

Mokena Public Schools



Music Department Handbook 2009-2010

Mrs. Jessica Maffia
maffiaj@mokena159.org

Mrs. Jennifer Thomas
thomasj@mokena159.org

Ms. Rebecca Rodey
rodeyr@mokena159.org

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Meet Your Music Educators

Mrs. Jessica Maffia is in her seventh year of teaching and has spent all seven of those years in the Mokena Public Schools. Mrs. Maffia grew up in LaSalle, IL with her parents, brother and sister. She earned her Bachelor's of Music Education from Illinois Wesleyan University in 2003. She went on to earn her Master's of Music Education from VanderCook College of Music in 2008. Mrs. Maffia leads the Symphonic Band, Cadet Band, the Meteor Jazz Bands, Percussion Ensembles, and co-teaches the Marching Meteors and the Meteor Pep Band with Ms. Rodey. In addition to teaching Mrs. Maffia is a member of the Encore Concert Band. She also serves as a member of the Encore board of directors. In her spare time, Mrs. Maffia likes to cook and decorate the house she shares with her husband and dog, Baxter.

Ms. Rodey is beginning her fifth year of teaching music, and is excited to be returning for her second year with Mokena Public Schools. Ms. Rodey grew up in the nearby town of LaGrange, IL. She attended Illinois Wesleyan University, and graduated in 2005 with her Bachelor of Music Education. Previous to working in Mokena, Ms. Rodey taught in the far north suburbs of Chicago. Ms. Rodey currently teaches the Concert Band, the Singing Meteors, co-teaches Beginning Band with Mrs. Thomas, and co-teaches the Marching Meteors and Meteor Pep Band with Mrs. Maffia. In addition to her work in Mokena, Ms. Rodey performs French horn with the Encore Concert Band and trumpet with Shout Section Big Band. When not teaching or performing, Ms. Rodey enjoys reading, traveling, and spending time with family and friends.

Mrs. Jennifer Thomas has been teaching for ten years, with six years in the Mokena school district. Mrs. Thomas comes from a family full of teachers including a sister who also teaches music! After growing up in Washington, IL she attended Western Illinois University and majored in music education. Mrs. Thomas discovered her love for teaching band and elementary music at WIU. She played in a wide variety of ensembles during this time including orchestra, wind ensemble, marching band, woodwind quintet, and clarinet choir. Most recently Mrs. Thomas has earned her Master's of Music Education degree from the University of Illinois. She took classes and was a camp counselor for the Illinois Summer Youth Music camps for three summers. Mrs. Thomas teaches early childhood through third grade music and fourth grade beginning band. She volunteers as the area chair of early childhood for the Illinois Music Educators Association. Mrs. Thomas enjoys reading new books and spending time with her husband especially traveling and finding new restaurants.

Mission Statement

We believe that music is integral to life and vital to all civilizations. As the universal language of human experience, music improves the quality of life. We are committed to creating a performance-based, education centered musical environment that will foster a life long passion for music.

Music Department Goals

- To perform high-quality band, choir and jazz band music appropriate for the young and developing musician
- To promote music literacy
- To learn about and understand different cultures through their music
- To understand the development of music through history
- To learn self-expression through music
- To foster a creative environment accepting and open to different ideas

Music Department Expectations

Students are expected to follow all rules and procedures included in the District #159 Parent/Student Handbook. Although all of our ensembles meet as extra-curricular activities, each will be treated as a curricular classroom in regards to expectations and behavior. The directors will treat rehearsal as a class and the students and parents are expected to do the same.

- 1) Students must be in their seat with their instrument assembled, music out, and pencil sharpened at the beginning of rehearsal. Students who are not ready on time will be considered tardy.
- 2) Attendance at all rehearsals is mandatory. Please see the band attendance policy on page 15. The attendance policies for Singing Meteors and Meteor Jazz Band can be found on pages 9 and 12 respectively.
- 3) Students who take district transportation to school for before school rehearsals must attend band. Students who ride the bus and do not attend rehearsal will receive an absence and a detention as per the district policy of arriving at school too early.

- 4) Students are expected to leave school immediately following the conclusion of any after school rehearsals or performances. Transportation from after-school events is the responsibility of parents.
- 5) No talking during rehearsal.
- 6) Have a sharpened pencil at all times.
- 7) No food, gum or drinks are allowed in any of the rehearsal or performances areas. Water is permitted.
- 8) Sit or stand with good posture.
- 9) When wearing uniforms, students must wear the complete uniform unless otherwise informed by the director. Students who are not in their complete uniforms will be excluded from the performance.
- 10) All students are responsible for their own music. It should be kept in a folder (Beginning Band and Singing Meteors) or binder (all other performing ensembles). Students are required to have all music at all rehearsals.
- 11) Instruments are to be clean and in good working order at all times.
- 12) Instruments are to be labeled with the students name, address, and phone number.
- 13) All instruments, folders, binders and other supplies are to be put away at the end of every rehearsal.

Performance Ensembles

Beginning Band

Group Description

The Beginning Band is comprised of MIS students in their first year of band instruction. Beginning Band participants study the flute, clarinet, trumpet or trombone. Once students have moved on to Cadet Band they can discuss switching to a new instrument with the directors. Interested students will be accepted into the Cadet Band percussion section based on the student's end of the year evaluation and performance in percussion boot camp. For more information on evaluations see page 9 of Appendix B. For more information on Percussion Boot Camp see page 21. The Beginning Band is under the direction of Ms. Rodey and Mrs. Thomas

Rehearsals

Beginning Band meets daily from 7:50 – 8:20 AM in the band room at MES. Bus transportation is provided. At the conclusion of each rehearsal, Beginning Band students are escorted up the path to MIS by their directors. Parents who wish to drive their children to rehearsal are to drop off in front of MES between 7:35 and 7:45. This allows the students ample time to assemble their instruments and be well-prepared for the beginning of rehearsal.

Performances

The Beginning Band performs at four MIS concerts and the Winter Break Assembly.

Uniforms

There is no uniform for Beginning Band. Students are to wear dress clothes to all four MIS concerts. Students are permitted to wear regular school clothes to the Winter Break Assembly.

Attendance

Please see the band attendance policy on page 15.

Supplies

All beginning band students must have the following supplies with them for each rehearsal:

- instrument and supplies necessary for playing and maintenance (see Appendix C).
- Essential Elements 2000, Book 1
- pencil
- folder with sheet music (This will be provided by the directors once they become necessary.)

All beginning band students must have a music stand at home to use when practicing. It is suggested that all Beginning Band students also have a metronome and a tuner.

Cadet Band

Group Description

The Cadet Band is comprised of MIS students in their second year of band instruction. All Cadet Band students must successfully pass their Beginning Band end of the year playing test. Interested Cadets may switch to a new instrument with permission from Mrs. Maffia. The application for switching instruments can be found on page 2 of Appendix B. Percussionists will be selected at the end of Beginning Band. See page 21 for details. The Cadet Band is under the direction of Mrs. Maffia

Rehearsals

Cadet Band meets daily from 7:50-8:20 AM in the band room at MIS. Bus transportation is provided. Parents who wish to drive their children to rehearsal are to drop off at MIS between 7:35 and 7:45. This allows the students ample time to assemble their instruments for the beginning of rehearsal.

Performances

The Cadet Band performs at four MIS concerts, the Winter Break Assembly, and the 5th Grade Step-up Concert.

Uniforms

Cadet Band students will wear uniforms for all MIS concerts. This uniform consists of:

- gray Meteor Band shirt (available for purchase through the Music Boosters)
- black full-length pants (full length black skirts are acceptable.)
- black socks
- black shoes (shoes must be ALL BLACK)

If a student appears for a performance without the proper uniform, the student will be excluded from the performance.

Attendance

Please see the band attendance policy on page 15.

Supplies

All Cadet Band students must have the following supplies with them for each rehearsal:

- instrument and supplies necessary for playing and maintenance (see Appendix C)
- pencil
- Essential Elements 2000, Book 1 (This book will be used through the Fall Concert.)
- Essential Elements 2000, Book 2 (This book will be used beginning after the Fall Concert. Order forms will be available when appropriate)
- 1-inch binder with sheet music and 8 section dividers
- any current assignments

All Cadet Band students must have a music stand at home to use when practicing. It is suggested that all Cadet Band students also have a metronome and a tuner.

Concert Band

Group Description

The Meteor Concert Band is comprised of 6th, 7th, and 8th grade band students. All Concert Band members are also members of the Marching Meteors (see page 13). Concert Band is under the direction of Ms. Rodey.

Rehearsals

Concert Band meets daily from 7:00-7:30 AM in the MJHS commons. Bus transportation is provided. Parents who wish to drive their children to rehearsal are to drop off students at MJHS between 6:45 – 6:55 AM. This will allow students ample time to assemble their instruments and travel to the commons for the beginning of rehearsal.

Performances

The Meteor Concert Band performs at the four MJHS concerts and the Winter Break Assembly.

