

PRIVATE LESSON INSTRUCTORS

FLUTE

OBOE

CLARINET

SAXOPHONE

BASSOON

TRUMPET

HORN

TROMBONE

EUPHONIUM

TUBA

PERCUSSION

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Band Students and Parents:

WELCOME to one of the most exciting experiences in which you can be a part – THE BAND! The ultimate goal of the band program is to provide our students with a lifelong understanding and appreciation for quality music and music making. In addition, we get to use the medium of music to teach some wonderful life lessons as part of our comprehensive program here at **(school name)**.

For new folks, this is the “band bible” that keeps us running smoothly and efficiently. Most questions can be answered by consulting THE BAND HANDBOOK or the band website: **(band website address)**. It is our hope that the information contained in this handbook will be both INFORMATIONAL and INSPIRATIONAL. The advocacy articles, “How Parents Can Help,” and “Parents’ Responsibility to the Band,” are both designed to give guidance to parents. Please read every word of The Handbook so that you are well-informed. We’ve included one ***Signature Page*** for you to return, stating that you’re familiar with the information contained in The Handbook.

Last school year was full of successes by our students. **(Highlights from last year)**

We continue to provide a well-rounded, comprehensive experience for our students. For the upcoming year, we are very excited about the **(Highlights for the coming year)**

We have included a list of private instructors in this edition of the BAND HANDBOOK. There is no better way for your child to improve his or her musical experience than to be involved in private lessons. We are very fortunate to have such fine symphony and professional players in the area. As one parent told me: “In this band program, you are doing your child a disservice by not providing private lessons...they will either quit or be uninvolved.” Those are powerful words and in some respects, they are very true. As the band program gets better, the most committed students (those who practice) will have the most positive experience. In addition to making private instruction and chamber music a priority, we have renewed our commitment to instill positive leadership qualities in all of our students. These are the “teachable moments” that develop important life skills.

This handbook is designed to answer any questions you might have concerning the program. **Please read all of the information and sign the perforated form (*Signature Page*) in the back of the handbook and return it to the band office.** We are honored to be your band directors and are looking forward to a great year!

Musically Yours,

Band Director Name
Director of Bands

Band Director Name
Associate Director

Band Director Name
Associate Director

“If Better Is Possible, Then Good Is Not Enough!”

Band Template Disclaimer: Please consult your school district and school administration prior to printing and dissemination of any materials in this template. This is particularly true with financial matters.

Scott Rush



LETTER FROM THE PRINCIPAL SUPPORTING THE BAND PROGRAM

Lucy G. Beckham
Principal

Dr. Nancy J. McGinley
Superintendent of Schools

Dr. Lynda F. Davis
Associate Superintendent

Wando High School

1000 Warrior Way
Mount Pleasant, SC 29466
Tel. (843) 881-8200

Reminders for (date)

UNIFORM JEWELRY POLICY

Absolutely no jewelry will be allowed with the marching performance uniform; Only watches allowed with summer uniform – that's it.

SMART MUSIC

As part of your fair share, you will receive Smart Music software. In other words, you don't need to purchase it yourself. You are expected to submit Smart Music recordings as part of the grade assessment.

PARENTS CAN CHECK YOUR CHILD'S SMART MUSIC

You may check your child's Smart Music assignments and grades by logging into their Smart Music account. You will need to use the email they use for Smart Music as well as their password for the program.

TAKING INSTRUMENTS HOME

There will be random instrument checks to insure that instruments are going home and are being used for home practice.

BAND CAMP POLCY

If a student misses band camp week, he or she will automatically enter the season as an alternate; too much instructional time is missed if you can't attend camp; students will be given time to earn their spot.

COLLEGE VISITATIONS

We would like to ask that college visits be scheduled on non-performance days. This is especially critical with our preparations for major events.

SAT DATES

Please plan to take the SAT on October 5th, December 7th. March 8th is a possibility unless your child is in the jazz band.

Why Music?

- *Music Is A Science. It is exact, and it demands exact acoustics. A conductor's full score is a chart, a graph which indicates frequencies, intensities, volume changes, melody and harmony all at once and with exact control of time.*
- *Music Is Mathematics. It is rhythmically based on the subdivision of time into Fractions, which must be done instantaneously, not worked out on paper.*
- *Music Is 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 short – hand that uses symbols to represent ideas. The semantics of music is a most complete and universal language.*
- *Music Is History. Music usually reflects the environment and times of its creation, often representing it's country of origin and / or racial feelings.*
- *Music Is Physical Education. It requires fantastic coordination of fingers, hands, arms, lips, cheek, and facial muscles in addition to extraordinary control of the diaphragm, back, stomach, and chest muscles, which respond instantly to the sound the ear hears and the mind interprets.*
- *Music Develops Insight and Demands Research.*
- *Music is all these things, but most of all, Music Is Art. It allows the human being to take all these dry, technically boring (but difficult) techniques and use them to create emotion. That is one thing science cannot duplicate: humanism, feeling, emotion, call it what you will.*

That is why we teach music! Not because we expect you to major in music

*But so you will be human
so you will recognize beauty
so you will be closer to God
so you will have something to cling to
so you will have more love, more compassion, more gentleness, more
good;*

In short, More Life!!

STUDENT HANDBOOK

(School Year)

A STATEMENT OF POLICY

In order to assist band members and parents in understanding areas of responsibility, a statement of band policy is herein set forth. Becoming familiar with this policy will enable each individual to make the most of this great opportunity to be a member of the **(Name of school)** band program, becoming a better person and a better musician.

We firmly believe that the student should improve through regular practice. In the **(school name)** band program, we feel that when the student has lost the will to improve him / herself or make a better contribution to the band, he is wasting the time and efforts of his or her fellow members and the community by continuing in this program. The HAPPIEST student is the one who is improving through regular habits of practice and daily progress. He or she must not only know right from wrong, but must be able to stand for principles. He or she must develop a high sense of purpose toward which he or she is willing to work. RESPONSIBILITY is the focus behind any level of achievement within this program. We intend to conduct ourselves in a manner that will facilitate all students in learning and bettering themselves.

OBJECTIVES OF THE BAND PROGRAM

- To teach music by its actual performance
- To develop performance skills of the various wind and percussion instruments
- To provide for the musical needs of the school and the community
- To develop discrimination with regard to the selection of music
- To acquaint the students with Music Theory and History and how history and musical composition relate to students' current life and musical experiences
- To provide all students with the opportunity for worthy use of their time, a means for self-expression, and a healthy social experience
- 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

(Name of School) Band Code of Conduct

(Principal name) has asked that we establish a band “code of conduct.” The initial premise of this document is based on our policy of the past thirteen years which states,

Any member who casts discredit to the organization by his/her conduct or actions in band, in another class, or on a trip, shall be subject to dismissal from the band program, or may lose a privilege within the program. This may include the chance to go on a spring trip. This decision will be at the director’s discretion in consultation with the principal.

The following guidelines have been put in place to establish more clarity with regard to the policy:

- We cannot compromise participation in band activities with substance abuse or blatant disregard for school or band policy.
- These consequences are in reference to program membership and are in addition to school policy.
- Infractions that are against the law are more serious in nature and will be handled accordingly.
- During an exclusion period, students will not participate in any band activity, pending litigation.

