

Liberty Lions Band

Handbook

2019-2020

Contact Info:
Mrs. Lindsay Kellogg
Director of Bands

Website: www.luhsd.net/lhsband
Email: kellogg1@luhsd.net
Music Office: 925-634-3521 x5481

No handbook can cover all eventualities. It is the responsibility of the student to take information home as updated, and it is the responsibility of each band family to make sure their contact information is up to date so that band information reaches you.

PREFACE

The following is a brief handbook designed to better acquaint you with the procedures followed by the High School Band program. It is hoped that through this handbook your years in band will be more pleasant and the caliber of our organization will show continued improvement. The Band Handbook applies to all instrumentalist, drumline, and color guard members. We are one band and one unit group.

BAND MISSION STATEMENT

It is the main objective of the band to provide the finest experiences, educationally, musically, and socially, as possible, to as many students as possible. It is desired that through band the students will be exposed to new learning experiences through a diversified musical program as is available. Perhaps our most important objective is to offer many varied musical experiences through *ACTIVE* participation so as to develop a knowledgeable appreciation of music. One means of this end is to have the band available to assist the school and community in as many functions as is convenient and possible.

COURSES:

The Liberty Band Department consists of the following classes:

- Concert Band- non-auditioned traditional concert band.
- Symphonic Band auditioned band for Sophomore-Senior
- Percussion- concert band for all percussionists and open to anyone wanting to learn percussion
- Color Guard
- Jazz 1- Beginning jazz course
- Jazz 2- Jazz Ensemble by audition only
- Beginning Ukulele

REHEARSAL ETIQUETTE:

- **Rehearsal Attendance:** Attendance for each rehearsal will be taken both on paper and eventually with a scanner through charms. Failure to have your lanyard with scanning code will result in loss of points for the day. Students who miss performances or performances will be given alternate assignments if prior approval from the director is given. Unexcused absences will result in lowered grades.
- **Be on time:**
Rehearsal begins at the designated call time or when the bell rings. Be seated and ready to play. Repeated tardiness will result in school consequences along with lowered grades. Students entering the room after the bell will not be admitted without a tardy slip.
- **Be Prepared:**
Come to rehearsal with your part known and ready. Music should be placed in order of the agenda for the day. Guard and Drumline need all materials/equipment for class daily All routines for guard should be prepared and ready for the next class. All instrumentalists need a black 3 ring binder to hold their music and a pencil daily. Flip folders will be checked out during Marching Season. Students who lose lanyards, equipment, or flip folders will be charged a replacement fee.
- **Unable to Rehearse:** All students are required to participate in class unless they provide a doctor's excuse. In the event of a written excused absence from a doctor you are expected to participate by following along or doing an alternate assignment. Students who sit out longer than 15 minutes or more than once in a rehearsal will be sent home for safety and health reasons. Failure to provide a doctor's note will result in loss of participation points with no alternative assignment.
- **Equipment and Storage:**
All equipment is expected to be maintained and in good condition. Respect our room, our space, and pick up after yourselves. Food and clothing is not allowed in lockers. In the event food or clothing is being stored, the locker privilege will not be available to that student. Students are not required to have a lock, but those who wish to secure their instrument with a lock will be provided with one to use.
- **Student Center:**
Our student center is there for you to enjoy. Please be courteous of the space and keep it clean. Wipe off the counters and take your trash/coffee cups with you. Any items left behind will be thrown away at the end of the day. Label all of your belongings and mugs.
- **Cell Phones:**
Cell phones are NOT to be used during class. If using a tuning app you may tune at the beginning of class and then put it away. Students caught using their cell phone will have it confiscated and taken to their Den. Please feel free to utilize the charging station. The charging station is there for your use. Use at your own risk and all phones must stay in the station until class is over. You may use your cell phone on the field for the UDBapp only. This is optional to purchase. See purchase information sent via email and remind.
- **Talking and Discipline:** Talking during rehearsal is disruptive. Students who talk will be given a detention and will need to serve their time in the band room.

