**SHAWNEE HIGH SCHOOL INSTRUMENTAL ARTS DEPARTMENT**

Band Member’s Handbook

Everything you need to know about the Shawnee Band

2019-2020

**Welcome to the *Pride of the Pack* Band Family!**

We are extremely excited that you have decided to continue your music education in the Shawnee Instrumental Arts Program. Over the past few decades our program has continued to grow and has became a place for students to achieve music at high levels every day. We are glad you are here to continue our tradition of excellence and look forward in your progression as musicians.

This handbook guides as a generic overview for our band program. Obviously we cannot write every aspect of our program into this handbook, however this should serve as a great guide to start with! I hope you enjoy this coming school year. We have some great musical experiences lined up for you!

Ryan Henigman

Director of Bands

Shawnee Public Schools

**General Topics**

**Notice of Non-discrimination**

The Shawnee High School Band is an authorized extracurricular organization of Shawnee Public Schools. Shawnee Public Schools does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

* The Assistant Superintendent should be contacted for all student and non-student and/or employment related issues at 405-273-0653 or at 326 North Union, Shawnee OK 74801.
* The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 405-878- 6794 or at 326 North Union, Shawnee, OK 74801.
* Inquires concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

Office for Civil Rights

U.S. Department of Health and Human Services

601 East 12th Street - Room 353

Kansas City, MO 64106

Customer Response Center: (800) 368-1019

Fax: (202) 619-3818

TDD: (800) 537-7697

Email: ocrmail@hhs.gov

**Eligibility**

Shawnee Public Schools and the OSSAA requires that all students be passing all classes in order to compete in competitive events. A student that is not passing is given a week long probation period, beginning on Sunday and ending on Saturday, in which to bring up any failing grades. If that grade fails to rise above failing or a grade in another class falls below passing within that week, the student is declared ineligible and is not permitted to participate in competing band performances until a passing grade is achieved in all classes.

If a student is ineligible, they may not travel with the band to any events that are competitive in nature. Ineligible students may not perform or wear a band uniform at any event where competition is taking place.

**Students that are ineligible may not earn points for band performances that they miss due to ineligibility.**

If you are listed on the eligibility list, your conductor will notify you as soon as possible. Once you are notified, you should make immediate arrangements with the teacher(s) of the class(es) you are failing to get extra help or make up work. Be prepared to work hard until the task is complete and don’t fall behind in another class while doing so.

**Bus Trips**

All band students must ride the bus to the event unless granted an exception by school officials. Students can return home from a band function in a private vehicle, but parents must sign proper forms. Forms are available from the band office.

At the beginning of the year, students will be assigned to a bus and that is the bus that they will ride each time a trip is taken. The bus list will not be changed unless there is a problem that is significant in nature and the band staff determines a change is necessary.

Students must follow all rules set by the school and driver. Some drivers are more tolerant of noise, refreshment, etc. than others. You must be flexible and meet the minimum requirements of the bus driver no matter what they may be. Your safety is in their hands and they must have an acceptable environment in which to operate their bus safely in.

Bus **departure** times are not the time for you to show up at the band room. Bus **loading** times are not the time for you to show up at the band room. Show up **before** these times, take care of your responsibilities regarding equipment and uniform, then **load** the bus so that it may **depart** at the announced time.

Should a driver allow food or drink on the bus, you must pick up your garbage. Do not get up out of your seat to put the trash in the receptacle. Getting out of your seat while the bus is moving is a violation of state law. Do no pass your trash up to the front of the bus, making the chaperone or director in charge of disposing of it. Hold onto the garbage and deposit it in the appropriate receptacle each time you exit the bus.

There will be no physical contact on the bus in regards to display of affection. Couples will be required to sit as far toward the front of the bus as possible and be closely supervised. Chaperones and drivers will be instructed not to tolerate any shows of affection. Hands and faces of students must remain in plain sight and students may not share pillows, blankets or other cover with seatmates. Students who violate policies regarding display of affection will be given one warning, then separated for the remainder of the school year should further incidents occur.

**Leadership Team**

The leadership will consist of section leaders appointed by the band director, section representatives elected by the full band membership, and the drum majors of the marching band.

The leadership team will elect the following officers: president, vice-president, secretary and historian. Leadership Team will help with planning and organization of various band activities throughout the year.

**School Equipment**

The school is only responsible for repair to school instruments in your possession that are due to normal wear and tear. Any damage caused by neglect, accidents, and careless activity will be the responsibility of the student to repair. If you are using a school instrument, treat it as a valuable personal possession. Do not allow others to play on it and be careful to store it correctly in the case. Do not put other items in the case as they may get stuck inside the instrument or cause other damage to it.

