

Panhandle Junior High Band The Pride of Panhandle



**Band Handbook
2010-2011**

Preface

This handbook has been written for the Panhandle Junior High School Band members and their parents. The purpose of this handbook is to provide information, guidelines and explanations that students and parents will find helpful in making the high school band experience successful and meaningful. Students will be responsible for becoming familiar with all guidelines and policies outlined in this handbook and will be expected to follow them.

Throughout this year, you will experience countless opportunities for growth through rehearsal and performances, travel and competition, and the daily interaction with other band members and directors that share your interests and goals. From the performances in our own community to those across the country, we have always set the highest musical standard. Our students have set their personal goals high as well. Perhaps most important is the high academic achievement and exemplary conduct that is expected of Panhandle Junior High School band members. Our goal as a band will be to maintain these traditions and these expectations throughout this year.

We do ask for your timely assistance in two key areas that will help us to operate more efficiently for the benefit of our students:

- Please review, complete, and return **PJHS Fee Collection Form** with the appropriate fee amount by the printed deadline.
- Please review, sign, and return **PJHS Handbook Verification Form** by the printed deadline.

**(please keep all other parts of your information packet
for your record and review)**

This handbook is not intended to be all inclusive with every possible situation and question; however, a thorough knowledge of these materials is essential to the smooth operation and success of the band. Although not anticipated, this handbook may be updated or amended at any time.

Thanks to each of you for the time and effort that you will put forth during this year. I'm looking forward to the hours that we will spend together and the accomplishments that we will share.

I. General Band Rules

1. No food, drinks, or gum allowed in the band hall (except bottled water).
2. Gum is not allowed at any band function.
3. Be on time for all band functions. Remember to be early is to be on time.
4. Respect the property of the school, directors, and other band members.
5. No student is to hold, play, or otherwise operate or handle another person's instrument **IF IT IS NOT YOURS, DON'T TOUCH IT!!**
6. Do not engage in any behavior that will keep a director from teaching or a student from learning.

II. Attendance

The band is dependent upon ALL of its members. Unlike most other classes where individuals are accountable only for their success or failure, the success of a band student is in large part dependent on the full participation of ALL of the organization's members. It is therefore vitally important that every student understand, respect, and execute the following principles:

1. **Prioritize Band Commitments** -- Work schedules, family trips, and other non school-sponsored activities must not interfere with the rehearsal and performance schedules that are posted on the band website and distributed to each student in hard copy form at the beginning of the school year.
2. **Organize Responsibly** -- Students who are involved in other school activities **must** plan ahead responsibly. Proactive, advance planning is essential and must take place:
 - To completely avoid the occurrence of any type of conflict **OR**
 - To favorably resolve the presence of a legitimate and justifiable conflict for the benefit of all parties involved.
3. **Plan Proactively** -- Ask to receive a complete semester schedule from all of your activities so that you will have the maximum amount of time to work out potential schedule conflicts.
4. **Communicate Timely** -- The band directors will work together with the other teachers, coaches, and directors of various activities in order to give each student every opportunity to participate fully in all activities. You must do your part to communicate with coaches, teachers and other directors also.

The following attendance policies will affect the student's grade and band participation eligibility:

5. **Unexcused Absences** – Unexcused absences from scheduled rehearsals and performances include, but are not limited to:
 - Doctor's appointments
 - Work
 - Non-school organization meetings
 - Family Vacations or Evenings Out

****NOTE exceptions to above item (#5) will be handled on a case by case basis.**

6. **Tutorials** -- Students attending tutorials at any point in the year must communicate with the directors **well before the tutorials start**. Every effort must be made to assure that tutorials will not conflict with band activities. However, if there is ever an absolutely unavoidable tutorial conflict with an extra rehearsal or sectional makeup time, you must make up any amount of time that you were absent from band. Failure to do so will affect your band grade accordingly.

