**HHS Band Manual**

2016-2017

**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 Friday, August 18. If not received by this date you will receive a 0/10 in the grade book.

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

• Band office phone - High School 417-741-7676 ext. 211

• E-mail Miss Blaylock – blaylocka@hartville.k12.mo.us *(preferred)*

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

1. Band Manual

2. Your Student

3. Band Website- <http://hartvillebands.weebly.com>

4. Email

5. Social Media

* Facebook: Hartville Screaming Eagle Band Information Station (Please like!)

**Class Objectives**

* The students will be able to display correct marching techniques and analyze their connection to the music.
* The students will be able to perform music at an appropriate difficulty with maximum accuracy, both individually and as a group.
* The students will be able to understand and interpret the various technical aspects of music, including dynamic, articulation, and tempo markings.
* The students will be able to display growth in the character traits of communication, teamwork, leadership, respect, and discipline.

**Instrumental Music in Hartville- Expectations**

* The only way any instrumental program can flourish is if the **students** and **directors** work together to create a positive musical and learning environment. The **director** is expected to be prepared for all classes/events/performances in advance and is responsible for maintaining an ordered and productive learning environment. The **students** are responsible for doing everything necessary to ensure that this environment can benefit themselves as individuals and the class as a whole. This means they will be at all rehearsals and performances **on time**, will be prepared with all necessary materials **(INCLUDING A PENCIL)**, and will maintain an attitude of **positivity, discipline, and respect**. This also means that the students will take ownership of their program and hold their fellow band members to the same high standards they hold themselves. Students are ***more than permitted*** to call their classmates out if they are not acting in a way that facilitates a positive learning environment. However, this should always be done in a **respectful** and **productive** manner.
* **Band Hierarchy-** If any student has questions or concerns, they are expected to follow the order of leadership to address those, unless the question/concern needs to be addressed to the director directly. This will alleviate a great amount of stress and confusion. The hierarchy is as follows:
	+ Directors
	+ Drum Major
	+ Section Leader
	+ Student

However, if students or parents have a concern that needs to be addressed by the director, ***please speak to the director (and only the director) as soon as you can.***If you do not feel comfortable speaking to the director about it (which I hope you always are!), please speak to Mrs. Sanders directly.