Uniform

Concert Band students will wear formal band uniforms for each of the four MJHS concerts. This uniform is provided by the Music Boosters and will be stored at MJHS. Students must be measured and fitted for these uniforms. Each student must attend one measuring session and one fitting session. Students who fail to attend one of each session will be charged a \$10 fine. Students will change into these uniforms when they arrive at MJHS for a performance. It is the responsibility of the student to provide the following uniform parts:

- completely black shoes
- black socks, must cover the ankle
- plain white T-shirt with no writing or designs

If a student appears for a performance without the proper uniform, the student will be excluded from the performance.

Attendance

Please see the band attendance policy on page 15.

Supplies

All Concert Band students must have the following supplies with them for each rehearsal:

- instrument and supplies necessary for playing and maintenance (see Appendix C).
- pencil
- highlighter
- 1-inch binder with sheet music, pencil case and 8 section dividers
- any current assignments
- current Essential Elements book

All Concert Band students must have a music stand at home to use when practicing. It is suggested that all Concert Band students also have a metronome and a tuner.

Symphonic Band

Group Description

The Symphonic Band is comprised of 6th, 7th, and 8th Grade band students. All students must successfully audition into Symphonic Band. See page 18 for audition information. All Symphonic Band students are also members of the Marching Meteors (See page 13). The Symphonic Band is under the direction of Mrs. Maffia.

Rehearsals

Symphonic Band meets daily from 7:00-7:30 AM in the MJHS Band Room. Bus transportation is provided. Parents who wish to drive their children to rehearsal should drop off students at MJHS between 6:45 – 6:55 AM. This will allow students ample time to assemble their instruments and travel to the commons.

Performances

The Symphonic Band performs at the four MJHS concerts, the Winter Break Assembly, IGSM District Contest, the Spring Recruitment Concert, and the 5th Grade Step-up Concert. All members of the Symphonic Band are eligible to participate in the annual over-night trip.

Uniform

Symphonic Band students wear formal band uniforms for each of the four MJHS concerts, IGSM District Contest and the Spring Recruitment Concert. This uniform is provided by the Music Boosters and will be stored in the MJHS band uniform room. Students must be measured and fitted for these uniforms. Each student must attend one measuring session and one fitting session. Students who fail to attend one of each session will be charged a \$10 fine. Students will change into these uniforms when they arrive at MJHS for a performance. It is the responsibility of the student to provide the following uniform parts:

- Completely black shoes
- black socks, must cover the ankle

- plain white T-shirt with no writing or designs

If a student appears for a performance without the proper uniform, the student will be excluded from the performance.

Attendance

Please see the band attendance policy on page 15.

Supplies

All Symphonic Band students must have the following supplies with them for each rehearsal:

- instrument and supplies necessary for playing and maintenance (see Appendix C).
- a pencil
- 1-inch binder with sheet music and 8 section dividers
- any current assignments
- current Essential Elements book

All Symphonic Band students must have a music stand at home to use when practicing. It is suggested that all Symphonic Band students also have a metronome and a tuner.

Singing Meteors

Group Description

The Singing Meteors are comprised of 6th, 7th and 8th grade students. For many students, Singing Meteors is their first experience with choral music. No audition is necessary. The Singing Meteors are under the direction of Ms. Rodey.

Rehearsal

The Singing Meteors rehearse during homeroom twice a week. 7th and 8th Grade students meet on Mondays and Thursdays. 6th Grade students meet on Tuesdays and Fridays. Before each of the four MJHS concerts, the Singing Meteors will meet for two after school rehearsals to rehearse as a combined 6th, 7th, and 8th grade choir.

Performances

The Singing Meteors perform at the four MJHS concerts, the Winter Break Assembly, IGSM District Contest, the Spring Recruitment Concert and the annual nursing home tour.

Uniform

The Singing Meteors will wear choir robes for all performances unless otherwise informed. Choir robes and collars are provided by the Music Boosters and will be stored at MJHS. It is the responsibility of the student to provide the following uniform items:

- nice, white dress shirt (no t-shirts)
- full length black dress pants
- black socks, must cover the ankle
- shoes that are completely black

Supplies

All choir music will be provided by the Music Department and will be stored in the Choir Room. Students who wish to bring this music home to practice must obtain permission from Ms. Rodey. All choir students must bring a pencil and agenda to all rehearsals.

Attendance

The Mokena Music Department strongly believes that each student is an essential component for the overall success of each of our performing groups. Regular attendance is a necessity. In rehearsal students achieve each of the following:

- learning and developing their musical skills and knowledge
- contributing to the ensemble
- preparing for performances.

When students miss a considerable number of rehearsals, they struggle in all of these areas.

Due to the fact that choir rehearsal is held during homeroom, it is understood that students may need to miss rehearsal to make up a test or receive extra instruction from a teacher. We ask that students avoid this whenever possible by doing these things before or after school or on days when there is no rehearsal. In the event that a rehearsal must be missed for ACADEMIC REASONS, students must present a pass from their homeroom teacher to Ms. Rodey BEFORE the missed rehearsal. Passes presented after the missed rehearsal will not be accepted and the student will be considered absent from that rehearsal.

Students will be allowed three absences between concerts. Students with four or more absences will not be permitted to perform at the next concert.

After school choir rehearsals are required for concert participation. Any conflicts with these rehearsals must be discussed with Ms. Rodey no later than **24 hours prior to the rehearsal.**

As the rehearsal process is key to student learning and advancement, students with more than the allotted absences will still be allowed to participate in rehearsals.

Attendance will be taken at the beginning of each rehearsal. Students who are not seated and ready to begin at the start of the rehearsal will be considered tardy. In accordance with MJHS school policy, students with three tardies will receive a pink detention as they are not where they should be during the school day.

Meteor Jazz Bands

Mokena Junior High School features three jazz bands, one comprised of 6th grade students and two with a combination of 7th and 8th grade students. All jazz band students must demonstrate the ability to read standard music notation. The Meteor Jazz Bands are under the direction of Mrs. Maffia

6th Grade Jazz Band

Group Description

6th Grade Jazz Band is open to all band students as well as MJHS students who play piano, guitar, or bass guitar. All jazz band students must demonstrate the ability to read standard music notation. No audition is necessary. Woodwind, brass, and percussion students who wish to participate in jazz band must be a member of either Meteor Concert or Meteor Symphonic Band.

Rehearsals

Jazz Band meets twice a week during homeroom. 6th Grade Jazz Band meets during homeroom on Mondays and Thursdays.

Performances

The 6th Grade Jazz Band performs at two Jazz Coffee House concerts and at the 5th Grade Step-up Concert.

Uniform

There is no jazz band uniform. Students are asked to wear nice dress clothes to all performances. No denim, athletic wear, gym shoes, sweatshirts, t-shirts, or flip-flops will be permitted.

Supplies

All Jazz Band students must have the following supplies with them for each rehearsal:

- instrument and supplies necessary for playing and maintenance (see Appendix C).
- pencil
- binder with sheet music and 8 section dividers
- any current assignments

All Jazz Band students must have a music stand at home to use when practicing. It is suggested that all Jazz Band students also have a metronome and a tuner.

7th & 8th Grade Jazz Band

Group Description

7th & 8th Grade Jazz Band is open to students who play traditional jazz instruments including saxophone, trumpet, trombone, guitar, piano, bass guitar, and drum set. Auditions for 7th & 8th Grade jazz band will be held in September. See page 18 for audition information.

Woodwind, brass, and percussion students who wish to participate in jazz band must be a member of either Meteor Concert or Meteor Symphonic Band.

Rehearsals

Jazz Band meets twice a week during homeroom. 7th and 8th grade jazz band meets during homeroom on Tuesdays and Fridays. Depending on a 7th or 8th graders placement, these students may be asked to change their lunch period on rehearsal days.

Performances

Both 7th and 8th Grade Jazz Bands perform at two Jazz Coffee House concerts and the Lincoln-Way Central Jazz Festival. One group performs at the Winter Break Assembly and the other at the Spring Recruitment Concert.

Uniform

There is no jazz band uniform. Students are asked to wear nice dress clothes to all performances. No denim, athletic wear, gym shoes, sweatshirts, t-shirts, or flip-flops will be permitted.

Supplies

All Jazz Band students must have the following supplies with them for each rehearsal:

- instrument and supplies necessary for playing and maintenance (see Appendix C).
- pencil
- binder with sheet music and 8 section dividers
- any current assignments

All Jazz Band students must have a music stand at home to use when practicing. It is suggested that all Jazz Band students also have a metronome and a tuner

Jazz Band Attendance

The Mokena Music Department strongly believes that each student is an essential component for the over all success of each of our performing groups. Regular attendance is a necessity. In rehearsal students achieve each of the following:

- learning and developing their musical skills and knowledge
- contributing to the ensemble
- preparing for performances.

When students miss a considerable number of rehearsals, they struggle in all of these areas.

Due to the fact that jazz band rehearsal is held during homeroom, it is understood that students may need to miss rehearsal to make up a test or receive extra instruction from a teacher. We ask that students avoid this whenever possible by doing these things before or after school or on days when there is no rehearsal. In the event that a rehearsal must be missed for ACADEMIC REASONS, students must present a pass from their homeroom teacher to Mrs. Maffia BEFORE the missed rehearsal. Passes presented after the missed rehearsal will not be accepted and the student will be considered absent form that rehearsal.

