

# LMEA Handbook

*for new*

## Instrumental Music Directors



Offered by the Louisiana Music Educators Association in the year 2012 as a guide to first year instrumental directors and to instrumental music educators new to the state of Louisiana.

*Handbook Committee Members*

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## **INTRODUCTION**

Welcome to the world of instrumental music in Louisiana. The information contained in this handbook was compiled to help guide you through your first year as an instrumental director in our state. When utilizing this handbook, remember that procedures throughout the state will vary. Topics and resources are included in this handbook as a general overview of various aspects of the profession encountered by first year instrumental directors. Remember, this is simply a guide – your administrative staff, music supervisor, LMEA District Director, as well as other instrumental directors in your parish can provide you with additional information.

## **PROFESSIONAL ASSOCIATIONS**

There are numerous music organizations with which you may become involved. You are encouraged to support your professional associations. These organizations sponsor many worthwhile band activities, publications, and music lists.

### **NATIONAL**

NAfME – National Association for Music Education: [www.NAfME.org](http://www.NAfME.org)  
Music Educators Journal Teaching Music  
NBA-National Band Association  
ABA-American Bandmasters Association  
BOA-Bands of America  
Music For All  
IAJE-International Association for Jazz Education

### **STATE**

LMEA – Louisiana Music Educators Association: [www.lmeamusic.org](http://www.lmeamusic.org)  
(state affiliate of NAfME) The Louisiana Musician  
(District websites may be accessed on the LMEA website)

### **OTHER**

UIL – University Interscholastic League (Texas List) [www.uil.utexas.edu/music](http://www.uil.utexas.edu/music)  
(Other lists may include only portions of the UIL)

## **CALENDAR OF ACTIVITIES / RELATED FORMS**

Activity dates for the school year need to be submitted to your principal as early as possible. Many schools use a “first-come-first-served” approach to secure calendar dates. Consideration is often based on the school facilities needed for these activities. The use of off-campus facilities may alleviate some conflicts. However, most schools require administrative approval for use of off-campus facilities. Additionally, if an off-campus facility is utilized, custodial and security services may need to be secured as well as proof of liability insurance. You may be required to complete a variety of forms for scheduling and participating in band activities. Some of these forms, along with a brief description of each, are listed below:

### **ADMINISTRATIVE FORMS**

**REQUEST FOR CALENDAR DATE FORM:** Lists date(s) requested, facilities needed, person(s) in charge of activity, substitute information, overnight lodging, etc.

**IN-PARISH PROFESSIONAL LEAVE:** Should be filed for any activity within the parish. Asks for date of activity, substitute information, brief description of the activity, request for reimbursement, etc.

**OUT-OF-PARISH PROFESSIONAL LEAVE:** Should be filed for any activity outside the parish and submitted a minimum of two weeks prior to the activity.

**FIELD TRIP PERMISSION FORM:** May be required to obtain administrative approval for the field trip or activity.

**BUS FORM:** Required by most parishes and/or administration for use of school bus or charter bus for transporting students to any activity. Additional forms for bus expenditures may need to be filed (i.e. account withdrawal forms). If you are hiring a school bus driver, verify with your school accountant if there is a standard parish-wide transportation charge. Observe deadlines for submission of these forms. Be sure to reserve buses as early as possible and confirm the reservation date in writing if possible. Contact the bus driver or bus company a few days prior to the trip for additional confirmation.

### **STUDENT / PARENT FORMS**

**FIELD TRIP PERMISSION:** Be sure this form is completed and that students and parents have signed by the deadline. School administrators may require that you submit a list of participating students to all faculty members. Give teachers sufficient notice so that they may plan accordingly. You may also need to notify cafeteria manager if a large number of students will be missing lunch.

**PRE-ARRANGED STUDENT ABSENCE:** This form may or may not be required by your administration. It is given to your students to submit to those teachers whose class they will be missing. It documents date(s) of trip and reason for absence and requires

student/parent signatures, and administrative approval. Students should make arrangements with teachers at this time for any make-up work. The form is then returned to you and is held in your files or returned to the main office.

**SEARCH AND SEIZURE:** In some parishes this form is required for overnight trips. Parent signature may be required. Check with your administration for designated individuals and procedure for authorized search.

**MEDICAL FORM/PERMISSION FOR EMERGENCY TREATMENT:** This form may be required for students to participate in after-school activities. A copy of the student's medical insurance card should be attached to this form. You will need to be sure to have these forms with you during an activity so that if an emergency arises, medical information as well as documented permission to have a student treated is available. Copies should be on file with administration as well.

