



2017-2018 MLHS Chief Band Handbook

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Band website(www.chiefband.org):

- *Practice Log E-form*
- *Absence Request E-form*
- *Band Live Calendar*
- *Solo/Ensemble E-form*
- *Basketball Pep Band E-form*
- *Other special events E-form and Information*

Charms(charmsoffice.com/charms/login.asp):

- *Student Accounts (password protected)*
- *Official band calendar*
- *Volunteer Sign-ups (calendar)*
- *RSVP for special events (calendar)*

Letter From Directors

Welcome!

Thank-you for being a supporter of music! The following handbook is the syllabus for the band program. Please read it carefully and take special note of the dates and times listed on our 2017-2018 calendar. This document should provide a good picture of our schedule, expectations and answer questions which may arise concerning the details of our program.

Every year, emphasis will be given to improvements in the areas of section development, music theory, and student leadership. We hope also to encourage additional students and parents to take up the challenge of private instruction. Certainly, there is no substitute for a personalized plan of instruction as monitored by a professional who specializes on your student's instrument of choice.

The upcoming year will present many great opportunities for your student to grow musically and to be part of a fun musical family. We encourage each student to make the most of these opportunities. With excellent preparation, a positive attitude, and the desire to be successful, he/she will have a great experience.

"Band is Life" - Translates: If you do band well, you will do life well.

Sincerely,

Daniel Beich & Michael Divelbiss

Band Directors

Student Guidelines/Rules/Conduct

Student Goals:

- To participate in selected school and area activities.
- To improve playing proficiency on individual instrument.
- To participate in area music festivals at universities and solo and ensemble festivals.
- To improve individual quality of life through musical participation and appreciation.
- To foster pride, accomplishment, citizenship, tradition, morale, spirit, and loyalty through musical performance.
- To learn how to budget time and employ self-discipline.
- To demonstrate responsibility to band; to family; to school; and to other activities (simultaneously).

Student Rules:

1. Do your best always!
2. Do not whine.
3. Be respectful of all people, facilities, and equipment.
4. Listen to instructions the first time.

Bandroom Conduct:

1. Keep it clean and organized (push stands down and straighten chairs).
2. No food, drinks, or gum during rehearsals.
3. Do not touch equipment without permission (especially percussion).
4. No horseplay, running, or throwing of objects.

Grading Procedures

- ❖ **Evening Rehearsal Attendance**
 - Unexcused absence=0 & deduction in “responsibility” category.
 - Late Excuse=* or “No count” & deduction in “responsibility” category.
 - Communicate absences at least 24 hours in advance of rehearsal.
- ❖ **Concert/ Football Game/ Parade Attendance**
 - Unexcused absence=0 & deduction in “responsibility” category.
 - Late Excuse=* or “No count” & deduction in “responsibility” category.
 - Communicate absences at least 2 weeks in advance of performance.
 - Uniform discrepancy may result in point deduction and students may not be allowed to perform.
- ❖ **Test Scores**
 - With 1 week or more notice, a test may be given in class as a solo performance; by a taped performance; or by an in class "walk by" evaluation. In addition to playing tests, special projects may be assigned to band members. These may appear as homework assignments or in-class written assignments.
- ❖ **Classroom Preparation**
 - Instrument-in playing condition. Folder, Music, scale sheets, pencil, etc. (on the stand). If you share a stand (that’s ok) make sure your folder is on the stand so that you can make marks on your copy. Assignments, including practice records, completed on time. If you cannot play your parts. . . learn them. Ask for help. Unexcused absences and tardies will be considered in determining student grades.
- ❖ **Citizenship**
 - Stay in seats (permission required for drink/restroom). No conversation when director is talking/on the podium or when others have questions. No gum, food, or drinks in the bandroom during rehearsals. No books/homework/notes/electronic devices . . . These will be taken from you. Treat rehearsal time like performance time.
- ❖ **Extra Opportunities**
 - Other concerts attended (proof will be a program signed by director of concert). Hand it in to me with your name on it and I will return it to you. This does not include groups of which you are a member.
 - Private lessons - per lesson. See directors for details.
 - Solo/Ensemble participation (+5); 3rd quarter Solo/Ensemble preparation (+5); 2nd quarter Chief Band (up to +5pts/quarter).
 - Basketball Pep Band (up to +5pts/quarter).
 - All State/WIBC/Pit Orchestra (+5).
- ❖ **Calendar**
 - The Calendar is clearly marked with dates, times, event locations, and describes who needs to participate. As this calendar will function for the majority of band students, it includes information that may not pertain to you. Please read carefully and ask questions!
- ❖ **Other opportunities may be announced**
 - If you would like to do a project for extra-credit, the conditions of the project must be in writing and agreed upon by both student and director prior to beginning work.