Students are responsible for repair beyond what is considered normal wear and tear to school instruments that are checked out to them.

**Marching Band**

Through enrollment in band class, all students are automatically considered members of The Pride of the Pack. Students are required to participate in marching band unless there are significant medical reasons that keep them from meeting the physical requirements of the activity. Such medical reasons must be documented by a physician and must be long term in nature. Some members of the marching band may be considered as alternates. The level of participation in the marching band is determined by the band staff, which will fairly consider the ability levels of each student and place them in the appropriate role.

**Rehearsal Attendance Requirements**

Marching band begins rehearsal approximately two weeks prior to the start of the fall semester. Students are required to participate in these rehearsals as a condition of membership unless arrangements are made **in advance** between band staff and parents. Students that do not make arrangements and do not participate in the summer program may not be accepted as a performing member of the marching band at the beginning of the year. In this case, the student may be assigned non-performing responsibilities or may be considering an alternate. Alternates must wait for a spot to open up in the competition band in order to perform with the band during halftime and contest performances.

Once the school year begins, marching band begins each morning at 7:30 a.m. It is the responsibility of the student to obtain transportation to early morning rehearsals. Car pools with other students or parents exist for those students that need to find transportation. Should a student not arrive to marching band on time, the following rules are in effect:

1. Late to rehearsals held outside normal school hours-run one lap around the practice field and lose a portion of the daily attendance points. Ex: If a student misses 50% of the extra rehearsal time due to a tardy, the student will only earn 50% of the points possible.
2. Less than 15 minutes late to class-#1 above and school policy on tardy enforced.
3. More than 15 minutes late to class-#1 above and student earns a UTD (counts as an absence).

Students with excessive tardies and/or absences to marching band can be removed from the competition show and replaced with an alternate.

Students may not leave band rehearsal to attend other extra-curricular meetings that often occur before the start of the school day unless it is absolutely necessary for them to be in attendance because they play a very important role in the organization and its purpose at that specific meeting. In this case, students should notify the band staff prior to the start of rehearsal and obtain a note from the sponsor of the organization holding the meeting, stating that it was absolutely necessary for the student to miss band rehearsal for such meeting. Students that do not do this will be subject to the above attendance policies.

Students that need to see a teacher for extra help or make up work between 7:30 and 8:30 a.m. must first check in with the band staff at 7:30. Students failing to do this are subject to the tardy policy outlined above.

**Extra Rehearsals**

Once a week during the competition season, an extra rehearsal is held. All members of the marching band are required to attend. This rehearsal will last 90 minutes and will be held either in the late afternoon or early evening. Rehearsal format and times of attendance will vary with goals.

In addition, a playing sectional may be held prior to the start of the extra rehearsal or at another arranged time. Members of the percussion and color guard sections of The Pride of the Pack may have additional rehearsals with their respective instructors as needed.

**Membership Requirements/Performance Attendance**

**Marching Band is a team effort and all members of the team must be at all events**. There are no substitutes sitting on the bench ready to take your place. Students must attend all performances of the marching band, including after school pep rallies unless excused for the following reasons:

a. Illness-Staff must be notified of illness **in advance**. Parent/Guardian calls are accepted. Student calls are not. **Notification after the fact is not accepted**. Call in advance and leave a message on the answering machine.

b. Family emergency-Band staff realizes unexpected events such as death in the family, auto accidents, etc. sometimes occur. Parent/Guardian must contact band staff as soon as possible to verify the emergency.

c. Participation in another school activity-Students and parents should make a thoughtful decision as to which event is more important and attend that event.

d. A special situation-Band staff recognizes that special situations come up. Band staff will carefully consider requests to be excused for such events, **but must be notified of them at least two weeks before the date in question. Requests do not guarantee approval.**

**Students will not be excused from band performances due to work obligations. You are a student first and an employee second**. Members of The Pride of the Pack must also be responsible employees at their place of employment and notify their supervisor well in advance of their need for time off for band performances.

A performance attendance contract must be signed and returned to the band staff during the first two weeks of the school year. This contract will be kept on file for the duration of your band career.

