

2025-2026 Edition

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Sullivan Middle School
Band Handbook

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Band Parents and Students,

Welcome to the Sullivan School Band Program! We are so excited to have you decided to join our program and begin your journey in Band. There are countless studies that prove the importance and benefits of being involved in music. This includes, but is not limited to academic growth, social-emotional learning, teamwork, leadership development, and discipline. We are enthusiastic about getting the opportunity to work with the students and watch them grow as musicians and people over the course of the academic year.

Both the parents and students need to read the handbook to its entirety. The handbook is designed to be a resource for both parents and students to include everything that our program entails. The information in the following pages will include important information, such as concert dress and instrument maintenance. Additionally, there is a section specifically for both parents and students to better help understand their responsibilities as a member of the program.

Please reach out to me via email or school phone for any questions, comments, or clarifications. We are so excited to see what your child will accomplish this year. Welcome to the best decision you'll make during your time in public education!

Best,

Abby Traylor

Band Policy and Objectives

Objectives:

- To teach music by its actual performance.
- To develop performative skills on wind and percussion instruments.
- To provide the musical needs of the students, school, and community.
- To acquaint students with music theory/history, and how history and musical composition relate to students' lives and musical experiences.
- To develop the ability to function as a responsible member of a group, enhance interaction, and develop esprit de corps.
- To foster leadership skills within each student.

Parent Responsibilities and How to Help

Your role as a parent/guardian is crucial to the success of your student.

- Show an interest in the musical study of your child.
- Assist your child in developing a consistent practice schedule at home.
- Attend performances and programs your child will participate in.
- Communicate with the director about any absences from rehearsals, performances, or events with proper notice.
- Assist your child in proper instrument maintenance and storage outside of school.
- Ensure that your student has all required materials at any point in time.

Student Responsibilities

- Be on time for all classes, rehearsals, and performances. *On time is late, early is on time.*
- Have all required materials for each class or event.
- Be professional at all times.
- Once entering the classroom, quickly begin to prepare for class to maximize instructional time.
- Perform appropriate routine maintenance on your instrument (oil valves, clean mouthpiece, etc.).
- Only touch your instrument. Do not touch instruments that are not yours, regardless if it's owned by the school or by a student.
- Practice your instrument outside of classroom time. *You can practice for a rehearsal, but you cannot practice IN a rehearsal.*
- Keep your storage area/locker clean and free of trash.
- No food or beverages in the Band room except water.
- Follow all classroom procedures.

Required Materials and Rental Info

Daily Required Materials:

There is a \$30 Materials Fee. Below is an itemized list of what is provided with the fee:

- "SMS Band" T-shirt: \$15
- 1 inch Black Binder: \$5
- 20 sheet protectors: \$5
- Transportation fees for recruitment events: \$5

- Black 1 inch binder
- Traditions of Excellence Textbook (details TBA)
- Sheet music in sheet protectors (if applicable)
- Metronome/Tuner
- Assigned instrument in working order
- Cleaning/maintenance supplies for specific instrument
- Reeds, mouthpieces, sticks/mallets, etc.

Instrument Ownership and Rental Procedure:

All students are required to have a functioning instrument for class. Students who choose to play the flute, clarinet, alto saxophone, trumpet, and trombone are required to provide their own instrument. Students who choose to play percussion are required to provide their own beginning bell set and snare drum. These instruments can be personally owned or rented through music stores. Students who choose to play the oboe, bassoon, tenor sax, bari sax, french horn, euphonium, or tuba will rent a school owned instrument for the year for \$75. We are a proud partner of Roper Music in Spartanburg, SC to provide parents and students with trusted, reliable equipment. If materials are being purchased outside of Roper Music, please consult the director to ensure you are purchasing the correct item.