Penalties for Violations

Tobacco violations:

- 1st offense: Sit out a performance
- 2nd offense: Dismissal for a semester
- 3rd offense: Dismissal from the program

Drugs/Alcohol violations:

- 1st offense: Dismissal for a semester
- 2nd offense: Dismissal from the program

DUI:

- 1st offense: Dismissal for a year
- 2nd offense: Dismissal from the program

Other arrests:

- 1st offense: Dismissal for a year pending exclusion period policy
- 2nd offense: Dismissal from the program

Suspension:

- 1st offense: School consequence
- 2nd offense: Director consequence
- 3rd offense: Dismissal from the program for the year

Expulsion:

- 1st offense: Dismissal for a year
- 2nd offense: Dismissal from the program

Why Is Music Education Important for Students?

- Music students scored higher on the 2009 SAT - College Board website
- "At risk" students cite participation in the arts as a reason to stay in school
- A ten year study by the President's Committee on the Arts showed that music students tested higher on all standardized tests, regardless of socioeconomic group.
- Music helps us to better understand our motives, fears, memories, and to communicate more boldly and creatively - *Levitin, This Is Your Brain On Music*

Why Is Music Education Important For Parents?

- 94% agree: music education is necessary for a well-rounded education - 2005 Gallup Pole
- Schools with music programs have significantly higher graduation rates (90.2% to 72.9%) - *MENC*
- Music Education enhances cooperative learning, instills disciplined work habits, and correlates with gains in standardized tests.
- Studies of kindergarten children showed the more music skills, the greater their reading skills and development - *Anvari, et. al*

Take Note: Music Study Enhances Memory and IQ

A study by researchers at McMaster University in Canada indicated that young children who received a year of musical training showed brain changes and superior memory when compared with children who did not receive the instruction...

That the children taking music lessons improved more than the others in non-musical abilities such as literacy, verbal memory, visuospatial processing, mathematics and IQ.

Keep music education strong: Go to www.SupportMusic.com

Source: Takako Fujioka, Bernhard Ross, Ryusuke Kakigi, Christo Pantev, and Laurel J. Trainor. Brain, a Journal of Neurology. Oxford University Press, September 20

Why Is Music Education Important For The Community?

- The "back-to-basics curricula, " while it has merit, ignores the most urgent void in our present system - absence of self-discipline. The arts, requiring self-discipline, may be more "basic" to our nation's survival than traditional credit courses. We are spending 29 times more on science than on the arts, and the result so far is worldwide intellectual embarrassment. - *Paul Harvey, syndicated radio host*
- The arts are an economic plus - second only to aerospace as our most lucrative national export. - Michael Greene, National Academy of Arts and Sciences
- Arts-centered schools have fewer dropouts, higher attendance, better team players, an increased love of learning, greater student dignity, enhanced creativity, and they produce citizens better prepared for the workplace of tomorrow.

Music's Impact on the Seven Intelligences: Musical

Added: Jul 13, 2010 - [View](#)

“While it is understood that music education can have an important impact on musical intelligence, there is accumulating a significant amount of research supporting the impact of music education on all seven [of Howard Gardner’s basic] intelligences. Musical “A report in The New York Times International in May 1996 indicated that in Japan, Korea, Taiwan, and China music is a more significant part of education for children than in the U.S.A., and the children in those countries are far more likely to have what some regard as one of the most striking signals of a musical mind, absolute pitch. As reported in 'The Musical Mind,' by Susan Black, neuromusical investigations are producing evidence that infants are born with neural mechanisms devoted exclusively to music. And perhaps, even more important, studies show that early and ongoing musical training helps organize and develop children's brains. “A report by John Langstaff and Elizabeth Mayer in Learning, March/April 1996, presented a rationale for the importance of music education in early childhood. By approximately age 11, neuron circuits that permit all kinds of perceptual and sensory discrimination, such as identifying pitch and rhythm, become closed off. Not using them dooms the child to be forever tone deaf and offbeat.”

BAND CURRICULUM IN BRIEF

Symphonic Band

The Symphonic Band is the primary performing organization in the instrumental music department during the winter and spring. Membership is by audition only with the possible exception of switchovers. The Symphonic Band will be comprised of students with the performing ability necessary to play level VI literature.

Concert Band I

The Concert Band I is comprised of students with the performing ability necessary to perform level V/VI music. Membership is by audition only.

Concert Band II

The Concert Band II is comprised of students with the performing ability necessary to perform level IV/V music. Membership is by audition only.

Chamber Winds

The Chamber Winds class is comprised of students with the performing ability necessary to perform level III/IV music. Membership is by audition only. This is a year-long class and students will perform in the spring with Concert Band II.

Marching Band

All students enrolled in the band program are required to march with the exception of students outside of the program who are eligible for colorguard or students who participate in a **(school name)** fall sport activity. All students will march for pre-game, parades, and other special performances.

Jazz Band

The jazz band is a year-long or semester class, open to grades 10-12. The performing Jazz Band with full instrumentation will hold auditions after marching season. The jazz band plays for local functions and performs at the Percussion/Jazz Band concert in the spring.

Chamber Ensembles

During the fall and spring, chamber ensembles will be formed. ALL band members will be encouraged to perform in a chamber ensemble. Possible groups will be Woodwind Quintet, Brass Quintet, Saxophone Quartet, Horn Ensemble, Trombone Quartet, Low Brass Ensemble, Flute Choir, and Clarinet Choir. There will be a chamber concert in the spring and opportunity for performance at Solo and Ensemble.

Guard

Female students who are interested in dance, choreography, and movement may choose to audition for our marching band colorguard. Students are also eligible to audition for our Winterguard program. Auditions are usually held in April.

Percussion Ensemble

All percussionists in the band program are enrolled in a Percussion Ensemble Class. Students learn basic through advanced concepts on all the percussion instruments. In addition to the class, additional rehearsals are held on Monday afternoons following marching season.

Symphonic Camp

The Symphonic Camp is two days of intensive training with nationally recognized clinicians. It will be held at **(name of school)** with a possible camp concert to be held at its conclusion. All students are required to attend Symphonic Camp.

Leadership Workshop

The leadership workshop prepares students to become effective leaders within the band program and beyond. Students may elect to attend the Student Leadership Workshop in the spring. This workshop is required of all students who wish to be considered for leadership.

Summer Instruction

There are many nationally known summer institutes for instrumental instruction. Some of the best are Brevard Music Center, Interlochen Arts Camp, Aspen Summer Music Program, Sewanee and Tanglewood. There are also regional summer music camps at the **(local university summer music camps)**.

Private Lessons

Private lessons on a musical instrument are the best way to improve performance skills. The one-on-one approach allows the student to benefit from individual attention as opposed to a teacher monitoring a class of over sixty. A recent survey of students in the S.C. All-State Band revealed that approximately 85% of the students in the band studied privately. The band directors will be more than happy to assist in the selection of a private teacher *(See the inside front cover)*.

All-State, Region, and All-County Band

Members of the band program are eligible to audition for the **(state)** All-State and Region Bands, as well as All-County Band. Please consult the schedule.

Is Band Considered, “FUN?”

Band, in and of itself, is not “fun.” It is hard work. Where there are certain playful, funny “family” moments, the overall one-word summation is most definitely not *fun*. It is not fun to constantly be held to the highest critical standards. It is not fun to take an audition and know that you have one chance to get it right. It is not easy to strive for excellence.

