2016-2017

 BRANDYWINE HIGH SCHOOL

**BAND HANDBOOK**



Welcome High School Band Students and Parents to another year!

I am so excited about this coming year! We have already started our year with band camp, and I am eager to see how this year unfolds as another important step in our Brandywine Band Journey. We have had so many successes in the last couple of years!

I know that at this time of year there are MANY things to read and sign. However, PLEASE take the time to read through this handbook. Every year, multiple times a year, there are so many miscommunications, issues, and items that take so much of my time and attention away from teaching and building the band program (where my efforts should be concentrated on), that are all spelled out in this band handbook, if only people would take the time to read it. Please understand that miscommunications, issues, etc. affect OTHER STUDENTS in a class like band, so I am begging you to read through this for not only yourself but for the sake of **other students** as well.

Band is SO often misunderstood. It is a CURRICULAR CLASS, but also takes up time outside of school so at times it feels like a sport or extracurricular activity, although it is not! This handbook is here to help guide you through band and understand it.

The last page is very important-it is a permission slip for every item listed on our band calendar. It is ESSENTIAL that I receive this form back by the end of the week.

If you have any questions please don’t hesitate to ask!

Most Sincerely,

Mrs. Ruth Livengood

rlivengood@brandywinebobcats.org

269-683-4800 ext. 205

**STUDENT EXPECTATIONS**

Members of the Brandywine Bands are expected to:

* + Attend **ALL** rehearsals and performances.
	+ Participate POSITIVELY in all band events and support the band
	+ Bring all necessary materials to band events, rehearsals, etc.
	+ Give utmost effort to prepare assigned music and learn course material
	+ Show appropriate respect for all staff, students, etc. involved with the band program, in accordance with the “chain of command”

Show proper respect for the band room school property

***Do NOT*** *keep items for other classes (books, notebooks, etc.) in the band room*

***Do NOT*** *keep extra articles of clothing in the band room*

***NEVER*** *bring food or drink (other than water) into the band room without permission from the band director*

Students are expected to give 100% effort 100% percent of the time! ☺

**CLASSROOM PROCEDURES**

* + Students are to arrive to rehearsals as quickly as possible; time prior to rehearsals is for warming-up and tuning, rather than *SOCIALIZING.*
	+ Any student not in the band room at the beginning of class is tardy. The only exception for this would be an excused pass from school personnel. Any student not in the appropriate location with instrument ready to play at the start of rehearsal (when director steps on podium for warm-up) will be marked TARDY. During marching season students are to quickly exit the band room upon Mrs. Livengood’s signal. Students not on the field by the time Mrs. Livengood is ready to begin will be marked tardy.
	+ Rehearsals begin upon the director’s signal.
	+ Students who are not able to participate in class (did not bring their instrument, etc.) must play “air horn/drums”, march drill when applicable, etc.

*Note: Students are prohibited from working on any other classroom, reading, etc. work during rehearsal if they are without their instruments. They will still benefit from rehearsal by paying attention, fingering along, etc. Parents MUST communicate to a director to excuse any points*

*If a student is injured, etc. and cannot play.*

*RESTROOM PASSES*

Students will only be allowed a restroom break on an **emergency only** basis. Students are expected to take care of restroom needs during passing periods. *If students abuse this privilege, the director reserves the right to refuse not to allow a student out of the room for passes.*

**DISCIPLINE PROCEDURE**

*Note: these may not necessarily occur in order, depending on the severity of the offense*

1st offense- Verbal Warning

2nd offense-parent will be notified at/or a student will receive a detention with Mrs. Livengood, a special assignment, or referral to the assistant Principal depending on the offense

3rd offense- referral/meeting with parent and student

If a student repeatedly requires additional disciplinary action, a conference may be required between the student, parent/guardian, band director and principal, and depending on the severity of the situation, the student may be removed from band.

**OFFENSES/POINT SYSTEM**

Students will receive 5 points for daily rehearsals, cumulating in 25 participation points weekly. Performances are worth 100 points!

