

2009-2010

Danville High School Band Handbook

Welcome students and parents to the 2009-2010 DHS Band Department. The Danville Band Department has a long established tradition of excellence and high standards. As a result, it is imperative that we establish proper routines, procedures, and rules to ensure that the equipment, facilities, and standards are maintained to the highest degree. This handbook should provide both students and parents with expectations, as well as the answers to some frequently asked questions.

Philosophy

The philosophy of the DHS Band Department is that the students will gain in the following three areas:

- 1. The students will gain knowledge, understanding, and skills that will enable them to perform in a musical ensemble that strives for a constant state of improvement.**

It is the goal of the Danville Band Department that students will feel satisfaction in learning to play a musical instrument, and will strive to constantly improve individual abilities so that the group may perform at a higher level throughout the school year.

- 2. The students will gain knowledge, understanding, and skills that will enable them to appreciate music as an art form, and as a necessary part of human existence.**

It is the goal of the Danville Band Department that students will learn an appreciation for music through the study of high level musical literature. This will be achieved not only by personal performance, but also through listening sessions of recorded materials and by attending live performances.

- 3. The students will gain knowledge, understanding, and skills that will enable them to succeed in other areas of their lives.**

It is the goal of the Danville Band Department that students will acquire many skills that will carry into their everyday lives. Some of these ideas include (but are not limited to) self-discipline to fulfill individual responsibilities that will benefit the whole, working in a social situation with other students of varying academic, ethnic, and socio-economic backgrounds to reach a common goal, respect for equipment and facilities that belong to others, persistence and perseverance, punctuality, and fulfilling duties and responsibilities in a timely manner.

Classroom procedures

1. Before class:

- a) When entering the music area, students should enter with an intent to learn.
- b) Students should retrieve their instrument from their locker, along with a pencil, extra reeds, valve oil, etc.
- c) Students should then place the case back in the locker with personal belongings, close the locker door, and either lock their lock, or keep it with them. **STUDENTS WILL BE CHARGED \$5 FOR LOST LOCKS.**
- d) Students should then take their folder from the folio cabinet and proceed to their seat.
- e) Students should leave food and drink (other than water) outside the band room and should throw away their GUM before entering the rehearsal room.
- f) Upon entering the band room, students should consult relevant announcement boards.
- g) Students should wait until after class to ask questions of the director unless the question is of importance to the start of class.
- h) Students are expected to be in the classroom when the bell rings for the beginning of the period, and in their seats ready to warm-up within five minutes of the start of class bell. The tardy policy as enforced by Danville High School will apply.
- i) Between the time of the class bell and the next five minutes, students should prepare their immediate area (music stand is in place, chair is in place, music on stand, instrument ready to play). Students should also consult the board for the rehearsal's agenda.

2. During class:

- a) When the director is on the podium, students are to remain silent.
- b) While playing instruments, students should sit (or stand) straight up with proper musical instrument posture.
- c) When given instruction, students should use their pencils to write in their music reminders of given instruction.
- d) Students are asked to respect the process of rehearsal through the observance of two instructions: **LOOK and LISTEN**
- e) The course of action for inappropriate behavior will be as follows:
 - a. Verbal warning
 - b. Loss of "Daily Grade" credit
 - c. Parental Notification
 - d. Detention
 - e. Removal From Band Department

It is the responsibility of each individual to contribute in a positive manner towards the progress of the whole. *Each person is important* and in our environment, the actions of the individual affect every person in the room.

- f) Students leaving the class to use the restroom will be required to make up the time after school.
- h) Any student not able to play an instrument during class (i.e. broken hand, forgot the instrument at home, etc.) will be expected to remain in class and follow along in their music throughout the rehearsal.

4. After Class:

- a) Students will be sure to collect all belongings from their area and bring them to their locker.
- b) Students will place their instruments in their cases, and then back in their assigned locker.
- c) Students will **lock** their locker.
- d) Students will replace their music in the folio cabinet, and consult the relevant announcement boards on their way out of the band room for important announcements/dates.

Grading

The grading procedures are as follows:

Concerts: 200 Points

Concerts are mandatory as the group cannot function without the individuals. Concerts are to be found on the calendar section of this handbook, and arrangements should be made now to fulfill those obligations. **At this time, the director should be notified of any conflicts that already exist. After this point, the concerts will be considered the first commitment for those dates and the only excused absences will be those due to illness, death in the family, or other *emergencies*.** Suspensions from school are not considered to be an excused absence, and therefore the points CANNOT be made up. If a conflict arises with a school sporting event, please notify Mr. Leeb ASAP so that he may work with the coaches on a compromise. Please remember though, Band is a curricular subject and while agreements are usually worked out with the athletic department, academics take precedence over extra-curricular. In addition, students are expected to remain in the audience for the duration of the concert, so please do not ask to remove them before the conclusion. ***Concerts are one time only events, and cannot be made up for.***

Daily Grade: 5 Points per day

(1 for promptness, 1 for your pencil, 1 for your instrument, 2 for participation. In addition, unexcused absences from class will result in a zero for the day.)

