

2009 – 2010

Lakeview Middle School

***First Year Beginning Band
Handbook***



**Chris Anderson, Director
Carolyn Cansler, Associate Director
John Peterson, TCHS Associate Director
Chad Wallace, Percussion Specialist
Dr. Steve Nauman, Principal**

Table of Contents

Handbook Objectives - p. 2
 Band Principles - p. 2
 Director Contact Information - p. 2
 Grading Procedures -p. 3
 Rehearsal Expectations - p. 3
 Academic Eligibility - p. 3
 Band Hall Expectations - p. 3
 Supplies - p. 3
 Band Calendar - p. 4
 Maintenance, Medical, Traveling, Uniforms, Volunteer - p.5
 Charms - p. 5-6
 Student Member & Parent Information - Form 1
 Temporary Medical Guardianship - Form 2
 Extracurricular Code of Conduct - Form 3
 LVMS Beginner Band Fees - Form 4
 LVMS Band Fee Payment Contract (*Optional*) - Form 5
 Private Lesson Preference - Form 6
 Band Handbook Acceptance - Form 7

Handbook Objectives

1. Communicate policies and procedures.
2. Begin the process of three-way communication between teachers, parents and students.

Lakeview Band Principles

The Lakeview Band Program is based on more than just musical excellence. We obviously take great pride in how well we perform as musicians, but our true reward comes with the way in which we conduct ourselves on a daily basis both in and out of the band classroom or stage.

There are the key principles we try to live by as band members:

1. **Responsibility** - Do the best you can in everything you do.
2. **Respect** - Treat others the way you would like to be treated.
3. **Attitude** - Approach every situation with a positive attitude.
4. **Be Proactive** - Try to anticipate situations and prepare for them in advance.
5. **Trust** - Trust is earned and easily lost.
6. **Commitment** - Keep your commitments to yourself and others, even when it is difficult.

How to Contact the Directors

Lakeview Band Hall Phone Number: (972) 350-3126

Mr. Anderson – andersonc@lisd.net

Mrs. Cansler – canslercm@lisd.net

Mr. Peterson – petersonjt@lisd.net

Mr. Wallace – wallacecs@lisd.net

Grading Procedures

- 40% **Major Grades** - Every student will have a playing tests, performances, and written test throughout the year.
- 40% **Minor Grades (67% of Minor Grades)** - Students will be evaluated for their daily class participation as well as sectional/rehearsal attendance, and quizzes.
- 20% **Other Grades (33% of Minor Grades)** - Bring the required materials to class, complete homework assignments, and complete practice records.

Rehearsal Expectations

Always be in the right place, at the right time,
with the right equipment, and the right attitude.

Academic Eligibility

Students must have a passing grade in all classes to participate in UIL and School District events, as well as band trips that require them to miss class. If a student fails a class at the end of a six weeks grading period, he or she has the opportunity to regain eligibility at the three week progress report if **all** classes are passed at that point.

Band Hall Expectations

- 1) Band students will be respectful to others.
- 2) Be seated with your instrument, binder, music, and pencil when the bell rings.
- 3) Be prepared. All instruments go home **every day**. (except for tubas, which are practiced at school Monday - Thursday)
- 4) Band students will always follow directions the **first** time they are given.
- 5) Keep your equipment (leave other's alone) in the right place, and keep it neat.
- 6) No gum, food, or candy in the band hall.

Supplies

1" Black 3 ring View Binder (This binder has 2 pockets and clear plastic covering in which to place 8½ x 11 Title/Practice Report pages, front and back.)

Dividers

Notebook paper (in notes section)

2 Sharpened pencils

Highlighter

Pencil Bag

Metronome

Beginning Band Calendar:

Date	Event
27-Aug	Band Parent Meeting
12-Sep	Drumathon (All Percussion)
26-Sep	Band Car Wash Fundraiser (Backup Date, Oct. 10)
TBA *	Yearbook Band Class Picture Day (band t-shirt, blue jeans, tennis shoes)
30-Oct	Trip to Texas Tornados Hockey Game
TBA *	Individual Band Pictures (band t-shirt, blue jeans)
11-Dec *	Beginning Band Winter Dinner Concert
6-Mar*	Percussion Concert (All Percussion)
22-Mar	TCJH Spring Drumline Auditions (All Percussion)
20-Apr *	Beginning Band Rehearsal
22-Apr *	Beginning Band Rehearsal
3-May *	Beginning Band Rehearsal
4-May *	Beginning Band performs at Sandy Lake
18-May *	Lakeview Band Spring Concert
31-May – 4-June	Auditions for 6th and 7th Grade (Required)
5-June	Beginner Band to Hurricane Harbor
9-June	Trip to Main Event

Required activities can be graded events. Graded co-curricular events are an extension of the classroom. If you become aware of any conflicts, please contact a director to work out a compromise as soon as possible.

