

**Andover Central High School
Instrumental Music Department
HANDBOOK**



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INTRODUCTION

The purpose of this handbook is to acquaint and inform all students and their parents with the instrumental music program available to students of Andover Schools. With an emphasis on fundamental teaching and a demand for excellence, the Instrumental Music Department of Andover USD #385 and Andover Elementary, Middle and High Schools have established themselves as one of superior quality.

In an effort to maintain these high standards and to continue the tradition of outstanding accomplishment, all band members and their parents are requested to read this handbook thoroughly, complete the attached medical consent forms, and obtain parent signatures.

After reading this handbook, place it with your other records so that it will be available as a reference if a question should arise. If you are not able to find an answer to your question, consult your director.

PHILOSOPHY

In keeping with the philosophy of the Andover School System, all students who have the desire are given the opportunity to participate in the Band Program to learn, and to progress musically as far as his/her abilities and desires permit. If he/she accepts the challenge, has the self-discipline required, and feel his/her responsibility towards the band, he/she undoubtedly will be successful in this endeavor.

OBJECTIVES

----To develop the technical skills necessary to play a musical instrument satisfactorily in an instrumental group based on the knowledge needed to attain success at the Elementary, Middle and High School levels.

----To cultivate and develop cultural and aesthetic values in order to possess an understanding of beauty, expression, and the ability to appreciate the finer things in life through actual participation in a performing organization.

----To develop leadership qualities, responsibility, and citizenship in students through their dedication to a cause and service to both school and community.

AIMS AND FUNCTIONS OF THE DEPARTMENT

1. *ATTITUDE*: The greatest single factor determining the success of an individual or organization is attitude. A positive attitude toward yourself, each other, and the band as a unit will make the difference between a fine musical organization and a mediocre group. A positive attitude requires self-control and acknowledgment of the discipline it takes to be a fine performer. It takes intense dedication to reach goals. Discipline yourself to daily practice of materials designed to improve your basic skills. Those who make the decision to better yourself through music will be glad you did. Make the most of every rehearsal and performance.

2. *DISCIPLINE*: Because of the nature of the organization, discipline must by necessity, be strict. Band students and parents must be willing to accept the ideals, principles, and rules of the organization. Instrumental music students are constantly on display. Each student must always be aware of the importance of good behavior. Students should always remember that they represent their organization, school, parents, and community when they are in the public eye. Any misconduct casts a direct reflection on our school and community and may well undo the good work of hundreds of loyal students. Discipline is order. There is order in all things physical, material, spiritual, and intellectual. With orderliness comes attainment of things worthwhile.

THE STUDENT RESPONSIBILITY TO THE INSTRUMENTAL MUSIC PROGRAM

1. Be regular in attendance to rehearsals and account for all absences .
2. Never miss a performance.

3. Make a real effort to learn and improve every day.
4. Be responsible for and expect to assume the consequences of your actions.
5. Be personally clean, neat, and properly dressed.
6. Show respect to those in authority.
7. Follow all classroom rules, school regulations and all travel instructions issued for trips.
8. Be honest and fair with others concerning equipment, music and school life in general.
9. Cooperate with fellow members and share with them the responsibilities and privileges that are a part of the instrumental music department.
10. Contribute positively to your music education and that of others by the best use of your talents.
11. Read and play music with insight and expression.
12. Improve your knowledge and understanding of music theory, harmony and history, as well as develop good listening habits.
13. Make independent practice a part of the daily routine.

