

Raymond E. Shaw Elementary School 6th Grade Band Handbook

Dear Band Student & Parent/Guardian,

September 5, 2025

Welcome to the Raymond E. Shaw Elementary School Instrumental Music Program! I hope you have had an enjoyable summer as we look forward to the start of another school year.

Please note:

1. Instrument instruction consists of group lessons during school hours, one WIN period a week. A few lessons may also be scheduled during the second period (9:00-9:40 AM) depending on the number of students enrolled.
2. In addition to instrument lessons, *all instruments will attend a weekly band rehearsal during the Friday WIN period* until our Spring Band Concert on Thursday, May 28.
3. The minimum practice time is 100 minutes/week.
4. Lessons will begin the week of Monday, September 15.

If you have any questions or concerns, please feel free to call me at (508) 865-3541 ext. 43138 or e-mail at jrollins@millburyschools.org. I am looking forward to seeing everyone and having another musical year!

Sincerely,

Jim Rollins
Elementary Music Educator

Instrument Lesson & Band Rehearsal General Information

- *The instrumental music program is part of the school's curriculum.* Any student who signs up for band is required to participate in both instrument lessons and Concert Band. Students must provide their own instrument, music book, and a few other inexpensive supplies.
- Instrumental instruction consists of group lessons during school hours. Lessons consist of students **learning how to play their particular instrument.**
- Instrument instruction consists of group lessons during school hours. Lessons consist of students **learning how to play their particular instrument.**
- *There are approximately 32-34 lessons to instruct a year's worth of curriculum (minus school holidays, vacations, and MCAS testing). Therefore, attendance at each and every lesson is essential!*
- Band rehearsal is for every 6th grade (non-beginner) band student. Band rehearsal consists of students **learning how to play together in a group.** The concert band will rehearse every Friday during WIN period until our Spring Band Concert on Thursday, May 28.
- Students are expected to remember their **instrument, music and lesson time.** Classes and teachers are interrupted when a student needs a reminder to attend their lesson.
- Students are responsible to make up for any missed classwork. It is a student's responsibility to return to class and find out from their teacher what was missed or when they can make up the work.
- **Band is all year.** Students sign up for an entire year because it takes that long to get the basics of how to play an instrument. Sometimes you may find band easy, other times a little hard. For success, it's important to practice, come to class, keep current with regular class work, and have a good attitude.
- Each student is expected to bring his/her instrument home at the end of each school day, over weekends, and before long vacations or absences.

Assessment

1. *Preparation* - 25%

1. Instrument
2. lesson book (*Essential Elements*)
3. practice record (filled out and signed by parent/guardian)

4. pencil
2. *Lesson attendance - 25%*
3. *Effort/Practicing- 25% (100 minutes minimum per week)*
4. *Weekly performance assessments - 25%*

Weekly performance assessments include performing basic performance skills & musical excerpts from the *Essential Elements* band method book.

Practice Record Grading

- **Minimum practice time to maintain grade- 100 minutes per week.** *It is best to practice several times per week versus just once or twice a week to build successful habits and reinforce learning.*
- All practice records must be signed regardless of the amount of time practiced.

Parental Support

The following is a list of suggestions for parents in assisting their child in their musical development.

- **Assist students in remembering their instrument and lesson times.**
 - Students should write in all lesson times **in advance into their school agenda.**
 - Students should place their instrument & music out the night before school and next to their books, backpack, etc.
 - Students may look up lesson & rehearsal times posted either in the band room or their teacher's homeroom.
- **Encouragement.** "Can you play that song for me? I would love to hear it!" Success is the result of "time on task". Please encourage a positive practice schedule. Remember that practice time must be framed as a benefit and not as a disciplinary penalty.
- Avoid saying the word practice. Try "Have you played your music today?" or "Have you reviewed your lesson material today?"
- **Loyal, Appreciative Audience.** The best audience is always parents. Your presence at our performances will mean more to your child than words can describe. Don't miss the opportunity to celebrate their talent.

- **Booster Member.** The Millbury Music & Performing Arts (MMPA) assists and provides support for the band program. <https://www.facebook.com/millburymusic/>

Annual Spring Band Concert

Students are expected to participate in the annual Spring Band Concert on Thursday, May 28. The concert is part of the cumulative musical experience and part of the band grade.

Instrumental Repair and Supplies

- **Mr. Rollins will be happy to assess the need to repair and perform simple repairs whenever possible.**
- If a repair is beyond the scope of what Mr. Rollins can perform at school, you can call David French Music in Westborough at (508) 366-5994. They are a reliable music store that also does instrument repair.
- Students who rent instruments from David French Music will be given a “loaner” instrument to use until their instrument is returned.
- For your convenience, you can drop off your instrument with Mr. Rollins and a representative from French Music will pick it up at our school (beginning mid-October) and return the instrument when it is ready.
- Any musical supplies that may be needed throughout the school year may also be ordered through David French Music. *Their representative will deliver the ordered supplies to the school as a convenience to you.*

Care & Maintenance

1. Assemble and disassemble your instrument following the directions in Essential Elements 2000 Book 1.
2. When possible, clean your hands and brush your teeth before playing.
3. Keep your mouthpiece clean!
4. Do not store books or music inside the instrument case unless you have a compartment for these items.
5. Keep your instrument in the case when you are not using it.
6. Repairs should be made by a qualified repairman.

7. Write your instrument's serial number in a safe place.
8. Clearly label your instrument case with your name, address, and telephone number.

Instrumental Repair and Supplies

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Any musical supplies that may be needed such as clarinet and saxophone reeds, a reed guard, cork grease, valve oil, new pair of sticks, additional music book, etc. may also be ordered through French Music and will be delivered to the school as a convenience to you.

Private Lessons

Students of all levels and abilities are encouraged to take advantage of the opportunity to enhance their individual skills through private lessons. There are many well-qualified private teachers in the local area. Ask Mr. Rollins for a list of local area music stores that offer private lessons if you are interested.