Below is a list of offenses and the subsequent points taken off when executed. Offenses are not limited to items below. The band director reserves the right to remove points for other infractions as well. ***Note: almost all points taken away in band class are for talking during rehearsals! Don’t let incessant talking affect your grade!***

Conversations during rehearsal (up to director’s discretion) -5 points

Disrespecting teacher or others -5 points

Using profane language (up to director’s discretion) -5 points

Intentionally distracting others -5 points

Unexcused absences for band rehearsals-5 Points

Seeing Cell Phone/Using in class -5 points and confiscation of phone 1st time, turned into the office 2nd time (if problems become frequent, no warnings will be given, phone will be confiscated and turned in to the office)

Insubordination -referral

Not bringing materials for class/ not prepared for class (musically or otherwise) up to -5 points

Tardies -2 Points per offense

Unacceptable posture/playing position -2 Points

Chewing gum-2 Points, Eating food -5 points

 *Note: Please refer to the school handbook for other procedures involving infractions*

**EXCUSED ABSENCES**

Many students and parents will ask the question, “What qualifies as an excused absence for rehearsals or performances?” Below is a list of examples of excused absences and unexcused absences. My general rule is, if the school will excuse it, I will excuse it. For most rehearsals that directly conflict with practices, I require “half and half” participation for the students, *depending on the situation*. However, remember that band is a PERFORMANCE-BASED **CLASS**, and EACH ABSENCE affects others in the band. In addition, grades are given for EVERY rehearsal and performance. Because of this, excused absences are limited in order to maintain a successful band program for the students. Excused absences are ultimately up to the discretion of the band director. COMMUNICATION IS KEY, and I expect high school students to be able to communicate!

*EXAMPLES OF EXCUSED ABSENCES:*

-Excused illnesses/appointments through the school (***I would expect that appointments such as physicals, teeth-cleanings, etc not be scheduled during a performance, please!***)

-Weddings, funerals, or very important pre-planned events that cannot be avoided

-Conflicts comprising a students’ religious convictions

*EXAMPLES OF UNEXCUSED ABSENCES:*

-Skipping a rehearsal or not-notifying Mrs. Livengood in advance about missing a rehearsal/performance (unless it is an emergency situation)

-Non-family emergency

-Birthday Parties, etc.

-Not having a ride (I can get you one if you let me know in advance!)

-Work (band is a **class!** Performances are required and for a **grade!**)

-Driver’s Education (schedules are given out in advance to be worked around)

**TESTING**

There will be several different testing methods used to evaluate the students periodically throughout the year. They are as follows:

* + Playing/Marching Tests-given periodically throughout the year to assess student preparation of music or to demonstrate marching skills

*Note about playing exams: Throughout the year, students will be required to play by themselves in front of their peers. This is NOT an attempt at embarrassing a student in any way. Performing on an instrument alone is a music education benchmark, in accordance with National Music Education Content Standards, as well as a necessary method of evaluation in the classroom.*

* + Worksheets- given to help develop musical knowledge
	+ Exams- Given at the end of each semester

Students who have an excused absence on the day of a playing test will take the test the first day upon returning to class. Students who have an unexcused absence or who forget their instruments on the day of a playing test will receive a 10% deduction in the score for that playing test every day, up to 3 school days, past the test. After three school days, the student will receive a 0 on the playing test. It is up to the STUDENT TO INITIATE MAKING UP MISSED WORK/TESTS, NOT THE TEACHER.

**SUPPLIES**

The following is a list of **REQUIRED** supplies. If a student does not have these materials, he/she may have points removed for lack of preparation for class. Please see Mrs. Livengood if there is an issue obtaining these required items!

* + An instrument in GOOD WORKING CONDITION. This means valves oiled, tuning slides in a moveable state, all springs/screws tightened and in working condition, trombone slides slick, reeds that are NOT chipped, etc. It is up to the student to keep the instrument in good working condition! Take the initiative.
	+ Pencil at every rehearsal
	+ Drill and Music at EVERY REHEARSAL during Marching Season
	+ **Reed-Instrument players**: At least **three working reeds** of appropriate hardness. *Mitchell Lurie*, *Vandoren*, or *Rico ROYAL* are strongly recommended for durability). Buying a box of reeds is an excellent idea. Cork grease and cleaning materials are also MANDATORY to own!
	+ **Brass-Instrument players:** At least one mouthpiece of appropriate size, valve oil (except for trombonists, who need to use slide cream and a water bottle). Cork grease and cleaning materials are also necessary.
	+ **Percussionists:** Must supply their own snare drum sticks. For practice purposes, a keyboard, keyboard mallets, and drum or drum pad is essential
	+ **Woodwinds**: Be sure that your mouthpiece produces the best possible tone for you. (**Flutes**: Make sure your instrument includes a tuning/cleaning rod)

Reeds, valve oil, and cork grease are available for purchase through Mrs. Livengood BEFORE OR AFTER SCHOOL (not 30 seconds before rehearsal begins)

Other supplies may be purchased through local music stores.

