



# **Jenks High School Band**

**2019 – 2020**

## **Student Handbook**



# JENKS HIGH SCHOOL BAND HANDBOOK

## PURPOSE

The purpose of the Jenks High School band handbook is to inform band members and their parents of the expectations of the high school band program. The following guidelines are designed to promote the constructive teaching and learning environment needed to develop and maintain a successful program at the highest level of excellence.

## OUR PHILOSOPHY

The Jenks High School band department is dedicated to helping students become responsible adults through participation in musical ensembles. The band program is an important part of the total school life. This band represents a large, visible, and highly disciplined segment of the school groups. Being a member of the Jenks High School band requires commitment, responsibility, and organization. Members are given the opportunity to develop self-esteem, poise, and confidence in addition to strengthening their musical abilities. The band staff considers these personal traits vital to the success in adult occupations and professions. It is our goal to give every student the finest musical experiences available.

## GENERAL RULES

1. No gum, candy, food, or drink is allowed in the band room.
2. No talking when the director is in front of the class.
3. If you are not early, you are late. *Students should be in their seats/spots, warming up and ready to rehearse, ten minutes before the rehearsal is scheduled to begin.*
4. When in doubt, don't.
5. If it is not yours, leave it alone.
6. Leave the room in a neat and orderly condition. Return items to their proper place. Be responsible with school and personal equipment. *Instruments should be properly disassembled and stored in a band room locker. Clothes and other articles should be kept in your school assigned locker. The band room is locked after 1<sup>st</sup> hour – students should not expect to have access to items that they will need during the school day in the band room.*
7. Respect our band, our goals, and our members.
8. We are and always will be a first class organization.
9. Always do your best.
10. Always be prepared musically and mentally. Anything can happen. *Band members must bring their instruments, music, and rehearsal materials to each rehearsal and performance. Every band member is expected to have their own accessories such as reeds, valve oil, mouthpieces and mallets.*
11. No guts, no glory. No effort, no glory.

## **BEHAVIOR**

1. *We are and always will be a first class organization.* When you are with our band you are representing our school, our community, and our state. Every band member should be conscious of their behavior and the impressions that it makes. Your words and actions will be heard, seen, and interpreted by many people. Do not draw undue attention to yourself. Represent this program in the manner that it should be represented. Take pride in what you do and how you do it.
2. At football games, students move and are seated in an organized manner. As every stadium is different, some flexibility will be required. In general, students will be placed in rows according to their sections and chair order. Woodwinds will be near the front, Battery will be in the middle, and Brass, Guard, and Front Ensemble will be at the back. Students are expected to stay in their assigned area with their section. There is to be no mixing of sections. Students are to be attentive to the directors, drum majors, and game. This is not primarily a socializing time. Electronic devices are not to be used during the course of the game. Alumni are allowed to mingle with students.
3. Bus drivers, directors, and chaperones have disciplinary authority during games and trips. School policies will be observed at all times.
4. No student will exit a bus before the entire bus is determined to be clean by the chaperones on board. The responsibility of cleaning the bus is yours not anyone else's.

## **CONSEQUENCES**

Students will be disciplined to the degree of the infraction and in accordance with band and school handbook policies. Some examples of disciplinary action are listed (but not limited to) below:

1. Students with gum, candy, food or drink in the band room will receive discipline and punishment ranging from menial after-school jobs to after-school detention.
2. Excessive tardies and/or absences from rehearsals and/or performances will result in a deduction of grade, possible placement of alternate status or lowering of chair placement, and/or dismissal from a performing ensemble.
3. Band members who forget their instruments or rehearsal materials will also result in a deduction of grade, possible placement of alternate status or lowering of chair placement, and/or dismissal from a performing ensemble.
4. Band members that are not in full and proper uniform will not be allowed to perform with the group.

## **SCHOOL OWNED INSTRUMENTS & EQUIPMENT**

Some school-owned instruments and equipment will be checked out to students during the year. A \$25.00 fee will be required per semester from students using school-owned instruments/equipment and is due the first month of each semester. This fee will be used to help offset the cost of upkeep and repair of the instruments. The high school band department will assume financial responsibility for normal maintenance and repair of school-owned instruments and equipment. Students are expected to properly care for and maintain school instruments while it is their possession. Any damage, loss, or neglect of an instrument that is not considered normal will be the responsibility of the student and their parents.

