



High School Band Handbook 2021-2022 Mr. Shepherd, Director

Dear parents and students:

This handbook contains all of the information for the high school band that each student is expected to know and understand. Please carefully read this over together. Keep this packet for your own reference. Thank you!

Band Expectations:

RESPECT

- Treat everyone the way you want to be treated
- Only touch or use your own belongings and equipment
- Raise your hand to talk

RESPONSIBILITY

- Bring your instrument, iPad, music, and materials to class every day
- Only water is allowed in the band room
- If you struggle with something, practice and ask for help
- Practice at home at least one hour every week
- Complete every weekly SmartMusic assignment on time

INTEGRITY

- Listen to directions the first time they are given
- Show up early to every rehearsal and performance
- Participate 100% and try your best at all times

LEADERSHIP

- Help and encourage each other
- Help make your band excellent in every way possible

Procedure for starting class:

Students are expected to be in the band room or auditorium when the bell rings, otherwise you are tardy. The passing period before band should allow ample time to get to the room and grab your instrument. As soon as students enter the room, you should grab your instrument and music. Do not stand in the instrument storage area or any other area. Go directly to your seat. Percussionists should be in their area. If you are not in your seat within one minute after the bell, then you are tardy. Percussionists are expected to use this time for set-up as well. The white board at the front of the room will contain the order of songs or lessons that we will be covering that day. If a student is tardy to class, he/she must immediately give the director a pass or note explaining the tardy. He/she is then expected to quickly (without disrupting the rehearsal) get his/her instrument and music and start rehearsing with the rest of the band as soon as possible.

General rehearsal expectations:

Being prepared for class:

Every rehearsal, students are expected to have their instruments, all of their music, a working pencil, iPad, stylus, and any personal equipment needed (i.e.: mutes, sticks, mallets, valve oil, etc.). The first offense for not being prepared will result in a warning. The next two offenses in the same grading period will result in loss of the daily participation points. Any added offenses after three, within the same grading period, will result in detentions.

Podium Rule:

General soft talking is ok at the beginning of class and during “down time” within the rehearsal. This is a privilege and will be monitored strictly by the director. When the director steps onto the podium, **all** talking and playing must cease immediately. This signals the band that it is time to rehearse. This technique is in place of the director raising his voice to gain the students’ attention. By the time the director raises his baton, there should be silence throughout the band. When the director steps off the podium, this is when soft talking may resume. (When the director puts down his baton, this is *not* the signal to start talking.)

Rehearsing one section at a time:

When the director is working with a section of the band, the rest of the band should be listening and following along in their parts. This helps the other sections know what else is going on during that passage of music and also helps transition from section to section so everyone knows where we are. This is not time to do homework from other classes. (At no time should materials from other classes be out during rehearsals.)

Procedure for ending class:

The director will try to give students enough time at the end of the rehearsal to pack up their things before the bell rings. This time does not start until the director specifically says so. Students should not be putting away instruments while the director is giving end-of-class announcements. All woodwind players should take off their reed and swab their instruments before putting them away, and all brass players should empty water keys, and push in all slides. Percussionists are expected to put back all instruments, mallets, sticks, etc. at the end of each rehearsal. All students are expected to put away all of their music, folders, and instruments in the appropriate places at the end of every rehearsal. There should be no trash, book bags, or personal belongings left in the band room or auditorium after class. Failure to do any of these things will result in the same disciplinary action as “*Being prepared for class*” from above. Please help keep our band room and auditorium clean and treat them with respect!

Performances:

There is a calendar of events online at www.TritonCentralBands.com with all of the tentative dates of rehearsals and concerts for the middle school and high school bands. . These dates should be put on personal calendars as things that cannot be missed. Other performances and rehearsals may be added throughout the year. It is expected that if a student makes a commitment to the band and a conflict arises, the student will pursue every possible alternative rather than miss an event. Performances are the reason why the band rehearses every day for such an extended period of time. **Attendance at all performances is required** and very important. Being absent for a performance hurts the entire band. Every person and instrument is vital to the whole group. All school rules including dress code and show of affection will be followed at all rehearsals and performances. (Student handbook p. 32-33)

Marching Band:

7-12 grade band members have the opportunity to participate in the Triton Central Marching Tigers. This group performs a half-time show for every home football game, as well as playing in the stands. TCMT also participates in parades and competitions. For football games and competitions, we will wear marching uniforms, long black socks, and marching shoes. Absolutely no eating is ever allowed while in uniform!