**General Information**

* **Grading**
	+ Performances (see Attendance)- 50%
	+ Daily Participation (see Classroom Procedures)- 25%
	+ Playing Tests- 25%
		- Students will be tested on the designated material once a week. These tests may be as a section, small ensemble, or solo, at the director’s discretion, and will be over the material the full band is currently working on.
* **Attendance**
	+ Students are expected to be at every rehearsal and performance scheduled for the HS Band. In marching band, an absence is literally a gaping hole that must be accommodated, hurting the band’s performance as a whole. In concert band, we rehearse with a certain amount of players every day. If we do not have those players for the performance, it throws the overall sound off, making our performance less than the best it can be. **There is no “B” team in band.** If there is any conflict, the student must let the director know **at least two weeks prior** by turning in an “absence request” form (found in class or under the “Documents -> For Students” tab). If the student has to miss a performance due to a conflict with a school activity, that student will not have to make up work (*as long as the absence is communicated!)*. However, if the student has to miss due to any other reason that is excused (see Hartville Handbook), that student will have **one week** to do the assigned make-up work or to schedule a time to volunteer for the time they missed. If the student misses a performance for an unexcused reason, the student will receive a zero for that performance. *Please keep in mind that making the director aware of an absence does not necessarily mean that absence is excused*. See the Hartville Student Handbook for the definitions of excused and unexcused.
	+ Make-up assignments will be written reports on a composer from the list of composers provided or volunteer work with the band program. The guidelines for the written assignments will be on our website, and students are responsible for completing the assignment within the time parameters. If a student wishes to volunteer instead of writing a report, they may set up a time to come in after school with the director. Missing a performance = 2 total hours of volunteer time.
* **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 2 minutes after the tardy bell rings. I will have a student leader taking attendance, and if he/she observes a student that is tardy, it will be brought to my attention. If I have not given that student permission to be tardy (using the restroom, fixing an instrument, etc.), the student leader will mark that student as tardy and he/she will not receive participation points for that day. If tardiness becomes a consistent problem, I will be sending students to speak with Mrs. Sanders about it.
* **Commitment**
	+ While the director completely understands the importance of sports and other extra-curricular clubs, when students choose to be in band, they are choosing to make a certain commitment to the group. A band is only as strong as its weakest member and cannot succeed if its members do not contribute the necessary time and effort. That being said, there is a certain hierarchy among co- and extra-curricular groups. This means that a practice is beneath a game, which is beneath a district game, which is beneath a state play-off, etc. The same goes with music (rehearsal, non-competition performance, competition performance/concert, district contest, etc.). If the conflict is on the same level (i.e. district game & district contest), the students are expected to split their time evenly between the two groups. The director will work with coaches to ensure this will not be an issue, and scheduling is done in such a way as to avoid conflicts as much as possible. The students are expected to choose what they attend according to this system. If a student has any question, they should consult the director. I will **never** be disappointed in a decision if it adheres to the hierarchy explained above and if it is *communicated well before the date of conflict*.
	+ In addition to being present at all rehearsals and performances, students are expected to maintain an atmosphere of pride and dedication to the marching band. Positive attitudes should always be exhibited throughout all situations and negativity, complaining, and discouragement ***will not be tolerated*** in band. If a student is exhibiting an attitude that is destructive to the band, he/she will be told to change their attitude. If it persists, that student will be asked to go talk to Mrs. Sanders about the issue.
* **Classroom Procedures/Expectations**
	+ Students are expected to be to every rehearsal/performance **on time** and **prepared**. This means they will be in their seat, their instrument will be ready to play, and they will have all necessary music AND a pencil. We love pencils.
	+ When the director is on the podium, the students will be focused and attentive. Any conversations that happen between the director and the students while the director is on the podium will be organized (raise your hand!) and relevant to the class. As soon as the director steps off of the podium, we are free to talk about whatever we want (PG)!
	+ As mentioned above, everything about this band is PG rated. Cursing, crude humor, and sexual innuendos will NOT be tolerated. Stay classy.
	+ Follow directions (the 1st time)!
	+ ***Communicate well!*** This means that all communication that occurs in band, whether between students or with the director) will be respectful, constructive, and frequent. I want to talk to you, and I want you to talk to others! It simply must be at the appropriate times.
	+ Keep hands, feet, and all other objects to yourself. This isn’t kindergarten.
	+ Respect others and the equipment! Being able to use musical instruments and participate in a musical ensemble is a privilege. Don’t take it for granted.
* **Discipline**
	+ All students can and should 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:
	+ If a student fails to meet an expectation,
		- 1st offense- Warning
		- 2nd offense- Private conference with student and loss of daily participation points.
		- 3rd offense- Phone call/e-mail to parents
		- 4th offense- 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 they must check out with the directors first*. Any other arrangements must be approved through the Athletic/Activities Director in advance of the event.
* Please note that school policy has changed recently as to who can take your child from a school event. If you wish for your student to be picked up from a band event by another parent, *that parent must be on the student’s contact list.* To add someone to your student’s list, you must sign a document in the Central Office. For more information about this, contact Cathy in the Central Office.
* **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 (so sign up!).*** 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:
		- 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.
		- The student will also take a playing 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.
* **Academic Eligibility**
	+ ***If a student fails two or more classes in a semester, they are not eligible to compete with the band in MSHSAA sanctioned events (competitive parades, district contest, honor bands, etc.).*** However, if a student is ineligible to compete, they must still practice with the band and attend all events. The procedures follow that of a failed drug test (see above). If students need tutoring, please let someone know! We want you to succeed and be able to play with us!
* **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, **TALL** black socks and black gloves. When wearing the uniform, it is to be worn properly and with respect at all times. Order forms for those items will be sent home during camp or on the first day of school.
	+ 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 light clothing under their uniforms.
	+ Instead of each band member individually cleaning their uniform, we will be taking them all to be cleaned once after marching season. That cost will be reflected in the overall band fee.
* **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 ensure proper care is given to instruments, cases, and equipment. If you have any questions concerning proper maintenance, please ask the director! Don’t bathe your flute!
	+ If a student wishes to switch instruments, they must communicate with the band director. However, if the director says no (which will be the case most times), the student must drop the subject. The band needs certain amounts of certain instruments, and the director is aware of the instrumentation needs of the band.
* **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 (aside from normal wear and tear). 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 on *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 **exactly where they belong**, and keep track of your music! 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 pep band folder or their concert music folder. *Each student must also have a pencil with them every day.* If a student needs copies of any music, they must write it on the board, unless the need is urgent, in which case they must find an original and ask to go make a copy for themselves. \*Note- All pep music will be on our website. If you ever need a copy of a pep piece, you must print it out on your own time.
* **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. If breakfast food is continually left in the music hall, students will not be allowed to congregate there anymore.
	+ The uniform will be kept 100% clean at all times. We will be checking uniforms out during band camp, so there should be no mismatched pieces laying around, hats out of cases, or gloves thrown about.
* **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 the director know your interest ASAP and sign up on the bulletin board.
	+ In addition to lessons on a primary instrument, Miss Blaylock is also offering guitar lessons. However, in order to take guitar lessons, the student must:
		- Own their own guitar.
		- Pay the weekly fee of $10.
		- Sign up for free lessons on his/her primary instrument.
		- Sign up for a 30 minute time slot on the bulletin board.
		- Attend and be prepared for every lesson.

