

Ursuline High School Band

Policy Handbook

Dear Band Family,

I hope you are ready to take on another exciting and challenging year!

Over the past few years, we have seen tremendous growth in our program; both student and parental involvement has increased. With such a great response and a strong work ethic from our students, our program will continue to thrive. Parents, I would strongly encourage you to get involved in your child's musical education by attending meetings, joining a committee, chaperoning at events, and working the concession stand at basketball games. Band parent booster meetings are held the second Monday of every month from September through July. The August meeting will take place during parent night at 6:00 p.m. before the student performance and dismissal from band camp!

This handbook is the current revised edition. The purpose of the handbook is to provide a reference guide to students and parents covering all aspects of band participation. Please make sure you give special attention to each of the sections. Due to our increase in members and activities, some policies have changed from the past, so it is each family's responsibility to become familiar with the policies that will be in force beginning with the first rehearsal scheduled in July. I ask that both parents and students read the entire handbook together.

If you have any questions, please feel free to call me at 330-744-4563. Let's all work together to have a fun and productive year!

Sincerely,

Mr. John Peplowski

Director of Bands

Ursuline High School Band Rules, Regulations, & Policies

The following information contains all of the rules, regulations, and policies that are applicable as a member of the Ursuline High School Band. Parents and students are to read this information and become familiar with its contents.

General Information

Instruments: All instruments are to be stored in their assigned place or taken home following each use. Student owned instruments are expected to be well maintained and properly repaired when the instrument is not working properly. Any school owned instrument that is in need of repair is to be reported to the director as soon as the problem is detected. General maintenance repairs to school owned instruments will be paid for through the band budget and/or band booster account. Lost or damaged instruments due to carelessness or neglect will be repaired or replaced at the expense of the student. Parents should check with their homeowners policy to see if a school owned instrument is covered.

Instrument Rental: Students that play a school owned instrument will pay a \$125.00 instrument usage fee for using an instrument for the entire year. Students that play a school owned instrument for only a portion of the year will pay \$65.00. This money will be used to help defray the cost of maintenance and repairs of these instruments. This money also goes toward the purchase and replacement of school owned instruments.

Instrument Accessories: Students are to have the following accessories with them at all rehearsals and performances.

Reed Instruments: 3 reeds to be used on a rotation basis, music lyre

Brass: Valve and/or Slide Oil, music lyre

Trumpets: A straight mute (other mutes are optional)

Percussion: Sticks and/or Mallets (specific type selected by the directors)

Suggested accessories for all musicians that are not required but **strongly encouraged**; a **digital metronome, digital tuner**. These can be purchased at area music stores for approximately \$30.00 each. Some brands and models can be quite expensive, but the more affordable brands and models work well. Some models also include both metronome and tuner. These make great gifts for birthdays, Christmas, etc.

Music: Music is in most cases supplied at the expense of the school and/or band boosters. It is to be stored in the assigned place or taken home for practice at the conclusion of each

use. Music is not to be left out on a music stand, floor, etc. Lost or damaged music beyond normal wear will incur a replacement charge.

Charges

Lost/Damaged sheet music .50 each. Complete music folders \$10.00.

Money/Forms: All money and forms of any kind must be turned in personally by the student or parent directly to Mr. Peplowski or Mr. Lucente. Please do not place payments in the office mailbox. Forms are never to be given to a Booster officer. The directors will forward the money to the Booster Treasurer and keep any forms.

Band Awards: The following awards will be presented to each student that meets the specific requirements. The amount of quarters required for each award level is a general guide, however the band director has the final decision on the award level. The special awards will be presented to students for outstanding achievement. Special awards may be added to the list as needed for special circumstances.

First year awards

Certificate.....1 or 2 quarters

Certificate and pin.....4 quarters

Second year award

Ursuline Band Letter.....8 quarters

Third year award

Plaque.....12 quarters

Fourth year award

Watch.....16 quarters

A Certificate of Participation will be issued to students that are in between award levels.

A Certificate of Recognition will be issued to student leaders.