There are other words, however, that describe the band experience. Challenging, discipline, fulfillment, pride, work ethic, emotional expression, respect, passion – there is almost no experience that is more REWARDING! If there were, students would meet in those classrooms first thing in the morning, or students would wear t-shirts with the logo of their favorite class, instead of band apparel. The reality is that the enjoyment of band comes from the interaction of people that ultimately leads to great music making. When the downbeat is given at the concert, that's the time to have “fun” because you get to share this incredible experience called “making music” with others.

Five points will be deducted from your participation grade for UNEXCUSED ABSENCES!

PERFORMANCES

Students are expected to attend all performances. In addition, there is an expectation that students remain for the entire performance, whether it be for concert band or marching band. Part of a student's education is listening to the performances of others.

TARDIES TO BAND

Students will make up the amount of time of the tardy, rounded up to the next highest 15-minute increment.

MISSING MATERIALS OR NO INSTRUMENT

If a student has missing materials or does not bring their instrument to class, five points will be deducted from their participation grade. In addition, students will compose a paper during the rehearsal in question.

THE DIRECTOR IS RESPONSIBLE FOR THE INTERPRETATION OF THE ATTENDANCE POLICY, AND CONSEQUENTLY, MAY HOLD A STUDENT OUT OF A PERFORMANCE.

ATTENDANCE POLICY

THE ONLY EXCUSABLE ABSENCES ARE PRE-ARRANGED* SCHOOL CONFLICTS AND ILLNESS WITH A DOCTOR'S OR PARENT NOTE, DEATH IN THE FAMILY, RELIGIOUS HOLIDAY, OR COLLEGE VISITATION.

*Example: a school conflict may be a club or varsity sport. This system is subject to modification and interpretation by the director.

MISSED PERFORMANCE- Students will lose seven points on their final nine weeks average, based on the formula used for participation.

All Symphonic Band students and seniors are expected to perform at graduation. This is a required performance for Symphonic Band.

“NO SHOWS” TO REHEARSAL – A “no show” is defined as an absent student that cannot be accounted for due to lack of a phone call or simply cutting rehearsal. In such case, the student may lose the opportunity to participate in the next performance by the band. For marching band, an alternate may be placed in the empty spot. This decision will be made by the director based on what is best for the entire group.

For ALL absences, the following procedure must be followed by all students and parents:

- **Director must be notified in advance.**
- **An absentee request form must be filled out and on file.**
- **For illness, a parent note or doctor's excuse must be submitted.**
- **Although cleared by the school office, absences from a band activity the same day must be cleared with the director as well – please call or email directors.**
- **In extreme cases, a phone message may be left on the answering machine, WITH a follow-up personal call.**
- **Follow-up is the sole responsibility of the student.**

The mere filing of an absentee request form does not constitute whether an absence is excused. The above policy is cut and dry with regard to what is excused. Please do not call and say, "Please excuse..." if the excuse does not fall within the policy.

CONFLICTS WITH BAND

Conflicts between band and other activities or events are the responsibility of the student. Rehearsal and performance schedules are given out in advance (via the website) so that arrangements can be made. Students should not become involved with activities that may directly conflict with band activities. When outside activities create hardships concerning band, the student will need to consult with the director about alternatives that may be possible. Students should have a calendar book (or google calendar on their phone) and be aware of all band dates well ahead of schedule. It is the policy of the band to assist students when conflicts occur within the scope of the band policy. Students are reminded that band is a very demanding activity and that involvement in outside activities should be limited to those that are compatible with the band schedule. **All conflicts with regard to performances must be worked out in favor of the student's responsibility to band. Work is not an excuse for missing any band activity.**

GRADING POLICY

Grades are assigned for the band class and any activity that is considered co-curricular. Some performances may fall outside of the school day.

Participation:	20%	This includes after school rehearsals which are on the schedule. Students must have their instruments every day, a pencil at every rehearsal, and show maximum effort to earn the best grade.
Band Curriculum:	80%	Assignments will be presented at the beginning of each nine weeks. Students are responsible for all assignments, including pass-offs and recorded examples of performance.

Students must also attend all auditions, Symphonic Camp, and all performances (see page 15 under "missed performances"). **An email will be sent at the beginning of each nine-weeks listing assignments and their due dates.**

Marching Band Music Pass-off Policy – Students will sit during third quarter if a music pass-off deadline is missed. Remediation will be offered to help any student who is having trouble with passing off their music. If a student reaches the end of the grading period without passing off music, a grade consequence may be imposed.

DUTIES OF THE BAND MEMBER

- Be on time to all rehearsals and performances. **EARLY IS ON TIME – ON TIME IS LATE.**
- Upon entering the rehearsal setting, acquire your instrument and go directly to your seat.
- When the director or staff member steps on the podium or asks for your attention, all talking should cease.
- Come to rehearsal with a **GOOD ATTITUDE.**
- There is no excess playing (i.e. horsing around on the instrument); Only appropriate warm-up material.
- Make a real effort to improve on a daily basis and establish a good practice routine.
- At the end of rehearsal, put all materials in their proper place.
- Maintain a strong academic standing in all course work.
- Become responsible for and assume responsibility for your own actions. Admit when you are wrong.
- Have a proper respect for yourself and those in authority.
- Read and play music with insight – have musical expectations.

THE IMPORTANCE OF ATTITUDE

The greatest single factor that will determine the success of any individual or organization is attitude. The kind of person that you are is an individual choice and how we feel about something, which involves attitude, is one of the few actual independent choices that we have in life. It takes intense dedication to reach goals. Students should learn to discipline themselves to daily practice on fundamentals. The “right attitude” must be present along with sincerity, concentration, and dedication as the basic foundation. Such an attitude makes an artistic performance inevitable and is the difference between a winning organization and a mediocre group. You who are in band are a favored few. The band can do much for you. Make the most of it in every rehearsal and performance.

THE IMPORTANCE OF DISCIPLINE

Because of the nature of the organization, band discipline must be strict. Band students and parents must believe in the ideals, principles, and philosophy of the organization. Each member must always be aware of good behavior and think for himself. Any misconduct casts a bad light on the school, community, and band program. Any member who casts discredit to the organization by his/her conduct or actions in band, in another class, or on a trip, shall be subject to dismissal from the band program, or may lose a privilege within the program. This may include the chance to go on a spring trip. This decision will be at the director’s discretion. ***See Code of Conduct on page 8.***

PARENTS' RESPONSIBILITY TO THE BAND

It is the responsibility of every parent and guardian to see that the policies outlined in the HANDBOOK are followed and that the form in the back is signed and returned. This states that you UNDERSTAND the policies as set within, and that any questions are to be addressed with the band director by making an appointment. Each parent IS responsible for the attendance of their child at all band functions. It is the responsibility of each parent to see that their child practices his / her instrument daily. The hands of the directors are tied without the help of parents.

HOW PARENTS CAN HELP

When a “band question” arises, it is important that you get factual information before discussing it with others. We do more harm to ourselves, the band family, when we talk about things that contain one or more “falsehoods” but consider them facts. If questions arise, it is important to remember this axiom: If it is a performance issue or anything dealing with the band proper, contact **(band director name)**. If it is a fundraising question or anything dealing with parent volunteer issues, talk with the booster club president.

