

**MANATEE HIGH SCHOOL BANDS**

**HANDBOOK 2019-2020**

**~Policies and Procedures~**

**Concert Bands**

**Symphonic Bands**

**Jazz Band**

**Wind Ensemble**

**Percussion Class**

**Band Handbook and Procedures 2019-20**

The following guidelines are set forth to lend order to the daily operations of the bands. Procedures, such as these, are necessary to ensure that everyone’s band experience is positive. Your attention to these guidelines is greatly appreciated and will contribute to your pride in our organization.

Our instrumental music staff feels very strongly that any successful band program must operate from a foundation of mutual respect between students and instructors. We recognize the significance and worth of each student as an individual as well as a member of this organization. We will expect the same recognition in return. We must remember that we are all here for the same reason; to achieve the kind of excellence each day that will establish our band program as a model for the other band programs in the State of Florida.

# Parents and Students

After you have read and discussed the information included, please sign and return the accompanying agreement to the Band Directors. Please keep this information so you may refer back to it as needed. If you have any questions or concerns regarding class expectations or your child’s progress, please contact us through the band office or by email. Thank you for your continued interest and support in your child’s music education and we are looking forward to another exciting year!

Mr. John Schindler

Director of Bands

(941) 714-3300 ext. 2182

**COMMUNICATION**

Communication is extremely important in a program as active as ours. Please feel free to contact us at the information above if you have questions or need to discuss anything regarding your child’s participation in the MHS Band program.

Please look over our revised calendar for all rehearsals and performances pertaining to your student’s ensemble(s). It is our goal to distribute information as quickly and effectively as possible. We will always provide paper copies of handouts and schedules, but we also have several other ways for you to stay informed. Please see the list below and use one or all!

# Charms - www.charmsoffice.com (School Code: Manateehsband)

Charms is an online music database program that offers many great opportunities to stay connected with detailed information. Parents can access calendars, schedules, fees, and student account information. It is important that we have your most up-to-date contact information. Please look over the form at the end of this packet and turn in a new copy if anything has changed. We use Charms for email reminders and announcements. If you have not logged in before or have lost your ID for Charms, send an email to treasurer@manateehighband.com - and we will provide you with a new one.

**Remind101** – A website that provides a safe way for teachers to text message or email students and parents. Please **text 81010** with a message code that corresponds with your class to sign up!

Marching Band: @manateehi

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# *CLASS/ENSEMBLE EXPECTATIONS*

**While in class students must comply with the following expectations:**

* **Tardy** - Students must be in the band room when the tardy bell rings. Check the board for rehearsal details. Students must be in their designated rehearsal area with all necessary equipment 5 minutes after the bell or will receive a Daily Participation grade deduction.
* **Gum, candy, food, or drinks ARE NOT** permitted in the band room at any time. (water in a spill-proof container is permissible as long as the privilege is not abused)
* Restroom Policy o No restroom passes will be given out during the first or last ten minutes of class. o Each student will receive **three** restroom passes each nine weeks to use at their discretion.
  + If a student still has three restroom passes at the end the nine weeks they can turn in their three restroom passes to negate a grade of their choice in the **Daily Participation, Fundamentals, or Skills** grading categories (exams, required rehearsals and performances are not eligible).
  + If a student runs out of restroom passes – it must be an emergency for the student to leave the room to use the restroom.
  + If a student is found to be abusing their restroom privileges, for example – taking an exorbitant amount of time, messing around, roaming the halls, being out of area, etc., their restroom privileges can be revoked for a certain amount of time deemed by the Band Directors.
  + Students can accumulate restroom passes throughout the year – with a maximum amount of 12
* **Classroom Respect for All Individuals**- Appropriate classroom behavior is expected at all times in accordance with the guidelines set forth in the Manatee High Student Handbook. Inappropriate behavior is not tolerated and any problems will result in immediate parent contact and/or conference. Future problems may result in removal from the band program.
* **Proper Rehearsal Techniques** are expected at all times – students who do not follow procedures will start the progression of consequences as outlined below. “The Motivator” may also be assigned as needed and must be completed by a specific time as designated by the Band Directors.
  + Listen carefully and follow instructions.
  + Sit/stand with proper posture (attitude vs. ability) o Have your music organized (check the board).
  + Have a pencil, music, instruments, and accessories at all rehearsals (IMP Check) o Be courteous to others.
  + Do not play/talk when the director is giving instructions.
* **Equipment –** Do not touch/play any instrument other than your own. This includes touching or playing percussion instruments. Students are responsible for the band room to be kept neat and clean. Stands should be pushed down, chairs straightened, and trash disposed of. Woodwinds-rotate four reeds. Brass – oil valves daily (not in rehearsal)
* **Instrument Locker –** Do not store valuables in your instrument locker or share your combination. Do not set your lock to the last number of your combination so you can “snap it open” when you are in a hurry. You should make every effort to safeguard your belongings at all times.
* **Electronic Devices –** should be off and not visible during the school day. Unless told otherwise by a director.
* **Music** – students will be given their own personal copy of all concert selections and warmups they are expected to play in class (with the exception of method books – these need to be purchased). They are expected to keep their music in a 3ring binder. IF a student loses any of their music, they will be required to purchase a new copy for 25¢ each and complete “The Motivator” by the following class for a grade.

