

HHS Band Manual

2014-2015

Kristy Norris

Introduction

This manual has been written as a supplement to your School Handbook. It contains information regarding the various phases and activities of the instrumental music department of Hartville Schools. This manual also contains the policies and regulations of the Band.

All Band members and their parents are urged to read the entire manual carefully to help avoid conflicts with policies and rules stated herein. Please note the commitment contract which will need to be signed and returned immediately. ***The commitment contract is due Tuesday, August 19, if not received by this date you will receive a zero in the grade book.***

If at any time you have questions, feel free to consult with the director, Kristy Norris in one of the following ways:

- Band office phone - High School 417-741-7676 ext. 211
- E-mail Mrs. Norris – norrisk@hartville.k12.mo.us

The following will be used to share information about the HS Instrumental Band Program:

1. *Band Manual*
2. *Your Student*
3. *Band Website* <http://hartvillescreamingeagleband.weebly.com>
4. *Email*
5. *Hartville Screaming Eagle Band Information Station Facebook Page*
6. *Remind - text message/email reminders sent from Mrs. Norris to only those who sign up.*

Communication

Communication is very important in the Hartville Band Program, especially with the number of students and the amount of activities. It is important that parents keep this manual and the calendar of events handy throughout the year for reference. Also, please use the band webpage to get up-to-the-date information throughout the year as well as the Hartville Screaming Eagle Band Information Station Facebook page. I will post reminders, event information, times, etc. on the site throughout the year. Also, we will post information in the band room with information about upcoming events.

It is imperative that each student communicate with his or her parents about all band activities. If I send home a letter, the letter must reach the parent. Failure to do so will most likely cause the student to fail in band. It is also important for parents to keep up with what is going on with your student in band by visiting our teacher webpages weekly.

Both students and parents must submit a current email address on the last page. Announcements will be sent out via email. If you change your email address, please let us know.

Class Objectives

- Students will be able to properly display correct marching skills and analyze their connection to the music.
- Students will be able to perform at a Grade 2-4 level with maximum accuracy.
- Students will be able to interpret, perform and analyze various musical markings in dynamics, tempos, and articulations.

Instrumental Music In Hartville

Students who enroll as members of the instrumental ensembles in the High School are involved in an educational adventure which holds extremely high standards of performance, discipline, and tradition. Band students are expected to be active participants in a continuous quest for musical excellence, and additionally, to display a genuine regard for high academic standards and achievement. Only through intense personal commitment, thorough preparation, and insightful performance can the goals of the ensembles be met. Through curricular, co-curricular, and extra-curricular participation, the student is encouraged and expected to develop real ownership in the instrumental program as well as in his/her own personal and musical growth.

General Information

Grading Policy:

It is important to understand that the grading policy is intended to measure achievement and progress. Students will be graded according to: daily musical performance (25 points per week; which includes having all necessary equipment and items), instrumental playing tests (100 points per test), performance attendance (200 points per concert performance & 100 points/basketball game), and following all established rules and procedures. Since the band ensembles are performance based, attendance at all activities **is required. An unexcused absence from a performance will result in a zero for that performance.** Please keep in mind that just by telling the directors ahead of time does not necessarily make it an excused absence. Excused absence is illness with doctor's excuse or death in family. **We must have a written doctor's excuse in order for you to be excused.**

Attendance:

The student who fulfills his/her responsibility for communicating with the director(s) will rarely have a problem with the attendance policies of the band. See your School Handbook for class attendance policy. Students are expected to be present for all rehearsals, performances, and appointments. If circumstances preclude a student's attendance, it is the **responsibility of the student/parent** to communicate with the directors **before** the event. Other school performances (i.e. games, tournaments, debates, etc.) may be excused if arrangements have been made in advance. Our performances come before all other school practices. State events come before district events, which come before conference events, which come before all other school activities. If you are involved in more than one activity at any time during the school year, we ask that you split your time fairly between both activities. If you have questions or are unsure about this please see the band director and we will deal with each on an individual basis.

