**Kelloggsville Public Schools**

**KMS**

**Instrumental**

**Music Department**

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**Directors:**

**Mr. Troy Anderson**

**Mrs. Amanda VanderMeulen**

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**616-532-1575**

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**Band Website:**

[www.kelloggsvillebands.com](http://www.kelloggsvillebands.com)

**Mrs. VanderMeulen’s Class Website:**

www.vmbandroom.weebly.com

**Kelloggsville Middle School**

**Band Handbook**

**2015-2016**

Dear Kelloggsville Rocket Band Students and Parents,

 Welcome to the Kelloggsville Middle School band program. It is with great pride and enthusiasm that we introduce the program to you! This handbook will be beneficial in explaining all of our procedures/policies that will be used throughout the coming year.

 Traditions of excellence are created and maintained by well-disciplined and highly motivated band students and teachers. We firmly believe that we must work together to foster the positive attitude necessary to continue this tradition. The management plan included will help provide your child with the positive learning environment necessary to develop his or her full potential.

 After reading the handbook, please sign the **Statement of Understanding** found at the end. This form along with the permission slip and Band Roster Information form need to be turned in to Mrs. VanderMeulen or Mr. Anderson by Friday, September 11th. **Please make sure that you read the Concert Attendance policy and you mark your calendar with all of the concert and performance dates.**

We hope this information will answer any questions you may have so that your 2015-2016 band experience is a successful one. This promises to be an exciting and eventful new year and we look forward to joining with you to make the Kelloggsville band one of the very best!

Mr. Anderson & Mrs. VanderMeulen

**Statement of Philosophy**

A well-rounded education is enhanced by one of the most basic of all studies…the study of music. Music develops self-confidence. Music gives each student a feeling of pride and accomplishment. Playing in band teaches students the importance of working with others and helps them develop the social skills necessary to be part of any organization or team. Band instills values: responsibility, commitment, cooperation, and compassion to name a few. Not all band students become great musicians or major in music, but certainly all become more mature, cooperative, self-disciplined, hard working, well-rounded members of society with an appreciation of the arts. Music is a subject that affects all sides of a student’s development.

**Music is a science…**

 It is exact, specific; and it demands exact acoustics. A conductor’s score is a graph which indicates frequencies, intensities, volume changes, melody, harmony and all at once with the most exact control of time.

**Music is Mathematical…**

 It is rhythmical based on subdivisions of time into fractions, which must be done instantaneously, not worked out on paper or with a calculator.

**Music is a Foreign Language…**

 Most of the terms are in Italian, German, or French; and the notation is certainly not English – but a highly developed kind of shorthand that uses symbols to represent ideas. The semantics of music is the most universal language.

**Music is History…**

 Music usually reflects the environment and times of its creation.

**Music is Physical Education…**

 It requires fantastic coordination of fingers, hands, arms, lips, cheeks, and facial muscles, in addition to extraordinary control of the diaphragm, back, stomach, and chest muscles which respond instantly to what the eyes see, the ears hear and the mind interprets.

**Music is all of these things, but most of all music is art…**

 It takes all of these components and combines them to create an emotional response. This is why music is unique and this is why we teach music!

**Expectations**

The Kelloggsville Band Program has a long tradition of **musical excellence**. Our bands are highly respected throughout the district and west Michigan. It is your turn to continue the tradition. We expect everyone in the Kelloggsville Bands to work hard at becoming a musical group of the highest possible quality – not just in performances, but **every day**, in **home practice** and **class rehearsal**.

