Band Handbook (The Jaguar Band)

# Course Overview

Director

Mrs. Iris Harper

Phone

850-255-0431

Email

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Office Location

Portable 260

This course covers many aspects of making music with concert band instruments, music theory, and music history and is also a performance ensemble. Students in the class are required to attend daily rehearsals (3rd or 6th period), attend and perform at all concerts and competitions. Students will gain confidence, knowledge, and self-discipline by being an active participant in The Jaguar Band.

# Daily Required Materials

* Instrument with basic maintenance equipment (oil for brass instruments, cleaning  
   cloths, cork grease, etc.)
* Black 3-Ring Binder that is ONLY used for Band
* Any and ALL music given in class (Students will be held responsible for all  
   materials given to them and must return all music and materials at the end of the  
   year.)
* Pencil
* Highlighter

# Required Performance Uniforms

To keep the ensemble looking as sharp as they sound the following requirements will be followed. Uniform inspections will take place before performances. Students are responsible for making sure their uniform is CLEAN and IRONED before performances. As a member of a performance group that represents Central School, you are expected to look and perform as a unit, and not as individuals. Image is everything!

* + - * + Official Band Polo for nicer events like concerts. This is the same polo as last year and returning students have the option to order a new one if needed, though new students will be issued a polo.
        + Official Band T-Shirt to be used for pep rallies and parades. All Band students will be issued a 2016-17 T-Shirt.
        + Official Band Hoodie/Jacket to be used in outdoor performances where the temperature is too cold for a T-shirt. Students may also wear the hoodie anytime as long as they are representing the band and school in a positive manner.
        + Nice dark blue jeans with no holes will be needed for all performances and are the responsibility of the student/parent/guardian to obtain.
        + Clean tennis shoes, preferably white, will be needed for all performances and are the responsibility of the student/parent/guardian to obtain.
        + Hair needs to be neat, out of the face and boys must have facial hair neatly trimmed or clean-shaven.
        + Any visible tattoos need to be covered with professional cover-up make-up.
        + Any piercings other than the ears should be changed out for clear, small studs that are practically invisible.

# Classwork, Homework and Make-up Work Policy

In the event that classwork cannot be completed during class it becomes homework and must be turned in at the beginning of class the following school day. Every day the assignment is not turned in 10 points are subtracted from the final grade. Make-up work will only be allowed if the student has an excused absence logged in the system with the front office. Make-up work will be due by the 3rd day the student is back at school.

# Grading

Performances 35%  
Demerit System 25%  
Attendance/Participation 15%  
Tests 15%  
Classwork/Homework 10%

A 90-100  
B 80-89  
C 70-79  
D 60-69  
F 0-59

# Extra Credit

Occasionally extra credit will be announced in class. Usually it will be a music performance in the Escambia/Santa Rosa area. To receive extra credit for attending a concert, a student will need to turn in to Mrs. Harper the event ticket, program (if there is one) and at least a half-page synopsis of what they experienced. Flyers will sometimes be posted around the room announcing these extra credit events. It is a student’s responsibility to gather the information about the event and to provide their own transportation and ticket.

# Attendance Policy

**Daily, In-Class Rehearsals**

Band students are allowed 3 absences per quarter. If a student is out of school for ANY reason (excused or unexcused) a note must come from home explaining the student’s absence from 3rd/6th period rehearsal. If a student misses a day of rehearsal, then they will miss learning their part which affects the entire group. We do not have the luxury of time to get a student caught up if they miss, therefore the student will be held responsible for practicing at home to catch up. Unless there is a health or family emergency students should not be allowed to miss school and therefore rehearsal time.

**Performances**

Band members are required to be at and to perform in every performance with the Jaguar Band. If a student is enrolled in the middle school or high school band class, then they are automatically part of the Jaguar Band and will be expected to fully participate in all performances. EACH PERFORMANCE IS A GRADE IN CLASS and therefore any missed performances will effect a student’s grade tremendously! Excused/unexcused absences in the front office do not suffice as a reason for a students’ absence from a performance.

* Procedures and Consequences for Missing a Performance:
  + Only unforeseen severe health reasons, death in the family, or natural disasters will be considered excused absences for performances. In the event of an excused absence from a performance, a hand-written note from the parent/guardian is required within 3 school days after the performance. A contact name and phone number should be left on the note for Mrs. Harper to confirm the note.
  + On a case-by-case basis make-up work may be assigned to keep from having a lowered performance grade.
  + Any unexcused absence from a performance will be a Zero (0) for that performance grade.

