



Band Handbook

2024 - 2025

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I. Contact Information

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II. Band Philosophy

The Instrumental Music Program at Scott Middle School is the second phase of a seven-year instruction program. We hope that participation in the SMS band program will foster a better understanding and appreciation of music and help students carry the knowledge, skills, and attitudes to help them throughout their academic careers.

While the individual student's achievement in music is our primary goal, the commitment of all band members to each other has allowed our program to achieve its unique position.

By signing the forms at the end of this handbook, you will be making a commitment that includes the following:

1. You will be a member of the Band for the entire school year, unless removed from the program through mutual agreement of the band staff, student, and parent.
2. You will give your best effort to improve as a musician.
3. You will maintain a positive attitude toward the Band and school throughout the year.

III. General Band Procedures

The SMS Band Handbook will spell out several expectations for a successful band program. However, some general guidelines will apply to all situations.

1. All rehearsals and events called by directors are mandatory.
2. *To be early is to be on time; to be on time is to be late; to be late is unacceptable.*
3. Respect the property of the school and others.
4. Respect other band members and directors in your words and actions.
5. Always project a positive attitude in your words and actions.
6. Be at the right place at the right time and do your best.
7. Represent your school and community with pride.
8. For security reasons, only band students are allowed in the band hall, ensemble rooms, etc.
9. Always have the required materials, including Instrument in working order, all necessary accessories (valve oil, at least three reeds, etc.), music, a black one-inch binder, and a pencil.
10. *No food or drink (other than bottled water) is allowed in any part of the Fine Arts facilities at Scott Middle School unless stated otherwise by a director. Students will not have gum at any band function.*

IV. Rehearsal Procedures

1. Enter the band hall quietly, only talking softly as needed.
2. As you enter the band hall, read the whiteboard for daily instructions.
3. Go to your band locker and put together your instrument. Cases must be left in your locker.
4. Go to your assigned seat. If you need anything, you must raise your hand and wait to be called upon by a director. You also must be ready to rehearse when the director begins.
5. When rehearsing, do not play or talk. If you need anything, please raise your hand and ask.
6. Sometimes a director will permit you to practice your instrument during a rehearsal; please do so.
7. When rehearsal is completed, please take the time to swab out and clean your instrument. Woodwind players must remove reeds. All instruments must be placed back inside their case and stored inside the appropriate band locker.
8. When finished, please wait in line at the door to be released.

V. Band Classes

Directors, by use of audition, place all members of the band program in one of four band classes that meet as academic classes. Auditions are held in the spring semester prior. Band Directors may re-evaluate student placement at the end of the fall and spring semesters. Balanced instrumentation within each Band is an integral part of the selection process. Private lessons are highly encouraged for each Scott Middle School Band Program student.

Wind Ensemble (Varsity)

- 4th Period
- Lead Teacher, Mr. Elliston

Wind Symphony (Non-Varsity)

- 6th Period
- Lead Teacher, Mr. Ellis

Symphonic Band (Sub Non-Varsity)

- 7th Period
- Lead Teacher, Mr. Ellis

Concert Band (Sub Non-Varsity)

- 7th Grade Concert Band meets 3rd period
 - Lead Teacher Mr. Elliston
- 8th Grade Concert Band meets
 - Lead Teacher, Mr. Ellis

Jazz Band – The Swingin' Stingers

- 2nd Period, Jacket Time
- Lead Teacher, Mr. Elliston

VI. Communication

Cut Time

Cut Time is an organizational system that the band program uses. Uses will include mailing letters home, emailing, texting reminders, and other forms of convenient communication. You will also have access to band events, your student's finances, and inventory checked out to your student. By logging in, please verify that all information on your student's Cut Time account is current. Additionally, make sure that all Guardians are entered with a valid phone number.

