

Lonoke Instrumental Department Handbook

INTRODUCTION

Our mission is two-fold: 1) to offer students an opportunity to reach their fullest potential as an individual musician, and 2) to present a band program that serves the needs of our students, our school, and our community.

Our ability to progress and achieve is dependent upon our ability to function in an orderly, systematic manner as we strive to attain our goals. Each of us is dependent on the other, not only for high musical standards, but even more importantly for high moral standards, strong character, and a sense of responsibility to our group.

The purpose of this handbook is to provide valuable information about the Instrumental Program for the Lonoke Public Schools. The music program is a vital and important part of the total school life. The band represents a large, colorful, diverse, and highly disciplined segment of the school. A great deal of color and life is added to the community by the performance of the band at sporting events, concerts, parades, and community events.

To consistently achieve and maintain the high standard of excellence desired by this organization, members should familiarize themselves with the regulations, procedures and traditions of the “Pride of Lonoke County.” We have attempted to answer the common questions about the band program in this handbook. If a question is not covered in this handbook, please consult the Directors for further explanation.

THE ENSEMBLES

THE “Pride of Lenoke County” MARCHING BAND

The Marching band is comprised of registered students from the school district. The purpose of its existence is to provide entertaining and artistic performances for football games, pep rallies, band festivals, parades and concerts. Membership in the marching band is required for ALL students involved in the band program as it is an integral part of instrumental music education. The **High School Band will** rehearse during the marching season on Tuesdays from 4:00 pm to 6:00 pm. It will also be necessary to have sectionals for woodwind, brass and percussion students from 3:30 to 5:30 on Monday-Thursday from 3:30 to 5:30. The assigned day for each section will be given to the students at the beginning of the school year with the other events that are required for the students to attend.

SYMPHONIC BAND

The Symphonic Band is open to 9th -12th grade students with previous instruction in wind instruments. It consists of modern band instrumentation and provides instruction in common-practice period and twentieth century wind literature and transcriptions. The Symphonic Band is a class that meets every school day and performs several concerts and festivals each year. Private study is encouraged for all members of the Symphonic Band.

WIND ENSEMBLE

The Wind Ensemble is comprised of the most outstanding instrumentalists. Membership is by audition only. The repertoire of the ensemble is extensive. Private study is expected of members of this ensemble.

JAZZ ENSEMBLE

The Jazz Ensemble is a select group of instrumentalists from within the Band Program (with the possible exception of piano, bass, and guitar). Membership is by audition only. The repertoire of the ensemble is selected from a variety of jazz styles including swing, bebop, Latin, and jazz-rock.

Band Council

The Band Council is a group of students that hold positions that are elected and chosen by the band director. The elected positions of the council are President, Vice President, and Secretary. The appointed positions are section leaders, assistant section leaders, librarians, equipment manager, loading crew, public affairs coordinator, band Website assistant.

The duties of the elected positions are as follows:

President

Presides over all Band Council Meetings
Represents Band at all Band Booster Meetings
Presents issues and problems with solutions for discussion by band council.

Secretary/Librarian

Takes minutes at meetings
Assists director in any assigned duties
Take Attendance at rehearsals, and performances
Takes Photographs of band students at different events with band digital camera
Plans photo opportunities
Sorts and stores photographs to be used later
Coordinates photos to be posted on band website with website assistant and director
(photos must be approved by director before posting)

The duties of the appointed positions are as follows:

Section Leaders

Must be good musician and marching performer
Must show responsibility at rehearsals and performances
Knows and understands marching fundamentals
Attends all rehearsals, sectionals and performances
Maintains high level of spirit

Assistant Section Leader

Must be good musician and marching performer
Must show responsibility at rehearsals and performances
Knows and understands marching fundamentals
Attends all rehearsals, sectionals and performances
Maintains high level of spirit
Assist section leader when asked to do so
Replace section leader in her/her absence

Band Librarians

Copy Music

Sort Music

File Music

Pass out music (no originals)

Equipment Manager

Organizes Load Plan for equipment on band trailer and concert stage

Organizes loading and unloading of equipment as not to damage equipment

Supervises and assists in loading and unloading of equipment in a manner of efficiency and safety with other members of loading crew

Inventories the equipment by making a visual inspection of equipment being stored in proper place during transit and once final destination is achieved

Maintains and establishes seating chart for concert band set up for public performances

Loading Crew

Loads equipment in band trailer

Sets up concert band seating for all public performances

Loads and unloads equipment in a manner that will not cause damage or injury to others

Unloads equipment in a manner of efficiency and safety with others

Band Website Assistant

Assists in updating band website

Monitors links and points of interest and makes suggestions as needed

Confirms newsletter is up to date and current.

Notifies director of any changes that need to be made

Once permission is granted for any and all changes, notification will be given to proper personnel to make changes with district facilitator

BAND CAMP

Band Camp begins each summer prior to the opening of school. It is the intent of camp to incorporate new members and veteran members into a cohesive unit. The focus of the camp is marching and playing fundamentals and rehearsing the music to be played during marching season. In addition, drill is added to the marching fundamentals and preparation of the opener begins.

