

BAND HANDBOOK

FOR

HENRIETTA JUNIOR HIGH

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Introduction

The purpose of this handbook is to provide a convenient reference for the students and parents who have questions concerning most aspects of the band program at Henrietta Junior High. We have made an honest effort to include and explain every part of the program. It is our hope that as a responsible student and parent, you will read this handbook carefully so that you will better understand the entire program. This handbook is to be used as a supplement to the student handbook and no policy herein shall supersede those of Henrietta ISD. If you have any questions about the handbook, please consult a director. Students will be responsible for knowing and abiding by all rules and regulations contained in this handbook.

Care of the Band Hall

Refreshments- No gum, food or drinks are allowed in the band hall except when authorized by the director. Gum, food, or drinks are never allowed during a performance, with the exception of water.

Litter- All trash (paper, broken reeds/drum sticks, etc.) is to be deposited in the waste baskets provided.

Restrooms- Restrooms are for use between classes and for emergencies only. Please keep the restrooms clean and flush toilets after use.

Backpacks- Please place all backpacks and other school materials in an instrument slots.

Band Office/Telephone- The office and telephone are off limits to students unless permission has given by the director. Telephone use should be limited to call parents for rides or emergencies.

Instruments/Music- All instruments, music, and flip folders are to be placed in the case, completely latched, and in your assigned instrument slot.

Horseplay- Students are not allowed to yell, scream, bring footballs (other other sports equipment), or run around in the band hall. There are many instruments in the band hall and there may be a director on the phone.

School Equipment & Uniforms

All school equipment will be checked out through the charms music system at the beginning of the season and checked in at the end.

School Owned Instruments- Any damage of a school owned instrument by a student will be assessed by a professional repairman and paid by the student. Students should never allow another person to play on their instrument, as they will be held responsible for any damage.

Accessories- Books, music lyres, mutes, mouthpieces, drumsticks, mallets, etc. should be labeled with the students name and turned back into the band at the end of use.

Uniforms- The band uniform for junior high students is jeans, tennis shoes, and the Henrietta Jr. High Band shirt tucked in. Band shirts can be purchased from a director at

the cost of \$15.00. This uniform is to be worn at all band performances. The junior high band shirt can be used for 6th, 7th, & 8th grade. Band shirts are optional.

Care of Instruments

All instruments should be placed in the case when not in use. Students are not allowed to leave their instrument in the chair, on the floor, or on a stand.

The case is for storing the instrument, reeds, oil, cork grease, swab or other small instrument accessories that fit properly in the storage compartment of the case. Music folders, flip folders, drill, chips, or mutes are not allowed to be placed in the instrument case.

WOODWINDS

Instruments should be swabbed out and cleaned each time the instrument is used. Cork grease should be applied lightly as needed.

At least three reeds that are in good condition should be kept at all times.

Reeds should be removed from the instrument after use and be placed in a reed case.

Lip stick or gloss should not be used while playing your instrument

BRASS

All excess water (spit) should be emptied at the end of each use.

Valves, slides, and rotors should be oiled regularly.

Tuning slides should be lightly greased as needed.

Instruments should be cleaned properly at least once a month. Students will be provided specific instructions on how to properly and safely clean brass instruments at home.

Mouthpieces should be washed and disinfected with soap and water weekly.

PERCUSSION

All sticks and mallets should be placed in the appropriate bags or in the percussion cabinet drawers at the end of each use.

Only sticks designated for the instrument should be used at all times. For example, timpani mallets should not be used on other instruments; hard mallets should not be used on the marimba, etc.

Instrument covers should be replaced at the end of each use and marching percussion covers should only be removed before a performance.

All instruments not being used must be placed in the designated storage area.

Fees

Due to the changing costs of the following items each year, the following item prices will be posted in the band hall and announced at the beginning of each year. All of the following items are sold to the students at cost.

Band shirt, Reeds, Cork grease, Tuning slide grease, Flip folders, Extra pages

Students must pay for these items in order to receive them. Woodwind players may charge one reed if needed.

Travel

When the band travels as a group, the following guidelines must be observed:

Conduct- School-sponsored trips are an extension of the school day, and all school regulations are in effect for the duration of the trip.

