

BETTENDORF HIGH SCHOOL

BAND HANDBOOK - 2018-2019
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INTRODUCTION

This handbook has been developed primarily as a guide and introductory tutorial to the Bettendorf High School Band Program. The manual also contains policies and regulations for students involved in band in accordance with those set forth by the Bettendorf Board of Education and Administration. It contains vital information for both student and parent that should be read closely and carefully in order to prepare for what promises to be a productive year.

FOLLOW THE BHS BAND

- Music Department Webpage: <http://www.bettmusicdepartment.com>
- Social Media:
 - Facebook: [Bettendorf High School Band](#)
 - Twitter: [@BettFineArts](#)
- Remind: text @bettbands to 81010 to subscribe

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YOUR RESPONSIBILITIES TO THE BAND

1. Attend class regularly--account for absences.
2. Commit yourself to learning about music.
3. Take responsibility for your actions.
4. Do unto others as you would have them do unto you.
5. Follow all classroom and school rules.
6. Be honest with yourself and others.
7. ***Practice!***

RESPONSIBILITIES OF THE BAND PROGRAM

The staff of the BHS Instrumental Music Program is committed to provide every student with the following:

1. A thorough musical experience by means of rehearsal, discussion, listening, performance, and individualized instruction.
2. An environment that will stimulate and aid in learning.
3. Care, supervision and positive modeling.
4. Fairness and empathy when dealing with concerns of the group as well as individual members.
5. Communication between parents and teachers regarding all aspects of the band program.
6. Adherence to the goals and standards of instrumental music as set forth by the Music Educators National Conference & American School Band Directors Association.

FACILITIES

We are fortunate to have a well-equipped area in which to study music. In order to keep it in good condition and maintain a sense of order, the following rules have been established:

1. Keep chairs and stands in their proper place.
2. Return instruments and music to its proper place following use.
3. Practice rooms are not social gathering areas. They are intended for practice and study. **No food or drinks allowed!**
4. Director's desks, office and surrounding area are private and should not be entered without permission.

ATTENDANCE POLICY

The following policy has been adopted to promote and improve attendance at band rehearsals and performances. Please take note of the following guidelines regarding attendance:

1. All students are expected to be present and on time for music activities. This includes:
 - a. Regularly scheduled rehearsals--be in the room and preparing for class when the bell rings. During marching band season, be on the practice field before the bell rings.
 - b. Performances--be where you are supposed to at the designated time.
 - c. Extra rehearsals and practices that will be scheduled by the directors. This includes sectional time and before school practice.
2. Students who have a conflict from a rehearsal or performance are required to submit an [“Absence Request Form”](#) available from the director at least 1 week in advance of the anticipated absence.
3. Excused absences will be at the discretion of the director. Circumstances such as illness, medical, family emergency, etc. are not affected by this policy
4. Work WILL NOT be accepted as an excused absence from any performance or rehearsal.
5. The following consequences will be in effect for dealing with absences and tardiness:
 - a. Failure to attend a performance without prior consent from the director will result in loss of all points toward your grade for that performance. (see grading policies)
 - b. School Handbook policy will be in effect when dealing with class tardiness.
 - c. Failure to attend early morning practices/sectionals will be recorded as being tardy / absent and will affect student grade.

Conflicts with Extra Curricular Activities: (from p. 56 of the [Student/Parent Handbook](#))

An individual student who attempts to participate in too many extra curricular activities will undoubtedly be in a position of conflict of obligation. The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra curricular activities and consequently will attempt to schedule events in a manner so as to minimize conflict.

When conflicts do arise, the sponsors will get together and work out a solution so that the student is not in the middle. If a solution cannot be found, the student will have to make a decision based on the following:

- A. State competition takes priority over regularly scheduled contests or practices.
- B. The relative importance of each event.
- C. The importance of each event to the group involved.
- D. The relative contribution the student can make.
- E. How long each event has been scheduled.
- F. Make a decision in cooperation with the parents.

Students who have conflicts with school activities will not be punished by the sponsor of the activity the student chose not to participate in due to the obligations of another activity. These policies will be strictly enforced. If there are individual circumstances which need to be addressed, please talk to us. We are willing to be flexible, but not without communication from you.

CLASSROOM RULES

The rules listed below have been adopted to promote a successful learning environment & give everyone the opportunity to excel in music. It is your responsibility to make them a part of each rehearsal.

1. Show up on time. Try to be early. *You are expected to be in the room and preparing for rehearsal by the time the bell rings or you will be counted tardy.
 - a. Drumline & Color Guard members will warm up before school during marching band season.
 - b. Everyone is expected to be on the field by the time the bell rings during marching band.
 - c. Drumline & Color Guard members also have separate rules/policies with regard to warm ups, sectionals, winter season, etc. which will be discussed at the beginning of the year.
2. Come to band with a positive attitude and an open mind.
3. Take care of personal business BEFORE or AFTER rehearsal.
4. Respect others at all times.
5. No food or drinks allowed in the music rooms.
6. Always give 100% effort.
7. Follow directions the first time they are given.