Each wind player has an opportunity to use a band locker and each percussionist a music slot. These are not required to use, but recommended. **PLEASE REALIZE that these slots are NOT secure, although you are welcome to bring a pad-lock to secure your locker**. When not in use, all student instruments should be kept in these locations, rather than in the percussion cabinet, storage room, or other areas of the band room. Instruments should always be kept in cases and music in folders. Abuse of school instruments may result in the inability of a student to use the instrument! Brandywine High School cannot be held responsible for lost or stolen articles. Any non-band related items will be placed in the band room lost and found box, taken to the main office, or thrown away.

**REPAIRS/SCHOOL-OWNED INSTRUMENT POLICIES**

For PERSONALLY OWNED INSTRUMENTS that need a repair, students have the opportunity to send it in for repair through the director (this a note from a parent), or to take it to a local instrument-repair shop. Students who seek their own repairs for their instruments need to bring a note of verification from their parents/guardians to avoid losing points for not having an instrument. For liability reasons, the band director will not attempt to fix even simple repairs. *Please note that only specially trained instrument repairmen should ever be attempting to fix an instrument!*

For SCHOOL-OWNED instruments, a check-out form must be completed by the student and parent/guardian of the student in order to “check” an instrument out. This signature indicates that the signee assumes full responsibility for the care and maintenance of the instrument. If the instrument is lost or damaged as a result of misuse or negligence, the signee will pay the school to replace or repair the instrument. The cost of repairs is ONLY covered by the school for normal “wear and tear” items, including pads wearing out, screws wearing out, etc., which are up to the discretion of the band director. Damages inflicted upon the instrument after the instrument has been assigned to the student MUST be covered by the parents/guardians of the student. Repairs not-covered by the school would include dropping an instrument, losing or damaging mouthpieces, etc. Parents/Guardians and students are prohibited from attempting to fix school-owned instrument themselves.

 *Other applicable info:*

It is the STUDENT’S responsibility (not the band director’s) to initiate the process of getting their Instrument repaired!

All instruments should be overhauled (checked over) once a year to ensure that all items, pads and mechanisms work properly. Vacation periods are the best times to accomplish this.

**UNIFORMS**

HS Students must obtain the following uniform parts:

\*Drillmaster shoes ($30), ordered through Mrs.Livengood

\*Black (entirely-no other colors visible) socks

\*Brandywine Band Polo Shirt (approximately $15 depending on customization), which is ordered in early Spring through Mrs. Livengood

\*Black Dress Pants (NO JEANS, OR LEGGINGS UNLESS THEY ARE UNDER A DRESS) and Long-Sleeved Black Dress Shirt (no sleeveless shirts, NO T-SHIRTS) with black shoes for concert season uniform. Please note that I’m assuming Drillmasters will be worn for concert season- you may wear other black shoes for concert season as long as they are NOT “flip-flops”, “slides”, tennis shoes, etc. *Note: the blazers are now RETIRED, not to be worn again.*

Special instructions pertaining to uniforms:

* + **Band uniforms are never worn partially in public**. They are always entirely on or off. The only items that may be taken off in public are the gloves and hat, upon the band director’s discretion. The jacket is to be zipped and snapped in public and the band shirt must always be worn under the jacket unless the band director indicates otherwise.
	+ Students are not to wear anything on their heads while wearing a band uniform except the marching hat with the marching uniform (NO bandannas, baseball hats, ski hats, large hair accessories, sunglasses, etc).
	+ Since the purpose of wearing a uniform is to make all members look as similar as possible, students should refrain from wearing excess make-up, jewelry, bright hair coloring, or anything else that would make them stand out. Wearing sunglasses is prohibited, unless instructed otherwise by the band director. **Long hair must be tied up and placed under the hat when wearing the marching uniform.**
	+ Students should not eat or drink any substances except water while wearing band uniforms/color guard uniforms, except in special circumstances determined by the band director.
	+ Marching Band pants must be hemmed to an appropriate length; help is available for this if needed IF APPROPRIATE NOTICE IS GIVEN.
	+ Students should periodically check their uniforms throughout the year to make sure they still fit properly; if a student outgrows a uniform part, the student must arrange to provide another appropriate garment (exception being marching uniforms with which ample notice must be given to the director!)

