



# Blue Valley West Jaguar Bands

*“Excellence is not a choice, it is a mandate.”*

## Handbook 2011-2012

*Mr. Daniel Kirk, Director of Bands*  
*Mr. C.J. Longabaugh, Asst. Director of Bands*

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#### Attachments:

2011-2012 Blue Valley West Band Lettering Form  
2011-2012 Blue Valley West Band Handbook Acknowledgement Form (return signed)

# Blue Valley West Band Handbook

## PREFACE

The Blue Valley West Bands are recognized as among the premier educational performing ensembles in Kansas as well as in the United States. The Bands have developed a reputation for mature performances of sophisticated wind literature and are known for the excellence of their individual performers and their commitment to artistic integrity. Congratulations on becoming a part of this rich tradition of excellence and quality in musical performance.

The success of the band program centers on pride, commitment to task, and the willingness to work hard to achieve a common goal. We do not expect every student in the bands to become a virtuoso musician. We do expect every student to establish both short and long-range goals for improvement on his/her instrument, to exhibit mature, responsible attitudes and actions at all times, and to be willing to contribute lots of hard work for the benefit of all.

The band program exists to provide an excellent music education for the students. This is achieved through individual study and varied performances in many venues, both marching and concert, supporting a curriculum which places an emphasis on comprehensive musicianship. Performance opportunities include large ensembles, chamber ensembles and solos. The skills band students acquire in these activities are directly related to skills necessary for auditions, presentations and interviews in other career fields.

Opportunities are also provided for those who wish to develop their leadership skills. There is an extensive student leadership program, as mentioned in this handbook, and student leaders are relied upon to help achieve organizational goals.

Social skills are also developed. Participation in band enables the students to form close friendships within the school through their collaborative efforts and the opportunity to work with their peers as part of a team. As a member of the Blue Valley West Bands, students make long-lasting friendships and develop a sense of comradeship that is unique to our organization. Organizational goals are clearly established, and the students depend heavily on each other to achieve them. As a result, the concepts of responsibility, teamwork and good citizenship will develop as each student experiences the world of music.

The ultimate goal of the program is to produce graduates who are knowledgeable about music, can perform successfully with confidence, can operate within a structured framework, and can work to develop the skills necessary to continually become a better life long musician. In addition, the program strives to produce informed adults of high integrity who understand and appreciate music and musicians who foster the continuing development of artistic endeavors in their community.

Blue Valley West Band alumni are highly recruited by colleges and universities and have attended many of the most prestigious music and professional schools in the country. Several are currently pursuing careers as professional musicians. Many others have attended top universities in the country studying for careers in other areas while incorporating the disciplines they developed in their music study at Blue Valley West.

Every year is a new challenge - new combinations of personalities and talent, new audiences, new music, new drills, new members, and new leadership from band council. By accepting membership in the Blue Valley West Bands, students agree to perform to the best of their abilities and work together with the band staff to make this year's band the finest musical organization that our combined efforts can produce.

This handbook is designed to convey the guidelines and operating procedures of the Blue Valley West Bands. Its purpose is to help answer student/parent questions and be a helpful guide for defining the procedures of the organization. If you need further information, please call and we will assist in every possible way.

### ***2011-2012 BLUE VALLEY WEST BAND STAFF***

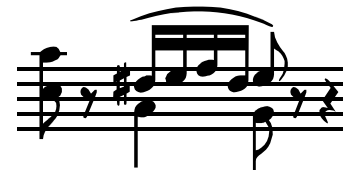
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Log on to the Blue Valley West Band web page at  
<http://www.bvwestband.com>

Log on to the Charms Website for forms and calendar:  
[www.charmsmusic.com](http://www.charmsmusic.com)  
Login: bvwhsband



➤ **Individual Band Responsibilities**

Students are placed by audition into one of five classes at Blue Valley West: Symphonic Band, Concert Band, Freshman Band, Percussion Class, or Jazz Band. Students are required to play in Pep Band and may also choose to participate in Lab Jazz Band. Our curriculum design is to improve individual performing skills throughout the year. The responsibilities for students in each group are outlined below.

**SYMPHONIC BAND/ MARCHING BAND**  
**Daniel Kirk and CJ Longabaugh, Directors**

- Membership by audition only
- Performance in Marching Band
- Performance of marching contest music by memory
- Preparation of All-District music during the fall
- Performance of technical exercises as assigned by the director
- Students are encouraged to audition for All-District Band
- Students are encouraged to perform in Solo and Ensemble Contest
- Performance of concert music as assigned by the director
- Attendance at section rehearsals and/or full band rehearsals before or after school, and all 7:00 a.m. starts
- Students in the Symphonic Band are expected to fully participate in all performance activities, including approved travel and graduation

**CONCERT BAND/ MARCHING BAND**  
**CJ Longabaugh and Daniel Kirk, Directors**

- Membership by audition only
- Participation in Marching Band
- Performance of marching contest music by memory
- Preparation of All-District and Sousa music during the fall
- Performance of technical exercises as assigned by the director
- Students are encouraged to audition for All-District Band and the Sousa band
- Students are encouraged to perform in Solo and Ensemble Contest
- Performance of concert music as assigned by the director
- Attendance at section rehearsals and/or full band rehearsals before or after school
- Students in this Band are expected to fully participate in all performance activities, including travel.

