

Bryan Station High School Band  
[www.bryanstationband.org](http://www.bryanstationband.org)

# Policy & Procedure Handbook

2010-2011

## **INTRODUCTION:**

Welcome to the Bryan Station High School Band Program! The purpose of this handbook is to present the Bryan Station Band program in a concise form. Policies and procedures are listed in this document. The PERMISSION TO PARTICIPATE form and the PAYMENT AGREEMENT form must be signed by both a guardian and the student for the student to fully participate in the band program. If a student or guardian does not sign the PERMISSION TO PARTICIPATE form and the PAYMENT AGREEMENT form, the student cannot receive benefits provided by the band booster organization. The student will receive a music education in the classroom.

## **BAND PHILOSOPHY:**

Music education is a primary part of a child's education. Music has been identified as one of the eight areas of cognitive awareness by Howard Gardner in his book *Frames of Mind: The Theory of Multiple Intelligences* (the other seven being: verbal/linguistic, logical/mathematical, intrapersonal, interpersonal, visual/spatial, naturalist and bodily/kinesthetic). Through the study of instrumental music, students develop complex psycho-motor skills, spatial awareness and social awareness. The primary goals of the Bryan Station Band are:

1. To develop musicianship by pursuing mastery of a musical instrument
2. To perform music as a member of a high school band
3. To develop lifelong learners well equipped to be productive members of society

## **BAND ASSOCIATION:**

The high school band boosters meet each month of the calendar year. Our band operates on a substantial yearly budget. The school system only provides some funds for the purchase of music; the boosters have to raise the balance. The boosters support our program emotionally, physically and financially. The boosters are a non-profit organization. They raise money to purchase new instruments and meet the demanding needs of our growing program. We have a president and several vice-presidents, committee heads, etc. When your child enrolls in the band, parents automatically become a member of band boosters and are encouraged to attend the monthly meetings. Attending monthly meetings will keep you informed about band activities and support our students. The Band website ([www.bryanstationband.org](http://www.bryanstationband.org)) is a great source of information.

## **BAND CAMP (Marching Band Prerequisite):**

Band camp is a two-week period where we learn our marching show. The camp is held at BSHS. All students that participate in marching band will attend band camp. We do have a band camp fee. This fee covers the cost of extra instructors and the cost of charting the marching show. Fee payments must be made by the deadlines listed in the Payment Agreement document.

## **MARCHING BAND (Advanced Band & Theory):**

The marching ensemble is an exciting visual representation of music and the focus of first semester. **Attendance at all after school rehearsals is mandatory.** All students are encouraged to participate in marching band, but if a student chooses not to participate, they can enroll in concert band.

This ensemble rehearses after school, performs at home football games/playoffs and competes with other bands on Saturdays. The band is evaluated by a panel of six judges, which gives our group an overall score (distinguished: 80 and above, Proficient: 60 to 79.99, Apprentice: 40 to 59.99, Novice: 39.99 and below). **TO RECEIVE A LETTER OR BAR IN BAND, THE STUDENT MUST PARTICIPATE IN MARCHING BAND.**

The Band Booster organization is a vital support group for the marching band. The Boosters raise needed funds. Also, the boosters provide the needed manpower to mobilize our band. Instruments and uniforms must be transported to the contest and moved around while at the contest site. The boosters also cheer for our band while we perform and yes, this does influence the judges scoring!

## **PEP BAND (Semester II):**

During basketball season, the band may provide a pep band to perform at pep rallies and district, regional and state tournament games. Advanced band students must participate in at least one district tournament game.

**TO RECEIVE A BAR, A STUDENT MUST ATTEND ALL GAMES.**

## **COLOR GUARD:**

Part of the marching band is the color guard. This group is selected through auditions held in the spring and is open to any student enrolled at Bryan Station. The flags visually enhance the marching performance. Students must enroll into the first semester Color Guard class. Students should also be enrolled in a Dance class at BSHS. As a part of their grade, students must adhere to all rehearsal expectations, requirements, discipline procedures, etc.