You should have received a text message welcoming you to Cut Time. If you have not, please visit the following website and enter the phone number or email address used to register your account:

Student: <https://app.gocuttime.com/student/resent-magic-link>

Guardian: <https://app.gocuttime.com/guardian/resent-magic-link>

Facebook

Please like the Scott Middle School Band Facebook Page (**@ScottMSBand**) to stay updated with publicity from our B. McDaniel Intermediate School and Scott Middle School Band Programs! The Denison High School Band (**@denisonhsband**) also has a Facebook Page. Please like our Facebook Pages and help us promote and publicize these programs!

VII. Drug Testing Compliance Information

All Denison Independent School District students participating in extracurricular activities must enroll in the District's Random Drug Screening Program.

Suppose your student is already enrolled in this program for the 2024 – 2025 school year through another Denison ISD program. In that case, it is unnecessary to complete this form again.

You will find Drug Testing Program information at the following link at the bottom left-hand corner: <https://denisonisd.wixsite.com/denisonisd-athletics/online-forms>

Denison ISD will allow students to travel with completed forms; only then students may be allowed to participate in extracurricular aspects of the Scott Middle School Band Program.

Please follow these instructions to get this done online as soon as possible.

Go to: <https://denisonisd.rankonesport.com/>

- Read the instructions and click "Proceed To Online Forms" at the bottom of the screen.
- Click on the gray box titled "Continue as a guest."
- Click on the link for "Denison Drug Form."
- Read and fill out **all** of the information requested. Your Student ID will be requested.
- To sign the document, click inside the signature box and hold the mouse down, allowing you to create an electronic signature. Your signature does not have to be neat. If you need to start over, click the refresh icon next to the signature box.
- Once you have completed all of the information, click submit. You can print the document. You may also sign up for email confirmation.

IIIX. Calendar

The Scott Middle School Band Program calendar will be managed and maintained through Cut Time. A list of the fall events will also be included at the end of this handbook. All dates and times are as accurate as possible. We will give sufficient notice if a date or time changes. All performances are required and graded unless labeled 'Optional.'

IX. Attendance

The band calendar and list of annual events will be available before school begins. Please make arrangements and schedule outside school events around the provided calendar. In the event that there is a conflict, the band directors will work with other teachers, coaches, and directors of various activities to give each student every opportunity to be part of other groups. Non-school-sponsored activities, teams, organizations, and student jobs must not conflict with the Band's practice/performance schedule as much as possible.

The following attendance policies will affect student grades:

1. Unexcused absences are not acceptable, either from a rehearsal or performance. Excuses are accepted in the event of absence from school or with a doctor's note. An excused absence may be granted if the proper notice is submitted at least two weeks before an absence, pending approval from the band director.
2. Sectionals missed for any reason must be made up within one week of the missed sectional. Excused absences (see above) may be made up for full credit. In contrast, unexcused absences may be made up for partial credit.

X. Absences

Absences from a rehearsal, performance, or function must be emailed to the director with a two-week notice unless the student is sick or has a family emergency. The director will determine grades and alternative assignments.

XI. Grades

Student grades are based on points earned over the course of the term in each of the weighted categories. If you have concerns about your student's grades, please get in touch with your director through the school email or phone number on the contact information page.

In determining the band grade each six-week grading period, three areas comprise the average:

1. Major Grades (50%) – Performances/Performance Exams
2. Minor Grades (30%) – Objectives, Pass Offs, Sectionals, and Rehearsals
3. Daily Grades (20%) – In-Class Preparation

