussionists need to pay this rental fee as well to account for maintenance and supplies needed throughout the year.

**Private Lessons:** All band students are very *STRONGLY* encouraged to take private lessons! Students in Advanced Symphonic Band are required to take some form of private lessons. There are many fine details of playing an instrument that a student will learn only through the individual attention they receive during private lessons. Professional private teachers currently charge somewhere around \$80-110/month for weekly 30-minute lessons. Some charge by the lesson, which may be anywhere from \$15-25 per lesson. These prices vary a lot, so please do some research. See the “TUTORS” tab on the DMS Bands website for suggestions!

**Statewide Honor Bands:** There are great honor band opportunities available throughout the year! These entail additional cost to the parent for transportation, lodging and meals over a 2-3 day trip. All Honor Bands are optional. Information will be distributed as it is available, but **students should research online and keep up with application dates, etc.** This is usually for students with one or more years of experience. Some universities with Honor Bands include the following: UAH, The University of Alabama, Auburn University, UNA, JSU, Troy, Montevallo, UAB, etc.

**Merritt/Parker Office Hours:**

**Morning:** Mrs. Merritt or Ms. Parker is in the band room each morning by 7:30. Every day, students have the option of being in the DMS band room in the mornings for “open band room” practice time. “If you ain’t playin, you ain’t stayin!” Students are welcome and encouraged to use this time to perform playing tests, use the class iPad and/or laptop for homework assignments and practice their instrument.

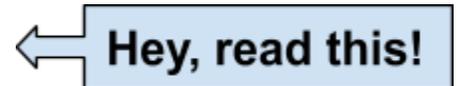
**Afternoon:** Afternoon appointments must be made with Mrs. Merritt or Ms. Parker at least a day in advance. Please consult Mrs. Merritt or Ms. Parker for this. Usually, times on Tuesdays through Thursdays right after school work best.

# CHARMS

- We use the **Charms Office Assistant Software program** to enable the DMS Band Program to get information to you in a timely manner via the web versus sending home lots of paperwork. **You can access information regarding the DMS Band via the Charms website: the calendar, your child's financial status, homework, and various handouts throughout the year. Your child will receive a login and password which you may change as soon as you login—this gives you a secure method of accessing this information from home and work.** The access info is as follows:
- Go to [www.charmsoffice.com](http://www.charmsoffice.com), then type in 'discoveryband' in the parent/student login box. You can access the public calendar, notes and handouts already. Sensitive financial info is password-protected and you'll be able to view via your child's password/ID number. The Charms calendar can also be synced to your smartphone device.
- Additionally, you can see info on the Band's website: [www.dmsbands.org](http://www.dmsbands.org)

## Important Contact Information

- email [info@dmsbands.org](mailto:info@dmsbands.org) with questions - this email goes to Mrs. Merritt, Ms. Parker & our Band Booster team.
- email [jmerritt@madisoncity.k12.al.us](mailto:jmerritt@madisoncity.k12.al.us) or [emilyaparker@madisoncity.k12.al.us](mailto:emilyaparker@madisoncity.k12.al.us) directly for sensitive issues
- [drumline@dmsbands.org](mailto:drumline@dmsbands.org) for Percussion Ensemble/Indoor Drumline questions
- [guard@dmsbands.org](mailto:guard@dmsbands.org) for Color Guard/Winter Guard questions
- [treasurer@dmsbands.org](mailto:treasurer@dmsbands.org) for financial questions
- [hospitality@dmsbands.org](mailto:hospitality@dmsbands.org) for help with events
- [chaperones@dmsbands.org](mailto:chaperones@dmsbands.org) for volunteer questions
- [uniforms@dmsbands.org](mailto:uniforms@dmsbands.org) for uniform questions
- [fundraising@dmsbands.org](mailto:fundraising@dmsbands.org) for fundraising questions
- [calendar@dmsbands.org](mailto:calendar@dmsbands.org) for calendar questions or edits
- [inventory@dmsbands.org](mailto:inventory@dmsbands.org) for questions on instrument rental and band inventory



Contact the appropriate DMS Band Booster Board members for each situation. If you don't know who to ask, email [info@dmsband.org](mailto:info@dmsband.org) and we will point you in the right direction.