Students will be allowed three absences between concerts. Students with four or more absences will not be permitted to perform at the next concert.

As the rehearsal process is key to student learning and advancement, students with more than the allotted absences will be allowed to participate in rehearsals.

Attendance will be taken at the beginning of each rehearsal. Students who are not seated and ready to begin at the start of the rehearsal will be considered tardy. In accordance with MJHS school policy, students with three tardies will receive a pink detention as they are not where they should be during the school day.

Marching Meteors

Group Description

The Marching Meteors is a marching band comprised of all 6th, 7th and 8th grade MJHS band students. Participation in this group is mandatory for participation in Concert or Symphonic Band. The Marching Meteors are under the direction of Mrs. Maffia and Ms. Rodey.

Rehearsals

The Marching Meteors meet from 7:00-7:30 AM beginning up to two weeks before any marching band performance. As with all Meteor Band morning rehearsals, students are to be dropped off between 6:45 and 6:55 A.M. Students should come prepared with good marching shoes and clothing appropriate for outdoor rehearsal.

Performances

The Marching Meteors perform in the Manhattan Fun Day Parade, Lincoln-Way East Band Night, the Mokena Festival of Lights Parade, and the Mokena Memorial Day parade.

Uniform

The Marching Meteors will wear casual uniforms at all performances. The casual uniform consists of:

- gray Meteor Band shirt (available for purchase through the Music Boosters)
- black full-length pants
- black socks
- black shoes that are comfortable for marching. Open-toe, backless, or heeled shoes are not appropriate. Drillmaster brand marching shoes are available for purchase through the Music Boosters. These shoes are not required, but are very comfortable and safe for marching.

If a student appears for a performance without the proper uniform, the student will be excluded from the performance.

Attendance

Please see the band attendance policy on page 15.

Supplies

All Marching Meteors must have the following supplies with them for each rehearsal:

- instrument and supplies necessary for playing and maintenance (see Appendix C)
- pencil
- marching music
- lyre
- flip folder

Orders for lyres and flip folders will be taken during summer band and at the beginning of each school year. These items can also be purchased at many local music stores.

Pep Band

Group Description

The MJHS Pep Band is new to our district this year. All 6th, 7th, and 8th grade band students are eligible to participate in pep band. Pep band is not required for participation in band. All woodwind, brass, and percussion students who wish to participate in pep band must also participate in Meteor Concert or Meteor Symphonic Band. Students who participate in basketball, cheerleading, or poms cannot participate in pep band as these activities conflict.

Rehearsals

Pep band will rehearse after school. Rehearsal dates will be announced at the pep band information meeting. Due to the limited number of pep band rehearsal time, participation in rehearsals is required.

Performances

The Meteor Pep Band will perform at three home basketball games during both the girls' and boys' home seasons for a total of six performances. Additional performances may be added to the pep band schedule.

Uniform

Uniforms will be worn at all pep band performances. The uniform for pep band is as follows:

- gray Meteor bands shirt
- jeans

Attendance

Due to the limited number of pep band rehearsal time, participation in all rehearsals is required. If a student is absent from school on the day of a rehearsal, he or she will be excused from that rehearsal. Conflicts with other after school activities will not be considered an excused absence.

Supplies

Meteor Pep band students must have the following supplies at all rehearsals and performances:

- instrument and supplies necessary for playing and maintenance (see Appendix C)
- band binder with pep band music section
- pencil

Percussion Ensemble

Group Description

All 5th-8th grade percussion students are eligible for participation in percussion ensemble. The purpose of this ensemble is to give percussion students extra attention as they are expected to play many different instruments and to give percussion students the opportunity to perform music that is slightly more challenging than typical percussion parts in band. Participation in Percussion Ensemble is not required of all percussion students, but is highly encouraged.

Rehearsals

The 5th Grade Percussion ensemble will meet every Wednesday from 4:00-4:30 in the band room at MJHS. The MJHS Percussion ensemble will meet every Wednesday from 3:15-4:00 PM in the band room at MJHS. Percussion ensemble will begin rehearsals in October and will conclude after our performance at Solo & Ensemble Contest in February unless further performance opportunities arise.

Performances

Both percussion ensembles will perform at Solo & Ensemble Contest.

Uniforms

No uniform is required for percussion ensemble.

Attendance

Attendance at percussion ensembles rehearsal is necessary for a successful performance. Students who miss more than three percussion ensemble rehearsals will not be permitted to participate in Solo & Ensemble contest. As the rehearsal process is key to student learning and advancement, students with more than the allotted absences will be allowed to participate in rehearsals.

Supplies

All percussion ensemble students must have the following supplies for all rehearsals and performances:

- snare drum sticks
- pencil
- band binder with percussion ensemble music in its own section
- Essential Elements 2000, Book 1 (5th grade percussion ensemble only)

Band Attendance Policy

The Mokena Music Department strongly believes that each student is crucial to the over all success of each of our performing groups. Regular attendance is a necessity. In rehearsal students achieve each of the following:

- learning and developing their musical skills and knowledge
- contributing to the ensemble
- preparing for performances.

When students miss a considerable number of rehearsals, they struggle in all of these areas.

Students will be allowed five absences between concerts. A parent note or email must be sent to the director within 24 hours of each absence. Students with 6 or more absences will not be permitted to perform at the next concert.

As the rehearsal process is key to student learning and advancement, students with more than the allotted absences will be allowed to participate in rehearsals.

Attendance will be taken at the beginning of each rehearsal. Students who are not seated and ready to begin at the start of the rehearsal will be considered tardy. Three tardies will equal one absence.

Students who are more than five minutes late to rehearsal will be considered absent from the day's rehearsal.

Though students are expected to attend all performances throughout the year (including all marching band performances for MJH students), the directors understand that unavoidable conflicts occasionally arise. It is extremely important that the directors know that a student will be absent from a performance as soon as possible. Music is selected based on the specific students in each group. Performing without just one of these students can greatly affect the success of the performance. **If a student must miss a performance, a parent must to inform the director of this absence no later than two weeks prior to the performance.**

Sectionals are required rehearsals for all Meteor Band students.

Conduct Reports

Every band member is a representative of our school on any occasion, whether we perform a concert at Mokena Junior High School, or travel away from school to perform. Students who are uncooperative or behave inappropriately while at our concerts, or traveling with the band or choir will be excluded from one or more future performances, and may be suspended from band for the rest of the semester.

Students may be given a "Conduct Report" for minor misbehaviors, such as unnecessary talking, unnecessary playing, uncooperative attitude, being late for band, disruptive behavior, or some other inappropriate behavior. If a student accumulates three conduct reports in one semester, that student will be suspended from band or choir for the remainder of that semester.

Disciplinary measures include those listed above and any in the realm of student discipline as outlined in the Parent/Student Handbook.

Sectionals

Sectionals are small group rehearsals held every other week for all Concert and Symphonic Band students. These rehearsals will be held during homeroom. Students will be assigned to a sectional group during the first few weeks of school. A sectional schedule will be given to all students. This schedule is to be kept in their band binders.

Sectionals are a requirement for all Concert and Symphonic Band students. Due to the fact that sectionals are held during homeroom, it is understood that students may need to miss rehearsal to make up a test or receive extra instruction from a teacher. We ask that students avoid this whenever possible by doing these things before or after school or on days when there is no sectional. In the event that a rehearsal must be missed for ACADEMIC REASONS, students must present a pass from their homeroom teacher to their sectional teacher BEFORE the missed rehearsal. Passes presented after the missed rehearsal will not be accepted and the student will be considered absent from that rehearsal.

Attendance will be taken at the beginning of each rehearsal. Students who are not seated and ready to begin at the start of the rehearsal will be considered tardy. In accordance with MJHS school policy students with three tardies will receive a pink detention as they are not where they should be during the school day.

Playing Tests

All Beginning, Cadet, Concert, and Symphonic Band students will take two or three playing tests during the course of the school year. Students will have at least two weeks notice before a playing test. Playing test materials will be selected from concert music and Essential Elements 2000 books.

All students are required to perform playing tests. The purpose of these playing tests is to hear each student play alone. The playing test functions as a progress check. It is the directors' way of knowing which concepts each student has mastered and which concepts still need attention. The purpose of these tests is not to make students scared or uncomfortable.

An example of the playing test rubric is Appendix B.

Rehearsal or Performance Cancellation

In the event that a rehearsal or performance must be cancelled, students will be notified via the districts automated ConnectEd communication program. This makes it absolutely necessary that both the school district and the directors be made aware of any changes to your phone number during the school year.

Students New to the District

Students who are new to the district are welcome to join morning band or Singing Meteors. Previous to joining band, new students must pass a proficiency test. Please see Mrs. Maffia for a copy of this test. New students interested in joining Singing Meteors should see Ms. Rodey.