Tardies:

It is impossible to run an effective rehearsal when people are consistently tardy. ***A tardy is defined as not being in your seat with the proper materials when the bell rings.*** Class begins promptly when the tardy bell rings.

Commitment:

The success of the Hartville Band Program is dependent on very high standards and strict discipline. We want band members to be responsible, accountable, dependable, and committed to each other as we continue to build the tradition to become one of the best. Performances take priority over practice. Practice takes priority over work. We must all make sacrifices at times to contribute to the success of the group.

The HHS Band program operates like a big family, on pride and self-discipline. Neither the band members nor the director will tolerate any behavior that reflects negatively on the band. Everyone is expected to be in the right place, at the right time, with the proper equipment and with the attitude that we will do our very best at all times and will improve our performances each day!!!!

Discipline:

All students should and can behave appropriately in the classroom and rehearsals. In order to guarantee every student the learning climate they deserve, no student will behave in such a manner as to deprive other students from learning. To help establish and maintain this learning climate, the following plan will be used:

All students are expected to:

1. Be instantly quiet when the director steps on the podium.
2. Follow directions.
3. Stay in seat during class unless otherwise directed.
4. Be punctual with instrument, music, band pencil and other required items.
5. Start rehearsals at the tardy bell.
6. Not use inappropriate or disgraceful language or gestures.
7. Keep hands, feet and other objects to yourself.
8. Raise hand and be recognized to speak while a director is on the podium.

If a student breaks a rule:

- 1st time: Warning.
- 2nd time: Private conference with student.
- 3rd time: Phone call/email to parents.
- 4th time: Principal's office.

Serious offense: Principal's office immediately.

Trips/Transportation:

Students are expected to conduct themselves on trips in such a way as to enhance the reputation of the students, parents, band, school, and community of Hartville. Individuals who do not do this will be dealt with appropriately with the advice and consent of the principal. According to school rules, a student must be transported to the school event in school transportation. After the event, the parent may take their child home with them, but have to check out with the directors first. Any other arrangements must be approved through the Athletic/Activities Director in **advance** of the event.

Drug Testing:

All students 7-12 are required to sign-up for random drug testing to be allowed to participate in extra-curricular or co-curricular activities. Band falls into this category. If a student does not sign-up for random drug testing, but are in band, they will **not** be allowed to perform at any performances.

Since attendance is required for their grade, the following is required to make-up a missed performance grade, whether it is because a student is not in the drug pool or if a student has been suspended from activities for failing a drug test:

1. Students will attend all scheduled performances for set-up and breakdown. The student will also stay the entire time with the band and will help in whatever way the director needs them.
2. The student will also take a playing test over the material that is being performed at the missed performance(s).
3. The student will also take a written test over the material that is being performed at the missed performance(s).

Please note that this is the method for making up missed performances only for those with drug pool violations. If anyone misses with an unexcused absence, they receive a zero on that performance and cannot make up the points. **It is highly recommended that ALL band students sign-up for the random drug testing.**

Uniforms:

All uniforms issued to band are property of Hartville Schools, and each student will properly care for his/her own uniform while in possession. Band uniforms will be issued before each event and must be returned immediately after each event. Proper care and instruction for all parts of the uniform will be given to the students prior to receiving the uniforms. It is expected that all students follow the proper procedure in handling and wearing the uniform. Failure to do so may result in damage and if so, **will result in the student paying for replacement of the damaged uniform or uniform part.**

Each band member is to provide the proper footwear, black socks and black gloves. When in uniform, it is to be worn properly and with respect at all times. **Not being in full uniform when required or not taking proper care of the uniform will result in lowering of a performance grade.**

Full uniform is defined as tall black socks, official band shoes, hat & plume (marching only), white gloves (marching only), uniform coat and pants. Students will wear a band t-shirt underneath their band coat.

Instead of each band member individually cleaning their uniform, we will be taking them all to be cleaned once after marching season.