[www.dmsbands.org](http://www.dmsbands.org)

## BAND FEES:

	<b>CLASS FEE</b>	<b><i>Instrument Rental Fee*</i></b>	<b><i>Textbook</i></b>	<b>UNIFORM</b>
<b>CADET BAND</b>	\$50/Semester	\$60/Semester*	\$12	<b>No Fee - Provide your own</b>
<b>CONCERT BAND</b>	\$50/Semester	\$60/Semester*	\$12	\$22 Polo Uniform Order**
<b>SYMPHONIC BAND</b>	\$50/Semester	\$60/Semester*	\$12	\$22 Polo Uniform Order**
<b>JAZZ BAND</b>	\$15	\$60/Semester*	--	Students should already own a polo from Concert or Symphonic Band

Students can purchase a USED textbook from DMS Bands (first come, first serve) for \$5 instead. Please make this request to Mrs. Merritt or Ms. Parker. SOME students will not need to pay DMS Bands this fee because they have already acquired a book.

**\**Only students who rent a DMS school-owned instrument need to pay the instrument rental fee. All other students either own an instrument already or will pay a local music store the rental fee.***

**\*\*Each student will order their concert uniforms and pay for whatever he/she needs →**

**\*\*Sample Uniform Order Form:**

MALE:

- Black Tux Pants - \$25
- White Tux Shirt - \$14
- Black Vest - \$24\*
- Black Bowtie - \$5\*

FEMALE:

- Black Dress - \$65

Students are highly encouraged to use uniform pieces from previous years if already acquired.

Also, students are encouraged to buy used band uniforms from graduating 8th graders at the "DMS Used Uniform Sale" (Date of Used Uniform Sale TBA)

**\*Vest and bowtie provided by DMS. A student may purchase his own if he wants to display medals on a vest or if a bowtie gets lost, etc.**

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DIGITAL SIGNATURE:

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**By clicking “*Turn In*” on Google Classroom you are agreeing to all of the following:**

**HANDBOOK:** I have read the Band Student Handbook (2018-19 edition) (Online) and agree to abide by all of the expectations outlined. If I have any questions, I will email Mrs. Merritt and/or Ms. Parker.

**MEDIA RELEASE:** I give consent for photos and video to be taken for band specific use. If I have an issue with this, I will email [info@dmsbands.org](mailto:info@dmsbands.org) and notify the directors that I will abide by the handbook policies *but would not like my student’s photos and/or videos to be shared.*

**PAYMENT AGREEMENT:** I have read the 2018-19 Payment Schedule/Agreement form and understand the expectations set forth in the “Band Fees” section. I also understand that fundraising can help cover the costs of my fees, I just need to contact [info@dmsbands.org](mailto:info@dmsbands.org).

You may print this page and sign below if you would like, but the “turn in” of this assignment on google classroom represents a digital signature that you agree to abide by all policies in this handbook.