**Positive Ensemble Contribution** can be defined as participating in a way that demonstrates 100% effort for the good of the group as well as for the good of the individual player. Like a chain, a band is only as strong as its weakest member. Be one of the strong links! Don’t be the weakest link! If everyone is contributing to his/her highest potential, the experience will be successful, productive, positive and fun, and we will have an Advanced Band of the highest quality. Positive Ensemble Contribution is measured through *observable* behaviors. Below is a list of behaviors that demonstrate Positive Ensemble Contribution:

* You are on time to class and at your assigned seat with all required materials before warm-ups begin.
* Your backpack and instrument case are stored in a cubbyhole or other appropriate place. You do not block walkways or doorways with your belongings.
* You maintain consistent eye contact with the director.
* You maintain a positive attitude throughout the rehearsal.
* You maintain 100% energy, effort and enthusiasm from the warm-up to the end of the rehearsal.
* You are prepared for band and playing to the best of your ability.
* You are in *set* (proper posture, hand position, embouchure, air support) position whenever playing.
* You consistently produce good tones whenever playing.
* You refrain from talking, disrupting or interacting with other students during rehearsal.
* You are willing to take a chance when doing something new or challenging.
* You ask questions at the appropriate time if you do not understand something; remembering to raise your hand only at the appropriate time.
* You mark your music every time a correction, or change, has been indicated by the one of the directors.
* You show that commitment to this group is important by being on time (early) for class, extra rehearsals, and at all performances.

**Classroom Management Plan**

Classroom Rules

1. **Be Respectful**.

2. **Follow Directions** the first time they are given.

3. **Be Prepared** with your materials every day. See the Supply List.

4. **Hold Questions** until the appropriate time.

5. **Do Not Talk or Play** your instrument out of turn.

6. **Gum, Food, Candy and Drink** are not allowed in the band room. Water is OK.

7. **Do Not Touch Other People, Other People’s Property**, or equipment unless you have been given authorization by a director to do so.

8. **Appropriate Language** must be used at all times.

9. **Do Not Leave Your Seat** without permission.

10. **Pick-up** after yourself.

Cubby Room Rules & Procedures

1. **Do not open** anybody else’s cubby or instrument case.

2. **Keep your cubby locked** at all times. You must provide a combination lock.

3. **No Loitering**.

4. **Only instruments, music and pencils** should be stored in the cubbies.

5. **Pick-up** after yourself.

6. **Always Store Instruments in Your Cubby or Locker** when not being used. Do not leave them unattended in the hallways, Cafeteria, or Gym.

7. **Instruments must be properly closed in cases** when in your cubby.

\*The band room will be open from 7:45am till 3:15pm for instrument drop off and pick up.