All members of the High School Band are required to attend and pay the registration fee for Band Camp. Absences must be arranged in advance with the directors. Students who miss Band Camp will be placed on alternate status and must acquire the needed performance skills and await the opening of a show position before being allowed to perform. Alternate status does not relieve the student from his/her rehearsal and performance obligations.

CODE OF CONDUCT

- * Please respect both personal property and the property of the Band Department.
If it's NOT YOURS, DON'T TOUCH IT!! If you TAKE IT OUT PUT IT BACK!!
- * Rude, Crude, and Socially Unacceptable behavior (as defined by the Directors) will not be tolerated during Band activities on or off campus.
- * **Public Displays of Affection (PDA's)** will not be tolerated while on band activities.
- All expectations of behavior and stewardship listed in the student handbook for High School and Middle School Students will be followed.

ATTENDANCE

*“TO BE EARLY IS TO BE ON TIME, TO BE ON TIME IS TO BE LATE,
TO BE LATE IS TO BE OUT!”* -- William Revelli (University of Michigan)

Band members are required to attend all rehearsals and performances and sectionals. As a co-curricular course, rehearsals and performances outside of class time are part of the educational process. Absences affect not only the individual who is absent but the entire ensemble. An absence necessitates repeating educational instruction when the student returns as well as eliminating the opportunity to develop blend, balance, and precision with the other students in the ensemble. Students must be on time for all Band functions. Learning to be early (on time) now will establish a life skill that is critical to success.

As a co-curricular performance-oriented activity, attendance is required for rehearsals and performances beyond regular school hours. This time will be kept to a minimum, realizing that other studies as well as family and personal time are important. This includes rehearsals, concerts, festivals, and the Pre-Festival/Guest Conductor Workshop.

EXCUSED ABSENCE FROM REHEARSAL: Band members will not be excused from rehearsals except in cases of extreme emergency or illness. In case of illness, students are required to call the Band Office as early as possible. Appointments, meetings, work, homework, and vacations, etc., will not be valid excuses for missing a rehearsal.

A written excuse from the parent or guardian is due upon the student's return. If you anticipate an unavoidable absence from rehearsal, please submit a written request to the director prior to the intended absence. Excessive absences may result in that individual being placed on alternate status.

UN-EXCUSED ABSENCE FROM REHEARSAL: Any student receiving an un-excused absence from rehearsal will receive a zero for that rehearsal grade. An un-excused absence may result in the student being placed on alternate status.

TARDY TO REHEARSAL/PERFORMANCE: Attendance will always be taken promptly at the beginning of a rehearsal or performance. A student arriving late will lose points towards their grade. If a student is habitually late for rehearsals they may be placed on alternate status, be given detention, or be involved in a conference with director and parent. Any student arriving late for a marching performance will lose their third-quarter break and may forfeit the opportunity to perform.

ABSENCE FROM PERFORMANCE: Performances are our major exam grades. Any absence which is not brought to the Director's attention for approval prior to the performance will be considered un-excused. Un-excused absences count as zeros for a major exam grade. If you anticipate an unavoidable absence from performance, please submit a written request to the director **at least one month** prior to the intended absence.

REPLACEMENT/ALTERNATING POSITION SUBSTITUTION

When someone in the Band is absent from a rehearsal or performance, regardless of the reason, an alternate could be assigned to that spot. If the absence is excused, the student may return to his/her spot. If a student has missed several rehearsals due to emergency conditions (excused), the directors retain the authority to allow either the alternate who has been filling in or the student to march the spot for performance based on the progress of the show in relation to the performance date.

GRADING POLICY

Individual testing & evaluation	35%
Performance attendance & contribution	30%
Rehearsal attendance, preparation, participation & contribution	35%

Assessments are taken by evaluating the preparation and participation in performances and rehearsals of individual band students. The sustained success of the instrumental programs has been the direct result of students and parents placing rehearsals and performances as a top priority on their calendar.

The dedication and sacrifice on the part of the band students are rewarded with honors at competitions, performances for the public as well as personal satisfaction of a job well done. Assessments are taken by observations of continued musical improvement. It is expected for example that a student's musical performance be increasingly improved compared to the first performance. The areas where musical improvement is expected for both marching and concert band include:

Articulation	Notes and rhythms
Dynamics	Phrasing
Ensemble playing skills	Playing range
Intonation	Technique
Musical term knowledge	Tempo
Musically expressive playing	Tone Quality
Classroom Behavior	Performance Etiquette
Execution of marching fundamentals	Drill placement knowledge
Music Memorization	Backward Marching
Glide Step	Lateral Slides
Maintaining of correct interval	Spacing

Material picked for playing test will be based on grade level of student and instrument. Each playing test will have a numeric grade assigned. This grade will be based on a grading scale and or rubric that show a clear and concise reflection of students performance of prepared material assigned.