Professional Performance : 50 Points

Each student will be asked to watch on TV, or listen to on radio, or watch on the internet an “art music” event. Students should watch/listen to a symphony concert, opera, jazz concert, etc. that occurs on a television and/or radio station and/or internet. The concert should be at least 30 minutes in length.

Final Exam: 20 % of semester grade

Other: Other assignments may arise resulting in point values from 5 to 50

Instruments

Students are expected to maintain their instruments in proper working condition. Any students found to be using instruments that are not working will not be permitted to participate, and will then lose their daily participation grade.

Students using school instruments will be expected to maintain those instruments and participate in a cleaning session at the conclusion of the school year. Any damage to a school instrument while checked-out to a student will result in repair costs to the student/parents.

Students are expected to supply their own accessories. Mr. Leeb will not have extra reeds, valve oil, mutes, etc. on hand, so please purchase your own to have available for class.

Facility and Supplies Care

We are very fortunate to have our facilities and we wish to keep them in good condition. As a result, the following rules apply:

No food or drink (including gum) in the rehearsal room or practice rooms.

Lockers should be only for “Band Related” belongings.

Music should be written on with pencil only so that it may be used again.

Music should be placed in the folders provided to avoid damage.

Rehearsal rooms, practice rooms, instrument storage rooms, and hallways should be kept clean. Please place trash in its proper receptacle.

Misc.

There are a few miscellaneous procedures:

1. When turning in money for fundraisers, trips, etc. please do so in **check form only**.
2. Please pick up students promptly after rehearsals or events. A teacher must supervise until all students have left the facility.

Band Boosters

As a family member of a DHS Band Student, you are automatically a Band Booster. The Band Boosters exist for the purpose of assisting the Band Department with non-musical needs: fund raising, distributing uniforms, chaperoning, etc. We encourage ALL parents and/or guardians to participate in this organization. Please visit: www.DHSIMB.com

Please be sure that you have read this handbook carefully. For the efficient functioning of the DHS Band Department, students AND families must both be responsible for these policies. Be considerate of obligations and deadlines and help to AVOID conflicts. Help teach the students the importance of the word *COMMITMENT*.

Calendar

| | |
|-----------------------------|--|
| Monday, October 12 | IMEA auditions (select students) |
| Thursday, November 5 | Fall Concert |
| December 7-10 | Madrigal Dinners (Select Brass Students) |
| Monday, December 14 | Winter Concert |
| Saturday, March 5 | IHSA Solo and Ensemble |
| Thursday, March 11 | Band Concert |
| Tuesday, May 11 | Band Concert |
| Thursday, May 20 | Veteran's Concert |

(dates in bold are mandatory for ALL students)

Other dates may arise, and as much notice as possible will always be given.

In addition, extra-curricular ensembles (Marching Band, Pep Band, Jazz Band, etc.) will have separate calendars that will be distributed.

Thank you for taking the time to read this information and in doing your part to assist in the success of the DHS Bands. A key component of our growth is the ability to communicate effectively. Your Band Director promises to do his part to make all relevant information available to the students in a timely manner. It is expected that the students will do their part and be responsible for that information and to communicate with their families. It is expected of the students of the DHS Band Department to rise to the occasion and to be the epitome of reliability.

**Please feel free to contact Mr. Leeb with your questions:
217-444-1541 or MaestroLeeb@danville.k12.il.us**

I also ask that this is the *only* way you contact me, unless we are on an outing or field trip somewhere. My cell phone is my home phone, and I kindly request that you help me to keep my professional life separate from my personal life.

In addition you may check the website at: www.DHSIMB.com

**DANVILLE HIGH SCHOOL BANDS AGREEMENT
AND
FIELD TRIP AND MEDICAL RELEASE**

I have read and understand the Danville High School Band Handbook. I understand the procedures and guidelines that are expected of both student and parent

Date _____

Signature of Band Student _____

Signature of Band Parent/Guardian _____

PLEASE PRINT IN BLOCK LETTERS ALL INFORMATION:

STUDENT'S NAME _____

| PARENT/GUARDIAN NAME | WORK PHONE | HOME PHONE |
|-----------------------------|-------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| OTHER EMERGENCY CONTACT PERSON: RELATION | PHONE |
|---|--------------|
| _____ | _____ |

ALLERGIES/MEDICAL INFORMATION

With your signature above, you agree to the following:

My child has my permission to accompany his/her band class on all school sponsored field trips and has my permission to receive emergency medical treatment in the event I cannot be reached.

(OVER)

STUDENT AND PARENT INFORMATION

STUDENT NAME _____

ADDRESS _____

CITY _____ **ST** _____ **ZIP** _____

HOME PHONE _____ **CELL** _____

EMAIL _____ **BIRTHDATE: MO/DAY/YR** _____

PARENT/Guardian NAME _____

WORK PHONE _____ **CELL** _____

EMAIL _____

PARENT/Guardian NAME _____

WORK PHONE _____ **CELL** _____

EMAIL _____

INSURANCE PROVIDER _____

POLICY NUMBER _____

POLICY HOLDER _____

**COMMENTS CONCERNING EXISTING MEDICAL CONDITIONS
(ALLERGIES, ETC.):**