



Bixby High School
Instrumental Music Department

2017-2018

Handbook of Policies

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Department Schedule

1 st Hour	Semester 1: Pride of Bixby Marching Band Semester 2: Wind Ensemble/Symphonic Band/Concert Band
2 nd Hour	Central and North Intermediate (6 th Grade)
3 rd Hour	Central and North Intermediate (6 th Grade)
4 th Hour A	Northeast Intermediate (6 th Grade)
4 th Hour B	7 th Grade Middle School Bands
5 th Hour	Middle School Jazz Band/7 th Grade Percussion
6 th Hour	8 th Grade Middle School Bands
7 th Hour	High School Jazz Band I and II

Introduction

The Bixby high school band has distinguished itself as a superior instrumental organization. Participation in this organization is a privilege that has certain responsibilities. To help ensure continuous success, band members and parents should carefully read this handbook of policies. After reading this handbook, students (and their parents) that are willing to make a commitment to Bixby High School Band should sign the attached contract, and return to the director's office.

Grading Scale

The following applies to marching band, concert ensembles, and jazz ensembles.

- Performance grade: 40% (This includes all performances listed on the band calendar of events)
- Musicianship grade: 30% (Playing and memorization tests/ practice logs)
- Participation grade: 30% (This includes attendance/tardiness, rehearsal procedures, rehearsal equipment)

Performances

(Performance grade 40%)

Performances of the Bixby High School Band are the highest priority of the band program. All performances listed on the band calendar are required attendance for the members of the performing group. Severe illness and extreme family emergencies are the only exceptions (a cold or a headache is not considered a severe illness, vacations or student work schedules are not considered as emergencies). It is a policy of the Bixby High School Band to be as flexible as possible when a conflict exists with another school activity. Students are still expected to make every possible effort to fulfill their performance obligations. On rare occasions, an extenuating circumstance may exist that would require a student to leave a performance early or arrive at a performance late. These circumstances should be cleared through the head band director at least two weeks prior to the conflict (see attached request form). As with all band activities, punctuality is a requirement for all members. Failure to attend performances will negatively affect the student's grade and will result in the loss of participation privileges.

Rehearsals

(Weekly participation grade 30%)

As performances are the top priority of the Bixby High School Band, rehearsals are the next priority. They are the means by which the ensemble is equipped to give superior performances. All rehearsals are mandatory for all members of the band. The same guidelines apply to rehearsal attendance as apply to performances (severe illness, extreme family emergencies, conflicts with other school activities). All absences must be cleared through the head director at least two weeks prior to the rehearsal (see attached request form). Punctuality is expected at rehearsals. Absence or continued tardiness will negatively affect the student's grade and will result in the loss of participation privileges (see attached schedule for full detail of dates and times). A full list of required materials will be provided to the students at the beginning of each semester. Failure to bring all required materials to rehearsal will result in a lowering of the weekly participation grade. Students will receive a weekly participation grade with a possible 100 points

Memorization/ Tests/ Practice Logs

(Musicianship grade 30%)

It is imperative to the success of all the ensembles that each member is performing his/her part to the highest standard. All students will be expected to practice outside of the scheduled rehearsal times. To hold all members accountable to the same high standards, we will evaluate each student accordingly:

Marching Band: Each student will be required to “pass-off” all of their warm-ups, show music, and other assigned music by memory throughout the season. We will take a test grade in Tuesday and Thursday evening rehearsals.

Concert/Jazz Band: Tests will be given throughout the year in all concert and jazz ensembles. This is to ensure the highest musicianship and technique in the performance of demanding literature.

Instrument rental

The Bixby Instrumental Music department has a limited inventory of school owned instruments. These instruments are available for rental to those students who play specialty instruments (tuba, bassoon, oboe, marching/concert baritone, sousaphone, baritone sax, etc.) The rental cost per year is \$50. This fee is to maintain the yearly cleaning, not maintenance. The student will take the checked out instrument to the shop before checking it in at the end of the year. Any damages to the instrument, accidental or negligible, will be charged to the student. A detailed description of all existing flaws to the instrument will be logged prior to the instrument checkout.

Travel

The Bixby High School Band travels often. Behavior away from home (as well as on the bus) should be above reproach. School rules apply on band trips just as if students were on campus. All band members are expected to remain in their seats on the bus, treat sponsors with respect, and remain on their best behavior throughout the entire trip. Failure to comply could result in a discipline referral and/or loss of participation privileges.

Eligibility

It is each student’s responsibility to remain eligible to participate in band. The following protocols will apply when dealing with student eligibility:

- Once a student is placed on a probation list, his/her position in the performing ensemble will be evaluated. During marching season a student will be replaced by an alternate and forced to shadow until off the list. During concert season a loss of chair position or band demotion will be considered.
- Once a student is placed on the ineligibility list they will lose their position as a principal performer in the ensemble. During marching season the student will be replaced permanently by an alternate and be placed on alternate status for the remainder of the season. During concert season the student will be demoted to the symphonic or concert band until off the list for one week (at which time their position and ensemble assignment will be reevaluated by the directors).