**DRUG TESTING:** Some parishes may require students to submit this form in order to participate in performing ensembles. Follow procedures with caution and clarity.

**LODGING REPORT:** Required for out-of-town trips with students when hotel accommodations are needed. Check with your school administration well in advance for necessary forms or information needed to begin the process for a school overnight trip. Be certain to prepare and present a trip portfolio to your administration that includes an itinerary, chaperone information list, student information/medical forms, and any other pertinent contact or activity information.

**STUDENT MEDIA AND INTERNET RELEASE:** Some parishes may require this form to secure written permission to photograph students, publish student names and/or for student internet use.

**VIDEO PRE-APPROVAL:** Some parishes may require that a teacher complete this form before showing a Video/DVD to students in the classroom or on a bus trip.

## **PARISH/DISTRICT/STATE ACTIVITIES**

In addition to dates and activities you plan for your students, there are also dates set by your parish, or by district and state organizations. You need to make it a point to acquire these dates as soon as possible. Dates of music activities that you should have on your calendar, as well as your school's activity calendar, are listed below.

### **LMEA/DISTRICT ACTIVITIES THAT REQUIRE FORMS / FEES:**

- September – First Round District All-State Auditions
- September thru January – District and Parish Honor Band Auditions
- October – Second Round All-State Auditions (district pays \$12 per entry)  
Held second Saturday of October every year at these locations:  
Even Years – Pineville Sr. High    Odd Years – Lafayette High
- November – All-State Convention / Baton Rouge Crowne Plaza Hotel  
4728 Constitution Ave. / 225-925-2244

November thru April – District Solo-Ensemble Assessments  
February / March – District Large Ensemble Assessments  
April / May – State Large Ensemble Assessment  
May – State Solo Assessment

State activities require application forms located in the September issue of the Louisiana Musician and can also be found online in the LMEA handbook section ([www.lmeamusic.org](http://www.lmeamusic.org)). District/parish activities require applications forms as well. For more information, contact your district director for district meetings dates and information for completing local forms.

Be sure to complete all requested information on state and local forms. Mail the completed form along with the designated fee made payable to the applicable organization. **BE SURE TO OBSERVE REQUIRED DEADLINES!**

## **FINANCING YOUR PROGRAM**

There are numerous ways to help you and your students fund a band program.

Be sure to check with your administration on procedures for funding your program. Detailed documentation, including receipts of all financial transactions, should be kept on file according to your school/parish regulations.

### **IN-SCHOOL ACCOUNTS**

**TEXT BOOK ACCOUNT:** Requests are made through your administration. A list of all 'State-Adopted' textbooks is available. It is best to preview anything of interest on this list to be certain that it meets the needs of your classes.

**SCHOOL ACCOUNTS:** This account may be established for use by your band department or may be shared by the music department. A department budget may be required for funds to be disbursed from this account. The finances in this account may be used to purchase general supplies, music, or other items needed for your program. Be sure to complete the appropriate forms for deposit and withdrawal, purchase orders, invoices, and any other financial transaction, and keep a copy of each for your records. Administrative approval is necessary for all transactions.

**ADMINISTRATIVE FUNDS:** These funds may be available upon request from your administrator for necessary purchases in your department not included in your department budget.

**LIBRARY FUNDS:** Make requests through your librarian or administrator for audio-visual aides, books, magazines, etc. Materials purchased through this fund become property of the library and must be checked out for classroom use.

**IN-SERVICE FUNDS:** Make requests through your administrator. These funds may be available for educational experiences, conventions, etc.

**EMERGENCY FUNDS:** An administrator usually controls these funds. If an emergency arises, check with your administrator for availability.

When using school funds or accounts, the proper forms must be completed and signed. It is your responsibility to complete these forms and gain administrative approval before you place any order.

## **OUT-OF-SCHOOL ACCOUNTS**

Some band programs within the state have booster or parent organizations that may help raise money for your program. They may have a separate bank account outside the school. Any money raised through these organizations is deposited in this account. It is recommended that you have three parents' signatures on this account (two needed to sign checks) and that your name NOT appear on this account. It is also advisable that your organization develop a bookkeeping system to keep up with the expenses, and that you have the books audited yearly for protection. Some parishes require that a copy of this account and a copy of the audit be kept on file in the school's bookkeeping department or at the school board office. It is important to remember that any items purchased by this organization for school use are donated to the school and become SCHOOL PROPERTY. Be sure to add these items to any inventory list your administration requires. You may consider balancing the control of this account by establishing the legal authority to dissolve this account at your discretion or the discretion of the administration.