**FRESHMEN BAND/CONCERT BAND**  
**CJ Longabaugh and Daniel Kirk, Directors**

- Membership by audition only
- Participation in facets of Marching Band
- Preparation of Sousa music during the fall
- Performance of technical exercises as assigned by the director
- Students are encouraged to audition for the Sousa Band
- Students are encouraged to perform in Solo and Ensemble Contest
- Performance of concert music as assigned by the director
- Attendance at section rehearsals and/or full band rehearsals before or after school
- Students in this Band are expected to fully participate in all performance activities including travel and graduation.

**PERCUSSION CLASS**

**CJ Longabaugh and Daniel Kirk, Directors**

- This class meets in the second semester only
- Participation in Marching Band. Exceptions made per directors' approval.
- Performance of technical exercises as assigned by the director
- Students are encouraged to perform in Solo and Ensemble Contest
- Performance of concert music as assigned by director
- Attendance at section rehearsals and/or full band rehearsals before or after school
- Students in this class are expected to fully participate in all performance activities including travel and graduation.

**JAZZ BAND**

**Daniel Kirk, Director**

- Membership by audition only
- Preparation of All-District Jazz Music during the fall
- Students are encouraged to audition for All-District Jazz Band
- Performance technical exercises as assigned by the director
- Development of individual and ensemble jazz skills
- Performance of the Jazz Music as assigned by director
- Attendance at section rehearsals and/or full band rehearsals before or after school
- Students in this band are expected to fully participate in all performance activities

**PEP BAND**

**Daniel Kirk and CJ Longabaugh, Directors**

- Participation is required by all members of the Symphonic, Concert, and Freshman Band classes. It is a part of students' participation grade.
- Pep band is a part of the curriculum and is considered an extension of the other band classes
- Development of individual and ensemble skills
- Preparation of the pep band music as assigned by the director
- Attendance at section rehearsals and/or full band rehearsals before or after school
- Students in this Band are expected to fully participate in all performance activities

**JAZZ LAB BAND**

**CJ Longabaugh, Director**

- Membership by audition only
- Performance technical exercises as assigned by the director
- Development of individual and ensemble jazz skills
- Performance of the Jazz Music as assigned by director
- Attendance at section rehearsals and/or full band rehearsals before or after school
- Students in this band are expected to fully participate in all performance activities

➤ **Organizations Within the Blue Valley West Bands**

❑ **Dance Team/ Color Guard**

Membership in the dance team/ color guard is open to any student, following an audition and approval by the director and the color guard and drill team instructors. A student's selection as a member of the dance team/ color guard is for one year.

❑ **Drum Line**

Membership in the drum line is open to any band student, following an audition and approval by the director and the drum line instructor. Any student previously enrolled in the band program at Blue Valley West or at a feeder middle school as recently as the eighth grade must maintain their membership in the band program each year to remain a member of the drum line. A student's selection as a member of the drum line is for one year.

❑ **Winter Drum Line**

Membership in the winter drum line is open to any band student, following an audition and approval by the director and the drum line instructor. This group meets outside the school day and is considered extracurricular. Students are expected to be at all rehearsals and performances and must communicate well in advance before being absent.

❑ **Winterguard**

Membership in the Winterguard is open to any student, following an audition and approval by the director, drill team, and the color guard instructors. Winterguard team, which will begin after-school rehearsals upon the completion of marching season. In order to letter in Drill Team, you must participate and complete all three components of Drill Team.

❑ **Jazz Band and Jazz Lab Band**

Membership in the Jazz Band is open to any band student, following an audition and approval by the director. Any student previously enrolled in the band program at Blue Valley West or a feeder middle school or recently as the eighth grade must maintain their membership in the band program each year to remain a member of the Jazz Band. A student's selection as a member of the Jazz Band is for one year. Unless a guitar, piano, or bass player, a student must be a member of Marching, Symphonic, or Concert Band to be involved in the top Jazz Band at Blue Valley West.