Spirit Awards...Selected by the students, A maximum of 3 will be selected...Any Grade

John Philip Sousa, Semper Fidelis, Monsignor Reagan Band Awards.....Senior

(minimum of 8 quarters in the UHS Band)

Colorguard Awards

First year certificate.....1 quarter

Certificate of Participation....2 quarters

Band Letter.....3 quarters (maximum number of qtrs. Eligible)

The letter will be given in October!

- Students that transfer into Ursuline will be granted time earned in another school system and placed into the appropriate award track. (documentation required)

Revised 05-08-06

Band Scholarship: All members who are in the band the entire year (July-June) can earn a **scholarship of up to \$250.00**. The scholarship is based on student participation and attendance at all band rehearsals, performances, or activities. Students that are absent from rehearsals, performances, or activities for any reason (with the only exceptions being properly documented funeral related obligations, UHS sponsored events, or an indisputable medical condition that clearly prohibits the student from physically attending and participating) will incur a monetary reduction according to the following scale:

- Students that do not attend band camp will incur a deduction of \$150.00.
- Students that come late to band camp or leave during band camp for other commitments will incur one absence for each rehearsal session missed (ie...morning 9:00-12:00, evening 6:00-8:00). Properly excused reasons will not be penalized!

Attendance at all rehearsals and performances is Mandatory. Students that are absent are required to submit the Absence Report Form. Students or parents must request the form from the director(s) when an absence is necessary. Students will only be excused for one of the following: 1. another UHS sponsored activity, 2. a physicians written excuse, or 3. funeral related commitments. Any absence that is not excused for an above mentioned reason will incur a **\$15.00 reduction from the band scholarship**. Any absence that is not properly reported in the time specified on the form will also be unexcused and the \$15.00 deduction will be applied. (Grade deductions for performances after the start of school are indicated in the grading section of the policy book.) All forms for absences must be turned in **3** school days prior to the absence or **3** school days after the unexpected absence.

- The **deduction** from the tuition is **the parent's responsibility**. If tuition is paid in full upfront, parents are to deduct the \$250.00 and the amount up to \$256.00 for anticipated private lessons. (Total of \$506.00) However, failure to meet the attendance requirements and private lesson requirements will result in paying for the difference toward the end of the school year. Parents that pay in installments may deduct the money from the last payment from the year. There will not be any cash reimbursements made at any time. Seniors that have a credit may use the credit towards senior graduation fees if the money was not deducted in advance.

Private Lessons: Students that take private lessons on their **band instrument** will be credited \$8.00 per lesson that can be deducted from the tuition. The maximum amount of lesson credit is \$256.00 (32 lessons). In order to qualify for the credit, students and parents must adhere to the policies listed below:

- Lessons must be taken on the **instrument** that is **played in marching and/or concert band.**
- Students must take a **minimum of 20 lessons** per school year in order to qualify for any reimbursement.
- The cut off for lesson returns is **May 1st-May 8th**. All lesson totals run from May 1st through April 30th.
- The proper forms must be used. Forms must be **signed by the private teacher** and **copies of the private lesson receipts** must be submitted along with the form. The forms are available in the band room for students or parents to pick up.
- **IF YOU DO NOT RETURN THE FORMS FILLED OUT CORRECTLY AND WITH A RECEIPT FOR EVERY LESSON ATTACHED, THEN THEY WILL BE GIVEN BACK AND NOT CREDITED UNTIL FILLED OUT PROPERLY.**

Uniform Policies

Marching Band Uniform

The proper marching band uniform consists of the following; hat w/plume, coat w/cape, and snap on vestee, bib pants, black socks, shiny black marching shoes, gloves. The official band t-shirt(s), official long sleeved t-shirt, or UHS Band **non hooded** sweatshirt must be worn at all times under the coat. The official t-shirt(s) colors consist of **dark green with gold ink.** Uniforms are to be worn properly and remain zipped at all times when in public. During very warm weather, at the **band director's discretion,** students may remove their coats while in the band seating area. However, suspenders

must remain over the shoulders at all times. Uniforms must be kept off of the ground at all times!

