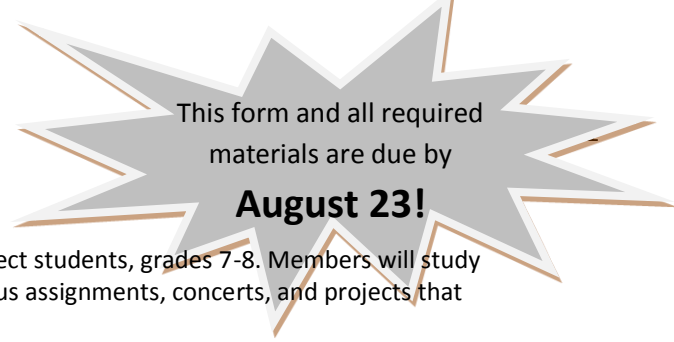


# Middle School Band Handbook



**Instructor:** Mr. David Schatz

**Course Description:** The Salem Middle School Band is composed of select students, grades 7-8. Members will study and perform intermediate band literature and be responsible for various assignments, concerts, and projects that will include time spent outside of normal school hours.

**Required Materials:**

- An Instrument
- One 3-ring binder
- Pencil with Eraser
- 7<sup>th</sup> Graders: Red TOE Book & Blue TOE Book (\$10 Each and Percussion \$12)
- 8<sup>th</sup> Graders: Blue TOE Book (\$10 Each and Percussion \$12)
  - (Checks need to be made out to Salem R80 Schools)

**Required Formal Concert Attire:** For concerts, students are required to dress up.

- Men: Dress slacks, dress shoes, tie, dress socks, and belt
  - No tennis shoes, jeans, or un-formal attire
- Women: Dress, or nice formal attire, nice shoes
  - No flip flops, tank tops, goes past the knees, shorts, tennis shoes, jeans

**Required Procedures:**

1. See Classroom Standards for more detailed information:
2. Practice and study music with dedication.
3. Students will be responsible for their assigned band music and instruments.
4. If students check out an instrument with the school, they must fill out an instrument rental form.
5. Students are expected to attend and perform in all scheduled band concerts and activities.

**Grading Policy:** Students will be graded mostly on attendance of rehearsals, performances, and performance quizzes. Performance quiz opportunities will happen multiple times a week. Students are encouraged to pass off their tests of both books the red book #1 and blue book #2 along with scales and other musical excerpts before going into High School Band.

**Attendance:** A successful band demands teamwork among its members. **A positive attitude, daily attendance, and respect for self and others is crucial!**

**Concerts & Activity Dates:** Calendar is below: dates also appear on the Activity calendar at <http://www.salem.k12.mo.us/schedule.html>

Date	Time	Event	Location
Friday, September 2	6:30pm	Future Band Member Football Game	HS Football Stadium
Saturday, December 10	4:00pm	Winter Concert	HS Gym
TBA	TBA	St. Patrick's Day Parade	Rolla, MO
TBA	TBA	Middle School Band Festival	TBA
Friday, May 5	7:00pm	Spring Concert	HS Gym

- Visit our website: <http://www.salem.k12.mo/band.html>
- Find us on Facebook at <http://www.facebook.com/salemmarchingblue>
- Get band updates by following us on Instagram & Twitter: @salem\_bands

**Questions or Concerns Contact:**

1400 Tiger Pride Drive · Salem, MO 65560  
Phone: (573) 729-6641 ext. 148 E-mail: [dschatz@salem.k12.mo.us](mailto:dschatz@salem.k12.mo.us)

Mr. David Schatz

## Classroom Standards:

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### **Standard 1 - Be Punctual** – Attend every rehearsal and performance on time and prepared