**If a student fails to follow these procedures, here is the progression of consequences:**

1. Verbal Warning
2. Phone call home to parent/guardian
3. Referral and Parent/Teacher Conference (Marching Band will replace referral with additional call home)
4. Referral and Parent/Teacher Conference – MHS Admin may remove from the Marching ‘Canes
5. MHS Admin may remove from MHS Band Program

***SEVERE INFRACTIONS: Behavior will be documented and MHS Admin may remove student immediately from class with parent/guardian notified. Students who show a pattern of being unable to follow the rules or procedures set forth in this document may be removed from the Manatee High Band Program by MHS Admin immediately and/or may not be allowed to sign up for the following academic year/season.***

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# ATTENDANCE POLICY

**Students who miss (or know in advance they will miss) a required rehearsal or performance must complete and submit the “Leave of Absence” form to Mr. John Schindler.**

**Attendance at all performances and extra rehearsals is required.** School excused absences such as personal illness, a death in the family, or an emergency as determined by the director(s) are the only exceptions to this rule. **Missing a performance due to an unexcused absence will result in a loss of grade and may jeopardize the student’s standing in the performing group.** If a student receives an excused absence from a performance, he/she will need to complete the alternative assignment. **You must provide transportation to a rehearsal or concert at MHS, not having a ride is not an excuse.**

**Students who miss a scheduled rehearsal or concert** are required to complete the alternative assignment. Failure to do so will result in a grade deduction and possible removal from the ensemble.

***WORK IS NOT AN EXCUSEABLE ABSENCE FROM A REHEARSAL OR PERFORMANCE.***

**Students participating in a school sponsored athletic activity** must submit a schedule to a director at the beginning of the semester. Their directors and coaches will excuse students involved in athletics that have cleared their schedule with a director from rehearsals that have been prearranged. They will not be required to make up time missed provided they maintain an acceptable level of performance with the ensemble. Let the adults work together on conflict so you, the student, are not put in the middle of a schedule conflict.

**Alternative Assignments:**

**Missed Required Rehearsal (excused/unexcused)** – perform or record all concert selections for a Band Director within three days of the missed rehearsal for a grade.

**Missed Concert (Excused) –** Perform selections for Band Director within three days of missed concert for grade.

**Missed Concert (Unexcused) –** Perform selections for Band Director within three days of missed concert for grade. Highest potential grade for an unexcused absence from a concert is a C / 75%.

*Excessive absences from rehearsals and/or unexcused absences from performances will result in the forfeiture of points earned towards a student’s grade and band awards.*

**GRADING POLICIES**

*The following categories will determine the student’s grade for the nine week grading period:*  **20% Daily Participation**

**20% Fundamentals: Scales**

**20% Skills: Music Preparation**

**40% Performances/Exams**

**Daily Participation** is based on each student’s participation in class each day 25 Daily Participation Points will be determined based on having all materials daily (IMP Ready – Instrument/Music/Pencil) actively participating in ensemble rehearsal and class discussions, and being in your seat ready to go within 5 minutes of the bell. In Class work will be done periodically throughout each grading period. This is NOT homework and will be turned in at the end of class. If you are absent it is your responsibility to find out if you missed any in class work. Quizzes may be given periodically during a grading period. These tests will cover a variety of concepts discussed in class such as rhythm, key signatures, musical terminology, music theory, and listening skills.