## **PERSONAL REIMBURSEMENT**

PLAN AHEAD!! Unless you use purchase orders and/or arrange IN ADVANCE with your administration or parent organization, you may not be reimbursed for purchases or expenses. Bids may be required for some purchases. Work closely with your administration, school bookkeeper, and/or parent organization finance officer and follow established policies.

## **FUND RAISING PROJECTS**

All fund-raising must be approved by the administration. Submit a budget including all pertinent information about the project (i.e. vendor brochure, type of product or activity, number and list of participants, expected cost and projected profit, etc.)

Other responsibilities that may be involved in the process:

1. Choose the project (salesman, product or activity) and inquire about concerning the company's return policy and return date
2. Complete necessary forms for administrative approval (include a brochure or written description of the activity)
3. Secure the date(s) the fundraiser will take place
4. Order merchandise (remember to complete a purchase order)
5. Store merchandise in a secure place
6. CHECK THE ORDER thoroughly when it arrives for any missing

- or damaged items and document this information on the invoice
7. Distribute merchandise to parents/students (BE CERTAIN TO KEEP ACCURATE RECORDS, preferably with a signature)
  8. Collect money and returned merchandise (document with a written receipt in duplicate)
  9. Report profit/loss (forms from bookkeeper)
  10. Return unsold merchandise in good condition

Your administration may require documentation of every aspect of a fund raising activity on both 'In-School' and 'Out-Of-School' accounts. Precisely follow these procedures. Your involvement as a supervisor of fund raising activities is vital.

## **RECRUITMENT**

Make a concerted effort to recruit new students into your program. Maintain a relationship with your feeder schools. Performances by your students, visits, teacher consultation, exchanges, auditions, inclusion of your feeder in a concert, etc. are just a few ways to promote the future of your program. Recruitment within your own school should be a constant consideration. The size and quality of your program is limited only by your own artistic ability and by the development of support from administration, parents, students and community. Sincerely promote the accomplishments of your students.

## **ETHICAL CONDUCT**

Teachers in the music profession are often in the public eye. Professional and ethical conduct is expected at all times. It is unethical for a teacher to make statements to students, parents, or any other teacher that may prove detrimental to the reputation of any other school personnel. Cooperation among members of the music department is essential to an effective school music program. Give consideration of the effect that your decisions may have on other members of the music department.

Conduct and demeanor of the music teacher at concerts, field trips, and overnight tours or conventions should be beyond reproach. Your first concern should be for the educational benefits and safety of your students, not for personal pleasure. Model accordingly.

Know your parish policies concerning social media (facebook, instagram, etc.) and student contact. (texting as well as phone contact)

## **SPECIAL EDUCATION**

Public law 94-142 or Individuals With Disabilities Education Act (IDEA) calls for educating handicapped students in the least restrictive environment. This has raised concerns in some schools in regard to music education. A list of helpful resources is available from your supervisor or administration.



## **ORGANIZATION OF MATERIALS**

**LIBRARY:** Organization and inventory are up to you. You may wish to use a ready-made system available on-line or through music companies, or you may devise your own. It is essential to know what you possess and to have a check-out system so that you know where all your materials are at any given time. Train dependable students to help in your music library.

**TEXTBOOKS:** You are generally responsible to store and inventory textbooks in your area. Be sure to use a check-out system when loaning these materials. Your school probably has a system if the textbook(s) were purchased through the textbook fund or a school account.

**UNIFORMS:** If school-owned, you are responsible for storage, inventory, and maintenance. Use a check-out system for use and return of uniforms. Rental procedures vary among school systems. Some parishes may have uniform purchasing policies. Check with your administration or parish supervisor for this information. The system for having uniforms cleaned should be as efficient and inexpensive as possible.

**INSTRUMENTS:** You are responsible for storage, inventory, maintenance and repair. If instruments are rented to students in a band program, rental contracts and repair records must be maintained. Check with your parish music supervisor for availability of a parish fund for piano tuning, instrument repair, musical supplies and accessories, etc. Rental fees for instruments may be used for repair and/or replacement.

**MISCELLANEOUS EQUIPMENT:** You are responsible to store and inventory items such as music stands, AV equipment, computers, etc. You will be asked by a department chairman or the administrative staff to inventory all furniture/equipment in your area.

