



**Rockford, Illinois**

## **LINCOLN BAND HANDBOOK 2019-2020**

**Mr. Mikulay - Band Director - [steve.mikulay@rps205.com](mailto:steve.mikulay@rps205.com)**

### **WELCOME**

Welcome to the Rockford Public School District 205 and Lincoln Middle School band program. I hope your experience will be both fun and rewarding. I hope this handbook will answer any questions you may have about the program and provide you with the information you will need for a successful year. Parents and students, please read this packet very carefully and keep for reference later. I look forward to a rewarding musical year with all of you.

### **BELIEF STATEMENT**

The band program of Lincoln Middle School will present the opportunity for success to all members. I strive to provide a musical education through learning, performance, and enjoyment of music that will give the students meaningful and gratifying musical experiences. These experiences will assist the students in approaching their lives as adults with knowledge, emotion, expression, intelligence, creating a well-rounded individual and lifelong lover of music. The following expectations, terms, and conditions have been established...

### **UNIFORM / CONCERT DRESS**

Each member is required to wear concert attire at the performance unless special instructions are given by the director. All students are expected to wear black dress pants or school appropriate length black skirt, black dress socks, black dress shoes, and the black band program t-shirt. Black jeans, leggings, sweatpants, or shorts are not acceptable. Boots, Converse, or black-ish gym shoes are not black dress shoes and will not be allowed on-stage.

Black pants, belt, socks, and shoes are appropriate for school uniform use so it is a worthwhile investment to get at the beginning of the year. One black band t-shirt will be provided at the start of the school year to each band member. If you lose your shirt, it gets damaged, or you want another one, they are available for purchase at any time from the main office. Replacement t-shirts are \$10.00 each. Plan ahead and allow two full weeks for delivery.

Since the black band t-shirt is considered "Spirit Wear", they may only be worn on Fridays or the day of an event or concert. Just for fun, uniform colored band shirts are for sale and are acceptable for daily school uniform use but are not to be worn during concerts. Black concert style long sleeve band shirts and black band hoodies may be worn for performances and might be a good idea to have for one of our many outdoor performances. However, it does get very warm on stage under the lights and a black band t-shirt is preferred for indoor performances. Your director may or may not elect to have a particular class perform in concert for any reason. We will only perform if students demonstrate appropriate behavior and can demonstrate required skills.

It is very important that all members of each group follow this uniform guide as the groups are not viewed as individual members but rather as a whole group which is uniformly dressed. For all performances it is mandatory that all students dress in requested concert uniform. For performances, students will wear their black band t-shirt, black pants, long black socks, black shoes, and black belt if necessary. Shirts must be tucked in during the performance. **You may be asked not to perform if any part of your concert uniform is incorrect.** Keep the concert uniform clean and when it needs cleaning or ironing, please do so, and you will represent Lincoln Middle School and District 205 in the best way possible!

## SWITCHING INSTRUMENTS POLICY

Careful time and attention has been taken at the beginning of the year to select an instrument that best fits the individual student. In order to better serve the needs of classmates, ensemble instrumentation, and the program as a whole, students **WILL NOT** be allowed to switch instruments until the beginning of the following academic school year. Students who adopt a new instrument the following year will be placed into the beginning level ensemble class as a result of changing instruments. Students who wish to play a percussion instrument may have the opportunity to do so during their second and third year of instruction with director approval.

## BAND GRADE CALCULATIONS

### **How are band students graded?**

- *Rehearsal Skills* - Participation during class and having all necessary supplies for the lesson such as instrument, instrument accessories, music, band book, folder, pencil, and a positive attitude.
- *Performance Skills* - Recordings submitted to teacher through the Essential Elements Interactive app.
- *Practice Skills* - The student's ability to practice skills covered in class and work on them outside of in-class instruction including bellringers, worksheets, and written work.

### **What will band students be doing and learning?**

- Students will select music appropriate for a variety of situations and purposes.
- Students will evaluate a variety of musical selections & performances to make informed artistic choices.
- Students will perform a variety of repertoire at a developmentally appropriate level.
- Students will compose or arrange music for a variety of purposes.
- Students will analyze the role of music in history, culture, and daily life.
- Students will develop the characteristics of a professional musician.
- Students will analyze compositions to identify the elements of music.
- Students will synthesize meaning based on analysis and evaluation of compositions and performances.

## CELL PHONE / ELECTRONIC DEVICE POLICY

Electronic devices are to remain secured in your locker for the entire school day in accordance with school policy. Disciplinary actions will be taken by the director to ensure that music class is a distraction free learning environment without cell phones. Your director is not responsible for devices that are lost, stolen, or damaged. Mr. Mikulay has a zero tolerance policy for cell phones in the classroom and if he sees it... it will be reported.

## BRACES

In the event your child will require braces, please contact your band director in advance to help facilitate a successful transition. There are many products out there that are available for musicians with braces. You can play an instrument and have braces!