** All events notated with asterisks are required events.*

*Refer to the 2009-2010 Lakeview Band Master Calendar for location and time at
<http://lakeviewband.com>.*

LISD Instrument Maintenance Fee

LISD requires that all students who use school owned instruments pay a maintenance fee of \$60 dollars for yearly upkeep of school instruments.

Medical Form

For any trips outside of Lakeview Middle School with the band, students are required to have a Medical Form on file with the band directors.

Traveling

Students are required to care for their own equipment when traveling with the band. It is the student's responsibility to move their equipment on and off of the transport during trips. In addition to the Medical Form, students will be required to fill out the appropriate trip parent permission form before leaving Lakeview Middle School. *Students must be in good standing with payment of band fees to participate with the band during events including the Texas Tornado's hockey game, Sandy Lake, Hurricane Harbor and Main Event.*

Uniforms

All students in band will be required to have a band t-shirt for pictures and other functions throughout the school year. The uniform for the t-shirt will be full length blue jeans with tennis shoes. The t-shirt will be required to be tucked into the blue jeans. Outdoor functions may warrant wearing shorts. This will be at the discretion of the directors. First year beginning band students will wear nice dress clothes for winter and spring concerts.

Volunteer

Parents groups are the key to any successful school organization. We will send emails before events asking for volunteer help. Your time makes a difference! It is required that all volunteers go to www.lisd.net, then parents/students, to do the Volunteer/Background Check. Instructions can be found at <http://lakeviewband.com> in the forms section titled Volunteer Application Instructions.

Charms

www.charmsoffice.com is an online database used to administrate the Lakeview MS Band. Parents are encouraged to use the website and update information as needed. This site will maintain a records database for your child.

Our login code is: LakeviewMSBand

You will be prompted to enter your child's Student ID. Be sure to press the **UPDATE** button to update your file.

Useful information is posted on www.charmsoffice.com as well as <http://lakeviewband.com>. Communication about events with flyers and email, forms for class, as well as email about specifics related to class, will be created and posted using www.charmsoffice.com and <http://lakeviewband.com>.

CHARMS Office Database Assistant

We need everyone's help in making sure our current contact information is correct. You can REALLY help us by going online and completing contact information personally. How?

Visit the website www.charmsoffice.com and find the area on the right side of the screen that says "Parent/Student Login" (Figure 1).

Our login code is **LakeviewMSBand** (NO spaces).

On the next screen (Figure 2), enter your child's Student ID number (the one they use in the cafeteria, library, etc.) to get access to the secure contact information.

Once inside your personal account (Figure 3), you can change your password to whatever you want. If you forget your password, just email us and we can reset it (but we will never know your password if you change it – we can only reset it for you).

Please enter ALL information in the appropriate places on the "Student Information" screen.

After you are finished, please make sure to press the **UPDATE** button.

In addition to updating your contact information, you can see which forms your child has turned in and which ones he or she has not turned in as well as verifying that fees you paid for LISD instruments, etc. can be seen online.

If you do not have access to the internet please use the Student Member and Parent Information – Form 1, fill in all of the blanks, and return it to school at the Band Parent Meeting, August 27th.

Please have all contact information (online or on paper) be completed and submitted by Thursday, August 27th.