To help clarify how poor performance, attendance issues and infractions could affect the student's grade, what follows is a list of examples of situations that may result in the lowering of the student's grade.

- 1) A missed performance will result in the loss of the total points for that event.
- 2) A portion of points will be deducted if asked not to play tested sections of the music because of lack of mastery.
- 3) Students unable to pass large portions of tested material and/ or placed on non-performance status; no points will be earned for the performance (s) missed.
- 4) Points will be deducted for not fulfilling responsibilities by not having equipment essential for rehearsal or performance.
- 5) Uniforms left out, not stored properly, worn in an improper way, not kept clean and pressed, or shoes not kept clean and white will result in a deduction of points possible.
- 6) Rowdy, undisciplined behavior in any setting relating to band will result in the loss of points possible for performance or rehearsals.
- 7) Bringing food, drinks, and gum into the band hall or stadium seating area unless approved will result in a deduction of points in the amount of points possible.
- 8) Not remaining in designated seat at any or all marching performances and rehearsals will result in deduction of points in amount of points possible.

9) Students placing themselves in the position to not be prepared to play in stands after clear instruction has been given will result in deduction of points in amount of points possible.

10) It is the intent of the directors to give the band students the period of time for the third quarter off as a reward for a job well done. Once students are released during the halftime period they have the remaining time of halftime and a portion of the third quarter off. If at anytime students abuse the privilege of having the third quarter off, students could be suspended for a designated amount of time from the third quarter privilege, suspended from the band program and disciplinary action will be considered. Students are to return to the stands and be in their designated place, ready to play when there is **two minutes remaining on the game clock in the third quarter. Congestion at the concession stand, restroom or stadium seating, or visiting with anyone will not be allowed to be used as an excuse for not returning on time. Exceptions to the students arriving on time will be done on a case by case basis by the directors only.** Students can use the time given of the third quarter to visit the concession stand, go to the restroom, or visit with friends. **At no time are students allowed to indulge in public displays of affection, wear uniform in a manner that is not appropriate or to leave the area in which the student will not be in sight of directors or adult chaperones.**

Eligibility

ELIGIBILITY – From the AAA Handbook – pages 24-26

SECTION 2 - NON-ATHLETIC COMPETITIVE ACTIVITIES

Rule 1. Bona Fide Student. (Same as athletic Rule 4.)

Rule 2. Scholarship. (Same as athletic Rule 10.)

Rule 3. Semesters. (Same as athletic Rule 6.)

Rule 4. Age. (Senior High same as athletic Rule 7, Junior High

Rule 4. BONA FIDE STUDENT

A. A student participating in interscholastic activities must be a bona fide student of the school; a bona fide

Student is one who has not graduated from a high school and who is enrolled in and attending regularly at

Least four academic courses in the high school. These courses shall be from those identified in the

Arkansas Department of Education Standards of Accreditation. Concurrent college courses may be used to

Meet the bona fide student rule.

Rationale - It is important that each participant be a full-time member of the student body.

NOTE: Enrollment in academic classes in a college does not affect eligibility as long as the student is a bona

fide student of a high school.

C. A local school may make an exception for a student in the last semester of the senior year provided the Student is enrolled in and attending regularly at least one academic course and is meeting all requirements For graduation.

Rule 5. Dropouts. A student dropping out of or leaving school, suspended with no credit, or expelled from school at any time during a semester must return to an Arkansas Activities Association member school and meet the scholarship requirements for one full semester. If, however, the last semester attended was completed, eligibility shall be based on that semester.

Rule 10. SCHOLARSHIP (ACADEMICS)

A. Junior high. A student promoted from the sixth to the seventh grade automatically meets the academic eligibility (scholarship) requirements. A student promoted from the seventh to the eighth grade automatically meets the academic eligibility requirements for the first semester. The second semester eighth grade student and the first semester ninth grade student meet the academic eligibility requirements for junior high by successfully passing four (4) academic courses the previous semester, three of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools. First semester ninth grade students must pass four academic classes to be eligible second semester of the ninth grade. Ninth grade students must meet senior high academic eligibility by the end of second semester in order to be eligible to participate the fall of their tenth grade year.

B. Senior high. The requirement for senior high (10-12) eligibility shall be:

- Passing four academic courses; and
- A minimum GPA of 2.0, based on the previous semester.

1. The student must have passed four academic courses in the previous semester. Any of these four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the Arkansas Department of Education.

2. To participate in interscholastic competition, students passing four academic courses but failing to meet the 2.0 GPA must be enrolled in and attending 100 minutes per week a Supplemental Instruction Program meeting established criteria as approved by the AAA.

a. To maintain eligibility under the Supplemental Instruction Program, the student must show improvement of at least one tenth of one point in their GPA after the first semester of participation in the supplemental program. To continue to participate following the second semester in the SIP the student must have reached the 2.0 GPA.

b. The student must have no unexcused absences for the current semester or its equivalent.

c. The student must have no school disciplinary action for the current semester. The school may define school disciplinary action, but as a minimum the policy shall state that a student has been disciplined when being placed on suspension where the student is out of school for a period of time.

d. The student must have no known criminal convictions.

e. The rule restricts a student to a maximum of two consecutive semesters in the SIP any time a student's GPA falls below a 2.0 for the previous semester.