Grades cont.

Grading Scale: Grades will begin at 100 pts. Full participation is expected and will result in an "Easy A."

A 100-93

A- 92-90

B+ 89-87

B 86-83

B- 82-80

C+ 79-77

C 76-73

C- 70-72

D+ 67-69

D 66-60

F 59-0

Tardies/Absences

Please Read Carefully

In class Tardies: As per the rules of Moses Lake High School, the tardy policy will be strictly enforced. A student will be counted tardy and be given a Tardy Ticket for a lunch detention if they are not in the Band Room when the tardy bell rings.

After school Absences: All absences from performances, parades, or mandatory events must be communicated to the director in advance. The procedure now requires an electronic form to be completed. It is located on the home page of www.chiefband.org. Employers may be called to confirm that the conflict is not a result of prompt and prior communication on the part of the student. It is expected that students and parents will make arrangements to see that all rehearsal & performances are attended. Family vacations not already planned at the beginning of the semester, should not be planned during these times. This is your responsibility to the group. Work conflicts can be avoided by submitting band calendar to employer. This includes family businesses & babysitting. Excuses must be signed by parents to be valid. Students excused to miss performances should arrange a make-up activity to earn points lost.

- ❖ Failure to communicate an absence at least **24 hours in advance of a rehearsal** will result in an unexcused absence.
- ❖ Failure to communicate an absence at least **2 weeks in advance of a performance** will result in an unexcused absence.
- ❖ Late communication will result in a deduction in the category of “Responsibility” and no credit will be given for rehearsal or performance.

Emergency absence: Follow the above procedure for an absence. Indicate “Emergency” if performance/rehearsal is missed as a result of sickness or an emergency. A brief explanation for absence will be expected. Do not assume that a message that was phoned-in to the attendance office was communicated to the director. Please refer to school attendance policy regarding excused and unexcused absences. Excused absences are not to be used to ‘opt out’ of any portion of the band curriculum. Students should fill-out a “Band Absence Request” for each excused absence.

Wind Ensemble/Concert Band/Cadet Band

Jazz Band/Pep Band

Wind Ensemble

The Wind Ensemble includes Wind Ensemble and select Percussion Ensemble Students. This ensemble is Moses Lake High School's top instrumental group and is a select group. Course requirements shall include no more than three parades in one semester, all home football games, evening rehearsals, a college band day, five concerts, Large Group Festival, and other selected performance/clinic/adjudication opportunities. Students can expect occasional testing and assignments. Wind Ensemble members are expected to participate in each of the required fund-raisers. See calendar for details. See grading procedures. See Uniforms for additional information.

Concert Band

The Concert Band includes Concert Band and select Percussion Ensemble Students. This group is open to all 10-12 students and select 9th grade students. Course requirements shall include no more than three parades in one semester, all home football games, evening rehearsals, a college band day, five concerts, Large Group Festival, and other selected performance/clinic/adjudication opportunities. Students can expect occasional testing and assignments. Concert Band members are expected to participate in each of the required fund-raisers. See calendar for details. See grading procedures. See Uniforms for additional information.