ATTENDANCE POLICY

- **Excused absence from daily rehearsal:** Excessive absences (more than 5 per grading period) will result in lowered grade. Absences due to illness, class field trips, and school sports will be excused. Family vacations during school time are discouraged.
- **Rehearsals that are Mandatory are MANDATORY:** Please mark all mandatory events in your calendar immediately. In the event of a pre-arranged conflict Mrs. Kellogg must have notice in writing within the first 2 weeks of school to be considered excused. In the event of an excused absences the student will be given a make-up assignment to complete the grade. Unexcused absences will result in a lowered grade. It is the student's responsibility to obtain missing work from the director.
- **Tardy to Rehearsal:**
Students who are tardy to rehearsal will have their grade lowered. Pre-arranged tardies are the discretion of the director. The Director will work with students as long as clear prior communication is given in writing.
- **Absence from Performance:**
- You are expected to be all mandatory performances. Students who miss a mandatory performance and have given proper written advance notice will be given an alternate assignment pertaining to that unit of study. Those who are unexcused and miss a concert without prior approval will have their grade lowered by one letter grade. Assignments will be decided upon by the director and due date will be determined based on the circumstance of the excused absence. All absences must be cleared by the director in writing. Students missing 2 or more required performances per semester will fail the performance components as stated in the Course of Study and therefore may fail the course. Courses of Study for performing groups are available on request.
- **Absence from a Rehearsal Prior to a Performance:**
Students who miss the dress rehearsal or the rehearsal prior to the performance will may not be allowed to perform. Winter Guard members are expected to be at all rehearsals. Missing a guard rehearsal prior to a competition will result in loss of performance. Absences from rehearsal the week of a performance will put that student on performance suspension for that week. Students who miss more than 3 rehearsals and or/ more than 2 days of camp will be placed as an alternate in the show and expected to come to remaining rehearsals
- **Performance Calendar:**
The performance calendar is included with this handbook. Please mark the dates on your calendar, sign, and return the performance contract verifying your involvement in the scheduled dates. Winter Guard schedule and contract will be handed out later in the fall but all Saturday's during 3rd quarter need to be marked for winter guard.
- **Graduation Performance:**
All 9th-11th grade members of the concert, symphonic, and percussion classes are required to attend and perform at Graduation. Please see the attached calendar for graduation date. Those who do not attend will result in a grade change for quarter 4.

EXPECTATIONS/CODE OF CONDUCT

- Absolutely no talking while the teacher is working
- All playing and movement needs to stop at the cut-off
- Respect our classroom and environment: All instruments in lockers, guard equipment in the closet, backpacks away, music kept with you, student area always clean
- Lockers are for instruments and music
- Be prepared for class with all materials
- No phones during performance or class time. Utilize the charging station if needed
- Bathroom: use is by permission only you may **not** use the hall door. Mrs. Kellogg will let you in during non-school hours. During class you must use the campus bathrooms. No bathroom privileges in the first and last 10 minutes of class. If bathrooms become a problem for particular classes- passes will be issued.
- Practice rooms are for practicing only. Permission must be given to use a practice room.
- Respect our learning environment
- Profanity is not tolerated in the classroom, around campus, or at events You represent the LHS Band program.
- Bullying will not be tolerated
- Social Media bullying or meme posting is not allowed
- Social Media Contract needs to be signed by all students
- Videotaping or taking photos of others without permission is not permitted
- Negative talk about the band program is not permitted. This goes for the program, directors, staff, student leadership or any band student.
- All school rules including alcohol, drugs, smoking, vaping, or any other unacceptable behavior is not tolerated.

CONSEQUENCES:

- Those who choose to not follow our classroom expectations will result in a 30-minute detention. Date/time of detention will be determined by director and student within one week of incident. If a pattern is repeated referral to the office will take place.
- In the event of bullying or inappropriate behavior students can be placed on a non-performance list and potentially removed from the class.
- The director reserves the right to move a student's chair/part/ or leadership position at any time.

UNIFORMS:

Informal Uniform:

All students will be required to wear the LHS Band Spirit t-shirt and/or sweatshirt for informal performances throughout the year. *Scholarships are available for those who may require financial assistance with any part of a non-provided uniform through the Director. Please contact Mrs. Kellogg.*

Additional Spirit Wear that is optional will be available for purchase later this Fall.

Required Formal Uniforms to be worn:

Color Guard:

- Freestyle Guard Shoes-see order form
- Color Guard Parade Uniform- To be checked out
- Personal Equipment Bag black (optional)
- Gloves- see order form
- Jacket- see order form. Students who do not wish to wear a jacket will need to wear either a plain BLACK jacket or their LHS Band sweatshirt. No other jackets will be allowed in the stands.

Symphonic and Concert Band

Students of Concert and Symphonic Band are required to wear one of the following two performance attire options, which are provided by the school:

Option 1:

1. White long-sleeve shirt w/collar
2. Black pants
3. Black shoes and socks
4. Black bow tie
5. Black tux jacket

If any student has their own tuxedo for concert season and it matches the Liberty HS Band tuxedo style, they may wear it and it must be approved by the Director by September 1st.