1. Attend Rehearsal
  - a. Being Absent will affect your participation grade every day. If you would like to make up this grade you can fill out an Absentee Request Form. See later in the packet.
  - b. Absentee Request Forms need to be on file or your participation grade will be a zero.
2. Tardy – If you are on time you are late.
  - a. If you are tardy Participation points will be lost for the day. Middle School Students will have additional time after the bell. If tardiness becomes an issue detention will be issued.
  - b. To gain your points back you must make up 15 minutes of practice time.
  - c. Mr. Schatz's Availability (subject to change for bus duty and other conflicts):
    - i. Before school by appointment only.
    - ii. After school until 4:00pm (except Mondays)
    - iii. Any other appointments
3. Performances: (Wear formal attire or required uniform to concerts)
  - a. Winter Concert – Saturday December 10 at 4:00pm
  - b. Spring Concert – Friday May 5 at 7:00pm
  - c. Spring MS Band Festival (Times and Location TBA)
  - d. St. Patrick's Day Parade Performance (Times and Location TBA)
4. There is no making up a performance unless it is excused. You must see the director for the makeup assignment. It is extremely rare that a performance is excused. (See Attendance Policy)
5. What each student is required to have for each rehearsal
  - a. Instrument & Music
  - b. Pencil
  - c. 3 Ring Binder
6. I will maintain a good academic record. Failing any class outside of band may result in me not being able to perform with the band.

### **Standard 2 – Good Communication** – Everyone is working towards the same goal

1. When the director is on the podium attention is to be given to them.
2. When someone is talking, everyone else is listening.
3. We will understand all classroom policies.
4. We will read the announcements on the board every day and listen and take notes at the beginning of each rehearsal.
5. I will raise my hand anytime I want to communicate during a rehearsal.

### **Standard 3 – Take Care of Equipment** – We will respect all equipment and facilities

1. Leave it better than what it was. Don't leave anything in the band room.
2. Any use of a school instrument will require a Band Instrument Rental Form on file.
  - a. Ask Mr. Schatz for a copy of a Band Instrument Rental Form if needed
  - b. Students using a school instrument will be required to keep these clean.
  - c. Parent and students are responsible for the cost of any unnatural damage to an instrument.
3. Only students that are affiliated with Mr. Schatz's class are allowed in the band room without Mr. Schatz's consent.
4. No food or drink other than water is allowed in the band room.

## **Standard 4 – Perform to the Best of Our Ability – We will practice effectively for performance**

1. We will grow as musicians and make a real effort to improve on a daily basis.
2. We will rehearse effectively every day.
  - a. No phone distractions. Ask for permission.
  - b. You will raise your hand to leave your seat.
  - c. We will stay focused on our practice and not distract others from theirs.
    - i. If this becomes an issue the director may move a student to an assigned seat.
3. We will establish good practice routines outside of band.
4. We will perform all of our music.
5. We will be prepared for every testing performance. I will not be allowed to pass a test below 70%.

## **Standard 5 – Have Fun – Band may just be the best activity in the world**

1. We will always come to rehearsal with a good, positive attitude.
2. I will treat everyone involved in the band with respect.
  - a. Rude, disrespectful and obnoxious behavior will not be tolerated. This type of behavior will result in a student being excused from rehearsal and given detention.
3. As a member of the Salem Band, we are representing that name along with our own. On trips and in public I will be responsible to hold true to standards outlined above. Salem Band has decades of tradition. Remember, how you behave and act will honor the past and also will setup the future of the Salem Band.

## **Discipline Process – If any standard is not followed, these are the steps that will be taken.**

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Individual Conference w/ student & detention is given(Parent is notified)
- 3<sup>rd</sup> Offense – Discipline Referral (Depending on the severity, this may be the result of the first offense)

## Off-Campus Travel Policies

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Students who represent the Salem R-80 School District on out-of-town trips are expected to maintain very high standards in every aspect at all times. They are expected to attend and be on time for all sessions and activities scheduled for them.

Student conduct on school-related trips: Self-discipline is the key element for a pleasant experience for both the sponsor and the student when the student is on a school-related trip. Students who are involved in a serious disciplinary offense on a school-related trip, such as the use, possession of, or being under the influence of illegal drugs or alcohol, stealing, fighting, or some other serious offense against school policies will face disciplinary action which may include one or more of the following:

1. The student will be sent home from the trip at the parents' expense.
2. The student will be held liable for damages to property.
3. The student may be removed from this school activity as well as other school co-curricular activities.
4. The student may be placed in In-School-Suspension (ISS), Off-Campus-Suspension, or Alternative Education Placement.