**INVENTORY PROCEDURES:** Inventory forms are provided by the person who requests the inventory. Inventory procedures vary. If you organize efficiently, you will be better able to handle inventory requests as they are made and monitor the depreciation of your materials and equipment. Keep computer and hard copies of all inventory lists. Begin the inventory process as soon as you begin the job.

## **LMEA LOCAL AND STATE EVENTS**

**FIRST ROUND ALL-STATE:** All nine districts in LMEA participate in the High School first round all-state band and orchestra auditions during the month of September. Some districts pair the first round all-state audition with district/parish honor band audition. Sight-reading is required as part of the first round audition process. A fee is required for students to participate in the audition and should be paid to the chairperson before the audition occurs. Scale requirements and audition materials can be found on the LMEA website, [www.lmeamusic.org](http://www.lmeamusic.org). Audition materials rotate each year.

**SECOND ROUND ALL-STATE:** All nine districts of LMEA participate in second round all-state band and orchestra auditions which are held at Pineville Senior High on even number years and Lafayette High on odd number years. A fee of \$12 per participant is required for audition. Sight Reading is required as part of the second round audition process. Audition criteria for both first and second rounds are located in the LMEA Handbook online: [www.lmeamusic.org](http://www.lmeamusic.org).

At the discretion of the board, second round scores are not published.

**DISTRICT SOLO / ENSEMBLE ASSESSMENT:** Each of the nine LMEA districts hosts a Solo / Small Ensemble Assessment. Dates vary with each district and are published in the September Issue of the Louisiana Musician. Consider appropriate age and difficulty level in selection of music.

Two requirements are imposed for High School students who aspire to proceed to State Solo Assessment:

- 1 – students are required to perform solo music from the UIL List
- 2 – students must perform at the district level for the designated solo event adjudicator and qualify to proceed to the state assessment

See the LMEA Handbook for fees, forms, procedures, awards, and other information for this event.

**STATE SOLO ASSESSMENT:** The State Solo Assessment event is open to high school students who qualify at district by the designated solo event adjudicator. The music selection must be from the UIL List. The date and location of the event are published on the LMEA website. See the LMEA Handbook for fees, forms, procedures, awards, and other information for this event.

**DISTRICT INSTRUMENTAL LARGE ENSEMBLE ASSESSMENT:** Each of the nine LMEA districts hosts an Instrumental Large Ensemble Assessment. Dates vary with each district and are published in the September Issue of the Louisiana Musician. The LMEA Handbook contains information for every aspect of this event. As you read and familiarize yourself with the process and requirements for participation in this event, you will also want to contact other band directors and your district assessment chairman or district director for answers to any questions that arise.

**STATE INSTRUMENTAL LARGE ENSEMBLE ASSESSMENT:** Bands must qualify to enter this event by receiving a superior rating in the concert event and at least an excellent rating in the sight-reading event at District Instrumental Assessment. Bands who receive a sweepstakes rating at State Instrumental Assessment qualify to attend State Assessment the following year without participation in District Instrumental Assessment that year. The State Instrumental Assessment event is normally held during the last week of April each year. The site on even numbered years is the Lake Charles Civic Center. The site for odd numbered years is various university campuses around the state. See the LMEA Handbook for details on the process and requirements for participation in this event.

### ***LARGE ENSEMBLE ASSESSMENT SIGHT READING***

LMEA promotes music literacy through the inclusion of the sight-reading event at district and state band assessments. No one method of sight-reading instruction guarantees success. Your knowledge and enthusiasm of your chosen method, coupled with regular training, will prove to be effective instructional tools.

You will want to familiarize yourself with LMEA Sight Reading procedures and rules for LMEA assessments. Your students will build confidence in the process through routine practice of the eight-minute instruction period that you develop for assessment sight-reading. Refer to the LMEA Handbook or consult with your assessment chairperson or state band chairperson for questions relative to any aspect of this event.

### **DISTRICT/PARISH H.S. AND M.S. HONOR BANDS**

Each district as well as many parishes hosts their own high school and middle school honor band clinics. Audition/performance dates and audition requirements vary so you will want to familiarize yourself with your district/parish policies. Participation in these local events is strongly encouraged.

*On behalf of LMEA, we wish you the very best in your first year of teaching and conducting band music in Louisiana. If you have suggestions for expansion of this document, or have questions, please feel free to contact your LMEA Band Chairman or your District Director.*