

# **White Knoll High School Band**



**Student Handbook**

2015-2016

**White Knoll High School Band**  
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**Lexington, SC 29073**  
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**Band Students and Parents:**

**WELCOME** to one of the most exciting experiences in which you can be a part – **THE BAND!** Now, more than ever, we have information to justify why we do this demanding, yet rewarding, activity. Experts have concluded that the study of music helps with spatial reasoning, test taking, and overall quality of life! Factor in social skills, emotional development, leadership training, group interaction, aesthetic perception, music making, and the discipline of being in a band program, and I don't know why anyone would not want to be involved in a successful band program like the one here at White Knoll High School! The ultimate goal is a lifelong understanding and appreciation for quality music and music making!

**EVERYONE SHOULD READ THE INFORMATION IN THE HANDBOOK**, even veterans. Some of the information will be new, so make sure you're informed. This is the official document of the band that keeps us running smoothly and efficiently. Most questions can be answered by consulting **THE HANDBOOK** and policies will be adjusted from year to year as the need arises to clarify issues within the program. It is my hope that the information contained in this handbook will be both **INFORMATION** and **INSPIRATION!** The advocacy article, "How Parents Can Help," are both designed to give guidance to parents; read them carefully and with insight! Students need to know that we think that what they do is important. You will quickly find that band is truly a **FAMILY** in and of itself.

The 2014-15 school year was full of successes by our students. In all areas of the program, there are indications that things are only going to prosper. As of this writing, we are looking ahead to many wonderful opportunities for the coming year, especially coming off our performance at Carnegie Hall in April of 2015!

We are extremely committed to developing our student leadership, as well as our private lesson program. We have such tremendous potential in both areas. We are fortunate to have fine symphony players and university teachers in the area to teach our students, and the other rewards are so great that you can't afford not to take advantage of private lessons.

This handbook is designed to answer any questions you might have concerning the program. Please read all of the information and sign the perforated form in the back of the book. We are honored to be your band directors and are looking forward to a great year!!

Musically Yours,

**Robert Barfield**  
Director of Bands  
White Knoll High School

**Benjamin Berry**  
Assistant Director of Bands  
White Knoll High School

# **STUDENT HANDBOOK**

## **2015-16**

### **A STATEMENT OF POLICY**

In order to assist band members and parents in understanding areas of responsibility, a statement of band policy is herein set forth. Becoming familiar with this policy will enable each individual to make the most of this great opportunity to be a member of the White Knoll High School band program, becoming a better person and a better musician.

We firmly believe that the student should improve through regular practice. In the White Knoll High School band program, we feel that when the student has lost the will to improve him / herself or make a better contribution to the band, he is wasting the time and efforts of his / her fellow members and the community by continuing in this program. The **HAPPIEST** student is the one who is improving through regular habits of practice and daily progress. He / she must not only know right from wrong, but must be able to stand for principles. He / she must develop a high sense of purpose toward which he / she is willing to work. **RESPONSIBILITY** is the focus behind any level of achievement within this program. We intend to conduct ourselves in a manner that will facilitate all students in learning and bettering themselves.

### **STANDARDS/COURSE GOALS:**

The student will play and perform a variety of music on instruments, alone and with others.  
The student will improvise, compose, and arrange music within specified guidelines.  
The student will read and notate music.  
The student will listen to, describe, analyze, and evaluate music and music performances.  
The student will examine and perform music from a variety of stylistic periods and cultures.  
The student will make connections between music, other arts disciplines, technology, other content areas, and the world.

### **COURSE DESCRIPTIONS**

#### Wind Ensemble- Band 3

The Wind Ensemble is an Honors Level Class. Membership is by audition only. The Wind Ensemble will be comprised of students with the ability necessary to perform level V-VI literature. All Wind Ensemble students are required to participate in the Marching Band, unless they play WK Football, Cheerleading, or Volleyball.

#### Concert Band- Band 1

The Concert Band is comprised of 9<sup>th</sup> Grade students with the performing ability necessary to perform level IV / V music. Membership is required of all 9<sup>th</sup> grade band members that are not in the Wind Ensemble, and will be combined with the membership from Band 2 to form the White Knoll HS Concert Band. Marching Band is required of Band 1 students, unless they play WK Football, Cheerleading, or Volleyball.