THE RESPONSIBILITIES OF THE INSTRUMENTAL MUSIC DEPARTMENT

1. Provide the music students with the proper kind of rehearsal room, lighting, seating, music stand, instrument storage space and other equipment as is considered necessary to aid in developing the student's music ability and help him form good citizenship and leadership skills.
2. Plan assignments and encourage daily progress of the entire organization.
3. Provide the organization with a full musical education through rehearsal, performances, teaching, testing, and listening.
4. Suspend any uncooperative member from the instrumental program until a conference is held with the member, parents and administration, in order to work out a plan for the member. It is the responsibility of the department to see that all instrumental music students conform to the school and department policies.
5. Dismiss members that are not adding to the program due to a poor attitude and/or lack of improvement.
6. Supervise the students in class and on school sponsored activities. Each student will receive information and plans for a trip, type of dress, and the complete schedule.
7. Inform the students as far in advance as possible of rehearsals and performances in order that conflicts with these events can be resolved.
8. Grade progress of each member on their instrument and their music education.

INSTRUMENTAL CLASSES

⇒ High School Jazz Band

The Andover Central High Schools Jazz Bands meet at "0" hour and will serve as a representative in our community of the Band Program. This ensemble will perform at Civic functions, concerts, various schools within the district as well as competing at various Jazz Festivals. Membership is by audition only and is open to those freshmen through senior students currently enrolled in high school band. Auditions will be held each May for membership in the group for the following school term. Jazz Band Members are expected to perform with the pep band unless they are a varsity basketball player. Varsity basketball players who do not go on to state will play in the pep band if the other team goes to the state playoffs.

⇒ Marching Band

This band is open to any student who has successfully completed 8th grade band. The group will perform at Football Games, Parades, Community Functions, and Competitive marching Band Festivals. Students must be enrolled in both Marching and Concert Band. Rehearsals outside of the regular school day may be required.

⇒ Color Guard

This organization is an extension of the Marching Band. It is a Flag/Dance unit that will perform with the Marching Band in a competitive marching series through the Fall semester. Membership is by nominations from the Directors and by audition. Non-playing members are enrolled for the Fall semester only. This group will meet during "0" and "1" hour during marching season.

⇒ High School Symphonic/Concert Bands

Membership is open to students who have successfully completed 8th Grade Band and the Fall Semester of Marching Band. These bands will include students grades 9 - 12. The bands will be designed to promote a continued study of fundamental instrumental training through the use of concert band literature. The bands will perform intermediate to advanced Band literature both in concert and contest settings. There will be a Symphonic Band and Concert Band membership will be based on auditions held in November.

UNIFORM CODE

It should be considered the highest honor to be allowed to wear the uniform of your organization. When in uniform, you are no longer an individual; you are a representative of your community and your school. Uniforms will be worn at all public performances (unless you are instructed otherwise). You are not to eat while in uniform. NO contest medals, pins, or other jewelry are to be worn with the uniform--*this includes earrings*. Wear your uniform with pride. **WHEN IN UNIFORM, REMAIN IN COMPLETE UNIFORM unless you are instructed otherwise.**

High School Uniform Requirements:

Marching Uniform Requirements

1. *Black Dinkle Marching Band Shoes (purchased from the school)*
2. *Black socks*
3. *Gloves (school)*
4. *Band Uniform and Hat (school)*
5. *Band T Shirt (purchased from the school)*

Concert Uniform Requirements

1. *Tuxes*
2. *Dresses or skirts/shirts provided by school*
4. *Black socks (men)*
5. *Black shoes--can use Dinkles*

*** Marching band shoes and Band T Shirt will be purchased through the Band office. Uniforms will be issued to each student and are that students responsibility for the year. If damage is incurred due to mishandling the student will be financially responsible. You are required to turn in the exact uniform that was issued to you including the clothes bag. Please do not place your shoes in the bottom of these bags. Your shoes may be tied around the hanger. Replacement Costs include:**

Marching Band Uniform	\$400.00
Marching Band Hat	50.00
Clothes Bag	12.00
Concert Uniform Shirt	20.00
Concert Uniform Skirt	65.00
Concert Tie	5.00
Concert Cumberbund	15.00
Concert Tuxes	150.00
Concert Dresses	100.00
Pep and Jazz Band Shirts	20.00

