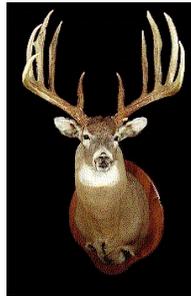


BUCKEYE HIGH SCHOOL
INSTRUMENTAL MUSIC
DEPARTMENT HANDBOOK

2016-2017



"ALMA MATER"

Our praise we sing
To thee our Alma Mater.
Your Spirit will guide us
Through all the years ahead.
We'll not forget thee,
As the years go passing by.
Sing praise to Buckeye High

BUCKEYE HIGH SCHOOL INSTRUMENTAL MUSIC DEPARTMENT

2016-2017

The band program at buckeye forms a vital part of the high school community. This group represents a large, colorful, and visible segment of the school population. Many of the related programs and traditions would seem dull without the presence of the instrumental music program. Appearances at sporting events, concerts, parades, as well as local civic events, add a great deal of color and spirit to the community.

The main emphasis of the band program is on musicianship and pride in accomplishment, followed closely by citizenship, tradition, morale, spirit, and loyalty. It is possible, by setting your schedule in a reasonable manner, to be successful in band, be active in other extra-curricular activities and maintain high scholastic standings. **The success of the organization will lead to the success of the individual and vice versa.**

As you stand on the threshold of membership, we the alumni and present members of this organization, ask of you to respect our traditions, learn to stand tall and feel Buckeye Pride, and always give your utmost for the organization. Together in strength we will succeed.

I. BUCKEYE BAND MISSION STATEMENT

The purpose of the music department shall be to further the extend the music education for the students of the Buckeye Local School District.

The prime objective of the music department is to achieve the highest possible musical standards including intonation, style, rhythmic accuracy and interpretation. We will work to interpret many musical styles in the best possible manner. We are here to grow musically, professionally and individually.

II. MEMBERSHIP

Membership is open to all qualified students who are sincerely interested in developing musical skills. Participation in music performance ensembles is expected for the entire year. To maintain membership, the student must accept the responsibilities set forth in this handbook.

Marching Band students are expected to attend all rehearsals, games, competitions and band camp and also follow concert band grading policy during school concert band season after marching band. Students are to be enrolled in the class unless given special permission by the Principal. Concert band (Wind Ensemble) only students will follow concert band grading policy.

III. REHEARSAL

Quality time shall be expended by each student during the entire span of rehearsal. Any problems with rehearsal attendance will be addressed individually and may influence grades (see part IV). Appropriate materials only are to be with you promptly after the tardy bell. No gum, candy or food permitted. Students will strive to develop good breathing posture and all students are to rehearse to improve these skills throughout marching band and concert band season. Always rehearse! Prepare to succeed!

IV. ATTENDANCE

In order to achieve the finest results possible, attendance at all rehearsals and performances by every musician is critical. It is assumed that all students who wish to become members of a music department performing ensemble recognize their responsibilities to fellow members and will contribute their best efforts at all times. Being realistic that absences due to illnesses, death in the family etc. Will occur, the following policy on absences will be followed.

1. All absences that occur outside the standard nine period school day will require the student to complete a request for excused absence form which will be completed by the student, parent/guardian, and the music director. These absences will be considered and then classified as excused or unexcused.
2. If an absence occurs, the following procedures may apply depending on the nature of the absence:
 - a) The director may levy grade penalties. 3 absences a week may lead to you being sidelined for a performance for safety reasons.
 - b) The student may be required to make up the absence with the music director through extra rehearsals or music hearings, etc.
3. Failure to follow the appropriate time tables and procedures may deny the student the right to an excused absence depending on the nature of the situation.
4. It is understood that work or a job is never an acceptable excuse from a rehearsal or a performance.
5. Any student who misses rehearsals during a performance week may be asked to "sit out" of the Performance depending on the nature and number of absences.
6. Marching band camp: all members of the marching band will attend marching band camp. Only in very rare occasions will students be permitted to miss rehearsals during this week, and these absences must be submitted at least one month in advance—preferably before the end of the previous school year. Students who fail to attend this camp may be considered an “alternate” and are only permitted to return to the full band at the discretion of the directors. Until this time, the student will serve in a support role with duties and responsibilities assigned by the director.