**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. We will perform higher-level music during concert band, and students are expected to keep up through practice, tutoring, and sectionals.
	+ ***The uniform for Concert Band is all black***. For men, this means long black dress pants (NO JEANS), a long-sleeved black dress shirt, black shoes, black socks, and a tie is optional. For women, this means a black dress or black dress pants or a below-the-knee black skirt (keep in mind playing posture!), a black long-sleeved dress shirt, black dress shoes, and minimal neutral jewelry. Neat and tidy hair is required for everyone. If anyone has any concerns about whether or not an outfit is appropriate or how to get the appropriate attire, communicate with Miss Blaylock before the day of the concert. I want to help!
* **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.
	+ ***NEW:*** The band will be playing *during halftime of the JV game*, between the JV and Varsity games, and at halftime of the Varsity game. Between those performances, students are allowed to sit wherever they wish, as long as they are back with two minutes on the clock before each performance. We will not try to play time-outs (unless the drumline decides they want to do a cadence). However, **if students are consistently late getting back in the stands, we will have to change the rules and sit together the entire time.** Our call time for each game will be the start time for the JV game (usually 6 PM, unless it is a special circumstance). Students must stay until after we perform at Varsity halftime. **If a student is at the game, they are expected to play (or at least finger along).**
	+ Cheerleaders and dance team members are expected to play during all performance times that are not conflicting with their organization’s performance. Basketball players are expected to play during the halftime of the game they are *not* playing at (i.e. Varsity players are expected to play during JV halftime), and JV players are expected to play between games. If a student plays for both teams, they are not required to play with the band during that game, but are expected to make all of the opposite gender’s games (if they do not have an away game that night). If there are any concerns over this policy, please speak to Miss Blaylock and we’ll work something out.
	+ Each game will be a performance grade. However, I will be dropping one game grade for each person. I understand there are many games (especially in the spring), so this should help if you have to miss one. Just make sure you aren’t missing the same game as the whole band!
	+ Students are expected to conduct themselves in such a way that represents themselves, the band, and Hartville well. Cheering is more than encouraged, but any disrespectful remarks or inappropriate behavior will result in a loss of points for that game and a private conference with Miss Blaylock and/or Mrs. Sanders.
* **Solos & Ensembles**
	+ All students will have the opportunity to participate in small ensembles and prepared solos for the district music festival. If participants cancel after the payment deadline, which will be communicated on our “Dates” sheet, they must reimburse the $10 entry fee. Students that participate in solos and ensembles will be rewarded with recognition at the awards banquet at the end of the year.
	+ Students that earn a “1” rating at the district level will have the opportunity to take their event to State contest towards the end of April. This is *awesome.*
* **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 recognition at our awards banquet at the end of the year. Some of the ensembles include:
		- All-District Band: Students will audition at Marshfield in November for their spot in the all-district band. There are two bands: Honor Band (top) and Concert Band. If the student makes it into one of these bands, they will rehearse and perform with them later in the spring semester. Schools in our district include Marshfield, Nixa, Ozark, Mansfield, etc. Being selected for one of these bands is a great honor, and prestigious clinicians are brought in to work with each band every year, and the bands play very high class, challenging literature.
			* If you make the 1st band or the first two chairs of the second band, you will be eligible to audition for All-State Band the first Saturday in December. If you make the All-State Band, you will get to miss three days of school in January to go to Tan-Tar-A Resort and practice & perform with the best students in the state. This a *very* big deal!
		- All-Conference Band: This year, all conference band is going to be re-vamped. Details will be communicated after our conference planning meeting.