Instruments:

Each student is responsible for the proper function and maintenance of his/her own instrument at all times. Each student must have all the necessary items needed to play their instrument every day. It is also the responsibility of the student and their parents to properly maintain their instrument: keeping valves oiled, slides and corks greased, brass instruments flushed out, etc. All instruments are to be stored properly with the **cases closed and latches locked.**

Equipment will be monitored to insure proper care is given to instruments, cases, and equipment.

School-owned instruments: The care and maintenance of school-owned instruments will also remain the responsibility of the individual to whom those instruments are rented. It will be expected that all such instruments be returned in the same condition in which they were issued. All students using a school-owned instrument will be required to fill out a contract. Each student and their parents will need to fill out the **Rental Agreement** and return to the directors before the student can take the instrument home. The student and parents are responsible for repairs on any damage to that instrument that they have caused. Digital pictures will be taken of all school-owned instruments before being checked out to the student.

Percussion: Percussionists are the only students allowed to play any of the instruments in the percussion family. Do not play with any equipment unless you have special permission to do so. Percussionists are expected to keep the area and equipment in order at all times. Put things away daily after each rehearsal. This will be part of your daily responsibility grade.

Music & Folders: Each student is responsible for the music they are given. They must keep it in their flip folder (marching band) or their 3-ring binder (concert band). **Each student must also have a pencil with them every day.**

Cleanliness: Everyone is expected to help keep our music facilities (and hallways) clean and in order at all times. If you get it out...put it away. Instrument storage slots are for instruments/music only. You will be assigned a cubby and you must keep your instrument in your assigned space. If you leave other things there, you run the risk of them being disposed. Also, no GUM, FOOD, or DRINK in the band room OR the instrument storage room. Spilled food and drink can damage the instruments, uniforms, cases, other equipment and carpet. Marching shoes MUST be kept on the shelves during marching season. Socks must be placed inside shoes, or they will be thrown away. If you wear rubber boots, they must be placed next to the shoe shelves in a standing up position.

Private Lessons/Tutoring: Tutoring will be available before and after school at various times throughout the school year to help with students with District/State Honor Bands and District/State Solos and Ensembles. Private lessons are strongly encouraged. If you are interested, please let one of the directors know your interest.

Organizations

Marching Band:

The Marching Band is an ensemble which performs primarily for the enjoyment and entertainment of the audience of parades. All parades are required performances. The parades are both competitive and noncompetitive. Many competitive parades are MSHSAA sanctioned events, so all students are encouraged to keep their grades up to remain eligible.

Concert Band:

All students enrolled in high school band will be in a concert band second semester. Band will go to large ensemble contest and play at the Spring Concert.

Pep Band:

Everyone in band is a member of the HHS Pep Band. This band performs at all home boys' and girls' basketball games, pep rallies, and various events throughout the school year. All of these games are required and will count as a graded performance. Basketball players will only be excused from those games where they are playing either home or away. Cheerleaders and dance team members are expected to play with the band in between JV and Varsity games and at halftime of the Varsity game. You will be dismissed after the halftime performance. Work is not considered as an excused absence from performance. Any game missed will result in a zero for that performance.

Solos/Ensembles:

All students will have the opportunity to participate in small ensembles and prepared solos for music festival. If participants cancel after the payment deadline, they must reimburse the \$10 entry fee. Students that participate in solos and ensembles will be rewarded with extra credit points as well as earn points toward their band letter.

Honor Bands:

Throughout the school year, students may audition for a variety of select honor musical organizations sponsored by colleges and for conference, district, and state groups sanctioned by MSHSAA. If you choose to audition for these groups, you will receive extra credit and points toward your band letter.

Curriculum

Curricular:

This is the academic portion of our band program. It is all of our band classes that are scheduled as part of the normal school curriculum and are held during the normal school day.

Co-Curricular:

These are the educational activities that are an extension of the academic portion of the curriculum. These activities are in connection with the classroom, such as concerts, small ensembles & solos, District & State Music Festival, but are usually held outside of the normal school day.