Bib Pants: These are designed with attached suspenders. Once they are adjusted the pants will always hang to the proper length. Pants hems are to be no higher than the top of the shoe and no lower than the top of the sole of the shoe.

Hat: The hat must be worn flat on the head with the brim parallel to the ground.

T-shirts/sweatshirts are to be tucked into the bib pants at all times! Any type of pants worn under the bib pants must never hang out the bottom under any circumstances!

Colorguard uniforms are to be worn completely as they are designed and intended. The guard instructor will provide directives after discussing the policy with the director.

The raincoat (or specific guard warm up attire) is the only coat that may be worn over or under the uniform!

Wind instrument musicians will be issued a pair of gloves. Replacement gloves will incur a \$2.00 charge.

Inclement Weather: If and when the weather is very cold, the director will announce if additional clothing may be worn. The guidelines are as follows;

- Only Ursuline stocking caps may be worn
- Winter gloves must be Black, White, or Dark Green
- Students may only wear these items on the field if the director announces it to the whole group.

All students are responsible for the purchase of their shoes which are ordered through Midwest Band. The shoes will be ordered at Band Camp.

Prohibited Attire/Items While In Uniform: Face paint, tattoos, spray painted hair, ball caps/hats, cell phones, walkmans, Mp3 players (or similar), excessive make-up, non uniform coats, back packs, sunglasses, or any other decorations that are not listed as uniform requirements. Hanging jewelry, hoop ear rings, visible necklaces, or chains are prohibited for safety reasons. Boys are always prohibited from wearing ear rings as stated in the UHS Handbook

Purses: Girls may only carry a small (less than 10") black purse with a strap. Colorguard members may carry their over the shoulder embroidered bags.

Hair: Girls are to have long hair removed from around the face and up off of the shoulders by either putting it up, French braiding, or wearing it in one long pony tail in the back. This will establish a uniformed appearance for the entire band.

Dry Cleaning Fee: Each member is required to pay \$10.00 per year for dry cleaning and uniform maintenance. A memo will be sent by mail or e mail requesting the payment. (Colorguard members are excluded from this fee)

Concert Band Uniforms

The proper concert uniform consists of the following; white tuxedo shirt, black tuxedo trousers, green bow tie, green suspenders, green cummerbund, black socks, shiny black shoes. A plain white t-shirt is encouraged to wear under the tuxedo shirt, but not mandatory. No other color t-shirt or shirt with visible print will be acceptable! Any other decorative wear that is prohibited in the list above also applies.

- Students are responsible for pressing, washing, or dry cleaning the tuxedo shirt and trousers!

Receiving and Storing a Marching Band Uniform

- Students are not to retrieve or store their own marching band uniform from the storage room!
- Students will receive their complete uniform including shoes from a parent serving as a uniform volunteer. Provide your name and uniform number to the parent volunteer and wait to receive your complete uniform. Raincoats will be issued if necessary.
- At the conclusion of each use, the uniform is to be neatly hung on the proper hanger (pants creased properly), hats and gloves are to be stored in the box, shoes returned to be placed in the shoe box. Take the uniform, hat box, and shoes to the volunteers. They will inspect it and hang it in its proper place. Raincoats are to be returned if issued.
- Any uniform that is not properly hung up or ready to return will be given back to the student in order to make the necessary adjustments. Students must go to the end of the line. Any uniform that is lost, damaged, stained, etc. will be brought to the directors attention. Parents are responsible for the cleaning, repair, or replacement of the uniform part(s). The current replacement cost will apply. The cost will be set by the uniform representative.
- Colorguard uniforms are to be taken home since they are personal property. A space will be provided for guard members to store raincoats and the uniform if choosing to store it at school.