Bus Procedures- All band members will travel to and from each event by school bus, van, or charter bus. An exception may be made if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. (See page 32 of student handbook.) During daylight, students may sit with a member of the opposite sex. When it is dark, they may not. Public Displays of Affection are not allowed. Tape/CD/iPod/MP3 players must have headphones at all times. DVD players are not allowed to be taken on junior high band trips. The school is not responsible for any items taken or left on the bus. Students are not allowed to stand up or change seats while the bus is moving. Students should always be considerate of others on the bus. Talking, singing, etc. must be kept at a soft volume. Food and drinks may be carried on the bus as long as care is used in keeping food, drinks, etc. off of the bus seats and floor, clothes, uniforms, etc. Drinks in glass containers are not allowed. Students are expected to keep the bus clean. Trash must be picked up and the bus left clean after every trip.

Attendance Polices

Band students are required to attend all rehearsals and performances. Students should arrive early for all band functions.

Absences or tardies from band functions are excused in the following cases: personal illness, death or serious illness in the family, medical emergency, or another school activity. In each instance, a director must be informed in writing or phone call by the student's parent before the absence occurs (24 hours advance notice when possible). Please call the band hall at 720-7920 ex. 4009 to report any absence or tardy. This phone has an answering machine that is answered 24 hours a day.

Unexcused absences include: work, birthdays, trips, shopping, non-school athletic events, etc. The band calendar is handed out at the beginning of the year; please notify your family members, etc. of your schedule. Parents please try to schedule doctor's appointments on days when there are no after school band rehearsals or performances if possible.

Performances include pep rallies, football games, parades, concerts and all contests. We always work with other teachers and coaches to work out scheduling conflicts and share time with students, but it is the student's responsibility to notify a director of all

practices and games that conflict with band rehearsals and performances. When a band contest or performance conflicts with another school activity we ask that every effort be made to attend both.

Classroom Rules

1. Always be on time (this means in your seat with your instrument, music and pencil ready to go when the bell rings.)
2. No talking or playing at inappropriate times. Raise your hand to speak.
3. Bring all your materials to class. Music, Instrument, pencil, etc.
4. Respect Everything and Everyone. Instruments, Band Directors, Each other.

Consequences for breaking rules

- 1st offense- warning
- 2nd offense- detention in band hall for 15 minutes
- 3rd offense- D-Hall and contact parents

All consequences will follow school policy on discipline issues.

Numerous detentions, in school suspensions, or AEP could result in removal from the band program.

Grading System

The band grading system for a six week period that **does not** include a public performance will consist of the following:

- A. Daily Grades 40%- worksheets, participation (bringing instrument, music, pencil, etc.), attitude and cooperation.
- B. Test Grades 60%- chair tests, practice records, written tests

The band grade for a six week period that **does** include a public performance will consist of the following:

- A. Daily Grades- 20%
- B. Test Grades- 45%
- C. Performance Grade – 35%- This grade consists of participation, having the correct materials and equipment and being on time.

Chair tests will be held at least once a week at the director's discretion and daily practice at home is required. Students must practice to be successful. The band directors will be available after school from 3:30 – 4:00 pm Monday through Thursday for tutorials.

Practice Records

Students will be required to take their instruments home and practice each week. Students may also be required to keep a written practice record and have it signed by their parent/guardian. Practices times and due dates will be given to students in advance.

Chair Tests

Chair tests will be given at least once a week. All students will be given the opportunity to retake a chair test until they make a grade of 90. At the end of the six weeks, chair test grades will reflect the student's last playoff attempt.

Solo and Ensemble Contest & Junior High District Band Auditions

All 7th and 8th grade students are encouraged to participate in solo and ensemble contest and district band auditions. District band tryout music is provided at the beginning of the school year and tryouts are the 1st Saturday in December. Solo & Ensemble music will need to be chosen in November or December and the contest will be held in February. Students will pay all fees associated with district auditions and solo and ensemble contest by making a deposit. All students that attend these events will receive a refund of the entry fee; however, if a student drops out of these events after the entry deadline, the student will be required to pay back all fees associated with the contest. Refer to the absence policy for determining excused or unexcused absences. Other school activities or academic ineligibility are not excused absences in this case.

Eligibility

Eligibility for all band members will be determined by the rules governing the University Interscholastic League competition, the laws of the State of Texas, rules of the Henrietta Independent School District, and the Band Handbook.

Ineligibility caused by failing grades will cause the student to not be allowed to perform in performances, go on trips, etc. and the student will forfeit any fees paid towards such events after payment deadlines. Students who are ineligible due to grades are still required to participate in all local concerts such as the Christmas and Spring Concerts.