Here are a few other things parents can do to help:

- Show an interest in the music study of your child.
- Take woodwind instruments to the shop once a year for maintenance.
- Find a quiet place where he/she can practice without interruption.
- Stay current on your “fair share.”
- Help the student keep a DAILY RECORD of practicing.
- Come up with a reward system for DAILY practice.
- Keep the instrument in good repair and keep at least three reeds in the case; purchase a metronome and tuner!
- Be extra-careful with school-owned instruments. Repair costs are high!
- Teach your child to be prepared and on time to each rehearsal or lesson.
- Provide private instruction.
- Make faithful attendance at all band activities important.
- Buy your child a personal planner for marking important dates.
- Keep the Handbook in a safe place and refer to it often.
- Notify the teacher if the student is to be absent for rehearsals or lessons.
- If a student is absent, make sure that their folder gets to school (if they share it with someone).
- Visit rehearsals occasionally.
- Attend booster meetings, concerts, games, and contests.
- Turn in fundraising money on time.
- If your child is a brass player, ask them when was the last time they gave their horn a bath.

STUDENTS' RESPONSIBILITY TO THE BAND

As members of this organization, you have a great deal of responsibility. It is essential to any program that if certain expectations are to be met that they coordinate with the privileges, rewards, and duties of the band program.

TO OURSELVES

YOU have the primary responsibility of developing your own abilities. The benefits of a good instrument and private instruction can never be underestimated. What you put into it is what you will get out of it. The director is ALWAYS available for your guidance and encouragement – just ask!

TO THE SCHOOL

(School District name) School District provides us with the resources for rehearsals, performances, and some equipment. The Band Booster Club also provides a support network, both financially and philosophically. We have the responsibility to provide the best possible service to our community.

TO MUSIC

Music has always been a part of our culture. We must take what we have and use it for the betterment of that culture. No one expects virtuoso musicians, only your very best! The great composer Gustav Mahler once said that only 10% of a piece of music is on the page. If that is the case, then we as musicians have the duty of creating and producing the other 90%. The joy of music is not in everything that is apparent. It must be discovered and created.

TO EACH OTHER

We must always do what is best for the WELFARE of the group. There can be no selfish acts solely for the benefit of the individual, but for all. Respect each other. If there are conflicts, find a way to resolve them. Never insult another band member's integrity. The word "band" means that we are banded together and that there is no separation or discourse. Sometimes, *the needs of the many outweigh the needs of the few.*

RULES AND PROCEDURES

Miscellaneous

- **Shoes and socks must be worn at all times.**
- **Chewing gum is not permitted during a rehearsal or in the band room.**
- A band member must respect his/her uniform, and wear it properly at all times.
- **Food and drink are not permitted in the band room.**
- **No hats or sunglasses inside the building.**
- Be in your seat, warmed up, and ready to begin on time.
- Respect authority and others, including their personal property.
- A band member will wear no jewelry while in uniform; civilian clothes must be tasteful. Only watches will be permitted with the summer uniform.
- Drinking, smoking, and drugs are **STRICTLY PROHIBITED**. *All (district) policies regarding such are in force during any band activity.*
- Students are required to remain with the band after games and will dismiss as a group.
- Young adults shall not damage property or equipment. A value system must be in place. Any vandalism to instruments or the room will be paid for by the perpetrator.
- Fundraising materials will be collected in **(location)**.
- Original music will be housed in the music library. It is the student's responsibility to make sure that music gets to class and originals are not taken from the band room. Perpetual problems with not having music will result in an appropriate consequence.
- Students may practice in the band room before school, after school, and during lunch, only if directors are present. Students must ask to use practice rooms. They are first come, first serve. Students may lose this privilege at the discretion of the directors.
- Students are not allowed in the music library.

MARCHING BAND

CAMP

Held during the last full week in July, pre-camp starts with rookies and everyone is added by mid-week. The actual "camp" week is the next week and runs from 8 AM – 9 PM. Camp is taught by the **(school name)** directors, camp staff, and student leadership. Camp is required of all students in the band. Approximately "seven weeks" of normal rehearsal time is crammed into the week so attendance is a must. Parent volunteers will be in attendance to help out with whatever needs may arise. Camp will end at the conclusion of the exhibition on FRIDAY evening.

PRACTICE

Students are expected to attend all rehearsals and performances. If there is a situation that will prevent this, **an excuse form must be requested and filled out BEFOREHAND**. After-school rehearsals will be on Mondays from 5:00 to 7:30, and Tuesdays and Thursdays from 5:30 to 7:30. Starting the third week of September, Tuesdays and Thursdays change to 5:00 to 7:30 PM. **If a student is absent from school on the day of an after-school rehearsal, this does not automatically excuse the student for that afternoon. Someone must contact (director name) at the band office. Do not leave a message with a student.**

ALTERNATES

One of the most important members of the marching band is the alternate. Due to extreme growth, absences of others, and the necessity to write marching band drill early in the year for a set number, it is necessary to have both “shadows” and alternates. Alternate members must be enthusiastic and willing to learn new material at a rapid pace. Alternates and shadows are critical to our success!!! Alternates will participate in marching fundamentals and warm-up time on their assigned days. A separate alternate schedule will be adhered to in order to cut down on idle time. The following policy will be used:

For “shadows,” the marching routine will be written for a set number of positions. Two members will learn certain spots and WILL ROTATE. Spot assignments will be assigned by the director based on the spring auditions, marching fundamentals, attendance, preparation, attitude, behavior and music pass-offs. All alternates and shadows will participate in full-band activities for pregame, in the stands, parades, homecoming, and eighth grade band night. Alternates and shadows will travel to competitions.

UNIFORMS

Marching Uniforms

The band will provide the following with regard to the uniform: t-shirt, hat and plume, complete marching band uniform.

The student will provide the following:

Khaki Shorts (as stipulated from *Stagecoach*) and BLACK BELT

Plain white socks (summer uniform)

Low top tennis shoes (at least 50% white)

Black Drillmaster shoes (approximately \$36)

Black socks (dress uniform)

White gloves

Concert Uniforms

Students are responsible for purchasing a concert uniform. Tuxedos and dresses will be ordered through the uniform committee of the band boosters. A company representative will do the measuring. Students should bring a check made out to the business.

THE UNIFORM IS TO BE WORN PROPERLY AT ALL TIMES!

INSPECTION

Prior to a few performances of the (**school**) band, all band members will stand inspection. Any member that does not pass the inspection will not participate in the given performance. Band members will be checked for the following:

- Cleaned, pressed uniforms
- Correct hems on trousers
- Cleaned, polished shoes
- Hair correctly worn-all hair will be up off of the collar at all performances
- Jewelry – only watches with the summer uniform
- Clean, lubricated instruments, and the appropriate music and lyre

Do not get your ears pierced during marching band season!

MARCHING BAND MUSIC PASS-OFFS

To pass-off assigned material, the player must successfully demonstrate to the director or designated student assistant his/her ability to perform the music. Every note and rhythm must be perfect, though standards will be adjusted to fit the level of musician. For example, a freshman AFTER WORKING HARD may be able to play an assignment note perfect and up to tempo, but with weak intonation, poor tone, and style. The flaws would be pointed out to the individual, but would be passed off. On the other hand, a senior might have done VERY LITTLE WORK, but still could play the assignment note perfect, up to tempo, with better tone, intonation, and style, and still be asked to go back and perfect the assignment. SHOW MUSIC MUST BE PASSED OFF TO THE SECTION LEADER, AS WELL AS ON SMART MUSIC.