#### Concert Band- Band 2

The Concert Band is comprised of 10<sup>th</sup>-12<sup>th</sup> Grade students with the performing ability necessary to perform level IV / V music. Membership is required of all upper-classmen that are not in the Wind Ensemble, and will be combined with the membership from Band 1 to form the White Knoll HS Concert Band. Marching Band is optional for Band 2 students.

### Marching Band

Membership in the marching band requires strenuous physical exercise and the ability to play the difficult literature encountered in the activity. All 9<sup>th</sup> grade students and all Wind Ensemble students enrolled in the band program are required to march with the exception of students who play the following White Knoll HS Fall Sports: football, cheerleading, or volleyball. Participation in marching band for 10<sup>th</sup>-12<sup>th</sup> graders in Concert Band 2 is certainly expected, but not required. The marching band performs in the fall.

### Jazz Band

Students may elect to enroll in Jazz band. Band Director approval is required before registering for the class. The jazz band plays for community events and performs throughout the spring. Jazz band is held second semester, only. It will be directed by Mr. Barfield.

### Color Guard

Female students who are interested in dance, choreography, and movement may choose to audition for our marching auxiliary unit, called The White Knoll High School Colorguard. The White Knoll High School Colorguard is an extension of the winter guard program. Auditions are usually held in April.

### Percussion Ensemble

All battery percussionists in the band program are enrolled in the Percussion Ensemble Class. Students learn basic fundamentals on all the percussion instruments and will explore many styles and genres. In addition to the class, additional after-school rehearsals will be scheduled as needed. The class is taught by Mr. Berry.

## **INSTRUMENTAL OPPORTUNITIES**

### Leadership Workshop

The leadership workshop prepares students to become effective leaders within the band program and beyond. Student leaders must attend a leadership workshop in the spring. This workshop is required of all students who wish to be considered for leadership.

### Summer Instruction

There are many nationally known summer institutes for instrumental instruction. Some of the best are Brevard Music Center, Sewanee, Interlochen Arts Camp, Aspen Summer Music Program, Kinhaven, Keystone Brass Institute, and Tanglewood. There are also regional summer music camps at several local universities.

### Private Lessons

As one might expect, private lessons on a musical instrument are the best way to improve performance skills. The one-on-one approach allows the student to benefit from the individual attention as opposed to a teacher monitoring a class of over fifty. A recent survey of students in the All-State Band revealed that approximately 80 % of the students in the band studied privately. Students are generally more inclined to practice diligently for a weekly music assignment and this discipline increases the student's enjoyment with their instrument. The White Knoll High School Band Director will be more than happy to assist in the selection of a private teacher.

### All-State and Region Band

Members of the band program are eligible to audition for the (state) All-State and Region Bands. **Wind Ensemble students are required to audition, and Concert Band members are strongly urged to audition as well.** Regional auditions are held in January with "finals" auditions two weeks later. The Region Band clinic is held at Lexington High School, and the All-State Clinic is held at Furman University in Greenville.

## **ATTENDANCE POLICY**

**THE ONLY EXCUSABLE ABSENCES ARE PRE-ARRANGED\* SCHOOL CONFLICTS AND THOSE THAT WOULD BE EXCUSED BY THE SCHOOL FOR REGULAR ATTENDANCE RECORDS, I.E. ILLNESS, DEATH IN THE FAMILY, RELIGIOUS HOLIDAY.**

**Our philosophy is that every student will put in the same amount of time at rehearsals. If a student misses a rehearsal for any reason, they must make up that time.**

\*Individual needs will be addressed as they occur. This system is subject to modification by the director.

NO SHOWS! (Practices) The student will have 3 hours of additional drill time after practice, and may lose performance privileges for 1 week (marching band). On the second UNEXCUSED absence from a marching band rehearsal, or on any UNEXCUSED absence from a marching band performance, the student may be removed from the marching band.

For ALL absences, the following procedure must be followed by the student and parent:

- Directors must be notified in advance.
- An absentee request form must be filled out and on file. (E-mail is acceptable from a parent)
- For illness, a parent note or doctor's excuse must be submitted.
- Although cleared by the school office, absences from a band activity that same day must be cleared with the director as well – please call the band room or e-mail the director.
- In extreme cases, a phone message may be left on the band answering machine, with a follow-up personal call.
- Follow-up is the sole responsibility of the student!