**Auditions**

- ***All Blue Valley West band courses require full year participation and involve outside of school sectionals, rehearsals and performances.***
- *Students are required to audition for select performance ensembles – ALL students participate in auditions – NO ONE 'opts out' – no matter what group in which they wish to play.*
- *The Head Director and Associate Director determine audition requirements.*
- *Directors will notify students of audition dates, requirements, and results in a timely fashion.*
- *Director, as well as guest adjudicators, will serve as evaluators during auditions.*
- *Audition material will reflect the director's anticipated performance level for the students and will be based on prior learning. Such examples include the required literature for the Northeast Kansas District Honor Band auditions.*

**Specifics for Concert/Symphonic Band Auditions**

- There will be one major audition each year to place students in either Concert Band or Symphonic Band and/or to assign chair placement within each ensemble. Students will audition at the conclusion of marching season to place students into concert performing ensembles for the remainder of the year.
- Even if a student pre-enrolled in a specific class, they must audition into that performance ensemble. Class schedules will need to be changed if they 'guessed' wrong.
- **This audition will be LIVE and BLIND – heard by a panel of judges. No one student, regardless of age or previous ensemble placement, will be shown bias. The audition process is one solely based on musical ability.**
- Audition material will include music, scales, and sight-reading as assigned by the directors. Audition material for this major audition will be available the before the first week of school.
- Students' scores, based on performance rubrics used consistently for all sections during auditions, will be uploaded into a pre-determined spreadsheet that already has the instrumentation set for each performance group.
- Student chair placement within a band may change during the semester at the director's discretion based on performance.
- There will be no personnel changes between groups after auditions. Post-auditions, the groups are set.

**Other Auditions**

- Auditions for marching band auxiliary groups will be announced and held during the late winter/spring. These include drum majors, color guard officers and members, drum line officers and members, and other band council positions. Audition dates will be posted in the band room. Directors will evaluate these auditions.

**Booster Club**

- *One Band, Choir and Orchestra Booster Club will exist in each high school attendance area under the leadership of the High School Head Band, Choir and Orchestra Director. The main objectives of the Booster Club are to support and enhance the area band, choir and orchestra programs for each high school and to provide program communication to students and parents at all levels of participation.*

**Specifics**

- The Blue Valley West Band Booster Club is a non-profit organization of parents of band students in grades 9-12. There are no membership dues.
- The Executive Board of the BVWBC works closely with the principals and band directors to provide activities and support for those activities, which are beneficial to all band students. Support is mainly in the form of communications, chaperones, publicity, fund raising, and financial assistance. It is hoped that all parents of band students will feel welcome, join and participate in meetings and other activities.

### Calendar of Events/Rehearsal and Performance Schedules

- Each secondary music program is responsible for developing an annual calendar of activities that includes major events and activities. This calendar will be made available to students and parents no later than September 1 of the new school year.

#### Specifics (please read carefully)

Please check your calendar and report any conflicts to the directors. **To report an absence so it becomes marked as 'excused', all students must complete an Absent Form located in the band office. The form must be completed prior to any required event or rehearsal. The absence must be approved by Mr. Kirk and/or Mr. Longabaugh. Parent email will not suffice – student ownership is key in the band process.** As a co-curricular activity, attendance at all performances and rehearsals is required. If an excused absence is anticipated at a major performance event, a written inquiry should be submitted as soon as possible to the director of bands. The Blue Valley West Band Calendar is posted on the band website and on Charms Music. It is updated often so it is advisable to consult it often for changes and print it off on a monthly basis.

#### ➤ Marching Season

Schedules for summer marching band and marching rehearsals during the school year are posted on the Charms website. Summer band rehearsals are necessary to prepare the band for performances early in the school year. The Red and Silver Brigade will rehearse every Monday, Wednesday, and Friday starting at 7:00 and Tuesday and Thursdays (Full Band or Sectional Nights) starting at 5:00. Some Saturday rehearsals are scheduled as well so please consult the website for an exact schedule.

#### ➤ Concert Season

The directors will develop a section rehearsal schedule for each band prior to the completion of football season that will be distributed to all students and their parents. These sectionals will begin the first week after the conclusion of football season and continue throughout concert season.

### Student Behavior/Conduct

- Any organization that has high performance standards must also have high behavioral standards.
- With the approval of the Principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct. Adherence to these standards may condition membership or participation in the activity. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discrimination on the basis of sex, race, disability, religion, or ethnicity.
- Students shall be informed of any extracurricular behavioral standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that occur prior to the beginning of classes.

### Specifics

- Students enrolled in the band program are expected to display exemplary behavior at all times. At every performance as a band member, you represent our band family, Blue Valley West High School, the Blue Valley School District, and Overland Park, KS. Make sure that your actions prove that the Blue Valley West Bands are a class act in every way. **We will be the classiest band, at every competition/event, in every way possible, no matter what. That is our standard. Professionalism at all times.**
- **No Random Playing** will be tolerated. Ever. At school and in public, we play as a group in an organized fashion, or not at all. Groups that allow this appear second rate and undisciplined. We are NOT that.
- Band students are welcome in the band room before and after school. However, do not disturb if there is a class or sectional in progress. Show every courtesy to the director and students involved.
- Hazing within the band program is not tolerated. Immediate action will be taken to remove any individuals in violation of this agreement. Bottom line, harassment has no place in our band family.
- The following requirements will make our rehearsals more productive and will contribute to a positive learning environment.