7. **Sectionals** – Seventh and eighth grade students will attend a section rehearsal one time per week in the spring semester in preparation for UIL Band Contest. This weekly attendance schedule will be mornings before school (7:15-7:45). Students are expected to be in attendance, according to section II (Attendance) and prepared at each one. A detailed sectional schedule with section days and starting dates will be posted at the following links:
 - www.charmsoffice.com
 - http://classroom.panhandleisd.net/webs/robert.chapleau/downloadable_documents.htm

8. **Makeup Procedures** – Students are expected to act responsibly and make up any missed required band functions **in a timely manner**. Directors will instruct the students as to the appropriate makeup guidelines.

9. **Pre-UIL Concert** – Spring sectionals end with the Pre-UIL Clinic and Concert. This is a required full performance and its 2010 date is now posted at:
 - http://classroom.panhandleisd.net/webs/robert.chapleau/pre-uil_concert.htm

III. Disciplinary Procedures

Any failure to follow the rules set forth in this handbook will result in disciplinary action. Any action will follow this procedure:

1. Verbal Warning
2. Band Detention
3. Parent Conference and additional Band Detention
4. Administrative Referral
5. Formal re-evaluation of continued band participation

*Progression through this sequence is at the discretion of the directors. Administrative referral may occur at any step, depending on the severity of the offense, and according to the discretion of the directors.

A student being assigned band detention will be required to complete extra work as assigned by the directors. The extra work can include, but is not limited to, the following:

- | | |
|---------------------------|-----------------------|
| • Remedial Academic Study | Band Hall Detail Work |
| • Cleaning | Reorganizing |
| • Graffiti Removing | Equipment Moving |
| • Music Library Work | Written Music Work |
| • Post-function Cleaning | Lunch Clean-Up Duty |

IV. Grading

Grades will be determined using the following criteria:

- Instruments, books, and supplies used in class daily
 - Live playing tests
 - SmartMusic™ playing tests
 - Six weeks and semester performances
 - Time Cards – 6th Grade Beginning Band
 - Objective Sheets – 7th/8th Grade Concert Band
- **6th Grade Students**
- Time cards are *grade-based*
 - Time cards are worth **35% of the total band grade**
 - Refer to the Time Card Schedule and Guidelines for more information
 - Reward system at the directors' discretion

A yearly time card due date schedule is posted on the **Time Card Central** page, as are other important **Time Card** rules and sources of information.

- **7th-8th Grade Students *****
- Objective sheets are *grade-based*** (no time cards)*
 - Objectives are **35% of the total band grade*****
 - Objectives are generated by the six weeks period
 - More detailed information on objective handouts will soon be available at
 - www.charmsoffice.com
 - <http://classroom.panhandleisd.net/webs/robert.chapleau/>

NOTE: Continued practice is necessary and expected in order to secure a satisfactory grade on Objective Sheets. Students are still expected to maintain and build on the practice skills they learned in the 6th grade year. Assessment of the amount of practice occurs through the above objective sheets.

- Attendance and participation at all extra rehearsals at the scheduled time
- Attendance at all public performances.

Performances are the only way a band member can share his/her gift with others. They are also the only way our patrons have any knowing how much you have learned and improved and are a major part of each student's grade. **As a required matter of band etiquette, students are expected to stay for the duration of each concert and in order to hear the progress made by each group and to receive grade credit. Exceptions to this requirement will be communicated to the students as needed, by the directors.**
- Inspections (instruments, music, band books, pencils, reeds, valve oil, and other supplies)
- Punctuality to class, extra rehearsals, and concerts.

V. Staying Informed

Students and parents can expect to find assistance in keeping informed within the PJHS Band Program by accessing some very important links with regard to a variety of important information.

- **Charms Office Assistant (COA)**

New to the Panhandle Band Program this year, COA provides a place for students and parents to access a variety of needed information in a timely manner. Handouts for the band classes, homework assignments, various music examples, and calendar information are a few of the features available at COA. Parents are afforded the chance to supervise and verify that their student is accessing the proper materials and homework assignments required by a particular class.