Ursuline High School Band Colorguard

The Ursuline High School Marching Band Colorguard is open to any girl that will be in grades 10, 11, and 12. (Current freshman are eligible) The guard is comprised of

flags, dance, and baton twirlers, and all candidates must be able to dance and twirl either a flag or a baton. There will be workshops and an audition date that will be held in May. Specific dates and times will be given to all candidates after the application due date has passed. The number of candidates will determine the amount of workshops and time frame necessary to teach the audition routines. Listed below are some aspects to consider before submitting an application;

- Members must register for 7th period band after making the guard.
- Members must attend rehearsals held throughout the summer.
- Members must attend band camp.
- Members must pay for their uniform, shoes, accessories, band camp, and some equipment which totals approximately \$375.00.
- Members must abide by all of the rules set forth in the band handbook.
- Members must attend all scheduled performances
- Members receive ¼ credit for the fine arts + a grade for the 1st quarter.
- Members are eligible for the band spring trip. (optional)

Band Camp

Band Camp is held each August to teach the marching band pre-game and half-time/competition show. This is mandatory! Students will have rehearsal sessions during the morning, afternoon, and evening. The mid afternoon (2-4) will be set aside for recreational activities including swimming. Parents are expected to provide transportation to and from camp. Students may only drive if written permission is submitted at the start of camp. Students that must leave camp for a sports practice or other reason must have permission to leave. Any passengers must also have written permission to leave and must also include who they may ride with to and from camp. All keys to vehicles must be given to the director to hold until they are needed. The camp will conclude with a performance of the shows that were learned throughout the week.

Competitions

The main purpose of competitions is to challenge the band and receive feedback on our progress as a band. It is not to win trophies or “beat” other bands. Music is an art, not a sport. The most important aspect of the competition is whether or not we performed our best and represented our school in the best way possible.

The marching band will compete in one or two local O.M.E.A. (Ohio Music Educator Association) state sanctioned competitions. These will occur on Saturdays in September and October. If the band earns a Superior Rating (I) at a local show, the band will qualify for state competition held in November.

The concert band will compete in our District (5) O.M.E.A. competition in March. If a superior rating is earned, the band will qualify for state competition held in April.

Individual students are strongly urged to participate in our District (5) O.M.E.A. solo and ensemble competition held in late January or early February.

Performance Trips

Travel is an important aspect of all good band programs. Travel allows the band to gain national exposure, to perform with some of the better bands in the country, and to be evaluated by nationally known adjudicators. Students are expected to participate, but it is not mandatory. The trips occur in the spring. The destination, dates, and cost will be announced in September or October. Each family is responsible for payment of the trip. Some fundraisers are incorporated to help offset the total cost. Parents that encounter a hardship making a payment by a due date must contact either the director or band booster treasurer to make arrangements for an extension. This will be kept confidential!

Grading Policy

Students are graded based on the degree of improvement of musicianship, marching (if applicable), and attendance at performances. Failure to attend for an unexcusable reason or not meeting a satisfactory level of performance will result in grade reductions.

Attendance: Students are required to attend all of the following mandatory events; auditions, summer rehearsals, band camp, scheduled football games including the post season, band nights, marching/concert competitions (except spring trip), freshmen dinner, parades, open house, 5th & 6th grade day, scheduled basketball games, concerts, awards day, or any other non-annual event that is scheduled and announced within a reasonable amount of time. Any unexcused absence will be penalized 10 percentage points (one letter grade) for each missed performance. (summer rehearsals, and band camp will not be figured into the grade since they occur before the start of school)

Excused Absences include: another UHS event that is unavoidable, extended illness with a physicians excuse, documented funeral related commitments, * serious unexpected emergency that is determined to be excusable. The absence report form must be completed, signed by the official person in charge, and submitted no later than 3 days after the absence. Reports are to be submitted before the absence if it is not an unexpected emergency.

* Excuse for serious unexpected emergencies that are not specifically listed will only be considered if, after a conference between the director and the parents, the director determines that the absence was serious in nature and unavoidable.

Unexcused Absences include: failure to return an absence report form within 3 days of the absence, non UHS related activities such as, but not limited to; working, concerts, dances, vacations/out of town weekends, college visits, organization activities, etc.

Playing and Marching Evaluations: Students are expected to steadily improve their musical and marching (if applicable) proficiency. Students that do not meet a satisfactory level of proficiency or improvement during an evaluation will be penalized 5 percentage points or (½ of a letter grade). Students will be evaluated 2-3 times per grading period.