1. You are responsible for keeping your uniform in the best condition possible. Once you have a uniform checked out to you, it is your responsibility and obligation to ensure its return. If stolen, lost, or damaged, it is the responsibility of the student to repair or replace the uniform at their expense.
2. Never trade uniforms with another student. You are expected to turn in the same uniform you were issued.
3. The uniform is to be worn in its entirety. A complete uniform includes: coat, pants, hat, black socks, black marching shoes, insert, cords and cummerbund.
4. Your band T shirt is to be worn under the jacket at all times to protect the material against perspiration damage.
5. Uniforms are cleaned each summer so that they will be ready for the fall. It is your responsibility to keep that uniform in said conditions. This is a DRY CLEAN ONLY material and extensive damage will result if the product is washed.
6. Slight alterations will be necessary with some uniforms. This is the responsibility of the member. **AT NO TIME SHOULD MATERIAL BE CUT FROM THE UNIFORM.**
7. The uniform is to be hung on a hanger when not in use. No shoes, hats, etc. are to be placed in the clothes bags.
8. Uniform upkeep will be a part of the band grade.

INSTRUMENTS

All instruments are the responsibility of the student to keep in proper playing condition. This holds true for school owned instruments as well as privately owned instruments.

If you check out a school instrument, it is your responsibility to take care of the instrument maintenance while in your care. The school has purchased the instrument to save you a major expense. It is therefore your obligation to take care of the instrument. Allow no one else but yourself to play the instrument. If the instrument is damaged while checked-out to you, it is your responsibility to repair the damage and assume the cost of the repair.

Students who have their own instruments should possibly consider purchasing a step-up, better quality instrument as they progress. Inexpensive or beginner level instruments will not meet the demands of the more advanced player. It is very frustrating to perform at a much high level that what your instrument does. A top line instrument can last a person, if they take care of it, for the rest of their playing days. If you have any questions on this, your director will be happy to assist you.

Students must have their instrument at school each day. It is the responsibility of the student to fulfill this obligation. If an instrument is in the shop, please have a signed note from parents. Students who forget to bring their instrument will be required to make up this missed class time outside of the school day.

RULES AND REGULATIONS

As previously discussed, discipline is a quality that must come from within the individual. Because of that fact, each student is responsible for his or her own actions in relation to the environment of the situation. A good band is a well disciplined band.

Classroom conduct necessitates the concentration of all students on the band director, associate directors, or, in some instances, a practice teacher or student officer who has been placed in charge of the group. Therefore, upon entering the band hall, each student is to get their horns out, prepare for class, and begin to warm up on their own.

Punctuality is a must! If your presence is required at a certain time, make arrangements to be there a few minutes early so any personal preparations may be made in advance.

Good discipline and good attitude, as well as regular and prompt attendance, at all rehearsals is mandatory in order to maintain membership in any band organization. **TIME** is the most important thing in each rehearsal. This means that each member must be in place ready to play before the bell rings. In the event of rehearsals outside of school time, each member must be ready to play at the stated time. *Make it a point to scan the board daily for items which might pertain to you.*

The band office, like any other office, is private. It is not a student lounge--you are always welcome in the office, just use common sense and survey the situation. Sound equipment, percussion equipment and other accessories, or any other instrument, other than your own, are "off limits" to students unless authorized by the director.

Storage compartments are available and instruments will be stored by "like" instruments on a "first come, first served" basis. However, they are not to be used for book storage, coat racks, or hiding places. If you leave your instrument at school, keep in mind that it is still your responsibility and you leave it at your own risk. It would be advisable to take your horn home with you each day.

GUIDELINES FOR REHEARSALS

1. Bring your instrument and all necessary equipment to rehearsal.
2. Bring ALL music to rehearsal.
3. Bring a sharpened pencil with an eraser to all rehearsals. (There will be periodic pencil grades given)
4. Be in place, ready to rehearse, at appointed time.
5. Discussion with the players around is permitted **ONLY** when the director is off the podium.
6. No food or drink of any kind is permitted inside the band room without the approval of the band staff. (This does include gum and candy.)
7. Talking while the director is on the podium must not happen, if the band is to be successful. If a student can not control their behavior in the classroom, they will be removed from the class.