LETTERS AND BARS

All music students have the opportunity to earn a letter for participation and achievement. The criteria for receiving a letter are based upon all aspects of the program. 750 points during the course of a school year are required to receive a letter or bar. You can complete an online form that compiles your various music activities at:

<http://tinyurl.com/bettmusicletter>

Please identify the items you have participated in during the course of the school year and complete the online form by the second weekend in April. All outside of school activities **MUST** include written verification of participation from an adult leader.

<u>Description of event</u>	<u>Points Possible</u>
Large Group Ensemble: Year long Participant	200

*You must attend ALL performances!

<u>Extra Curricular Ensembles:</u>	<u>Other Lettering Points Opportunities</u>	
Quartet	100	
Pit Orchestra	100	Perfect Lesson Attendance 200
Musical Cast Member	100	Selection to All-State/Honor Ensemble 200
Show Choir Band	100	All-State/Honor Ensemble Audition 100
Jazz Band	100	Solo/Ensemble Festival Participant 100
Winter Percussion	100	Church/Community Ensemble Participant 100
Winter Color Guard	100	Director Nominated Honor Ensemble Participant 50
Show Choir	100	Service Work for the Music Department 25/event
Chamber Choir	100	
Other School Ensembles (dir. approval)	100	

MUSIC

All music used for both large ensembles and small group or lesson material will be provided on a loan basis. Since the cost of music is constantly rising and the budget to replace it continuously falling, these extremely important rules apply:

1. It is the student's responsibility to keep all music and other materials in the provided music folder.
2. Students may print extra marching band parts from the band web site – they must log in with their SCHOOL ASSIGNED Google account.
3. Mark any original school music with a pencil only.
4. Have your music/drill chart at every rehearsal.
5. Do not make any Xerox copies without permission.
6. Leave your music in the cabinet unless you are taking it home to practice.

INSTRUMENT STORAGE LOCKERS

All students will be issued an individual storage locker for use during the school year. To preserve the condition of the new lockers, and for the safety of students and instruments, please adhere to the following set of rules:

1. **Students are required to provide their own combination lock.** The combination to the lock should be given to the band directors before the lock is placed on the locker.
2. **Do not switch lockers.** Remain with your assigned locker for the full year.
3. Use the lockers for instruments ONLY. No books, clothes, shoes, or bags should be in lockers.
4. Keep the locker area clean. Cases should be placed back in lockers, not left on the floor.
5. No food or drink is allowed in the locker areas.
6. No horseplay allowed in the locker areas. This includes climbing on lockers, getting in lockers, and pulling on doors.

If it is necessary to access a locker without a proper combination, or if the lock has been switched, the lock will be cut immediately without reimbursement.

USE OF SCHOOL INSTRUMENTS

The Bettendorf Instrumental Music Department owns several instruments, which are available for use by individuals during their participation in band. These instruments will be checked out by serial number at the beginning of the school year and pre-evaluated for condition. When using school instruments, please observe these rules:

1. Treat school instruments as if they were your own. Repair fees will be incurred should they become damaged through neglect or abuse, and will automatically be added to your school account.
2. Students and Parents will be required to complete a "School Instrument Usage Contract"
3. The fee for use of school instruments will be \$60 per year for percussion, brass & winds.
4. Students who have been switched to a different instrument will be charged \$30 per year.
5. Report any damage or difficulty in use immediately to the director.
6. Clean and care for your instrument on a regular basis.

LESSONS

Students in the band program are required to have individual lessons in order to meet grading requirements. These lessons are a vital part of developing musical skills and enhancing the topics presented during group rehearsals. Students who take private lessons are not exempt from school lessons, as they are supplemental to the curricular program and are assessed regularly during these lessons.

Students will be assigned a lesson time (individual or group) for a twenty minute slot. Staff and administration support this policy fully, and the time from class should be minimal. This time slot will be used for assessment of the student's ability and practice habits, and is extremely beneficial to the music program.

Student lesson time is limited during first quarter, but will be assigned regularly during 2nd-4th quarter.

Points for 1st Quarter Grade

Required Items:

- | | |
|---|----------------------|
| 1. Performances: (FB games, contest, parades) | 50 Points Each |
| 2. Music Preparation & Memorization | 25 Points Per Check |
| 3. Before School Rehearsals | Required (see below) |
| 4. Marching Basic Skills | TBD |
| 5. Attitude & Rehearsal Cooperation | TBD |

REHEARSALS OUTSIDE OF SCHOOL TIME

In order to successfully field a competitive marching show, all members must be present for rehearsal in order to properly assess facing, alignment, and music. To combine all students in Symphonic Band and Wind Ensemble, the Competitive band must rehearse twice per week outside of the normal school day.

Extra rehearsal time is required by all students with the exception of those excused by directors for extenuating circumstances.

Rehearsal times are **Tuesday and Friday** starting at **7:00 AM**. Make all attempts to arrive early to get set up on time!