Extra-Curricular:

These are the activities that are held outside the normal school day, have little educational value, and can tend to exploit our students' talents if not carefully selected. These

activities are considered entertainment or public relation activities.

We feel that the HHS Band has a good balance of the three types of curriculums listed above. We will continue to do our part in an effort to promote school spirit and community pride.

Supplies & Equipment Needed

Everyone: Official Black Band Shoes
Black Socks
Black Gloves
Flip Folder
Lyre
Instrument
Proper oils, greases, etc.
Pencil – all year

Woodwinds: Good mouthpiece (recommended Lomax Classic) and ligature (recommended Rovner)
4 - 5 good reeds at all times
Neck strap
Reed holder
Cork Grease
Cleaning Cloth
Swab

Brass: Mouthpiece (recommended below):
Trumpets: Bach or Benge 5C or 3C
Trombones: Bach or Benge 6 ½ AL
Valve Oil, Slide Oil, Slide Grease
Cleaning Supplies: Polishing Cloth, Snake, Mouthpiece Cleaner

Percussionists: Stick bag
Appropriate sticks and mallets; if your mallets or sticks wear, you are responsible to replace them.

Dates to Remember: Aug. 26 6 pm Beginning Band Instrument Rental and Info Night
HHS Band Room

Aug. 29 Band Fundraiser Kick-Off HHS Band Room

Sept. 20 Wilder Days Parade, Mansfield

Sept. 27 Black Walnut Festival, Stockton

Oct. 4 SBU Homecoming Parade, Bolivar

Oct. 7 6pm Fall Concert, HHS Gym

Oct. 11 Hartville Fall Fest

Oct. 18 Maple Leaf Festival Parade, Carthage

Nov. TBA Veterans Assembly HHS Gym

Dec. 4 5pm Christmas Concert/Spaghetti Dinner HHS Gym/Cafeteria

Dec. 8 Girls Basketball

Dec. 11 Boys Basketball

Dec. 16 Girls Basketball

Dec. 18 Girls Basketball

Jan. 5 Girls Basketball

Jan. 9 Boys Basketball

Jan. 12 Girls Basketball

Jan. 20 Boys Basketball

Jan. 26 Girls Basketball

Feb. 3 Boys Basketball

Feb. 6 Boys Basketball

Feb. 9 Girls Basketball

Feb. 10 Boys Basketball

Feb. 13 Boys Basketball

Feb. 16 Girls Basketball

Mar. 10 7pm Preview Concert (High School Band and Choir Only) HHS Gym

Mar. 19 Large Ensemble Contest, West Plains

Mar. 20 Solo/Small Ensemble Contest, West Plains

Apr. 25 *Tentative* Spring Contest

May 7 6pm Spring Concert HHS Gym

Hartville Screaming Eagle Band

Commitment Contract

The Hartville Band has a history that is characterized by a tradition of excellence with a state-wide reputation. Due to the hard work of those of the past, we have the tradition of excitement and achievement to maintain and to build. To continue to return to this tradition, each of us is vital to the Band's success. We can accomplish our goals only if 100% effort is given at ***all*** times by ***all*** members.

I have read the Hartville Band Manual carefully and understand my role and responsibilities as a member of the Band. I hereby agree to do my very best at all times.

Student Signature

Date

Telephone

As Band Parents, we too have read the Band Manual carefully and will help our son/daughter fulfill their role and responsibilities to the band. **I also will be responsible for picking up my child at the requested time.** If late, the directors may call an administrator, have a conference with the parents, and/or dismiss your child from band. Each event begins on time and ends on time. The directors and the administrators expect the parents to secure a ride home for their child at the requested time. The time will always be announced before the event. For away trips, all students will have access to a cell phone to call home so parents will know time of arrival.

Parent Signature

Date

Telephone

For Future Information

We are always in need of parental support and help with various band activities. If you are willing to offer your assistance, please check below all that apply. Thank you!!!!

