



Heritage Middle School

BAND HANDBOOK

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I am very excited to begin another year with the students in band at Heritage Middle School. There are many wonderful and exciting events and opportunities for students to look forward to in the upcoming school year. There is a lot of useful information contained in this handbook. Dates, policies and procedures are among a few points of reference that should help each student prepare for a successful year. Please keep this information for future reference.

Handbook Contents

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| • Classroom Rules | • Concert Attendance | • Student, Parent and Teacher Contract (Please sign and return) |
| • Grading Policy | • Concert Attire | • Supplies needed for class |
| • Class Participation | • Calendar of Events | |
| • Practice Expectations | • Band Fee | |

Classroom Rules:

- Class will begin promptly. Students will have three minutes to be seated and ready for class.
- Students will bring all materials needed for class. This includes **INSTRUMENTS, INSTRUMENT ACCESSORIES, MUSIC FOLDERS, METHOD BOOKS, PENCILS and PAPER**, plus a **ONE-INCH BINDER and CHROMEBOOK**.
- No gum, candy, food, drinks will be permitted in class.
- Please ask permission to get out of your seat, or to leave the classroom.
- Classroom disruption in any form will not be tolerated.
- Students will respect the property and personal space of fellow students.

Consequences for Rule Violations

- First Offense: Warning
- Second Offense: Warning and points deducted, silent lunch
- Third Offense: Point deduction, Silent lunch AND Parent contact/ Office referral
- Fourth Offense: All of the above plus loss of class trips.

Grading Policy

Grades will consist of the following:

Class Participation (35%)

Class Participation is vital in a band class. Participation consists of many things such as: Bringing your instrument each day, Having your METHOD BOOK and SHEET MUSIC, and BEING ACTIVE during class. A grade of 100 will be assigned at the beginning of each week. Points will be deducted each time the student is not prepared. The only way we can all be successful is if each student is prepared and doing their best. Deductions from that initial grade will be as follows:

Point Deductions:

5pts.	Not following established class procedures
10pts.	Unexcused Tardiness
10pts.	Not having necessary class materials
10pts.	Having gum, candy, or other food in class (Students should dispose of any food before entering the classroom.)
20pts.	Not following teacher directions, i.e. playing and/or talking at inappropriate times
25pts.	Disruptive and/or disrespectful behavior

Students will be informed at the time of the deduction.

Practice Expectations / Playing Assignments (25%)

All students are expected to practice at home in order to improve their individual musicianship. Students will complete online playing assignments selected by their teacher. **A weekly playing assignment will be completed as homework online via www.EssentialElementsInteractive.com. These will be accessed in Google Classroom. Students who do not have access to technology at home will be able to submit assignments during the school day.**

Concert Attendance (30%)

Concert attendance is mandatory. Only extreme circumstances will result in an excused absence. Students are expected to stay for the **entire** concert. Leaving early shows a lack of respect for your band and fellow classmates. Points will be deducted for leaving early. **Concert attendance makes-up 30% of the grade the student receives for the current quarter. Unexcused absences from concerts may disqualify a student from MPA and/or contest participation.**

Concert Attire

- The dress of the band should visually be uniform.
- Boys- white dress shirt and a tie, black dress pants, black dress shoes. No tennis shoes or jeans.
- Girls- white dress shirt/blouse, black skirt or dress pants, black dress shoes.
- Any student who needs assistance obtaining these items should contact Mr. Poteat at least two weeks prior to the concert date.

Classwork and Tests (10%)

Playing Tests and Written Tests will be administered throughout the school year. They may be announced or unannounced. The test will always be on current material. **Playing tests will be counted twice. Students who practice regularly will have little trouble being prepared.**

Instruments and Instrument Storage

Students are not allowed to use or touch other students' equipment. If there is a problem, it should be brought to the director's attention. If an instrument must go to the repair shop, the student must bring a signed letter from home indicating when the instrument will be returned as well as the location of the repair shop. Parents and students are responsible for repair costs for their own instruments.

All instruments are to be stored in assigned places in the band room. No instrument should ever be left unattended in other classrooms or in lockers. Only instruments and music may be stored in the band room. Students should store personal items in their assigned lockers on their grade level hallway.

Instrument Take-Home Policy

It is an expectation that each student takes his/her instrument home in order to practice and complete assignments.

Trips

Students are expected to abide by the Code of Conduct rules on any trip taken by the band. Students who have received ISS or OSS the week of the trip will not be allowed to attend the event. If it is a required trip, which will be reflected in a grade, the student will then be given an alternate assignment.

Heritage Middle School Website & Email

Online information will be updated regularly to keep you informed of upcoming events. Visit www.heritageeagleband.org or any of our school websites and social media to stay current with school and band events.

I will also be sending out updates and class information regularly via email. Please make sure to include your email accounts on the Student Information Form contained in this packet.

Annual Band Fee

Each student will pay a yearly band fee of \$30.00. This fee will be used to pay for the following:

- Printed Music and Materials
- Contest and Festival Registration Fees
- Online subscriptions for assessment and at home practice.
- Instrument needs and maintenance of school owned instruments
- Minor classroom needs

PLEASE PAY THIS FEE NO LATER THAN FRIDAY SEPTEMBER 12, 2025

Attention Band Parents and Students:

Please access the BAND HANDBOOK online at www.heritageeagleband.org and take time to read through with your student. Once you have reviewed it, please sign and return this paper to Mr. Poteat.

Heritage Middle School *Band*

By signing this letter, I am indicating that I have read the information contained in the Heritage Middle School Band Course Handbook for the 2022-2023 school year. I understand that the rules and procedures outlined in the handbook have been established as expectations required for our band to be successful.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Be sure to keep the calendar and other information in an accessible location.

There is a BAND FEE of \$30.00
Please make checks payable to: Heritage Middle School
write the word BAND in the memo

You may also pay via www.myschoolbucks.com

DUE BY FRIDAY 9/12/25!