The mere filing of an absentee request form does not constitute whether an absence is excused. The above policy is cut and dry in regards to what is excused.

### **TARDIES TO MARCHING BAND**

Students will serve the amount of time of their tardiness at the conclusion of rehearsal.

### **SITTING THIRD QUARTER**

During marching season, students will sit during third quarter of football games for the following reasons:

- Failure to Pass-off Music by the allotted deadline
- More than one Unexcused Rehearsal or Tardy per week
- Any Infraction of Disrespect
- Tardiness from 3<sup>rd</sup> Quarter Break at the previous game

## CONFLICTS WITH BAND

Conflicts between band and other activities or events are the responsibility of the student. Rehearsal and performance schedules are given out in advance (Spring Camp in late May, & via website) so that arrangements can be made. Students should not become involved with activities that may directly conflict with band activities. Students should have a **calendar** book and be aware of all band dates well ahead of schedule. It is the policy of the band to assist students when conflicts occur within the scope of the band policy. Students are reminded that band is a very demanding activity and that involvement in outside activities should be limited to those that are compatible with the band schedule. All conflicts in regards to rehearsals and performances must be worked out in favor of the student's responsibility to band. Work is not an excuse for missing any band activity.

## GRADING POLICY

Grades are assigned for the band class and performances, which are co-curricular. The weighting of grades and expectations for each class will be outlined in their class syllabus, which is on the WKHS Band website, [www.wkhsband.com](http://www.wkhsband.com).

## DUTIES OF THE BAND MEMBER

- Be on time to all rehearsals and performances. **EARLY IS ON TIME – ON TIME IS LATE.**
- Upon entering the rehearsal setting, acquire your instrument and go directly to your seat.
- When the director or staff member steps on the podium or asks for your attention, all talking should cease.
- Come to rehearsal with a **GOOD ATTITUDE.**
- There is no excess playing (i.e. horsing around on the instrument); only good solid material.
- Make a real effort to improve on a daily basis and establish a good practice routine.
- At the end of rehearsal, put all materials in their proper place.
- Maintain a strong academic standing in all course work.
- Become responsible for and assume responsibility for your own actions. Admit when you are wrong.
- Have a proper respect for yourself and those in authority.
- Read and play music with insight – have musical expectations.

## THE IMPORTANCE OF ATTITUDE

The greatest single factor that will determine the success of any individual or organization is **attitude**. The kind of person that you are is an individual choice and how we feel about something, which involves attitude, is one of the few actual independent choices that we have in life. It takes intense dedication to reach goals. Students should learn to discipline themselves to daily practice on fundamentals. The “right attitude” must be present along with sincerity, concentration, and dedication as the basic foundation. Such an attitude makes an artistic performance inevitable and is the difference between a winning organization and a mediocre group. The band can do much for you. Make the most of it in every rehearsal and performance.

## THE IMPORTANCE OF DISCIPLINE

Because of the nature of the organization, band discipline must be strict! Band students and parents must believe in the ideals, principles, and philosophy of the organization. Each member must always be aware of good behavior and think for himself. Any misconduct casts a bad light on the school, community, and band program. Any member who casts discredit to the organization by his/her conduct or actions in band, in another class, or on a trip, shall be subject to dismissal from the band program or may lose a privilege within the program. This may include the chance to go on a spring trip. This decision will be at the director's discretion.

## PARENTS' RESPONSIBILITY TO THE BAND

It is the responsibility of every parent and guardian to see that the policies outlined in the HANDBOOK are followed and that the form in the back is signed and returned. This states that you UNDERSTAND the policies as set within, and that any questions are to be directed to the band director by making an appointment. Each parent IS responsible for the attendance of his/her child at all band functions. It is the responsibility of each parent to see that their child practices his / her instrument daily. The hands of the directors are tied without the help of parents.

### HOW PARENTS CAN HELP

When a "band question" arises, it is important that you get factual information before discussing it with others. We do more harm to ourselves, the band family, when we talk about things that contain one or more "falsehoods" but consider them facts. If questions arise, it is important to remember this axiom: If it is a performance issue or anything dealing with the band proper, contact Mr. Barfield. If it is a fundraising question or anything dealing with parent issues, talk with Vickie Baker, band booster club president.