**Fundamentals/Skills:** students will be asked regularly to perform for the directors by either a recorded or live demonstration. Students will be expected to play excerpts from any of their music including current warm-up/technique exercises. Each student will be required to pass off each assignment for credit; students will be given one chance each day for as many days as they wish. Evaluation is based on tone quality, technique, articulation, part accuracy, and/or memorization. This category includes practice charts.

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***Fundamentals/Skills continued:***

*The deadline to submit Fundamentals/Skills assessments for students with accommodations will be the end of each quarter.*

**Performance** is the reason why we do what we do! **Attendance for Performances and/or After School Rehearsals** is crucial to the success of our program! We have a variety of performances and rehearsals, which require the student’s presence; rehearsals outside of class, community performances, performances at Manatee High School, and State Assessments. Each student is responsible for all performance commitments within the band program. When a student is absent, it affects the students, his/her section, and the entire band. It is the student’s responsibility to communicate potential conflicts with a director prior to the absence. In the case of illness/death in the family, please have a parent call or email Mr. Schindler prior to the missed rehearsal/performance. Unexcused (non-verified) absences will have an impact on a student’s grade as well as participation at performances. Excessive unexcused absences will result in a student’s dismissal from our organization

# MATERIALS

Students are expected to bring the following materials to class each day without exception:

* Instrument or Sticks/Mallets
* Music
* Pencil • Tuner
* Instrument equipment: reeds, oil, etc.

# EQUIPMENT & RENTAL

**School Instruments**- To ensure the proper maintenance and care of school instruments, students who use school equipment are not to loan that equipment to other students. If a school instrument is damaged due to carelessness or neglect, the student to which the instrument is assigned is responsible for all repairs.

***Students using school owned equipment must fill out an equipment rental form at the beginning of the school year. Cost for instrument rental is indicated on the form. Instrument rent is due by the end of August and January. Students who fail to turn in instrument rent will be required to return the instrument and expected to obtain an instrument from another source. If you need financial assistance for instrument rental, please contact Mr. Schindler..***

**School Instrument Rental Per Semester (Detailed form will be handed out in class)**

1. instrument

Students - $25

Qualifying Students - $25 (Please see instructor for details)

1. instruments

Students - $15 each additional instrument

Qualifying Students - $10 each additional instrument (Please speak to Mr. Schindler for details)

**Instrument/Music Storage**- All music equipment and property is to be well maintained, respected, and kept in its proper storage area. Your individual instrument(s) must be properly stored in a case and latched when not in use. Lockers must be locked at all times. Lost or stolen locks must be replaced by purchasing a new lock from the band department at the **cost of $10**. Instrument cases should be marked with a name tag.

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**Performance Attire and Responsibility** – each student is required to purchase their own concert attire. Required attire will vary per band class. More information will be given out in class. If a student already has concert attire from the previous school year that still fits they will not be required to purchase a new set of concert attire.

**Marching Band Uniform Rules:**

1. **Never eat in your uniform – only drink water.**
2. **You are responsible for any damage to your uniform while it is in use.**
3. **Do not modify, alter, or change your assigned uniform without prior consent of the Director(s).**
4. **Do not run while in uniform**
5. **No PDA while in uniform. Keep it classy Canes.**
6. **Students will wear the uniform the same at all times so we look uniform as a group.**
7. **No horseplay while in uniform**

**TRAVEL POLICIES**

Transportation will be provided by the Band Boosters. All members must travel with the band. When traveling on buses, students are responsible for loading/unloading equipment on and off the appropriate vehicle. ***Students are only permitted to ride home with a parent when written notification has been given to the Directors prior to the event.*** Directors cannot release students from riding home on the buses without prior written permission. All Manatee High School policies are to be followed while traveling. Any student that fails comply with the following will be subject to disciplinary action upon returning to school, and possible removal from the group.