We as a staff believe strongly in the importance of academic responsibility. Please see the director early if you are falling behind in a class....tutors can be provided. All above protocols will apply to after school performance groups such as chamber ensembles, winter guard, indoor drum line etc...

OSSAA Mandated Drug Testing

By Board policy, all Bixby HS Band members must participate in the OSSAA mandated drug testing. Any student failing to attend either of these sessions will be immediately ineligible for any school activity for the 2013-14 school year. Call the BHS Athletics office at 366-2226 with any questions.

General Rehearsal Procedures

- Each student is expected to be prepared and on time for each rehearsal.
- During marching season, **on time** means being in the attendance block when the drum majors call the band to attention. This applies to all rehearsals.
- During concert season, on time means being in your seat with all materials: instrument, music and working pencil, when the tardy bell rings.
- Communication is very important. Please call the band office at **366-2230** in case of emergency.
- We will have **absolutely no phones** on the field during marching rehearsals. Phones can only be accessed during breaks and will remain on the sideline during rehearsal.
- Show respect to student leaders. They are giving their time and talent to our band and have earned their positions through experience and competition. Any difficulties with the student leaders should be reported to the directors ASAP.

Football Game/Performance Procedures

- All band members are required to attend each game including playoffs.
- The band wears full uniform unless otherwise instructed. Band travel shirt, approved shorts and band shoes comprise the "hot weather" uniform when specified.
- Full uniform includes: jacket, pants, clean white socks, polished white shoes, clean white gloves and band hats. No other items of clothing will be permitted (including ball caps, extra shoes, etc.) unless they are approved by the director.
- The full uniform will be worn to all away games. No other clothing will be allowed on the buses.
- Any other items such as purses, wallets, flip-folders, plumes will be carried in hat boxes or official Bixby Band travel bags. Backpacks or other bags are not permitted. Bixby Public Schools is not liable for any lost or stolen items.
- For all games, extra items must be kept in official travel bags.
- During third quarter break, the uniform must be worn correctly. It is not permitted to be unbuttoned or to remove jackets or change shoes during games, either home or away unless instructed by the directors.
- In the stands, only bottled water is permitted.
- Students will be assigned a seat in the bleachers and will be expected to remain there throughout the game unless individual permission is given by a director.
- Students must remain in their assigned seats and be prepared to play when a tune is called. It is the responsibility of the band to provide spirit and energy for the event.
- To receive participation credit for the game, students must attend the entire game. Credit will not be given to students who leave before the entire band has been dismissed. Students who must leave early must be accompanied by a parent.

Marching Contest Procedures

- Our Saturday marching band contests are all-day events. Be prepared to be away from early AM to late PM. All band members who are academically eligible are required to attend. Questions regarding eligibility should be taken to a director ASAP.
- A full itinerary will be published for the students on the Monday before any contest.
- Instructions regarding travel clothing will be in the detailed itinerary. When the band is not in full uniform, we wear Bixby HS Band travel shirts, show shirts and jeans/shorts or other items approved beforehand by the directors. No other clothing is allowed on band events.

Student Leadership Opportunities

The Bixby HS Band holds auditions for the position of Drum Major in April and for the Section Leaders in May. Students wishing to apply for any leadership position must do so by the posted deadline and fulfill the minimum requirements for grades, performance ability and leadership skills.

The Drum Major and Section Leaders auditions are judged by the directors in a fair and competitive environment.

All students who achieve leadership positions are required to attend a summer band camp or workshop. As our band grows, the importance of quality student leaders becomes tantamount to our success year by year. Student leaders who show deficiencies in any area of performance, attendance or discipline will be removed immediately.

Student Awards

Each year, the band honors its top students at the yearly awards banquet. In order to assure consistency from year to year, a minimum requirement for any awards needed to be established. The following requirements are taken into consideration when selecting award recipients:

- Complete one full year in the BHS Band.
- Attend all performances and contests throughout the year.
- Be a member of the EDBDA All-District Band.
- Make a first division in a solo or ensemble at an OSSAA Contest.
- Audition for the EDBDA All-District Band
- Perform a solo at an OSSAA contest
- Perform in an ensemble at an OSSAA contest.

A simple point system is used. Students who score the most points through their individual participation and success will have the greatest chance to win individual awards. The overall contribution of each student to the success of the program will be considered as well.

The top awards, The John Philip Sousa Band Award and the Louis Armstrong Jazz Award are available only to seniors. It is the belief of the directors that student excellence must be rewarded and cultivated.