Performance Grading Rubric

	Poor	Below Average	Average	Excellent	Superior
<p align="center"><u>Concert and Stage Etiquette</u></p> <p>Chapter 117. Texas Essential Knowledge and Skills for Fine Arts Subchapter B, Section 209 & 210. Music, Middle School, Adopted 2013 c5A</p> <p>The student is expected to be in attendance at correct times and locations, have all appropriate materials for the performance, dress in proper attire, and demonstrate appropriate concert and stage etiquette as an informed, actively involved listener and performer during live and recorded performances in a variety of settings.</p>	<p align="center">0 Points</p> <p>The student did not meet any expectations / did not attend.</p>	<p align="center">10 Points</p> <p>The student met few expectations.</p>	<p align="center">20 Points</p> <p>The student met some expectations.</p>	<p align="center">30 Points</p> <p>The student met most expectations.</p>	<p align="center">40 Points</p> <p>The student successfully met all expectations.</p>
<p align="center"><u>Performance</u></p> <p>Chapter 117. Texas Essential Knowledge and Skills for Fine Arts Subchapter B, Section 209 & 210. Music, Middle School, Adopted 2013 c1B, c1C, c1E, c2A, c2D, c3A, c3B, c3C, c3D, c3F, c4</p> <p>c1 - Foundations: music literacy. The student describes and analyzes music and musical sound.</p> <p>The student is expected to fully participate and execute the performance to the best of their ability based on the guidelines set by the Texas Essential Knowledge and Skills for Fine Arts and the Band Directors.</p>	<p align="center">0 Points</p> <p>The student did not meet any expectations / did not attend.</p>	<p align="center">15 Points</p> <p>The student met few expectations.</p>	<p align="center">30 Points</p> <p>The student met some expectations.</p>	<p align="center">45 Points</p> <p>The student met most expectations.</p>	<p align="center">60 Points</p> <p>The student successfully met all expectations.</p>

Participation Grading Rubric

	Poor	Below Average	Average	Excellent	Superior
<p align="center"><u>Concert and Stage Etiquette in Regard to Rehearsal</u></p> <p>Chapter 117. Texas Essential Knowledge and Skills for Fine Arts Subchapter B, Section 209 & 210. Music, Middle School, Adopted 2013</p> <p>The student is expected to be in attendance at correct times and locations, have all appropriate materials for the rehearsal, and demonstrate appropriate concert and stage etiquette in regard to rehearsal as an informed, actively involved listener and performer during live and recorded performances in a variety of settings.</p> <p><i>Outside of this Grading Rubric, students will be docked 2 points per minute that they are late.</i></p>	<p align="center">0 Points</p> <p>(0 Points for Weekly Grade)</p> <p>The student did not meet any expectations / did not attend.</p>	<p align="center">10 Points</p> <p>(2 Points for Weekly Grade)</p> <p>The student met few expectations.</p>	<p align="center">20 Points</p> <p>(4 Points for Weekly Grade)</p> <p>The student met some expectations.</p>	<p align="center">30 Points</p> <p>(6 Points for Weekly Grade)</p> <p>The student met most expectations.</p>	<p align="center">40 Points</p> <p>(8 Points for Weekly Grade)</p> <p>The student successfully met all expectations.</p>
<p align="center"><u>Performance</u></p> <p>Chapter 117. Texas Essential Knowledge and Skills for Fine Arts Subchapter B, Section 209 & 210. Music, Middle School, Adopted 2013</p> <p>The student is expected to fully participate and execute all aspects of music in the rehearsal to the best of their ability based on the guidelines set by the Texas Essential Knowledge and Skills for Fine Arts and the Band Directors.</p>	<p align="center">0 Points</p> <p>(0 Points for Weekly Grade)</p> <p>The student did not meet any expectations / did not attend.</p>	<p align="center">15 Points</p> <p>(3 Points for Weekly Grade)</p> <p>The student met few expectations.</p>	<p align="center">30 Points</p> <p>(6 Points for Weekly Grade)</p> <p>The student met some expectations.</p>	<p align="center">45 Points</p> <p>(9 Points for Weekly Grade)</p> <p>The student met most expectations.</p>	<p align="center">60 Points</p> <p>(12 Points for Weekly Grade)</p> <p>The student successfully met all expectations.</p>

XII. Individual Competitions

Our program's ultimate goal is to develop individual musicians to the limit of their potential. To assist in reaching this goal, we strongly recommend participating in individual competitions and contests during the school year.

All-District

All Wind Ensemble and Wind Symphony students will participate in the All-District audition process. Directors will teach the All-District music during sectionals outside of school. This music is a driving aspect of the fall curriculum. Symphonic Band and Concert Band students who want to audition are asked to attend these sectionals. All-District auditions involve top-performing students from Denison and Sherman. The audition music is announced in August, and the auditions are in October. Students that earn a chair in the All-District Band will have the opportunity to be involved in a clinic and concert in November.