MUSIC

costs the school a great deal of money and gets more expensive each year. Therefore, it is your responsibility to keep the music in good condition and return it in as good a condition as when it was given to you. If the music happens to tear while in your care, please tape the music on both sides of the tear.

You are provided a music cabinet and music folders in which to keep your music. **PLEASE USE THESE**

ITEMS TO HELP KEEP YOUR MUSIC FROM DISAPPEARING OR GETTING TORN. It is the section leaders and assistant section leaders responsibility to make sure that the folders are stored properly. It is the individual students responsibility to make sure that their folder is on the stand and that all of the music is placed properly inside the folder. Your folders are available to you after school each and every day.

PRIVATE LESSONS

Every band member would benefit greatly by taking private lessons. Private lessons will advance the individual's playing ability, both technically and tonally. A list of qualified Private Instructors is available through the Band Office. When selecting a Private Instructor, it is important to have a teacher who specializes in your particular family of instruments.

STUDENT HELD BAND OFFICES

The High School Band Council is set up to assist the band in many ways. The officers are nominated and elected by the Band at the end of each school year. The Band will have the responsibility of electing a President, a Vice President, a Secretary-Treasurer, four Quartermasters, Public Relations Representative, Social Chairperson, Librarians, Section Leaders, Drum Majors, and Class Representatives. The faculty sponsor to the Council will be the band directors and Band Staff.

President

The President is a Senior member in good standing and elected by the members of the Band. The President is the chair-person of the Band Council and presides at all meetings of the Band Council and all business meetings of the entire band.

Vice President

The Vice President is a Junior or Senior elected member of the band, is a member of the Band Council and assumes the responsibilities of the President in his/her absence.

Secretary-Treasurer

The Secretary-Treasurer is a Sophomore, Junior or Senior elected member of the band, member of the Band Council, helps with office duties, and handles financial matters in conjunction with the Band Staff.

Reporter/Historian

The Reporter/Historian will be the bands link to publicity with the school and community newspapers. This person will also create a scrapbook of the year's activities. These officers may be freshmen, sophomores, juniors or seniors.

Drum Majors

The post of Drum Major(s) is a most important position. The Drum Major(s) is in charge of the marching band and is responsible for the band in marching performances. The Drum Major(s) may be used each day to start the warm-ups for the band. Drum Major(s) must be a junior or senior and will be selected each Spring for the following school year.

Section Leaders

The Section Leader is a person who is designated by the director to assist in marching and concert band. Their primary function is to see that the marching and concert rehearsals run efficiently and that his/her section is performing to the best of their ability.

Student Teacher

The Student teacher is a person who is participating in an education program from one of the local universities and will be given responsibilities as a part of a learning experience in the Instrumental field. He/She's assignments may vary with the expertise of the student. A student teacher command's the same respect as any classroom teacher and has the same power to assign discipline under the guidance of the district staff.

College Intern

The College Intern program is designed for College students who are currently enrolled in a music curriculum at

a 2 or 4 year institution. The function of the Intern will be to assist the Directors in various capacities. There will be a scholarship provided to the Intern. He/She is to be regarded as staff member and commands the same respect as that of the Head Band Director.

ORDER OF COMMAND

1. Band Director/Assistant Band Director/Student Teacher/College Interns
2. Band Officers and Drum Major
3. Section Leaders
4. Membership

PARTICIPATION REQUIREMENTS

All band students are permitted and expected to participate in school concerts, parades, pep assemblies, or other school functions in which their respective band takes part throughout the school year. Performance is the major assessment tool used in our department. They are required and grades will reflect participation.