Home Practice

Students are expected to practice their music on a regular basis. It is recommended that students practice 30 minutes per day in order to be prepared for rehearsals. The old phrases of “practice makes perfect” and “you only get out of it what you put into it” holds very true for music. Another phrase sums it all up, “ Practice gives no glory, but without practice, there is not glory”! Wind instrument students are expected to practice the band music, scales, intervals, and etudes, etc. Students should always work to improve tone quality, articulation, playing in tune with a tuner, and playing steady with a metronome. Percussion students should always work with a metronome to learn and master rudiments, rolls, speed, endurance, and the band music. All students should work to improve sight reading skills. There is always something to practice!

Employment

Many students find that they can balance school, band, and employment in a responsible manner. All required band activities are announced in advance and many employers offer the necessary flexibility in scheduling. Work is never an excuse for missing a required band activity.

Sports

We strongly encourage students to participate in sports at Ursuline. We have taken steps to allow students to miss band activities when a sports conflict does arise. In most cases the conflicts are due to practices that occur at the same time. However, the director and staff want it to be clear that this flexibility should never be abused. In most cases there will not be conflicts with performances, but when they do arise, please

consider the fact when choosing which activity to select; 1. band is a class in which a grade and academic credit is given, 2. band provides a \$250.00 scholarship, 3. everyone plays in band, no student sits out while others play, 4. band is dependent upon each and every person to be successful. By not attending a performance, the whole band suffers to some degree. Being absent for a band night or competition is a negative reflection of our entire band program. We work hard so the band can successfully perform! Carefully think about the level of involvement you have with the team. If you will not be playing a good portion of the time, please consider talking the situation over with the coach to find out if the wiser choice for that day is attending the band performance.

Band Boosters

We encourage all band parents to become involved with the Band Boosters. This organization supports the band in many ways. Besides the all important task of fundraising, the Boosters help to organize many events, plan trips, chaperone events, and provide awards for the students. The Boosters also publish a monthly newsletter that is delivered via email. Be sure that the Booster President has a current email address, so that you are kept up to date regarding all of the band and booster activities. The band boosters meet the second Monday of every month to discuss upcoming events, fundraisers, and monetary assistance for the band. Parents that are directly involved show their children that they value what they are doing. It is also a great way to meet new parents and make friends that you will see on a regular basis. It also is a great advantage to know the parents of the children that your children will be interacting with in and out of school. Please consider being active in some capacity!

Demerit and Conduct Card System

The purpose of the demerit and conduct card system is to progressively discourage the small acts of irresponsibility that, by themselves, may not be a big deal, but cause problems as they add up. Any student that accumulates 5 demerits will receive a 5 point conduct card for violation of classroom rules. Demerit totals will start over after a conduct card is issued. The following are the behaviors and their corresponding demerits and/or conduct cards.

Failure to have instrument, music or required materials. **3 demerits**

Failure to have instrument, music, or equipment at performance **5 demerits**

note- students that are not permitted to perform will also be considered unexcused!

Failure to properly care or store instrument, music or materials. **2 demerits**

Eating, drinking, chewing gum during rehearsal/performance. **2 demerits**

Improper dress for performances. **3 demerits**

note-students that can not perform will also be considered unexcused!

Loss of an entire music folder **3 demerits**

note-students are also responsible for the lost music fees!

Missing a return deadline for forms **1 demerit(per day)**

Tardy for rehearsal **1 demerit**

Tardy for performance **3 demerits**

Band Locker not locked or abuse of privilege **1 demerit**

Being out of bounds **3 demerits**

note- students are considered out of bounds for the following reasons;

- Leaving the band area during football games without permission.
- Going other places than the restroom/concession stand at football games.
- Not adhering to boundary directives while on trips, competitions, etc.

Any other infraction that is a school policy documented in the UHS student handbook will receive the applicable conduct card and consequences.

Conclusion

Band is a major commitment with many responsibilities. The thrill of performance makes it all truly worthwhile. The policies in this handbook have been developed after many years of experience and with a great deal of input from parents, students, and administrators. The outstanding accomplishments of the band have given the school and community something to be truly proud of. Let's all work together to continue the success of the Ursuline High School Band Program!