El Modena High School
Vanguard Band & Color Guard

Student - Parent Handbook

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Welcome!

It is with great enthusiasm and vision that we welcome you to the new school year and another great Marching Season! We are ready to assist each student member as they continue their journey to be the best they can be in music, academics, and life. We have some incredible opportunities planned for the program this year, but to do these great things we need you to understand that each student and parent is a vital part of this organization and must accept the responsibility to do whatever is necessary to make this group the very best it can be. The expectations defined in this handbook must be met by each member in order for the organization to experience a successful and enjoyable year together. Please read the entire handbook carefully. Students need to turn in the contract signed and dated before they will be allowed to join us for the new school year.

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About the Handbook:

The Band Director and Band Council originally created the El Modena High School Band and Color Guard Handbook in May 2005. Subsequent amendments (i.e. additions, deletions) may be made as deemed necessary by the Director and/or Band Council, and will take effect immediately. This handbook applies to all members of the El Modena High School Vanguard Band and Color Guard, as well as Jazz Ensemble, Percussion Ensemble, Winter Guard, Wind Ensemble, Orchestra, Concert Band, and other instrumental ensembles. After reading the handbook, members and parents must sign and return the contract that is attached to this document.

Term of Commitment:

The El Modena Instrumental Music Department requires a commitment of one full school year. The commitment for Color Guard is one semester with the option of continuing in the spring with the Winter Guard. Auditions will be held for all ensembles (jazz, color guard, percussion, wind, etc.). Members who are enrolled in an ensemble and drop out before the semester ends will receive a failing grade for that current semester. The Band Director reserves the right to dismiss/drop any student out of any ensemble after notice to parents, administrators, and counselors.

Courses:

All students must be in both marching band and symphonic band for the fall semester to participate in any other ensemble. Note: some special circumstances may be considered by the Director.

Marching Band: "PE/Marching Band" – Fall, Periods 0 & 1
Color Guard: "PE/Marching Band" & Tall Flags – Fall, Periods 0 & 1
Wind Ensemble: Spring, Period 0
Symphonic Band: Fall & Spring, Period 1
Winter Guard: "Tall Flags/Drill Team" Spring, Periods 0 & 1
Beginning Instruments: Fall & Spring, Period 2
Orchestra: Fall & Spring, Period 3
Jazz Band: Fall & Spring, Period 5

Communications:

Website:
We post dates & times of all events so that you can stay up-to-date: www.elmobandandguard.com

Newsletter:
The Band Booster Newsletter Director puts together a regular newsletter that is listed on the website, chock-full of all kinds of news articles and important information.

Booster Meetings:
Typically held once a month on Thursdays at 7:00 p.m. in the band room. All parents are considered Boosters! These meetings help you stay informed and aware of your child's involvement with band.

Emails:
The Communications Chair is in charge of sending out emails via our Hotmail account: Elmobandandguard@hotmail.com. Please make this email part of your address book so that communications won't end up in your Spam bucket. Along with the Director and the Booster President, the Chair will send emails notifying you of upcoming events. Those families who do not have email accounts must let the Director of Communications know so that we can make sure you receive printed copies of any communication. Many times there will also be follow-up handouts or flyers sent home with students prior to an event.

Director:
Most communications with the Band Director take place via email. In order to control the vast amounts of emails received throughout the school year, the Director has requested that all email communications take place through the current Booster President. The President will then forward anything pertinent to the Director for review or comment. Parents may email the Director directly if they need to discuss their child's grades, health issues, scheduling conflicts, or the like. Any conferences with the Director must be made in advance by appointment only. Additionally, if any parent has an issue or disagreement with department policies, they must discuss it with the Director in private on-campus.

Financial Obligations:

Band Camp & Marching Season. We are asking all families to donate as much as they can to help our program continue. It is estimated that in order to procure all the necessities for the coming season, it would take approximately $44,000.00 to run, or about $745 per student (assuming we have about 60 students). **If we do not have at least 60% of this amount in-hand by the time Band Camp begins in early August we may have to curtail our competitive involvement at any of the five competitions, including Championships.** Every parent's total involvement with this program (whether it is through fundraising, pledging, donating, or volunteering your time) will help offset the costs necessary to keep it thriving.

Any donation amount will be greatly appreciated, and credit card payments are accepted. All donations are placed in the General Fund, are tax-deductible, and are not refundable. We do not exclude any student who wishes to join our band and guard due to financial hardship, and we trust that there will be many people who can help maintain the financial integrity of our organization. In addition, f you know of anyone who would be willing to donate extra services, or provide corporate sponsorship, we are actively seeking funds.