- Show an interest in the music study of your child.
- Arrange a regular time for your child to practice.
- Find a quiet place where he/she can practice without interruption.
- Listen to performances of practice material, when asked to do so.
- Help the student keep a DAILY RECORD of practicing.
- Come up with a reward system for DAILY practice.
- Keep the instrument in good repair and keep at least three reeds in the case; get a metronome!
- Be extra-careful with school-owned instruments. Repair costs are high!
- Teach your child to be prepared and on time to each rehearsal or lesson.
- Provide private instruction!
- Make faithful attendance at all band activities important.
- Buy your child a personal planner for marking important dates.
- Visit the band website, [www.wkhsband.com](http://www.wkhsband.com), and refer to it often.
- Notify the teacher if the student is to be absent for rehearsals or lessons.
- Double-check behind the student to make sure that they have their instrument.
- If student is absent, make sure that their folder gets to school, if they share it with someone.
- Visit rehearsals occasionally.
- Attend booster meetings, concerts, games, and contests.
- Turn in fundraising money on time.

### FINANCIAL OBLIGATIONS

Each band student is assessed a dollar amount determined by the budgeted needs of the band for that year versus the number of band and guard members. The student earns credit towards this assessment by selling items during the various fundraising activities, and working Centerplate fundraising events such as the Colonial Center, which are held during the year. **If the student does not earn enough credits to meet his/her fundraising obligation during the fall fundraising activity, he/she is responsible to pay or continue fundraising for the remaining balance.**

**The fundraising obligation for the 2015-16 School year is \$550 for marching band members:** *we recommend that you fundraise the entire amount and more so that you can carry over a balance to the following year – it is your choice, however. Please note that this assessment does not pay for extra band trips. It is the desire of the band director to take a MUSIC related spring trip every other year! At times the financial obligation may be heavy, but no member will be denied the opportunities of our organization due to financial difficulties. Please talk with us!!*

## GENERAL RULES AND PROCEDURES

### Miscellaneous

- Shoes and socks must be worn at all times for outside practices.
- Chewing gum is not permitted during a rehearsal or in the band room.
- A band member must respect his/her uniform, and wear it properly at all times.
- Food and drink are not permitted in the band room.
- No hats or sunglasses inside the building.
- Be in your seat, warmed up, and ready to begin on time.
- Respect authority and others, including their personal property.
- A band member will wear no lip jewelry while in uniform; civilian clothes must be tasteful.
- Drinking and drugs are **STRICTLY PROHIBITED**. *All school district policies regarding such are in force during any band activity.*
- All school rules, including no smoking, will be enforced.
- Students are required to remain with the band after games and will dismiss as a group. We will generally view a video of our performances after the game, but prior to dismissal from home games and competitions, if it is not too late at night. The Director will make this call each week.
- If the visiting band performs during halftime, we will often perform our show after the game is over. This is not the norm, but is a possibility. Please be flexible with us if this occurs.
- Young adults shall not damage property or equipment.
- Bus lists will be posted before each trip.
- Fundraising materials will be collected in the booster box outside the band office. **Be sure to include your name, the dollar amount, and the activity on the outside of the fundraising envelope.**
- If you share a folder and are absent, make sure it gets to school.
- Students may practice in the band room before school, after school, and during B lunch if Mr. Barfield or Mr. Berry is in the band room.
- NEVER say anything negative about Our Band, Our Team, Our School (This includes in chat-rooms, forums, text messages, or verbally.)
- NEVER say anything negative about other bands, teams, schools (This includes in chat-rooms, forums, text messages, or verbally.)

## MARCHING BAND

### CAMP

Held during the last full week in July, pre-camp starts with color guard and percussion, and rookies and are added by Thursday. The actual “camp” week is the following week and it runs from 8AM – 6PM. Camp is taught by the White Knoll Band directors, camp staff, and student leadership. Camp is required of all students in the band. Approximately “seven weeks” of normal rehearsal time is crammed into the week so attendance is a must. Parent volunteers will be in attendance to help out with whatever needs may arise. Camp will end at the conclusion of the premier show/cookout on Saturday evening, August 16th, at 6PM.

### PRACTICE

Students are expected to attend all rehearsals and performances. If there is a situation that will prevent this, an excuse form must be requested and filled out **BEFOREHAND**. After-school rehearsals for Marching Band will be on Mon., Tues., Thurs., and some Fridays, from 4:00-7:00PM. If a student is absent from school on the day of an after-school rehearsal, this does not automatically excuse the student for that



afternoon. Someone must contact Mr. Barfield at the band office, 821-5411. Do not leave a message with a student.