Pep Band:

The high school concert band and marching will perform at all home football games in the stands. During basketball season, all high school band students will play at home varsity boys and girls games. These are important performances as the pep band is a vital part of the game. Each student is expected to be at all of these games (see calendar). Students are expected to arrive early and be in the band room ready to play at the specified time. Band t-shirts or hoodies must be worn at every game. Please eat before you come to a game. No food or drinks, with the exception of water, will be allowed in the pep band area in the bleachers. Band members must sit in their instrument sections so we can be ready to play at a moment's notice. No other students are allowed to sit with the band, unless approved by the director.

Jazz Band:

High School Jazz Band is an optional, extra-curricular activity outside the school day. This will not start until later in the fall. This will meet once or twice a week. The day and time have not yet been decided. More information will be given later in the fall.

Concerts:

The high school band will perform with the beginning band on their concert in the Fall. There will be a Christmas concert in December and a Spring concert in May. Concert dates will be determined at a later time. High School Band members will dress in ALL black. Gentlemen must wear black dress pants, black socks, black dress shoes, and a black shirt. Ladies may wear black dress pants, skirt, or dress. Ladies and gentlemen may wear black button-down dress shirts, sweaters, turtlenecks, etc. Please make sure your outfit is appropriate and not too revealing. Skirts and dresses must rest below the knee while seated. Admission is free, however donations are greatly appreciated. This money helps support the band program. Other concerts and performances may be added throughout the year.

IBA (Indiana Bandmasters Association):

There is an opportunity for excelling high school band students to participate in the IBA All-District Honor Band and All-State Bands. These give students from area high schools the opportunity to play in high quality large concert bands. This will require extra time and effort to prepare. If you are interested, you must apply on the IBA website. This information must be sent in by September 10.

ISSMA (Indiana State School Music Association):

The entire high school marching, concert, and jazz bands will be attending ISSMA organizational contests. This is a chance for the bands to receive comments and critique from three judges. The concert band will either be a Friday evening or Saturday in April. The jazz band will either be a Friday evening or Saturday (March 4 or 5). These are very important performances as they help the band program progress and succeed in the future. This is required for all band members. Again this year, all students will perform at ISSMA solo and ensemble, January 29. Students may perform a solo with piano accompaniment or in a small ensemble of 3 or more like instruments. Parents are permitted (and encouraged) to attend all of these events for free!

In-class/Homework Assignments:

In-class and homework assignments:

Throughout the semester, the director may choose to assign in-class and homework assignments. These will generally include music theory or music history questions in accordance with the national and state standards for music education. All homework and in-class assignments will be handed out during the announcements time of the period, and this is also when homework assignments will be turned in. This will always be within the first 15 minutes of class. If an assignment is not handed in during this time, it is automatically considered late. The only exception to this rule is when a student has an excused absence from school that day, or has an excused tardy to class. If this is the case, then the assignment should be turned in as soon as the student returns to class, and no penalty will be added. In-class assignments will be explained, handed out, and then worked on immediately. When a student is absent, it is expected of the student to come to the director to see if any assignments were missed. If the absence was excused, the student has the same number of days extra to complete the assignment as the number of days he/she missed. (For example, if a worksheet is passed out on Monday to be turned in on Wednesday, but Jane had an excused absence on Monday, then Jane receives her assignment on Tuesday and it is now due Thursday.) If a student has an unexcused absence the day an assignment is passed out, then his/her assignment is still due at the same time as the other students. If this day has already passed, then the assignment is late. (Following the first example, but Jane had an unexcused absence, then her assignment is due Wednesday.)