## **LOCKERS**

Each student involved with the band program is assigned a locker so students may store instruments and materials. Students are to use only their assigned locker. Lockers should be kept in good condition and locks are to remain locked at all times. For safety reasons, students should remember, but not share combinations with other students.

## **GRADING**

Grades in band reflect the student's performance in all aspects of being a responsible member of the performing organization. Every band member will be held accountable for their attendance, punctuality, materials, and most importantly, their musical preparation. A student's grade will be averaged from the following:

1. **Playing Tests** – This is the primary portion of the student's grade. In most cases, playing tests are worth 100 points each. Evaluation of student's performances of assigned music will be conducted regularly. Some tests will be conducted in class; others will be heard in sectionals before and after school. If you are having trouble with your music contact one of the directors or your section leader for a time after school when you can get some help. We want to help you! Music playoffs will begin the first full week of school and will continue throughout the year. Playoff music will be posted on the bulletin boards or the website at least one week in advance so students may adequately prepare. Should a student fail a playing test, the directors have the option of assigning that student to alternate status within the performing ensemble, forfeiting their chair placement, or dismissing the student from the performing ensemble.
2. **Attendance and Punctuality** - Sectionals, rehearsals, performances, clinics, and trips are not optional. They are a requirement. Not only for a grade but also for the success of the entire group. An absence may be excused for serious illness, death in the family, or another school sponsored activity. Other commitments such as work or non-school activities will not be excused. Students that have an unexcused absence from a sectional, rehearsal, performance, or clinic will result

in a deduction of grade, possible placement of alternate status or lowering of chair placement, and/or dismissal from a performing ensemble. Each student is given 25 participation points for each week. Standard deductions from participation points for unexcused absences/tardies are listed as (but not limited to): tardy – 5 to 10 points, absence from sectional or rehearsal – 10 to 15 points, absence from a performance – 15 to 20 points. A calendar listing all dates, times, locations, and other important information is readily available on the band's website. Use this to help set your schedule well in advance and to anticipate and/or avoid conflicts. It is strongly recommended that copies be made for parents and employers.

3. **Materials and Maintenance** - Students must have the proper materials and equipment at the proper time to have productive rehearsals and performances. Items such as instrument, binder, music, pencil, and guard equipment should be readily available on a daily basis. Proper maintenance of instruments is also expected. Woodwind players should have enough reeds to use, brass instruments should be well oiled and lubed, and percussionist should have all necessary sticks and mallets. Periodic checks of these items will be made with or without prior notice. Material and Maintenance checks are also usually worth 25 points.

## **CONFLICT RESOLUTION**

As stated in the grading section, a tardy or absence from a rehearsal or performance may be excused for serious illness, death in family, or school sponsored activity. It is the responsibility of the student to personally notify the director of the conflict. Notification must always be given. When possible, notification must be given two weeks prior to the event. Notification must be in hard copy form. Verbal notification will not be accepted. Students in multiple activities will be expected to balance and prioritize their time for sectionals, rehearsals, and performances. Students should not assume that the band will be the only department to be flexible. Organization, responsibility, and accountability are essential for proper communication between students and activity sponsors.

## **SOURCE OF INFORMATION/COMMUNICATION**

The band's website, [www.jenksband.com](http://www.jenksband.com), is the primary source of information and an effective means of communication for the students and parents from the directors and parent organization. It is highly recommended that parents sign up to receive the email newsletter to stay current with information. This can be done at the bottom of the home page of the website. When trying to obtain information concerning a rehearsal, performance, or various other information, the website should be accessed first. If the information desired cannot be obtained through the website, students should members of the student leadership team before approaching their directors; parents are welcome to email or leave a voicemail at anytime. A first hand source of communication is the band parent monthly meetings. Meetings are usually held the first Thursday of each month. This is a great opportunity to meet other band parents, be a part of a first class organization, and an excellent chance to become more involved in your child's participation.