Symphonic Band Auditions

Students must perform at an acceptable level to gain admittance into Symphonic Band. This will be determined by audition. Symphonic Band audition music was given to every eligible student at the end of the 2008-2009 school year. They have had the entire summer to prepare. Symphonic Band Auditions will be held during the first week of September. The date will be announced on the first day of band in August. All 7th and 8th grade students must complete a Symphonic Band Audition. 6th Grade students are eligible to audition, but do not have to do so.

All auditions will be held on the same evening. Students will sign up for a time slot. Outside judges have been hired to evaluate each audition. These judges will determine who will be accepted into Symphonic Band. A second round of auditions will be held in January for any students who wish to audition at this time. The process will be the same.

Students who are accepted into Symphonic Band during the first round of auditions in September will be part of the group for the entire school year. However, acceptance into Symphonic Band in the previous school year does not guarantee acceptance in the current school year.

The audition evaluation form is very similar to the playing test evaluation found in Appendix B.

Jazz Band Auditions

7th & 8th grade students who wish to participate in jazz band must perform a successful audition. Jazz band auditions will be held in September and January. Music can be obtained from Mrs. Maffia.

The audition will consist of a prepared piece, improvisation, and sight-reading. The director will listen to all jazz band auditions and will place students accordingly. Due to the nature of the music and limited rehearsal time, the number of students accepted into jazz band may be limited. This limitation is at the discretion of the director.

The audition evaluation form is very similar to the playing test evaluation found in Appendix B.

Instrument Maintenance

Proper instrument maintenance is essential to success when studying a musical instrument. Instruments that are not properly maintained on a regular basis will not function well and will impede student progress. The directors of the Mokena Public School's Music Department expect all students to keep their instruments in top working order. Instruments and cases will be inspected on a regular basis.

A maintenance demonstration for all woodwind and brass players will be held in the fall. All new students who play woodwind and brass instruments are asked to attend these sessions to ensure they understand how to properly care for their instrument. Students who have already attended a maintenance session in the past are encouraged to attend to review proper maintenance.

Percussion maintenance will be part of the percussion ensemble curriculum.

Maintenance instructions and a list of supplies for each woodwind and brass instrument can be found in Appendix C.

School Owned Instruments

The Mokena Music Department owns many of the larger, more expensive instruments for students to rent. This includes all percussion equipment. Students who wish to rent an

instrument must first gain permission to do so from their director. Once permission has been granted, students and parents must fill out the school-owned instrument rent form (found in Appendix C of this handbook) and submit the \$50 school instrumental rental fee. This form and fee does not apply to students who will be playing instruments they are renting from a music store or have purchased.

Instrument Repairs

It is very important that students keep their instruments in good working order at all times. Sometimes a small problem can lead to very costly repairs if not addressed immediately. Students are free to bring instruments they own to the qualified instrument repair person of their choice. All school-owned instruments will be repaired at Quinlan and Fabish.

Students are welcome to take advantage of our relationship with Quinlan and Fabish. Mr. Tom Fox visits MJH once a week to pick up and deliver instruments to the store for repairs. Students who wish to use this service should call Quinlan and Fabish to let them know the instrument in need of repair and to arrange a loner while the instrument is gone. Also, they must fill out the repair form on page 5 of Appendix B.

Practicing

Practicing is essential for student success in music. It is suggested that all MIS students practice fifteen minutes every day and all MJHS student practice for thirty minutes each day. Band students will be required to turn in a weekly practice log to show that they have been keeping up with their practice responsibilities. A copy of this log can be found in Appendix C.

Below is an outline of a good practice session.

1. **Establish quiet time.** Practice in a room with no distractions. This means no TV, no radio, no computer unless using a music program, no other people around.
2. **Practice without interruptions.** No talking on the phone, no Internet.
3. **Prepare yourself and your space.** Use the restroom before you start practicing. Get a glass of water to bring into your practice room. Be sure you have sharpened pencils. Set up your instrument, stand, and music you will be working on.
4. **Warm-up.** Spend some time doing warm-up exercises from your band binder or private lesson teacher.

5. **Decide what you want to accomplish.** Set a goal for yourself. What would you like to be able to do by the end of your practice time? Remember your goal as you continue to practice.
6. **Leave room for some fun.** Practicing and playing music should be fun. End your practice time playing one of your favorite songs. If you would like to learn a song that you do not have music for, ask your band director or private lesson teacher. One of the best things about learning to play a musical instrument is getting a chance to be creative. You don't always have to play music someone else wrote. Take a few minutes and make up something of your own.

Percussion Boot Camp

Beginning Band students who wish to be considered for the percussion section must participate in Percussion boot camp. Boot camp will be held every morning for a week at the end of the Beginning Band year. During camp, students will learn the basics of drum and mallet playing. They will be given daily homework assignments to be performed for evaluation at the next morning's sessions. The total scores for each percussion evaluation will be added to the student's wind instrument evaluation from the end of the Beginning Band year. Those students with the top combined scores will be permitted to play percussion beginning in the summer after Beginning Band.

Interested students must sign up with their directors in the spring. Each student must purchase a pair of drum sticks. The directors will place an order for these sticks.

Summer Band

The Mokena Music Department will offer a four week summer band program for incoming 5th – 8th grade band students. Students enrolled in this program will perform in the Mokena 4th of July Parade and the Summer Band final concert. Though the summer band program is optional, it is highly recommended.

Summer Band registration will be included in the spring band registration packet.

Newsletters

The Mokena Music Department publishes a monthly newsletter. This newsletter is the directors' main communication each month and will include information on upcoming

events such as auditions, performances, and field trips. Most questions parents and students ask can be answered by simply referring to the newsletter. The newsletter is made extremely accessible to all students. Parents who have submitted an up to date email address will receive a copy electronically. Parents who do not use email will have a copy mailed to their home. A copy of the monthly newsletter is posted in all rehearsal rooms. The newsletter can also be accessed through the MJHS website.

Awards

All awards are given at the end of the year prior to the Spring Fine Arts Concert. These awards will be recognized at the Spring Fine Arts Concert. These awards recognize years of service in Meteor Band, Singing Meteors, and Meteor Jazz Band. Awards are as follows:

Meteor Band Awards

Year in Meteor Band	Band Award
1 st	Band Certificate
2 nd	Band Pin
3 rd	Honor Bar
4 th	Band Medal
5 th	Band Trophy

Singing Meteor Awards

Year in Meteor Choir	Choir Award
1 st	Choir Certificate
2 nd	Choir Pin
3 rd	Choir Medallion

Meteor Jazz Band Awards

Year in Meteor Jazz Band	Jazz Band Award
1 st	Jazz Certificate
2 nd	Jazz Pin
3 rd	Jazz Medallion

Music Boosters & Parent Volunteers

The goal of the Mokena Music Boosters is to support the Mokena Music Department in whatever way possible. Music Booster meetings are conducted on the third Tuesday of every month at 7:00 PM in the MJHS learning center. Meetings may be rescheduled to a different week due to school conflicts. A copy of the Music Booster Calendar can be found on page 14 of Appendix A. Music Booster meetings are open to the parents of all Mokena band, choir, and jazz band students.

Below you will find contact information for the Music Booster Chairpersons.

President Karen Bussean 708-479-0192	Vice President Shirley Hansen 708-479-7286
Secretary Beth McGrath 708-479-1159	Treasurer Carol Garcia 708-478-8716
Market Day Chairperson Jenny Daley 815-469-8571	Dippin' Dots Chairperson Julie Cassara 708-478-5857
Chaperone Chairperson Cindy Hoyle 708-479-4294	Choir Robe Chairperson Stacy Eckert 708-478-6227
Band Uniform Chairpersons Dina Fugett 815-469-8987 Judy Heinen 708-479-8893	Hospitality Chairpersons Pam DeGregorio 815-469-4960 Pam Rymut 815-806-1306
Spirit & Publicity Chairperson Carol Sheetz 708-478-6953	

The Music Boosters are always looking for parent volunteers to help with the many fundraisers and events throughout the year.

In addition to these volunteer opportunities, the directors and boosters are always looking for parents who have special skills such as scrapbooking, data processing, sewing, carpentry or arts and crafts, please let the directors and boosters know as we are always looking for help with special projects.

Solo and Ensemble Contest

Solo and Ensemble Contest is an annual event organized by the Illinois Grade School Music Association (IGSMA). This is an excellent opportunity for music students to challenge themselves to learn and perform either a solo or small group piece to be performed in front of a judge. Through participation is not a requirement, all 5th-8th grade band and Singing Meteor students are strongly encouraged to participate. Music will be available for all interested students after the Fall Concerts.

