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## Marching/Concert/Symphonic Band & Color Guard Handbook

Welcome to the Niwot High School Band. Please read and familiarize yourself with these policies to enable you to have a successful year.

### **Niwot High School Band Program Expectations/Rehearsal Etiquette**

1. **Be on time.** This actually translates to “be 10 minutes early” because, in most cases, you will need to assemble your instrument and may need to move to the practice field.
2. **Be prepared.** Have your stuff every day. Stuff includes: charts, instrument, reeds/valve oil/drumsticks/mallets/flag, etc. (if necessary), pencil and music. Have your homework done and music practiced before class starts.
3. **Be honorable.** Give your best effort, no excuses, no exceptions. As a member of these performing ensembles you represent us AT ALL TIMES.
4. **No food.** Gum is never allowed. Drinks (except for water) and snacks should be consumed before or after class and not brought into the room except in special circumstances.
5. District issued iPads are the only electronic devices you will need. It should be fully charged for each class period.

In addition to the above rules, all other NHS rules are to be followed in band class.

### **Attendance (Rehearsals)**

Your physical and mental presence at each rehearsal (**including evening rehearsals!**) is of utmost importance. The group depends on each and every member to give 100% effort in order to sound its best. Attendance will be taken at every rehearsal. Lack of materials/tardiness or unexcused absences (rehearsal grade of 0 for the day) can severely affect your grade. Students are allowed up to 2 excused absences per quarter without affecting their grade. If a student is absent more than 2 excused absences per quarter, (s)he should contact the director to make up the rehearsal work, or these subsequent absences will result in a zero in the rehearsal grade for each absence. Students need to be in the classroom by the late bell and must be ready to play 2 minutes after the class bell rings. Tardies show a lack of respect for other members and will negatively affect your grade.

For morning marching band rehearsals, all students should have proper footwear (no Crocs, sandals or flip-flops) as well as have proper materials (instrument, flip folder, sunscreen, coat, flag, etc.) Improper footwear will disallow you from participation and will act as a “0” for your daily rehearsal grade.

Ofentimes there is dew on the grass and your feet WILL GET WET. Bring a change of socks and shoes.

Rehearsal locations and music will be posted daily on the white board. Students are expected to stay in the band room/rehearsal area until the bell rings. Students leaving early or not returning to the band room after rehearsal in another location will be marked as an unexcused absence.

### **Attendance (Concert and Rehearsal)**

**Attendance at concerts/performances and rehearsals is mandatory.** After school rehearsals and concerts make the moments you will remember forever and are the reason we are a successful program. Much like any team sport, if one student is missing, it will affect the performance of the whole group.

An unexcused absence from performance will result in a concert grade of a 0. Students who are excused from school the day of a performance due to illness are automatically excused (though a reminder email is helpful). Students will not be excused for work obligations. Emergency situations will be considered as necessary.

Students with an excused concert absence may make up the concert grade by performing their concert music along with a provided, professional recording. Grading will be based on tone/intonation, rhythmic accuracy, melodic accuracy, and overall musicianship. It is the student's responsibility to make up this concert grade. Except in special circumstances, only students currently enrolled in this course are allowed to participate in football games and parades. **Band is not an extracurricular activity – it is a co-curricular one (in-class as well as after-school commitments).** Students are “in class” whenever they are representing the school – whether in school or in the community, during or after school hours. All district rules regarding student behavior are in effect, and grades can be affected by behavior at these events.

### **Chair Auditions/ Playing Tests**

**Marching/Concert/Symphonic Band** -Repertoire for these auditions will be posted in Schoology along with a grading rubric. The music will be a combination of scales and prepared pieces. **Students are encouraged to get help before or after school from the director, section leader, or their private lesson teacher (if they have one) in order to prepare.** There will be no “challenge” period for students to move up chairs between playing tests. During marching band season, students will be asked to demonstrate mastery of music to be played as well as marching proficiency at an appropriate time during the season. Color Guard students will be asked to perform their routines for a grade at intervals during the marching season.