## **ELIGIBILITY**

1. The standards mandated by the Oklahoma Secondary Schools Activities Association and those of the Jenks Independent School District will be used to determine a student's eligibility for performances. An ineligible student will be expected to dress in uniform and participate within the regulations mandated by the O.S.S.A.A. During marching season, a student who is ineligible will be expected to dress and participate at all football games. During concert season, a student who is ineligible will be expected to dress, participate, and perform at all non-competitive events. However, ineligible students may not represent, participate, or attend any competitive performances.
2. Students who have consistent eligibility problems may not be allowed to rehearse with the performing group, may be placed on alternate status (during marching season), or may be removed from the performing group.
3. Students are responsible for fully meeting the financial obligations as outlined in the Trip Fund Policy portion of this handbook regardless of academic status.
4. Absences due to ineligibility are considered unexcused and will be treated as such according to the grading policy outlined in this handbook.
5. The Jenks High School Band policy states that participation in band requires continuous enrollment from semester to semester. Participation in the first semester is a prerequisite for participation in the second semester and vice versa. Because of the nature of the instrumental music instruction, continuous enrollment is a must. Therefore, it is a requirement to enroll in both semesters of band.
6. Special circumstances may require a student to drop band. However, any student that drops band may not be guaranteed enrollment in the next year's performing ensembles. The band directors in conjunction with the counseling center and the school's administration will determine whether a student will again be allowed to enroll in band.

## **UNIFORMS**

The marching band uniform is the most visible symbol of our group as a legitimate school organization. Therefore, the uniforms must be kept and worn with pride and respect. A student should be in full uniform at all times during a performance venue (hats/berets, plumes, gloves, and gauntlets will be worn only at marching performances). Students should not at any time walk around in partial uniform, unbuttoned, unzipped, etc. The marching band uniform consists of a band hat & plume, band jacket & gauntlet, white gloves, cream & maroon band pants, Trojan Pride maroon undershirt, Trojan Pride gray athletic shorts, white socks, and regulation white marching shoes. The maroon shirt and gray shorts are to be worn underneath the uniform. Socks must be completely white (no gray or colored heel) and come up to the mid-calf level of the student's leg. Students not having these items will not be allowed to perform with the group. When changing clothes after rehearsal or during uniform check out, modesty is key. Designated changing

areas are the student bathrooms or another area that has been officially designated for students to change. Students should not be changing clothes in the rehearsal rooms or in faculty bathrooms. Students should not leave changing areas in a state of disarray, but neat and clean. In the event that facilities are not available at a contest, separate buses will be utilized when changing clothes. No jewelry, hats, medals, sunglasses, buttons, or pins will be worn with the uniform. Exceptions may be made in case of extreme weather. Exceptions would include items such as coats, layers of clothes underneath the uniform, gloves, toboggans, blankets, etc. These items need to be in school colors. As to avoid accidents, the types of foods and drinks allowed while the students are in uniform will be limited. Usually, food such as fruit is provided by the parent organization during the third quarter. Students are not allowed to purchase or receive food and drink items from an outside source while in uniform. Water will readily be available throughout the game.

Students are expected to take care of the uniforms. Pants and jackets must be hung properly and other parts of the uniform stored correctly in closets and in buses. Check out times for the uniforms will be posted on the website. Student leaders will check out and check in uniforms to their sections at assigned times. In the case of any type of accident, the student should notify the director immediately.

Every member should also have purchased at least one travel shirt. These shirts will be worn at times assigned by Mr. Hillock (contests, performances, etc.) throughout the year.

Concert attire, referred to as concert black, is utilized for all indoor concerts. Concert attire is ordered through the band parent organization. Do not purchase attire on your own. For Gentlemen, this includes a black tuxedo (jacket and pants), white tux shirt, black bow tie & cummerbund, black dress socks (calf-length), and formal black dress shoes. For Ladies, this includes a black, full-length dress, and formal dress shoes. Heel height is not an issue as long as the shoes are formal. Information regarding concert attire usually comes out in mid-November.

## **ALTERNATES /SHADOWS**

Alternates or shadows are interchangeable terms exclusive to marching season. Students may be placed on alternate status for deficiencies in playing, marching, attendance, or eligibility. A student placed on alternate status does not perform at halftime during football games and or at contests. They do practice with the marching band on a daily basis and, if academically eligible, will participate in some capacity during halftime performances and contest – this is usually helping move equipment. There are at certain times, opportunities for students to move from alternate status into the competitive block. Students are monitored for progress during the course of the marching season and moved to the competitive block as the need arises if they can demonstrate the skills necessary for competition.