Fundraisers:

Members are encouraged to participate in fundraising activities which benefit the entire organization. By utilizing the many available fundraisers, the high cost of maintaining an excellent band and guard can be minimized. Additionally, without parent and student fundraising we cannot run the great program that we have in past years. Your help and involvement is greatly appreciated.

Parent Service Hours:

A minimum of ten (10) Service Hours per year for each parent would be highly appreciated! Attendance at Booster Meetings, Concerts, Competitions, Band Fundraiser Events, and both Home and Away Football Games count toward your service hours.

Instruments and Equipment:

- **School-owned Instruments.** Members using school-owned instruments will be responsible for normal maintenance and repair of any damage occurring during the period the instruments are checked out to the student. There is no fee to use district-owned instruments; however, there are also no funds available to cover the cost of maintenance and repair. Therefore, any donations that you care to give for said usage will be greatly appreciated.
- **Maintenance.** Members are responsible for the normal maintenance of their own instruments and equipment assigned to them. Instruments are to be kept clean and dry inside and polished outside. Section leaders will inform students how to properly maintain their instrument.
- **Repairs.** Members and parents will be financially responsible for repairs due to neglect or abuse.

- **Handling Other Instruments**. Is strictly prohibited. If you are not assigned or asked to play a certain instrument, you are expected to not play or touch that instrument. If a member allows another member to handle or play a school-owned instrument, the person to whom the instrument is checked out will be held accountable for any damage or repairs needed.
- **Storage.** Instruments must be properly stored when not in use. When you store your instrument at the school, neither the band director nor the school is responsible for lost, stolen, or damaged cases, instruments or personal belongings. The lockers are assigned for each student to keep their instruments and music in. The back cabinets are designated for the storage of larger instruments. NO school books or clothing will be allowed, without the director's approval!

Music:

- **Sheet Music:** Every band member must have his/her own music (in a binder with sheet protectors for marching band; music folio for concert music.) NO SHARING of marching music is permitted. Each member will be given a copy of every musical piece (marching and concert). If you lose your music you will be charged $2.00 for each piece that needs to be replaced.
- **Flip-Folders and Lyres.** Every Band member, except drummers, is expected to purchase a flip-folder and a music lyre. Put your name on your flip folder. Please purchase extra pages.
- **Lost, Damaged, or Stolen Music.** Members are financially responsible for music. It will cost $2.00 per marching band copy. If you lose an entire flip folder (pep tunes) of music, you must purchase another one, and replace the lost music. It will cost $2.00 per concert music copy and $1.00 for each pep tune.

Uniforms:

- **Under the Uniforms.** Band members will wear a black t-shirt, undergarments, and black socks under their uniform. NO EXCEPTIONS!
- **Cleaning.** Members are expected to keep the uniform clean while being worn, and to have it appropriately positioned on the hanger upon return to the uniform room; THIS WILL BE CHECKED! Band uniforms and Jazz Ensemble tuxedos will be professionally dry cleaned by the Boosters after their respective seasons.
- **Maintenance.** The Uniform committee will be responsible for any alterations or repairs to the uniform (buttons, etc.); the Uniform must NEVER BE CUT or machine sown by any member of the band.
- **Band Shoes.** Members are responsible for cleaning and polishing their Band Shoes and bringing them to every performance. Do not leave band shoes in the band room after a performance! Each member's name should be written on tape inside his or her shoes to avoid loss or theft.
- **Band Gloves.** Members who wear gloves are expected to wash their gloves prior to every performance.
- **"B" Uniform.** Consists of a Black Tshirt (or this year's Theme Shirt, if purchased), Blue Jeans, Tennis Shoes, and a <u>plain</u> black sweatshirt (or Band Sweat Shirt or Jacket if purchased). This is worn at Away Games and after performances at competitions.
- **Valuables.** Members are expected to leave backpacks, clothes, purses, jewelry, and other valuables at home prior to a performance. Personal items are the responsibility of the member.
- **Food or Drink.** NO EATING OR DRINKING OF ANYTHING is permitted in uniform. Water is the only exception.
- **Hair.** No hair can be showing from underneath the shako. THIS WILL BE UPHELD; we will ask those with long hair to tie it up under the shako, or get it cut.