### **Devices**

School-issued iPads are the only electronic devices you will need during class. Cell phones must be put away for the duration of the class period or students will lose of participation points for the day (30% of overall grade).

### **Concert Attire**

For formal concerts (October, December, January, March, May) students will be asked to wear nice, ALL BLACK attire. This includes a nice black shirt w/ collar/top, black pants/skirt, black socks/shoes. Alternately, an all black dress may be worn. Black t-shirts, black denim, and black tennis shoes are not considered appropriate for concerts, as they are formal occasions and students should be dressed appropriately.

### **Field Trips/Outside Performances**

Occasionally, band students will go on a trip during the school day or to perform off campus. In this case, students are to fill out a pre-arranged absence form (available in the front office). Students are expected to follow all NHS rules. NHS students are representing the entire school, and bad decisions made on a trip may have consequences for everyone. Students should listen and follow all bus rules and directions from the driver/chaperone on board. Students on free or assisted lunch programs will be given monetary help with any field trip fees. Please let a director know privately in advance so arrangements may be made.

## Fees/Fines

Following is an itemized list of associated costs of participation in the Niwot High School Marching Band. Costs will be loaded into RevTrack on each student's account and can be paid with credit card.

\$50 Program Fee (to be paid through RevTrack)

\$15 Marching Band Uniform fee (covers cleaning, not for members of color guard)

**\$5 Cash-only** Lock Deposit – lockers (not required, refundable upon return of lock)

\$3 Black Gloves (brass/woodwind players—white gloves for drum majors)

\$12 show shirt - part of marching band uniform to be worn under bibbers. (MB students only)

\$33 Black marching shoes (required for freshmen/new students to purchase this year; others optional)

Color Guard Uniform – ~\$75. We make every effort to keep this expense reasonable.

Students on free or assisted lunch programs will be given monetary help with class fees. Please let a director know privately in advance so arrangements may be made. Students could also incur other fines based on the abuse of instruments, uniforms, or other school equipment.

## Grading

40% Concert /Performances: attendance, tardiness, correct uniform, effort/behavior

30% Performance Tests (playing and marching/work test)

30% Rehearsals (**including night rehearsals**): (10 points/day) in-class assignments and preparation

Concerts and performances are worth 100 points each. A student will earn full credit for the performance by the following rubric:

10 pts – on time to call time/warm-up (usually 60 minutes prior to performance)

10 pts – correct attire including appropriate footwear (dress shoes) and dark colored socks

10 pts – having all correct music and equipment

70 pts – actual playing performance effort

There are approximately 25 daily class rehearsals per quarter. By showing up on time every day, bringing the proper materials, and giving their best effort throughout a rehearsal, students will stand the best chance of earning a good grade. Here are some examples of ways that students will lose **overall** points in this category:

- Forgetting your instrument, mouthpiece, or other essential ingredient: loss of 10 overall points per infraction
- Forgetting sheet music/flip folder/charts: loss of 5 points
- Participation/behavior problems: loss of 10 points (health problems will be excused with parent/doctor note)
- Unexcused absence: loss of 10 points
- Unexcused tardies: loss of 5 points per infraction
- Improper footwear: loss of 10 points per infraction

For example, if you forgot your instrument once, had an unexcused absence for an evening rehearsal, and forgot your sheet music once, you will get 75 out of 100 points in the "Rehearsal" category.

### Hall Passes

With a 10-minute passing period, students should make every effort to use the bathroom/get a drink during this time. Students may not use a pass the first 15 or last 15 minutes of a class period (school rule).

### Honor Band Participation

There are many opportunities for students to participate in honor groups around the state, and students are strongly encouraged to participate in the groups. They often feature distinguished guest conductors and challenging music. Students get the opportunity to collaborate with other musicians from the area. Seat placement in such groups is done through a live or recorded audition process. Please check each group as to specific requirements.