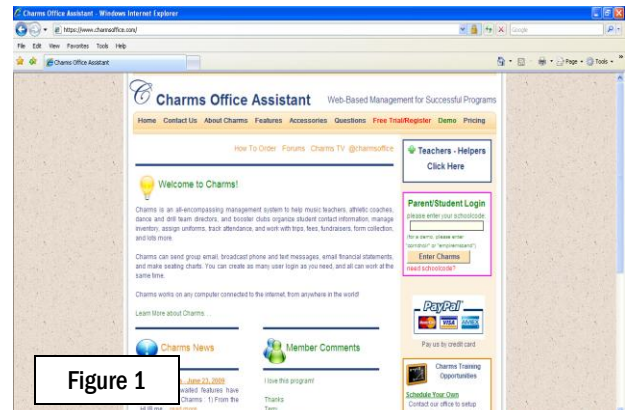


Figure 1

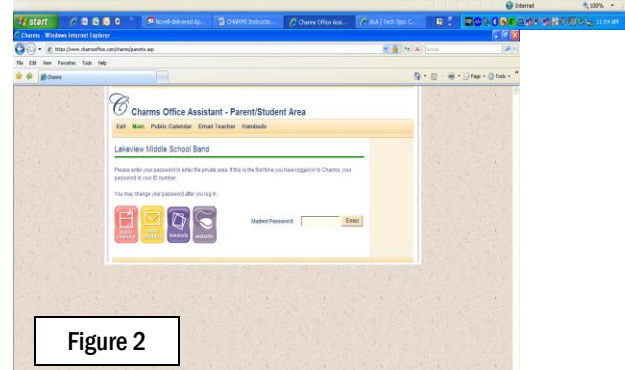


Figure 2

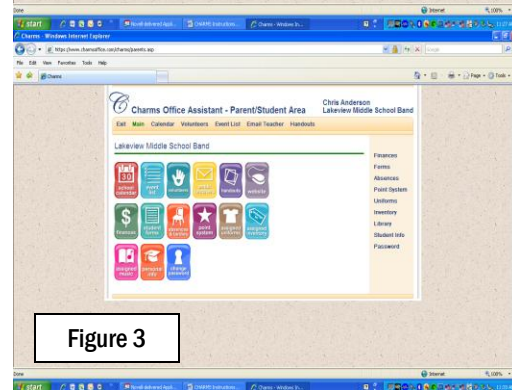


Figure 3

Student First Name		Student Last Name	
LISD Student ID #			

The Lakeview Middle School Band

2009 – 2010 Student Member & Parent Information

The student and parent information can be entered on charms (www.charmsoffice.com)

Information below parent 2 on this form is not in charms and must be returned.

This information is for LVMS Band use only and will not be shared with outside sources.

All phone, e-mail and U.S. mail contact will be to the parent (s) listed below.

Student Home Address: _____ Apt# _____
 City, State, ZIP: _____
 Student's Home Phone: () - _____
 Student's Cell Phone: () - _____
 Student's E-mail Address: _____ @ _____ . _____
Instrument(s): _____

Parent 1 Name: _____
 Home Address
 (if different from above): _____ Apt# _____
 Home Phone: () - _____
 Cell Phone: () - _____
 Work Phone: () - _____ ext _____
 E-mail Address: _____ @ _____ . _____

Parent 2 Name: _____
 Home Address
 (if different from above): _____ Apt# _____
 Home Phone: () - _____
 Cell Phone: () - _____
 Work Phone: () - _____ ext _____
 E-mail Address: _____ @ _____ . _____

School Team: ___Alpha ___Beta ___Gamma ___Delta
 ___Kappa ___Omega ___Sigma

Is your Channel 1: ___before Lunch ___after Lunch

Who is your Channel 1 teacher?

TEMPORARY MEDICAL GUARDIANSHIP

TO WHOM IT MAY CONCERN:

I (we) the undersigned _____, are the natural parents
or legal guardians of _____ . During our absence

he/she has been placed in the temporary care of the **Lakeview Middle School Band Staff** who is/are
empowered by this statement to call for and authorize medical care and assistance in the event of injury, accident or
illness involving our child or children. It is my (our) intention that this statement serves as authorization for such
medical care to be administered during the following period of time:

Beginning Date 8-27-09 through the Ending Date 8-26-10

In the event that further medical consultation is required, the physicians who have most recently examined the
child/children are:

_____ Phone: _____

_____ Phone: _____

Child's Name: _____ DOB: _____

Last Tetanus Vaccine : _____

List of Known Allergies: Drugs: _____ Foods _____

Previous Diagnoses and History ___ Convulsions ___ Kidney Ailment ___ Diabetes
___ Asthma ___ Bronchitis ___ Heart Ailments ___ Tuberculosis ___ Epilepsy

List all other medical conditions, history of surgeries, and serious injuries: _____

List Names and Doses of all regular medications: _____

Insurance Information (optional but recommended) _____

In case of emergency, the following person/people is/are also authorized to give consent for treatment if the
parent/legal guardian cannot be reached:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Parent/Legal Guardian: _____ Signature _____

Parent/Legal Guardian: _____ Signature _____

Emergency Contact Dates, Location and Number for Parents _____

Extracurricular Code of Conduct

If I am selected to represent _____ School in its extracurricular program, I will be sincerely interested in contributing my best effort to the success of the program. I therefore agree to the following expectations and consequences as they pertain to out of school and after hours behavior while a member of an extracurricular group. It should be noted that the LISD student code of conduct and local school policies regarding appropriate behavior shall always be applied first and foremost when violations occur at school, at a contest/event, traveling to and from an event/contest, or when the students represent themselves as part of a school team, organization, or school group. Participation in extracurricular activities is considered a privilege and, certainly, higher standards are expected from all participants as it pertains to grades, behavior in and out of school, attendance, work ethic, and commitment.