Academic Course: An academic course is one for which class time is scheduled, which can be credited to meet minimum requirements for graduation, which is taught by a teacher required to have state certification in the course, and which has a course content guide approved by the Arkansas Department of Education.

NOTE: P.E. may be considered an academic course for one full credit within the 21 minimum credits. The first time a P.E. grade appears on the transcript in grades 9-12 is when it will be considered an academic course.

C. Alternate course credit. A student may satisfy the requirement by successfully completing the course(s) failed or courses(s) needed or equivalent course(s) in a summer term(s) or a correspondence course(s) approved by the Arkansas Department of Education for granting credit for graduation requirements.

Such credit shall be applied to the previous semester.

NOTE: When the same course is repeated, the former grade may be replaced. When a substitute course is completed, the grade shall be added to the courses for the previous semester and the GPA recomputed.

D. Special Education (Handicapped). A student must have earned passing grades in four academic courses of the I.E.P. for the previous semester. In junior high three of the four courses must be in the core curriculum areas (Math, Science, English, Social Studies).

E. Changing eligibility status. A student may regain or lose academic eligibility the first day of classes in a new semester. Eligibility shall be determined twice per year, once at the beginning of the fall semester (August/September) and once at mid-term (December/January).

Rule 6. SEMESTERS

A. Junior High – A student has six semesters of opportunity for eligibility. A student repeating either the seventh or eighth grade for any reason shall not have the opportunity for eligibility during the complete year that is repeated.

B. Senior High - A student is limited to eight consecutive semesters of opportunity for eligibility beginning with the student's first enrollment in the ninth grade (or earlier as defined in Rule 7. Age Note).

Note: A ninth grade student may compete for the junior high or for the senior high in the same member school district with separate campuses with permission from the involved principals. (Refer to Bylaws, Art. II, Section 7, Rule 1 -Classification of Students.)

If a ninth grade student competes for the junior high, the student may then compete for the senior high after the completion of that junior high sport season except for Class AAAAA as stated in the rule noted above. A ninth grade student may not compete for the senior high and then return and compete for the junior high in the same sport.

Semesters are applied toward the limitations regardless of the following:

1. If the school doesn't offer a sport; or
2. If the student doesn't participate; if a student isn't eligible; or
3. If the student's earlier enrollment was in a different school system.

Rule 7. AGE

A. Junior High. A junior high student is not eligible for junior high competition if the student's 16th birthday is on or before September 1.

NOTE: In the year a student in junior high school becomes too old for junior high participation, the student may be allowed to participate for the senior high if all other eligibility rules are met.

B. Senior High. A senior high student is not eligible for interscholastic participation if the student's 19th birthday is on or before September 1.

There is a minimum academic standard for students to be involved in any extra-curricular activity. The staff member that evaluates the academic standards that band students are achieving is the band director. Because the academic standard of the Arkansas Activities Association must be met for the instrumental program to participate in any state or regional event, precautions must be taken to assure that each student participating in the instrumental program is within those guidelines. If it is corresponded to the director by any staff member, through progress reports, report cards or any other assessments that students are not meeting the academic criteria set for by AAA the band director has the authority to assign a Supplemental Instruction Program to the student that is having difficulty in one or more areas. If at anytime a student is found to be in noncompliance academically or near noncompliance, additional instruction from an approved after school resource will be assigned. Students that are assigned this instruction must attend the required instruction and improve their academic status to meet the standards of AAA and the director making the assignment. If students fail to remain enrolled in additional program or do not make academic progress to the levels of the required guidelines, students may not participate in any extra curricular event until satisfaction of deficiency is achieved. The form of supplemental instruction will be after school programs made available. A roster of attending band students will be given to the teachers instructing in the program and progress will be determined by the band director.

Transportation/Travel

It is important that the travel instructions be followed so the Band can move quickly, safely and efficiently. The parent or guardian of each student will be expected to fill out an EMERGENCY TREATMENT AUTHORIZATION FORM. Students will not travel with the Band without this form.

-Chaperones are to be obeyed and treated with courtesy and respect. They are the delegates of the directors.

-The complete uniform should be worn properly when in public. You are representing the Lonoke School District.

-Horseplay, profanity, singing, chanting, and screaming are prohibited on the bus -- usual bus rules apply. Tape players, CD players, or radios **WITHOUT HEADPHONES** will not be allowed on the buses.

-Students may not change buses without permission. Roll will be checked on each bus before departure.

Transportation to all school sponsored events is provided by the school district. At no time are students to travel to any of those events by any other means of transportation other than the school provided transportation unless reprovved by the band directors. Once the request has been made an extensive discussion will take place with parent or guardian before permission is granted for student to be transported otherwise. Students will be allowed to be transported by other means of transportation from school sponsored events. For students to be allowed to travel away from school sponsored events written permission must be given to the director from the parent or guardian before student is allowed to be released.