Below are some important rules regarding solo and ensemble contest:

- The entry fee is the responsibility of the student. There is a \$8 fee for each solo performed. The ensemble fee is \$5 per student. Please make checks payable to Mokena Public Schools.
- All music performed must be a minimum of 28 measures in length, excluding repeats. The directors encourage you to check with them to be sure your piece meets this length requirement.
- All solos require a piano accompanist. The only exception to this rule is if a piece is written without an accompaniment. This typically applies to piano and drum solos.
- Parents are responsible for acquiring an accompanist. Accompanists should be experienced piano players, preferably an adult.
- A student may participate in a total of five (5) solo and ensemble events, but is limited to two vocal ensembles, two instrumental ensembles, one vocal solo, and one instrumental solo unless a second solo is performed on a different instrument. A student may participate in not more than four (4) instrumental events.
- Students must provide an original copy of their piece for the judge. Students who do not have a judge's copy will receive a lowered rating.
- All judge's copies must have each measure numbered. Please see your director for help with numbering.
- Instrumental performances may read from the music. Vocal performances must be memorized.
- Students may not perform a piece they have performed at a previous contest at any time during their musical career.
- Students shall not wear medals, uniforms, and/or apparel with any logos or markings identifying the participating school when performing a solo or ensemble.

Private Lessons

It is not required that Mokena music students take private lessons. It is true however, that the vast majority of students who do not take private lessons tend to have improper playing habits, and never reach their full potential as musicians. Included in this section is a listing of persons who are willing to teach private lessons. We are offering this information as a service to parents. To the best of our knowledge, the teachers listed below are qualified professionals with years of teaching experience. **This is not intended to be an endorsement or character reference for any teacher.** As always, we urge you to use good judgment when choosing a private lesson teacher and/or a music store with whom to do business.

Some of these teachers are willing to give lessons at Mokena Junior High School after school on various days of the week. The lesson price should be discussed with the teacher.

Teacher	Instrument	Telephone
Karen Bussean	Clarinet & Other Woodwinds	708-479-0192
Lynn Godfrey	Clarinet & Piano	708-748-2713
Sarah Sipll	Flute & Voice	815-351-4536
Brian Wessel	Trumpet & Lower Brass	815-478-3046
Michelle Vander Woude	Flute & Piano	708-906-1627
Ken Cheney	Low Brass	708-233-9473
Shannon Shanahan	French Horn & Trumpet	815-469-8415

IMEA

Each fall the Illinois Music Educator's Association (IMEA) hosts a one day festival for 6-8th grade choir, band, and jazz band students. This festival is a one-day event for students who excel in music. Think of it as the all-star team for band. Students who are interested will sign up for an audition. Those who perform well enough at the audition will be selected to represent Mokena Junior High at the District I IMEA festival. At this festival, students will spend the day rehearsing with a well-respected director, usually from the college level, and perform in a concert for friends and family. Interested students can get audition music from Mrs. Maffia or Ms. Rodey.

The cost for each audition is \$7. This fee is the responsibility of the student. Transportation to and from both the audition and the festivals is also the responsibility of the student. A Mokena Music Department director will be in attendance for all activities and will meet students at the event. Interested students must turn in all fees and registration forms on or before Friday, September 11th. See Appendix C for IMEA registration paperwork.

Dates and locations for the 2009 IMEA District 1 auditions and festivals are as follows:

- **Auditions:** October 3 at Liberty Junior High School, New Lenox, IL
- **Band & Choir Festival:** Saturday, November 7 at Lincoln-Way North, Frankfort, IL
- **Jazz Festival:** Saturday, November 14 at West Leyden High School, Franklin Park

The competition for acceptance into all of IMEA groups is very fierce. Students are expected to play the audition music remarkably well. In addition to this, upon acceptance, students will receive the music to be performed at the festival. Students are expected to learn their parts, and learn them well, independently prior to the day of the festival.

Student Government

It is very important to the directors of the Mokena Music Program that students take strong leadership positions to aid and assist the directors. Additionally, the directors highly value student input. Students in the band, choir, and jazz programs at MJHS will be eligible to be a part of the music staff and/or be members of the Music Council. Council positions will be elected by the students. Students interested in music department jobs will apply. The directors will review each application and select a student to fill each available position.

Music Council

(Students are elected to these positions by their peers)

Executive Officers

Qualifications: Must be an 8th grade student who is a member of Meteor Band, Singing Meteors, or Meteor Jazz Band. He or she should be an outstanding member of the music department and prepared to dedicate a significant amount of time to this position.

The duties of each executive office are listed below:

President

- Preside over all council meetings
- Present a welcome to the audience at all MJHS concerts, including jazz concerts
- Prepare programs for all MJHS concerts
- Present an outstanding example of musicianship and character to all students in the music program

Vice President

- Attend all council meetings

- Preside over the librarians
- Prepare announcements and other publicity for all music department events
- Present an outstanding example of musicianship and character to all students in the music program
- Perform the duties of the president if the president is unable to do so

Secretary

- Attend all council meetings
- Record the minutes of all council meetings
- Send thank you notes to chaperones, other teachers, custodians, administrators, parents, etc.
- Present an outstanding example of musicianship and character to all students in the music program

Treasurer

- Attend all council meetings
- Assist with Beethoven Bucks
- Present an outstanding example of musicianship and character to all students in the music program

Ensemble Representatives

Qualifications: Ensemble representatives should be outstanding members of the music department and prepared to dedicate a significant amount of time to this position. Reps can be from any grade level. Both Concert Band and Symphonic Band will have two representatives on the council. The Singing Meteors will have a representative from each grade level. The Meteor Jazz Bands will have a representative from each group.

The duties of each ensemble rep are as follows:

- attend all council meetings
- record rehearsal and concert attendance
- collect and process practice logs (band only)
- distribute Beethoven Bucks as instructed by director
- Keep a record of daily announcements for students who are absent
- Present an outstanding example of musicianship and character to all students in the music program

Music Staff

(Directors will appoint these positions based on application)

Students who are interested in serving on the music staff are asked to fill out the music staff application found in Appendix B. All students who are a member of either the Meteor Bands, Singing Meteors, or Meteor Jazz Bands are eligible to serve on the music staff.

Music Librarian: Music librarians will assist the directors with the distribution and organization of sheet music. Students who wish to be librarians must devote two homeroom periods a week to their work in the music library. Librarians do not need to be a member of an instrumental ensemble. Three positions are available.

Set-Up Crew: The set-up crew is responsible for ensuring that the rehearsal space is prepared for all instrumental rehearsals. Students who wish to serve on the Concert or Symphonic Band set-up crew must be available to arrive at school no later than 6:50 AM every day. Students who wish to serve on the jazz band set-up crew must be available every day between the end of band and the first bell. Nine positions will be available.

Student/Parent Contract

This contract is to be signed by both students and parents. Please take time to carefully read and sign this page. All contracts are due to your director by Friday, September 18th, 2009.

This signed and dated form will be kept on file. The intent of this form is to ensure that all music students and their parents understand and adhere to all Mokena Music Department policies and expectations.

Please read each of the following. Check to signify that you and your child understand and agree to follow each item.

- I have read the Mokena Music Department Handbook including all expectations, group descriptions and attendance policies with my child and we understand our responsibilities in assisting to create a successful music program.
- I understand that my child will be expected to perform in uniform (Beginning Band and Jazz Band excluded).
- I have taken the time to put all performance and other special music dates in my calendar and in my student's agenda. I understand that if there are conflicts I must notify my child's director at least two weeks in advance.
- I understand that my child will be expected to practice at home on a regular basis.
- I understand the rehearsal attendance policy for my child's ensemble(s) and will do my part to ensure regular, productive attendance.

Student Name(Please Print)

Student Signature

Date

Parent Name (Please Print)

Parent Signature

Date

Appendix A - Calendars

2009-2010 Band & Choir Calendar Music Booster Calendar



Mokena Music Department August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Booster Meeting	19	20 Uniform Measuring Opening Day Rehearsal	21	22
23	24 Opening Day Performance	25 Mandatory Band Parent Meeting	26 Meteor Band Begins Uniform Fitting	27 Uniform Fitting	28	29
30	31 7 th & 8 th Grade Choir Meeting					

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 6 th Grade Choir Meeting	2	3 Symphonic Band Auditions 6 th Gr Jazz Meeting	4 7 th & 8 th Grade Jazz Meeting	5 Manhattan Fun Day Parade
6	7	8 MIS Band Begins Symphonic and Concert Bands Begin Singing Meteors Begin	9	10 Jazz Band Auditions	11 Due Date for Registration for IMEA, Choir, Jazz and for Parent/.Student Contract	12
13	14 Sectionals Begin Jazz Band Begins	15	16	17 Pep Band Info Meeting	18 LWE Band Night	19
20	21 Brass Maintenance Sessions	22 Booster Meeting	23 Market Day	24 Woodwind Maintenance Sessions	25	26
27	28	29 Pep Band Rehearsal	30			

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Pep Rehearsal	2	3 IMEA Auditions
4	5	6 Pep Rehearsal	7	8 Pep Rehearsal	9	10
11	12 Columbus Day NO SCHOOL	13 Early Dismissal – No Choir or Jazz Band	14	15 Pep Band	16	17
18	19 Teachers' Institute NO SCHOOL	20 Pep Band Booster Meeting	21 Market Day	22 MIS Concert	23 No MIS Band Rehearsal After School Choir Practice	24
25	26 After School Choir Practice	27 MJH Concert MJH Concert	28 No MJH Band Rehearsal	29	30	31