Classroom Procedures

1. **Entering and Exiting the Band Room:** Enter and exit the band room quietly. Do not push, shove, or try to stuff too many people through the doorway or hallway at the same time. Use common sense and be polite.
2. **Being on Time for Class:** Once bands are playing instruments, students must be in their assigned seats, ready to play, by two minutes after the tardy bell rings. *Students who are just walking in the door when the bell rings will be marked tardy.*
3. **Getting Ready For Class:** Find your seat immediately after you enter the room and get your instrument. Quietly assemble your instrument and get out all necessary materials. After your instrument is assembled and your materials are out, close your case and set it on the right side of your chair with the handle facing up. Then adjust your stand to the correct height and distance from your chair. If you are sharing a stand please find a “happy medium” between the both of you.
4. **Once You Are Seated:** Check the board for the agenda. Get all warm-ups, book pages, and music in the correct order. Then answer the warm-up questions if needed. Finally, begin to warm-up your instrument quietly using proper playing techniques.
5. **During Band Class:** Once a director ( or guest conductor, student teacher, substitute, or student conductor) has stepped onto the podium, give him or her your complete attention. You will not talk while the directors are teaching. Raise your hand and wait to be called on if you have a question. Stay in your seat and follow directions. **Do not get up** unless the director has asked you to do so (not even to get a drink of water). Wait to play until we all play together.
6. **Chairs & Stands:** Chairs will remain on all four legs at all times to prevent the legs from bending and possible injury to the student if the chair tips over. Stands are to remain on all three legs and students should not lean on them or mark them in any way.
7. **Turning Papers In/Getting Credit: All papers go to the inbox for your particular** class. Do not hand papers to me, or I will probably misplace them, and you will not get credit. Please make sure your **full name is on anything you turn in**. If we collect papers from your seats, we will tell you when and which direction to pass your papers down the row to be collected. The person on the end of the row puts the papers in the appropriate inbox. **Do not get up** during band to turn something in. Keep in mind that if you are filling out papers during class, it looks like you might be cheating, so don’t do it. If necessary, students may come in after school and place papers in the inbox.
8. **After Band Class:** Please wait for permission to pack-up and leave the room. Clean up the area around your chair, picking up any items off the floor (water bottle, used reeds, scraps of paper, etc.). Push stand down and leave it neatly in front of your chair. When you exit your row, go through your own row rather than cutting through other rows. This will help keep the rows neat for the next class. If you do accidentally knock something over, put it back in place. **The last class of the day** puts all stands and chairs away **every Friday**. When dismissed by the directors, exit without pushing, shoving, etc.
9. **Percussionists** must cover mallet instruments used (xylophone, timpani, etc.) and put away all items that they used during band. Each percussionist is responsible to clean up/put away/cover one or more items each day. No percussionist will leave the room until all of the equipment is put back properly and the area is clean.
10. **Fire Drills:** For a fire drill students will exit through the back door and go across the street and line-up, single file, and without any talking along the fence. We will leave all items in the band room during a fire drill.
11. **Restroom:** You may not go to the restroom during band, so **don’t ask.** If you ask, I will say no. You pass a restroom on the way to the band room, **stop and use it before** you come to class. If you are a normal, healthy human being, you will probably not need to go to the bathroom during band whatsoever, for the entire school year.
12. **Lost and Found:** The lost and found area is the box under the front table. If you find something that has been left behind please place it in that location. If you are missing something, start by looking in the box.
13. **After School:** The band room is open many days after school for students to practice. Please check with the directors if you plan on staying after school. Please be sure to pick-up after yourself when you are done. You and any one else in the room must follow the classroom rules.
14. **Show Pride** for our band room!

Consequences

Consequences for not following the rules and procedures of the band room may include any or all of the following:

1. Verbal Warning
2. Offending Item Confiscated (i.e. toy, ipod, phone, ect.)
3. Parent Notification
4. Lowered Daily Participation Grade
5. Lowered Citizenship Mark
6. Discipline Report to the Office (for serious and/or repeated offences)

**Practice Card Information**

All Band members are expected to practice outside the classroom, maintain an accurate record of this practice time and submit it to their music director on a weekly basis. This accounts for 20% of the nine-weeks grade. Any individual practice time your child completes on his/her band instrument outside of the classroom may be included on the practice record**. We have found that 20 minutes of focused, goal-oriented practice time each day is necessary for students to make steady and consistent progress on their instrument.** A practice card is not needed to be able to tell whether you have practiced or not. How you improve day-to-day and week-to-week reveals that fact. Honesty is the best policy concerning practice time. It is helpful to have parents be involved in the student’s practice and progress. Parent encouragement and support is important for student success!

**Students will submit their practice time online each week** **at** www.vmbandroom.weebly.com. This time must be verified by the parent or guardian at the end of each grading period in order for credit to be received. All practice cards will be submitted online and **paper practice cards WILL NOT be available.** Students that do not have access to the Internet at home will be able to use the computers in the band room to submit their times. This can be done before school or after school on Mondays.

|  |  |
| --- | --- |
| Minutes Practiced | Grade |
| More than 140 Min. | 105% |
| 121-140 Minutes | 100% |
| 101-120 Minutes | 95% |
| 81-100 Minutes | 80% |
| 61-80 Minutes | 70% |
| 41-60 Minutes | 60% |
| 0-40 Minutes | 50% |
| Nothing Submitted | 0% |

**Students can earn 5 points of extra credit per practice card** for listening to 20 minutes of classic music per week. They can listen to the music on the radio or through various Internet resources. In order to earn the extra credit student will click yes at the bottom of the practice card form and answer a few questions about what they listened to that week. If you do not have access to the Internet at home, your student will need to use one of the band room computers to submit their time.