- _____ Drive the Band Truck
- _____ Help feed the band on parade days
- _____ Help fit uniform and check them in/out for performances
- _____ Help with any other events

CONTACT INFORMATION

Please print neatly

Student's Full Name _____

Parent #1 First/Last Name _____

Parent's Cell Phone _____

Parent's Email _____

Information will be sent via email. Please print neatly.

Parent #2 First/Last Name _____

Parent's Cell Phone _____

Parent's Email _____

Student's Instrument Information

Main Instrument _____

Instrument Brand _____

Instrument Serial # _____

Grade _____

7th & 8th Grade JH Band Course Policies

Band is a **performance-based** course. Band is both curricular and extra curricular. The goal of each and every rehearsal is to make the student a better musician and to achieve a high level of performance. Seventh and Eighth graders participate in **Junior High Band**, which will perform at local concerts and music contests. This band is designed to create an environment for students to develop musically and creatively; instill a feeling of accomplishment, self-worth, and ability in students; develop the musical and technical ability necessary for high-quality performances; develop a proficiency at reading music; develop an appreciation for the fine arts; and have a good time doing it all!

- I. **General Rules and Discipline:** All Hartville School rules apply.
 1. **GOOD COMMUNICATION IS ESSENTIAL TO A GOOD BAND EXPERIENCE.**
 2. **DO YOUR BEST WORK EVERYDAY!!**
 3. No GUM, food or drink is allowed during any rehearsal
 4. **Be on time.** If you are early you're on time, if you are on time you're late! Any students reporting late will be required to get a pass from the office. After two tardies, students will lose two points per tardy from their daily participations grade.
 5. Have a **positive attitude** during rehearsals
 6. **Be Responsible**, if you use something, put it away. Take ownership of your band room. Consequences for disrespect will be followed in accordance with the Student Handbook.
 7. **Be Respectful** to teachers and other students.
 8. Please read the whiteboard, bulletin boards, calendars and walls of the band room every day. Any and all important information will be posted here.

- II. **Classroom Rules**
 1. Everyone should be in their places, warmed up and ready to begin at the rehearsal time or two minutes after the tardy bell rings.
 2. Remain quiet while director is on the podium.
 3. Always maintain correct posture while playing.
 4. Attend class prepared with all necessary equipment (reeds, pencil, mutes, oils, music, music folder, instrument in working order, sticks/mallets, etc.) Students that come to class unprepared will lose daily points depending on the severity of missing equipment. For example, not having your instrument will result in a greater deduction than not having a pencil.
 5. Take care of equipment and instruments correctly.

6. Store instruments in their proper place. Lockers are provided – use them.

III. ABSENCES

Please **submit by written notice from the parent** all absence requests at least 2 week prior to the date in question. In the case of emergencies, please notify Mrs. Norris as soon as possible. In some of these cases, proof may be requested. The directors will be the final word on excused or unexcused absences. Any excused absence points can be made up through an alternative written assignment. Points from unexcused absences are lost.

The following are **Accepted Excused Absences**

- A. Death in the family
- B. Personal Emergency (i.e. Car accident, fire, etc.)
- C. Major Illness (Unable to leave Home/Hospital)
- D. Conflict with another school event (See section IV. Grading Policy)
- E. Major Family Event (wedding, funeral, etc.)

IV. Grading Policy:

All before and after school rehearsals and performances are REQUIRED! Each band member's presence at every rehearsal and performance is extremely important to the musical and visual success of the group. Other school performances (i.e. games, tournaments, debates, etc.) may be excused if arrangements have been made **in advance**. Our performances come before all other school practices. State events come before district events, which come before conference events, which come before all other school activities. If you are involved in more than one activity at any time during the school year, we ask that you split your time fairly between both activities. If you have questions or are unsure about this please see the band director and we will deal with each on an individual basis.