#### ➤ Blue Valley West Band Rehearsal Guidelines

- Be seated with instrument, music, pencil, and supplies when the tardy bell rings.
- Show good rehearsal etiquette by being a good team player—study your part quietly while the director works with another section. Remain on task at all times; do not talk or interrupt the focus of a rehearsal.
- Be intent on improving your performance skills.
- Raise your hand and ask questions if you need more individual help.
- Leave your cases in your locker during rehearsal and your backpacks at the side of the room.
- Lock your locker during rehearsals.
- Do not leave purses or other valuables unlocked in the band room.
- Students are solely responsible for the care and maintenance of their assigned equipment and personal items.
- No food, gum, or drink is allowed in the band room.** We all take pride in keeping our band room clean and organized.
- All instruments remain in cases with latches closed inside a locker when not in use.
- Lockers shall remain clean. Items other than instruments, music and books should not be kept in lockers.
- No food should be left in lockers.
- Disorderly behavior and abusive language will not be tolerated.
- The practice rooms are for the convenience of our private lesson staff and for those who use them for instrument practice. They are not to be used for any other purpose.
- Please be considerate of directors' requests for assistance and/or performance of tasks around the band room. Families help each other out. Just be willing to lend a hand!

### Eligibility

- All music organizations adhere to the eligibility rules and regulations as stated by KSHSAA (Kansas State High School Activities Association). To be eligible students must have passed five courses the previous semester. For more specifics, please consult the KSHSAA website.
- To be eligible to participate in any semester, a student must have recorded a grade average of at least 70 on a scale of 0 to 100 in five courses for that preceding semester.
- Any student who does not have a recorded semester average in at least five courses over 70 at the end of a semester period shall be suspended from participation during the succeeding semester.

### Grading Guidelines in Music

- Blue Valley West has established instructional objectives that relate to the mandated National Standards for grade level subjects or courses. These objectives are aligned to address the academic skills needed for successful performance in the next grade or next course in a sequence of courses.
- Assignments, tests, projects, classroom activities, and other instructional activities must be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level of these objectives is a major factor in determining the grade for a subject or course.
- In accordance with District policy, all "excused" absences will be honored with no grade penalty.
- A major part of the music curriculum is the development of performance skills. Therefore, "unexcused" absences from a sectional, rehearsal or performance, which are integral to developing these performance skills, will lower a student's course grade as follows:
  - Sectionals and rehearsals are course requirements that require interaction from members of a group and cannot be made up. Therefore, an "unexcused" absence from a before or after school sectional or rehearsal will lower a student's "Daily Basics" weekly grade by 10 points. A tardy to any rehearsal or performance will lower a student's "Daily Basics" weekly grade by 5 points.
  - Performances are mandatory as a culmination of group course requirements and cannot be made up. Therefore, an "unexcused" absence from a scheduled performance will reflect a grade of "0" to be averaged into the student's quarter performance grade, and the student may be subject to removal from the course.
  - **Work, Appointments, Family, Church, and other flexible appointments are not "excused absences" unless noted and approved by the Director of Bands. Missing sectionals, rehearsals, performances, or other band activities for these (without approval) will result in a grade deduction of Participation and Daily Basics grade. They also could result in one's removal from that particular ensemble or an upcoming performance.**
- Other absences and tardiness, excused or unexcused, may be made up in accordance with District and school/teacher grading guidelines.
- A band member's quarter grade will be an average of the following:
  - **Participation (20%)** (15 points each week – deductions made by Directors at their discretion)
    - ❑ The student will show respect for rehearsals by actively participating in all facets of each.
    - ❑ The student will be on task and focused.
    - ❑ The student will be prepared to play his/her part successfully.
    - ❑ The student will mark music and take notes as needed.
  - **Skills Tests (25%)** (30-50 points per skills test – rubric based - only administered by Band Staff)
    - ❑ The student will be expected to improve individual music skills.
    - ❑ These will include Memory Exams of fall marching program.
    - ❑ Memory Tests will be given 100 out of 100 points if the performance is 85% proficient as defined by the pre-determined assessment rubric. Tests will remain a zero until the end of the first quarter if not passed at 85% or above. Alternative testing will be arranged and accommodated.
    - ❑ The student's individual skill development will be evaluated through music tests, individual playing tests, scale tests, and written tests.
    - ❑ The student may also be evaluated on improvement of ensemble skills during daily rehearsals.
  - **Daily Basics (30%)** (20 points per week – these can disappear very quickly if not careful)
    - ❑ Is the student where the need to be? When they need to be there? With what they need to have?
    - ❑ The student will have instrument, music, pencil, dot book, markers, coordinate sheets, and supplies.
    - ❑ 5 point deduction for each tardy to rehearsals or sectionals
    - ❑ 10 point deduction for unexcused absence to rehearsals or sectionals
    - ❑ Random materials checks will be in this category. Not having appropriate materials will result in a 5 point deduction.