**Concert Attendance Policy**

All performances are mandatory. Please mark your calendar now with all of the performance dates to avoid any conflicts. Every member of performing ensemble is important and needed at the performances. Absences from a performance will be excused for the following reasons only:

 -Death in the family

 -Medical emergency

 -Religious holiday

 -Excused school absence

In the case of emergencies, the **parents must notify the directors immediately** by **calling, emailing, or writing**. We ask that for **non-emergency cases** that the directors be notified **at least three weeks** in advance of the performance. Students will then need to schedule an appointment, before the date of the concert, with the directors to play the all of concert music. This will make up the student’s grade for the missed performance. Provided all of the proper procedures are followed, there will be no lowering of the grade.

**Unexcused absences from a performance (anything not excused by the school) will result in an automatic reduction of the student’s grade.** If a student receives two unexcused absences from a performance it may result in a dismissal from the band program.

Any other circumstances that come up during the year will be dealt with on an individual basis. However, please remember that all students are vital to the success of the band and the earlier the directors receive notification of a conflict, the better we are able o work it out!

Points can be deducted for the following reasons at the performance:

 -Tardy

 -Improper uniform

 -Disruptive or Disrespectful

 -Music is not prepared

 -No instrument or music

**Grading Policy**

**(6th & 7th Grade)**

Daily Points/Participation 10% of Grade

Homework & Quizzes 10% of Grade

Tests 20% of Grade

Practice Cards 20% of Grade

Concerts/Performances 40% of Grade

**Other Grading Information**

Chair Tests (7th & 8th Grade Only)

Chair tests will be given periodically and will consist of playing assignments from the method books or concert music. These playing tests will take place during band class.

Challenges (8th Grade Only)

Students may challenge the next person up in their section at any time **except one week prior to a concert**. If a student loses a challenge, he/she must wait one week to re-challenge. The challenger fills out the challenge form with the date and the material to be played. The challengee fills in the scale to be performed. Both students sign the form indicating they are aware of the challenge, and it is then turned into the directors. The challenge will take place the next day.

Extra Credit

Students can earn 25 extra credit points by attending concerts. Students can attend events such as choir concerts for our school or other schools, band concerts for other schools, Grand Rapids Symphonic Band concerts, or Grand Rapids Symphony concerts. These are just a few examples of the appropriate types of concert that students can attend to earn some extra credit in band. In order to receive the credit students will need to turn in a program from the concert with their name on it and a parent’s signature.

Power School

All grading information is available on PowerSchool. If you go to the school website ([www.kvilleps.org](http://www.kvilleps.org)) you will be able to create an account in PowerSchool and keep an eye on your student’s current grades in all of their classes. Their band grades will be updated every week.

**Equipment, Music & Supplies Information**

School Owned Instruments

The school provides all large instruments and some of the small ones to families that qualify. All instruments are repaired during the summer and given to the students in good playing condition. It is the students’ responsibility to keep those instruments in good playing condition throughout the year. Students must store the instruments properly in their cases whenever they are not being played. **If the instrument is damaged or broken beyond normal playing wear the student is responsible to pay for the replacement or repairs necessary to put it back into good playing condition.** Students and parents will need to sign an instrument contract and return it to the directors before they are allowed to take the instrument home.

Sheet Music

Students will be given any sheet music used throughout the year. If a student looses their music it will cost **25¢** per page to replace the first time and will increase each additional time. Students may write on the music with a **pencil only**. The students will also be provided with a music folder to keep their sheet music, method books, and any other handouts in.

Materials and Supplies

**Students must purchase the necessary materials and supplies for each grade level of band.** Students will be provided with a material list and an order form. Every instrument requires different supplies. **All of these supplies can be purchased from Meyer Music or you can return the order form, along with money, to school by Friday, September 18 and we will take care of it for you.** We also carry a few items on hand that can be purchased from the school throughout the year.