When the students of the instrumental department travel, great care and planning is made to get the students to their destination on time and arrive home safely on time. A list of band events will be made available. With each event their will always be a time that students are to leave and an estimated time for students to return. In case of extreme situations or emergencies it could be a realization that students do not arrive at the planned time. If this is the case, an attempt will be made to contact a parent or administrator to meet parents at the designated return location and brief parents on our expected situation and arrival time.

Because of the arrival times being announced well in advanced, the transportation for the students to their individual locations should be made in advance as well. Students will be allowed to use their cell phones to contact parents while traveling home to allow parents to be available to pick up students. The phone in the band hall office will only be allowed to be used for **local calls only**. Once phone contact is made with parent by student the student should be picked up within a reasonable amount of time.

While students are being transported on busses to events and upon returning home, great care should be made with behavior on the bus. At no time will students be allowed to exhibit behavior that could impede the judgment of the driver or chaperones. Noise levels will be kept to a minimum. Students are to remain in their assigned seats until bus comes to a complete stop and students are directed to exit the bus. **No Exceptions!!!** If at anytime students are found to be causing any behavior problems on the bus or not following the guidelines of the drivers or directors, students could be suspended for a designated amount of time from the third quarter privilege, suspended from the band program and disciplinary action will be considered.

If students change out of their band uniform while traveling the band uniform must be kept in a reasonable transportable manner. Uniform parts that are not worn will be hung neatly on hangers and placed inside garment bag. Shoes will either be worn or placed neatly in garment bag. Hats will be placed inside the assigned hat box provided. Students are to keep all correctly stored uniform parts with them at all times. At no time should band shoes, hats, uniform parts not be stored correctly and allowed to be in contact with the floor. If it is found that individual students are not taking the proper care of the uniform or its parts financial restitution will be administered to the student to clean, repair or replace damaged or missing parts. Once students return from their destination, band uniform and parts will be taken off of the bus by the student assigned to that uniform and taken home. At no time will band uniforms or parts be allowed to remain in the band hall for any reason.

At no time are students to eat, drink or chew gum on the bus unless prior permission is granted. Before students are to be released to go home, an inspection will be done of the bus by the bus drivers to verify the cleanliness of the bus. If the bus inspection is not found acceptable, students that rode on that bus will return and clean the bus until the drivers feel that it is clean enough. If at anytime students are found to be continually leaving trash on the bus, students could be suspended for a designated amount of time from the third quarter privilege, suspended from traveling with the band program and disciplinary action will be considered.

Band Policy for Cell Phone Usage

Introduction:

It is the policy of the Lonoke Instrumental Department that the use of cellular phones by students is a privilege that is not allowed on events that do not take place on school campus and or during instructional or performance time within the parameters of this policy. The purpose of this policy is to ensure that student possession and use of cellular phones does not hinder the daily operations of school, does not interfere with instruction, and does not disrupt the performance of the instrumental department in any manner.

Rationale:

In order to properly prepare our students for life and promote excellence, the Lonoke Instrumental Department embraces technology and its appropriate use. Our students need to be exposed to available and newly developed technology in order to properly prepare our students for higher education and the world of work, and as contributing citizens in our diverse society. While we welcome and we embrace technology and its appropriate use, inappropriate use needs to be clearly delineated and consequences clearly spelled out.

The directors of the instrumental staff, in consideration of student safety and academic integrity within the school system, believes that appropriate procedures should govern student possession and use of cell phones within any school sponsored event. Educators from across the country are exploring the integration and instructional use of technology, including camera cell phones, web-enabled cell phones, and cell phones with multi-media capabilities. It is apparent that the need could arise in which the possession of a cellular device could be used as a safety measure to prevent harm or destruction. It is also possible that the situation could arise that deal with such devices being used inappropriately causing disruption, leading to academic dishonesty, and harassment and/or sexual harassment, and violation of individual personal privacy..

Scope:

This policy applies to the entire instrumental department of the Lonoke School District..

Policy:

Cellular phone use is a privilege that is granted to students in the following situations while on a school campus.

1. Cell phones may be used to locate parents or guardians in case of emergency while student is participating in a school sponsored event only after an adult band staff member has granted permission.
2. Cell phones may be used to arrange travel arrangements only when school sponsored transportation has begun its return arrival.
3. Cell phones will remain off, hidden and unusable from the time that student reports to the preparation for an event until the students are released unless permission is granted by an adult band staff member.
4. Cell phones will not be used at all in any manner during rehearsal, sectionals or performances.
5. Students may use cell phones only for verbal communication only. No text messages or photographs may be taken at any time for any reason.

Enforcement and Penalties:

1. Instrumental staff shall monitor and enforce appropriate student cellular phone use as defined in this policy. Instrumental staff shall monitor and enforce appropriate student cellular phone use on school sponsored events, sectionals and rehearsals.