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Jazz Concert	7 IMEA Jr. Festival
8	9	10 Parent Teacher Conferences NO SCHOOL	11 Veteran's Day NO SCHOOL	12 Pep Band	13	14 IMEA Jazz Festival
15	16	17 Booster Meeting	18 Market Day	19 Pep Band	20	21 Festival of Lights Parade
22	23	24	25 Early Dismissal Sectionals WILL be held	26 Thanksgiving NO SCHOOL	27 NO SCHOOL	28
29	30					

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department
December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Early Dismissal NO SECTIONALS	3	4	5
6	7 After School Choir Practice	8 Booster Meeting	9	10	11 Solo & Ensemble Forms Due After School Choir Practice	12
13	14	15 MIS Concert	16 No MIS Band Market Day	17 MJH Concert MJH Concert	18 Concert Assembly Concert Assembly Concert Assembly Concert Assembly	19
20	21 BREAK	22 BREAK	23 BREAK	24 BREAK	25 BREAK	26
27	28 BREAK	29 BREAK	30 BREAK	31 BREAK		

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 BREAK	2
3	4 Classes and Rehearsals Resume	5	6	7 Pep Band	8	9
10	11	12	13	14 Pep Band	15	16 LWC Jazz Festival
17	18 Martin Luther King, Jr. Day NO SCHOOL	19 Booster Meeting	20	21	22	23 Solo & Ensemble Pre-Contest
24	25 LWE 8 th Grade Band Step-up Night (8 th grade only)	26	27 Market Day	28 MJH Activity Pictures	29	30
31						

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department February 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Early Dismissal No Sectionals	4	5	6 Solo & Ensemble Contest (tentative)
7	8 LWE 8 th Grade Choir Step-up Night (All Singing Meteors)	9	10	11	12	13 Solo & Ensemble Contest (tentative)
14	15 Presidents' Day NO SCHOOL	16 Booster Meeting	17	18	19 Parent Teacher Conferences NO SCHOOL	20 Solo & Ensemble Contest (tentative)
21	22 After School Choir Practice	23	24 Market Day	25 After School Choir Practice	26 Teachers' Institute NO SCHOOL	27
28						

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department
March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Casmir Pulaski Day NO SCHOOL	2 MJH Concert MJH Concert	3 No MJH Band SECTIONS WILL BE HELD	4 MIS Concert	5 No MIS Band	6
7	8	9	10	11	12	13
14	15	16 Booster Meeting	17	18	19 IGSMA Contest Set-up	20 IGSMA Band & Choir Contest <u>WE ARE HOSTING!</u>
21	22	23	24 Market Day	25	26	27
28	29	30	31			

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department
April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Early Dismissal Jazz and Choir will meet	2 BREAK	3
4	5 BREAK	6 BREAK	7 BREAK	8 BREAK	9 BREAK	10
11	12 Classes and Rehearsals Resume	13	14 Early Dismissal No Sectionals	15	16	17
18	19	20 Booster Meeting After School Choir Practice	21	22	23 Last Day of Sectionals	24
25	26 After School Choir Practice	27 Last Day of Choir MJH Concert MJH Concert	28 No MJH Band Market Day	29 MIS Concert	30 No MIS Band	

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department
May 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Recruitment Concert Recruitment Concert Recruitment Concert	4 Cadet Band Written Test 5 th Grade Step-Up Concert (5 th grade and Symphonic Band only)	5 MIS Playing Tests	6 MIS Playing Tests	7 MIS Playing Tests Symphonic Band Trip	8 Symphonic Band Trip
9	10 MIS Playing Tests	11 MIS Playing Tests	12 MIS Playing Tests 5 th Gr Outdoor Ed	13 MIS Playing Tests 5 th Gr Outdoor Ed	14 MIS Playing Tests 5 th Gr Outdoor Ed	15
16	17 MIS Playing Tests	18 MIS Playing Tests Booster Meeting	19 MIS Playing Tests	20 MIS Playing Tests	21 MIS Playing Tests 2010-11 Registration Due	22
23	24 Percussion Boot Camp	25 Percussion Boot Camp 8 th Gr Recognition	26 Percussion Boot Camp Market Day	27 Percussion Boot Camp	28 Percussion Boot Camp Drum Major Auditions Last Day MJH Band	29
30	31 Memorial Day NO SCHOOL Memorial Day Parade					

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department June 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Teachers' Institute NOSCHOOL	4 Last Day of School	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Summer Band Begins	22	23 Market Day	24	25	26
27	28	29	30			

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Mokena Music Department July 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 4 th of July Parade	5	6	7	8	9	10
11	12	13	14	15 Summer Band Final Concert	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Meteor Bands

Singing Meteors

Jazz Band

MIS Bands

Pep Band

Music Booster Calendar

The Mokena Music Boosters meet on the third Tuesday of every month in the MJHS learning center. All meetings begin at 7:00 PM and are open to all booster members.

The Music Boosters sponsor several fund-raisers throughout the year. They always need parent volunteers to help with these events.

Important Booster Dates are as follows:

August 18 th	Booster Meeting
August 20 th	Uniform Measuring
August 25 th	Mandatory Band Parent Meeting
August 26 th	Uniform Fitting
August 27 th	Uniform Fitting
September 18 th	Dippin' Dots at MIS and MJH
September 22 nd	Booster Meeting
September 23 rd	Market Day
October 9 th	Dippin' Dots at MES
October 20 th	Booster Meeting
October 21 st	Market Day
November 17 th	Booster Meeting
November 18 th	Market Day
December 4 th	Dippin' Dots at MIS and MJH
December 8 th	Booster Meeting
December 16 th	Market Day
January 19 th	Booster Meeting
January 22 nd	Dippin' Dots at MES
January 27 th	Market Day
February 12 th	Dippin' Dots at MIS and MJH
February 16 th	Booster Meeting
February 24 th	Market Day
March 16 th	Booster Meeting
March 19 th	Dippin' Dits at MES
March 24 th	Market Day
April 20 th	Booster Meeting
April 28 th	Market Day
April 30 th	Dippin' Dots at MIS and MJH
May 18 th	Booster Meeting
May 26 th	Market Day

Appendix B – Forms

Application for Learning a New Instrument
Instrumental Rental Agreement
Solo & Ensemble Registration
IMEA Registration
Instrument Repair Request
Practice Log
Music Staff Application
Music Council Application



Application for Learning a New Instrument

Dear Parent(s),

In the Mokena Public Schools, we are proud to offer instruction on a wide variety of woodwind, brass, and percussion instruments. Our bands are in need of students playing instruments that will add to the overall quality of the groups. A balanced band sound has a warm, rich quality, and correct instrumentation is a must for a balanced band sound.

Students have the opportunity to learn some of the necessary instruments through a trial period. After a child has developed skills on one instrument it is usually easy to learn a second one. Students will have daily opportunities to practice the new instrument. Students may test on their main instrument until they feel they are ready on the new one. Mrs. Maffia is available for extra help by appointment Monday through Thursday. At the end of the two-week trial period, the student either commits to the new instrument for the remainder of the year or goes back to the main instrument. Only one instrument trial is allowed per year.

Only instruments that will help to improve the overall band sound will be approved for the two week trial period. We will not allow more flutes, clarinets, alto saxes (accepted cadet band), trumpets, or percussion. The instruments offered for the trial period are oboe, bassoon, bass clarinet, tenor sax, bari sax, F horn, trombone, baritone, and tuba. Students who switch to new instruments should be self-motivated, disciplined, patient with themselves, conscientious, and committed.

Application for Learning a New Instrument

Student's Name _____

I am interested in trying (in order of preference)

1. _____
2. _____

The reasons I want to try these instruments are (use back in necessary):

My child is interested in trying the above instruments. I support this choice and will provide necessary materials if my child decides to make this commitment. I understand that this may include renting an instrument for my child to use in the event that he/she decides to switch instruments at the end of the two-week trail period.

Parent Signature _____

Date _____

Mokena Public Schools School-Owned Instrument Rental Agreement

2009-2010 School Year

I hereby agree to accept responsibility for the care of the school owned instrument being loaned to

_____ for use in band.

(Student's Name)

I agree to pay the sum of \$50.00 for the use of said instrument and agree to take full responsibility for its safety and maintenance.

I understand that I am to keep the instrument in good playing condition and that I will pay for any damage, breakage, or significant deterioration in condition for which my student is responsible. If the instrument in my possession is damaged beyond repair, I agree to pay the Mokena Music Boosters its fair market value as appraised by the music repair store of the director's choice.

Any repair made to this instrument without the approval of the band directors will be considered a breach of contract. A student who violates this clause may be asked to buy the instrument from Mokena Public Schools at fair market value as appraised by the music repair store of the director's choice.

Instrument Brand and Serial Number _____

Address _____

Telephone Number _____

Student Signature

Parent/Guardian Name (printed)

Parent/Guardian Signature

Solo & Ensemble Entry Forms

Due December 11th, 2009

All forms must be complete to be accepted.