- **Performance (25%)** (each worth 100 points – cannot be made up)
  - ❑ The student will receive a 100 pt. grade for each performance during a grading period.
  - ❑ The number of performances will be determined by the performance calendar.
  - ❑ A tardy to any performance will lower a student's performance grade by 20 points.
  - ❑ Bottomline – either you are there or not. 100 points if so. 0 if not. Great bands take organization and commitment. The staff plans to be at every performance – the performers should as well.
- **Additional Criteria Affecting Grades**
  - ❑ Excused Absences – no grade penalty. These will include:
    - Medical emergency or illness (A doctor's note must be provided)
    - Death in the family
    - Religious holiday
    - Medical or dental appointment (A note must be provided)
- **Semester Exam**

Semester grades shall consist of an average of the 2-quarter grading periods and a semester exam. The average of the 2 quarters shall count as a minimum of 90% of the overall semester grade. The semester exam shall count a maximum of 10% of the overall semester grade.

### Specifics

Students will be expected to meet the responsibilities for each band class as listed in the preface of this handbook. Since band is an academic music class with many extra-curricular activities attached, the band student's grade will reflect achievement in both curricular and extracurricular areas.

### Instruments

- Students in band and orchestra, grades 5-12, are required to provide an instrument. The maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.
- In band and orchestra, grades 5-12, the District has a limited number of large instruments that may be available for no cost to the student. Students are responsible for maintenance, repair and insurance of school owned instruments against theft or loss while in their possession. Instruments must be returned at the end of the school year in the same condition as issued.

### Specifics

- **Personal Instruments**
  - ❑ A quality program requires quality musical instruments. By the time a student is a freshman at Blue Valley West High School, he/she will be expected to be using what is considered a professional quality instrument. In most cases, these instruments will have been purchased during the eighth grade year. If a purchase is needed, the staff will be most happy to consult with the student and parents in order to avoid an inappropriate purchase and to assist in obtaining the best possible price for the instrument.
  - ❑ With all personal instruments, it is strongly recommended that the instrument be insured through your homeowner's policy or a private company. The school district will not assume liability for maintenance, repair, or damage of personal instruments.
- **School Owned Instruments**
  - ❑ Blue Valley West High School furnishes the following instruments for students to use: piccolo, oboe, English Horn, bassoon, bass clarinet, contrabass clarinet, tenor saxophone, baritone saxophone, French Horn, bass trombone, euphonium, tuba, mellophone, marching baritone, contra, and all percussion instruments.
  - ❑ The usage fee for school owned instruments is no charge to the students. Since the students are not paying for these instruments, we ask that they be treated with extreme caution and care. Some students will be issued a marching instrument as well as a concert instrument. This is very generous considering that most of the school owned instruments cost several thousand dollars each. The student is responsible for the maintenance and upkeep of the equipment.

## Marching Band

### • Background Information

The marching band is a highly visible aspect of the band program which provides performance opportunities for band students and integrates band into school and community activities. As an integral part of the band program, the District's philosophy is that educationally, historically and musically, marching band is an essential ingredient in a well-rounded music education. The District believes that music students need to develop the ability to participate and perform in different ensemble experiences, which includes marching band.

### • Color Guard

Students in Color Guard are a part of the marching band and participate in all activities. Band students in Color Guard must be enrolled in the drill team class. Band students who elect to quit band may not audition for or participate in Color Guard until one year has elapsed from the time they drop band. Students not in band may audition for and participate in Color Guard with the approval of the Dance Team instructor and Head Band Director. Color Guard is only a third of the drill team curriculum requirement. To satisfy all requirements students must participate in all color guard, dance team, and winter guard activities.

### • Competitions

Competitions are an essential part of the learning process for all of the students in marching band. These are culmination of all of the hard work throughout the year and are required of all students. These will each be counted as 100 point performances.

### • Grading

Marching band is a part of the academic band course and therefore is part of the graded curriculum. See above grading procedures for how to track weekly grades.

### • Instruments

➤ Marching band students who play an instrument that the District does not provide (flute, clarinet, alto sax, trumpet and trombone) must personally provide, march, and perform with the same instrument they use in band or a second instrument of the same type that is approved by the Head Band Director.

➤ The District assumes no responsibility for maintaining instruments they do not supply. Since these instruments will be played outside in various weather situations (sun, heat, wind, rain, etc.) students and parents need to be vigilant regarding instrument maintenance to keep the student's instrument in top playing condition.

### • Participation

➤ Marching band is required for all sophomore through senior high school students who elect to take the academic band performance courses. **All BVW Band students will be eligible to audition to participate in Symphonic Band or Jazz Band.**

➤ Exceptions to this requirement for marching band participation as it relates to other performance ensembles will be authorized at the discretion of the Head Band Director, the Director of Performing Arts, and the Assistant Principal of Activities.

## Specifics

### ➤ Marching Band Attendance

Students are expected to attend all rehearsals and performances of the marching band. An unexcused absence from a performance will jeopardize one's position in the marching band. Note the band calendar and clear all the performance dates now!

A student is tardy to rehearsal if he or she is not in the attendance block with instrument and supplies when the drum major begins the rehearsal. Habitual tardies will jeopardize one's position in the marching block and may result in removal of the student from performances

### ➤ Charms

The best way to keep up with all forms, calendars, and schedules for band is to consult the Charms website at [charmsmusic.com](http://charmsmusic.com). Please login to Charms once a week to check the schedule and any updates that might have taken place.