Cadet Band

The Cadet Band includes Cadet Band and select Percussion Ensemble Students. This group is our introductory group and includes all 9th graders and students learning an instrument for the first time. Course requirements shall include no more than three parades in one semester, all home football games, evening rehearsals, a college band day, five concerts, Large Group Festival, and other selected performance/clinic/adjudication opportunities. Students can expect occasional testing and assignments. Cadet Band members are expected to participate in each of the required fund-raisers. See calendar for details. See Grading Procedures. See Uniforms for additional information.

Jazz Bands (Beginning, Intermediate and Advanced)

Jazz Band is a credit-bearing, yearlong course. The Jazz Band will meet during the regular school day and may require additional sectionals. The ensembles are set in the spring, although there may be additions to accommodate new students in the fall. All members of the Jazz Band must be enrolled in the Cadet Band, Concert Band, Wind Ensemble or Percussion Ensemble (with the possible exception of certain rhythm section members). Enrollment is subject to director permission. All members are expected to participate in all rehearsal and all performances. All Jazz Band members are expected to participate in each of the required fund-raisers. See calendar for details. Attendance is taken like any other class and all the same guidelines and grading procedures for Cadet Band, Concert Band and Wind Ensemble apply to this group. See calendar for details. See grading procedures. See Uniforms for additional information.

Basketball Pep Band

The Basketball Pep Band consists of members the Wind Ensemble, Concert Band, and Percussion Ensemble who choose to support the varsity basketball teams. Basketball Pep Band is required for students wishing to receive annual lettering and award recognition. See 'Basketball Pep Band' attendance policy and travel guidelines. All performances shall be considered mandatory, and all absences shall be subject to deductions as per the attendance policy.

Program Requirements

General:

- Supply of reeds, oil, etc. Proper instrument care and regulation.**
- Fundraising all students-coordinated through ASB or Booster Club.
- Participation at all mandatory events.
- Every band member should have a pair of mid-calf plain black socks for marching and graduation performance.
- Percussionist, Jazz Band Members, Cadet Band & Concert Band/Wind Ensemble Men should own a pair of black dress slacks.
- Khaki Shorts: for springfest amphitheater performance & graduation performance.
- Concert Band/Wind Ensemble Ladies: need a low-heel **closed-toe** dress shoe to wear with dresses.
- Percussionists need to have a stick bag complete with SD1 General or equivalent snare sticks and a medium and soft sets of mallets.

Paid to MLHS:

- **ASB Card \$50:** (pay at registration to MLHS)
- **Uniform dry-cleaning fee (\$20):** (pay asap)
- **Instrument use fee (\$35):** will be charged for students using school instruments (Including Percussionists). A student who owns an instrument but volunteers to play a new instrument to balance instrumentation will not be charged. (pay when notified)
- **Instrument Lyre (approx. \$10):** This is for pep & marching purposes. (pay when notified)
- **Jazz Concert Tickets** (approx. \$30-40): Only jazz band members. (pay when notified)

Paid to Band Boosters*:

- **Black Band Shoes** (approx. \$30)
- **Fair Share Fee** (\$25) –please see explanation later in this document.
- **Polo** (approx. \$25-40)
- **Jazz Shirt/Tie:** (approx. \$35)
- **Concert Band/Wind Ensemble/Percussionist Tux Shirt/Tie:** (approx. \$25) Concert Band, Wind Ensemble Men & Percussionists

*Shirt/Tie/Shoes/Jackets/Polo purchases will be coordinated in the beginning of the year. Please wait to pay above items when invoiced with actual amounts. Fundraising for band supplies/uniform pieces IS an option. Contact us if this is your preference.

**See website for list of local music stores.

Uniforms-what to wear & when

Pep Band (football & basketball games): We will be sporting the band polo shirts and the pep jackets along with your favorite blue jeans.