All-Region

All Wind Ensemble students will participate in the All-Region audition process. Directors will teach the All-Region music during sectionals. This music is a driving aspect of the fall curriculum. Wind Symphony, Symphonic Band, and Concert Band students who would like to audition are also asked to attend these sectionals. All-Region auditions involve the finest students from schools in our region. The audition music is announced in August, and the auditions are in November. Students that earn a chair in the All-Region Band will have the opportunity to be involved in a clinic and concert in December.

Texoma Solo Contest

All Scott Middle School Band Program students are expected to participate in the annual Solo Contest in May. This event will result in non-competitive ratings and medals.

XIII. Sectionals

Sectionals will be graded and are part of the student's average. During this time, playing tests and music pass-offs will be conducted. It is the student's responsibility to arrange transportation. Please see the attached paper for your sectional time.

XIV. Eligibility

Most of our students' work is either curricular or co-curricular and not subject to eligibility. Curricular and co-curricular activities include free concerts, sectionals, rehearsals, and private lessons.

Students participating in extracurricular activities must meet TEA (Texas Education Association) and UIL (University Interscholastic League) eligibility requirements. Students who fail any class at the end of six weeks will become ineligible seven days later. Ineligible students do not regain eligibility immediately. They must wait seven calendar days after the end of the grading period. Students may regain eligibility seven calendar days after the three-week grade evaluation period ends, provided the principal and teachers have determined that the student is passing all courses. Semester grades are never used for eligibility.

Activities that are classified as extracurricular for which TEA, UIL, and DISD eligibility requirements apply include:

1. Any event for which admission is charged
2. Any event that is inter-school competitive
3. Any event where ratings are awarded

Should a band student become ineligible for an extracurricular function, they will still be eligible for curricular or co-curricular functions. Ineligible students will be given alternate assignments during contest preparation time. Students with chronic eligibility problems will be assigned to a non-performing class where performances will not be affected.

XV. Discipline

Discipline is a quality that must come from within the individual. As such, each student is responsible for their actions as a Scott Middle School Band member. Any student who shows an inability to work effectively in the Band may be reassigned to another class at the discretion of the Band Director.

As a school group, band members are governed by school and school board policies whenever they are together for any band function, whether it involves all students or only one. **The Handbook Agreement Form you sign at the end of this handbook will be in effect throughout the year for trips related to the Band.**

Students who violate school rules while with the Scott Middle School Band will be subject to all usual school disciplinary procedures. In addition, those students will be subject to dismissal and will not continue to perform or travel with the Band. Also, students who receive assignments to the Alternative School for disciplinary action outside of band activities are in danger of not performing with the Band in any extracurricular functions for the remainder of the school year.

XVI. Band Fees

A full list of band fees, and their due dates, are listed at the end of this handbook. The individual fee due dates are listed on this page, as well as in Cut Time. We highly encourage you to take care of these fees during the summer before the cost of returning to school sets in during August and September.

You may pay online through Cut Time or in the SMS Band Office via cash and checks made out to 'Touch of Gold.'

Venmo

You can also pay your fees through Venmo! Our Venmo is @DenisonBand-TOG. Please indicate the fee the payment is for and your child's name in the comments section.

XVII. Fundraisers

Fundraisers are a necessity to help cover the costs of a successful Band Program. The Scott Middle School Band Program may participate in various fundraisers yearly.

During the Fall Fundraiser, students will have the opportunity to participate in a catalog fundraiser. Students will receive 30% of sales (or 60% of profit) toward their individual fees.

The money in a student's Cut Time account belongs to the Touch of Gold Booster Club and can only be used towards that account. If a student quits or is removed from the Band Program, the money is absorbed into the Touch of Gold Booster Club.

XVIII. Uniform

Formal Uniform (Concert Black)

- Solid Black Dress Shirt (Long Sleeve, Button Up – Tucked In)
- Black Dress Slacks (ankle length, not jeans)
- Solid Black Dress Belt
- Black Dress Socks (Long)
- Black Dress Shoes (Closed Toe)
-

The purpose of Concert Black is to make students look uniform and to avoid distracting the audience away from the music. As little skin as possible should be showing. Students cannot wear distracting jewelry, accessories,, etc.