**Reeds:**

 Clarinet $2.00

 Bass Clarinet $3.00

 Alto Sax $2.50

 Tenor Sax $3.00

 Bari Sax $3.50

**\*Reeds can be purchased before/after school or before/after class.** Reeds can also be purchased in a box of 10 from Meyer Music. Students should keep at least two good playing reed in their cases at all times.

 **Oils & Cork Grease:**

Valve Oil $1.50

 Slide Oil $1.50

 Cork Grease $1.50

Please make sure that your student has all of the required supplies in their cases at all times. If your student will be purchasing an item from the school be sure to send the money with them. \*\***Items will not be given out until we have the money.\*\***

Meyer Music makes deliveries to our school every Thursday. If you call and place an order it can be delivered to the school for you. Just contact them, tell them what you need and that you would like to have it delivered to Kelloggsville. They will do the rest!

**Meyer Music Contact Information:**

2855 Lake Eastbrook Blvd

Grand Rapids

616-975-1122

www.meyer-music.com

**Uniform Policy**

All KMS students will be assigned a KMS band sweater. The sweaters are provided by the school and will be checked in and out at each performance. If a sweater is damaged, the student must purchase a replacement.

Uniformity is essential in our performing ensembles. It adds professionalism and dignity to our group. The dress code for performances will be strictly enforced. Please contact the directors if you have any questions or if you are unable to provide the necessary items for the uniform.

**The following items are to be provided by the parents:**

-**T-Shirt** Any color t-shirt will work. **Absolutely NO tank tops are allowed under the sweaters.**

 **-Pants Solid black** pants – **NO** jeans. Preferably no skirts, but if a skirt is necessary, it must hit below the knees when you are seated.

 **-Socks**  **Solid Black** socks only (with skirts – black tights).

 **-Shoes** **Solid Black** shoes with no markings on them

**Exiting Policy**

Band is a **yearlong commitment**. **Students will not be able to change their classes in the middle of the year.** Students will have the opportunity to exit band at the end of the school year. If a student has lost interest and would like to exit band they will need to see a director for an exit slip. This slip will need to be filled out completely and turned into the directors before the end of the school year. These slips will be available to the students in May. The directors will then notify the office and the student will not be scheduled for band the following year. **Again, students must remain in the class for the entire year.**

**Communication**

In order to have a successful program good communication between parents and teachers is essential. The best source of information is the band website, [www.kelloggsvillebands.com](http://www.kelloggsvillebands.com). This website is updated frequently and will always have detailed information on upcoming events, calendars, and booster info. Please check this website often for any announcements and information.

You will also need to check Mrs. VanderMeulen’s classroom website, www.vmbandroom.weebly.com as well. This site will have information about what is happening in class, handouts, practice records, homework assignments and much more. **Please check this site often!**

You can also get updates by liking the band Facebook page, Kelloggsville Bands or following on Twitter @kvillebands. We want to be available to answer and questions you have about band, band events, and/or your child’s musical progress. If you have any questions please contact us through the websites, e-mail or by phone.

**Parent Expectations**

Parents are a very big asset in the growth and development of their students performing abilities. To help with this development parents need to encourage their student to practice regularly and they need to provide a quality place for practicing to occur. Parents should also encourage their band student to perform in front of family and friends. Parents also need to support their students by attending all of their performances. Parents can also help support the band program by volunteering to help with the band boosters or attending meetings. Band is a great opportunity for your student and your support and encouragement will help them grow into outstanding musicians!

**Band Boosters**

The Band Boosters are a vital part of the band program. Throughout the school year they will organize fundraisers and events that you can participate in. **If you are interested in seeing how you can help or to give some suggestions, they meet the second Tuesday of the month in the High School band room at 7pm.** They would greatly appreciate your support and time. If at any time throughout the year you have any questions concerning a band booster event you can contact the following members.