The following restrictions refer to **any amount** of alcohol, drugs, or tobacco **off campus**.

- I. Use and/or possession of Alcohol will not be tolerated. 1st offense: Removed from competition for two contests and/or performances. School staff counseling required.
2nd offense: Removed from competition for a semester. School staff counseling required.
3rd offense: In the event of a third violation of these rules, the student will no longer be permitted to participate in competitive extracurricular activities for the remainder of the student's enrollment in the District.
- II. Use and/or possession of Drugs will not be tolerated. 1st offense: Removed from competition for three contests. School staff counseling required.
2nd offense: Removed from competition for a semester. School staff counseling required.
3rd offense: In the event of a third violation of these rules, the student will no longer be permitted to participate in competitive extracurricular activities for the remainder of the student's enrollment in the District.
- III. Use and/or possession of Tobacco will not be tolerated. 1st offense: Suspension from one contest and/or performance.
2nd offense: Removed from the program for a semester.
3rd offense: Removed from the program for one calendar year from date of infraction.
- IV. Hazing
(as defined by Board Policy FNCC Legal) 1st offense: Removal from the program for no less than 30 days and up to 90 days with reinstatement to the program at the Sponsor/Coach and Administrator discretion.
2nd offense: Removal from the program for no less than 90 days and up to one calendar year. Reinstatement to the program will take place only at the Sponsor/Coach and Administrator approval.
- V. Charged with a felony involving bodily harm
Adjudication and/or Conviction of a felony Removed from the program until the case is decided.
Removed from the program indefinitely.

- *****1. Once a participant has been removed from the program, the Sponsor/Coach and /or Administrator has the right to review the case and make a decision as to whether to allow the participant back into the program after the 90 day suspension.
- 2. A semester is considered to be 90 days.
 - 3. Infractions **will not** accrue from year to year. Infractions **will be** tabulated for one calendar year beginning August 1 and ending July 31. Penalty can carry over from term to term until time is served.
 - 4. These violations have to be (a) witnessed by District personnel (b) ticketed by law enforcement (c) or admitted to by the participant.
 - 5. You are expected to follow the code of ethical behavior both on and off campus.

VI. Additional expectations for extracurricular activities: failure to meet these expectations will result in counseling by the coach or sponsor, or some form of punishment or suspension.

- A. Conduct: We expect you to conduct yourself as ladies/gentlemen at all times. Follow school rules and procedures.
- B. Attendance: Do not cut class. Do not be tardy. If you miss an athletic period or participation be sure it cannot be helped. Your commitment may include holidays and non-school days. Call the coach or sponsor if you are absent from an athletic period.
- C. Profanity: We do not allow it.
- D. Injury: We have a professional trainer who has been educated in training procedures. If you have an injury, see the trainers first. They will either treat the injury or tell you to see your doctor.
- E. Grades: We expect you to work and maintain good grades.
- F. Promptness: Always be on time, to practice, meetings, and games.
- G. Equipment and facilities: Be responsible and take care of both.
- H. Respect for coaches and teachers: Treat them with respect and in return you will be treated with respect.
- I. Stealing: Taking things that do not belong to you will result in severe consequences.
- J. Accountability: You will be held accountable for all of your actions. Be sure you “think” before you “act”.

*Due process procedures will be in accordance with LISD Board Policies: FOC (Local),FOA (Legal), FOC(Legal), FOD(Legal), and FOD(Local).

I have received a copy of the Extracurricular Code of Conduct and understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Name of Student (Please print)

Signature of Student

Signature of Parent/Guardian

Date _____ School _____ Grade Level _____

Student First Name		Student Last Name	
		LISD Student ID #	

The Colony Band Booster Club
2009 – 2010 LVMS Beginner Band Fees

Students must be in good standing with payment of band fees to participate with the band during events including the Texas Tornado's hockey game, Sandy Lake, Hurricane Harbor and Main Event.

BAND FEES

Band Participation Fee for all band members which includes student T-shirt, parent membership in The Colony Band Booster Club and contest fees.
\$45.00

LISD Instrument Fee - \$60 Required for everyone using a LISD-owned Instrument:
 Bass Clarinet, Bassoon, Tenor/Bari Sax, Horn, Euphonium, Tuba, Percussion, etc.
 \$.00

TOTAL FEE (Line A) \$.00

Optional Purchases

Please complete all size requirements.