## **HONOR BAND AUDITIONS**

Band members are strongly encouraged to audition for membership in honor bands. Membership in the North Central Director's Association Honor Band and/or the Oklahoma Music Educator's Association All-State Band is a great honor and holds much significance for university officials when distributing scholarship offers. Preparation for these auditions requires a great deal of initiative and self-discipline, as most of the practice is done out of class. Students auditioning for N.C.D.A. and/or All-State are strongly encouraged to include sight-reading as part of their preparation for the audition. Sight-reading is a major portion of the audition process and has a direct impact on whether a student makes the honor band and how high they place.

## **SOLOS & ENSEMBLES**

Another opportunity for musical growth is through participation in solo and ensemble contests. It is another opportunity for exposure to challenging music of various styles on an individual basis or through a smaller group. Students will have the opportunity to compete at the District and State level contests. As with honor bands, a great deal of initiative and preparation is done outside of class. Regular rehearsals with accompanists or ensembles will be scheduled in the spring.

## **PRIVATE LESSONS**

Students are also highly encouraged to study privately on their instrument. This gives the student the opportunity to study with a person who specializes on their particular instrument. A list of teachers and contact information is available on the website. Students must study on a consistent basis for the entire school year and verification from the private instructor will be required in order to earn these letter points. Students who have successfully auditioned and participated in OMEA All-State Band are eligible to teach private lessons to younger Jenks band students. Students who have also successfully participated in NCDA may be eligible also with approval from Mr. Hillock. Students interested in doing this should contact Mr. Hillock in order to obtain approval and receive additional information.

## **TRIPS & FINANCIAL OBLIGATIONS**

Parents and students should be thoroughly familiar with the workings of the Trip Fund Policy. The policy is included and a part of this handbook. Trips are part of the curriculum as they provide both unique performance and educational opportunities. All students are expected to attend, participate, and be financially prepared for band trips. Costs and payment deadline information is given well in advance to assist students and their families to do so. Concession work as well as general and individual fundraising activities are provided to help offset the cost and out of pocket expenses for the students and their families for these trips. Advanced and careful planning is necessary for trips of this nature to be successful for the individual and for the group. We are also relying on



students to manage their academic studies in such a manner so that eligibility issues will not be a concern.

For each major trip, students will have the option to opt out of the trip if they wish. By doing so, students will not be held financially responsible or be penalized academically. Students opting out will be limited in their participation for that particular contest or season, depending on the circumstances.

Students that opt in are fully committing themselves to the terms of the contract. If a student becomes ineligible or misses payment, the student will not go on the trip, be replaced or removed from the performing group, forfeit all deposits or previous payments, and lose participation points. Once a student has opted in, they are responsible for the entire cost of the trip, even if they do not travel as a result of ineligibility or missing a payment deadline.

## **BAND LETTER**

Students may earn their letter for a letter jacket by accumulating points from various activities and opportunities throughout the year. Students must accrue at least 125 points each year to letter. A letter is awarded the first year and bars are awarded for all subsequent years. Points may be earned via the following criteria:

Summer Camps*	20
Basketball Band	25
Honor Band Auditions	15
Honor Band Participation	25
Solo – 1 <sup>st</sup> Division	20
Solo – 2 <sup>nd</sup> Division	15
Solo – 3 <sup>rd</sup> Division	10
Ensemble – 1 <sup>st</sup> Division	15
Ensemble – 2 <sup>nd</sup> Division	10
Ensemble – 3 <sup>rd</sup> Division	5
Winter Guard	30
Taking Private Lessons*	35 (must be for the majority of the year)
Teaching Private Lessons+	25 (must be for the majority of the year)
Performances*	10 (student performs outside of school activity)
Concert Attendance*	5 (some type of instrumental concert)
Contest Worker	20 (up to for each contest)
Performing Organization*	20 (e.g. - Tulsa Youth Symphony, church orchestra)

\* Indicates that some type of documentation or verification from instructor/director is required for credit