Students' attire during school activities outside the school day should be in good taste. If there is any question of taste, the director's decision is final. All adults on trips serve as sponsors. Students will be expected to treat them with respect at all times.

**GENERAL** – Even though you will not always have a band shirt on, people will find out where you are from. You have the opportunity to make a tremendous name for Salem and for yourself. Be courteous and polite at all times. There is no way we can anticipate every possible scenario, so we ask for good judgment. Please use common sense. **RULE OF THUMB:** If there is any question in your mind as to whether you should do something or not...DON'T DO IT! It is better to be safe than sorry.

### Additional Band Travel Rules

- All changing of clothes/uniforms will be done in a professional manner.
- Loud, noisy, rude, or immoral behavior and public use of profanity will not be tolerated.
- Cell phone use will be appropriate, because cell phones can be a great tool.
- All audio players can be used with headphones and in the correct environment.
- No standing or sitting on the back of bus seats.
- Food or drinks other than water are not allowed on the bus unless bus driver or director approve.
- No one gets off the bus until it is cleaned and you are dismissed (leave it better than what it was).
- You will treat parents and chaperones with respect.
- Only members of the Salem Band and staff are allowed to ride the bus to and from performances.

**WE ARE CONFIDENT THAT THERE WILL BE NO PROBLEMS.  
IF WE ANTICIPATED A PROBLEM, WE WOULD NOT TRAVEL.**

## Band Attendance Policy

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THE STUDENT WHO FULFILLS HIS RESPONSIBILITY FOR COMMUNICATING WITH THE DIRECTOR WILL RARELY HAVE A PROBLEM WITH THE ATTENDANCE POLICIES OF THE BAND.

A significant portion of the individual's grade is dependent upon good attendance, and attendance at ALL performances is mandatory. The only exceptions are sickness, emergencies, and critical conflicts as defined below. In addition, non-emergency medical or dental appointments, driver's license examinations, and other arranged events are not acceptable excuses for absence. Parents and students are urged to avoid scheduling such events during class or rehearsal time. An absence from a performance will only be excused under the following circumstances:

1. **The student is sick in bed.** If a student becomes ill at the last moment, he or she shall call the director at school or at home. The numbers are:

High School Band Office: (573) 729-6641 ext. 148

Mr. Schatz: 636-388-1928

Should the directors not be contacted directly, a message should be left at one of the above listed numbers. Also, an absentee request form needs to be filled out afterwards to be kept on file.

2. **An emergency within the family.** If an emergency develops, the student or parent should contact the director as soon as possible and **ask** to be excused. The director will excuse or excuse the absence based on the seriousness of the emergency. If the emergency develops at the last minute and the director cannot be contacted personally, the student should leave a message for the director at school or the director's home. The director will then excuse or not excuse the absence at a later time when all the facts are available to him.
3. **A critical conflict.** A critical conflict is considered to be another **school** activity scheduled on the same date in which it is impossible or totally impractical for a student to participate in both activities. The student should report the conflict as soon as he or she discovers it and the director and sponsor of the other activity will resolve the conflict. Should the conflict not be resolved, the school principal will be asked to aid in the resolution of the conflict. Since band performances are established well in advance of the performance, students must gain prior approval for any conflict in their activity obligation.

An unexcused absence will result in the lowering of the student's grade up to two letters, exclude them from receiving a band letter, and they will immediately be given non-performance status. If a student has a critical conflict, **DO NOT** wait until a day or two before the performance to contact the director. The earlier a conflict is known the better the chances of an absence being excused.