2. A progressive approach to disciplinary action shall be used to address student cell phone use as it relates to: a) academic dishonesty, b) sexual harassment, c) other harassment, and d) disruption to instruction.

3. If student violates this policy in any manner, the cell phone will be confiscated and returned to parent at the most earliest time possible.

4. If student violates this policy in any manner a detailed description of the event will be given to the parent as soon as possible.

5. Upon the second incident of violation of cell phone use the school administration will be notified and asked to handle it within the parameters of their discipline policy.

SCHOOL INSTRUMENT RENTAL AND STORAGE

School instruments are rented to those students to which they are assigned. The Instrument Rental is \$60.00.00 per year or \$30.00 per semester. Rental fees cannot possibly maintain and replace instruments as they wear out. Therefore, maintenance and repair become the responsibility of the student during the rental period. Instruments that are assigned to students are the responsibility of the student. The proper storage and care of the equipment that belongs to the district is the responsibility of the student assigned to that instrument. If damage or loss of the instrument takes place due to the neglect of the assigned student, the repair or replacement of the instrument or its parts is the responsibility of the student.

FINANCIAL OBLIGATIONS

Any student that does not meet their financial obligation to the Lonoke Instrumental Department should expect the following:

1) If money for band shoes, lyre, and flip folder are not paid by the scheduled time, students will not be allowed to perform.

2) If the instrument Rental Fee is not paid at scheduled time, the instrument in question will be taken up until instrument fee is paid.

3) If a balance for horn repair is due on a personal instrument or due to the neglect of student on a school owned instrument, the instrument described will not be given to the student until balance for repair is paid in full.

Any student who has not met their financial obligation by the conclusion of the school-year will be turned into the district administration and placed on the school financial obligation list.

Mr. Matarazzo 676-3922, 676-6723 email: Patrick.Matarazzo@lonoke.k12.ar.us

Mr. Hixson 676-3922, 676-6723 email: David.Hixson@lonoke.k12.ar.us

INSTRUMENTAL DEPARTMENT WEBSITE

www.lonokeschools.org/band

A Band website is available to allow students and parents to be informed of scheduled events, obtain information, and view results of different student activities. The areas of significance available include the following;

- Percussion Rudiments and exercises
- Junior High Scales
- Senior High Scales
- Junior High Tryout Material
- Senior High Tryout Material
- Playing Test and Audition Information
- Newsletter
- Sectionals and Rehearsal information
- Calendar of Events
- Tryout Results
- Band Booster News
- Band Handbook
- Band Pictures
- Email addresses
- Band Links

INSTRUMENT LOCKERS

Lockers are assigned to students so they will have a place to safely keep their instruments. Some students will be assigned to share lockers. Lockers will be assigned according to the size and type of instrument. No personal items are to be kept in instrument lockers outside of rehearsal and performance time frames. Food or drinks are never to be kept in instrument lockers.

CHAIR PLACEMENT

The Directors will assign students to parts or chairs upon the results of chair placement auditions. Directors will place students to achieve proper balance in the ensemble. Students sometimes forget that ALL parts are important and must be played well. An ensemble relies on all members for the final product. The Directors may reseat students according to musical progress and preparation at any time throughout the year. Auditions for chair placement will be used at different times through the school year.

If directors feels there needs to be an on the spot audition to take place to motivate the band students to be prepared then a chair placement test could take place once the material has been given to the student for a sufficient amount of time. Material designated for all region tryouts could be used as a playing test as well. Material picked will be based on grade level of student and instrument. Each scheduled audition for chairs or playing test will have a numeric grade assigned. This grade will be based on a grading scale and or rubric that show a clear and concise reflection of students performance of prepared material assigned.

Band Letter

Lettering: The band letter is considered an honor, to be awarded to those students who go out of their way to constantly improve themselves and the band as a whole. It rewards the students who accomplish above and beyond what is expected of them. It will not be given to those who do just enough to get by. In order for a Lonoke Middle or High School Band Member to letter or senior blanket be awarded, nine items of the twelve following criteria must be met:

- No more than three absences from after school rehearsals or sectionals.
- Attend all band performances. (No unexcused absences)
- Be a performer (unless excused) in the band that makes a I or II in all marching or concert contests
- Maintain an 85% in band.
- Attend all Scheduled Concerts
- Named to the honor roll or maintain a 2.0 GPA.
- Earn first chair in chair auditions.
- Make an All Region Band or score 300 points or higher at auditions or be selected to participate in the Four States Band Masters Honor Band.
- Pass off scales or music material when assigned with a passing grade.
- Perform all community service events. (Unless excused)
- Complete five hours of community service that school year. (must be documented)
- Not be suspended, assignment of Saturday or expelled for any reason

Graduation Performance

The graduation ceremony is one of the most attended performances that the high school band is involved. During this ceremony prelude music is performed before the ceremony begins, the processional is played as the graduates enter the field, the school Alma Mater is performed and the recessional is done as the graduates leave the field to honor their accomplishment. For this to be a positive performance all band students will be expected to perform with the band at graduation. **The only students that are allowed to miss this performance are the graduating seniors. Family members of graduating seniors that are members of the band will not be excused from this performance.** The expectation for this performance is that all band members attend and perform at this special occasion. **The only excused absence from graduation will be illness that is accompanied by a doctor's note or death of family member**

BULLETIN BOARDS / WHITEBOARDS

Check the bulletin board and whiteboard daily for important information. This is our primary means of communication. Make yourself aware -- you are responsible for the information posted! Students are not allowed to write on the whiteboard or add anything to the bulletin board without the permission of the Directors. Posted information should never be removed from the bulletin board without permission.