## **INITIATIONS/SENIOR PRANKS**

There will be absolutely **NO** initiation of any kind for freshmen or new band members under any circumstances. There will be **NO** Senior pranks of any kind under any circumstances.

## **CELL PHONE POLICY**

Cell Phones are not to be seen or heard during band practice, performances, or while in the stands at football games. If a student takes out their phone during one of these times, they will face consequences. 1<sup>st</sup> Offense: put phone away, and stay after practice for 15 minutes. 2<sup>nd</sup> offense: 30 minutes after practice, plus no 3<sup>rd</sup> Quarter Break at the next home game and a parent call. 3<sup>rd</sup> offense: suspension from band practice, lose performance privilege the rest of that week, parent call. 4<sup>th</sup> offense: Removal from Marching Band, NO refund will be given.

## **UNIFORMS**

### **The band will provide the following in regards to the uniform:**

Show t-shirt  
Hat and plume  
Bibber pants  
Coat and accessories

### **The student will provide the following:**

WK Band polo shirt (purchased by student through band boosters)  
White T-shirt to go under WK Band Golf shirt  
Khaki Shorts (finger-tip length) and brown belt  
Plain blue jeans in decent repair  
Plain white socks (summer uniform)  
Low top tennis shoes (at least 50% white)

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### **The student will also provide the following:**

Black Drillmaster shoes (\$35.00)  
Black socks (dress uniform)  
Black band gloves  
Light weight shorts (under uniform)

Dress uniforms will be kept at school and issued prior to each event and returned after the event. They will be cleaned by the parent at specified times. **THE UNIFORM IS TO BE WORN PROPERLY AT ALL TIMES!**

**No lip piercings, or jewelry of ANY kind** is worn with the **Full Uniform** except the band unity necklace. **Wristwatches and the unity necklace ONLY** are allowed with the **Summer Uniform**.

**CONCERT FORMAL-** Worn by the Wind Ensemble at major performances:

### **Ladies**

Black Formal Dress (Provided by Band Boosters)

Black Dress Shoes (provided by students; heels no longer than 1")  
Faux Pearl Necklace (made by students at school)  
Stud Earrings (provided by students)  
Please select appropriate (dark) undergarments. The dress should be one inch off the ground in bare feet.

### **Gentlemen**

Tuxedo Jacket and Pants, bow tie and cummerbund (provided by band boosters)  
White Tuxedo shirt (wing-tipped collar; purchased by student through the band boosters)  
Black Dress Shoes (provided by student; marching shoes acceptable if clean and in good repair)  
Black socks (provided by student)  
Pants must just rest on the top of the shoe; slight break in the crease.

**CONCERT SEMI-FORMAL-** This is the uniform worn by the Concert Band and by the Wind Ensemble on occasions when formal dress is inappropriate. Students are responsible for obtaining this clothing:

### **Ladies**

Dark Skirt or Pants Suit (Blue, gray, or black)  
White Blouse  
Dress Shoes

Skirts must be of at least knee length. The pants must be hemmed even with the top of the shoes. They should not be baggy at all, nor should they be high-waters.

### **Gentlemen**

Dark Dress Pants (blue, gray, or black) with dress belt  
Plain White Dress Shirt  
Maroon "zip" tie (provided by band boosters; distributed and taken up at every performance.)  
Dress shoes and socks  
Pants should rest just on the top of the pants, with a slight break in the crease.

## **GUARD UNIFORMS**

These are designed and purchased every 6 months, based on the marching band show or winter guard show. As these uniforms are custom-made for each individual guard member, a student who registers for guard only to quit after uniforms are ordered may be held liable for the full price of the uniform.

## **INSPECTION**

Prior to a few performances of the band, all band members will stand inspection. Any member that does not pass the inspection will not participate in the given performance. Band members will be checked for the following:

- Clean uniforms, worn properly
- Cleaned, polished shoes
- Hair correctly worn-all hair will be up off of the collar at all performances
- Jewelry – only unity necklace
- Clean, lubricated, working instruments

## **FOOTBALL GAMES**

- Report time for all games will be announced on Thursday prior to the game.
- Students should wear the full uniform. It is ALL or NOTHING.
- For home games, students will be dismissed following the video/announcements in the band room.