## **BAND CLASSES:**

**Advanced Band and Theory:** This course is for ALL students participating in marching band. First semester will focus on the marching ensemble; second semester will focus on symphonic band. Students will be involved in many after school rehearsals and performances including, but not limited to, recruiting at feeder schools, fall concert, winter concert, KMEA Regional Band Festival, State Concert Festival, spring concert. Adv Band & Theory is a WEIGHTED course.

**Concert Band:** This course is for ALL students not participating in marching band; both semesters will focus on concert literature. Students will be involved in after school rehearsals and performances including recruiting at feeder schools, winter concert, KMEA Regional Band Festival, State Concert Festival, spring concert. Students will be required to attend sectional rehearsals and full band rehearsals after school as needed.

**Advanced Percussion:** Prerequisite of this course is participation in the Marching Band Drumline. Marching percussionists should schedule this class and not a regular band class, so they may receive individualized instruction on correct percussion techniques. First semester will focus on the marching ensemble; second semester will focus on concert ensemble and symphonic band. Students will be involved in many after school rehearsals and performances including recruiting at feeder schools, fall concert, winter concert, KMEA Regional Band Festival, State Concert Festival, spring concert.

**Jazz Band:** Jazz Ensemble meets as a class during the school day. Jazz Band is an advanced level class. Enrollment is by audition or permission of the Director. Students are also expected to stay after school for sectionals or full rehearsals as needed. The Jazz Ensemble will perform on several concerts. Students will be expected to participate in the All-State Jazz Ensemble auditions held the first Saturday in December.

## **SECTIONAL REHEARSALS:**

All students are required to attend several sectional rehearsals. Sectional rehearsals can be divided as each instrument type (flute, trumpet etc.) or by families (woodwind, brass, percussion). Sectional rehearsals are considered “supervised homework” and are part of your grade.

## **UNIFORMS:**

BSHS provides each student with the basic uniform (hat, coat, pants). Students must purchase band shoes through a designated supplier during band camp. The advanced and marching bands wear the band uniform for performances.

## **TRANSPORTATION FROM ACTIVITIES:**

Students and parents are provided with performance itineraries, which include dismissal times or home arrival times. As a general rule, we operate on schedule. The directors do not leave the students unattended after rehearsals or performances and do not leave school grounds until all students have gone. Please be courteous to your directors, and promptly pick up your child after a band event.

## GRADING PROCEDURE:

Band is a Co-Curricular class. Rehearsals and performances are required outside of the regular scheduled school day. Points are assigned to each rehearsal and performance as a significant part of the student's grade. Other graded activities include, but are not limited to: open response, scales, playing tests, tuning chart and sight reading.

## MUSIC CLINICS AND HONOR BANDS:

Students are required to participate and/or audition for one of the following exciting activities:

- KMEA District Solo & Ensemble Festival
- KMEA All-State Band (auditions held in Nov. & Dec.)
- Morehead State University Honor Bands Clinic (audition by tape in Dec./Clinic held in Feb.)
- KMEA District 7 Honor Bands
- Eastern KY University Honor Bands
- Asbury College Honor Band
- University of KY Honor Band
- Western Kentucky University Honor Band

## BAND BANQUET AND STUDENT AWARDS:

At the conclusions of the school year, the band has an awards banquet. Students and parents join together for a meal and the presentation of student awards. Students that miss performances or rehearsals (unexcused), are removed from performances by the director, or have outstanding band fees will not be eligible to receive awards.