REQUIRED MATERIALS

In order to successfully participate in band, there are certain materials that are required as well as necessary. In addition, the music department maintains a supply of essential supplies for sale to students. Any items that are not available may be ordered and paid for upon receipt. A list of required items for band is listed below:

1. **Black** marching shoes (“Drillmasters” – available from West or Griggs Music)
2. Long-wristed **Black** gloves & long **black** socks for marching band
3. BHS Marching Band Show Shirt to wear at contests and under uniform.
4. Lyre and flip-folder for marching band. The music department will provide lyres for school instruments.
5. Concert band attire:
 - a. Men: tuxedo shirt. Other tuxedo accessories are provided by the school (concert season).
 - b. Women: long, black formal dress provided by the school (concert season).
6. Instrument accessories: reeds, valve oil, sticks & stick bag, etc.

UNIFORMS

All members of the BHS Instrumental Music Department will be issued uniforms based on the ensembles in which they are participating. Students will be charged a \$15 uniform cleaning fee for each ensemble in which they participate (\$15 marching, \$15 concert). In order to maintain their new appearance, please follow these guidelines:

1. When not in use, keep uniforms hung correctly on the hanger and in the garment bag.
2. Replace uniform and hat to the proper location following each performance.
3. Polish your shoes prior to use.
4. Inform the directors of fitting problems, stains, or tears, etc.

IOWA ALL-STATE AUDITION INFORMATION

The Iowa All-State Band consists of the top musicians from all across the state, and is the top honor that a music student can achieve in high school. We encourage any student with time and dedication to their instrument to audition for this prestigious ensemble. The audition process consists of preparing all major scales, two pre-selected etudes, and a solo excerpt of the player’s choice. Auditions take place in mid-October for all band instruments, with the festival performance taking place in mid-November. Students who are interested in auditioning for this top honor band should contact a director for more information.

[IHSMA All-State Information Page](#)

DRUM MAJOR AUDITIONS

Students who will be juniors or seniors in band during the next school year are eligible to audition for the position of marching band drum major. All current drum majors returning the following year must re-audition using the same process. The audition process will take place in early May and consist of 3 parts as follows:

- Conducting - Direct and rehearse a prepared piece of music with the band.
- Calling Commands - Teach and rehearse a basic drill block using the various vocal commands. (i.e. – Attention, horns up, mark time, halt, etc.)
- Paper/Interview - Verbal responses to questions; as well as sharing ideas, concerns, & other issues related to the marching band.

The directors will evaluate the audition process. Qualities that will be taken into consideration include but are not limited to:

- Leadership ability/presence
- Dedication to success of the group
- Punctuality
- Ability to work with others
- Respectability

FUND RAISING

Our band currently does ONE fundraiser annually through Adrenaline Fundraising. This discount card sale takes only a few weeks at the start of the school year and has brought in thousands of dollars.

Our other means of raising money for the program is the **Bettendorf Fine Arts Patron Program**. Any person or corporation can donate any amount of money to our Patron Program to have their name listed in all Fine Arts Programs. For more information, download our Patron Form and talk to any fine arts director.

Download the [Fine Arts Patron Form here](#).

PARENT VOLUNTEERS

Running a successful marching band program requires more than just the hands of the directors and students. We respectfully ask that parents volunteer their time to assist with working concession stands during football games. The football concession stand brings in thousands of dollars to assist with funding successful fine arts programs. All fine arts parents assist with concessions, including choir, orchestra, colorguard, and drama.

In addition to the concession stand, we need parents to assist with chaperoning buses and moving / reassembling equipment at all of the marching contests. Parents will assist with taking student attendance on buses and transportation of equipment and props to the marching field.

Please see the [BHS Fine Arts Department Web Site](#) for volunteer sign-up opportunities, and thank you for your assistance!

ABSENCE REQUEST FORM

NOTE: This form must be turned in at least 1 week prior to your scheduled absence. Filling out this form does not necessarily mean that you will be excused. If an emergency arises, please complete one the next day you are in attendance. Approval / denial will be given as soon as possible in case other arrangements need to be made.

NAME: _____ **GRADE:** _____

DATE OF ABSENCE: _____

REASON FOR ABSENCE: _____

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____ **DATE:** _____

director approval? _____ reason _____

**BETTENDORF HIGH SCHOOL
INSTRUMENTAL MUSIC DEPARTMENT**

STUDENT CONTRACT

I, _____ the undersigned, confirm that I have read and understand all of the information contained within the Bettendorf High School Instrumental Music Handbook. It is understood that all of the rules and regulations set for in the BHS Student/Parent Handbook apply while I am present at any music function sponsored by the school. I also agree to make any and all arrangements that are necessary to insure my attendance at all events. I understand that it is my responsibility to share information in this manual with my parents or guardians.

I also confirm that I have received the calendar of events for this school year, and will proactively avoid conflicts whenever possible with scheduled events that require my attendance, unless otherwise detained by emergency situations requiring notification of music department staff.

SIGNATURE OF STUDENT: _____ DATE: _____

SIGNATURE OF PARENT: _____ DATE: _____