Parents are also encouraged to explore this site and familiarize themselves with its tools. An email feature is available also as needed.

Site address: www.charmsoffice.com
School code: PanhandleBands

- **Parent Portal (txConnect)**

Another great technological tool is the Parent Portal (txConnect). This allows a parent to track student grades in a particular class by entering their personal access code as instructed by the site. Parents are encouraged to access this site often in order to keep informed of their child's progress.

Site Address: www.panhandleisd.net
Next Link: Parent Portal (click at left)
Site Info: Follow instructions for access or site tutorial

- **Panhandle ISD Website (PISD)**

Our district and campus websites have been in operation since late 2006. It is vital that each parent and student find the opportunity to explore these pages in order to keep informed of happenings district-wide and on each campus. The PISD Website has a link to the PJHS campus, which features the PJHS Bands link and all of its contents. There are many informational items on this site, with external links to other helpful sites or internal links to other parts of the PJHS Site. Please access this site often with your student.

Site Address: www.panhandleisd.net (find campus link from here)

Site direct link: <http://classroom.panhandleisd.net/webs/robert.chapleau/>

PLEASE NOTE:

Limited or no internet access should never be a reason for anyone to be uninformed, or for a student not to have the proper materials/homework in hand or completed. Panhandle Jr. High School has adequate computer labs accessible by all Jr. High Students. Panhandle High School also has a Public Access Lab on campus, accessible by students and parents in the community. It is expected that students who do not have a computer at home are making use of these free resources as they manage their time throughout their daily routines at school.

VI. Eligibility

Texas law requires that students maintain passing grades (70 or above) in all classes to participate in UIL or other extra-curricular activities. A failing grade brings a three week non-participation penalty, beginning one week after the grading period ends. The eligibility rules begin with the first six weeks grading period. For a variety of reasons, each year seems to present some new challenge or circumstance when dealing with eligibility issues. To avoid any conflicts and questions about eligibility, **JUST PASS YOUR CLASSES**. Teachers at Panhandle Junior High are always willing to help a student succeed. Do the work required and turn it in on time, take advantage of tutorials when offered, and put forth honest and genuine effort in class. Any student that receives a grade below 70 at any grading period will be required to attend tutorials for that teacher. The student must bring a signed note from that teacher saying the tutorial session was attended. The duration of the tutorial attendance will be left to the discretion of the classroom teacher and the band directors.

VII. Equipment

Maintenance and care of school equipment issued to students becomes the responsibility of the **student and parent**. Abuse, lack of basic maintenance or accidental damage will be repaired at the renter's expense. Only students who are issued school instruments will be allowed to play on those instruments.

*****For 7th and 8th Grade Band students ONLY:**

An instrument usage fee of \$50.00 will be collected on all PISD instruments and is non-refundable.***

Each student will need to have the appropriate accessories for his/her instrument.

- Brass – mouthpiece, valve oil, slide cream
- Woodwinds – mouthpiece, ligature, cleaning cloth, appropriate swab, **3 or more good reeds**, cork grease.
- Percussion – stick bag with all necessary sticks/mallets

Students needing reeds, valve oil, or other accessories may purchase those before school, before or after band rehearsal, and immediately after school.

VIII. Uniforms

The PJHS Beginning and Concert Band Uniform consists of a purple embroidered Polo Shirt, khaki pants, brown socks, and brown shoes. Since it is used currently in all grades 6-8, you may want to consider buying a larger shirt for “future growth allowance”. Please consult the chart below for payment and purchasing deadlines and other details.

Polo Shirts – The directors will gather student size information to place the bulk order for all of the band shirts. Each student, including those with siblings in band, must have their own shirt. If a student has an older brother or sister no longer in PJHS band, they are welcome to use that shirt, provided it is in good condition.

Remainder of Uniform -- through parental purchase. Details are included below.