### Instrument Purchase Guide - Updated 2018

	<b>Beginner/Student Model</b>	<b>Mouth-piece</b>	<b>Intermediate/ Step Up</b>	<b>Mouth-piece</b>	<b>Professional Model</b>	<b>Other (Accessories, etc)</b>
<b>Flute</b>	FYL-221 (Yamaha); Armstrong 103 Gemeinhardt 3 Yamaha YFL-262 Artley 15-0 Emerson EF-6	-	YFL-362H (Yamaha)	-	Azumi Amadeus (Haynes) Sonare 501	Once students move from a beginner level instrument, flutes should have open holes.  Make sure to have a good cleaning rod and cloth.
<b>Clarinet</b>	YCL-255 (Yamaha); Vito or LeBlanc	Vandoren M13 or M13 lyre; Premier (Hite)	YCL-450 (Yamaha) Prodige (Buffet Crampon) E11 (Buffet)	Vandoren M13 or M13 lyre; Vandoren Black Diamond; Bakun	R13 or R13 Prestige (Buffet - highest recommendation); Festival (Buffet); Bakun Protoge; Selmer pro-line clarinets	<b>TIP:</b> Invest in a decent plastic clarinet from the beginning and then use this clarinet later on for outdoor activities (marching band). Your step-up or pro-model instrument should <b>ALWAYS</b> be wooden. TRY many different instruments when upgrading! Everyone's preferences are different.
<b>Bass Clarinet</b>	Rent from school		Yamaha Vito LeBlanc			Reed Case - ProTec
<b>Alto Saxophone</b>	Yamaha (YAS-23) Vito	C*	YAS-52, YAS-480 (Yamaha)		Selmer Yamaha	Reed Case - ProTec
<b>Tenor Saxophone</b>	Yamaha (YTS-26)	C*	YTS-475		Yamaha Professional	Reed Case - ProTec
<b>Baritone Saxophone</b>	Rent from school		Yamaha			Reed Case - ProTec
<b>French Horn</b>	Conn (6D or 8D)	Schilke 30	Yamaha 668 Conn 8D	Schilke 30		
<b>Trumpet</b>	King Bach Yamaha Eastman	Bach 7C or 5C	Getzen			
<b>Trombone</b>	Conn Bach Yamaha Holton	Bach 6 1/2 AL	YSL-448G (Yamaha)			You will want to get a trombone with an F attachment eventually, so many suggest to <i>go ahead and make this</i>

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						<i>investment</i> from the beginning so they are set to go!
<b>Euphonium</b>	Rent from school	Bach 6 1/2 AL	Yamaha 201 or 321		Besson Yamaha	<b>TIP:</b> Get metal valve guides put in if purchased
<b>Tuba</b>	Rent from school	Bach 24 AW	King 2341			Students usually purchase their own mouthpieces.
<b>Percussion</b>	<p><u>Beginner Percussion kit brands:</u> Pearl, Vic Firth, Ludwig, Innovative Percussion, Mapex</p> <p><u>Requirements:</u> Bells/Xylophone, Practice Pad, Mallets &amp; Drum Sticks (kits could include a drum, but don't have to)</p>		<p><b><u>STICK BAG:</u></b> Purchase a <b>stick bag</b> to carry that contains the following: Suggested Pack already put together: <i>Vic Firth Education Pack 2</i></p> <p><b>Concert Snare Sticks:</b> Suggested - SD1 <b>Yarn Mallets:</b> Medium: Suggested - M3 <b>Bell/Xylophone hard mallets:</b> Suggested - M6</p>			Be sure to put your name on your stick bag. It is also suggested to put your initials or some sort of indicator on each of your sticks. They will get mixed up if you aren't careful!

**WHERE should I try to get it?**

(In no particular order - check out these local music stores!)

**Madison Band Supply**

**Address:** 1604 Hughes Rd, Madison, AL 35758

**Phone:** (256) 325-2263

**<http://www.madisonbandsupply.com/>**

**Gadsden Music Company**

**Address:** 4800 Whitesburg Dr, Huntsville, AL 35802

**Phone:** (256) 880-6344

**<https://www.gadsdenmusic.com/>**

**Hallmans Music**

**Address:** 1920 Sparkman Dr NW # 2, Huntsville, AL 35816

**Phone:** (256) 830-2303

**<http://hallmansmusicstore.com/>**

**Southeastern Musical Services (Repairs, mainly)**

**Address:** 3308 9th Ave SW, Huntsville, AL 35805

**Phone:** (256) 539-5906

**<http://semusical.com/>**