+Must have approval from Mr. Hillock prior to doing this

## GUARD LETTER

Students may earn their letter for a letter jacket by accumulating points from various activities and opportunities throughout the year. Students must accrue at least 125 points each year to letter. A letter is awarded the first year and bars are awarded for all subsequent years. Points may be earned via the following criteria:

Making Rifle Line	30
Making Sabre Line (if applicable)	25
Perfect Attendance through summer rehearsals (including pre-band)	30
Being Named Section of the Week (by DM)	10
Attend Marching Contest we are not competing in*	10
Volunteer to Work at Contest	20
Taking Private Lessons + (minimum 30 minutes, at least 3 sessions)	20
Teaching Private Lessons + (minimum 30 minutes, at least 3 sessions)	20
Winter Guard Clinic (Eclectix or other) (participate in rifle/sabre at clinic – 5 pts extra)	20
Attend Winter Guard Competitions* (contests we are not competing in)	10
Member of Winter Guard Program	30
Solo & Ensemble during Winter Guard Season	
Solo	35
Ensemble	20
If you win your bracket	15

\* Indicates that some type of documentation or verification is required for credit  
+Must have approval from Mrs. Jara prior to doing this

## **TRIP FUND POLICY**

- Purpose: The primary purpose of the Trip Fund is to accumulate fund-raising monies into individual accounts, which are used to offset trip expenses. Students, Parents and/or Guardians are responsible for any negative balance or difference between actual trip costs and the balance of the individual student trip accounts.

Any interest earned by the Trip Fund shall be used by the Club to defray the administrative expenses of the Club.

The Trip Fund Manager, who will have the responsibility of these accounts, shall be an elected Officer of the Club.

The Trip fund account shall identify funds designated for the student.

- Fund Raising: The Board of Directors and Instrumental Music Director shall have the joint responsibility to decide the nature and monetary benefit of each fund-raising project. The students will be advised prior to a specific fund-raiser how much Trip Credit may be earned by a specific project. Upon collection of money as a result of the fund-raising activity, each student will be credited with the appropriate amount of Trip Credit in his/her own Trip Account. No credit will be given until the money from the designated fund-raising activity has been collected. Any merchandise checked out to the student in advance of payment, shall be charged against the student's Trip Fund at wholesale cost. For checked out items, if they are returned (if allowed by particular fundraiser), account will be credited for wholesale cost. If full retail value of checked out item is paid, that amount will be credited to the student's account. All collected amounts, including insufficient checks accepted by the student, are the responsibility of the student.

- Statements of Account: The Trip Fund Manger will be responsible for posting of the Trip Fund balances on a regular basis on the Jenks Band website. Detailed statements will be provided to the Parent/Guardian upon request.

- Disbursement of Funds:
  1. Parents/Guardians will be notified in advance of planned trips and expected cost estimates. During these trips, the band(s) typically compete on a multi-state or national level. All students are encouraged to participate on these trips. Prior to each pending trip, a deadline will be published where Parents/Guardians must elect for their student to either "opt-in" or "opt-out" of the pending band trip. Once the student has "opted-in," the guidelines of paragraphs 2, 3 and 4 under this Section IV will apply. Students who have "opted-in" must pay the entire amount of the trip cost by the designated deadline before the trip, or they will not be allowed to travel. If a student owes amounts from a previous trip, they will not be allowed to opt in for future trips until previous trip balance is paid in full.

New students enrolled in band after the opt-in deadline will have 7 calendar days after their first day of band (or until the final payment deadline if less than 7 calendar days after their first day of band) to opt-in or out for trips. New students will be expected to pay in full by the payment deadline set for all students after opting in.

2. It is necessary to make advance deposits for transportation, lodging and meals, etc. for scheduled trips. Therefore, funds shall be due and payable from the student trip account in accordance with the schedule determined by the Executive Board for any planned trip. Deductions will be made from the individual trip funds of students who opt-in, according to the schedule. Payment of necessary deposits, prepayments and guaranteed group rates for the planned number of participants shall be made on a pro-rata basis from the planned participants.

3. As a set number of participants are required to plan any scheduled trip, cancellation or failure of the student to participate due to lack of timely payment, dropped enrollment, academic ineligibility or disciplinary restrictions as determined by the Jenks Public School Administration are not valid reasons for non-payment or refund of payment for trip expenses.