FOOTBALL GAMES

- Report time for all games will be announced on Thursday prior to the game.
- Students should wear the full uniform. It is ALL or NOTHING.
- For home games, students will be dismissed following the announcements under the breezeway. **For Away games, students may ride home with PARENTS ONLY, but one of the directors must have a note signed by parents PRIOR to departure (the form is located on the band website). Parents must make contact with the director at dismissal time.**
- **When marching to and from the stadium, the band will remain at ATTENTION. When you have class IT SHOWS – when you don't, IT SHOUTS!**
- Only uniformed band members are allowed in the band section.
- All members are to remain in their "section." Any stands "cheers" will not be played unless rehearsed and approved by the director.
- There will be no eating or drinking in the stands. Students may eat around the periphery of the band section. The band will have the third quarter off and must be back in their seats for the downbeat at the beginning of the fourth quarter.
- If a student must leave the band section, another student must accompany him/her and both must have permission from the director.

BAND TRAVELING

- **If a conversation can be heard in the front of the bus, it is TOO LOUD!**
- There will be no hanging out of or talking out of bus windows.
- Please lower the volume level considerably when crossing railroad tracks, entering towns, or stadiums. This is for your safety, is courteous to the bus driver, and an act of class!
- Please keep the bus clean; pick up after yourselves and always thank the chaperones and driver!

HOTEL SITUATIONS

- Parents and students will be responsible for paying any unexpected incurred charges.
- There will be no one of the opposite sex in your room, unless accompanied by a chaperone – this is district policy.
- Please refrain from playing instruments in the room.
- All school rules will be enforced on trips.
- All students should realize that any personal desires or uniqueness may have to be put aside for the duration of the trip in order to facilitate large group control and management.
- No one is to leave the hotel alone. Any student found leaving the premises without permission will be dealt with severely.
- Profanity is not a part of our organization! Make sure your language is not offensive.

COMPETITIONS

Competitions are special events where we get to perform for a sophisticated audience and very competent judges. **WE ARE THERE TO DO OUR BEST – NOT TO WIN!!** If we do our best, then everything will take care of itself. Specific information is given prior to competitions as to directions, departure and anticipated return time. All parents are encouraged to attend competitions and support the band. Students will call from the bus fifteen minutes prior to arrival. **Parents, PLEASE COME IMMEDIATELY when called.**

CONCERT BAND

AUDITIONS

Both in November and May, there will be auditions to determine chair or band placement. Auditions will be announced well in advance and will consist of scales, technique, a required solo, sightreading, tone and range. The November auditions will be judged by area professionals. In some cases, a student on a brass instrument with a higher score may be put on a lower part to achieve balance or to allow a younger student to develop his/her range. If this is the case, the student will be informed of the reason for his / her placement.

EVENING PRACTICES

There will be concert band practices on Tuesday evenings as stated in the Master Schedule. Concert Band II/CW will rehearse from 4:00-5:00, Concert Band I from 6:30-7:30, and the Symphonic Band will rehearse from 7:30 – 9:00. Students should not stay in the bandroom between rehearsals and should be picked up immediately following rehearsal.

RECORDED ASSIGNMENTS

To pass-off and receive a grade for recorded assignments, the player must successfully demonstrate to the director his / her ability to perform the music. Every note and rhythm must be perfect, and students should attempt to be as musical as possible, playing what is both on the page, and not on the page. A rubric containing the various components of playing will be provided to aid the student in assessing his or her own work.

Recorded assignments should be sent through Smart Music. Please do not send in assignments through the band website or any band email address.

CLASSROOM PROCEDURES

RESTROOM BREAKS

- Students should visit the restroom between classes, not during instructional time. Students may ask to go during the first ten minutes of class (during warm-up time) if the need arises. Unless there is a medical reason of which we need to be made aware, students should not ask to go to the restroom during class.

REHEARSAL PROCEDURES

- You must be in the storage room or your seat when the bell rings; a downbeat will be given two minutes after the bell. During the two minutes you should obtain music, a music stand, a pencil, and begin warming up for the day's rehearsal. Make sure you have extra reeds. Percussionists should set up all equipment and music during the warm-up. Announcements will be made at the beginning or end of class and will also be written on the board.

- Talking will not be tolerated during a rehearsal.
- The purpose of rehearsal is for you to learn **the parts of others and how they relate to yours, not to learn your individual music!**
- If you must leave your seat for any reason, please ask by raising your hand. Restroom breaks should be taken between classes.

MATERIALS NEEDED FOR CLASS / MATERIALS GRADE

Each student should have the following items in class everyday:

- a sharpened pencil
- your instrument (sticks, mallets)
- **one appropriate mute for your instrument**
- your music and folder
- at least three reeds (clarinets and saxophones) and water bottles for trombonist
- at least two reeds (oboes and bassoons) and water canisters for soaking

From time-to-time during the school year, you will receive a materials grade. If you have all the items listed above, you will receive a daily grade of “A.” Your grade will be lowered one letter for each item you are missing, but students will be given two days to bring in any missing items. The easiest way to avoid this is to have everything that you need at all times. After the second day, the lowering of the letter grade may stand. This is a portion of your participation grade.

SCHOLARSHIPS

There are a wide variety of scholarships available for both music majors and non-music majors on the collegiate level. Many universities grant partial scholarships or a one-time scholarship to students who simply agree to play in an ensemble. Ask in the band office and we will do all that we can to help in your future endeavors.

SCHOOL-OWNED INSTRUMENT POLICY

Each student who uses a school-owned instrument is completely responsible for the care of the instrument. The student will be responsible for the entire cost of repair or replacement. The instrument must be returned at the end of the school year in the same condition that it was received. Students using school-owned instruments will be charged a full-year rental fee of \$100 or a half-year fee of \$50 (example: marching instrument). Percussionists will be charged a full year rental fee of \$100. Each student and parent that rents a school-owned instrument will be required to sign a rental agreement form and submit a check at the beginning of the fall rental period. Mutes may also be rented if the need arises. All school-owned instruments must be secured in lockers at all times. Malicious damage to any instrument will be addressed under appropriate school and district policies.