Recommended Repair Shops:

- Grobusky Music: Rock Hill, SC
- Roper Music: Spartanburg, SC

Concert and Rehearsal Requirements

Rehearsal Requirements:

Students are required to attend every dress rehearsal listed in the calendar. If there is a conflict with a dress rehearsal, please reach out as soon as possible. Failure to attend dress rehearsals without proper communication will result in removal from the performance.

Concert Requirements:

As a performative organization, students are required to participate in at least two concerts throughout the academic year. The two concerts students will participate in are the winter program and the spring program, which will occur after school hours. Some performance opportunities may occur during the school day upon request and availability. Students are required to participate in each performance as part of their grade. If there is a conflict with a concert, please reach out as soon as possible. Failure to attend concerts without proper communication will result in an automatic letter grade deduction and could result in removal from the SMS program in the next academic year.

Dress code:

ALL students are required to follow the “concert black” dress code for performances. This dress code promotes professionalism and uniformity across the ensemble that is modeled after other professional ensembles. “Concert black” is only required for performances and does not need to be worn to dress rehearsals. The code is as followed:

- Black dress shirt
- Black dress pants
- Black belt (if needed)
- Black crew/knee high socks
- Black dress shoes (no open-toe shoes/sandals)

Grading Policy

This course is designed to allow students to focus on their overall progress rather than a numerical grade. If a student brings their materials to class everyday, participates to the best of their abilities, and attends all required events, they will pass with an A.

Dress Rehearsals/Concerts:

These events will be graded as pass/fail. If a student is excused from an event with proper communication and approval from the director, their grade will not be impacted.

Daily Materials:

These assignments will be graded on a pass/fail grading scale. These grades will be assigned at random to ensure that students are prepared for every day of class.

Quizzes/Tests:

These assignments will be graded on a regular 0-100 grading scale. These are predetermined assignments that the students will be notified of before the test date. Students will be graded based on their individual ability level and have the ability to make up any of these assignments at any point in the academic year.

Grading Scale Breakdown

60%	Dress Rehearsals/Concerts
20%	Daily Materials
20%	Quizzes/Tests

Classroom Discipline Policy

The director reserves the right to remove any student whose behavior becomes a detriment to the Band program. Parents will be notified of behavior that is leading to removal to try and prevent this scenario.

The school's discipline policy will be enforced. Being in Band is a privilege reserved for those who can handle the responsibility of contributing to our program. Continual misbehavior or disruption of the classroom will be referred to administration as necessary and could result in the student being removed from the program.

The director reserves the right to keep a student from attending a Band field trip if his/her behavior has been disruptive or is not completing their work in class. Any student with a recent major referral will be asked to not attend field trips. Parents will be notified regarding this decision.

*Performing and traveling with the Band is a privilege that must be earned. You are an ambassador of Sullivan Middle School and our program.

Parent and Student Communication

In order for our program to run smoothly, communication between the director, students, and parents is essential. Please refer to the following methods of communication below.

Effective Ways of Communication:

- Review any letters or emails sent out by the director.
- Email me at atraylor@rhmail.org
- Call the school office at (803) 981-1450
- Send a message through Canvas.
- Schedule a conference in person or over the phone.

Ineffective Ways of Communication:

- Unexpected appearance
- 30 Minute Rule: Please refrain from asking important questions 30 minutes before or after an event to give myself and the students time to prepare.
- Contacting another teacher within the school about our program.

SMS BAND PROGRAM HANDBOOK AGREEMENT

****Please sign and return to Ms. Traylor by August 8th, 2025****

My student and I have read through the Sullivan Middle School Band Handbook. I understand all of the expectations and responsibilities as a student and parent in this program.

We also understand that part of my student's band grade depends on the signing and returning of this agreement, and specifically affirm our understanding that the failure to follow and abide by the rules of this handbook may result in the removal of my child from the band program.

As a parent, I understand that I can contact the Band Director, Ms. Traylor, with any information that I do not understand in this handbook.

Parent Signature:

Date:

Student Signature:

Date:
