

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

# Policy & Procedure Handbook

2018-2019

## 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.

## 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

## BRYAN STATION BAND ASSOCIATION (BSBA) aka Boosters

BSBA meets 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 Band Booster organization is a vital support group for the band. The Boosters raise needed funds. Also, the Boosters provide the needed manpower to mobilize our band. Instruments and uniforms must be transported. The Boosters also cheer for our band while we perform and function as the support team for our students!

BSBA is 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.

## SUMMER BAND PRACTICE (CAMP)

Band camp is a two-week period where we learn our outdoor show(s). The camp is held at BSHS. All students who participate in band will attend band camp.

## MARCHING BAND

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 Band students will participate in marching band unless they have an approved varsity sports exemption. Band rehearses after school, performs at home football games/playoffs, parades and various other functions. **TO RECEIVE A LETTER OR BAR IN BAND, THE STUDENT MUST SUCCESSFULLY PARTICIPATE FOR AN ENTIRE SCHOOL YEAR.**

## PEP BAND

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

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

## **BAND CLASSES**

**Advanced Band and Theory (aka Concert Band):** This course is for ALL students participating in band. First semester will split focus on outdoor performance responsibilities, Individual Musicianship Program (IMP) and concert literature; second semester will focus on (IMP), concert literature and KMEA Assessments. Students will be involved in after school rehearsals and performances including, but not limited to, football games, parades, recruiting at feeder schools, fall concert, winter concert, KMEA District Concert Band Assessment, State Concert Band Assessment, spring concert. Adv Band & Theory is a WEIGHTED course. Due to the co-curricular nature of the course, there are required rehearsals and performances outside of the regular school day. Students must attend all rehearsals and performances unless they have a prior approved excused form on file. Varsity sports exemptions are acceptable when band activities conflict directly with varsity sport activities and are approved in advance.

**Advanced Symphonic Band:** Enrollment is by audition or permission of the Director. This course is the top level ability group in our program. Students must exceed the standards of musicianship set forth by the Director in order to be a member of this ensemble. They have all the same responsibilities of the Concert Band in addition to performing more frequently and more difficult literature.

**Advanced Percussion:** Enrollment is by audition or permission of the Director. All Percussionists should enroll in this course and not the Advanced Band course. After school rehearsals are the same as the Advanced Band students.

**Advanced Jazz Band:** 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 and All-District Jazz Ensemble auditions held the first Saturday in December and first week of January.

## **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 and occur throughout the year.

## **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 Band wears the uniform for performances. Students will purchase a polo shirt and t-shirt to wear at designated times. Students must provide solid white calf-height socks. Students will need their own black socks, shoes and pants when performing in the band polo shirt. They will also need a pair of khaki shorts to wear with the t-shirt. Our uniform is a great source of pride. Students will remain in uniform while in public and will be responsible for any damage caused by their negligence.

## **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. When we travel, students are expected to ride the bus to and from events. 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 regularly scheduled school day.

Points are assigned:	50%	Performances
	40%	Tests and Evaluations
	10%	Final Exam

Each student receives an Individual Musicianship Program (IMP) providing them the blueprint for success on their instrument. Students are given time during and outside of rehearsal to work on and complete components of the curriculum. Successful completion of the program will prepare students for a successful university music school audition entrance/scholarship audition.

## MUSIC CLINICS AND HONOR BANDS

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

- KMEA District Solo & Ensemble Festival
- KMEA All-State Band (auditions held in Nov. & Dec.)
- KMEA District 7 Honor Bands (auditions held in Jan.)
- Morehead State University Honor Bands
- Eastern KY University Honor Bands
- Asbury College Honor Band
- University of KY Honor Band
- Western KY University Honor Band

## BAND BANQUET AND STUDENT AWARDS

At the conclusion 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
- 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
- Outstanding Leadership
- John Philip Sousa Award (Senior that has been an outstanding leader and musician for four years)
- Louis Armstrong Jazz Award
- 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:

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| Fall Flower Sale (Sep.)            | KMEA Semifinals (Oct.)              |
| Fruit Sale (Nov. & Dec.)           | Cheers, Inc. Contests (Nov. & Jan.) |
| Bluegrass Pageant of Guards (Mar.) | Jazz Band Dinner Dance (Apr.)       |
| 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 the following areas of financial responsibility for each member.

The following are payable to The Bryan Station Band Association (BSBA):

**Uniform Shoes: \$25.00** for all band students. We will order the appropriate style shoe from a uniform company.

**Uniform Polo Shirt, Hat and T-shirt: \$30.00**

**Uniform Cleaning Fee: \$10.00**

The following are payable to Bryan Station High School (BSHS):

**Class Fee: \$25.00 (per class)** offsets the cost of music, supplies and some transportation costs.

**Equipment Rental Fee: \$25.00** for all students using school instruments or equipment.

- **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
6. No personal electronic devices in sight unless specifically approved by the Director

- **STUDENT RESPONSIBILITIES:**

1. Participate in all scheduled band activities
2. Be responsible for your choices and 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 courtesy and 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. ALL STUDENTS WILL MARCH and participate fully in every band activity. Absences will be approved for those students participating in KHSAA sanctioned sports practices and games that directly conflict with band activities. Excused absence forms are available at [www.bryanstationband.org](http://www.bryanstationband.org) under the forms tab. Students seeking sports exemptions must have the form signed by their parent and coach.
6. Special cases APPROVED IN ADVANCE by the director (Excused Absence Form available on [bryanstationband.org](http://bryanstationband.org))
7. 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**  
**2018-2019**

**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  
859-381-3311**

# Bryan Station High School Band

201 Eastin Road Lexington, KY 40505

## 2018-2019 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 Bryan Station Band Association 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

2018-2019

### \*\*\*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:

# Bryan Station Band Association, Inc.

## Payment Agreement

Student Name \_\_\_\_\_ Grade for 2018-19 \_\_\_\_\_ Instrument \_\_\_\_\_

Custodial Parent Name \_\_\_\_\_

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

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

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_

Other Parent Name \_\_\_\_\_

Address (if different) \_\_\_\_\_

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

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_

The Bryan Station Band Association has approved the following Band expenses for the 2018-2019 school year. Payment is due before items issued.

**Make checks payable to *Bryan Station Band Association*.**

**\$30.00 – Uniform Polo & Uniform T-Shirt & Cap**

**\$25.00 – Uniform Shoes (optional if student has clean fitting uniform shoes from the past)**

**\$10.00 – Uniform Cleaning Fee**

**Additionally, there are fees payable to Bryan Station HS. Make checks payable to *Bryan Station High School*.**

**\$25.00 – Class Fee per class enrolled**

**\$25.00 – Equipment/Instrument rental**

**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 successful program. Volunteer service allows us to keep our band fees as low as possible. We have several fundraising events/competition we host, and we need every family involved to be successful**

**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. NO REFUNDS. If you do not understand any of your responsibilities or need to discuss finances, please contact Mr. Owens.**

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