

North Rock Creek



Cougar Band

**High School Band Handbook
for the 2021-22 School Year**

Table of Contents

- Introduction
- Syllabus
- Grading System
- Attendance
- Student Leaders
- Color Guard
- Trips
- Instrument and Uniform Check Out
- Awards
- Chair Placement
- Challenges
- Fundraisers
- Student Accounts
- Sponsors

Attached Forms:

- Sponsor Concern Form
- Policy Agreement
- Medical Release/Student Information Form

Introduction

The purpose of this handbook is to inform band students and parents of our policies and procedures. As an extra-curricular class, band has many requirements that are different and sometimes more demanding than other classes. Students and parents both need to be aware of these requirements and expectations at the beginning of the year.

Please keep in mind that Band is **NOT A REQUIREMENT**. Being a member of a successful band program is a privilege and an honor. The rules that have been set up in this handbook have been written for the good of the group. Should a parent or student have questions or concerns with our policies, these should be discussed at the beginning of the year so that everyone is clear on the expectations of this course. We want everyone to participate in band, unfortunately sometimes it requires more than some are willing to give.

Thank you for your cooperation, time, and effort with this activity. If we all work together, this will be a very exciting and successful year.

Sincerely,

Ronald Potter, Director
Kristy Potter, Asst. Director/Color Guard Instructor

Syllabus for High School Band

Pre-Requisite:

Successful completion of Middle School Band and/or evaluation and approval by Directors.

Required Materials:

1. Pencil (at all times)
2. A woodwind, brass, or percussion instrument and accessories (unless provided).
3. Flip Folder and Lyre for marching band (if needed)
4. Black Marching shoes, black socks, gloves, and Band Shirt.

Summary of Course:

High School Band is a performance based class. Students will continue to learn and master fundamentals of music as well as advanced musical concepts. This learning will primarily take place in the preparation for various types of performances throughout the year.

In the Fall, most of our time will be consumed with preparing and performing at Football Games, Marching Contests, Christmas Concert, Honor Band Tryouts, and Community Functions.

The Spring will primarily focus on Concert Band, Jazz Band, Solo and Ensemble contests, Developing Skills, Spring Concert, and Graduation.

Course Requirements:

1. Class attendance as determined by the North Rock Creek Public Schools Board of Education.
2. Class members are expected to participate in all class activities during, before, and after school.
3. Playing and sight-reading of music on respective instruments.
4. Completion of written, playing, and practice assignments.
5. Participation in all music performances.

Methods of Evaluation:

1. Attendance at required rehearsals and performances.
2. Written Homework
3. Playing Evaluations
4. Home Practice Records
5. Participation in Class Activities

Class activities may include but are not limited to:

1. Concerts
2. Contests
3. Football Games
4. Clinics
5. Parades
6. Rehearsals Outside of Class

Grading System

Our grading policy will follow the school adopted policy. Whether they count for tests or daily grades, the majority of our grades are attendance based. If the student attends the rehearsal or performance they receive full credit. Please understand, **students will not get credit for activities they are not present at unless they are at another school activity. Even if students miss for legitimate reasons rehearsals must be made up, and performances CAN NOT be made up.**

As well as our required activities, students are also presented with opportunities for individual achievement (extra credit). As a parent, I know that from time to time students will have a completely legitimate reason for not attending certain activities. This grading system allows students to participate in optional activities to 'make up' missed points. The point value for each activity is:

Regular Band Activities (Grades)

Rehearsals Outside of Class (Depending on length of rehearsal)	50, 100, or 200 pts.
Performances (Games, Concerts, Clinics, etc...)	300 pts.
Contests & Concerts	400 pts.
Playing or Written Grades	50 or 100 pts.

Individual Achievement Activities (extra credit)

Attendance at NRC Band Camp (per day)	50 pts.
Attending Other Band Camps during the Summer (per camp)	100 pts.
Attempting All District Band	200 pts.
Making All District Band	400 pts.
Attempting OSSBDA All-State	200 pts.
Making OSSBDA All State Band	600 pts.
2nd Round OMEA Tryouts	200 pts.
Making OMEA All State Band	800 pts.
Attempting Solo or Ensemble at Prep. Contest	50 pts.
Making a Superior on Solo or Ensemble at Prep. Contest	100 pts.
Attempting Solo or Ensemble at District	100 pts.
Making a Superior on Solo or Ensemble at District	200 pts.
Making a Superior on Solo or Ensemble at State	300 pts.

Band is an activity in which each student contributes in some way. If any student misses an activity or rehearsal, every member of the band suffers, particularly in performances and contests. This grading system helps students to develop a sense of responsibility, both for their individual grade and for the good of the group, while still allowing a way for unavoidable absences to be made up. Actual letter grades given according to the grading policy adopted by North Rock Creek Public Schools.

Attendance Policy

Band is a participation based class. Students must be present in order to learn and take part in music. For these reasons, tardiness and excessive absences are dealt with differently in band.

Tardiness - Band students will be allowed three excused "tardies" each semester. Each tardy after 3 be handled using the system that North Rock Creek High School has in place at that time, **HOWEVER** students may choose to opt for laps, standing at attention, push-ups, etc... if they prefer a more immediate and less formal reminder that it is important to be on time.

Absences - Students who are absent more than 5 times during a semester will lose 1 chair for each additional absence over 5 (excused school absences do not count toward this number). This does not effect the students' grade or ability to participate, only his or her seating arrangement and seniority within the section. In addition, should we have a student who is absent 10 or more times they will automatically move to last chair in their section. Students who are not here cannot be leaders, role models, or effective players. Students who lose chairs in this manner will be allowed to challenge their way up the section just like everyone else.

**** Exception during marching season:** It is particularly difficult to move kids around on the field due to each student learning a particular set of positions. Students with excessive absences may be replaced or removed from the field show if they cannot attend enough to learn their spot. If pulled from the field they will then be assigned to help with the equipment on the sideline.

Student Leaders

Band uses several "Student Leader" positions throughout the year. These may be positions appointed by the director such as loading crew, managers, and librarians, or they may be positions one must audition for such as Section Leaders, Drum Major, etc. In either case these positions are very important to the success and smooth operation of a quality band program. Any student who participates as a student leader is expected to conduct themselves at all times with the best interests of the band and the school in mind. **Students who are not good role models or become a less than positive influence may be removed from whatever position they hold at any time.** Reasons for removal could be poor attendance, not being responsible for equipment or uniform, severe delinquency in accounts, attitude, or actions in or outside of school that do not reflect well on their status as a role model and leader.

Color Guard

The Color Guard is considered an honor group. These students are held to a higher standard and must have a great deal of self-discipline as well as a very good work ethic. This group is voluntary and students who do not enjoy being in color guard are encouraged to return to their instruments or other duties. These students often have extra rehearsals, extra expenses, and more pressure to quickly learn routines than members of the band. Color Guard must be taken very seriously.

Color Guard members are REQUIRED to attend a summer camp. Members are required to attend summer camp the first summer after they make Color Guard. Students who have not yet attended a summer Color Guard camp can still participate but will be considered on "probation". If these students maintain their accounts, learn the routines, become proficient with their equipment, and have no attitude or outside behavior issues they will remain in Color Guard as probationary members until they are able to attend camp. If they have issues in any of these or other areas they may face dismissal or reassignment more quickly than other members of the guard (although ALL members may face reassignment or dismissal with serious issues in these or any other areas). Essentially probation just means that these members cannot hold leadership positions and must strive to do their very best at all times, as all members should.

Color Guard members are hugely important for their ability to visually add or detract from the band's performance. For this reason, Color Guard Members have a very strict policy concerning the ineligible list. Color Guard members that appear on the probation list may still perform with the group but at the director's discretion (and also being determined by the proximity to contest) those students may be removed from the show. Students who appear **ON THE INELIGIBLE LIST ARE AUTOMATICALLY REMOVED FROM COLOR GUARD IMMEDIATELY.** Should there be an

opening later in the season due to absence, injury, grades or change in show routines that student may have the opportunity to regain their position but that is in no way guaranteed.

Color Guard members are required to attend all extra rehearsals. Students missing three or more rehearsals for ANY REASON other than a school activity will be considered to be on probation and possibly removed from the Color Guard. In addition, at any time evaluations may be held and students who are not performing at the expected level may be temporarily removed from performances until such time as they catch up or competitions are complete. **Students who are removed for any reason from Color Guard receive no refunds and credit for items purchased as members of the Color Guard.** For this reason it is extremely important that these students take their obligations to this group very seriously.

Extra expenses or requirements could be but are not limited to purchasing part of their own uniform, purchasing part of their own equipment, attending Color Guard Camp their first year in Color Guard, etc.

Trips

Band Members will participate in many activities on and off of school grounds. While with the band, students are expected to conduct themselves as representatives of the Cougar Band and North Rock Creek Public Schools. Any action that reflects poorly on the band or the school will not be tolerated. Students who take part in these actions will be severely disciplined, including possible removal from band.

Students attending Band Activities must ride school transportation to and from each event. The only exceptions will be those students who's parent wish to pick them up in person OR students who have presented a note from parents, signed by the principal, specifically stating any alternate plans for that student BEFORE WE LEAVE.

Instrument and Uniform Check Out

The Cougar Band has instruments and uniforms that are available for student use. These items are maintained by the school for this purpose, however, should these items be damaged in any way, the student responsible for the item will be required to pay for any needed repairs. Each student who uses a school horn or uniform will be asked to fill out, sign, and have their parents sign a form in which they assume responsibility for that item. Should it be damaged by that student, or by that students' negligence in taking proper care of that item, that student will be responsible for repairs. All uniforms are to remain in the band room at all times. They must be hung up neatly and on the proper hangers provided by the band. The only time the uniform is to leave is for cleaning purposes and performances. Unfortunately we must charge a cleaning and alteration fee. This fee covers all cleanings throughout the year as well as any repairs or alterations that may be needed on the student's uniform.

Awards

Band awards are given each year at the Band Banquet or at the Spring Concert. This is when students will receive any awards they have earned throughout the year such as plaques for All District, Medals for Solo and Ensemble Contest, etc. In addition, we will present awards the students have earned from our band program as well. These awards are based on student's average grade in band. This will include all assignments as well as any extra credit activities from the year.

Chair Placement

Periodically we will have “chair tests” in High School Band. Placement will be determined by having each member of each section play a selected piece of music for the director. They will then be placed in chair order according to the number of mistakes made (least mistakes = 1st chair and so on). If a student has a concern or complaint about the outcome of the any chair test or challenge, they MUST voice that concern to the director BEFORE THEY LEAVE. Otherwise, all challenges and chair tests are final.

Challenges

Students who wish to work their way up in their section will be able to challenge other students. Students may post a challenge to the person directly above them in their section. To post a challenge, both students will come to the office, inform the director and receive the challenge material. Three days to one week later the students will return and perform. The person with the least mistakes takes the higher chair. Students who lose a challenge must wait 1 week from the date of the challenge before they can challenge again.

All challenges will be settled at the time of the challenge. Should the director feel the challenge is “too close to call”, additional material to be sight read may be introduced or an alternate agreement may be reached between the students and the director. Any disagreements or questions about a challenge must be voiced at the time of the challenge. All challenges are final after the process is completed.

Students who agree to a challenge and do not show up for any reason forfeit their chair. Students should agree to a challenge unless they know they will be able to attend.

Fundraisers

Fundraisers are approached as a “necessary evil.” North Rock Creek does very well in providing what is necessary for our program. However, there are many items or activities that are not “necessary” but are rewards for all the hard work the band students put in. In addition, there may be items or equipment that while not a necessity would greatly benefit our students and the program overall. These “extras” are paid for through fundraisers. Primarily benefiting the High School Band, items that are often paid for in full or in part are: meals on trips, cookouts, keeping necessary supplies in band room office, overnight stays, honor band and solo entry and participation fees, new equipment, travel, letter jackets, awards, etc... We try to limit our fundraisers to 2 major fundraisers a year, with possible smaller fundraisers benefiting certain smaller groups (ex. Color Guard, percussion, etc...).

One unique part of our fundraisers is that we believe in a profit sharing system for the kids. We are firm believers that the students who participate in fundraisers should be the ones who benefit the most from them. High School Band Members who participate in our fundraisers receive a credit in their Band Account equal to half of the profit from their sale. This means that for every item they sell, they have a little more credit in their account to be used for reeds, oil, repair, shoes, entry fees, travel, etc. If that money isn't used that year, it will roll over to the next year. This has been very beneficial to both our students who work the hardest, as well as to our students who come from homes without a lot of extra money.