For away games, students may ride home with their parent, but Mr. Barfield or Mr. Berry must have a note signed by parents prior to departure and the said person must make contact with the head chaperone at dismissal time.

When marching to and from the stadium, the band will remain at ATTENTION. When you have class IT SHOWS – when you don't, IT SHOUTS!

The band always will be at ATTENTION during the presentation of colors (US flag) and during The playing of the NATIONAL ANTHEM.

- Only uniformed band members are allowed in the band section.
- All members are to remain in their "section." Any stands "Go cheers" will not be played unless rehearsed and approved by the directors.
- There will be no eating or drinking soft drinks in the stands. The band parents will provide water to drink during the game. The band will have the third quarter off and must be back in their seats for the downbeat at the beginning of the fourth quarter.
- All members should be alert as to what is going on down front. Be ready to react immediately to instructions given by the drum major or director.
- If a student must leave the band section, a chaperone must accompany him/her and both must have permission from the director.

### **BUS CONDUCT**

- Buses are loaded according to seniority.
- Students will observe 5 minutes of silence when we depart the school, and will be silent when arriving on-property at our destination; windows will be raised at this time.
- Students will be silent when returning home until off-property.
- Students will sing the Alma Mater when we turn into WKHS.
- Students will be silent at all railroad crossings.
- If a conversation can be heard in the front of the bus, it is TOO LOUD!
- There will be no hanging out of or talking out of bus windows.
- No music may be played unless via headphones.
- The bus driver will be treated with respect.
- Staff and/or chaperones may reassign seats at their discretion.
- Please keep the bus clean; pick up after yourselves and always thank the chaperones and driver!
- Nothing will ever protrude through or be thrown from windows.

### **HOTEL SITUATIONS**

- Parents and students will be responsible for paying for any incurred charges, including lost room keys.
- Rooms are to be locked at all times.
- There will be no one of the opposite sex in your room at any time!
- Please refrain from playing instruments in the room.
- All school rules will be enforced on trips.
- All students should realize that any personal desires or uniqueness may have to be put aside for the duration of the trip in order to facilitate large group control and management.
- No one is to leave the hotel alone. Any student found leaving the premises without permission will be dealt with severely.
- Profanity is not a part of our organization! Make sure your language is not offensive.
- Band members are expected to be at the right place, at the right time, ready to go!

### **COMPETITIONS**

Competitions are special events where we get to perform for a sophisticated audience and very competent judges. WE ARE THERE TO DO OUR BEST – NOT TO WIN!! If we do our best, then everything will

take care of itself. Specific information is given prior to competitions as to directions, departure and anticipated return time. All parents are encouraged to attend competitions and support the band. Students may use the band phone to call following a trip. Parents, PLEASE COME IMMEDIATELY when called.

## CONCERT BAND

### AUDITIONS

Both in October and April, there will be auditions to determine chair or band placement. Auditions will be announced well in advance and will consist of scales, technique, a required solo, sight-reading, tone and range. The auditions will be judged by area professionals or judged by the directors. In some cases, a student on a brass instrument with a higher score may be put on a lower part to achieve balance or to allow a younger student to develop his / her range. If this is the case, the student will be informed of the reason for his / her placement.

### AFTER-SCHOOL PRACTICES

There will be sectionals and after-school band practices as scheduled in the Master Schedule. These rehearsals are required and will affect your grade in band. Check the calendar on the website, the facebook page, and white board frequently. I will give 2 weeks notice on any schedule changes, and those changes will be made on the website calendar. It is the student's responsibility to be aware of rehearsals/sectionals, although they will be announced in band classes as well. Guidelines for missing rehearsals are the same as with the marching band; if the school will excuse it, I will excuse it. If a student anticipates an absence, the proper forms must be filled out IN ADVANCE, and students must discuss schedule conflicts with the director IN ADVANCE as well.