- **Makeup and Jewelry.** NO makeup, jewelry, nail polish, or piercings allowed.
- **Hanging Uniforms.** Band uniforms must be hung up properly with pant creases lined up and jacket correctly placed over the hangar with the collar hooked.
- **Clothing / Personal Belongings.** Members will place their change of clothing and any personal belongings in their garment bags.
- **Plumes.** Do not touch the plume feathers with your bare hands; Boosters will handle placing them on the shako and removing them.
- **Inspection.** Mr. Ames and the Uniform committee will inspect uniforms prior to football games and competitions.
- **Concert Attire.** Band members must wear required concert attire. Concert attire for males is black jacket, white or black dress shirt, dark tie, black pants, black dress shoes, and black socks. Concert attire for females is white or black blouse (no T-shirts), black skirt (*below the knees*) or black dress pants, and black shoes.
- **Jazz Band Attire.** The Jazz Ensemble performs in a formal tuxedo outfit that consists of a black jacket and colored vest (provided by the Boosters). They must also wear a black buttoned-down shirt, colored tie, black slacks, black socks, and nice black dress shoes (Marching shoes may be used). All members are expected to pay for the cleaning and care of the suit jackets and vests; which will be handled by the Jazz Rep at the end of the school year. This uniform will be worn **at all** jazz band performances.

Band Camp:

- **Attendance.** Each member is expected to attend every practice during Band Camp. Only those members who attend Band Camp will perform in the competition field show.
- **Physical conditioning and stretching** exercises will be included during marching practices, band camp and throughout the year. Note: Any medical excuses that may preclude a member from performing certain physical activities must be submitted in advance to the Director and include the Doctor's signature.

Class Attendance:

- **Commitment.** We need 100% attendance from every member in order to be successful. You will be given sufficient notice for all events so that you can arrange your schedule so that you do not miss any rehearsals or performances. It is crucial that when you commit to this program you understand the dedication it takes to achieve the level of excellence we strive to maintain. There will be a limited amount of after school rehearsals so you will have ample time to complete your homework and take care of your life outside of school. Every member must attend EVERY scheduled rehearsal, performance, and activity.
- **Emergencies.** When an absence or tardy occurs due to an emergency or circumstances beyond the member's control (serious illness of the member or death in the family), every effort must be made to notify the Director as soon as possible in writing (from parent) or by phone at 714-628-5317.
- **Anticipated Absences/Tardiness**. When anticipating an absence, members must submit a completed "Absence Request" form located in the band room and on the web site. This form must be turned in no later than 7 days before the absence for approval. All absences are subject to approval, and your grade will be affected. Points must be made up to recover grade loss.
- **Unexcused Absences from Practice.** Will result in negative reflection in the student's participation grade for that semester.

- **Unexcused Absence from Performance.** Unexcused absences absolutely will not be permitted. The director has the discretion whether or not to fail any person not excused and missing a performance.
- **Tardiness.** Please review school policies on tardiness. Please refer to the "Rules and Consequences" section on subsequent pages below.
    - **Indoor Rehearsals.** Members must be in their seats and ready to play by the time the bell rings.
    - **Morning Rehearsals.** Members must be on the field with appropriate materials at 7am.
    - **Afternoon Rehearsals.** Members must be on-field with appropriate materials at 3pm.

General Conduct:

As a school organization that performs in public, we represent EMHS and the Orange community with pride. The director expects all members to be professional in the way they act and carry themselves at all times. Take pride in what you do, and do not devalue the program or the other members. Show respect and always do the right thing in every part of your life.

- **In Ranks.** When in ranks, members are expected to remain silent except in response to a command or question from the Director or Drum Major. Members must not move from their position unless directed to do so.
- **Inappropriate Behavior.** Will NOT be tolerated (e.g. profanity, vulgar gestures, etc.). "Inappropriate" also includes behavior that is annoying, excessively loud, rude, or socially unacceptable. If you are taking part in this behavior, you will be asked to leave rehearsal. In extreme cases parents and administration will be notified.
- **Public Displays of Affection (PDA's).** Please leave this for another time and place. It is not socially acceptable to take part in such behaviors at school, during rehearsals, or on trips.
- **Insubordination & Disrespect.** Insubordination (refusing to follow orders) or disrespect of anyone in authority, including Director, Instructors, Parents, Drum Majors, Section Leaders, or Percussion & Color Guard Captains will not be tolerated. You will immediately meet with the Director and possibly be dismissed from the organization.
- **Electronic Devices.** Please leave cell phones, iPods, or any other electronic devices at home or turned off and out of sight, so they will not disrupt rehearsal. Such devices will be confiscated if they disrupt rehearsals or are used inappropriately on trips.
- **Alcohol, Drugs, Etc.** Possession, distribution or consumption of alcohol, tobacco products, or non-prescribed drugs is strictly prohibited. Offenses may result in expulsion from school or even arrest and criminal prosecution.