Parades & Band Day: Full Uniform - everyone

Graduation & Springfest Amphitheater Performance: Band Polo; Khaki Shorts; Black Socks; & Black Shoes (we will bring pep jackets if it looks to be cold) - everyone

Concerts/Festivals:

- **Cadet Band:** Full uniform minus the hat.
- **Concert Band/Wind Ensemble:** Men: Black Slacks; White Tux Shirt; Black Bow Tie; Black Socks, Black Shoes; Black Tux Jacket Ladies: Dress, Shrug, Low Heal Closed-toed black dress shoe
- **Percussionists:** Black Slacks; White Tux Shirt; Black Bow Tie; Black Socks, Black Shoes; Black Vest
- **Jazz Band:** Black slacks; Black shirt; Maroon Tie; Black Shoes; Black Socks

Basic guidelines for uniforms:

- Always wear the full uniform.
- Keep track of all uniform parts.
- Label your uniform bag, hat, & hatbox (temporary label)
- Keep uniform clean.
- Do not sit on ground while in uniform.
- Always keep jacket & pants on a hanger to prevent wrinkling.
- Fines will be assessed for damage to uniforms

Replacement costs for uniforms:

The replacement of individual parts of each uniform shall be based upon the current replacement cost from the original company. This amount includes shipping; handling and any additional costs necessary to replace lost or damaged articles. Be advised that the total replacement cost of a full uniform is approaching \$700.00. It is preferable to collect your uniform in good condition than to require the replacement of part or all of the uniform.

Full Uniform:

Our band uniform includes band jackets, band pants, a band hat, black socks, and black band shoes. Please understand that failure to attend a performance in full uniform will result in a grade deduction. In the event that a student has arrived at a performance without a majority of the uniform, he or she may not perform at the discretion of the director. Also, 'parts' of a uniform will not be distributed on the night of a concert for forgotten or missing articles. These uniform adjustments must be made prior to performance.

Long Hair: pin it up under your hat. (guys too-parades)

Jewelry/Tatoos: If it is visible, it should be removed or covered up. (concerts & parades)

Basketball Pep Band Attendance Policy

Absences:

Excused: Accompanied by an “Absence Request Form” prior to event (see school attendance policy for excused absences). **24Hrs prior to rehearsal/ 2 weeks prior to performance**

Unexcused: Any absence not accompanied by a note.

Travel: Travel privileges shall be given to students based on attendance.

Extra-Credit: Extra credit will be for participation in the Pep Band. Credit is dependent upon level of participation.

Lettering/Awards: Lettering is a factor of one year of satisfactory participation in the Pep Band and Primary Ensemble. Pep Band Awards shall be given to students who remain in good standing by the end of the season. Students wishing to letter, but who cannot participate in Pep Band should discuss a plan including participation in Honor Bands or Solo/Ensemble festival.

I.E

- a. Participate in Basketball Pep Band.
- b. Participate in Solo Ensemble and achieve at least a 2.
- c. Get admitted into an honors Band such as WIBC or All-State.
- d. Participate in Pit Orchestra.
- e. Be an elected officer.
- f. Other options agreed upon by The Band Coordinator(s)

Awards & Lettering Requirements

Lettering/First Year Award -School letter and certificate

- Awarded after one year of satisfactory participation in Primary Ensemble* and Basketball Pep Band-Or as arranged with director.

John Philip Sousa Award

- Engraved plaque, permanent nameplate & certificate.
- Top Musician elected by end of year vote

Louis Armstrong Jazz Award

- Engraved plaque, permanent nameplate & certificate.
- Top Musician in Jazz elected by end of year vote

Director's Award

- Engraved plaque & permanent nameplate
- Outstanding Senior

Patrick S. Gilmore Award

- Engraved plaque & permanent nameplate
- Band Leadership Award

Woody Herman Award

- Engraved plaque & permanent nameplate
- Jazz Leadership Award

***Primary Ensembles:** Wind Ensemble, Concert Band, Cadet Band and Percussion Ensemble. *

Other awards include: Most Improved, Class Jazz Awards, Percussion Leadership Award & Marching Chiefs Awards.

Satisfactory Participation: shall be defined as one year of service while maintaining a band grade average of 80 percent or better (and) attendance of at least 80 percent of mandatory events for the year

Band Council

Drum Majors:

- Provides essential leadership to band.
- Conducts band in pep & marching performances.
- Assists director with uniform/plumes/attendance/inspection issues.