4. All funds disbursed from the trip fund shall be considered non-refundable unless the Director of Instrumental Music cancels the trip and a refund is available from the provider of the contracted service. If a scheduled trip is officially cancelled by the Instrumental Music Director all uncommitted, recoverable funds will be credited on a prorated bases within 30 calendar days from recovering funds.

5. In the event a student accumulates Trip Fund Credits in excess of the actual trip cost, the parent/guardian shall have the opportunity to exercise any combination of the following options:

- The student-Parent-Guardian may request a cash payment for spending money for a major trip of up to one hundred dollars (\$100) but not to exceed the amount of the remaining balance of the Trip Fund. The request must be in writing and received by the Trip Manager at least two (2) weeks prior to departure. The payment for the personal spending money will be made to the student/Parent-Guardian no later than three (3) school days prior to the departure of the trip.

- Any excess monies remaining in the trip account may be left for the benefit of a future trip by that student

- Any excess monies may be used to purchase:

- band apparel, equipment and fees listed on the pre-band order form(s).

Examples could be: marching shoes, gloves, garment bags, instrument maintenance fees, lock-in fees, etc.

- or reimburse the costs of concert apparel,

- Color Guard or Winter Guard apparel, uniforms or equipment.

- Instrumental Music Department Banquet tickets.

6. Seniors: There will be no cash disbursements to a student other than outlined in Section IV, Item 5. In the event there are excess funds in a senior student's trip account, the funds may be:

- Transferred to the trip account of a sibling who remains in the Jenks Instrumental Music Program (grades 6-12). Or
- Donated to the Trip Fund balance for administrative or scholarship expenses (funds may not be given, applied, transferred or sold to another student who is not a sibling).

7. The trip account balance of a student who drops enrollment (for whatever reason) in the Jenks Instrumental Program shall be:

- a) Transferred to the trip account of a sibling who remains in the Jenks Instrumental Music Program (grades 6-12). Or
- b) Donated to the Trip Fund for administrative or scholarship expenses.

There will be no trip fund reimbursements to any student dropping enrollment in the Jenks Instrumental Music Department program.

8. All refund options, including but not limited to those listed in this trip fund policy, are at the discretion of the Executive Board who has the final authority and responsibility.

9. The Executive Board shall approve the estimated costs of each trip and allocate such costs to each student. The estimates will be as close as possible; however, actual amounts may differ from the estimated costs. Should the actual costs be less than 95% of the estimated costs, the Club shall reimburse student accounts for any unused withdrawals in the excess of 5% of the estimated costs. The Club will generally absorb minor costs in excess of estimated costs; however, the Club does reserve the right to charge student trip accounts for cost over runs.

- Financial Assistance: The Club will conduct fund-raising to facilitate student financial assistance. Students with financial hardships may request a scholarship. In the event there are not enough funds available to help all those who request scholarships, the Executive Board and the Director of Instrumental Music will have the responsibility to make a joint determination on the disbursement of any and all assistance funds. The criteria for the assistance shall be based on the following:

1. Actual monetary need for assistance, based on information provided to the Executive Board and/or the Band Directors, and

2. Students requesting financial assistance must demonstrate their motivation and participation in fund-raising activities made available and offered to the entire enrollment.

3. Requests for financial assistance shall be made to the Director of Instrumental Music in writing at least 30 days prior to each trip payment deadline date using the "Trojan Pride Request for Scholarship" form. The form will be available from the Director of Instrumental Music.

- Financial Obligations: According to the Jenks Student Handbook, students who do not meet their financial obligations will have their name placed “on hold” as outlined in the Student or Band Handbook.
- Policy Distribution: A copy of the Trip Fund Policy is available on the Jenks Band website.
- Amendments and Revisions: The Trip Fund Policy may be amended or revised by a majority vote of the Executive Board at any time if it is considered necessary, providing copies are made available to all parties which may be involved with, or affected by the policy on the Band Parents website.

Revised 6/26/12



*Please sign and return this page of the handbook to Mr. Hillock by Friday, August 23<sup>rd</sup>, 2019. Keep the remainder of the handbook throughout the year for reference.*

I have read, understand, and agree to comply with the rules and policies set forth by Jenks Public Schools and the Jenks High School Band Department for the 2019-2020 school year.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's/Guardian's Signature

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Date