Important Reminders:

- 1) There are very strict rules governing IGSMA solo and ensemble contest. Please refer to page 24 of this handbook to find these rules.
- 2) Solo forms will not be accepted without an accompanist listed.
- 3) Forms will not be accepted without payment.
- 4) A separate entry form is need for each event. Ensembles should submit one form as a group.

Mokena Junior High School Solo Entry Form

Name: _____
Grade: _____ Instrument: _____ Number of Years Played: _____
Title of Piece: _____
Composer: _____ Arranger: _____
Accompanist: _____ Accompanist's Phone Number: _____

Mokena Junior High School Ensemble Entry Form

*Name: _____ Instrument: _____
Name: _____ Instrument: _____
Name: _____ Instrument: _____
Name: _____ Instrument: _____
Title of Piece: _____
Composer: _____ Arranger: _____
Ensemble Leader's Phone Number: _____

* Denotes Ensemble Leader

IMEA Registration

This registration form must be submitted with the payment of \$7 per entry. All checks are to be made payable to Mokena Public Schools.

I understand that by registering for an IMEA audition I am committing to attend my audition as assigned to me by the host school. I also understand that, by submitting this registration form I am expected to attend any and all festivals that grant me acceptance.

Auditions will be held on Saturday, October 3rd, 2009. The Concert festival including the concert band and choir will be held on Saturday, November 7th, 2009. The Jazz Festival will be held on Saturday, November 14th, 2009. The festivals are all day events.

I will be trying out for:	
Group	Instrument/ Voice Type
<i>Concert Band</i>	<i>Flute</i>

Please schedule my audition _____ because of a time conflict.

Student Signature

Parent Name (Printed)

Parent Signature

Instrument Repair Request

Mr. Tom Fox, a representative from Quinlan & Fabish Music Company will make weekly trips to MJHS to pick-up and deliver any instruments in need of repair. Please call the store at 630-654-4111 before you submit your instrument for repair to request a loner instrument.

Quinlan & Fabish Service Request

Parent's Name: _____ Student's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ School: _____

Director: _____ Instrument: _____

Describe the work you would like done:

Name: _____ **Practice Log** Band: _____

	Assignment	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Minutes	Parent Initial	Teacher Initial
8/30-9/5											
9/6-9/12											
9/13-9/19											
9/20-9/26											
9/27-10/3											
10/4-10/10											
10/11-10/17											
10/18-10/24											
10/25-10/31											
11/1-11/7											
11/8-11/14											
11/15-11/21											
11/22-11/28											
11/29-12/5											
12/6-12/12											
12/13-12/19											
12/20-12/26											
12/27-1/2											
1/3-1/9											
1/10-1/16											
1/17-1/23											
1/24-1/30											
1/31-2/6											
2/7-2/13											
2/14-2/20											
2/21-2/27											
2/28-3/6											
3/7-3/13											
3/14-3/20											
3/21-3/27											
3/28-4/3											
4/4-4/20											
4/11-4/17											
4/18-4/24											
4/25-5/1											

Music Staff Application

Name: _____

Grade: _____

I am a member of the following ensembles (*circle all that apply*):

Meteor Band

Singing Meteors

Meteor Jazz Band

I am applying for the position of (*circle all that apply*):

Librarian

Concert Band Set-up

Symphonic Band Set-up

Jazz Band Set-up

In your own words, please answer the following questions. Remember, your answers will be used to evaluate your ability to fulfill the responsibilities of the position for which you are applying. Please type your answers, then attach a copy of them to this application

- 1) Describe why you would like to hold this position.
- 2) Describe how you work with others.
- 3) List any previous projects, activities, responsibilities, etc. that will help you do this job well.

Student Contract

I _____ agree to abide by all Music Department Handbook expectations and procedures. I further agree to carry out and execute the duties of the position(s) listed above. I attest that I have read, understand, and agree to the duties and responsibilities as stated in the Music Department Handbook. I understand and agree that should I fail to do my job as explained in the handbook or violate any of the Music Department expectations or procedures I will be relieved of my duties and dismissed from the Music Staff.

Student Signature

Date

Parent Contract

I _____ have read, understand, and agree to the terms, conditions, policies, and rules as outlined in this agreement. I agree that my child will abide by the policies as stated in the Music Department Handbook and in the job description for the position my child is assuming.

Parent Signature

Date

Music Council Application

Name: _____ Grade: _____

I am a member of the following ensembles (*circle all that apply*):

Meteor Band

Singing Meteors

Meteor Jazz Band

I am applying for the position of (*circle all that apply*):

President

Vice-President

Treasurer

Secretary

Ensemble Rep

In your own words, please answer the following questions. Remember, your answers will be used to evaluate your ability to fulfill the responsibilities of the position for which you are applying. Please type and print your answers and attach them to this application

- 1) Describe why you would like to hold this position.
- 2) Describe how you work with others.
- 3) List any previous projects, activities, responsibilities, etc. that will help you do this job well.
- 4) Describe why music is important in your life.

Student Contract

I _____ agree to abide by all Music Department Handbook expectations and procedures. I further agree to carry out and execute the duties of the position(s) listed above. I attest that I have read, understand, and agree to the duties and responsibilities as stated in the Music Department Handbook. I understand and agree that should I fail to do my job as explained in the handbook or violate any of the Music Department expectations or procedures I will be relieved of my duties and dismissed from the Music Staff.

Student Signature

Date

Parent Contract

I _____ have read, understand, and agree to the terms, conditions, policies, and rules as outlined in this agreement. I agree that my child will abide by the policies as stated in the Music Department Handbook and in the job description for the position my child is assuming.

Parent Signature

Date

Appendix C – Instrument Maintenance

Flute Maintenance

Oboe Maintenance

Bassoon Maintenance

Clarinet & Bass Clarinet Maintenance

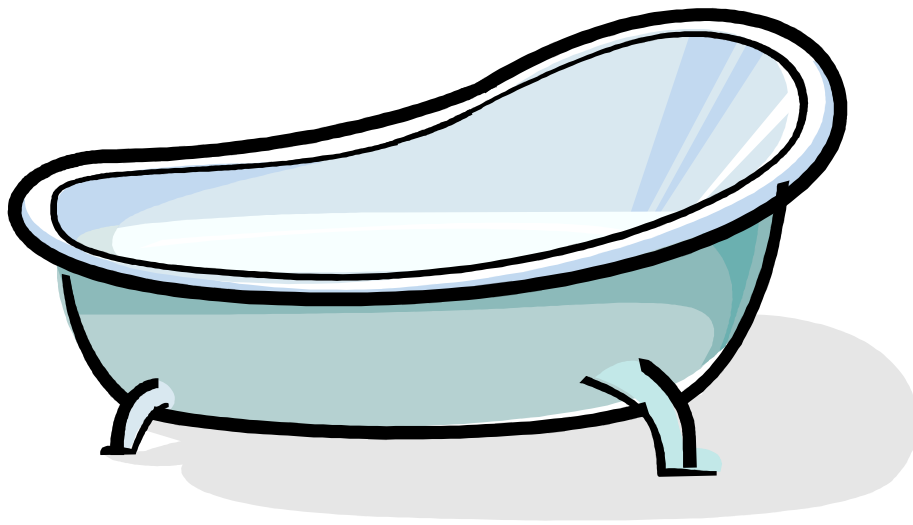
Saxophone Maintenance

Trumpet, Baritone & Tuba Maintenance

F Horn Maintenance

Trombone Maintenance

How to Give Your Brass Instrument a Bath



Flute Maintenance

Supplies

Polishing Cloth
Cleaning Rod
Handkerchief
Small Paint Brush

After Every Time You Play

- 1) Take flute apart.
- 2) Thread the handkerchief through the opening at the end of the cleaning rod.
- 3) Wrap the handkerchief around the cleaning rod. Make sure the rod is completely covered.
- 4) Swab the inside of each piece separately. Be sure to hang on to the cloth while swabbing to keep it from getting stuck inside.
- 5) Take the handkerchief and wipe the unfinished part of the head joint.
- 6) Place each piece back in case after it has been cleaned.

Once a Week

- 1) Brush outside surfaces of instrument with paintbrush to remove any dirt and fingerprints.
- 2) Wash handkerchief.

Oboe Maintenance

Supplies

Cork Grease
Silk Oboe Swab
Empty Film canister or prescription bottle for water
Reed Case
Small paint brush

Before every time you play

- 1) Apply cork grease to all corks.
- 2) Soak reed for at least one minute.

After every time you play

- 1) Remove reed and return it to its case.
- 2) Take the weighted end of your swab and drop it into the bell. Make sure there are no knots in the swab string or it will get stuck.
- 3) Let the weight fall through the body of the oboe. Pull the swab through the instrument.
- 4) Take oboe apart and place each piece back into the case.

Once a week

- 1) Brush outside surfaces of instrument with paintbrush to remove any dirt and fingerprints.
- 2) Wash swab.

Bassoon Maintenance

Supplies

- Pull through Bassoon Swab
- Cork Grease
- Small Paint Brush
- Empty Film canister or prescription bottle for water
- Reed Case

Before every time you play

- 1) Apply cork grease to all corks.
- 2) Soak reed for at least one minute.