Awards

Awards are given to outstanding band members each year at the spring concert. An outstanding woodwind, brass and percussion award and a most improved award will be given in 6th, 7th and 8th grade. Awards will be based on attitude, cooperation, instrumental excellence and participation.

Trips and Contests

Each band will participate in various contests and fun trips selected by the directors. Each band member will participate in fundraisers throughout the year to pay for their portion of the trip. (Usually only \$30) All fundraising money is non refundable to the student, and all money personally paid to a student's account is non refundable after the posted deadline.

Charms music

www.charmsmusic.com is the web site that the Henrietta Band program uses as a database for many different types of information. By accessing this web site from home, parents and students can access their own personal account. These accounts include a band calendar, trip account information, inventory assigned, forms and fees due, etc. You can also email a director from this site.

Go to www.charmsmusic.com, click on the Parents tab, in the school login type Henriettaband, and then the student's personal account can be accessed by entering the student's password. (Usually the last 4 digits of the student's social security number or an AR password.)

Parents and students can also check the school website and the band website for all related band information.

www.henrietta-isd.net - click the junior high tab >click organizations>click band

www.henriettaband.com

Summer Camps

All band members will be encouraged to attend a summer band camp. Brochures from area band camps will be posted in the band hall during the second half of the spring semester.

Band Boosters

The Band Boosters are a vital part of the Henrietta band program. The Band Boosters help with fund raising and give a great amount of moral support for all band events. The Band Boosters run the concession stand for all volleyball and basketball games help sponsor various band travel events, and assist the band directors in various other ways as needed. Band Booster membership is open to all band parents and meetings are held every 1st Tuesday of the month at 7:00 pm in the high school band hall. All band parents are encouraged to be a part of the Band Boosters.

The Band Boosters assist all bands and the directors according to the guidelines set by the University Interscholastic League (UIL).

Parent Sponsors

Sponsors for all band trips will be selected from band parents and other adult relatives of band members. Non-adult relatives will not be allowed to serve as sponsors and must be accompanied by a parent/guardian. Parent sponsors will also be needed for overnight trips and may be required to room with students as needed.

Sponsors will be required to follow all school rules and policies and will only be required to report problems or concerns directly to the band directors. At no time should a parent assign discipline to a student with the exception of their own child. Students will be required to respect and follow sponsors instructions and sponsors will be required to only give instructions when requested by the directors.

Sponsors will be required to have a current year medical release on file prior to riding the bus on any band trip.

INFORMATION/PERMISSION/MEDICAL FORM (includes reverse side)
2014-2015 School Year

___ I agree to read the handbook online at www.henrietta-isd.net

___ I prefer a hard copy of the handbook.

PARENTS/GUARDIANS: Sign below to indicate the following:

I have read the guidelines in the handbook.

I fully understand and agree to all policies contained in this handbook.

I give permission for my child to participate in any band activities/performances that involve travel under the supervision of the band director(s).

I agree to pay for any damages that occur, outside of routine maintenance, during the time that my child is using a school instrument.

The undersigned parent or guardian of the student named hereon agrees that in the event of an emergency illness or accident that a licensed Medical Doctor and/or Emergency Medical Technician shall be authorized to administer medical or surgical treatment deemed necessary for the emergency treatment of the student. This authorization does ___does not ___include consent to provide him/her with blood and/or blood products.

Student Print Name	Student Signature	Date
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Parent Print Name	Parent Signature	Date
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Instrument Information Form
Personal/ School (circle one)

Instrument Type _____ **Instrument Make** _____

Instrument Serial Number _____

Current condition and damage

Henrietta Bands
MEDICAL INFORMATION, TREATMENT AUTHORIZATION,
AND LOSS/DAMAGE ACKNOWLEDGEMENT

Student Name	School ID Number	Grade	Birthdate
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Mailing Address	City	State	Zip
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Home Phone	Student Cell	Student Email
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Name of Mother/Guardian	Home #	Work #	Cell#
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Mother's Address (if different)	Mother's Email
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Name of Father/Guardian	Home#	Work #	Cell#
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Father's Address (if different)	Father's Email
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Alternate Person to contact in "CASE OF EMERGENCY"	Phone #
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Please list significant medical information applicable to allergies, nervous disorder, heart trouble, diabetes, epilepsy, prescription drugs, etc.