**STUDENTS WHO FAIL TO TURN IN THEIR CONTRACT CAN BE REMOVED FROM BAND**

**Rehearsal Conduct**

In order to achieve a high degree of performance excellence, students must take pride in their daily rehearsal habits. Leaders of the band are expected to uphold the highest levels of personal discipline and guide younger members of the band towards achieving the same degree of personal conduct. Below is a sample list of behaviors that will not be tolerated:

1. The use of profanity.
2. Talking while a staff member is addressing the group or conducting rehearsal.
3. Eating food or consuming beverages during rehearsal.
4. Treating others in a disrespectful manner.
5. Failure to cooperate with instructors; obvious display of disrespect toward a staff member.
6. Inability or unwillingness to stand at attention when required to do so.
7. Playing on any instrument when not instructed to do so.
8. Failure to remain in one’s drill spot on the field.
9. Failure to willingly follow directions given by any staff member.
10. Use of or distraction created by any electronic device.

**Performance Conduct**

Students are expected to maintain high levels of mature conduct while at all performances of The Pride of the Pack. When students are at ball games and competitions, they are members of an organization and will adhere to the policies of that organization not only during the actual performance, but during the time in group is present at the performance site. Below is a sample list of behaviors that will not be

1. Inappropriate wearing of the uniform.
2. Failure to sit in designated sections during ball games.
3. Playing on instrument individually during ball games.
4. Leaving the band section at times not designated as break times during games.
5. Reporting back to the band section late after designated breaks.
6. Public Displays of Affection-Put your personal, physical relationships on hold during band  functions.
7. The use of profanity.
8. Failure to cooperate with a staff member when asked to correct a behavior.
9. Inviting visitors into the band section that are not members or approved guests of the band at  ball games.
10. Leaving the event or game before it is over.
11. Eating or drinking during games other than at designated break times.

Leadership team members of The Pride of the Pack are expected to set the correct example for all members to follow. They should be the first to arrive, the last to leave and the first to offer the hand of assistance to the band staff when it comes to maintaining discipline and order in the organization.

**Color Guard**

Membership in color guard is open to any student in good academic standing at SHS in grades 9-12 that successfully completes the audition process.

**Playing members of the band** are permitted to participate in color guard as long as they continue to play their band instrument year around in concert band. A playing member of the band program that leaves the band program will not be allowed to continue as a member of the color guard or audition for a minimum of one year.

**Non-playing members** of the color guard are allowed in order to field a sufficient number of members. These students, while not members of a musical ensemble make a positive contribution to the program. These students must enroll in the course **Flag and Drill** on their enrollment form.

Auditions for color guard are held in the spring. A spring clinic precedes the actual tryout. The decision of the judges at the tryout is final and scores are not released to anyone.

Color guard students should expect to put in extra hours during the summer months attending extra rehearsals, and may also be required to attend a summer color guard clinic at their own expense as a condition for membership.

Color guard students are also expected to purchase their own uniform, although fundraising activities will be held to assist students with this.

Extra rehearsals for guard members are also held during the competitions season in addition to the extra rehearsal demands of the full band.

All rules in regard to conduct and attendance set by staff must be observed.

**Drum Majors**

Drum majors are selected through competitive auditions during the spring.

Drum majors must uphold the highest standards of leadership and conduct at all times. They are the student band director. They should promote the band within the school and community and proudly defend the band from any detractors. Conducting is a very small part and one of the lesser jobs in terms of importance of the drum majors. Above all else, the drum major must be someone that loves band and is totally loyal to the goals of the organization.

**Grading Policies**

Grading for The Pride of the Pack is based on the following criteria:

A. Rehearsal attendance

B. Performance attendance

C. Music playing tests

D. Written tests cumulative in nature that are given at the end of the semester E. Other announced grading opportunities.

**Uniforms and Costumes**

It is crucial that all students take great care of their band uniform and/or costume, and take personal responsibility for properly maintaining it.

All students are required to purchase uniform accessories such as black socks, black band shoes, etc. Specific details will be announced each year as to what is required.

A uniform fee is assessed to help with uniform maintenance/replacement costs. Students must pay this fee by the end of August so that necessary cleaning can be conducted on a regular basis. The alternative to this fee is to require students to take their own uniforms to the cleaners and pay more for the service, or require each student to go purchase certain parts at a specific store and pay more as well. The fee is charged as a convenient way for you to meet your responsibility toward uniform care and maintenance as inexpensively as possible. Please make sure it is paid on time.

When a student wears a uniform or costume associated with our band, you become a representative of our band, school and community. Be conscious of the fact that others will make judgments about these entities based upon your conduct and behavior. Please strive to leave a good impression upon those who observe you while wearing the uniform by wearing it properly at all times and by conducting yourself in a mature, upstanding manner.