The appearance of your organization in a public performance is to be considered the most important obligation of each student involved. Performance dates will be announced well in advance so that individual plans can be made accordingly. Should conflict arise, see your director as soon as possible so that arrangements can be made. Failure to meet this requirement will impair the academic achievement of the student and his/her eligibility with the organization. All students who have work obligations are required to make arrangements with their employers to meet the obligations of this performing group. Work will not be an excused absence. Take a schedule of events to your employer. If you need help with this area, the staff is here to assist you.

PRACTICE REQUIREMENTS

Practice will be assessed through performance tests on a regular basis. There will be no formal practice cards used, however it is expected that each student practice weekly on an individual basis.

SCHOOL ATTENDANCE

Students involved in activities are expected to be in school at least 50% of the performance day in order to participate. Students are to be in attendance the day following the contest for the entire day.

GRADING POLICY

Each student's grade in band will be based on the following:

1. Daily participation
2. Participation Points for Concerts and Rehearsals
3. Being prepared for class each day
4. Posture
5. Basic knowledge of their instrument
6. Playing tests
7. At home practice
8. Uniform upkeep
9. Instrument upkeep
10. Cooperation in class

There will be a weekly participation grade given to each student. Rehearsals outside of the school day and playing tests will be considered major test grades along with all performances. Major performances will be considered 9 weeks tests and Semester test evaluations. Extra credit will be given for:

1. Auditioning for Honor Bands
2. Participating in Honor Band performances
3. Participating in Solo and Ensemble Contests

Please note that absence due to work obligations is unexcused and will result in a lowered grade.

PEP BAND

During the "Pep Band" season, a student may volunteer to participate in this performing group. Each student will gain extra credit toward their band grade along with recognition given at the end of the performance series. When signing up for Pep Band understand the commitment that you are making. Even though this is a volunteer situation, you are expected to fulfill your commitment to the organization once you have signed on to participate. Unexcused absences will result in a lowered grade. All Jazz Band members are expected to participate in Pep Band unless excused by the Director of Bands. Please meet your obligations.

USE OF ILLEGAL SUBSTANCE

Use of or possession of alcoholic beverages, drugs or drug paraphernalia will result in a referral for administrative discipline which may involve suspension from school and/or a student being dismissed permanently from the Band Program. If any such act occurs on an out-of-town or a scheduled activity trip, parents will be contacted and required to immediately pick up the student. The police will be involved with regards to these concerns. Procedures will be followed according to Andover USD #385 Activity Participation policies set forth by the Administration. Members will be subject to disciplinary action if they commit any of the following violations:

1. Arrest and conviction for breaking the laws of Kansas.
2. Use of or possession of tobacco in any form.
3. Use or possession of alcoholic beverages at any time.
4. Use of marijuana or any illegal drugs at any time.
5. Abuse of prescription/non-prescription drugs at any time.

The Andover Instrumental Music Department has a "0" tolerance policy towards substance abuse.

TRANSPORTATION

1. Students will be expected to ride on the school transportation provided when furnished. Any other form of transportation must be cleared to the Building Principal *prior to the event*. Riding in private vehicles without permission can result in loss of travel privileges and/or loss of membership to the organization.
2. Students will only be allowed to ride home with their parents from an off campus function. Due to liability concerns, parents may not check out any student other than their own from a band function off campus. Any variation to this policy must be cleared in advance with the building principal.
3. All busses will leave promptly at the designated time. Please be early to all departure times.
4. Students are expected to obey the standard rules of conduct when on a school activity trip. Chaperones, Bus Drivers, and Instructional Staff will be in supervision of students traveling with the band. Students are expected to respond appropriately to any instruction given by the supervising chaperone. Any violation of this policy should be reported to the Directors as soon as possible.
5. Students will be given an opportunity to select bus seating. Those seats become assigned and no student will change seats on an activity trip. At no time will a student ride a bus other than the one assigned unless the Director deems it necessary.
6. All overnight trips will require a Student/Parent Contract.
7. A student traveling with the band that will require special medical attention or that must be on medication while traveling will need to have a written permission slip from their parents with the specific instructions with regard to the medication.