Grades will be derived from the following:

- Daily Points (5 points/day): These points include deductions for being tardy and preparation for rehearsals.
- Memorization Tests/Written Classroom Assignments/Quizzes (Variable: 10-50 points each): This includes music memorization, playing tests, handouts, forms, permission slips, etc.
- Practice Sheets (50 points/week; a copy of this is included): Students will fill out weekly practice sheets to be signed by their parents. Sheets will be collected, by the student, in a 3-ring binder to track progress throughout the year. Students will be expected to practice at least 30 minutes 5 days a week. The two days without practice **CANNOT** be placed in two consecutive days (i.e. Tuesday and Wednesday, or Saturday and Sunday). If this is done the

student will lose points for 1 day of practice. Each day practiced will result in 10 points, with a total of 50 points per week.

- Performances (50 points/performance): This includes concerts and any other performance as directed by the teacher. The students and parents will know all performances in advance.
- Extra Credit may be earned by attendance and or participation at concerts outside of Hartville Schools. (To receive credit, students should turn in a program from the concert to the directors the following day)

V. Uniform Rules:

Concert Attire

It is required by all students performing in the band to wear all black clothing for concerts. The following rules will apply:

1. Men: Long black pants, black dress shoes, black socks, long sleeve black dress shirt, a tie is optional. Hair must be neat and tidy.
2. Women: Long black pants or below the knee black skirt (be aware of your playing posture when choosing this), black shoes, black socks, long sleeve conservative dress shirt. Hair must be neat and tidy.
3. If there are any questions concerning concert attire, please address them with Mrs. Norris **before** the day of the concert.
4. All students are required to provide their own concert dress. Any student needing financial help to buy concert dress should talk to Mrs. Norris. We will find a way to help you out.

Improper use of the uniform or violation of any uniform rules may result in dismissal from that day's performance or loss of a percentage of that performance's points.

V. Other Expenses:

Mrs. Norris will have some of these items available on a daily basis or can assist you in ordering them. If you are in need of any of these items, please address it before or after school, or at the end of rehearsal. The beginning of rehearsal is not the time to deal with this. ****If any student needs help paying band fees – Please contact a director (we have solutions in all cases and feel that no student should be excluded because of financial need)****

- Your Instrument: Please keep your instrument clean and in proper working order. If your instrument is not working properly, then you will have trouble being productive in class.
- Instrument Accessories: Students are expected to provide their own reeds, valve oil, slide grease, cleaning supplies, mutes, flip folder and lyre, etc. Keep an eye on your equipment. If you are running low, please take the steps to reorder either before or after school.
- Music Books
- 3-ring Binder

VII. Performance Dates:

Remember all performances are required.

1. Concerts
 - a. Oct. 15 Fall Concert @ 6pm
 - b. Dec. 12 Christmas Concert @ 5pm
 - c. April 26 JH Band & Choir @ SDC Music in the Parks
 - d. May 6 Spring Concert
2. Other Performances
 - a. Any other performance may be added to the calendar throughout the year. The band will know well in advance of these performances.

AGREEMENT FORM FOR MEMBERS

PLEASE READ THE BAND HANDBOOK CAREFULLY AND COMPLETELY BEFORE COMPLETING THIS FORM. COMPLETING AND TURNING IN THIS FORM IS A GRADE! Return this form with to the director by **August 16**. Any questions, feel free to call Mrs. Norris @ 417-664-7702 or email her - Norrisk@hartville.k12.mo.us

I _____, have read the BAND HANDBOOK and will do my best to comply with the rules and regulations set forth within it. I understand that I must be at (on time) all summer camps, before and after school rehearsals as well as all performances. I realize that I represent my school and community as well as my band and will act responsibly at all events, while being committed to this band program. I also understand that if I participate in any act that breaks a school rule or policy it may result in my dismissal from the band.

BAND MEMBER SIGNATURE _____ **DATE** _____

Dear Parents/Guardians,

Please sign this document so we know that you have read and understand the band handbook. Also legibly fill out the information below. This helps us to reach you with updates by mail and telephone

DATE _____ **PARENT/GUARDIAN SIGNATURE** _____

PRINT PARENT/GUARDIAN NAME _____

MAILING ADDRESS _____ **CITY** _____ **ZIP** _____

PARENT EMAIL ADDRESS _____

HOME PHONE _____ **WORK NUMBER** _____