UNIFORMS

High School Marching Uniforms

It is the policy of the Band Department to provide a marching uniform for every High School Band member. The uniforms are fitted and checked out during a designated summer rehearsal. **Uniforms are to be cleaned by means of dry cleaning only!!!** By having the uniforms cleaned (when it is necessary), the uniforms will retain their condition and color for a greater length of time. Uniforms are to be returned at the conclusion of marching season.

The alternate uniform for the band performances that will take place during the scheduled summer performances will be black pants (No cargo Pants allowed) or skirt, band shirt tucked inside, black belt, black socks and solid black band shoes. If proper uniform is not available or student is wearing uniform in an inappropriate manner, student will not be allowed to perform at that event. The decision for the student not to perform will be at the discretion of the directors.

Uniforms will be stored in the designated place at all times. Students are responsible for wearing their official band t-shirt, band uniform, black marching band shoes (orders will be taken during band camp), black socks, gloves and uniform hat. No students will perform without all parts of the uniform. **Shoes must be cleaned.**

Students are responsible for wearing the assigned uniform properly at all times. Students are to maintain the required uniform appearance at all times unless directed to do otherwise by director. At no time during a performance should a student be able to wear the uniform in any other manner other than what that student has been directed.

NO JEWELRY WILL BE WORN FOR MARCHING PERFORMANCES. NO MEDALS OR PATCHES ON THE UNIFORM -- WE WANT THE BAND TO LOOK UNIFORM! HAIR MUST BE OFF THE COLLAR -- IF IT IS LONG -- YOU MUST PUT IT UP UNDER YOUR HAT. THIS APPLIES TO LADIES AND GENTLEMEN.

After the performance, return the uniform neatly on a suitable hanger and hang properly.

In the event the uniform requires cleaning before the next scheduled performance the responsibility of the cleaning is that of the student. Students are to check the status of the condition of the uniform following each performance and determine if the cleaning of the uniform is required. If at any time a director make the suggestion the band uniform should be cleaned, points will taken off for that performance, student could not be allowed to perform and student will not be allowed to have the third quarter off of the football game that evening.

Rehearsal dress for Marching Band should be appropriate, comfortable clothing. Comfortable, **athletic shoes and socks are a must for marching**. Outside temperature (hot and cold) and conditions (rain) should be taken into consideration when you choose your attire.

After the performance, return the uniform neatly on a suitable hanger and hang properly. In the event the uniform requires cleaning before the next scheduled performance the responsibility of the cleaning is that of the student. **Students are to check the status of the condition of the uniform following each performance and determine if the cleaning of the uniform is required. If at any time a director make the suggestion the band uniform should be cleaned, points will taken off for that performance, student could not be allowed to perform and student will not be allowed to have the third quarter off of the football game that evening.**

Concert Uniform

The Concert Uniform for the High School Band Students and the Middle School Advanced Band students consists of the following;

Purple Shirt (ordered from director) tucked inside.

Black Pants with black belt or skirt (No Cargo Pants Allowed)

Black socks

Black shoes (no flip flops, tennis shoes or any other type shoe that would not give a uniform look).

*HAIR MUST BE NEAT AND FREE FROM UNUSUAL COLORS. SMALL, NON-DISTRACTIVE JEWELRY AND MODERATE MAKE-UP MAY BE WORN FOR CONCERTS.

REHEARSAL PROCEDURES

-Every Band member should bring instruments, music and proper equipment to every rehearsal and performance.

-Everyone needs a PENCIL in every rehearsal. (Concert Season)

-There is to be no individual playing before rehearsal or at any time during a rehearsal outdoors or indoors, unless the Directors specifically deem it necessary.

-Instrument warm-up will be done together under the direction of the director. (**No Exceptions**)

-There is to be no talking or disturbance during rehearsals. Subdued talking is permitted with the Director's permission or when the Director **leaves the podium**. Talking should cease when anyone stands on the podium.

-Gum chewing or eating is not permitted during rehearsals or performances.

-Each student should be seated at the time designated by the Directors, or the student will be marked tardy. Tardy or previously absent students should give excuses to the band director after the rehearsal rather than disturbing the rehearsal.

