

### **Classroom Attendance/Participation**

Students are required to attend all band lessons. **Excusable absences can include:** absent from school, taking a test for class, or communication between parent (and/or teacher) with the director prior to the lesson. Due to the limited amount of teaching time, attendance at every class is necessary for the success of the student. **All students should come to Band lessons, even if they forgot their instrument/music.** We cover important information within each lesson, and a student can miss out on those details should they choose not to come. **Students are responsible for any work missed in Band or their regular classroom due to absence.**

---

### **Before and After School Lessons**

Students that attend before school classes should arrive 5-10 minutes before the class period starts. The starting time of the lesson is **NOT** the arrival time for students. This allows class to start on time.

Students must be picked up from after school classes no later than 15 minutes past the class time. After this 15 minute window, parents will be called and/or students will be sent to the aftercare program. **Parents and students are responsible for arranging their own rides.**

---

### **Make-up Lessons**

**Make up lessons are offered when the Band Director had to cancel lessons and was unable to find a substitute teacher for that day.** Make up lessons are not subjected to single students who miss and/or choose to miss lessons for the week. Make up lessons will also not be scheduled for school events such as testing, assemblies, guest speakers, closed school days (due to weather or holidays), or any scheduled/sudden change of schedule at the school's discretion. Make up lessons do not occur if the Band Director is at the school, and lessons have to be canceled for any of those reasons as stated above. Our program takes into account that these schedule changes can occur, and aim to fulfill our required lessons over the course of the school year.

---

### **Excessive missed lessons**

If a student has acquired three (3) missed lessons in a row, parents/guardians will be contacted regarding their failure to attend class. **Six (6) or more lessons missed in a row will result in the student being dropped from the program immediately.** Please communicate with the Director if the student is sick, on vacation, or needs to attend to a class due to grades.

### **Student Responsibilities**

1. Students are responsible for attending all regularly scheduled classes.
  2. Students are responsible for bringing all necessary materials to class.
  3. Students are responsible for bringing home and making parents aware of any letters sent by the teacher.
  4. Students are responsible for completing all necessary in-class and homework assignments.
  5. Students are responsible for attending all scheduled performances.
  6. Students are responsible for providing proper maintenance to their instruments.
- 

### **Performances/Dress Rehearsals/Concerts**

Students are **required** to attend all scheduled performances throughout the school year. There will be three major concerts: one in December, March, and May. The dress rehearsal is the combined practice that is required to attend to prior to the concert. **All students are required to attend these extra rehearsals. Failure to attend the rehearsal may result in not being allowed to participate in the concert.** An excused absence to either the dress rehearsal and/or concert include illness, which kept the student from attending school, family emergency, or is approved ahead of time. Dates and times of these concerts and rehearsals will be posted on the band website at [www.musicedservices.org/sharon-walker](http://www.musicedservices.org/sharon-walker).

---

### **Additional Performance Opportunities**

#### **Solo Festival (March)**

All students will have the opportunity to perform at Solo Festival held in March. **All students will be expected to perform their required scales and a solo, regardless if they attend the Festival or not.** More detailed information will be sent home in December/January as well as a packet of acceptable solos. Those who attend Solo Festival are required to attend either 1 or 2 additional piano rehearsals with scheduled times that come out at a later date.

#### **Honors Band (April/May)**

Students in Advanced Band will have the chance to be nominated for Honors Band, normally held in late April/early May. **Students must show exemplary work, practice habits, behavior, and excellent attendance throughout the year and be committed to practicing extra time in order to be considered.** Information for Symphonic Band auditions will be sent home in October, and nominations for Concert Band will be sent home in February. **Students who have also previously attended (or were nominated) for previous Honor Bands does not automatically qualify them for Honors Band this year.**

---

## **Instruments and Supplies**

Each student is responsible for their **OWN** instrument as well as any supplies related to that instrument. Students are responsible for the maintenance of their instrument as well. Please **DO NOT** let anyone touch or try to play any instrument other than their assigned instrument. Failure to do so may cause serious damage and cost to repair.