## BARGAIN BRAND WARNING

There is a reason why some instruments are cheaper than others. Instruments for sale online for \$50 are that price because... well they just simply are not that good. Please do plenty of research before making any instrument purchases and contact your director for assistance. You may think you're getting a deal when really you are throwing your money away on a knock-off piece of junk. Please do not hesitate to contact Mr. Mikulay for help if you are looking at instruments or instrument supplies.

## INSTRUMENT IDENTIFICATION

All school-owned instruments and cases should be labeled with a district barcode sticker, I.D. tag, and courtesy name I.D. tag. Please do not remove any stickers or tags placed by your director. You may add your own instrument identification tag with your first and last name and locker number. Personal instruments must have owner's name clearly labeling their instrument case. Personal instruments left at school at the end of the year will be considered donations to the program, barcoded, and assigned to a new student the following year.

### FUNDRAISING

Students are encouraged to help fundraise for many of our needed supplies, new music, and to help offset the cost of our various trips. All fundraisers are optional and students are not obligated to participate in them. Parents of students who do participate in fundraising sales are responsible for materials and payments for the sale. All sales are final and there will be no refunds or exchanges for any reason.

### YEARLY MUSIC FEES

District 205 charges a yearly music materials fee and is required from every band, choir, or orchestra member. This non-refundable fee is used to cover the high cost of sheet music and band books. Band students who do not own their own instrument may rent one from the school for a small rental fee.

**You alone are responsible for your own repairs, maintenance, and upkeep of the instrument!** Sorry, but there are no refunds or exchanges of the materials fee, instrumental rental, or t-shirt orders for any reason. Students who change classes or switch schools will forfeit their fees and will not be refunded for any reason. You will not be given an instrument to use until the rental agreement has been signed and returned.

Instrument rental fee does not include summer instrument use at this time. You may also be assessed additional repair fees at the end of the year for excessive instrument abuse or neglect. If you cannot afford the instrument rental fee or music materials fee, please contact the main office to see if you qualify for a fee waiver.

### EXPECTATION POLICIES

Students must have their student I.D. visibly worn around their neck at all times. Cell phones are not permitted in the music classroom at anytime. Students are expected to be in uniform at all times. This includes shirts worn underneath hoodies/sweatshirts... if you take off your hoodie, there needs to be a uniform shirt underneath. Per school policy, students must wear their student I.D. at all times. Teacher has ultimate authority regarding student seating.

### WASHROOM / LOCKER PASS POLICY

Students must have their own agenda filled in with date, time, and destination in order to leave the band room. No agenda... no pass. It must be your own agenda. Sharing agendas is not permitted. Mr. Mikulay has final say in determining if a student leaves the room for a potty emergency. Mr. Mikulay may decline a student's request to leave the room for any reason. A disciplinary referral will be written for any student leaving the room without signed permission from Mr. Mikulay.

### FIELD TRIPS

All field trips are non-refundable, non-transferable, and cannot be exchanged for any reason. No refunds for any reason. Students who turn in a permission slip with a parent signature without money for the trip will have the cost of the trip added onto the student's school financial account as a fee which will be due at the end of the year. It is a privilege to attend the field trip. Mr. Mikulay may require a parent/guardian to attend the field trip with given student if he believes a given student's attitude or behavior may be an issue.

### PROCEDURE FOR DROPPING

Band, choir, and orchestra are year-long commitments, and we ask that students discuss this commitment with their parents before the year begins. Although we hope all music students continue each year, we realize there are situations where it becomes necessary for a student to drop from their music ensemble. If that should occur, the following procedure has been established: Students may drop their music class during the first week of the first semester with parent AND director permission. Your director may request you select an alternative elective for you at any point if performance, behavior, or attitude become an issue without parent or student conference. No refunds of any fees will be given for any reason. All drops from band, choir, or orchestra made at the student's request will require an in-person conference with the parent, counselor, AND director.

### CONTACT INFORMATION

Email is the preferred method of communication with Mr. Mikulay. Please use: [steve.mikulay@rps205.com](mailto:steve.mikulay@rps205.com)

## CARE OF INSTRUMENTS

All students must keep their instrument in top playing condition in order for it to function effectively. Regular oiling, cleaning, adjustment, and repair are a must. You alone are responsible for keeping your instrument in top condition.

### **You are responsible for all necessary maintenance, tune-ups, and repairs while using the instrument.**

Be sure to get a loaner instrument to use while your instrument is in the shop. It is understandable that mistakes happen and an instrument, part of an instrument, or instrument case might accidentally be dropped. If it is a school-owned instrument, please keep in mind that the rental fee we charge for the instrument is barely enough to have the instrument cleaned from year to year. Therefore, any damage that occurs will need to be repaired by the student/parent before another student can use that instrument the following year, or so that you can continue to use it for the remainder of this year.