# Required Performances

Required performances are ANY performance we do as a whole ensemble. Some may be formal (Polo), some may be informal (T-Shirt) depending on the event. The following list is tentative and may have additions/subtractions, date/time changes, etc. All are REQUIRED of every member of The Jaguar Band. More info will be sent home regarding each performance closer to the time of the performances.

* Christmas Concert – TBA at Central School – Formal Polo and nice jeans
* Pep Rallies (Multiple from October through February) – TBA at Central School during school day – Informal, Band T-Shirt and nice jeans
* Homecoming Parade and Pep Rally – TBA at Central School during school day – Informal, Band T-shirt and nice jeans
* Homecoming Basketball Game – TBA at Central School – Formal Polo and nice jeans
* Spring Concert – TBA at Central School – Formal Polo and nice jeans
* Chumuckla Elementary Preview – TBA – Formal Polo and nice jeans

# Optional Opportunities

The following is a HIGHLY RECOMMENDED special opportunity for Band members:

* All County Honor Band – Middle School & High School
  + All County Honor Band – An auditioned Honor band comprising of students from Santa Rosa County. There is a Middle School Honor Band and a High School Honor Band. More information about this opportunity will go home as Mrs. Harper gets information about the audition dates, rehearsal dates and performance dates from the county.

# Homecoming Activities

During Homecoming week the Band is very visible and will perform for the student body and the community at the Friday Pep Rally and Parade and at the Basketball game on Saturday. Therefore, Band is the top priority for every member during Homecoming. When the Band performs, every member is required to participate. Since we are a smaller school it is understood, supported, and recommended that Band members be involved in other sports, clubs, organizations, and honors. **The general rule is that a performance/game trumps a rehearsal/practice.** With that understanding, the only Band members allowed to be on another float during the Homecoming Parade are the girls on Homecoming Court. Also, the only Band members allowed to not be playing with the band during the Homecoming Basketball Games are the students on the basketball teams or cheerleading squads. All Band students must play during the Friday Pep Rally, even if you are dressed differently than the band due to participation in the many other fun activities that go on.

# Role Model Behavior, Discipline, and Merit/Demerit System

Students involved in the Music Department at Central School are expected to behave with moral, role model-type behavior because that is exactly what they are to the younger students at Central, Chumuckla Elementary, their peers at Central School and the community. MUSIC STUDENTS REPRESENT THE MUSIC DEPARTMENT AND THE SCHOOL! Therefore, the following discipline procedures are in place to ensure a quality music education atmosphere and to keep the students focused on bettering themselves and their gift of music.

Classroom Rules

All students in Mrs. Harper’s Room must:

* PARTICIPATE 100% (even when you don’t feel like it)
* BE RESPECTFUL (of people and stuff, even when you don’t feel like it)
* BE ON TIME (only a signed pass from another teacher or staff can excuse your tardiness)
* BE PREPARED (have your stuff out and ready at the tardy bell)

With that being said, if during a class time the students become unfocused, distractive, and show no concern for these basic classroom rules, then the following consequences will happen. Depending on the severity of the offense, Mrs. Harper may choose to skip to 2nd or 3rd Offense procedure.

* 1st Offense: Student will be asked to stop their inappropriate behavior with a verbal warning.
* 2nd Offense: Student will be responsible for a written assignment decided upon by Mrs. Harper. Student will lose 5 merits (see Merit/Demerit System below). A Teacher Referral (not processed by the office) will be sent home with the student and attached to the assignment. Teacher Referral and assignment are to be turned in the following school day with parent signature at end of assignment/on the teacher referral. If the assignment and teacher referral are not turned in the following school day, then…
* 3rd Offense: Office referral will be made. Any office referral will be handled by the Dean or other school Administrator. Whatever decision for discipline is made by administration could result in further demerits.

