



Saint Mark Lutheran School

BAND HANDBOOK

2022-2023



Band Director: Alyssa Hutchens
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Hello Saint Mark Families,

Welcome to the 2022-2023 band season! My name is Alyssa Hutchens and I am the music teacher and band director at Saint Mark Lutheran School. This is my second year at Saint Mark and fifth year of teaching music. I have participated in band from middle school to college performing in various ensembles such as, orchestra, wind ensemble, marching band, and woodwind quintet. My primary instrument is clarinet with a secondary in trumpet. This band season is particularly special as our band has doubled in size!

Mission Statement:

Our mission is to ensure that every student learns in a positive creative learning environment. In this environment, we encourage students to progress and grow not only as musicians, but as productive students. Students are to work together as a team; we aim to inspire our fellow peers/ up and coming musicians. As a team, our program aims to learn how to overcome obstacles, listen to one another, and performance anxiety. We teach our students to celebrate each other and that which brings us is music! We work to instill hard work ethic, honesty, trustworthiness, and dedication through each rehearsal and performance. We give our best efforts each year to fully include each student in all middle school and upper elementary band activities.

To ensure that we have the best possible chance at a successful year, I have compiled a band handbook containing details of different aspects of our program and its operations.

If you have any questions, do not hesitate to contact me via email or phone call:

Email: ahutchens@smls-hawaii.org

Office Phone: 808-247-5589

I am excited and ready to work with you all to have a successful year!

Thank you,

Alyssa Hutchens

CLASS LOCATION

All band classes will be held in the morning inside the chapel. Students will be spaced three feet apart, facing the same direction, with appropriate face and instrument coverings (adjusted to protocols during the year). To maximize ventilation, the doors in the chapel will be open.

BAND SCHEDULE

*Every Monday, Tuesday, Thursday, and Friday

- 7:30-8:00am Advanced Band
- 8:10-8:50am Beginning Band

FEES

There is a \$250.00 annual fee for each student enrolled in the band program. Band fees are to be made payable to St. Mark Lutheran School and submitted to the school secretary. Fees go towards music, instrument maintenance, etc.

PREVIOUS EXPERIENCE

There is no previous experience required to be a part of the band. Do not feel discouraged if you were not able to be a part of band in elementary school... you CAN still participate in middle school! All that we ask is that you come eager to learn ☺

SELECTING AN INSTRUMENT

Students previously enrolled typically continue to play the instrument they have chosen. Beginning Band may need help selecting an instrument. During the first week of Beginning Band, students will be shown the instruments which they may choose to play. The band director may recommend a specific instrument to a student who is undecided. The band director may encourage students to consider playing an instrument that is needed to balance the instrumentation of the ensemble.

OBTAINING INSTRUMENTS, EQUIPMENT AND SUPPLIES

Most students enrolled in the band program will need to rent or purchase an instrument since the school has only a few of the larger instruments (tenor saxophone, baritone saxophone, bass clarinet, trombone, euphonium, tuba, and percussion kits) are available for student use. Students enrolled in Beginning Band should consider renting an instrument at first, so that if they want to switch it can be easily done. Students who would like to play percussion instruments (drums and xylophones) or use a school instrument should check with the band director to see if there are instruments available.

Band instruments and supplies may be rented or purchased from:

Music Center of Hawaii 2347 S Beretania St #200, Honolulu, HI

Maintenance and supplies can be purchased from:

Woodwind Brasswind	wwbw.com
Amazon	amazon.com

When purchasing a band instrument, select a new or used student model instrument that is in good playing condition. We recommend that instruments be purchased or rented from a store that specializes in the sale and repair of quality band instruments. Instruments may be purchased from a private owner; however it is recommended that prior to the purchase, the instrument should be inspected by an instrumental repair technician to ensure that the instrument is in good playing condition.

SSCHOOL INSTRUMENT RENTAL

Our school can provide older models of student level instruments.

An instrument rental form will be passed out to the students on the first day of school.

It is the responsibility of the student and guardian to check over the instrument at the time the instrument has been given and understand that the instrument must be returned in that same condition.

MUSIC

Beginning Band Students will use the *Essential Elements 2000 Band Method, book 1*

Advanced Band will use the *Essential Technique* book. Students in both ensembles will receive folders, sheet music, and handouts. All music is provided by the school.

INSTRUMENT CARE AND MAINTENANCE

All instruments should have a sturdy case with an identification tag. The instrument should be stored in the case when it is not in use. Excessive force should not be used when assembling, disassembling, or playing the instrument. If there is a problem with an instrument let the band director take care of it. The instrument should not be stored in a hot car. Classmates and siblings should not attempt to play the instrument in case they drop it or damage it.