Late assignments:

See above for what qualifies as a late assignment. Late assignments may be turned in the next class period for 75% credit. If an assignment is turned in two days late, it will receive 50% credit. Any assignments turned in more than two days late will receive no credit, but may still be turned in and corrected for the student's own learning enhancement. If a student is absent on the day an assignment is handed out, refer to the paragraph above.

Grading of Assignments:

In-class assignments are graded on participation only. This includes how well the student participates in group/class discussion, and completing the task at hand. Homework assignments will be graded based on correct answers. Written answers must be legible. If the answer cannot be read, it will get marked wrong. Incomplete assignments will be accepted, however, each blank answer will negatively affect your grade on the assignment. It is up to the student's discretion whether turning a complete assignment in late or an incomplete assignment on time will generate a better final grade. For late assignments, refer to the paragraph above.

Practice Time, SmartMusic, and Extra Credit:

Each student is expected to individually practice at home on his/her main band instrument. We will use SmartMusic to monitor your progress. The only exception is for Fall Break, Christmas Break, and Spring Break; however SmartMusic assignments turned in for these weeks will count as extra credit. SmartMusic assignments will be posted one week in advance. You must submit an assignment every week by 11:59 pm on Sunday. These assignments may be submitted up to two weeks late for partial credit. There are other limited options for extra credit:

- *Prepare and play a solo (approved by the director) for the band-* 50 extra SmartMusic points
- *Play a solo, or in a worship team, at church or other venue-* 100 extra SM points per grading period
- *Honor Bands-* 100 extra SM points per ensemble
- *Attend K-12/college band concert (not Triton Central)-* 25 ex. pts.
- *Attend any other concert (approved by director)-* 10 ex. pts.
- *Attend an instrumental conference or clinic-* 50 ex. SM points

Note: To obtain any of these extra credit assignments, fill out an “extra credit” form. A parent/guardian signature is required.

Written and Playing Tests:

Written tests:

Occasionally throughout the grading period, there will be written tests on information covered in class and homework assignments. This could include music theory, composers, music history, etc. There will be a question and answer time the day before each test to ensure preparedness for the test. Test dates will be announced far enough in advance so that absences before the tests should not conflict with being able to take the test on the given date. Most tests will be on Tuesday's. Multiple absences before the test may call for a postponed date for that particular student. This will be decided by the director on a case-by-case basis. Written tests will be graded based on correct answers. Answers must be legible. If the answer cannot be read, it will get marked wrong. If a student has an excused absence the day of the test, it can be taken for full-credit the next class period. If the absence is unexcused, the same procedure for late assignments will be used for tests (75% credit one day late, 50% credit two days late, 0% credit for more than two days late).

Playing tests:

Each grading period, there will be playing tests for each student. Many will be over scales, and at least one will be over repertoire the band has been working on throughout the semester. The scales will be chosen by the director and every person in the band will be expected to play the scales on his/her principal instrument. (All percussionists will play the scales on mallet instruments.) Playing tests will be done using SmartMusic in order to save class time. Playing tests will be graded on accuracy of pitch, rhythm, and tempo. These must be submitted by 11:59 pm on the due date of the test. The same procedure for late assignments will be used for late test submissions (75% credit one day late, 50% credit two days late, 0% credit for more than two days late).

Grading:

The final grade for each grading period will be based on the following:

	<u>With Performances:</u>	<u>Without Performances:</u>
Participation	28%	20%
Performances	28%	0%
SmartMusic	18%	50%
Tests	13%	15%
Assignments	3%	5%
Exams	10%	10%

Participation:

This includes rehearsal attendance and daily participation points. Being tardy more than two times in a semester will result in detention and negatively affect the final grade. There are five participation points for every day of class/hour of rehearsal. Not being prepared for class, being tardy, not listening to directions, and not following rules will all result in losing participation points.

Performances:

Concerts/Contests make up half of the performances category, and basketball/football games make up the other half. **An unexcused absence from a concert or contest will result in a 15% reduction of the final grade!** Each unexcused absence from a basketball or football game will result in a 5% reduction of the final grade. It is expected that if a student makes a commitment to the band and a conflict arises, the student will pursue every possible alternative rather than miss an event. If a conflict arises, the student and parent/guardian must contact the director immediately at least two weeks before the performance for it to be excused.