Dan Williams – President

Krista Boomers – Vice President

Michele Boeske – Treasurer

Kristine Richards - Secratary

e-mail - bandtreasurers@gmail.com or bandboosterspresident@gmail.com

**Performance Calendar**

**All performances are required** unless they state that they are optional. Some of the performances have times that will vary depending on when we are scheduled to perform. As soon as we know the time or date we will update the websites and send out e-mail notifications. Also, for all of the events **students will be required to be at the school earlier than the start time of the event** so we can all get prepared for the performance and they are required to stay for the entire concert or performance.

Date Event Time

September 15 8th Grade Parent Meeting (8th Grade) 6:00

October 9 Homecoming Parade (8th Grade) TBD

October 23 Mass Band (7th & 8th Grade) 6:30

December 8 Holiday Concert (6th, 7th, & 8th Grade) 7:00

February 17 Pre-Festival Concert (7th & 8th Grade) 7:00

Mar. 1, 2 or 3 MS Band Festival (7th & 8th Grade) TBD

March 29 6th Grade Solo Festival (6th Grade) TBD

April 16 MS Solo & Ensemble Festival

 (7th & 8th Grade – optional) TBD

April 23 March-A-Thon (8th Grade) 7:00

May 25 Spring Concert & Awards

 (6th, 7th & 8th Grade) 7:00

**Statement of Understanding**

Please complete the following information and return to Mrs. VanderMeulen or Mr. Anderson by Friday, September 11.

Please initial next to each item below indicating your understanding **(in ink):**

|  |  |  |
| --- | --- | --- |
| Student Initials | Parent Initials | Expectations |
|  |  | I understand that I must attend ALL of the performances for my ensemble and that repeated failure to do so may be grounds for being removed from the class. |
|  |  | I have been informed of the calendar and I am aware of my responsibilities to inform the director when conflicts arise. |
|  |  | I have read through the management plan and I understand the rules and procedures for the band room and that if I do not follow these rules and procedures there are consequences. |
|  |  | I understand that in order to be successful as a musician and to fulfill my obligation to my peers within my ensemble, daily practice is required. I have read through the practice requirements and understand my responsibility in documenting my practice time. |
|  |  | I understand the components used to compute my grade in band and know that I can access my grades at any time on PowerSchool. |
|  |  | I understand that all communication will be done through websites, Facebook, Twitter, and e-mail and that I will need to check these sources often. |
|  |  | PARENTS: I have read through the exiting policy and I understand that band is a year long class and my student will not be able to drop or change classes part way through the year. |
|  |  | PARENTS: I have read over the uniform policy and understand what is needed before the first performance. |
|  |  | PARENTS: I authorize the Kelloggsville Band Program and all of its agents to publicize information about my child to include name, instrument, class, and photo.\*\*\*This clause is to insure that we are able to release celebratory information about your child’s achievement in newsletters, on the band’s website, and to insure we can publish his/her name in our concert programs. No personal information will ever be released at any time! |

We agree to abide by the expectations and policies of the Kelloggsville Middle School Handbook.

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Student Name (Print) Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (Print) Parent Signature Date

**Please Flip Over** ⮫

**2015-2016 School Year Permission Slip**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has permission to participate in all Kelloggsville Middle School performances/activities for the 2015-2016 school year. Transportation for the performances/activities will be by school bus or van when leaving the Kelloggsville school district. Parents will be informed on departure/return times and an itinerary for each scheduled event. All school rules apply to any band performance/activity and MUST be adhered to at all times. Any problems will be brought to the attention of the Kelloggsville Middle School Administration. Students that do not follow the rules could be sent home from the band performance/activity. Students are expected to represent Kelloggsville with the highest of standards. Students are to be polite, respectful, and listen to all chaperones.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

Band Roster Information

\*\****PLEASE PRINT NEATLY*** and fill out all information completely.

Parent(s) First and Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hm. Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Best Time to Call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \*\***Will your student have access to the internet at home?** Y N

Parent(s) E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **\*\*We will be doing all of our communication through e-mail, so please make sure you provide an e-mail that you check often.**