- Letter: Complete one full year of band (marching & concert)
- Bar: Each complete year after you letter
- Pep Band Bar: participate in pep band and meet performance requirements
- Jazz Band Bar: participate in jazz band and meet performance/rehearsal requirements
- Outstanding Freshman, Sophomore, Junior
- Most Improved Player
- Most Improved Marcher
- Outstanding Leadership
- John Philip Sousa Award (Senior that has been an outstanding leader and musician for four years)
- Semper Fi Award (Senior)
- Lexington Philharmonic Award (Senior)

## FUND RAISERS:

We sponsor many opportunities for the students to earn money to help offset expenses associated with traveling with the band. Participation in fund-raisers is essential if the students are to receive benefits provided by the booster organization. Our fund-raisers include the following:

- |                                       |  |
|---------------------------------------|--|
| Cheese & Sausage (August)             | Bluegrass Pageant of Bands (October)   |
| KMEA Regional Quarterfinals (October) | Craft Sale (November)                  |
| Fruit Sale (November & December)      | Bluegrass Pageant of Guards (February) |
| Defender Classic 5K (March & April)   | Spring Flower Sale (April & May)       |
| Others as arranged                    |  |

## BAND EXPENSES:

All students can receive a music education at Bryan Station High School. To enhance the experience and success of each student, we have three areas of financial responsibility for each member.

1. **BAND CAMP:** For participants of marching band. This covers extra instructors and show design.
2. **BAND SHOES:** For all marching band students. We will order the appropriate style shoe from a uniform company.
3. **TRANSPORTATION/UNIFORM/STAFF:** For all marching band students. Totals can be found in the FEE STRUCTURE DOCUMENT.
4. **CLASS FEE:** For all classes. \$25 covers the cost of music, supplies and offsets some transportation costs.

- **CLASSROOM & REHEARSAL EXPECTATIONS:**

1. Be in the classroom before the tardy bell rings
2. Be in your seat with instrument, music etc... THREE minutes after the tardy bell
3. Be on time to rehearsals
4. Be attentive to the conductor
5. Do not chew gum

- **STUDENT RESPONSIBILITIES:**

1. Participate in all scheduled band activities
2. Be responsible for your actions
3. Follow all school rules
4. Participate in fund-raising to the best of your ability
5. Cooperate with the band directors and staff
6. Cooperate with fellow band students
7. Accept only the highest standards of personal performance
8. Treat each other with respect

- **ATTENDANCE POLICY:**

Rehearsals are considered “supervised homework” and are required as part of your grade. Each band member is an intricate part of an interdependent group. Public performance is the end goal of our band, and attendance at all rehearsals and performances is mandatory (and part of your grade). A rehearsal cycle is defined as: all rehearsals leading up to the next performance. Please note the following excused absences:

1. Severe illness with parent or doctor note
2. Death of immediate family member
3. Medical emergencies
4. School field trip activities
5. Special cases APPROVED IN ADVANCE by the director
6. Students with excessive excused absences may be subject to not performing due to lack of rehearsal. These cases will be reviewed by the director.

- **CONSEQUENCES FOR MISSING REHEARSAL (UNEXCUSED):**

1. Zero for the rehearsal and the following:
2. First offense; warning.
3. Second offense; student is cut from the upcoming performance(s) during that rehearsal cycle. Student will be given an alternative assignment to earn points. If the student does not return the assignment by the next school day following the performance, the student will receive a zero for that performance. The student will not travel with the band or participate during that cycle.
4. Chronic absences will be addressed on an individual basis.

- **CONSEQUENCES FOR BEING TARDY TO REHEARSAL:**

1. Loss of half of rehearsal points for that day and the following:
2. First offense; warning.
3. Second offense; warning.
4. Third offense; removed from next performance (alternative assignment given).

- **CONSEQUENCES FOR MISSING A PERFORMANCE (UNEXCUSED):**

1. Zero for that performance and the following:
2. Removed from all performances and rehearsals remaining that semester. Alternative assignments given for remaining rehearsals and performances, due the next school day.
3. Being removed by the director from 2 (two) performances will also result in the actions listed in #2 in this section being taken.