Band Hoodie					QTY				
Adult Sizes:					\$28		=	\$.00	
S	M	L	XL	XXL					
Additional Band T-Shirt									
Adult Sizes:									
S	M	L	XL	XXL	\$15 each x		=	\$.00	
Window Decal									
<i>Please see back for more details</i>					\$10 each x, (add \$1 each for personalization)			=	\$.00
Indicate personalization here ⇨									
TOTAL FOR BAND ACCESSORIES (Line B)									
Due at time of registration								\$.00	

Band Fees due August 27, 2009 (Line A)	\$.00
Band Accessories Amount Due (Line B)	\$.00
TOTAL (Line A + Line B)	\$.00
¼ of the Band Fees due October 2, 2009	\$.00
¼ of the Band Fees due November 2, 2009	\$.00

Credit Card	
Check #	
Cash – Receipt #	

*Make payable to
 TCBBC*

*Signature of Parent/Guardian acknowledging that
 Band Fee Payment Contract (Form #5) has been completed*

Band Booster Decals 2009-10



ALL Bands
Band-01



TCHS Band
Band-02



Lakeview Band
Band-03



Colorguard
Band-04



Drum Major
Band-05



Griffin Band
Band-06



**Trombone
NAME**

All Band-Trombone
Band-07



NAME

All Band – Bassoon
Band-08



NAME

All Band – Clarinet
Band-09



NAME

All Band – Fr. Horn
Band-10



NAME

All Band-Trumpet
Band-11



NAME

All Band – Flute
Band-12



NAME

All Band – Bass Drum
Band-13



NAME

All Band-Snare Drum
Band-14



NAME

All Band -Sousaphone
Band-15

All Decals are approx. 5" x 6" and are \$ 10.00 each or \$ 11.00 each with personalization.

All Decals are available for any school in White or Cougar Gold, with or without Personalization.

Don't see your instrument? No problem, just write it in the description and we will design it for you! Got another idea for a decal? Call us and we will design it!

Jeffware
An Eye For Design

4913 Womack Cir. The Colony, Texas 75056

www.jeffware.com 214-763-6688

Call us for all your School Spirit needs....custom t- shirts, sweatshirts, and more!

Student First Name _____ **Student Last Name** _____

**2009 – 2010 The Colony Band Booster Club
 LVMS Band Fee Payment Contract**

*****OPTIONAL*****

Band Fees due as of August 27, 2009 (Form 4)	\$.00
½ of the Band Fees due August 27, 2009	\$.00
¼ of the Band Fees due October 2, 2009	\$.00
¼ of the Band Fees due November 2, 2009	\$.00

- I agree to pay the Band Fees on the schedule above.
- I understand that a late fee of \$20.00 will be applied to my account if the Balance is not paid in full by November 13, 2009.
- I understand that a \$20.00 late fee will be applied each month thereafter on the first of the month (starting in December) until all Band Fees are paid in full.
- I acknowledge that no verbal amendments to this agreement have been made and that any changes to this agreement must be made in writing and must be agreed to by both parties.

By signing below, I understand that the payment schedule listed above constitutes a binding agreement with The Colony Band Booster Club.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____
 (please print)

TCBBC Officer Signature: _____ Date: _____

TCBBC Officer Name: _____
 (please print)

If these arrangements cannot be met, you must contact the Head Director and TCBBC President to work out other arrangements.

LVMS Private Lesson Preference

- Private lessons are the best thing you can do for a beginning band student. Individual one-on-one time with a professional is extremely beneficial!
- Students have one private lesson each week.
- Private Lesson Costs: \$14.00 for a 22 minute lesson
 \$17.00 for a 30 minute lesson
- ½ scholarships are available.

STUDENT'S NAME

INSTRUMENT

❖ Please choose only one of the following boxes to fill-in your request, sign and return this form to a band director.

_____ I want to sign my child up for private lessons.

_____ In addition to signing up for lessons, I would also like to apply for a private lesson scholarship.

PARENT PHONE NUMBER FOR PRIVATE INSTRUCTOR

PARENT EMAIL FOR PRIVATE INSTRUCTOR

OR

_____ My child is not interested in private lessons at this time.

PARENT / GUARDIAN'S SIGNATURE

Band Handbook Acceptance

I give permission for my child's picture within the band group picture to be placed in recruiting publications and on the band website. _____Yes _____No

I have read and understand all of the rules, policies, and procedures of the Lakeview Band.

Student Name: _____

Student Signature: _____

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Please sign this sheet, remove it from the packet and return it with all other forms to the Lakeview Band at the Band Parent Meeting, Thursday, August 27.