**HJH 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 19. 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

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>

* This will be used much more frequently this year. All notes sent home will be uploaded onto our website, along with our concert programs, itineraries, and various forms you may need to fill out, and all of our dates will be kept as current as possible under the “Dates” tab on the site. If possible, please check the website with any questions you may have before contacting the director.

4. Email

5. Social Media (It is one of my goals to have a much greater social media presence this year. If you use social media at all, please like and/or follow us on the following platforms!)

* Facebook: Hartville Screaming Eagle Band Information Station
* Instagram & Twitter: @hartvillebands

6. Remind - text message/email reminders sent from Miss Blaylock to those who sign up (see attached form).

**Class Objectives**

* 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
	+ 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 Mr. Keith directly. Another one of my goals this year is to extinguish unproductive conversations among the band community that have the potential to diminish morale and, ultimately, tear down the program. Communication is key!

**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. The students will be given the rubric that will be used to score those tests the first full week of school.
* **Attendance**
	+ Students are expected to be at every rehearsal and performance scheduled for the JH Band. In 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. 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 **two days** 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 in their designated spot in the classroom, 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 when the bell rings. Class begins promptly 2 minutes after the tardy bell rings. I will be cracking down on tardies this year, as it was a major problem last year. If a student is tardy, they will lose their daily participation points for that day. If the problem persists, they will need to set up a conference with Mr. Keith.
* **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 Mr. Keith 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. It is highly recommended that ALL band students sign-up for the random drug testing.
* **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!
* **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 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 **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 Honor Bands and District Solos and Ensembles. Private lessons are strongly encouraged. If you are interested, please let the director know of 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 monthly fee of $25.
		- 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:**

* **Concert Band**
	+ The JH band will go to large ensemble contest and play at the Fall, Christmas, Preview, and Spring Concerts. 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**
	+ All JH band members will have the opportunity to audition to play with the HS band during pep band. This is a wonderful experience, and the students’ playing abilities will be tested, as the pep music is significantly more difficult than our concert pieces. Because of this, students will be required to audition for pep band during the fall semester. This band performs at all home boys’ and girls’ basketball games, pep rallies, and various events throughout the school year. Students will not be required to attend or perform at the games if they make it into the band, but will need to communicate if they will not be able to make it. JH students playing in the HS Pep Band will receive points toward their inclusion into the *\*Honor Club\*.*
	+ ***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.
	+ 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 Mr. Keith.
* **Solos & Ensembles**
	+ All students will be required to take a solo and/or ensemble to district competition in Marshfield in the spring. Ensembles can include as little as two students (duet), and as many as eight (double quartet) students. Finding quality pieces for strange instrumentation is quite difficult, so please try to stay within your instrument’s family.
	+ It is *highly* recommended that students sign up for a private lesson time slot for their solos and/or ensembles. However, if that is not possible, I still must hear them at least three times before contest in class. I will try to have at least four or five class periods in which students can work on their pieces together. However, this will not be enough time to get their piece(s) where they should be, so the student is responsible for practicing on their own as well.
	+ All students will receive their solo **no later than Jan. 13th.** The goal is to have everyone’s pieces to them before winter break, but if we have to order a piece not in our library, it might be closer to the January deadline.
* **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 inclusion into the *\*Honor Club\*.* Some of the ensembles include:
		- All-District Band: Students will be drafted in November for their spot in the all-district band. The director will consider the following traits in selecting students for the draft: musicianship, work ethic, ability to cooperate with others, and faithfulness to the band. There are two bands, one for each grade level. If the student makes it into their respective band, they will rehearse and perform with them on a Saturday in November. Schools in our district include Marshfield, Nixa, Ozark, Mansfield, etc. Being selected for one of these bands is a great honor. Prestigious clinicians are brought in to work with each band every year, and the bands play very high class, challenging literature.
		- All-Conference Band: Students will be drafted by their directors during the spring semester and chosen for a spot in the all- conference honor band. Our conference brings in amazing clinicians every year, and selected students have the opportunity to practice and perform with the best musicians in our conference at Seymour HS. It’s a wonderful opportunity to show surrounding schools just how talented Hartville can be! Schools in our conference include Mansfield, Norwood, Seymour, Fordland, etc.
* **Honor Club**
	+ If students go above and beyond in band, they should be recognized! This is why I am starting an Honor Club within the band this year. Different events students participate in will earn them points toward their inclusion in the Honor Club. If a student makes it into the club, they will be rewarded with a special field trip in May and recognition at our Spring Concert. The point system is attached to the manual and will be posted on our website.

**Supplies and Equipment Needed**

* **Everyone**
	+ Black concert attire (see Organizations- Concert Band for details)
	+ Instrument
	+ Proper oils, greases, etc.
	+ Pencil
* **Woodwinds**
	+ Good mouthpiece (recommended Lomax Classic) 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**

**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!!!!!

\_\_\_\_ Be a part of the HHS Music Boosters (Please check if at all interested. This is not a commitment! More information to come. We will actually start the Boosters this year. ☺)

             Drive the Band Truck

             Help feed the band on parade days (donating snacks, water, etc.)

             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

**Honor Club Point System**

* **10 points for the following:**
	+ Practice Reflection (found on the website) (limit 5 per year)
	+ Recording of yourself playing one whole piece, submitted via email (limit 5 per year)
	+ Each private lesson attended
	+ Each pep band performance played in
* **25 points for the following:**
	+ Signing up for the All-District Band draft
	+ Any musical performance attended (that you did not perform in), along with a ½ page reflection on that performance
	+ Signing up for the All-Conference Band draft
	+ Each solo or ensemble taken to District Contest
	+ Participation (crew, costumes, etc.) in the school musical
* **50 points for the following:**
	+ Perfect performance attendance (school-related conflicts do not count against this)
	+ Participation (singing role) in the school musical
	+ Meeting your fundraiser goal for each fundraiser the band puts on
	+ Making and performing with the All-District or All-Conference bands
	+ Receiving a “II” rating on a solo or ensemble at the district level
	+ Serving as a “banner carrier” for the HHS Band
* **75 points for the following:**
	+ Receiving a “I” rating on a solo or ensemble at the district level

***Students must reach 200 points to be included in the Honor Club.***

\*If a student has a suggestion of something that should be added to the list, please consult Miss Blaylock!

**Upcoming Dates**

* 8/1-5 – Band Camp (HS)
* 9/17 – Mansfield Wilder Days (HS)
* 9/24 – Stockton Black Walnut Festival (HS)
* 10/1 – Washington Marching Festival (HS)
* 10/8 – Hartville Fall Festival (HS)
* 10/15 – MSU Homecoming Parade **and** Football Game (HS)