Student Accounts

Student "Accounts" will be set up so that the students who participate in our fundraisers are the ones who benefit from them. As students bring in fundraiser money, they build "credit" in their account. This credit may be put toward supplies, trip costs, and other band expenses. **UNDERSTAND that this is not "Real Money", all money is in the Band Activity Account.** This credit is simply a reward for the students' hard work in helping the band. Should a student graduate, move, quit, or for any other reason not be in band, whatever credit that student may have accumulated goes back to the general band account.

If parents wish to send money in advance for supplies, that is also acceptable however, **once money has been deposited in the Band Activity Account, there can be NO REFUNDS FOR ANY REASON.** That student must either use that money or it is considered a donation to the band.

Sponsors

Sponsors are an extremely important part of our organization. We rely on these volunteers to help in many ways, the most important of which is as chaperones on our many trips. These sponsors are charged with maintaining order on the buses, keeping students seated and reasonably quiet. They also help make sure students are not overly affectionate, and are generally enjoy themselves within reason. Chaperones are there to make sure that students represent our school and our band in such a way that reflects positively upon our program. These sponsors are to respectfully request students to stop whatever it is they should not be doing, and then if needed they have the authority to raise their voices, re-arrange seating, or bring students to Mr. Potter or Mrs. Kristy in order to remedy the situation.

Rarely, but from time to time we have had issues arise with some of our sponsor volunteers. Should any of our parents or students have a problem with or concern about any of our sponsors we have attached a form to be filled out and returned to the Band Directors. These concerns or complaints regarding an adult volunteer are not considered confidential. If a form is turned in to the director that form will promptly be discussed in a meeting with the HS/MS Principals to determine the severity and legitimacy of the concern. Further inquiries may be made to either the person who turned in the form, or the person the concern has been turned in about. The Principals and the Band Director will then decide the best course of action at that point. If the concerns are reasonable the sponsor may be asked to not accompany the band on school transportation, if they are not reasonable or they are relatively minor the sponsor may be given a chance to correct their behavior and continue on. In any case, sponsors are considered welcome volunteers, but at no time have any "right" to ride school transportation to and from events.

Sponsor Concern Form

Name of Parent or Student registering Concern: _____

Best Contact Number for Person Registering Concern: _____

Name of Person/Persons the Concern is About: _____

Place, Trip or Activity that Event Took Place: _____

Detailed Account of event or general concerns about the sponsor listed above: _____

Band Policy Agreement

By signing, both parent/guardian and student agree that:

- 1). They have read and agree to be bound by the policies set forth in this handbook.
- 2). If the below mentioned student uses any school owned equipment, that student and his/her parents are responsible for any damage that the equipment may suffer while in that student's care.

If there are any questions about band policies or procedures, please contact Mr. Potter or Mrs. Kristy before signing this form to avoid future conflicts. You can reach us at rpotter@nrtps.org or kpotter@nrtps.org, or through the Band App.

_____ Parent/Guardian Printed Name	_____ Student Printed Name
_____ Parent/Guardian Signature	_____ Student Signature
_____ Date	_____ Date

Comments: _____

North Rock Creek Public Schools

To: Any Hospital, Clinic, or Physician

AUTHORIZATION TO TREAT A MINOR FORM

I (We), the undersigned parent, parents or legal guardian of

_____ authorize any hospital or clinic or licensed anesthetic to treat my/our child, charge with any X-ray examination, anesthetic, medical or surgical diagnosis rendered under the general or special supervision of any member of the medical staff to the hospital/clinic or office of a physician who are licensed to practice in the State of Oklahoma.

It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required but is given to provide authority and power to render care when the physician in the exercise of his best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that treatment will not be withheld if the undersigned cannot be reached.

Signature of Parent/Guardian

Date

List any restrictions to your authorization to treat: _____

_____ Date minor last received last tetanus/diphtheria booster:

_____ List any allergies to drug(s) or food(s) minor may have: _____

_____ Any special medication(s) or other pertinent information on minor: _____

This consent shall remain in effect until the end of the minor's participation in High School or Middle School Band OR until the end of the current School Year.

Student Information Sheet

(Please Print Clearly)

Student Name : _____ **Grade:** _____

Instrument: _____

Parent's Names: _____

Address: _____

City/State/Zip: _____

Student Cell#: _____

Parent Cell#: _____

Home Phone#: _____

Parent's E-Mail: _____

Student's E-Mail: _____

If you own your horn, please fill out the below section.

What Instrument: _____

What Brand of the Instrument: _____

Serial#: _____

Description: _____

Description of case or any other identifying information: _____