### ➤ Marching Band Rehearsal Requirements

Rehearsal dress includes shorts, T-shirt, hat or cap, tennis shoes (a cross-trainer type preferred), and socks. For safety reasons, students will not be allowed to march in any other footwear. On some Thursday night rehearsals, we do wear coordinated T-shirts and marching shoes. This is so we can see the drill as close to in uniform as possible.

Students must have individual water bottles labeled with their name at all rehearsals. Water bottles will be kept close and frequent water breaks will be taken.

Students should eat breakfast and drink plenty of fluids before morning rehearsals. Good nutrition is a must to remain healthy during marching season.

Students are trained by the directors to watch for signs of dehydration. Students should monitor their bodies to make sure they perspire heavily during rehearsal. Lack of perspiration is a sign of dehydration.

Students should sit down immediately if dizzy or weak. A director will provide assistance.

During rehearsals, directors will constantly monitor the weather conditions and make adjustments as necessary for the safety of the students.

Water will be provided by the Band Booster Club for students at games and competitions.

### ➤ Pep Rallies

All marching band members will attend unless excused by a director in advance. **There is absolutely no playing on their way to or from a pep rally.** Seating shall be by section, front to back: please wait for a director to tell you where to sit.

### ➤ Student Leadership

There are several leadership positions open to students in the marching band that are selected by the directors. These are: drum major, color guard officer, drum line officer, section leader, uniform officer, and librarian.

Requirements for applying for a position include a brief paper on the student's qualifications for the position, a short teaching demonstration, performance of a short routine (drum majors and color guard officers only), and an interview with one or more of the directors. If selected for one of the above positions, the student must attend Leadership Training in July with the other leadership personnel.

➤ **Game Procedures**

Members of the Marching Band will be expected to follow the following game procedures. Remember to show your PRIDE in the Red and Silver Brigade at all times while in uniform!

- Each person is responsible for his/her equipment at all times.
- THERE IS NO RANDOM PLAYING IN THE STANDS. Professionalism at all times – including kick-off's, time out's, and other lapses in the game. We'll be the team's biggest cheering section, but only in a positively professional manner.
- Band Council will conduct an inspection prior to departure. Inspection will include appropriate wearing of the uniform, instrument and equipment in good working condition, and all necessary music in a flip folder.
- Be in full uniform at all times. No earrings or caps are to be worn with the uniform.
- Students will march into the stands and remain at attention until given the indication to be seated by a director or drum major.
- Students will remain in the stands until permission is given to leave.
- Sit in assigned seats and do not move about the band during the game.
- No food, gum or drink is allowed in the stands.
- All students must have music in a flip folder.
- For the protection of both personal and school-owned instruments, no organized motion of instruments is allowed at any time.
- Percussion is only to play with the full band or with the yells or as a section on an organized cadence or feature.
- No one except band personnel is allowed in the band section. Ex-band students or special visitors are sometimes exceptions, but only by special permission from the director.
- Students will ride the bus to and from all games and performances. No jam boxes are allowed on the bus - only personal mp3 with earphones. All students are expected to follow rules established by bus drivers and to be courteous to band chaperones.
- In performances during cold weather, students are allowed to wear a jacket over their uniform coat. Any additional gloves, scarves, or head covering must reflect the school colors and are subject to approval by the director and school district guidelines regarding appropriate attire.

**Medical Release Form**

- *All students enrolled in band, choir and orchestra must have a Medical Release Form on file in the Head Director's office no later than the end of the third week of the new school year.*

**Specifics**

All students must complete and turn in a Physical and Medical Waiver during form fest, held during May. No one will travel or perform with the band without this form on file. (See Charms for all appropriate forms)

**Orchestra**

- *Wind and percussion students participating in orchestra must have concurrent membership in the school band program.*

**Private Lessons – Voluntary Music Enrichment Program and Fees**

- *Private lessons are encouraged for interested students as an enrichment program in Band, Choir and Orchestra.*
- *While private study is not a requirement for participation in any of the music organizations, students are strongly encouraged to participate.*

**Specifics**

Private study is encouraged, but not required, to participate in the Blue Valley West Bands. The advantages of a one-on-one experience are overwhelming. Please see the list on the band website of private lesson faculty recommended by Blue Valley West

**Religious Music Guidelines**

- *District bands, choirs and orchestras, as part of a secular program of instruction, may perform religious music. District personnel must make every effort to assure that such music reflects a diversity of religious beliefs.*