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Printed Name (student)

Signature

date

**PARTICIPATION FORM PACKET**  
**2010-2011**

**THIS PACKET OF PARTICIPATION FORMS**

**MUST BE**  
**COMPLETED AND RETURNED**

**BEFORE PARTICIPATION**

**RETURN TO:**

**Bryan Station Band Association**  
**P.O. Box 54765**  
**Lexington, KY 40555-4765**

**Or**

**Hand to one of the band directors**  
**381-3311**

# Bryan Station High School Band

201 Eastin Road Lexington, KY 40505

## 2010-2011 PERMISSION TO PARTICIPATE/TRAVEL and PERMISSION TO RECEIVE MEDICAL TREATMENT

I, \_\_\_\_\_, parent/legal guardian of \_\_\_\_\_, hereby grant permission for my child to participate and travel with the Bryan Station High School Band during the current school year. Both the student and parent/guardian have read the band handbook and agree to meet the terms of its content. I realize that all school policies are in effect while participating in band activities. I do not hold the personnel of BSHS, the BSHS Band Boosters, Inc. or chaperones liable in case of accident or injury.

By signing this form, I also give permission for the directors and or chaperones of the BSHS Band to seek professional emergency medical treatment for my child in the event of accident or injury. By signing this form, I assume financial responsibility for medical treatment received by my child.

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

\_\_\_\_\_  
Date

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

### INFORMATION & SIGNATURES REQUIRED FOR PARTICIPATION

2010-2011

### \*\*\*INSURANCE INFORMATION\*\*\*

Please print all information

Student  
Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Phone \_\_\_\_\_ Doctor's Name \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy Number \_\_\_\_\_

Please list any known allergies, allergic reaction or medical problems:

# FAYETTE COUNTY PUBLIC SCHOOLS

701 East Main Street  
Lexington, Kentucky 40502  
859-381-4000

## PARENTAL PERMISSION FOR EXTRA-CURRICULAR ACTIVITY/STUDENT TRANSPORTATION

*This form is used to establish formal parental permission for student transportation.*

I, \_\_\_\_\_, parent/legal guardian of \_\_\_\_\_, hereby grant permission to Fayette County Public Schools to transport my child to the activities listed on the attached schedule. My child participates in the extra-curricular activity of band at Bryan Station High School. I acknowledge the activity schedule attached. It is noted on the activity schedule the dates(s) and departing time(s) from school. The return to school will be immediately after the activity has concluded.

In the event Fayette County Public schools are not providing transportation, it is so noted on the activity schedule.

Additionally, the mode of transportation is noted on the activity schedule.

By signing this form I am acknowledging and agreeing to the mode of transportation to be used. I do further certify that I am of full legal capacity to execute this authorization.

Date: \_\_\_\_\_

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PARENT/LEGAL GUARDIAN

# Bryan Station Band Association, Inc.

## Payment Agreement for 2010-2011

Student Name \_\_\_\_\_ Grade for 2010-11 \_\_\_\_\_ Instrument \_\_\_\_\_

Custodial Parent(s) Name(s) \_\_\_\_\_

Address \_\_\_\_\_ ZIP \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Email \_\_\_\_\_

Non-Custodial Parent Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Email \_\_\_\_\_

The board of the Bryan Station Band Association has approved the following schedule for the 2010-2011 school years. The expenses for 2010-2011 will be **\$525.00 per student**. Make checks payable to *The Bryan Station Band Association*. The payments are broken down as follows:

<u>Payment Due</u>	<u>Amount</u>
May 30, 2010	<b>\$75.00</b> (Band Camp Deposit)
June 30, 2010	<b>\$75.00</b> (Band Camp Deposit)
July 30, 2010	<b>\$75.00</b>
August 30, 2010	<b>\$75.00</b>
September 30, 2010	<b>\$75.00</b>
October 30, 2010	<b>\$75.00</b>
November 30, 2010	<b>\$75.00</b>

Expenses for **families with more than one student in the band** will be as follows **per each additional sibling**:

<u>Payment Due</u>	<u>Amount</u>
May 30, 2010	<b>\$75.00</b> (Band Camp Deposit)
June 30, 2010	<b>\$75.00</b> (Band Camp Deposit)
July 30, 2010	<b>\$25.00</b>
August 30, 2010	<b>\$25.00</b>
September 30, 2010	<b>\$25.00</b>
October 30, 2010	<b>\$25.00</b>
November 30, 2010	<b>\$25.00</b>