During hot weather, students may be permitted to remove parts of their uniform during breaks or during the time in which the band is not actively performing. If this is the case, students must be wearing the designated band shirt under the uniform in order to remove uniform parts. Be sure you wear it when you are told to do so. Band staff will decide when the weather is too hot. Individual band students will not make that decision based on how hot they personally are. The band will be clearly told when permission is granted to remove all or part of the uniform. If an announcement is not made, the complete uniform must be worn by all students.

During cold weather, students are encouraged to wear warm undergarments under the uniform. In addition, students will be permitted to wear coats or wrap up in blankets at ball games or other events when the band is not performing. However, students should not wear garments under their uniform, such as jeans, that may cause the uniform to fit improperly or cause a seam in the uniform to tear. Long pants in general should not be worn under the uniform, since the pant leg inevitably hangs out below the pant leg of the band uniform and looks particularly bad.

After a home football game, every band student is expected to report to the band facility after the game and change out of their uniform. At that time, the student should hang the uniform up properly on a hanger and return it to the proper storage rack. Each student should store their hat in their hat box and return it to the shelf where it is stored. **STUDENTS ARE RESPONSIBLE FOR THEIR OWN SHOES**. It is not considered acceptable for a student to leave their uniform laying somewhere in the band room or to leave other accessories laying in their “special place” in the band facility. Students must take responsibility for properly storing all of their equipment where it belongs so that it can easily be found the next time it is used and not stolen or lost in between.

When the band travels, uniforms will be loaded on the equipment truck and transported to the performance site. **BRING YOUR SHOES AND PUT YOUR NAME IN YOUR SHOES.** All shoes look alike and many of you share the same size. Do not steal or borrow someone else’s shoes or other accessories because you forgot yours. Upon arriving at the performance site, uniforms will be placed in alphabetical order so that each student can easily find their uniform. Get yours and keep track of it. Don’t lay it somewhere. Do not change clothes and carelessly lay it near someone else’s uniform, allowing them to get confused and grab yours by mistake. After each performance, carefully check your uniform numbers and be sure that you still have your uniform. Carefully check your accessories, making sure that they belong to you, and store them in a place where they won’t be borrowed by someone else. It is suggested that you obtain some type of plastic container to put your shoes, socks, etc. in, or obtain a shoe bag and place your name on it in permanent marker. After checking things, carefully return your uniform to the storage rack.

DO NOT TRADE UNIFORM PARTS WITH YOUR FRIEND. If a trade is in your best interests, see the band staff and records can be altered. If you trade without informing the band staff and the person you traded your uniform to loses all or part of it, YOU are still responsible for replacing it.

**T-SHIRTS**

All t-shirt designs associated with band and/or sections in the band must be pre-approved by the band director before they are printed by the manufacturer. Design will not contain inappropriate content that may be offensive to other members of the band or the general public.

The official band t-shirt will be worn at designated times by all members. **It is not permissible to cut the sleeves off of the band t-shirt. Uniformity will exist for full band functions.**

**Concert Band**

**Rehearsal Attendance**

Students should be seated, with their instrument assembled and all materials available for immediate use at the designated starting time for rehearsal. In most cases, warm-up will begin immediately at the start time of each rehearsal. Warm-up is the most important part of rehearsal. Students that do not properly warm-up do not play with their best sound and do not maintain maximum endurance for that particular playing session. Therefore, it is crucial that all students be ready to play on time. Students that are not playing their instrument at the start of warm-up are considered tardy and will be subject to the following policies:

1. Late to rehearsals scheduled outside of normal school hours-Student will lose a portion of the daily attendance points. Ex: If a student misses 50% of the extra rehearsal time due to a tardy, the student will only earn 50% of the points possible.
2. Less than 15 minutes late to class-Rule #1 and school tardy policy is enforced.
3. More than 15 minutes- rule Number 1 and student is counted absent from class (UTD).

**Concert Band Performances**

Times for concert band performances will be announced well in advance and students are expected to report on time so that the band may properly warm-up and tune prior to the performance.

When students must wait while another group is performing, please keep these policies for appropriate conduct in mind. It is not acceptable at a concert band performance to do the following:

1. Talk during a musical group’s performance.
2. Clap between movements of multi-movement compositions.
3. Whistle or cheer. Limit your show of appreciation to applause.
4. Walk around and/or leave the audience during the performance of a group.