President:

- Organizes & Presides over Band Council Meetings.
- M.C. for Concerts & Banquet.
- Responsible for supervision of other officers.

Treasurer:

- Maintains records for band student accounts.
- Collects & Deposits money as needed.
- Assists Band Boosters in Fundraising activities & organization.

Music Librarians:

- Responsible for distribution and collection of band music and folders.
- Responsible for assessment of fines of lost or damaged music.
- Assists treasurer in collection of lost music or fines.

Uniform Chair:

- Assists Band Boosters in distribution and collection of band uniforms.
- Responsible for inventory and organization of uniforms.
- Assists in the assessment of fines for lost or damaged music.
- Assists in the assessment of cleaning, repairing, and replacement needs of uniforms.
- May recruit assistance at any time.

Equipment Manager:

- Arrives early for all events. Leaves late.
- Responsible for equipment checklist for each band trip.
- Responsible for loading buses or equipment van for trips.
- Responsible for organizing students for equipment needs of concerts and festivals.
- May recruit assistance at any time.

Band Officer Meetings:

- President is responsible for announcing meetings in advance.
- Meetings usually on Thursday preceding Monthly Booster Meetings.
- Band Officers are expected to attend monthly booster meetings 2nd Tuesday of month.

Fundraising/ Support Staff/ Band Boosters

Fundraising

The Moses Lake Band Boosters will sponsor fund-raisers during each school year. Funds shall be used for festival registrations, trips, clinicians, minor uniform alterations, special music purchases, and miscellaneous program expenses. For additional information as to the purpose of band fund-raisers, please attend a booster club meeting.

This year's fundraisers will be announced individually. Parents or students who wish to contribute to decisions concerning fundraisers should attend monthly booster club meetings. The band booster fundraising committee shall make all decisions concerning fundraisers. The Band Council may choose to organize and execute a fundraiser for the purpose of supporting student-coordinated activities. These shall be organized through and in accordance with the guidelines of the ASB. Director discretion will be used to monitor these activities.

Fair Share Policy

All families are expected to participate in fundraising. This is both to support the Moses Lake Band Boosters and to support student travel. Each year, the booster club will assess a fair-share portion of their annual budget to each student. This year, that amount is \$25 per student. Families who choose not to participate in fundraising activities will be asked to submit the fair-share amount (\$25) out of pocket. For families who participate in fundraising, all money earned over (\$25 profit) will go to that student's fundraising/travel account. All Fair-share contributions should be paid immediately after the first official fundraiser. See also: Band Fundraising Policy.

Band fundraising policy (draft document)

Monies raised through the Moses Lake (band) booster club belong to the club.

Individuals who work on behalf of the club can use club activities to generate funds to support their children's travel expenses.

The portion of money allotted for each student's travel expenses will be divided proportionally among individuals based on their level of participation in the fundraisers. This is after basic booster club operating expenses have been deducted.

Funds generated but not used will either be used 1) for the general good of the group; 2) for travel expenses-provided they are currently in the program as a band member or adult chaperone. Booster club funds (OR ASB) cannot be used to pay for uniform or equipment expenses.

It can be used for travel, meals, registration, clinics as these activities benefit the group. Purposes which generally benefit the individual are not supposed to be a target of booster funds. Citizens who support the booster club can expect that these funds will benefit the group.

Band Support Staff

A Special Thanks to everyone who helped out during our summer fundraisers!

Moses Lake Band Boosters

The Band Booster organization is the official title of any and all parents/supporters who actively support the band program. Activities include: monthly meetings, chaperones, fundraisers, event assistance, uniform care and maintenance, and many other worthwhile endeavors. Regular meetings of this group also afford all parties to meet for the purpose of discussing band program goals. You are already a member.

Band Booster Meetings for the year are included in the band calendar. Meetings occur from 7:00pm to 8:00pm in the H.S. band room.

Please mail payments and correspondence to:

Moses Lake Band Booster Club
PO Box 1805
Moses Lake, WA 98837