**Required Expenses and Fees**

- *All high school music organizations levy fees to cover expenses of uniform upkeep, additional equipment, school-owned instrument usage fees, repairs, supplies and other program operation expenses not covered in the regular music budget. Program fees are kept as low as possible per student and are managed through the local booster club.*
- *90% of all monies raised during student fundraising activities belong to the individual student ledgers. There are no refunds granted from fundraising monies.*
- *If a high school student withdraws from an organization or fails academically, and is unable to participate in the organization, any money earned through fundraisers will remain in the organization's general fund. Any money over and above the costs of the "operating fee" and trip costs will remain in the organization's general fund.*
- *All fundraising activities must be approved by the Area Booster Club and the individual school principal.*
- *All funds raised must be deposited with and accounted for through each Area Booster Club.*
- *Instrument purchase/rental: Individual instruments are the responsibility of the student/parent, and may be purchased or rented. A limited number of district-owned instruments may be available.*
- *Financial assistance is available for students who need help meeting required maintenance fees and other expenses related to this activity. Assistance, based on the organization's needs and on the commitment and interest of the individual student, may be obtained through fundraising or other resources (local booster club, campus funds, etc.). Consult the Head Director for more information.*

**Specifics**

- *No student will be denied participation in the band program due to financial difficulties. Parents should contact the director with any specific concerns.*

➤ **Program Operations Fee**

Each student in the Blue Valley West Band will be responsible for a Program Operations Fee that has been established by the Blue Valley West Band Boosters' Executive Board. The philosophy is that each high school student will share an equal part of the financial responsibility of funding band program expenses not provided by the District. Some of these expenses include special music arrangements, marching drill, flags and supplies for the marching band, contest entry fees, equipment, and repairs not provided by the School District, clinician fees, and band club administrative costs such as postage and printing. Students may pay by cash or check made out to Blue Valley West Band.

<b>ALL MARCHING BAND STUDENTS</b> (Checks made to Blue Valley West Bands or earned by fundraising)	
Payment Plan Installment #1	\$ 235.00
Due by June 1, 2011	

➤ **Band Trips**

Students are responsible for raising money for special band trips. This year the marching band will be traveling once to Broken Arrow, OK and to St. Louis, MO.

➤ **Payment Schedule**

<b>FALL SEMESTER</b>	
July 24	Payment Plan Fee #2 Due
August 15	Payment Plan Fee #3 Due
September 15	Payment Plan Fee #4 Due

➤ **New Marcher Fee**

New marching band students will be assessed an additional \$85 fee that includes the purchase of new marching shoes (\$40), BVW Band Polo (\$25), and a BVW Band Black Compression Shirt (\$20). These three items can be used all four years of high school.

➤ **Refunds and Transfer of Funds**

- To be in compliance with Internal Revenue Service mandates, no scholarship money earned through fundraising will be refunded.
- If a freshman, sophomore or junior overpays or has surplus scholarship monies, those monies will be carried forward to the following year.
- Any senior may request all of his/her out-of-pocket excess money, money personally paid, to be refunded upon graduation. Excess scholarship money earned through fundraising participation can be credited to a sibling's band account for the following year. If there will not be a sibling in the high school band the following year, the excess money will revert to the Blue Valley West Bands general fund.
- Any student who did not travel for the current year may request a refund of his/her out-of-pocket excess money. Some trip funds may be non-refundable depending on the specific trip payment agreement.
- Any student who is removed or withdraws from the band program will forfeit any and all deposited funds.
- Any student's parent may appeal in writing the decision of the band staff concerning refunds. Any appeal of this nature must be submitted to the President of the Blue Valley West Band Club.

**Jazz Band**

- To participate in Stage/Jazz band, a student must have concurrent membership in the school band program. Exceptions may be made only for those who play piano, organ, guitar, and bass or are vocalists, with the approval of the Head Band Director, the Director of Fine Arts and the building Principal.
- Band students who elect to drop band and audition for membership in the Jazz Band for one of the listed music exceptions may not audition until one year has elapsed from the time they drop band. Priority placement for exceptions will be given to students with concurrent membership in band.

**Specifics**

Members of the Jazz Band will be encouraged to try out for All-District Jazz Band. The students will also be required to be heard on all etudes prior to participating in the All-District Jazz tryouts. Members of the Blue Valley West Jazz Band will be auditioned in August for placement in the ensemble. Membership in the ensemble is at the discretion of the director. Assignment of parts and solos is at the discretion of the director. Attendance of all rehearsals, recording sessions and performances is required.

**Summer Activities**

- The director will post information concerning summer music camps and private studies. Attendance is encouraged but optional. BV WEST BAND CAMP is NOT optional.
- Summer camps and activities are held outside the normal school year. It should be understood that attendance and participation at these camps and practices are clearly at the individual's discretion and the Blue Valley Schools in no way require this participation.
- While at these camps, participants are under the rules and procedures of the specific camp involved and the Blue Valley Schools assume no responsibility for student conduct.
- A director's participation in summer activities is entirely at his/her discretion and his/her attendance is in no way related to his/her duties as a Blue Valley Schools' employee.