**In order to facilitate better accounting for the Bryan Station Band Association and to reduce monthly statement cost incurred, there will be ONLY three options available to pay for the above mentioned fee schedule (see attached).**

*First option: Pay all fees in full with the execution of this document. Make checks payable to The Bryan Station Band Association. (This is the only option available for paying via a personal check, money order or cash.)*

*Second option: Provide an active bank account number, routing number and signed authorization to automatic bank deductions each month.*

*Third option: Provide an active Credit Card number information and signed authorization to deduct payments each month.*

**I understand that I am responsible for the above expenses. I further agree to pay these expenses on or before the due dates stated. In addition, I will be responsible for any miscellaneous expenses incurred by my student(s). I understand that there is a volunteer service component necessary to reduce expenses and operate a competitive band program. Volunteer service allows us to keep our band fees as low as possible.**

**By signing this document you are acknowledging that you have read and understood all of your responsibilities contained herein. I agree that Bryan Station Band Association Inc. may collect any outstanding and or delinquent payments associated with this contract by any legal means necessary. If you do not understand any of your responsibilities or need to discuss finances, please contact Mr. Owens.**

Signature of Parent /Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Payment Options Information

Circle One and fill out the appropriate form.

Option 1: PAY IN FULL WITH THIS CONTRACT

Payment made with check, money order, or cash. Check number \_\_\_\_\_

Option 2: DIRECT CHECKING \ SAVINGS ACCOUNT DEBIT

(Fill out the ACH PREAUTHORIZED PAYMENT AGREEMENT)

Option 3: CREDIT CARD PREAUTHORIZED PAYMENTS

(Fill out the CREDIT CARD PREAUTHORIZED PAYMENT AGREEMENT)

**By signing this document you are acknowledging that you have read and understood all of your responsibilities contained herein. If you do not understand any of your responsibilities, please contact an Association officer.**

Signature of Parent /Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

ACH PREAUTHORIZED PAYMENT  
AUTHORIZATION AGREEMENT

Name: \_\_\_\_\_

Street Address or PO Box: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

PREAUTHORIZED PAYMENT / DEBIT AGREEMENT

I (we) hereby authorize The Bryan Station Band Association, to initiate debit entries to the account listed below in the amount, not to exceed \$75.00 (seventy five dollars) per month. I understand that, if necessary, credit entries and adjustments for any debit entry in error may be made to my account in relation to such debit entries.

This authorization will remain in effect until The Bryan Station Band Association has received written notification from me at least 60 days prior to the next scheduled payment date, and that I (we) have paid in full any outstanding balances due to The Bryan Station Band Association.

Signature(s) X \_\_\_\_\_ X \_\_\_\_\_

Information for Checking / Savings Account Debits

Financial Institution Name: \_\_\_\_\_

Financial Institution ABA/Routing Transit Number \_\_\_\_ \_  
(This info is found on the face of your check left of the account number)

Individual Account Number \_\_\_\_\_

This account is a \_\_\_\_ checking account \_\_\_\_ savings account (select one)

A voided CHECK must be attached if the account is a checking account.

CREDIT CARD PREAUTHORIZED PAYMENT  
AUTHORIZATION AGREEMENT

Name: \_\_\_\_\_

Street Address or PO Box: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

PREAUTHORIZED PAYMENT / DEBIT AGREEMENT

I (we) hereby authorize The Bryan Station Band Association, to initiate debit entries to the account listed below in the amount, not to exceed \$75.00 (seventy five dollars) per month. I understand that, if necessary, credit entries and adjustments for any debit entry in error may be made to my account in relation to such debit entries.

This authorization will remain in effect until The Bryan Station Band Association has received written notification from me at least 60 days prior to the next scheduled payment date, and that I (we) have paid in full any outstanding balances due to The Bryan Station Band Association.

Signature(s) X \_\_\_\_\_ X \_\_\_\_\_

Information for Credit Card Account Debits

Credit Card Type \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER (select one)

Credit Card Number \_\_\_\_\_

Security Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Billing Address \_\_\_\_\_

Authorized Signature X \_\_\_\_\_