# Band Absentee Request Form

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Name: \_\_\_\_\_

Dates Missing: \_\_\_\_\_

Reason for missing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What will you do to make up for what you missed? (Please ask your section leaders or band members what we did while you were gone): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Sponsor

\_\_\_\_\_  
Date

E-mail: [dschatz@saalem.k12.mo.us](mailto:dschatz@saalem.k12.mo.us)

or Mail: David Schatz  
1400 Tiger Pride Drive  
Salem, MO 65560

**(WRITTEN NOTICES SHOULD BE RECEIVED 1 WEEK IN ADVANCE)**

# Band Instrument Rental Form

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Instrument: \_\_\_\_\_ Brand Name: \_\_\_\_\_

Serial #: \_\_\_\_\_

Mouthpiece (Yes or No & Model #): \_\_\_\_\_

Condition: \_\_\_\_\_

Condition of Case: \_\_\_\_\_

Comments: \_\_\_\_\_

I acknowledge receipt of the above items. I will be responsible for any damage or loss that might occur while this instrument is in my care, and I understand that I will be expected to pay for any repair necessary due to neglect or blatant misuse of the equipment. Normal maintenance will be provided by the school. I agree to return the above listed items at the request of the instructor or school.

\_\_\_\_\_  
(Student Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Parent Signature)

Date: \_\_\_\_\_

Phone Number for Contact: \_\_\_\_\_

## Parent or Legal Guardian Permission

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Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Participation in band will require students to travel off campus many times. This puts students at risk of injury which may range from minor cuts to disabling and even death. Although serious injuries are not common in supervised school programs, it is impossible to eliminate the risk. Participants can and have the responsibility to help reduce the chance of injury; members must obey all safety rules, consult his/her personal physician, and report all physical problems to their directors.

I hereby give my consent for the above named student:

To represent his/her school in approved band activities.

To accompany any band of which he/she is a member on its local or out-of-town trips.

To receive, through a physician of the school's choice, emergency medical care which may become reasonably necessary in the course of such activities or travel.

I further agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above named student in the proper course of band activities or travel.

I have read this form and will abide by the principles and regulations contained in this permission form.

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Parent/Legal Guardian Signature

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Date



## Emergency Medical Authorization Permit

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**\*PLEASE ATTATCH A COPY OF A CURRENT MEDICAL INSURANCE CARD TO THIS FORM IF POSSIBLE\***

I fully understand that the Salem R-80 School District does *not* provide any accident health insurance coverage for my son/daughter while participating in band activities. I fully understand that it is my responsibility to provide such insurance coverage for my son/daughter. By signing this form I give my permission to provide any necessary treatment for my child if I or another emergency contact is not able to respond during an emergency.

This authorization is valid for the current school year or until such time as I withdraw the authorization.

Authorized: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Parent/Guardian*

Child's Name: \_\_\_\_\_  
*(Last) (First) (Middle)*

Birth date: \_\_\_\_\_ Sex: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

Parent or Guardian Names: \_\_\_\_\_

Home Address: \_\_\_\_\_

Primary Phone #1: \_\_\_\_\_ Primary Phone #2: \_\_\_\_\_

Secondary/Work #1: \_\_\_\_\_ Secondary/Work #2: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
*Name Phone #*

Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Doctor Preferred: \_\_\_\_\_ Phone #: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Dentist Preferred: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dentist's Address: \_\_\_\_\_

### **Student Medical History:**

Allergies including allergies to medications: \_\_\_\_\_  
\_\_\_\_\_

Current Medications or Treatments: \_\_\_\_\_  
\_\_\_\_\_

Previous Operations or Hospital Confinements: \_\_\_\_\_  
\_\_\_\_\_

List general medication you give permission for your child to take (Ibuprofen, Tylenol, Acid Reducer, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

# Contract of Mutual Consent

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**STUDENT’S ADULT T-SHIRT SIZE:** \_\_\_\_\_

I, \_\_\_\_\_, accept membership in the Salem Middle School Band and  
(Print Student Name)  
understand I am responsible for all policies set forth in the band handbook. I fully agree to carry out my responsibilities to the very best of my ability.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have read and understand the policies as set forth in the band  
(Print Parent/Legal Guardian Name)  
handbook. I also grant full permission for my child to be an active member of the Salem Middle School Band. In addition, my child has full permission to attend all band functions. Furthermore, I understand that I must meet all financial obligations and supply my child with the required materials of this course.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date