Informal Uniform

- Band T-Shirt (Untucked)
- Blue Jeans/Khaki Shorts (To Be Determined Per Event)
- Athletic Socks/Shoes

XIX. Student Leadership

The Scott Middle School Band Leadership Team members are selected by an application and interview process in the spring. This process includes a questionnaire packet, interview, and teacher evaluation(s).

The following are the qualifications for student leadership team members:

- An applicant must be an incoming 7th grade or 8th grade SMS band member.
- An applicant must be in good standing with the director(s).
- An applicant's intentions must be for the Band's good, not for themselves.
- All leadership positions are service oriented. A student leader is here to serve the Band, not boss them around.
- An applicant should demonstrate a high level of musical ability.
- An applicant should have grades such that eligibility is never a concern.
- All applicants should be very dependable.
- Punctuality is of vital importance.
- All applicants should be both trustworthy and motivated.
- All applicants must be able to attend all rehearsals, performances, camps, and meetings (unless advance permission to miss has been obtained from a director following the proper request).
- An applicant should possess a good personality and get along well with others.
- Leadership team applicants should have the approval of current directors, teachers, and principals.
- Band officers are responsible for exhibiting a good attitude and must encourage good morale within the band program.
- Band officers must be enthusiastic in all dealing with band students and staff.

XX. Private Lessons

Private lessons are available for students in all four concert bands. Private lessons provide additional one-on-one tutoring for students with a master of their individual instrument.

Private lessons are highly encouraged for students in Wind Ensemble, Wind Symphony and those who play French horn, oboe, bassoon and percussion. All students can benefit from being enrolled in private lessons!

- Lessons are available before, after, or during band class periods.
- Lessons are held once per week for 30 minutes.
- You can have an hour-long lesson per week if you are interested. If so, please indicate on the form below.
- Lessons cost \$22 per thirty-minute lesson, and payment is due at the beginning of each month.
- There is financial assistance available through the Thelma Braun Music Enrichment Program. This grant program provides a scholarship for half of the cost of 30-minute private lessons.
- Students with an outstanding balance for private lessons at the end of the year will be allowed to register for lessons for the next school year once the balance is paid.

HANDBOOK AGREEMENT

"I have read the Scott Middle School Band Handbook and agree to abide by all policies stated. I realize that failure to follow policies or directions will result in disciplinary action that could lead to dismissal from the Band and Band classes."

Parent Name (printed): _____

Parent/Guardian Signature: _____

Phone Number: _____

Email Address: _____

—

Student Name (PRINTED): _____

Student Signature: _____

Date of Both Signatures: _____

Please return this form by 8:30 am on August 16th.

Students will not be able to travel without the submission of this form. Keep all other parts of the Handbook for reference.

Private Lessons Acknowledgement Form

_____ Yes, I would like to enroll in private lessons starting on the week August 19th
(no prior contact needed!)

_____ Yes, I would like to enroll in private lessons but please contact me via email before they
begin

_____ Maybe, I am interested in private lessons and would like to be
contacted with more information

_____ No, I would NOT like to enroll in private lessons

If you indicated YES for private lessons, please answer the following:

_____ 30 minute OR _____ 60 minute

_____ Yes, I am interested in applying for the Thelma Braun lesson
scholarship. Please send an application home with my student

Cut Time System Acknowledgement Form

You should have received a text message welcoming you to Cut Time. If you have not, please visit the following website and enter the phone number or email address used to register your account:

Student: <https://app.gocuttime.com/student/resend-magic-link>

Guardian: <https://app.gocuttime.com/guardian/resend-magic-link>

Once you have logged in, please check that the information entered for your student is correct. Additionally, make sure that all Guardians are entered with a valid phone number.

We have reviewed our contact information on Cut Time, and it is correct.

Student Name: _____

Parent Signature: _____

Date: _____