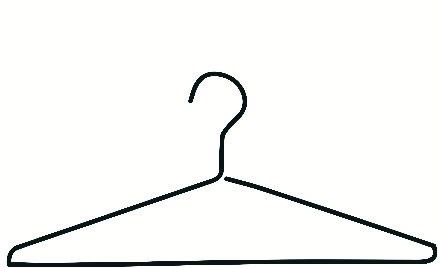
*Remember, you are not only representing the band program, you are representing Manatee High School, and Manatee County Schools.*

**You must have a Travel Permission slip and Medical Form on file with the Band Office to travel with the band.**

**BEHAVIOR ON BUSES**

* Students should never leave anything of value on the buses.
* Chaperones should spread out throughout the bus.
* Students must ride the bus which they were assigned. DO NOT change buses!
* One Student Leader or Chaperone will be assigned to check attendance on each bus. Attendance will be checked before the bus moves and at each stop when anyone gets off.
* The bus driver and chaperones must be treated with respect. Many drivers have different standards, but whatever the bus drivers say goes!
* Everything must remain inside the bus. Nothing must protrude outside the windows or be thrown out the windows.
* Normal conversation is appropriate but shouting and screaming is not. All portable media must be played through headphones.
* Directors, staff and Chaperones may reassign seats as they deem necessary.
* Public display of affection is not permitted on any bus at any time.
* Upon arrival, everyone is to remain seated until instructions have been given by a Director.

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***Marching ‘Canes Uniform Quick Info***

**Uniform Checklist for Friday Nights**

* Marching ‘Canes band t-shirt (provided)
* White Marching ‘Canes band shorts (provided)
* White or light colored under garments
* Clean White Band Bibs (These pants must be washed weekly after **every** football game!)
* BLACK dress socks (Lower Calf Length)
* Black band shoes (Clean and shiny, free of dirt and mud)
* Hair must not hand down and touch collar. Bring elastics, bobby pins etc….to wear it correctly.
* Gloves (One pair provided for the season).
* Jackets and Hats/Plumes are stored at the school.

**Laundering Tips:**

**White band pants (bibs) MUST be washed weekly!**

Many people prefer to have their pants cleaned and pressed by Courtesy Cleaners on Manatee Ave at the affordable cost of approximately $3.25.

**Pre-Treating Stains:**

Spray and soiled spots with Shout or Spray and Wash

**Washing Instructions:**

* WASH SEPERATELY IN COLD WATER
* DO NOT USE BLEACH/SOFTNER LIQUID OR SHEETS (This will damage the soil resistant materials)
* Hang dry for best results, however, pants may be dried in a dryer on **LOW HEAT**
* Pants may be pressed with an iron on the **LOW HEAT SETTING**

**Inspections:**

***Band members will be inspected prior to each performance to ensure the uniform pants are clean, pressed and the appropriate length. Students whose uniform does not meet the standards required may result in the student not performing.***

**Uniform Coordinator Contact**:

Stacee Monce 941-896-2358

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# *Instrument Care*

* Instruments should always be kept in good playing condition and repair.
* Brass and percussion exteriors should be cleaned and polished regularly.
* All woodwind instruments should be swabbed out after every rehearsal and performance. Failure to swab the inside of a woodwind instrument may result in severe pad damage.
* All instruments should be cleaned frequently. Brass players should make good use of valve oil and slide lubricants.
* Mouthpieces should be cleaned each week. Brass players may use warm soapy water. Be sure to rinse them thoroughly.
* Pack mouthpieces securely in cases. A loose mouthpiece in the case can cause severe damage to your instrument.
* Do not play another student’s instrument at any time.
* Woodwinds should always have at least ***three*** extra reeds.
* If a school-owned instrument is damaged by lack of care or horseplay, the student will be responsible for any repairs. The student may also forfeit the privilege of using a school owned instrument. Normal repairs of school instruments are handled through the director.

*Remember, musical instruments are expensive, professional equipment. Treat them with responsibility, respect and care.*

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## How to access parent/student information in Charms

* Log on to www.charmsoffice.com and click “ENTER / LOG IN” in the upper right corner.
* Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
* Login to your student’s program account using the following School Code: Manateehsband
* This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
* The first time you go here, enter your child’s ID NUMBER (provided by your Director) into the ***Student Area Password*** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well.
* Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.
* Two areas in which you can help the director/administrator maintain his/her records:
  + **Update Personal Information** – if the director has allowed it, you may help make changes to your and your child’s student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. You may also be able to indicate which parent volunteer/resource groups you would like to participate in, if this feature is activated. Click ***Update Info*** to save changes.
  + **If your program has set up online credit card payments, you can make credit card payments for fees, trips and deposits to your student’s account**. Click ***Finances*** -- if credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
* You may also see links to enter ***Practice Logs***, view ***Grades***, and use the ***Recording Studio*** if the teacher has enabled these options.
* The ***Calendar*** may list events, rehearsals, and volunteer/RSVP opportunities.
* Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what’s going on with your student!
* You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!

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***NOTES:***