Some honor bands (St. Vrain Valley District Honor Band, Combined League Honor Band) are local or one-day events. Other groups, like CU, CSU and All-State Band are full weekend commitments (Thursday- Saturday). It is the student's responsibility to pay for all costs associated with the event (including registration, meals, and hotel if necessary), although associations like the NHS Education Foundation, Lions' Club etc. may be able to help if asked. The district does not provide any reimbursement for costs or for teacher time to chaperone at overnight events. **It is the responsibility of the parents/students to provide a chaperone for all students (even if they are 18) at all overnight honor band events.** If several students from the school or district are going to an event, arrangements can be made for one parent to chaperone all students. Chaperones must be a parent/guardian of one of the students. Chaperones may not be older siblings (even if they are adults).

\*CHSAA requires all students auditioning for All-State Band to be enrolled in a music class at the time of audition as well as the performance weekend.

### Instrument Repair

Occasionally, instruments need to go in for repairs. If this is the case, students will not be penalized in class so long as they email or bring a **note from their parent** stating that the instrument is in the repair shop. Their progress will be limited during this time, and they will miss valuable practice time. **It is STRONGLY suggested that privately owned instruments be taken to a place that will guarantee a "loaner."** In some instances, the school may be able to provide a loaner instrument. **Do not leave your mouthpiece with the repair technician.** Please see a director if you need a repair facility or loaner instrument.

### Lettering Policies

Students may earn a letter for participation in band or color guard. The Varsity Lettering Requirements form needs to be filled out completely by the set deadline (usually in April). Lettering guidelines are explained on that statement and handed out in the Fall/early Winter.

### Lockers/Storage

Any band student may choose to use a band locker in the instrument storage area on a first-come, first-served basis. Students who want to lock the locker must use a school lock; all other locks will be removed. There is a \$5 deposit for a school lock, payable in cash only. The money will be returned when the lock is returned. The director has key access to all lockers. Students are not to climb inside of band lockers. Instruments left on the floor of the storage room are a fire/safety hazard and will be removed. Please make sure your instrument is labeled with your name and contact information. All students should make sure their instrument is safely stored before the start of the school day. Although the directors do their best to maintain a secure environment, the teachers/school/district are not responsible for damage or theft. It is recommended that all students and parents check to see if homeowner/renter's insurance covers instrument replacement. It is also recommended that all students have their model number and serial number of their instrument in a safe place at home.

## Materials

### **All band students need the following:**

Instrument in good working order  
Appropriate supplies (flip folder, lyre, athletic shoes, flag, reeds, valve oil, etc.)  
Pencil (NO PENS!)  
Music (paper and/or digital)  
Fully-charged iPad

## Music

Students are often loaned sheet music for use in concerts. Sheet music is costly to replace. Students need to maintain excellent care of sheet music by storing it in the folder provided to them by the director. Music must be returned to the school in usable condition, free of unnecessary marks to avoid incurring fines, the class after the performance. Every attempt is made to obey copyright laws in regard to purchasing music. Music will only be copied to avoid damage to original copies, to use permanently out-of-print music, or if the music is on order. If photocopies are used, they will be destroyed immediately after use.

## Office Hours:

My planning time is during 2<sup>nd</sup> and 5<sup>th</sup> blocks this year. Students may also meet with me either before or after school, or during B lunch (by appointment). Be aware that I am not always available at that time due to other responsibilities, so please check in advance. Parents can schedule conferences by email: [hendricks\\_robert@svvsd.org](mailto:hendricks_robert@svvsd.org)

## Practice

**Practicing at home is essential for improvement on any instrument.** Niwot High School is proud of our excellent music program and excellent musicians. Simply playing in class is not enough to improve. There are many materials available from the director or from stores to supplement practice time at home. The director maintains the right to assess student performance at any point in the semester. Chair placement may change according to a player's demonstrated skill level.

## Private Lessons

**All students can benefit from private lessons.** Private lessons are a great way for musicians to gain additional help on their instrument. Advanced students usually enjoy the extra challenges. Please contact me if are interested in taking private lessons.