Option 2: Must wear LHS provided dress/skirts

Concert Band: Black dresses, black flat closed toed shoes

Symphonic Band: Black Skirts and tops, black flat closed toed shoes

Symphonic band will have to option to purchase a dress this year at the Music Walk Thru.

Jazz Band and Jazz Ensemble:

- For the Winter and the Spring Concert you will wear your concert attire for concert or symphonic band.
- For Festivals and other performances all members will wear:
 - Black Dress Pants No jeans
 - Black Long Sleeve Button Up Dress Shirt
 - Black Socks
 - Solid black flat shoes
 - Red Tie (provided)

Marching Band: (Uniforms are provided.)

Band members are required to wear Drill Master shoes. They are responsible for caring for their shoes and having black socks at all times.

Please see the information about ordering the specific shoes for marching band. There are some used shoes in the room that have been disinfected that are available to borrow at no cost. These are on a first come first serve basis.

Students must wear black athletic type shorts under their marching uniform with their LHS Band T-shirt. No exceptions.

Policy: These uniforms **DO NOT GO HOME**. We change in and out of them in the of the PAC. If your musician's uniform gets really dirty or smells bad after a long hot parade. Please see the director about taking it to be cleaned. Students are responsible for maintaining. In the event of excess dirt or damage the student is responsible for the fee of \$25 to dry clean.

Students are responsible for any excessive damage. Our Uniforms have been around for many years and need to be handled with care.

Appearance: LHS Band takes pride in our appearance for performances. Please have all hair properly pinned up under Shako hats. Color Guard needs to have appropriate make-up and hair for their shows. All student **MUST** wear deodorant to keep their uniforms clean. Small piercings that do not interfere with embouchure or playing of the instrument will be allowed. No large hoop earrings are allowed or any piercings that would distract from the performance. Please see the director for approval if you aren't sure.

Concert Performances: All hair must be out of your face for performances. Simple jewelry is allowed Please no large head gear, hats, or other distracting additions.

Winter Guard: Winter guard hair/makeup and additional outfits will be outlined in the Winter Guard contract.

GRADING:

Specific assignments and performances will be assigned to each class based on the needs of the class. Students are responsible for practicing and preparing for all assignments and performances. In the event a class has specific requirements; an in-class outline will be given.

Grading Breakdown:

Performances/Reviews 40%
Attendance & Participation 30%
Class assignments/Quizzes 20%
Final Exam 10%

MATERIALS

All students are required to have the following in class:

Black 3 ring binder- to hold sheet music

Pencil at all times

Lanyard (marching season)

Flip Folder- To be checked out. Students who damage or do not return their flip folder will be responsible for the replacement fee of \$20

Lyre- Wind Players only

Specific class items: Shoes, bags, instruments, mallets, sticks, music etc... these will be discussed in class.

SCHOOL INSTRUMENTS:

When possible, the LHS Music Department will provide instruments for students. Because school instruments are in short supply, students are encouraged to rent or purchase their own. In most cases, you will find the rented instruments to be newer and in better condition than school-owned instruments.

Students Using School-Owned Instruments: An Instrument Care Agreement needs to be filled out and signed by the student and their parent at the beginning of the school year. Each band member is responsible for the proper care of the instrument for the length of the agreement. Any damages or serious malfunctions should be reported to the director immediately. Damages due to the negligence of the student will be charged to the student. If the instrument is lost or stolen while away from the band room, the student must reimburse the band for the cost of the instrument.

PRIVATELY OWNED INSTRUMENTS:

A privately-owned instrument is the responsibility of the student owner. Students should check with their parents to see that the instrument is included on their homeowner insurance policy. Parents are encouraged to consult with the band director before purchasing an instrument. The director and LHS are not responsible for instruments that are lost, damaged or stolen. All instruments should be kept in excellent playing condition and should be cleaned and polished before every performance. Informal inspections will be held periodically. Instruments must be stored in a music cabinet or locker when not in use. Leaving instruments out increases the possibility of damage, theft and/or being hidden.

AWARDS:

John Philip Sousa Award is presented each year to the outstanding senior band member who displays superior musicianship, merit, leadership, dependability, loyalty, cooperation, and other positive qualities of conduct. This member receives a plaque, pin, certificate and the selection process is by band member voting.

Louis Armstrong Award is presented each year to the outstanding senior band member who displays superior musicianship, merit, leadership, dependability, loyalty, cooperation, and other positive qualities of conduct. This member receives a plaque, pin, certificate and the selection process is by band member voting.