After every time you play

- 1) Remove reed and return it to its case.
- 2) Take apart the bassoon. Return the bocal, bell, and bass joint to the case.
- 3) Pull the swab through both the wing joint and the boot separately. You do not need to swab the bell or the bass joint.
- 4) Return the wing joint and boot to the case.

Once a week

- 1) Using a bocal brush and running water, clean the bocal.
- 2) Wash swab.

Clarinet and Bass Clarinet Maintenance

Supplies

- 1) Cork Grease
- 2) Silk swab
- 3) Small paint brush
- 4) Reed case
- 5) Box of new reeds
- 6) Mouthpiece cap

Before you play

- 1) Apply cork grease to all corks.
- 2) Soak reed for at least one minute.

After every time you play

- 1) Take the reed off of the mouthpiece and return it to its case.
- 2) Take the weighted end of your swab and drop it into the bell of the clarinet.

- 3) Let the weight fall through the body of the clarinet and pull through. Repeat two or three times.
- 4) Take clarinet apart and place each piece back into the case.

Once a week

- 1) Brush outside surfaces of instrument with paintbrush to remove any dirt and fingerprints.
- 2) Wash swab.

Saxophone Maintenance

Supplies

Cork grease
Silk saxophone neck swab
Silk saxophone body swab
Small Paint brush
Box of new reeds
Reed case
Mouthpiece Cap
Neck Plug

Before every time you play

- 1) Apply cork grease to the cork on the neck.
- 2) Soak reed for at least one minute.

After every time you play

- 1) Remove reed from the mouthpiece and return it to its case.
- 2) Remove the mouthpiece. Pull the neck swab through the mouthpiece. Use the swab to wipe off the outside of the mouthpiece.
- 3) Drop the weighted end of the neck swab through big end of the neck. Pull through. Repeat two or three times. Place back in case.
- 4) Drop the weighted end of the body swab into the bell of the instrument. Turn the instrument upside down to get the weight to drop through. Pull swab through instrument. Repeat two to three times.

Once a week

- 1) Brush outside surfaces of instrument with paintbrush to remove any dirt and fingerprints.
- 2) Wash swabs.

Trumpet, Baritone & Tuba Maintenance

Supplies:

Valve oil
Snake
Handkerchief
Valve brush
Mouthpiece brush
Slide Grease

After every time you play:

- 1) Remove moisture from the inside of the valve slides.
 - a. Push down the 1st valve and remove the 1st valve slide. Dump the water out. Repeat with 2nd and 3rd valves.
 - b. Empty the water key.
- 2) Unscrew valve cap. Pull valve part of the way out. Add two to three drops of valve oil. Replace the valve and screw on the cap. Push the valve down a few times to allow the oil to spread.

Once a week

- 1) Clean the valve slides.
 - a. Press down the 1st valve and remove the 1st valve slide.
 - b. Insert the snake in the valve slide and pull through.
 - c. Using the handkerchief, remove any dirt from the inner slide. Apply slide grease to the slide. Work it back and forth a few times to work the grease in.
 - d. Repeat “a” and “b” with the 2nd, then 3rd, valve slides and the tuning slide.
- 2) Wash the mouthpiece.
 - a. Soak mouthpiece in warm water for a few minutes.
 - b. Insert mouthpiece brush in the mouthpiece throat (the little end). Scrub.
 - c. Rinse with clean warm water.

Once a month

- 1) Clean the valve casings.
 - a. Remove 1st valve.
 - b. Scrub interior of valve casing with valve brush. Rinse your brush in warm water and repeat until brush comes out of valve casing clean.
 - c. Replace 1st valve.
 - d. Repeat with 2nd and 3rd valve.

Once every three to four months

Give your instrument a bath. See page 7 of Appendix C for instructions.

F Horn Maintenance

Supplies

Rotor oil
Handkerchief
Polishing cloth
Slide grease
Snake

Before playing

- 1) Press down your first valve. Remove the first valve slide. Insert the tip of the rotor oil bottle into the slide.
- 2) Apply a few drops of oil and move the rotor a few times to spread the oil.
- 3) Repeat with the second and third valve slides.

After playing

- 1) Press down your first valve. Remove the first valve slide.
- 2) Empty water from the slide.
- 3) Dry the slide using your handkerchief.
- 4) Replace the slide.
- 5) Repeat with the second, then third valve slides.
- 6) Oil the rotor the same way you did before playing.

Once a week

- 1) Clean the valve slides.
 - a. Press down the 1st rotor and remove the 1st valve slide.
 - b. Push your snake through the first valve slide.
 - c. Wipe off any dirt from the inner slide.
 - d. Apply slide grease to the slides. Work them back and forth a few times to work the grease in.
- 2) Caring for the rotary
 - a. Remove the rotary valve cap. Apply a few drops of oil to the center shaft and support as well as the bottom of the shaft and the bearing.
 - b. Tighten the cap and move the lever a few times to work in the oil.
- 3) Washing the mouthpiece.
 - a. Soak mouthpiece in warm water for a few minutes.
 - b. Insert mouthpiece brush in the mouthpiece throat (the little end). Scrub.
 - c. Rinse with clean warm water.

Once every three to four months

Give your instrument a bath. See page 7 of Appendix C for instructions.

Trombone Maintenance

Supplies

Handkerchief
Slide-O-Mix
Spray bottle
Slide Grease
Snake

Before playing

- 1) Remove the outer slide and clean the inner slide with your handkerchief.
- 2) Apply a large drop of liquid from the smaller bottle to each of the stockings (tip) of the slide. Replace the outer slide and move the slide in and out to spread the liquid.
- 3) Apply some liquid from the larger bottle to the top of the inner slide so that it trickles about 6 inches down the inner slide. Then spread the liquid by moving the slide in and out.
- 4) Spray a little water on the inner slide with a spray bottle. If the slide gets sticky while playing, spray the inner slide again with water.

* If done correctly and regularly, Slide-o-Mix needs to be applied once every few days. If the slide gets sticky in between applications, use your spray bottle to spray a little water on the inner slide.

After playing

- 1) Empty the spit valve.

Once a week

- 1) Remove tuning slide.
- 2) Clean the inner tuning slide with the handkerchief. Apply a small amount of slide grease (not Slide-O-Mix) to the slide. Work the slide back and forth a few times to spread the grease over the entire slide.

Once every three to four months

Give your instrument a bath. See page 7 of Appendix C for instructions.

How to Give Your Brass Instrument a Bath

DO NOT ATTEMPT THE FOLLOWING WITH A WOODWIND INSTRUMENT!

Brass instruments need to be cleaned every three to four months. This can be done in a short amount of time in your own home. If brass instruments are cleaned regularly in the manner described below, it will greatly reduce problems such as stuck slides and valves. Slides and valves must be in good working order at all times to ensure student success.

Supplies

Bath Tub	Valve Oil (Trumpet, Baritone, Tuba only)
Mild Dish Soap	Rotor Oil (F Horn, Trombone with F attachment only)
Snake	Slide Grease
Valve Brush	Slide-o-Mix (Trombone only)
Clean, lint free cloth	
2 Old Towels	

- 1) Place an old towel on the bottom of an empty bath tub. This will prevent dents and scratches to both the tub and the instrument. Fill the tub with warm (NOT HOT) water and little bit of mild dish soap.
- 2) Remove all valves, slides, and valve caps. Place all parts in the water. Allow the instrument to soak for five minutes.
 - a. If a part is stuck, leave it attached to the instrument. After it has soaked in the water for a few minutes, try again to remove the stuck part. If the part is still stuck after it has soaked, bring the instrument to a professional repair person. Never attempt to remove stuck slides or valves on your own. A qualified repairperson will have the appropriate tools to remove these stuck parts without causing further, sometimes irreparable, damage to the instrument.
- 3) Using a snake made for your instrument, clean the inside of all slides and all of the tubing on the instrument. Continue to snake until the water coming out of the tubing is clean.
- 4) Using a valve brush, clean all valve casings until water coming out is clean. (F Horns and Trombones can skip this step as these instruments do not have valve casings.)
- 5) Using a clean, lint-free rag, wipe down all valves, valve caps, and dull parts of slides. Remove all old valve oil and slide grease.
- 6) Drain dirty water from tub. Rinse all parts thoroughly with clean, warm water. Do not forget to rinse the inside of all parts.
- 7) Using a clean, old towel, dry all parts. Lay out all parts of the instrument to completely dry inside and out. Do not reassemble the instrument until it is completely dry.
- 8) Once all parts of the instrument are dry, use slide grease to lubricate all tuning slides (For trombone, not the long slide, just the tuning slide). Replace all tuning slides, moving them in and out to spread the grease inside the tubing.
- 9) For trumpets, baritones, and tubas only: Oil and replace valves. Replace valve caps. Move valves up and down a few times to spread oil.
- 10) For trombones only: Following the procedure outlined under trombone maintenance (pg. 7 of Appendix C), apply Slide-o-Mix to the trombone slide.
- 11) For F Horns and Trombones with F attachments only: Apply rotor oil to all rotor valves. Replace valve caps. Move valves a few times to spread oil.