## School Instruments

Select instruments are available for students to rent from the school. If a student opts to use a school instrument, the student and parent/guardian must sign a check-out form from the director and will incur a district-wide set fee of \$50 per semester. By signing the form, the student assumes responsibility for the care of the instrument and will be charged for any repairs beyond basic wear and tear. The instrument must be returned by the date on the form, or returned immediately after participation in ensemble ends. Replacement cost will be charged for missing instrument parts.

### Agreement for Student Use of District Owned Musical Instruments

The parent/guardian and student request that the student be allowed to use, and the District agrees to allow the rental of, the aforementioned described instrument and noted accessories in the rental form.

Both parent and student agree that:

1. The student will return the instrument upon request of the music teacher in the same condition in which it was issued as noted by the description and photos in the rental agreement, normal wear

expected.

2. The student is responsible for the school owned instrument if it is lost, stolen, or damaged. The student is responsible for replacing the instrument with a comparable instrument or must pay the District an amount equal to the value of the instrument when it was issued to the student.
3. The photos submitted are an accurate representation of the instrument when it was checked out to the student.
4. Any repairs needed due to negligence are the responsibility of the student when they occur or at the time of instrument return. The student is responsible for maintaining the school owned instrument as if they owned the instrument. This includes: removing dents from the instrument that have occurred while rented, proper daily maintenance including cleaning, always transporting and storing the instrument in its case, and other needs as indicated by the director.
5. It is understood that this instrument is checked out to the student for the purpose of facilitating instruction in curricular music programs of the District. If the student or parent wishes to use the instrument in an organization outside the curricular programs of the District, the music teacher must be notified in advance.
6. The instrument must be returned no later than the last day of school in the current school year, unless specified by the director. If a student discontinues the music program, the instrument must be returned immediately.
7. As per board policy, **a non-refundable fee of \$50 per semester will be assessed for the rental of a school owned instrument.** This fee will be adjusted or waived for families with free/reduced lunch waivers. The parent/guardian is responsible for paying the fee once it is assessed, and the instrument may be seized upon non-payment.

### Tardy Policy

Late students minimize rehearsal time and show a lack of respect for the director and their fellow musicians. For each unexcused tardy a student's rehearsal grade will be deducted by 5 points. After the third tardy, parents may be contacted. Further infractions will be handled by the NHS Administrative team.

### Transportation

District policy states that students who travel with and represent Niwot High School do so with parental permission. Any other arrangements must be made well in advance and require special permission of parents and administrators.

### Uniforms

**Marching Band** uniforms are distributed at the beginning of the season. Students need to care for their uniform by hanging it properly, keeping items in uniform bag/hat box when not in use, and unzipping components prior to dressing. All uniform parts (pants, jacket, gauntlets, hat) need to be returned at the end of the marching season. Students are ***not*** allowed to alter the uniforms in any way. All woodwind/brass students need to purchase black gloves (\$3) from the director. Drillmaster marching shoes (black) and black socks are also needed to complete the uniform. The uniform is NOT to be used as a Halloween costume. Friends or family members are not to wear the uniform. Students should not use face paint/temporary tattoos on their face in uniform. **Students should not eat while wearing their jackets during a performance** (i.e. snacks in the stands at football games). Jackets need to stay on unless the director approves its removal, and in such cases the entire band must be wearing our approved show shirt underneath.

All marching band students (including guard) will wear the show shirt for informal performances and/or under the band uniform. The band uniform will be cleaned at the end of each year.

**Color Guard** will wear the Custom Guard uniform for performances, approved black shoes. See the Coach or Captains for more specific info.



# *Marching/Concert/Symphonic Band Handbook* Policy Agreement Form

Please read the handbook and indicate below that you understand and will abide by the policies set forth therein.

## **Check Due Date in Schoology**

I have read, understand, and will abide by the requirements and expectations for Mr. Hendricks' class as detailed in this agreement.

Student Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

We have read the above information and agree to help my/our student follow the rules and guidelines.

Parent/Guardian(s) name(s) (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Please use this space to tell me anything that it would be helpful to know about the student, such as previous musical experience, personality traits, or preferred pronouns.

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Thank you and I look forward to a great year!

Wade Hendricks  
Director of Bands  
Niwot High School