Directors Award is presented to the student who displays unending dedication and service to the band. This individual is the person who gives extra and expects nothing in return. The director is responsible for selecting the best person to receive this award.

Color Guard Award: is presented each year to the outstanding senior color guard member who displays leadership, dependability, loyalty, talent, and other positive qualities of conduct.

Outstanding Member of each class awards certificates are given to the most outstanding members of each class. There are all kinds of special pins for the musicians, dependent on their years of dedication. They may also letter with a specific amount of points which is outlined by the band club at the beginning of the year.

GENERAL POLICIES FOR SPECIAL SITUATIONS

1. **Tobacco, alcohol, drugs, and dangerous objects:** All school guidelines are in effect for all members.
2. **Candy, gum, soda, snacks:** At **no** time will these items be permitted in the band room during class time. **NO FOOD OR DRINK** is permitted on the busses unless students are specifically instructed differently.
3. **Playing your instrument in the stands:** All performances will be done in an orderly manner. You are **NOT** permitted to play another student's instrument or use others equipment. We perform as a group or not at all!
4. **Facility Use at Games** Performers are usually permitted a portion of each event when they may use the facilities for whatever is necessary. This period will be designated at each event. Students will use the "buddy system" when using the facilities. ***There is to be no eating or drinking while in uniform.*** Water is permitted. Students will be timed and tracked. Students who abuse this system will not be allowed to take breaks without a chaperone.
5. **Assembling to perform:** The group will assemble together and move in an orderly manner (march when permitted) to the designated area.
6. We will sit together at **football games**. No visitors in the area. We are there to support the team. Absolutely no cell phone use during the game. Be ready to play!!!
7. **Remember:** that when you travel with the band, you represent the band. Anything you do, in or out of uniform, will reflect on the people you represent.
8. **Any instrument or music left out** in the band room will be confiscated. We are not the only people in the band room – put things away.
9. **Appropriate grooming** for performances is always expected and enforced.

PARENT VOLUNTEERS/CHAPERONES:

Parent Volunteers are essential to the success of our program and events. Some volunteers may need to get fingerprinted and signed up as a LUHSD volunteer.

Please contact Mrs. Kellogg if you'd like to help this school year. She will send your name to the District to start the approval process.

Volunteer needs will be sent out via sign-up genus. Please keep a look out for opportunities to support our program.

COMMUNICATION: Communication is key to success. Please contact me at any time with questions. Email is the best source of communication. Conferences should be scheduled ahead of time. Please do not show up at a rehearsal to discuss your child's needs. All meetings should be pre-arranged via email. Information will be sent home multiple ways please be sure you are signed up for all forms of communication.

CHARMS: This year we are using cut time an interactive Portal System for all parents and students. You will be able to: get reminders, emails, see the calendar, and see your student account/payments. We will be enrolling students/parents at our mandatory choir/band parent meeting this fall. See calendar for the specific date/time. This system will be used by both Mrs. Kellogg, Council and Boosters. Please note that administrative settings will be set and no personal information will be disclosed.

SYLLABUS/HANDBOOK CONTRACT

Please sign and return this PORTION by August 9, 2019. This is an assignment. It is part of your grade. The Handbook is sent via email, remind, and posted on Mrs. Kellogg's webpage. Students may request a hard copy from Mrs. Kellogg

I have read the above information and understand the LHS Band Program policies, grading, and procedures. I am aware of the dates and policies of the Liberty Band Program. I have also read all additional syllabus provided in class. (Jazz, percussion, color guard).

_____	_____
Parent Signature	Date
_____	_____
Student Signature	Date
_____	CB SB CG. P. J1. J2
Print Student Name	circle all that apply

I have joined the remind for the LHS Band Program- Only join classes you are enrolled in.

Text: 81010

Concert Band @974h9h

Jazz 1: @jazz1lhs

Jazz 2: @jensemble

Symphonic Band: @93fee8

Percussion: @ba9ae8

Color Guard: @gh994

Disney Tour (students/parents attending 2020 Performing Arts Tour) @lhdisneyt

News publishing and Social media permission:

- I am aware that the band program publishes and posts group performances and pictures and give permission for my child to be in these group pictures and videos.
- I understand my email below may be used by the Liberty Lions Band Boosters to provide information to parents about the boosters and program.

Student information for the Liberty High School Band Program:

Student email: _____ Grade: _____
Mailing Address: _____ Birthday: _____
City: _____ Zip Code: _____
Guardian Name: #1 _____ #2 _____
Guardian Email: #1 _____ #2 _____
Guardian Cell: #1 _____ #2 _____