**Specifics**

- Students are encouraged, but not required, to continue their musical studies during the summer. Students may sign up for lessons taught by private lesson faculty during the summer.
- There are also a number of worthwhile camps offered by universities for band students during the summer. Information about these camps will be posted in the band room as received.
- Drum majors, officers, color guard officers, drum line officers, and section leaders will be required to attend the Leadership Retreat. There may be a fee required for the leadership retreat.
- Color guard and drum line members will be required to attend a special summer camp to develop skills necessary for those groups in the marching band. Information including fees for these camps will be finalized and posted by spring break.

**Transportation**

- The Head Band, Choir and Orchestra Director and Principal will determine the mode of transportation to and from all performances.

**Specifics**

The Head Band Director will determine transportation to and from local full band performances. If a student must leave directly from a performance, he/she can be released only to his/her parent/guardian. Any exception to this guideline must be submitted in writing and approved by the band director prior to the event.

### Travel

- When traveling, each student must meet all local and state eligibility requirements to participate in the competition.
- Students who are ineligible may not travel with the music organization.
- Students must be able to satisfactorily perform the material assigned for the performance.
- Students must have attended scheduled rehearsals.
- Students must fulfill their financial obligation.

#### Specifics

##### ➤ Student Travel Guidelines

- Follow all standard bus/plane rules.
- Allow the bus captain to check roll quickly and efficiently.
- Refrain from using vulgar or rude language or engaging in rude behavior.
- Always be respectful to, appreciative of, and mindful of the chaperones.
- Be respectful of other passengers and other groups.
- For the safety and comfort of all students, no playing of an instrument is allowed on a bus.

##### ➤ Overnight Travel Requirements

- Be able to perform satisfactorily the material assigned for performance
- Attend scheduled rehearsals necessary for preparation for the trip
- Fulfill financial obligations to the organization (See Required Expenses/Fees and Support Options.)

### Uniforms

- The District provides uniforms for high school music groups and these are mandatory for participation in high school Band, Choir and Orchestra performances.
- The individual student must provide uniform accessories such as shoes, socks, gloves, etc. as needed.
- Students are responsible for maintenance/cleaning fees.
- Each student is responsible for repair or replacement of any damaged or unreturned uniform or accessory.

#### Specifics

- Band uniforms for marching seasons are provided by the School District.
- Members of the color guard and winter guard will be responsible for providing their uniform for each season.
- Marching uniforms will be stored in the correct positions and look appropriate before each performance. These uniforms will be returned after each performance prior to leaving the school.
- Some marching uniforms may require minor alterations such as adjusting the hem of the pants. These alterations are not the responsibility of each student. We may go back and alter the uniforms again before St. Louis.
- Students are responsible for providing personal accessories for their uniform. During marching season, these accessories are ordered at the time of fitting during the first two weeks of August. These accessories include marching shoes and black socks, gloves, and the Compression T-shirt worn under the uniform.
- Each student is responsible for replacing any uniform part that is damaged or lost.

### Concert and Other Uniforms

Members of the Blue Valley West Bands must provide their concert and pep band uniforms. A description of the uniform requirements for each ensemble is shown below.

#### ➤ **MARCHING BAND: INFORMAL UNIFORM**

Girls and Boys:

- Show T-Shirt or Jaguar Band Polo or Meyer Music T-Shirt, tucked in
- Khaki Shorts with a belt
- Athletic shoes (no sandals, etc.), with socks
- No Flip Flops, Sunglasses, or Hats

#### ➤ **PEP BAND UNIFORM: CONCERT ATTIRE**

Girls and Boys:

- Jaguar Band Polo, tucked in, no hats
- Pants/Shorts attire is up to student

#### ➤ **SYMPHONIC & CONCERT BAND: FORMAL UNIFORMS**

Girls and Boys:

- Black button down Black Dress Shirt with a collar and black buttons
- Black “Dockers” style dress pants
- Black belt
- Black socks
- Black dress shoes
- Any T-Shirts worn underneath must be black
- No “spaghetti” straps or bare shoulders for the ladies.
- Ladies who wear dresses, they must be knee length or longer
- THE ENTIRE UNIFORM MUST BE BLACK AND ANYTHING SHOWING MUST BE BLACK.**

### Band Lettering

- Students who excel during the entire band season are eligible to letter in band.
- Lettering is at the sole discretion of the directors.
- Each student must fill out a form and turn it in on time in order to be eligible for lettering.
- The form and the description can be found at the end of this handbook

**2011-2012 BLUE VALLEY WEST BAND  
HANDBOOK ACKNOWLEDGEMENT FORM**

This Handbook is provided for your information. We hope it will make your Blue Valley West Band experience as beneficial as possible. Please read the Handbook and sign the following acknowledgement form and return it to the band office before Friday, September 2.

**THIS IS TO CERTIFY THAT I HAVE RECEIVED AND READ THE  
2011-2012 BAND HANDBOOK AND WILL OBSERVE ALL  
GUIDELINES FOUND THEREIN.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**I HAVE RECEIVED AND READ THE 2011-2012 BAND HANDBOOK  
AND UNDERSTAND HOW IT APPLIES TO MY BAND STUDENT.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date