-Posture is of utmost importance. Students should avoid crossed legs or ankles and slumping when seated in chairs. If standing, students should stand up straight with feet in the proper position and body and instrument in correct playing carriage. **DO NOT LEAN BACK IN YOUR CHAIR!!!! DO NOT LEAN ON MUSIC STANDS!!!!**

When in marching rehearsal students will rehearse sections described by director or section leader. In the directions there will be a determined starting and stopping point. Once stopping point is met all students will immediately stop with last step and wait for further instruction by director (s) or section leaders. At no time should students feel the need to discuss anything with each other or feel that they are allowed to talk out loud. Once the director or section leader has given the required direction for improvement students that require information will be allowed to ask questions if time permits.

In the event students disrupt rehearsal in any manner, points will be deducted from that rehearsal and detention will be assigned. If a student consistently fails to conduct themselves in rehearsal in a proper manner, student could be taken out of halftime show, suspended from band and or a conference be held with parent. Students are expected to be in their positions on time, with instruments, music, flip-folder, charts, coordinate books, and any other necessary materials, etc.

If students fail to be in their assigned position with proper materials at their designated time, students will be counted tardy and points will be deducted from the points possible of that rehearsal.

-The whiteboard should be read when entering the rehearsal room for special instructions. Music folders, instruments and equipment should be kept in their proper storage places when not in use. Music and folders should not be left on the music stands.

-Books and personal belongings should not be left in the rehearsal room or in instrument lockers after rehearsal or performances. All trash should be thrown in the waste container. Students may not bring books, personal belongings or study materials to their seats.

-Loud talking, shouting or horseplay is not allowed.

- At no time during concert rehearsal will a student be allowed to get up and move around the room, go to the restroom, or get a drink of water without permission. Before students will be allowed to leave their seat, permission must be granted. When in concert rehearsal students will rehearse sections described by director or section leader. In the directions there will be a determined starting and stopping point. Once stopping point is met or conducting of the director ceases, all students will immediately stop playing, give attention to director and wait for further instruction. At no time should students feel the need to discuss anything with each other or feel that they are allowed to talk out loud. Once the director or section leader has given the required direction for improvement students that require information will be allowed to ask questions if time permits. Students should pay attention and be prepared to play the sections when called upon to do so.

If a band student consistently finds themselves not being prepared to rehearse with the group when directed to do so detention could be assigned and or a conference with parent could be held. In the event students disrupt rehearsal in any manner, points will be deducted from that rehearsal and detention will be assigned. If a student consistently fails to conduct themselves in rehearsal in a proper manner, student could face disciplinary action, or be involved with a conference with the director and parent. If students fail to be in their assigned seat with proper materials at their designated time, students will be counted tardy, detention will be assigned and points could be deducted from the points possible of that rehearsal.

-Rehearsal, performance and sectional times are always posted in advance, so please make arrangements to be picked up after rehearsals and performances beforehand.

PUBLIC PERFORMANCES

Every student will receive a schedule of performances the Band will be attending throughout the year. In addition, information regarding these events will be posted on the bulletin board, be part of the weekly email and posted on the website.

It is the student's responsibility to know this information. In case a performance is planned after the yearly schedule is done, sufficient notice will be given to the students and parents to allow planning time. **The only excused absence from any performance will be illness that is accompanied by a doctor's note or death of family member.**

-Always report (rain or shine) to the designated meeting place. Do not call the directors unless there is an emergency. If in doubt, phone a Band Officer, Drum Major, or Section Leader.

-Inspections will be held at every performance.

-POSSESSION OR USE OF ALCOHOL, TOBACCO, OR NARCOTICS IS FORBIDDEN. These matters will be turned over to legal authorities.

PARENTAL INVOLVEMENT

In order to provide the best experience for the Band members, we need to have a strong Band Booster organization. It is our hope that all parents of students in the music program will ACTIVELY participate in the booster organization. The Band Booster organization meets every month; please see your calendar for specific dates. Your attendance at meetings is important, but your participation in the booster activities is VITAL. It is our goal that everyone involved in our program will have a positive experience. Only through our mutual efforts can we attain both our short term and long term goals for this program.

The success of any music program is dependent on teamwork, with each student completing his/her assigned task. With that understanding, all students who enroll in the Band Program, and their parents, are to sign this contract.

Following is a quote from the Lonoke Schools course descriptions for performance-orientated classes. "As a co-curricular performance-orientated activity, attendance is required for rehearsals and performances beyond regular school hours". These include but are not limited to:

Festivals / evaluations

Concerts

Performances for community, schools, etc...

Football games

Parades

CONTRACT AGREEMENT FOR MUSIC STUDENTS

REMEMBER

YOU, as a member of the Lonoke Instrumental Department, represent yourself, your family, your school, and your community.

Carry yourself with dignity and class at all times. It takes many years to build a reputation, but only one foolish act to destroy it.

THINK BEFORE YOU ACT!

The signature below indicates that I, _____ have received the Lonoke High School Band Handbook. By receiving the handbook I am given the opportunity to receive all needed rules, guidelines, expectations and all other information provided within the handbook to gain a firm knowledgeable grasp of its contents. I understand that the opportunity to read the handbook is my responsibility but by failing to read it is a choice that I must decide.

Student Name _____ Student Signature