## CLASSROOM PROCEDURES

### REHEARSAL PROCEDURE

- You must be in the storage room or your seat when the bell rings; a downbeat will be given two minutes after the bell. During the two minutes you should move to your seat, obtain music, a music stand, and a pencil, and begin warming up for the day's rehearsal. Make sure you have extra reeds. Percussionists should set up all equipment and music during the warm-up. Announcements will be made at the beginning or end of class and will also be written on the board.
- Talking will not be tolerated during a rehearsal.
- The purpose of rehearsal is for you to learn **the parts of others and how they relate to yours, not to learn your individual music!**
- If you must leave your seat for any reason, please ask. Restroom breaks should be taken between classes.
- In your individual warm-up, it is important to do each of the following on a daily basis:

LONG TONES

LIP SLURS

SCALES

THAT DAY'S ASSIGNMENT

### SCHOLARSHIPS

There are a wide variety of scholarships available for both music majors and non-music majors on the collegiate level. Many universities grant partial scholarships or a one-time scholarship to students who simply agree to play in an ensemble, and some will waive out-of-state tuition. Information varies at each school. Ask in the band office and we will do all that we can to help in your future endeavors.

### **SCHOOL-OWNED INSTRUMENT POLICY**

Each student who uses a school-owned instrument is completely responsible for the care of the instrument. A \$20 fee will be assessed for the year, and is charged to all students that use school-owned instruments and equipment. (Including all percussionists). This fee will go toward any general repair work caused by normal wear and tear. If an instrument is damaged due to negligence, the student is responsible for the entire cost. An instrument check-out form must be filled out and on file with the director.

## **USE OF THE BAND FACILITY**

### **BANDROOM**

The use of band facilities before, after, and during school is a privilege. Students who abuse the facility will be disciplined accordingly. Any abuse or damage will be considered vandalism. **NO OUTSIDE STUDENTS ARE PERMITTED IN THE BANDROOM** except for business with the director. There will be no horseplay, i.e. throwing of things, in or around the band room. All percussion and guard equipment is off limits to anyone not specifically designated to use them. No storing of personal items – **THE BANDROOM IS NOT A LOCKER!**

### **PRACTICE ROOMS**

Practice rooms are to be used for **practice or private instruction**. Keep the room neat with the appropriate music stands in place.

### **LIBRARY, BAND OFFICE, PHONE**

The **library** is private and is to be used only by the library staff. Materials may be checked out through the librarian; this includes Solos, Ensembles, and Etude Books. The **band office** is private and is not to be entered by any student without permission from the director or a staff member. All students should keep in mind that this is a place of business. If the door is shut, knock first. **Telephone** use should be kept to a minimum and is not for personal use. **Ask permission before using.**

## **BAND LETTERS AND BARS**

Students who qualify will receive a “letter or chevron” by meeting the following requirements:

- Have a 90 or above average in band.
- Pass off all required material.
- Must be in marching band for an entire year; concert-only participation for 2 years.
- Must attend all performances unless extenuating circumstances prevail.
- Must have no major disciplinary actions taken against you.
- Must have no outstanding financial obligations.

***Letter Of Mutual Consent 2015-16***

I, the undersigned student, accept membership in the White Knoll High School Band and understand that I am responsible for all the policies as set forth in the 2015-2016 Band Handbook. I fully agree to carry out my responsibilities to the very best of my ability.

\_\_\_\_\_

(Student Signature)

\_\_\_\_\_

(Date)

I, the undersigned parent or guardian, have read and understand the policies as set forth in the Band Handbook. I also grant full permission for my child to be an active member of the White Knoll High School Band. In addition, my child has full permission to attend all band functions. Furthermore, I understand that I must meet all financial obligations.

\_\_\_\_\_

(Parent Signature)

\_\_\_\_\_

(Date)

Type of Instrument (s) \_\_\_\_\_

Manufacturer \_\_\_\_\_

Serial Number \_\_\_\_\_

Parent e-mail address \_\_\_\_\_

**ABSENCE FORM**

This form must be completed and turned in two weeks in advance of any anticipated absence by a band student. (Excluding extreme emergencies)

Student Name \_\_\_\_\_ Today's date \_\_\_\_\_

Date of anticipated Absence \_\_\_\_\_

Reason for absence \_\_\_\_\_

- 
- Please be specific! The policy is quite simple – if the school will excuse it, we will excuse it. If the school will not, we will not. The school does not consider “Important matters or family matters” excusable.

White Knoll High School will excuse for Death in the Family, Religious Holiday, and Illness with a doctor's excuse. The doctor's excuse must be submitted to the school attendance office and a copy placed on file with the band director.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

All forms must be submitted to the Director of Bands and will remain on file in the band office for a period of a year.

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