USE OF THE BAND FACILITY

BANDROOM

The use of band facilities before, after, and during school is a privilege. Students who abuse the facility will be disciplined accordingly. Any abuse or damage will be considered vandalism. The following rules and procedures are in place:

- 1. NO OUTSIDE STUDENTS WILL BE PERMITTED IN THE BANDROOM except for business with the directors.**

2. There will be NO HORSEPLAY in and around the bandroom.
3. All percussion and guard equipment is off limits to anyone not specifically designated to use them.
4. NO STORING OF PERSONAL BELONGINGS IN BAND LOCKERS except for tennis shoes and additional clothes during marching season. We are now providing a free locker to every student. Band lockers will be checked weekly to ensure that they are being used to house a student's instrument and music folder, only. EVERY LOCKER MUST HAVE A LOCK. IT IS SCHOOL POLICY THAT ALL LOCKERS MUST REMAIN LOCKED.
5. NO STUDENT SHOULD BE IN THE BAND OFFICE WITHOUT A STAFF MEMBER PRESENT or without receiving prior approval to do work-related activities for the directors.
6. LUNCH MUST BE EATEN IN THE CAFETERIA. No food or drinks in the bandroom.
7. STUDENTS ARE NOT TO USE ANY BAND COMPUTERS without specific permission from the directors. This includes director laptops.
8. Students who remain after school DURING MARCHING SEASON must sign an After School Policy Statement that will be on file in the band office. Students may go to the Media Center (to study) or the Cafeteria. During marching season, the bandroom will be locked during the after-school time. Students must be in a parent-supervised area at all times. Any students not following these rules will be asked to leave campus until the start of rehearsal.
9. **Practice rooms are to be used for personal practice or lessons by an instructor.** Rooms may be signed out with the directors. Keep the room neat with appropriate music stands in place.
10. The Music Library is private and is to be used only by the student music librarian. This is the only student who may go into the library unless otherwise stated by the directors.
11. The band office is a place of business. IF THE DOOR IS SHUT, KNOCK FIRST. Telephone use should be kept to a minimum and is NOT FOR PERSONAL USE. ASK PERMISSION BEFORE USING. THE BAND COPY MACHINE IS FOR BAND BUSINESS ONLY, not personal use.
12. Students should not teach private lessons in the band facility without a director present.

***(School) HIGH SCHOOL STUDENT
LEADERSHIP
(Year)***

(List of Student Leadership Names)

Locker Procedures

- Locker Assignments
 - School Instruments
 - Students using school instruments will be given the locker assigned to that instrument.
 - Marching instrument lockers will be cleaned out and instruments will be taken to repair shop for annual maintenance by **(date)**.
 - Concert instrument lockers will be *completely* empty, clean, checked and instruments will be turned in by **(date)**. Those participating in Graduation ceremonies will have instruments turned in by **(date)**.
 - Personal Instruments
 - Each student will be given the option to check out a locker and combination lock to hold their personal instrument at no cost.
 - To obtain the locker, students should fill out the locker check out form, and give it to the director.
 - Lockers will be available to be assigned throughout the year, as needed.
 - Lockers should be *completely* empty, clean, and checked by **(date)**.
- Locker Expectations
 - Lockers are expected to be locked at all times, *including during class* while the instrument is being used.
 - Only **school provided locks** should be used on lockers
 - Students are expected to keep their assigned instruments in their assigned locker whenever the instrument is at the school, and all students are encouraged to take them home for practice and smart music assignments as frequently as they wish.
 - Lockers are expected to hold the following:
 - Instrument(s) and Case (e.g. Alto Saxophone and Case)
 - Instrument Accessories (Mouthpiece, reeds, etc.)
 - Related Music Materials for that Instrument (Folders, flip folders, etc.)
 - Materials needed for class (bread bags, breathing tubes, etc.)
 - Lockers are expected to NOT hold the following:
 - Textbooks for other classes
 - Clothing for rehearsals
 - Food (shouldn't have to specify this, but you'd be surprised)
- Locker Fees
 - There is no initial fee to check out a locker.
 - If one of the directors picks up an *unattended* instrument outside of its proper location, the student responsible is subject to a \$1.00 storage tax.
 - If *assigned* combination lock is lost, the student responsible is subject to a \$5.00 new lock fee.
 - If School Instrument is not turned in by date specified, the student responsible is subject to an additional \$50.00 instrument rental fee, in addition to any fees incurred for instrument repair.

(School Name) HIGH SCHOOL BAND BOOSTERS
(Date)
(band website address)

Purpose: To raise money and coordinate parent/volunteer activities for the support of the students and staff of the **(school name)** band program.

Executive Board:

Presidents
 Vice-Presidents
 Treasurer
 Secretary
 Ways and Means
 Development
 Operations
 Equipment
 Communication
 Ex-Officio/Past President

Committee Chairs:

Alumni
 Camp Food
 Chaperones, Trips
 Chaperones, After School
 Charms Liaison
 Guard Liaison
 Harmony Fundraising Sponsors
 Marching Competition Chairs
 Medical
 Middle School Liaison*

Travel
 Uniforms

Fundraising
 Band Aide
 Concessions
 Car Wash Card Sales*
 Fall Cheesecake
 Fruit Sales*
 Discount Cards
 Golf Tournament
 LCI Ad Sales
 Spring Cheesecake*

*We need volunteers for the above marked Committee Chairs, and lots of people to help in all of these areas! If interested in helping out please contact anyone on the executive board. The Band cannot function without your support. Join us!!

FINANCIAL OBLIGATIONS

Each band student is assessed a dollar amount determined by the budgeted needs of the band for that year versus the number of band and guard members. The student earns credit towards this assessment by selling items during the various fundraising activities, which are held during the year. **If the student does not earn enough credits to meet his/her fundraising obligation during the fall fundraising activity, he/she is responsible to pay or continue fundraising for the remaining balance. Invoices will be sent out in two-month increments, commensurate with the schedule set forth by the Executive Committee.**

The “fair share” assessment for (year) is (amount) for full members and those students doing guard/winterguard. The amount is (amount) for guard only.

***Recommendation:** We recommend that you fundraise the entire amount so that you feel a sense of “ownership,” and that you attempt to carryover a balance to the following year – it is your choice, however. Please note that this assessment does not pay for extra band trips. It is the desire of the band director to take a music related spring trip every other year.*

At times the financial obligation may be heavy, but no member will be denied the opportunities of our organization due to financial difficulties. Please talk with us if you have financial issues!

The following items ARE included in the “fair share” amount: Smart Music and all honor band audition fees. Please note that audition fees and participation amounts are NOT the same thing. We’re only paying for the audition.

“Fair Share” Schedule

In order for the band to meet its financial obligations the Band Boosters have established the following schedule for Fair Share contributions. All students enrolled in a band class or who are a member of the colorguard are eligible to participate in Band Booster sponsored fundraisers. A record of “fair share” contributions will be sent in two-month increments to all band/guard members reflecting contributions and fundraiser profits.

(Dates)

Checks should be made payable to **(school or booster name)** and can be deposited in the safe in the bandroom or mailed to:

(School or booster PO Box)

Please write your student's name and the purpose of the payment on every payment sent.

Questions can be addressed to treasurer@**(band website)**

EQUIPMENT NEEDS

PERCUSSION STUDENTS

Each percussionist will be assessed a \$100 instrument rental fee for use of school equipment. The freshman and junior classes will also pay a \$35 mallet fee for the purchase of new mallets. These mallets will be the property of **(band name)** and will be shared by all percussionists.

Each percussion student is required to own a pair of Vic Firth General SD1 snare drum sticks, which may be kept in their band storage locker.