UNIFORM CHART

UNIFORM ITEM	COLOR	SOURCE	COST	DEADLINE
Polo Shirt	Purple	Directors	See PJHS Bands Form 1	See PJHS Bands Form 1
Pants	Khaki, Brown or Tan (solid color)	Your Choice	Variable	Dec. 1, 2010
Socks	Khaki, Brown or Tan (solid color)	Your Choice	Variable	Dec. 1, 2010
Shoes	Brown (solid color, leather preferred)	Your Choice	Variable	Dec. 1, 2010

Concert Dress Guidelines:

- Uniforms should be pressed and cleaned before each performance
- Shirts must be tucked in the entire concert evening
- No flip flops, sandals or open-toed shoes allowed
- No jeans, shorts, or Capri pants
- Any student not wearing the complete uniform may not be allowed to perform in the concert

IX. Travel

When the band travels as a group, the following must be observed.

- Conduct – school sponsored trips are extensions of the school day with school regulations in effect for the duration of the trip.
- Bus Procedures – All members will travel to and from each event by bus. If another arrangement is necessary, this must be discussed with a director in advance. Students **will not** be released to anyone other than parents. It is very important that all rules are followed. Your failure to follow all rules will jeopardize the opportunity for future trips to occur.
- **IMPORTANT:** At the conclusion of each trip, students will **not** be released from the bus until all personal belongings, instruments, and music are secured, and trash is completely accounted for and properly disposed of.

X. Band Fee Procedures

- **Yearly Band Fees** - paid by all PJHS band students -- (\$35.00)
- **Polo Shirt Fees** - paid by PJHS band students not already in possession of a polo shirt – (\$20.00)
- **Annual Instrument Rental Fees** - paid by PJHS band students using a school-owned instrument (\$50.00)
- Money given to directors by students and parents for fees will be issued with a receipt. **Parents are also advised to send these fees in form of a check if possible.**
- As a general principle, any monies turned in by a student that were **raised** under the auspices of Panhandle I.S.D. or Panhandle Bands are non-refundable.
- **On a case by case basis, any payments made directly by a student or their parent can be refunded. Please consult the directors.**

FEE PAYMENT PROCEDURES:

- Yearly Band Fee and Polo Shirt Fee:
 - **COLLECTION TIME: Beginning of Year**
 - Checks preferred, but Cash or Money Orders are also accepted.
 - Please designate your student's name/type of fee on the "memo" line of the check
 - Please observe due dates of fees to avoid outstanding balances
- Instrument Rental Fee (7th and 8th grade students):
 - **COLLECTION TIME: Middle/End of Year**
 - **PLEASE, make this payment separately, as this fee is routed to a different account than all other fees.**
 - Checks preferred, but Cash or Money Orders are also accepted.
 - Please designate your student's name/type of fee on the "memo" line of the check
Please observe due dates of fees to avoid outstanding balances.

XI. Miscellaneous

- Students should keep their name on their instrument at **ALL** times. Name tags will be furnished for each band member. Please fill the information out of these tags. Percussion must label their sticks, bells, snare drums, etc.
- **Band is considered a two semester elective.**
- Pencils are the only writing utensils allowed in the band hall. No pens please because of the carpet.

XII. Communication

The yearly activities of the PJHS Bands are typically communicated to students and parents through the following media:

- Band Hall Postings
- Regular Mail
- General E-mail
- Charms Office Assistant (www.charmsoffice.com)
- PJHS Band Website (<http://classroom.panhandleisd.net/webs/robert.chapleau/home.htm>)

Students and parents can also expect written communication from directors throughout the course of the school year. Generally, this is handed out in preparation of major events such as, concerts, football games, and contests. We would also like to include parents with e-mail newsletters that will be sent out periodically. The PJHS band e-mail address is robert.chapleau@region16.net. Please feel free to call or email us at any time. Parents wishing to discuss their child's grades or course expectations will need to set up a conference by contacting us in advance so that we can make sure our schedule is clear. Please call 806.537.3142.

Thank you for your support, and for your continued interest in the PISD Instrumental Music Program!!