The band director will address maintenance and instrument care during band class. The band director will also, check cases and pack up procedures to make sure every student is maintaining and cleaning their instruments properly.

REPAIRING INSTRUMENTS

When an instrument needs repair, no matter how big or small, it should be taken to the band director. If the band director is unable to repair the instrument, the band director will recommend places where the instrument can be repaired.

STORAGE OF INSTRUMENTS AT SCHOOL

Instruments are to be kept in the designated area of the student's homeroom, during the school day. Instruments are not to be stored in the walkways or left at school overnight.

PRACTICE

It is very important that students practice at home, outside of the classroom. Individual practice will regulate proper embouchure, playing skills, hand eye coordination, muscle memory, and music reading and listening skills. Practice logs will be turned in weekly as a part of the classroom grade. Students are to practice four times a week in twenty-minute sessions. It is good for musicians to have off days to regulate muscle memory. It is highly encouraged to practice every other day (four days a week). Practice logs will be turned in every Monday with a guardian's signature. Turning in practice logs late will result in a letter grade deduction; for everyday the card is late, it will drop a grade level.

CLASSROOM RULES & PROCEDURES

- Maintain a positive attitude and participate in class activities.
 - Understand practice is required and essential to your success.
 - Show respect for all instruments, people & materials in the classroom.
 - Interruptions are not tolerated. Be respectful of others & raise your hand.
 - Come to class on time, ready to learn & with all your necessary materials.
 - Students are to sit in their assigned seat, gather all their belongings, and assemble their set up.
 - During class be respectful when others are talking. This includes the teacher, as well as other classmates.
 - Take care of your instrument and music.
 - Food and drink is not allowed in the band space (water is welcome)
 - When class is over, disassemble instruments and music stand and clean the area around you.
 - Keep your instrument in its case (fully closed) when not in use.
 - If you move or uncover equipment, replace it when you are done.
 - We want to keep our percussion instruments in the finest conditions possible, please do not touch the percussion equipment if you are not a percussionist.
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GRADING POLICY

ATTENDANCE(15 pts)

Students can receive up to twenty five points for each day. In order for students to obtain all points students are to be present and prepared for class.

Students will lose one point if:

- They come to class without their music
- Students will receive half credit if they come to class without their instrument

PARTICIPATION (35pts)

What does participation include?

- Being in your seat when class begins
- Being ready to begin when the director takes the podium

How can I participate?

- By being actively engaged in all classroom activities: playing exercises, rhythm exercises, question/answer, call & response)

Students will lose half credit if:

- They are disruptive to the learning environment

Students will receive zero points if:

- They refuse to participate and play their instrument during class

PROGRESS & EFFORT

Students progress will be graded based on two categories: playing tests and practice logs.

1) PLAYING TESTS (25pts)

There will be various playing tests throughout each month. Each playing test is graded upon a five point system. In total students have the opportunity to earn 25 points.

How can I receive all twenty five points on a playing exam?

- 5 pts Student performs correct rhythms
- 5 pts student performs correct notes
- 5 pts student performs correct articulations (short, long, etc.)
- 5 pts student performs correct dynamics (louds and softs)
- 5 pts Put forth effort, showing improvement between each playing test

Students will lose points on their playing test for the following reasons:

- Student comes unprepared for the test
- Student demonstrates little knowledge of the rhythms and notes
- Student demonstrates little knowledge of how to play notes
- Student does not show signs of improvement from the previous playing test

MAKE UP PLAYING TEST

Excused absence? (we will find a time to make it up)

If a student is unhappy with the results of a playing test, they may retake the test. Students are able to retake the test and gain back half of their missed points. For instance, if a student receives a 10/25 on their first playing test, but shows progress on their retake- they can gain an extra 10 points on to the grade.

2) PRACTICE LOG (25 pts)

Students will be provided a practice log sheet every week. Students are expected to practice four times a week in twenty minute segments. Parents will need to sign the practice log approving that their child is practicing- as they track to be true.

*Students will lose 6.25 points for every hour they do not practice. (4 practice sessions, 6.25 points per practice session = 25 points)

BAND HANDBOOK AGREEMENT

Parent Agreement:

“I, _____ have read and acknowledged all terms and procedures as described in Saint Mark Lutheran School Band Handbook for the Year 2021-2022. I realize that band is a commitment and that I will need to encourage my child and be active in their enrollment and adhere to the rules in the band handbook.”

Signature _____ Date _____

Student Agreement:

“I, _____, have read and acknowledged all terms and procedures as described in the Saint Mark Lutheran School Band Handbook for the Year 2022-2023. I realize that I must be committed to following the policies and rules or I may be taken out of band.”

Signature _____ Date _____