INSTRUMENT AND MOUTHPIECE UPGRADES

MOUTHPIECES

CLARINET	Vandoren 5RV Lyre (lyre version), M13 or M15 DEG Barrels Rovner Ligatures, Van Doren Optimum, Bay
SAXOPHONE	Selmer C* Rovner Ligatures, Van Doren Optimum, Bay
TRUMPET	Bach 3C or 1 ½ C
HORN	Schilke 29 or 30
TROMBONE	Bach 5G or 4G Schilke 51 or 51 D
TUBA	Helleberg 120 S Bach 18

INSTRUMENTS

PICCOLO	Yamaha (consult director for model number)
FLUTE	Yamaha (consult director for model number)
CLARINET	Buffet R-13
BASS CLARINET	Buffet (consult director for model number)
OBOE	Loree or Fox 400
BASSOON	Fox Renard 220 or 222
SAXOPHONE	Selmer Mark VI or Yamaha Custom
TRUMPET	Yamaha Xeno or Bach Stradivarius
HORN	Yamaha Custom Geyer wrap or Holton 179
TROMBONE	Bach 42 B, BO or Edwards
EUPHONIUM	Yamaha 321 – S or Willson
TUBA	Miraphone 191 or 187

METHOD BOOKS

FLUTE	Rubank Intermediate Method Rubank Advanced Method Altes Method Art and Practice of Modern Flute Technique – Kincaid Eck Method / Practical Studies / Tone Development
CLARINET	Rubank Intermediate Method Rubank Advanced Method Klose Celebrated Method for Clarinet Rose: 40 Studies for Clarinet, Book I Melodious and Progressive Studies – Hite
OBOE	50 Classical Studies for the Oboe - Joppig Rubank Advanced Method Andraud Practical and Progressive Method Barrett Oboe Method
BASSOON	Rubank Intermediate Method Rubank Advanced Method Weissenborn Practical Method for Bassoon
SAXOPHONE	Rubank Intermediate Method Rubank Advanced Method Universal Method for Sax – DeVille Gatti: 35 Melodious and Technical Exercises
TRUMPET	Rubank Intermediate Method Rubank Advanced Method Arban Complete Conservatory Method Herbert L. Clark Technical Studies Schlossberg Daily Drills and Technical Studies
HORN	Rubank Intermediate Method Rubank Advanced Method Kopprasch – Sixty Selected Studies for Horn (Vol. 1 & 2) Concone – Lyrical Studies for Horn or Trumpet Pottag – Orchestral Excerpts for Horn
TROMBONE / EUPHONIUM	Remington Warm-up Studies Rubank Advanced Method Rochut Melodious Etudes Book I and II Arban Method for Trombone / Euphonium Schlossberg Daily Drills Clarke Method for Trombone / Euphonium
TUBA	Rubank Intermediate Method Rubank Advanced Method

RECORDINGS

An instrumentalist cannot duplicate a characteristic sound on their instrument without an appropriate model to emulate. Below are suggestions of artists for each instrument. Every student in the **(school name)** band program should own at least one recording of the following artists:

FLUTE	Jean-Pierre Rampal, Amy Porter, Carol Wincenc
CLARINET	Harold Wright, Larry Combs, Jon Manass, Anthony McGill
OBOE	Joseph Robinson, John Mack, Ray Still
BASSOON	Bubonic Bassoon Quartet, Christopher Millard, David McGill
SAXOPHONE	Eugene Rousseau, Joseph Lulloff, Steven Mauk, Don Sinta
TRUMPET	Phil Smith, Chris Martin, Tim Morrison, Adolph Herseth
HORN	Dale Clevenger, Dennis Brain, Phil Myers, Jeff Nelson
TROMBONE	Joseph Alessi, Christian Lindberg, Charlie Vernon
EUPHONIUM	Brian Bowman, Roger Behrend, Steven Mead
TUBA	Arnold Jacobs, Sam Pilafian, Gene Pokorny, Patrick Sheridan
MALLETS	Dave Samuels, Gary Burton, Evelyn Glennie, Michael Burritt

PRACTICE

As with any activity, you get out of it what you put into it. **Band will not be rewarding unless you practice!** There are many values in the study of music as a discipline that transfer to other areas of life. Although this will not immediately happen, persistent practice will lead to enthusiastic, driven practice. Remember: “Perfect Practice makes Perfect!” Here is a suggested plan of study:

- Pick a set time each day
- Have a set place to practice
- Stretch and do breathing exercises prior to warm-up
- Use our daily warm-up & think “tone”
- Play some form of scales at every practice session
- Take a break every 20 minutes
- Work on technique (articulations, accents, etc.)
- Practice sight-reading
- Be musical and use the tuner for part of your practice session
- **Increase your dynamic range** (work pianissimo to fortissimo)
- Increase your endurance (15 minutes of FULL TONE playing)
- Increase your range (highest note with a good tone)
- Use a metronome for a specific portion of your practice session
- “I will start with _____ minutes and increase to _____ minutes ...”
- Use the HINTS on the NEXT PAGE!

INDIVIDUAL PRACTICE

1. Stretch

2. Breathing Exercises

3. Buzz or Long Tones

THEN, LISTEN TO TWO MINUTES OF A RECORDING OF YOUR FAVORITE ARTIST ON YOUR INSTRUMENT! NOW TRY AND IMITATE THAT SOUND!

WARM-UP

Everyone

Remington Up and Down

Whole Tone Scale for two octave range

Woodwinds

Long Tones on every note of the instrument

High and low register studies

The Chromatic Scale (Orange Juice)

All Twelve Major Scales and Arpeggios

Dynamic Exercises (Cresc. / Dim., Dim / Cresc, Quarter Note / Quarter Rest)

Various articulation studies

Brass

Attack Pattern

Four Scales with Arpeggios in Contrasting Styles (Marcato, Legato, Staccato, Slurred)

Lip Slurs

Dynamic Exercises (Cresc. / Dim., Dim / Cresc, Quarter Note / Quarter Rest)

Five-Step Articulation Exercise

LITERATURE

Etude Books

Orchestral Excerpts

Band Music / Youth Orchestra Music

Private Lesson Material

Mock Audition

Sightreading

YOU SHOULD STRIVE TO COVER AS MANY COMPONENTS OF PLAYING AS POSSIBLE, BEGINNING WITH THE FOUR T'S: TIMING, TUNING, TONE, AND TECHNIQUE.

YOU SHOULD WARM-UP FOR 20 MINUTES AND THEN TAKE A 10 MINUTE BREAK

COME BACK AND PRACTICE FOR 30 MINUTES = TOTAL PRACTICE TIME IS 1 HOUR

DO NOT OVER EXERT YOUR EMBOUCHURE – TENSION IS YOUR WORST ENEMY!

REMEMBER: A FEW MINUTES OF QUALITY PRACTICE IS BETTER THAN ANY MINUTES OF BAD PRACTICE

“PERFECT PRACTICE MAKES PERFECT!”

Symphonic Camp Schedule

ALL WIND AND PERCUSSION STUDENTS ARE INVOLVED IN THE (Date) SYMPHONIC CAMP! THIS INCLUDE SYMPHONIC BAND, CONCERT BAND I, CONCERT BAND II AND CHAMBER WINDS.

Clinicians:

FRIDAY, JANUARY (Date)

4:00 – 6:00 PM REHEARSAL W/ CLINICIANS

6:00 – 7:30 PM DINNER BREAK

7:30 – 9:00 PM REHEARSAL W/CLINICIAN

SATURDAY, FEBRUARY (Date)

9:00 – 10:30 AM REHEARSAL W/ CLINICIAN

10:45 AM Chamber and Faculty Recital

NOON LUNCH BREAK

1:30 – 4:30 PM REHEARSALS AND MASTERCLASSES

6:00 – 8:00 PM FINAL REHEARSAL W/CLINICIANS

PLEASE NOTE: *Meals will not be provided and provisions will need to be made for students to eat off campus. The directors are responsible for hosting our guest conductors during this time.*

(Date) Master Schedule

MONTH	DAY	DATE	ACTIVITY	TIME
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Sponsors
for the (Name of band program)

Director (\$5,000)

Instructor (\$2,500)

Leadership (\$1,000)

ABSENCE FORM

This form must be completed and turned in one week in advance of any anticipated absence by a band student (Excluding extreme emergencies).