Students are asked to bring their instrument with them in the morning when they arrive at school. Excuses such as “My parents are bringing the instrument” and “I left my instrument at home/in the car” are not acceptable. Schedules have been provided with all class times and dates in order to eliminate forgetfulness. Each student is given an assignment that he/she will work on in between lessons.

**Students should NOT to leave their instrument at school overnight.**

---

## **Practicing and Homework**

**Practicing is a critical part of being successful in Band.** Students who do not take time at home to reinforce the techniques built in lessons will quickly fall behind; so setting a consistent scheduled time at home is essential to your success. Practice times vary from student to student, as well as which ensemble they’re a part of; but a general rule is between **15-20 minutes daily**. This helps reinforce techniques such as note recognition, fingering, embouchure, and musicality.

Students in both Beginning Band and Intermediate Band will have weekly charts that will have the assignments written in by the student, and will receive a sticker with each completed assignment. There will be prize incentives after 8 collected stickers. Students in those ensembles will also participate in Band Karate, which information can be found inside their folder.

Parents are also a vital tool to their student’s success, and their practice regiment. Helping your student reinforce a scheduled practicing time, helping them with note names, or even asking them to put on a ‘mini performance’ at home – as huge helping tools you can do at home for your student to learn and appreciate their instrument. Looking for more help? Visit our Band website for free online games and worksheets at [www.musicedservices.org/sharon-walker](http://www.musicedservices.org/sharon-walker).

## **Classroom Rules and Discipline**

In order to maintain a positive learning environment, your school’s policy concerning classroom rules and violations of these rules will be enforced. If **anything** prohibits me from teaching, there will be cause for verbal or written reprimand, refrain from participating in class that day, or removal from the program.

---

### **Progress Reports**

Students will be graded on practice sheets, scales, attendance, behavior, playing quizzes, written assignments, and musical progression. **Progress reports will only be mailed in December and May.** If your student does not attend Solo Festival, a separate progress sheet will be sent to you via mail in March with comments from me. I encourage you to read these over with your student, as they have detailed information on how your student is progressing throughout the year, and any concerns I may have of that progress.

---

### **Billing Information (Parents/Guardians)**

Billing is handled directly by Music Education Services, not your student's school administration. Please contact the main MES office at (847) 805-1800 for any questions regarding billing, updated address, credit card information, or instrument agreements. Billing occurs on the 15<sup>th</sup> of every month.

---

### **Social Events/Fun Activities**

As the year progresses, I aim to have fun social events which are not necessarily music related, but as a reward for all of our musicians hard work. *Previous events have included pizza parties, free movie days, skating rink socials, Christmas cookie table, field trips, and "End of the Year" Band t-shirts.*

---

### **Missing Information?**

The Band website has valuable tools and resources for both parents and students alike – misplaced a practice chart or Band calendar? Need to listen to recordings of each of the songs for the upcoming concert? Want to see what our students have been up to? All this and more can be found at [www.musicedservices.org/sharon-walker](http://www.musicedservices.org/sharon-walker)

---

### **Contact Information**

**Sharon Walker (Director of Bands)**

[Walker.band@musicedservices.org](mailto:Walker.band@musicedservices.org)

(630) 991-0062

[www.musicedservices.org/sharon-walker](http://www.musicedservices.org/sharon-walker)

### **Music Education Services**

Open Monday – Friday, from 6:30AM to 5:00PM

(847) 805-1800 – Carol or Julie (front end receptionists)

Mr. Steve Nierman – *Owner and CEO of Music Education Services*

Ms. Kimberly Taube – *Director of Education*

Ms. Rebecca Rome – *Educational Leader*

### **FIND US ON FACEBOOK!**

"Music Education Services" -- make sure to like us ☺