REQUESTS FOR “EXCUSED” FROM A PERFORMANCE: Since all music performances are scheduled well in advance, very seldom will a student be excused from a performance. The performance is the culminating goal of the musical organization. All students are expected to arrange their schedules to be present at all performances. Ohio Music Education Association locks in band programs to scheduled performance dates. Only in rare cases will they excuse a group once scheduled.

BECAUSE OF THE AMOUNT OF PLANNING, IT WOULD BE COURTEOUS TO SUBMIT A REQUEST A MONTH BEFORE A PERFORMANCE.

REQUESTS FOR EXCUSES FROM A REHEARSAL: all requests must be made at least one week in advance and must be submitted on the proper form to Mr. King. Only in rare instances will the excuses be accepted after the one-week period. The excuse may or may not be granted based on the legitimacy of the excuse. The reason for the requested absence must be stated specifically on the proper form.

V. TRANSPORTATION

All members must ride the school bus to all functions and return on the bus unless they have made proper arrangements (in writing, prior to the event) with the director to return with their parents or guardians. Furthermore, parents or guardians must then make personal contact with the director at the event for which the note has been written and sign out on a sign out form. There will be no exceptions to this rule.

All school conduct codes and rules will be maintained when on the school bus. Chaperones, drivers and the director have the absolute authority to enforce all regulations as set forth by the Buckeye Board of Education.

VI "MISSING THE RIDE" TO A SCHOOL SPONSORED EVENT

In the event a student misses their transportation to a school sanctioned event he/she has the following options:

- A) Miss the event and take the failing grade for missing the event. The situation will be reviewed.
- B) Have a parent/guardian drive the student to the event. Upon arrival the parent/guardian must find and notify the director in charge of the student's arrival.

VII CONDUCT/CHARACTER

Members are expected to conduct themselves in a manner reflecting the high standards of the school. Any member, who, by their own actions, either in school or elsewhere, places the reputation of the group in jeopardy may be dismissed. Members must be of high moral character and able to work and cooperate with all members and directors. Furthermore, it is expected that all members will give complete attention, support and respect to fellow performers during concerts and all interactions. No student shall use tobacco in any form, consume alcohol, or use non-prescription drugs while in any contact with a music group or activity including before, during or after practices or performances of any kind. Violation of this rule shall constitute suspension from the group.

The language and attire of the performing ensembles shall be that of good moral nature and one that supports a positive image of the Buckeye Local Music Department. While in uniform, you represent Buckeye Local Schools, its community and the directors. Therefore, students are expected to act as ambassadors for our community.

VIII. UNIFORMS

The uniform becomes the ultimate responsibility of the individual who is wearing it. It is to be treated with respect and cared for in the best manner. Any items which are lost will be replaced by the individual who has lost them.

No jewelry of any kind is to be worn while in uniform unless it is a designated part of the uniform. Make-up is to be kept to a bare minimum as well as heavily scented perfumes, cologne, hairspray, etc.

After every performance your uniform should be hung up and ventilated immediately. Failure to do this could result in mold or mildew and subsequent replacement of the uniform by you!

Each band member is required to wear Drillmasters shoes available through the music department or a merchant that sells them, black crew socks, black athletic shorts that fall to the knees, "B" t-shirt, "Tour Shirt", and each band member is required to have a pair of black dress pants on hand to wear in place of uniform pants for rainy events. Also, each band member will be required to purchase white gloves each new marching season. Band Boosters will take an order for these items in the month of July!

Plumes will be issued before all performances and will be placed neatly back in the plume box or plume tube as directed. Do not keep them yourselves, as damage or loss may result with subsequent replacement by you!

Cell phones are not permitted while in uniform and are not to be carried in the uniform. As with mp3 players they will need to be kept on the bus when we are performing which generally do not lock. You take them at your own risk. A phone will be available upon our return from performances to call for a ride. Many students will store these devices in their case when not in use.