Concert Band is a team effort and all members of the team must be at all events. There are no substitutes sitting on the bench ready to take your place. Students must attend all performances of the band unless excused for the following reasons:

1. Illness-staff must be notified of the illness in advance. Parent/Guardian calls are accepted. Student calls are not. Notification after the fact is not acceptable. Call in advance and leave a message on the answering machine if necessary, but do be responsible and call ahead of the performance time.
2. Family emergency-band staff realizes unexpected events such as a death in the family, auto accidents, etc. sometimes occur. Parent/Guardian must contact band staff as soon as possible to verify the emergency.
3. Participation in another school activity-students and parents should make a thoughtful decision as to which event is more important and attend that event.
4. A special situation-band staff recognizes that special situations come up. Band staff will carefully consider requests to be excused for such events, but must be notified of them at least two weeks before the date in question. Requests do not guarantee approval.

**Grading Policies**

Grading for concert band is band on the following criteria:

1. Extra rehearsal attendance
2. Performance attendance
3. Music playing tests
4. Written, cumulative exams at the end of the semester
5. Any other announced grading opportunity

**Classroom Conduct**

Standards of musical performance at the high school competition level are high and demand high levels of personal discipline. Students must come to each rehearsal with a willingness and desire to work together to achieve high goals. In order to do this, some behaviors cannot be tolerated. Below are some common behavior problems that are not acceptable in band class:

1. Chewing gum, eating and drinking during class
2. Talking to classmates during class
3. Doing homework, reading books/magazines instead of paying attention
4. Uncooperative attitude
5. Leaving seat during class without permission
6. Missing/tardy to band to make up work in another class
7. Missing/tardy to band to visit with teachers, students, etc.
8. Passing notes in class
9. Playing on an instrument when the conductor has not indicated such.
10. Making fun of or treating others with disrespect
11. Insubordination to any adult in an authority position
12. No cell phones or electronic devices shall be used or visible to band staff at any time.

**IF IT IS WRONG, DON’T DO IT!** This is a good general rule to live by that will keep you out of trouble 99% of the time. Think about your actions before you follow through.

**Group/Chair Placement**

Auditions for chair placement will occur at the end of the marching band competitive season. All members of the band must prepare the assigned music. The music will be graded. A part assignment will be issued to each student based on the performance. Should students not play the audition by the announced deadline, they will be given a grade of “0” and assigned last chair in the concert band.

Once initial placement has been established, changes can be made by the following actions:

1. A tryout can be held within a specific part or section that changes placement.
2. The entire band may have another audition
3. The student may be moved down to a lower part due to poor performance or disciplinary reasons.
4. Students may challenge for higher chairs if a challenge round is announced by the director.

**Challenges**

Challenges will be made available at the discretion of the director. Once announced, students may only challenge for one chair above their current placement. Material will be selected by a staff member and will be played off at a time convenient for the director.

**Solo/Ensemble Participation**

Students are encouraged to perform a solo at district OSSAA contest in mid-February and some will be required to participate in the ensemble portion of the contest. Below are guidelines for solo/ensemble participation:

1. Any student can sign up to play a solo. There is no memorization rule in effect anymore!
2. Band staff will form approved ensemble events and enlist qualified students for participation based on ability, academic standing and work habits. Students showing an interest in participating will be given every consideration for membership in an ensemble.
3. Students must play their solo entry for a band staff member in advance of the contest. Those that have not adequately prepared will not be allowed to attend the contest.
4. All solo entry fees must be paid by the announced deadline. Those participating in a required ensemble will pay no fee, but will be required to reimburse the band if they fail to participate in the contest they are entered in. Once fees are paid to band staff, they are not refundable for any reason.
5. Most solos are written with piano accompaniment. If they are written with accompaniment, then they must be played with accompaniment. This is the responsibility of the student to acquire an accompanist and schedule practices with an accompanist well in advance of the contest date. It is also the responsibility of the student to inform the accompanist well in advance of the specifics of the contest such as date, time, location, etc. You should be prepared to pay your accompanist for the service. Band staff will assist students with acquiring an accompanist if asked to do so, but are not responsible for any other details.
6. Students are required to present their judge at contest an original copy of the music that they are performing. No photocopies are allowed. Music performed must be written for that specific instrument or combination of instruments. No substitutions are allowed unless indicated by the composer. In addition, music from popular song books, hymnals, method books, etc. is not considered appropriate for this contest. Your director will assist you in choosing appropriate music to play at this contest. You may be required to purchase music that is appropriate to perform at this contest if the band does not already own any that meets your needs.