**CHAIRS/PART AUDITIONS/SECTION LEADERS**

Students audition for chair placement toward the end of fall marching season. Chair placement is based strictly on playing ability as demonstrated through the audition. Seniority is not a consideration unless in the event of a tie.

For percussion, students will audition on a battery and mallet instrument and have the scores averaged together.

Students may challenge students who sit ahead of them in chair placements. To challenge, a student must submit a properly completed challenge form to the band director. Challenges occur outside of class; the band director will select a piece of music for the challenge and post all pertinent information regarding the challenge as soon as possible. Students are responsible for reading the posted information. Students who are more than five minutes late will forfeit the challenge unless they can verify an unavoidable conflict. All band director decisions are final. Students should be aware that it is a privilege to sit a certain chair, and the band director reserves the right to rearrange chair as he/she sees fit due to behavior or unexcused absences.

For marching instruments (especially percussion), chairs do not necessarily affect assignments. Attendance, behavior, ability, etc. all factor in!

First chair players typically get to play solos if written in their part and will be asked to help others in their section with fingerings or other items pertinent to playing the instrument from time to time.

Being chosen for Leader or Section Leader is a privilege and is NOT the same as being a “first chair player”. A Section Leader, primarily used during marching season, is chosen for their ability to communicate well, for the strengths as a band member, and for dependability, etc. Section Leaders will be asked to communicate with their sections regularly in a positive way, set a positive example, and have sectionals at times. Section Leaders may be removed at ANY TIME because of demonstrating qualities that go against the standards of a leader in the band. SENIORITY IS NOT A CONSIDERATION. If students cannot be at band events and have multiple conflicts, this MAY be a factor in not-being chosen as a section leader.

**MARCHING BAND/PEP BAND POLICIES**

Marching Band

***All students are required to stay until the end of the football games (we function as a huge support system to our team and school).*** In addition, sometimes playoff games are called and they ask the band to attend. If a playoff game is set at the end of the season, HS band students would be required to attend unless of an excused reason (outlined in this handbook).

Pep Band

In the past, the HS band has been asked to play at basketball games. However, this hasn’t occurred recently. Please keep “posted” regarding Pep Band information!

**BAND WEB-SITE AND REMINDER TEXTS**

 Frequently check our band web-site for up-to-date information, www.brandywinebands.weebly.com

Parents: Sign up for to get reminder texts! Your number stays anonymous and you can unsubscribe at any time. Text this number: **81010**, This message: **@48b98b**

**2016-2017 BRANDYWINE HIGH SCHOOL BAND CONSENT FORM**

I certify that I have read the 2016-2017 Brandywine HS Band Handbook and am aware of and agree to abide by its policies. I have also read the 2016-2017 Brandywine Band Calendar and understand the importance of adequate notice for absences as outlined in this handbook. As a Parent/Guardian, I give my consent to allow my student to participate in all facets of band performances outlined in the Band Calendar, and both as a student and parent, we agree to participate (or allow participation) in all band performances unless in the event of an excused reason outlined in the handbook.

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Phone(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please initial if you give permission for your child to watch G, PG, and PG-13 rated films in class

 \_\_\_\_\_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian E-mail(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(only list if you are not*

*currently getting e-mails)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(only list if you are not currently getting e-mails)*

Student Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Parents and students, please include your e-mail if you wish to be included in a parent e-mail network)**

*Please list any conflicts with band performances (see calendar)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

\*NOTE-phone numbers may be used by the teacher OR chaperones in the event that a parent needs to be contacted for any reason.

**STUDENTS: PLEASE RETURN THIS COMPLETED FORM TO MRS. LIVENGOOD BY FRIDAY, SEPTEMBER 9th, 2016. This is a 20 point assignment and is what we use as the universal “permission slip” for all our events! It must be turned in for a student to be in band!**