Inspections will take place in order to keep school owned instruments and uniforms in the best of condition and to assist in keeping personal instruments in good shape.

Two types of inspections will take place –

1. Section Leaders/Squad Leaders – these will be conducted by your peers reporting back to the Marching Band Directors.
2. Staff – this type will be conducted by the directors or staff.

You will stand at parade rest or attention if requested. Inspections usually take place in the gymnasium.

IX. GRADING/MAKE-UP WORK CONCERT BAND

Your 9-week grade will be made up of the following events:

Spot performance participation and written tests; your classroom performance and daily participation grade; your attendance at rehearsals and performances. Just how much weight is to be given to each of these events will vary depending on the grading period and the schedule of events. You may make up work for more than 5 days of classroom absence providing they were excused absences. However, all make up work must be turned in by the last day of the grading period.

a) **Make up work:** since this is a participation class and your attendance is mandatory, you must complete make-up work if you accumulate 5 or more absences. (either excused or unexcused) in one grading period. The work must be completed prior to the last day of the grading period. No work will be accepted after that date. Consequences and make up work are:

- 5-6 absences: without make- up work, your grade will be lowered ½ letter grade. Make-up work: see Mr. King.
- 7-8 absences: without make-up work, your grade will be lowered 1 letter grade. Make-up work: complete a recording of 3 songs we are working on in class.
- 9 or more absences: parent conference or phone call. Your credit could be in jeopardy.

X. REASON FOR PROBATION, SUSPENSION OR DENIAL OF PARTICIPATION

1. Any serious violation of the school rules. Buckeye local schools reserves the right to suspend students from participation.
2. Violations of any rules governing the performing ensembles in the band handbook.

RESPONSIBILITIES OF THE BAND MEMBER

RESPONSIBILITY TO OURSELVES:

We owe ourselves the benefit of proper equipment and proper instruction. Whenever possible, you should avail yourself of the best quality instrument that you can afford. You should also obtain as much instruction on that instrument as possible. **You** have the primary responsibility of learning and contributing your talent to the group!

RESPONSIBILITY OF PREPARATION

You must have black Drill Master marching shoes. They must be clean with pride! You will not be allowed to march without black shoes. Your name must be labeled in the inside. Shoes are your responsibility. If you do not have your horn or you choose not to participate, your daily grade will be marked accordingly.

RESPONSIBILITY TO PARTICIPATE

In some rare cases, you may not be attending an event. You must participate in rehearsals for that event in order to receive credit for that day. You must still be prepared and participate to earn credit. You must ask Mr. King before taking any actions on your own! A zero will be issued if you miss attendance without any notification. Participation in the band will be for the entire school year!

Once students elect to become members they are expected to participate in all the band's performances.

We have responsibilities to our school and community that occasionally require us to perform at other times of the year. An example would be the Memorial Day services.

In addition, if playoff games are scheduled it is everyone's expectation that all will be in attendance including rehearsals as well as state band contest and rehearsals.

RESPONSIBILITY TO THE SCHOOL

The school provides the necessary facilities for our rehearsals and performances. Also, the music boosters and school are responsible for many large purchases. We then have the obligation to provide the best possible performances and representation for the school, community and citizens of our area. The school owns your uniform and many of your instruments. It is your responsibility to bring them to attention if repairs are needed.

RESPONSIBILITY TO MUSIC AS AN ART FORM

The performing arts have always been a vital part of humanity. You have been blessed with a very special talent. Being a member of the band program at Buckeye, you have the obligation to use that talent for the excellence of our organization and community.

RESPONSIBILITY TO EACH OTHER

Getting along with each other in our complex society is a difficult task all by itself. You have the obligation and responsibility to respect the rights of others. Anti-social behavior will only breed the same from others and bring unwanted trouble. Please respect the rights of others and treat them as you wish to be treated.