The Merit/Demerit System is in place and will affect the student’s grade each quarter. Each student will start off the year with 100 Merits and the total of Merits will carry across all grading periods throughout the year. As auditions, performances, and other activities arise, *a student may lose the privilege of participating if they have less than 70 merits*. If a student is not allowed to participate in a performance due to having less than 70 merits, then that student is still required to be at the performance in full uniform and will receive a grade for participation, however they will receive a 50 for a performance grade. Thus, affecting the student’s grade even further. The following is a breakdown of how a student may lose and regain merits.

HOW TO LOSE MERITS/GAIN DEMERITS

* In-class behavioral issue (non-referral) -5 merits per offense
* In-class behavioral issue resulting in referral -20 merits per offense
* Referrals from other sources (morning/lunch det.) -10 merits per offense
* Referrals from other sources (1 day ISS) -10 merits per offense
* Referrals from other sources (2 or more days ISS) -20 merits per offense
* Referrals from other sources (OSS or any length) -50 merits per offense

HOW TO REGAIN MERITS

* Attendance (w/ proof) to extra credit opportunities +5 merits each (See “Extra Credit”)
* Volunteer at Fall Festival +10 merits per hour
* Before/Afterschool Cleaning/Organizing (w/ Mrs. Harper) +5 merits per 30 minutes
  + Before school 7:40 am – 8:10 am; After school 2:30 pm – 3:00 pm
  + Before/After school cleaning/organizing will be at Mrs. Harper’s discretion and on her schedule, not yours.

# Ways to Keep Updated with What’s Going On!

* Mrs. Harper sends home information about upcoming events that music students are going to be involved in regularly. In most cases, information will be sent home at least 2 weeks in advance of events. Rarely, but it has happened, an event will be planned quickly by sources outside of Mrs. Harper’s control and the band and/or chorus will be requested. In those circumstances, Mrs. Harper will send home information as well as utilize the following social media to make sure everyone is informed.
* Receive **Remind** texts from Mrs. Harper for reminders about any events, assignments, or other things going on. Simply send the following text!

**Group Name Text To Send Number To Send Text To**  
The Jaguar Band @jagband16 81010  
Central Voices @csvoices 81010  
Central Music Boosters @cmbparents 81010

* Check us out on Facebook!
  + Search for “Central School Music Department” or use @centraljagmusic
* Check out the Chorus and Band website!

<http://centraljagmusic.weebly.com>

Mrs. Harper is not responsible for information that does not make it to the parents/guardians. If students and parents do not sign up to receive the Remind texts, check the website, pay attention in class, nor take home information given to them, then there is no way to keep updated on what your child is responsible for. NEVER HESITATE TO EMAIL OR CALL MRS. HARPER!!

# Fair Share Financial Responsibility

Our program is small, but growing, and though the county has been gracious enough to help with large instrument purchases this year☺, there are still basic operating costs that need to be taken care of that are not funded from anywhere else. To keep the momentum and to offer the best to each student, it is only fair to ask those involved to put their fair share into the group’s budget. Band is one of the least expensive activities on campus for a student to be involved in, and some assistance is available to families that ask and keep in touch with Mrs. Harper. Each student’s financial responsibility in Band will be one set amount this year. Many expenses are part of the nature of this group being a performance group. The budget simply covers the costs of uniforms, music purchases, supplies, transportation and instrument/equipment repairs. There are also optional expenses for students to opt-in to and those expenses are dependent on the student’s interest in participation of opportunities only available to Band members. An attached sheet breaks down the band budget for this year and an explanation of optional donations. Fundraisers will be done through the year to help lower individual students’ fair share responsibility. Whatever profit your child raises through a fundraiser will be applied toward their balance. To keep up with how much is expected of your student, contact Mrs. Harper.

**How to send money in for your child:**

* **Always send money in a sealed envelope with the student’s name, their band class period, Mrs. Harper’s name and the date on the outside. It would also be helpful to write what the money is for on the envelope (example: fundraiser, donation, uniform, etc.)**
* **Envelopes can be dropped off at the front office or brought directly to Mrs. Harper by the student.**
* **Any checks need to be made out to Central School and include the student’s name in the Memo section.**

Fundraisers

There are 2 types of fundraisers that the Music Department does throughout the year. Continue to watch for information to come home with your child about the fundraisers throughout the year.

* Student-Credit Fundraisers – All profit raised from these fundraisers go towards a student’s fair share responsibility. The balance will be available about a week after fundraisers are closed out with the bookkeeper.
* General Music Fundraisers – All profit raised from these fundraisers go towards the general music budgets for band and chorus. These are the types of fundraisers that are conducted through Mrs. Harper’s classroom throughout the school day and special events like the Fall Festival and Concerts. Usually these types of fundraisers will not require the students to take anything home or return anything to school. Their time volunteering and helping may be needed depending on the fundraiser and this is always a great way to earn community service hours for high school students. Parents may also volunteer, and are encouraged to do so, just contact Mrs. Harper on how to get involved!

# 2016-17 Band Budget

**All amounts have been rounded up to the nearest dollar to make budgeting eaiser for any fluctuation in ensemble size.**

**Uniforms**

Polo per person $20.00  
T-Shirt per person $15.00  
Hoodie/Jacket per person $25.00

**Supplies**

$200.00 divided by 18 possible students $11.00

**Instrument Maintenance**

$150.00 divided by 18 possible students $8.00

**New Music**

$300.00 divided by 18 possible students $16.00

**Travel**

$50.00 divided by 18 possible students $3.00

***Total Fair Share per Student = $98.00***

**Optional Opportunity** All County Honor Band Audition Fee $5.00  
 (May be paid separately or added to Fair Share total)

“Renting” a school-owned instrument $50.00  
 (Additional contract information required)

**Once a firm number of students is determined by the end of the 2nd week of school, a more correct total for Fair Share per Student will be assessed. Parents WILL be updated on the change.**

# Acknowledgement and Agreement

**TO BE TURNED INTO MRS. HARPER**

\*\*Must be signed by both Student and Parent/Guardian and turned in by **Friday, August 26, 2016**.\*\*

## STUDENT INFORMATION AND ACKNOWLEDGEMENT

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_

I have read and understand everything detailed in The Jaguar Band Handbook. I understand my responsibilities, financial obligations, time commitments, and behavior expectations as a member of The Jaguar Band. I also understand the consequences of not following this Handbook. I understand that it is a privilege to be in The Jaguar Band and that I represent The Jaguar Band, the Music Department and Central School while on campus and out in the community. Therefore, I will conduct myself in the highest manner of self-discipline, have pride in what I do, and give others and their belongings respect. I will be committed to The Jaguar Band and promise to give 110%...even when I don’t feel like it, because not everyone gets to play an instrument, call themselves a musician, or do something different and fun during the school day. I also understand that if I fail to maintain the highest caliber of self-control, behavior, or have so many disciplinary infractions/referrals that I am no longer a positive role model that I may be dismissed from band with no refund of donations or fair share responsibilities.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (STUDENT)

## PARENT/GUARDIAN INFORMATION

Print Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Would you be willing to volunteer? Yes No  
Would you be willing to chaperone? Yes No If you answered “Yes” to any of these please consider  
Would you be willing to drive a carpool? Yes No joining the Central Music Boosters! Info. attached.

I have read and understand everything expected of my child as described in The Jaguar Band Handbook. I understand my responsibilities, financial obligations, and time commitments as a parent/guardian of a member of The Jaguar Band. I understand that I am to contact Mrs. Harper with any questions, comments, and/or concerns throughout the year. I am committed to help my child have the best opportunities possible through the Music Department of Central School and support their music education.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(PARENT/GUARDIAN)

The Jaguar Band – Student Info

**TO BE TURNED INTO MRS. HARPER**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instrument: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rented Owned School-Borrowed**

**If renting your instrument, what company is it through? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*If borrowing a school instrument, please fill out the carbon agreement form and add $50 to Fair-Share total for maintenance.**

**Student Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receive Texts? Yes No**

**Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ T-shirt Size: \_\_\_\_\_\_\_\_\_\_\_\_ (If youth sizing, please specify)**

**Involvement in Other Clubs, Sports, Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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**Class Schedule: Teacher Name Subject**

**1st \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2nd \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3rd \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interested in Auditioning for**

**4th \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ All County?**

**5th \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No**

**6th \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*FOR MRS. HARPER’S USE ONLY\*\* RECORD OF DONATIONS \*\*FOR MRS. HARPER’S USE ONLY\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date $ Received** | **Amount Received** | **Type of Payment** | **Total Remaining** |
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All pages of this packet that have a on the top right corner need to be filled out completely by a parent and sent back to Mrs. Harper by  
FRIDAY, AUGUST 26, 2016.