Student Name _____ Today's date _____

Date of anticipated Absence _____

Reason for absence _____

*Please be specific! The policy is quite simple – if the school will excuse it, we will excuse it. If the school will not, we will not. “Important matters” or “family matters” are not considered excusable by the school.

(School Name) will excuse for Death in the Family, Religious Holiday, and Illness with a Doctor's Excuse. The doctor's excuse must be submitted with the school and a copy placed on file with the band director.

Parent Signature

Student Signature

All forms must be submitted to the Director of Bands and will remain on file in the band office for a period of a year.

Director's Signature

Date _____

ABSENCE FORM

This form must be completed and turned in one week in advance of any anticipated absence by a band student (Excluding extreme emergencies).

Student Name _____ Today's date _____

Date of anticipated Absence _____

Reason for absence _____

*Please be specific! The policy is quite simple – if the school will excuse it, we will excuse it. If the school will not, we will not. “Important matters” or “family matters” are not considered excusable by the school.

(Name of school) will excuse for Death in the Family, Religious Holiday, and Illness with a Doctor's Excuse. The doctor's excuse must be submitted with the school and a copy placed on file with the band director.

Parent Signature

Student Signature

All forms must be submitted to the Director of Bands and will remain on file in the band office for a period of a year.

Director's Signature

Date



As we begin a new year, it is important that we have clear-cut expectations. Yes, we expect you to be successful, and the tradition of the program “exudes” nothing but success. With these high expectations come many policies and procedures that help us become effective members of the team. *The Law of Discipline versus Punishment* states that discipline is strictly up to the student to administer intrinsically. Punishment does not exist if discipline is adhered to. This should be our mantra for success!

(Insert School Policies, Procedures, and Consequences)

If Better Is Possible, then Good Is Not Enough!

Saying, “Thank You”

It is expected that when you encounter deeds of goodness, you say, “thank you!” This could be for chaperones, student leadership, other members of the group, bus drivers, staff members, teachers, principals, AND PARENTS.

PROCEDURES

Procedures are how we do things. They are not rules and do not have consequences. This is just the way we do it.

Beginning class

Leaving your seat

Using the phone

Entering the classroom

Class dismissal

Asking a question

Responding to questions

Lockers

Passing in papers or music

Turning in Recordings

Turning in fundraising money

Listening to PA Announcements

Fire Drill

Announcements

Getting Help

Seeing someone for the first time

Three claps of the hand / the class is silent

Raise your hand and ask for permission

Ask for permission

Go directly to: Instrument/music/seat/ warm up

The director dismisses, not the bell

Raise your hand

Raise your hand

Keep them clean and locked

Pass to the Left

Submit to Smart Music

Write appropriate info on envelope/ put in safe

Everyone Quiet

Go to the assigned area and remain as a class

Check board; done at the beginning of class

Ask directors and they will set up a help session

“Good Morning” “Hello”

Practicing

Structured, DAILY practice (See Handbook)

Storing Music

Put music in the designated slots in front

(YEAR) MARCHING BAND UNIFORM INFORMATION

Band uniforms are quite expensive - the parts with their approximate prices are listed below. Each band member will have her or his own unique number marked on all uniform parts and these will be kept at school. IT IS YOUR RESPONSIBILITY TO SEE THAT YOU HAVE EVERYTHING IN YOUR GARMENT BAG AFTER EACH USE. Band members will be charged for any lost parts at the end of the season.

Gloves may be kept in the garment bag or hatbox but NO shoes, socks or other clothing may be left in the bags. Any socks found will be thrown out, and any shoes or other clothes found in garment bags will be put out in the band room. **PUT YOUR NAME IN YOUR SHOES AS SOON AS YOU GET THEM AND YOU'RE SURE THEY FIT.** Every year band members 'lose' shoes because they are not labeled and someone else takes them.

If you lose gauntlets or some other accessory, **please tell us right away** so we can start looking for them – they usually show up in someone else's garment bag. Remember – each item has YOUR number on it. If you lose some uniform part and take someone else's, we'll know immediately. We will take care of cleaning the uniforms periodically. **Normal wear and tear is expected but if uniform parts are damaged through abuse or neglect, or if any items are lost and don't turn up, the band member's account will be charged the replacement cost.**

For each game and competition you must bring your band t-shirt – clean and unwrinkled – as well as your marching shoes and black socks. We will check uniform bags before all away trips. **IF THE BAND MEMBER DOES NOT HAVE SHOES, SOCKS, GLOVES, AND THE T-SHIRT HE OR SHE WILL HAVE TO ARRANGE FOR THEM TO BE DELIVERED TO SCHOOL IMMEDIATELY SO THAT THERE ARE NO DELAYS LOADING THE UNIFORM TRAILER.** We **DO NOT** have extra socks or shoes to lend. If you forget yours, it is your responsibility to rectify the situation.

At the end of **EVERY** game and competition, members will turn in their uniforms, neatly hung and ready for transport and storage. Plan your schedule to allow for this few extra minutes. We will check uniforms as quickly as possible but **YOU** can make the whole process go faster by doing the job right the first time. Uniform volunteers will be happy to show you the proper way to hang up your uniform if you need help. Each member is responsible for turning in his or her own uniform personally. **Band members are not allowed to turn in any uniform but their own. Every person is responsible for his or her own uniform.**

Coat	\$115	Black bibbers	\$60
Gauntlets	\$35	Garment bag	\$20
Hat Box	\$10	Hat	\$30
		Plume	\$17
GRAND TOTAL		\$287.00	

SIGNATURE PAGE

Expectation Sheet

I have read, understand, and will comply with all rules and procedures on the Expectation Sheet. I believe that we are all responsible for making rehearsals run smoothly. I am willing to do my part!

Uniform Contract

I understand that I am personally responsible for the uniform items assigned to me, and that I will be charged for any parts that are lost or damaged due to neglect or abuse. I also agree to take care of the uniform as directed. At the end of each game or competition I will see that I have all uniform parts assigned to me properly stored in the garment bag. I will personally get the bag checked off and will not assume responsibility for another band member's uniform. I will report any missing or damaged items immediately. I understand that failure to follow these rules will result in immediate disciplinary action.

Letter of Mutual Consent

I, the undersigned student, accept membership in the **(school name)** School Band and understand that I am responsible for all the policies as set forth in the Band Handbook. I fully agree to carry out my responsibilities to the very best of my ability

(Student Signature)

(Date)

I, the undersigned parent or guardian, have read and understand the policies as set forth in the Band Handbook. I also grant full permission for my child to be an active member of the **(school name)** High School Band. In addition, my child has full permission to attend all band functions. Furthermore, I understand that I must meet all financial obligations.

(Parent Signature)

(Date)

Type of Instrument

(example: Bach Stadivarius Trumpet)

(example: Fox 220 Bassoon)

Serial number**After School Intent**

(Sign here if your child is staying on campus after school)

PARENT SIGNATURE

STUDENT'S NAME PRINTED LEGIBLY! NO SIGNATURE ON THIS LINE.