RESPONSIBILITY FOR PROMPTNESS AND COMMITMENT TO THE BAND

These two areas are vital to the success of the organization. We often leave the Medina area in order to perform. You must arrange your schedule so that you are able to honor your commitment to the band. **If you arrive on time...you're late.** This is due to the fact that you need to get instruments, equipment, music and/or uniforms ready before the scheduled rehearsal or performance time.

RESPONSIBILITY TO THE MUSIC FACILITY

In order to keep our facilities in the best of condition, the following guidelines should be followed:

1. Music room will be kept clean and neat as possible. Paper and scraps should be put into the waste cans. Pride to pick up all paper though you may not have dropped it.
2. Instruments on the shelves, not the floors.
3. Percussion is off limits to non-percussionists.
4. Guard room is off limits. Guard members only.
5. Horseplay will not be tolerated. People, history and equipment will not be put at risk due to poor behavior.
6. The music office is the center of activity in the instrumental music area. It is not a lounge. Many important documents, letters, papers must not be misplaced. Therefore, no one should be in the office unless one of the directors or a staff member is present.

RESPONSIBILITY FOR ATTENDANCE:

All band members are required to attend rehearsals and performances. Football games are performances.

Being on time is 10 minutes early.

POLICIES GENERAL FOR SPECIAL PROBLEMS

There is only one kind of discipline; self-**discipline**. You need to understand that your decisions may affect the entire organization. Please make them responsibly. The band is governed by all established school rules and policies as outlined in the Buckeye High School Student Handbook.

PLAYING INSTRUMENTS IN THE STANDS

All performances will be presented in an orderly manner. You must sit by section or as required at events. Music is to be led by the directors or by his/her appointee. You are not to play another student's instrument, nor are you to allow someone else to play yours.

REFRESHMENT PERIOD

Band members are usually permitted a portion of each event where they may obtain refreshments and use rest room facilities. This time is designated by the director at each event. During football games, this time is usually granted during the third quarter. Students must be back in their seats to play the fight song at the start of the fourth quarter. Tardiness to the stands at the beginning of the fourth quarter by a few may jeopardize this privilege for everyone.

PERCUSSION RULES

The destruction of drum heads and or equipment will not be tolerated. You are responsible for your instrument that you are playing on. If something breaks, you are responsible. The replacement will not be made until the damage is paid for up front. You will sit out performances until the equipment is repaired. We have some expensive equipment. We expect you to take care of it. ***The directors will make all adjustments to the instruments unless otherwise given permission.***

ASSEMBLING TO PERFORM

The band will assemble in an orderly fashion, as quickly as possible, in a designated area. Sometimes we will not be able to organize as we normally would. Just be prepared to listen and adjust quickly if we are running behind on our schedule. Follow instructions, especially when changing and loading.

FOOTBALL GAMES AND COMPETITIONS

We will meet at the band room and have inspection before we march to the stadium. We will change and assemble at the band room. You must march back to the band room and wait until you are dismissed by section to depart.

At football games our main function besides entertainment is to provide support for our team. Therefore, everyone will be required to play every time the band plays. Failure to do so will be considered insubordinate and appropriate disciplinary action will result. Our goal is to provide a finished entertainment product; so individual playing is not permitted unless instructed to do so. Also an OHSAA rule during games.

Everyone will stay in the bandstands, and **no non-members will be allowed to sit in the stands with us.** If it is necessary that we have water before half time because of warm weather, the Band Boosters will be there to assist us without anyone having to leave the stands.

Public display of affection (pda) beyond holding hands, while in uniform will not be permitted. This should be considered out of respect for the uniform, the organization, and yourselves. This is not meant to discourage social relationships in or out of the band, as we believe that these relationships are important at this stage of your lives.

We will use the second quarter to warm up for half time and last part of fourth quarter to line up for a post game performance or exit. At any time, the band moves to or from the performance area no one is to break ranks. (walk through the band). Competitions involve one thing – concentration.

Lack of concentration causes mistakes and costs us points, places, and most importantly... Pride.

The field commander will accept any awards we receive at a competition.