You are still responsible for repairs if the instrument is damaged as the result of another student. You alone are responsible for the care of your instrument while it has been assigned to you. You are also still responsible for completing any assignments while your instrument is in the repair shop. Student/parent will be responsible for any and all repair bills while student is using the instrument. Student should be issued a loaner instrument from the repair company and student/parent will also be responsible for any repair bills while using the loaner instrument.

Student/parent will be responsible for any and all repair bills regardless of free or reduced status. If a student loses their instrument, parent/student will be responsible to replace that instrument with a “Yamaha” brand instrument at prices as listed on our school district’s musical instrument vendor website, Music & Arts. Each school-owned instrument is assigned to each student in excellent condition and in some cases, even brand new.

There is no guarantee of brand or condition of school-owned instruments and one may be issued with minor dents, dings, or have a seasoned patina. The student and their parents are responsible for getting the instrument fixed if broken and paying any bill relating to instrument repairs while in your care. You are responsible for making sure the instrument is clean and in working order. Excessive dirt or poorly maintained instruments will result in an additional fine for us to do the dirty work for you. Just like changing the oil on your car is a must to keep your car running smoothly, so too is oiling your valves or swabbing out your instrument of moisture to prevent damage to your pads.

It is highly advised that you do not let young children, family members, or friends play your instrument. You are still responsible for the instrument if it gets damaged. Every instrument, regardless of school-owned or family-owned, must be kept in the band locker provided to you when not in use. Instruments left about the room, unattended, in another teacher’s room, in a friend’s locker, or left out of the case are a trip safety hazards and pose a serious risk to the well-being of our instruments and our musicians.

When instruments are in use, your band director will designate a safe location for both instrument and case. You are responsible for instrument and any personal items that are stored in your band locker. You may elect to bring your own combination lock for your band locker. Locks on band lockers may be cut open for any reason without notice upon director request. Reimbursement for the cut lock will not be issued.

## SUPPLIES & BAND WORKBOOK

Students may be required to get instrument specific supplies as assigned by their director. These supplies are consumables that are necessary to keep their instrument working and are the responsibility of the student/parent. Every student will be issued one band book free of charge. If a student misplaces their book, their book is stolen, they loan their book to another student who misplaces the book, or anything resulting in the student not having their book in class, they must purchase a new book from a local or online retailer. Students are required to have their own book and pencil in class everyday. Students may not share band books or pencils.

### UNATTENDED INSTRUMENT POLICY

It is in violation of the district's instrument rental agreement to leave your instrument unattended. Instruments must be securely stored in its case when not in use. Students should keep their instruments on their person or in the music room instrument storage locker. Students should not leave their instruments unattended, in another teacher's classroom, in their general school locker, in the hallway, or out of its locker in the music room. Students are fully responsible for the care of their instrument at all times and are responsible for whatever happens. Lost, stolen, or misplaced instruments are the responsibility of the student and parent even if the instrument is in the band room. Students and parents will be responsible for the full price replacement cost of instrument if it is catastrophically damaged or lost.

### ATHLETIC CLUBS

Students who participate in extracurricular activities should share a copy of the attached calendar with their coach or club leader as soon as possible. Music is a curricular class and a majority of the time, meets during the school day with minimal rehearsals or performances after-school or in the evenings. Students may participate in athletics and clubs without fear of scheduling conflicts. Please let your director know as soon as a conflict arises and we can work together to figure out the best solution for everyone. Two weeks advance notice is expected for absences from performances. Conflicts regarding sports or an inability to find transportation are not very good reasons to not attend your band concert.

It is expected that band concerts take top priority and that students should inform their coaches that they will not be able to attend practice/game or that they may need to leave early/arrive late to the practice/game to attend the concert. Students who cannot find a ride should inform Mr. Mikulay with two weeks advance notice to arrange for a carpool with a friend. Please do everything possible to make the few concerts a priority in your schedule.

### WEBSITE, SOCIAL MEDIA, PHOTOS, & AUDIO CONTENT

Mr. Mikulay takes special care to ensure the privacy and safety of all of our students. Photos of students may be shared on the music program's website and Twitter. For educational purposes, classroom rehearsal, concerts, performances, and lessons may be recorded and photographed. The names of the students will be not be listed with photo or recording and are intended to better help the teacher improve his own instruction and for reflection of student performance at a later time. Audio or video recordings of performances and photos of students may be used for educational or promotional purposes including but not limited to this school year.

Our program strictly follows all district rules regarding posting pictures online and on our website and social media. Students who want a photo removed from the website may contact Mr. Mikulay. Students whose parents requested their photo not be taken by the school will not have their picture taken and when possible, have their face blurred from group pictures. In addition, their name may not appear in any concert programs.

Website: [www.mylincolnmusic.com](http://www.mylincolnmusic.com)

Twitter: [@mylincolnmusic](https://twitter.com/mylincolnmusic)

### CONTACT INFORMATION

Email is the preferred method of communication with Mr. Mikulay. Please use: [steve.mikulay@rps205.com](mailto:steve.mikulay@rps205.com)