**MAIN POINTS TO REMEMBER:**

* 3 most valuable words in band: ***ATTENDANCE, ATTITUDE, AND COMMUNICATION***.
* You are ineligible to perform at MSHSAA-sanctioned events if you don’t sign up for drug testing or you fail two classes the previous semester.
* If a student wish to ride home from an out-of-town performance with anyone, he/she *must* be signed out, and the person that signs him/her out *must* be on the student’s **contact list**, which I print from the school database. If you need to add anyone to that list, please speak to Cathy in the central office. I can get into huge trouble if I allow a student to go home with the wrong person, even with a phone call or a note from that student’s parent/guardian.
* Failure to show **respect** to equipment, especially our new uniforms, will result in swift discipline. We must take care of what has be given to us.
* I will be sending home itineraries for all of our travels, but there are always circumstances that cause return times to vary some. Students are expected to communicate with their parents as to our return time, and parents are expected to do their best to pick up their student at the appropriate times. Please keep in mind that *no student* is allowed to leave before all equipment has been unloaded and put back into its specific place in the band room.
* Student accounts will be updated weekly and may be viewed via a Google Doc link on our website. Each credit and debit will have a comment explaining what that specific charge or payment was for and the date it occurred. Please keep up to date with your student’s account. I know it can be difficult to pay all expenses at once sometimes, but we must figure out ways to get everything paid off before May, be it by a payment plan, fundraising, or a mixture of the two.
* Please make sure your student has the appropriate **concert black** attire before our Christmas concert. If you need help acquiring the clothing, please let me know and we can get you hooked up with something. For specifics on what concert black requires, please see the bullet under “Concert Band”.
* The signed commitment contract, student order form, and parent communication form must be returned by **Friday, July 18th** to receive full participation points.

**Supplies and Equipment Needed**

* **Everyone**
	+ Official Black Band Shoes
	+ Black Socks
	+ Black Gloves
	+ Instrument
	+ Proper oils, greases, etc.
	+ ***Pencil***
* **Woodwinds**
	+ Good mouthpiece and ligature
	+ 4 - 5 good reeds at all times (ask director if unsure)
	+ Neck strap (saxophones)
	+ Reed holder (optional)
	+ 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
* **Percussion**
	+ Stick bag
	+ Appropriate sticks and mallets. If your mallets or sticks wear, you are responsible to replace them. (You will be given a sheet outlining what kinds of sticks you should be acquiring throughout your band career.)

**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                  Student’s Telephone (if applicable)**

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. Each event begins on time and ends within the time parameters given by the director.  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**

**CONTACT INFORMATION**

***Please print neatly and indicate your preferred form of communication.***

Student’s Full Name

Parent #1 First/Last Name

Parent’s Cell Phone   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Text? **Y/N**

Parent’s Email ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent #2 First/Last Name                                                     \_\_\_\_\_

Parent’s Cell Phone   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Text? **Y/N**

Parent’s Email                                                              \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Instrument Information:**

Main Instrument                                           \_\_\_\_\_

Instrument Brand                                                                \_\_\_\_\_\_\_\_\_\_\_\_

Instrument Serial #                                                                            \_\_\_\_\_

Grade

Anything you would like me to know about your student? (This could be medical, academic, personality, life circumstances, etc.)

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