At awards ceremony after a competition, you will be expected to act with the class and pride that Buckeye represents. You will be told ahead of time whether you will remain at attention or be allowed to celebrate when an award is won by our organization.

For many years now the buckeye band has won with pride. During those same years, there have been times when we have had to lose with class. We must always work towards the total performance: one with pride in ourselves and respect for others. Negative statements about other organizations will not be tolerated at any time. Granted, no one likes to lose, however nothing is worse than a poor loser. It is a part of life. Someone is going to come in first. Someone will come in last in a competition.

After performances all equipment is to be put away properly by the person who uses it. Do not leave hangers, clothes, and shoes in the room.

Let your parents know what time we finish so they know when to pick you up. Please respect the staff's time. We spend much time at the school.

BUS REQUIREMENT AND TRAVELING

When a bus is provided, all performers will ride the bus both to and from the scheduled activity. This may be adjusted only when you are transported by your own parent or legal guardian on special occasions and approved by the directors only! Please have a note handy from your parents/guardians and have them call the directors in advance.

When you board the bus, the bus driver is in charge! Not the directors. F.Y.I.

Everyone is responsible for seeing to it that their own equipment gets loaded and unloaded from the equipment trailers and bus. Do not rely on someone else to do this for you!

Do not load or unload the bus until you are told to do so.

The bus driver is in charge when we are on a bus. Any problems will be reported to the directors and appropriate disciplinary action will result.

Any problems keeping the bus clean can result in being restricted from future trips.

No singing or cheering in unison. The bus driver's responsibility is too great and your well-being too valuable to risk having an accident. Any crude or suggestive music will not be tolerated; the staff will judge this. Judgment is not to be questioned by students.

Mp3 players with headphones are permitted on the bus. No speakers may be attached to them. These and all valuables are your responsibility, not that of anyone else. Remember school busses generally

do not lock and you will be leaving your valuables unattended in the bus. We are not responsible for lost or stolen electronics and you take them at your own risk.

8

These rules and regulations are not intended to keep anyone from having a good time. They are simply guidelines to help keep problems arising and for the protection and comfort of you, the drivers and staff to ensure that the hundreds of miles traveled by the band are safe, happy miles!

UNIFORM CARE

Each member of the marching band is assigned a complete uniform. You are responsible for its condition when in your care. **Your uniform is a symbol of pride. If it appears that your uniform has been abused while in your care, you will be charged for the repair or replacement of that uniform. Your uniform represents pride and dignity to our community. Treat it with the utmost respect!!!!!!!!!!!!**

We look forward to having an exciting year. Many things will be new, educational and **very fun!!!!** Our goal is to excite, support and promote our school in the strongest sense of our pride, uniformity and spirit. These guidelines are seeds for success. If we do more than what is expected, the result will be excellence!

COLOR GUARD

Your practice pole must have a rubber tip on both ends at all times and be kept in the area designated by the Color Guard Instructor.

Avoid allowing silks (flags) from dragging on asphalt or cement as it can rip and tear the fabric. When we perform we will work to avoid this type of damage.

Let your instructor know if the flag becomes untapped to avoid the sleeve of the flag from becoming damaged.

Performance equipment must be kept in top condition at all times. Please inform your instructor when repairs need to be made.

Follow procedures and rules of Color Guard Instructor. You are a division of the Band Program. Band Handbook Rules apply to Color Guard.

Classroom Rules for Instrumental Music

1. No Gum
2. Respect the podium when someone is addressing the class.
3. Do not touch anyone in class.
4. Do not interfere with anyone's right to an education.
5. No food in the classroom unless given permission.
6. No toys or electronic equipment!
7. Equipment and chairs must be put away according to schedule.
8. Never leave Director's line of sight unless you are granted permission.
9. Office is off limits unless granted permission. Computers are off limits. Ask to use the phone.
10. You are not allowed to be in the back rooms unless given permission.
11. Be prompt and prepared.

12. You are responsible for excessive damage to a school owned instrument or if you lose it. School horns will be signed out with directors according to policy.