HIGH SCHOOL LETTERING

A student may letter in band by maintaining a "B" or above average in High School Band, be present at all band activities throughout the entire school year and maintained a good, positive attitude. Each student who accumulates a total of 30 or more points each year will earn their band letter or pin. The student is required to document their accumulating points. Award letters and pins will be awarded at the End of Year Awards Banquet. Any student who earns 50 or more points a year will also earn a Certificate of Merit and Service.

Festival Entries

Regional level	3 points
State level	6 points
"1" ratings	2 points

Honor Groups (District and State)

Audition for District VI	4 points
Membership in District VI	8 points
All State Band	20 points
Youth Orchestra	10 points
Wichita Wind Ensemble	10 points
Pit Orchestra	10 points

Large Group Contest

Marching Festival "1" rating	7 points
Concert Band "1" rating	7 points
Out of State trip Participation	5 points

Other possible points

Elementary Tutorial Program	1 point
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	per student each semester	
Private lessons taken		5 points
	for entire year	
Section Leader or Band Officer		2 points
Participation in all required		
performances		8 points
Summer Band Camp		8 points
Outside Summer Camps		8 points
Approved Clinics		1 point
Jazz Band		5 points
Pep Band		10 points
<i>Bonus points</i>		
Senior		4 points
Junior		3 points
Sophomore		2 points
Freshman		1 point

Senior awards will be given to all band members who have successfully completed 4 years of High School band. Additional awards that will be presented will be Outstanding Freshmen, Sophomores, Juniors and Seniors, Instrumental Leadership Award, The John Philip Sousa Award, The Louis Armstrong Jazz Award.

ELIGIBILITY POLICY

Each student who represents his/her school in any competitive activity must meet the rules of eligibility as established by the KSHSAA and the Andover Board of Education. These include but are not limited to:

1. A student must be in good standing. A student who is under penalty of suspension or whose character or conduct brings DISCREDIT to the school or to the student body as determined by the High School Administration, is not in good standing and is INELIGIBLE for a period of time as specified by the Principal.
2. A student must have passed five subjects of unit credit his/her previous semester of attendance and be currently enrolled in at least five subjects of unit weight.
3. A student is a bona fide student with regular attendance and good citizenship in class and in school.
4. A student's conduct and standards are satisfactory and do not bring discredit to themselves or their school.
5. There will be an activity study hall to help students who are not eligible. This will be coordinated through the Activities Director.

CLOSING

This handbook is to serve as a guide to our Band Program. It is offered as a communication tool to help students understand their responsibilities, privileges, and expectations of those students involved in Instrumental Music in the Andover USD 385 School District. We want this to be a fun-filled, educational, and rewarding experience for each young musician. We expect that each child will make memories and build relationships that will last a life time.

SCHOOL SPONSORED TRIP AND MEDICAL CONSENT FORM

I hereby grant permission for my child to take a school sponsored bus trip for the Instrumental Music Department. Also, I agree that in the event of an emergency, the sponsor of the group has my permission to seek the nearest qualified medical assistance.

parent signature

date

student signature

THIS SHEET MUST BE RETURNED TO THE DIRECTOR BY THE 2ND WEEK OF SCHOOL.

I have read the Manual for the Instrumental Music Department and I am aware of the obligations mentioned in said Manual.

student signature

parent signature

school

director

grade

date

Use of School Instrument(s)

I understand that I am responsible for any damage to the school instrument that I am using other than the normal wear. I understand that I am expected to maintain the instrument in good working condition with the proper oils and supplies needed. Repair expenses will be assessed to the student for any damages incurred other than the regular wear that occurs.

Instrument _____ Serial Number _____

Instrument _____ Serial Number _____

Instrument _____ Serial Number _____

Student Signature _____ Date _____

Parent Signature _____