Band Room & Field Rules:

- NO FOOD OR DRINK at any time (except water).
- No talking during rehearsal or while in a rehearsal block.
- Do not play your instrument to and from the field or on the field unless instructed to do so.
- No Public Displays of Affection (PDA's).
- Treat others as you wish to be treated.
- No backpacks on the field during rehearsals.
- Only instruments and music are allowed to be stored in back cabinets…nothing else.
- Do not spit on the field.

- Do not enter the Band Office, Percussion room, Guard room, or Uniform Room without permission.
- Only instruments and music (and a change of clothes during Marching Season) to be stored in class lockers. NO FOOD of any kind is allowed in the Lockers; store lunches and books in your school-issued lockers outside.
- Be positive and upbeat!

Grading Policy:

Each member of the El Modena High School Vanguard Marching Band and Color Guard will be graded in accordance with the following system:

Attendance: 50% of final grade

Playing Tests: 30% of final grade

Written Tests: 10% of final grade

Cleanliness (music/locker/uniforms): 10% of final grade

	Daily Points	Rehearsal Points	Performance Points
Present, On Time, Prepared	5	10	50
Present, Tardy, Prepared	3	8	40
Present, Tardy, Not Prepared	2	5	0
Absent, excused	2	5	25
Absent, unexcused	0	0	0

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F Below 60%

Attendance/Points System:

Perfect attendance is the norm. Every time you miss class, rehearsal, sectionals, performances, and/or are asked to leave from one of these functions, you will have points deducted from your overall attendance grade. All rehearsals and performances are mandatory.

Playing/Memory/Written Tests:

Playing tests will be given on a verbal notification basis. You will be graded on Tone, Rhythm, Articulation, Note Accuracy, and Dynamics (crescendo and such).

Memory tests will only be given in the Fall season. You will be graded on how well you can perform the music with no music in front of you.

There will be several **Written tests** per semester that check for your ability to absorb basic and advanced musical concepts such as definitions, note reading, reading music, etc. These tests will cover all material the Director has verbally presented to class in the room or on the field.

Homework:

Practicing is your homework. The director expects the members to strive to reach excellence in their playing. If you are not practicing at home it will be noticed and you will hurt your potential as a musician and in turn hurt the overall progress of the band. Practicing should become a ritual everyday and be something you enjoy. The more you practice the more results you will see and you will begin to enjoy the challenge of pushing your skill to the next level. You may be required to turn in Practice Logs---to be signed by your parents---which will be utilized as part of your overall grade.

Membership Rules and Consequences

of the El Modena High School Vanguard Band and Color Guard

1. If you arrive late without an authorized excuse you will:

    Run one lap

2. If you are consistently talking in rehearsal or on the field you will:

    Complete 10 push ups…every time after that push ups will be doubled

3. If you do not come prepared for rehearsal you will:

    Pick up trash, or clean room/field after rehearsal. Assigned by staff

4. If you talk back to the staff, student leadership, or parents you will:

    Conference with Mr. Ames and your parent

5. If you leave your personal belongings on the field or in the room, you will:

    Visit Mr. Ames' office

Please note that students with asthma or other health concerns will be dealt with on an individual basis. **Remember, you are getting PE credit for this class.** These are physical conditioning techniques. All consequences are subject to change as per the band director.

El Modena High School
Vanguard Band and Color Guard

CONTRACT
2011-2012

We, the undersigned, have read the El Modena High School Vanguard Band and Color Guard Handbook carefully and agree to uphold and abide by the policies and expectations it defines. We understand that the handbook applies to members of the marching band, jazz band, concert band, wind ensemble, percussion ensemble, color guard, winter guard, orchestra, and all other groups that are formed out of the instrumental music department. We understand the terms of the student's commitment to the El Modena High School Instrumental Music programs.

We understand that failure to meet the expectations and policies defined in this handbook will result in certain consequences, including failure and removal from the Band or Color Guard.

Additionally, it is understood that any personal items left lying about (on the floors, the piano, on top of shelves or boxes, or on chairs) will be thrown away. **I PROMISE TO KEEP MY PERSONAL ITEMS IN MY BACKPACK OR IN MY OUTSIDE SCHOOL LOCKER.**

_____

Member's Name (print)

_____

Member's Signature Date

_____

Parent/Guardian's Name (print)

_____

Parent/Guardian's Signature Date

PLEASE SIGN & RETURN THIS PAGE TO MR. AMES IMMEDIATELY, THANK YOU!