9

Band Grading Policy: Concert Band Season

1.	Hearings/Playing Checks	Could Be Multiple	25%
2.	Participation\Attendance	Daily Grade 4 Points	65%
	A=4	Daily Grade Worth 4 Points	
	B=3	Non-Excused Absence= 0	
	C=2	No Horn=0	
	D=1	No Music=0	
	F=0	Lost Music to Make Copies= -3	
		Interruptions in class- each offense: -1	
	Performances	Are worth 80 Points Each.	
3.	Written Work	Tests or Quizzes	10%

If you miss a concert or performance without a proper excuse, your grade will be lowered to a D automatically. Concerts or performances are mandatory. You have a responsibility to the band and others.

MISSING A PERFORMANCE MAKE UP WORK EXAMPLE

Papers need to be in the following format.

1. Typed- Font Size 12 (Arial or Times Roman)
2. Double Spaced.
3. A title page and bibliography are required properly formatted.
4. All sources must be documented.
5. 1" Margins
6. One page for each topic.
7. Project must be completed by due date.
8. No class time will be given to complete assignment.

BAND DISCIPLINE POLICY

1. Verbal Warning from Director(s)
 2. Personal Time or benched before, after, during performances, practices, 3rd quarter, free time, cleaning time etc.
 3. Director Conference.
 4. Parent Conference. Grade can be lowered dealing with absence/participation.
 5. Disciplinary referral to Principal.
 6. Removal from band program.
- Steps can be skipped depending on the offense of the discipline issue.
 - Administration will make final decisions on removal or suspension from participation. Infractions of the Band Handbook will lead to a review of Discipline according to Band Discipline Policy.
 - Referral to School Intervention Specialists and/or School Counselors if a student(s) is having trouble functioning effectively in the group, section or ensemble.

VALUES

All of us must live our values. Effective performers understand that living our values means doing what's right, following our beliefs- and the rules- when no one else is watching. Winning means nothing unless how we get there is fair, collaborative, rooted in our values and contributes to the greater good. We do not cut corners just because it is easy or suites a personal interest. We keep our promises and commitments. We achieve our results through collaboration. We believe passionately in sharing best practices to excel our program.

We strive to do our best!

PROCEDURE TO FOLLOW IF YOU HAVE A CONCERN TO DISCUSS WITH THE DIRECTORS:

PLEASE DO NOT ATTEMPT TO CONFRONT A DIRECTOR IMMEDIATELY BEFORE OR AFTER A PERFORMANCE OR PRACTICE SESSION.

CONTACT THE BAND DIRECTORS TO SET UP AN APPOINTMENT.

BUCKEYE INSTRUMENTAL MUSIC DEPARTMENT

3084 COLUMBIA ROAD

MEDINA, OHIO 44256

330-722-8257 EXT 3038

GREG KING-DIRECTOR

SIGN AND RETURN THIS FORM TO BE PUT ON FILE

AGREEMENT FORM FOR BAND MEMBERS 2016-2017

Participation in the Buckeye Local Schools Band program requires this form to be signed and returned by all members.

PLEASE READ THE INFORMATION ENCLOSED IN THIS HANDBOOK AND THE ATTACHED GRADING POLICY. DETACH THIS PAGE, SIGN, AND DATE AND RETURN IT.

I HAVE READ THE ENTIRE BAND MANUAL AND GRADING POLICY. I UNDERSTAND THE RULES AND PROCEDURES AS THEY ARE OUTLINED. I AGREE TO COMPLY WITH THESE RULES AND SERVE AS A RESPONSIBLE BAND MEMBER WHILE REPRESENTING MY SCHOOL AND COMMUNITY.

STUDENT SIGNATURE _____ *DATE* _____

DEAR PARENTS:

PLEASE READ THE HANDBOOK AND ATTACHED GRADING POLICY. SIGN THIS DOCUMENT SO THAT WE KNOW THAT YOUR CHILDREN HAVE SHOWN YOU THE BAND RULES, AND PROCEDURES.

PARENT OR GUARDIAN _____ *DATE* _____