SmartMusic:

Each student is expected to individually practice at least one hour every calendar week on their principal band instrument. The only exception is for Fall Break, Christmas Break, and Spring Break, however SmartMusic assignments turned in for these weeks will count as extra credit. SmartMusic assignments must be submitted each week by 11:59 pm on Sunday. There are other limited options for extra credit. (Refer to the *Practice Time, SmartMusic, and Extra Credit* section.)

Tests:

All of the written tests and playing tests from each grading period will be averaged together.

Assignments:

All the assignments from each grading period will be averaged together. These include in-class assignments, worksheets, self-evaluations, and any other special projects the director assigns.

Attendance:

Daily attendance to school and practice is very important and expected. Students must have attended classes for four periods the day of a performance to be able to participate in a band event. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor) must be approved through the principal's office. "Sleeping in" with parent approval is not an allowable exemption.

Grading Scale:

99-100	A+
93-98	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

This scale will be used for all assignments, tests, and final grades.

Disciplinary Procedure:

1 st Offense-	Warning
2 nd Offense-	Loss of Daily Participation Points, Contact Parent
3 rd Offense-	Detention, Contact Parent
4 th Offense-	Sent to Principal's office, Parent Conference

Note: Not being prepared for class has its own procedure. (Refer to the *General rehearsal expectations* section for more details.) **Any use of profanity or vulgar comments will immediately result in detention and parent contact.**

Required Materials:

There are many required materials for band students. Some will be provided by the school and some you will need to get on your own. If something is lost or broken, you will need to purchase a replacement. The school will provide a music folder, lyre and flip-folder, pep band binder, warm-up books, marching band uniform, and a combination lock for the instrument lockers. Students must have proper dress for performances as outlined on p. 3 of this handbook. Students are responsible to purchase their own personal equipment needed for their instrument (i.e.: reeds, valve oil, sticks, mallets, etc.). Percussionists must have their own drum sticks, yarn mallets, and rubber mallets (These may be purchased from Paige's for a discount). Brass players may use school mutes, although it is recommended that you purchase your own. Students are also required to have their school iPad, a stylus, and a working pencil at every rehearsal. All school owned materials and instruments must be turned in at the end of the school year. If it is damaged or lost, the student is responsible for buying a replacement.

Instrument Rental:

Students may rent instruments from the school based on availability and need. Students who use a school instrument must pay a rental fee. The cost is \$50 per semester (\$100 per school year) and \$25 per summer. A rental agreement form must be filled out and payment should be made at the beginning of each semester. Students are responsible for taking care of these instruments and are responsible for any repairs not due to regular use.

Parent Responsibilities:

As a parent of a high school band member, we recognize that you also have to make commitments and sacrifices for your child to be in band. Thank you for allowing him/her to continue this great opportunity. It is imperative that you help your son/daughter make it to all of the required rehearsals and performances. Please try to ensure that vacations, work, doctors' appointments, etc. are planned around these activities. It is expected that each family is also helping out in some way with the high school band program. Please consider helping with pit crew for marching band. Help with snacks and meals for the marching season. You can help sell concessions at concerts and games. There is a long list of jobs that are done exclusively by parent volunteers. We have a group of parents that meet monthly to help organize events, support and promote the band program. All band parents are strongly encouraged to participate and come to these meetings. We meet the first Tuesday of each month from 6:00-7:00 pm in the high school band room. These meetings are also listed on the calendar on the band website. Triton Central Bands can only continue to succeed and grow with the help of all parents.

Contact Information:

If you have any questions, comments, or concerns, please feel free to contact me at any time.

Email: jshepherd@nwshelbyschools.org

High School (morning): (317) 835-3000, ext. 1216

Middle School (afternoon): (317) 835-3006, ext. 1216

Find more information on our website:

www.TritonCentralBands.com

All band events can be found on our band website:

www.TritonCentralBands.com/Calendar