

# **- Medina Musical Bees -**

*A tradition of excellence*  
*Shattering Standards with Pride in Our Eyes*

## ***Band Handbook***

You are a member of the Medina Musical Bees Marching Band. As one of the largest school organizations, we have had an outstanding tradition of continued excellence. It is the mission for all of the staff and students to continue that tradition and to always be proud of our group's efforts and accomplishments. Together, as we have for many years, we plan to shatter even more standards this coming season.

As a class, this handbook contains materials for participation; please make a note of all dates and expectations required. Earlier this year, our 2018 – 2019 band calendar, which listed all required performances and practices students need to attend, was provided. It was our effort to provide these dates as soon as possible, giving families a year to plan ahead. It is the philosophy of our band program that each student is an extremely important and valuable member, so attendance is mandatory at all events for all band members. It is our goal by giving everyone the list of performances and practices far in advance, that medical/orthodontist appointments, ACT/SAT Testing, vacations, etc. will be planned around the rehearsals and performances so there is not a conflict. If there is a large conflict scheduled for the student/family, i.e. Wedding, etc., please send in a note and absence form during the summer so we may document the conflict before the year begins.

If you have questions, we encourage students to always ask our group's leaders as much as possible. Please ask your Section Leader/Captain, Line Leader, Field Commander, Officer, Instrument Rep, or parent volunteer. They can often answer your question quickly and are excited to assist you.

The student contract at the end of this document must be turned in for you to receive credit for this course and for you to participate in this ensemble. Both student and parent signatures are required on this contract.

# Marching Band Participation Expectations

- RESPECT OUR BAND ROOM, PRACTICE LOT and PERFORMING ARTS CENTER:
  - Observe the no food or drink rule (except for water)
  - Snacks are to be kept to the PAC lobby area or cafeteria (clean up after yourself)
  - Remember that everything has its place and put items back where they belong
  - Careful consideration of the variety of equipment in and around our area
  - If it doesn't belong on the floor, pick it up
  - To avoid the gathering of a lot of Bees, there is No Food or Drink (except for water) on/near the practice lot
  
- RESPECT OUR REHEARSALS:
  - Tennis shoes and socks must be worn for all outdoor rehearsals
  - No sandals or flip-flops
  - Be on time for the start of all rehearsals
  - Have a pencil available
  - Always have your music and coordinate sheets ready at rehearsals
  - Use correct rehearsal posture
  - Cell phones may not be used during any indoor/outdoor rehearsals
  - All students are responsible for setting up chairs and stands when indoors and assisting with room clean up upon completion of rehearsals
  - **NO FOOD, GUM, OR DRINK IN REHEARSALS** (except water)
  - Implement directions given by all directors
  - Listen to instructions given by the Field Commanders, Section Leaders/Captains, Line-Leaders, Officers & Instrument Reps
  - Memorization of your drill, music and/or routine is vital to our success
  
- RESPECT OUR PERFORMANCES:
  - No Food, gum, or drink (except for water) during performances
  - Follow the directions given by all directors
  - Listen to instructions given by the Field Commanders, Section Leaders/Captains, Line-Leaders, Officers & Instrument Reps
  - Cell phones may not be used during a performance
  - Keep your instruments and equipment in good working condition

***Woodwinds always have good reeds and a working instrument***

***Brass always should have oil, grease, etc. and working tuning slides***

***Guard: Take proper care of flags, rifles, props, etc.***

***Take care of school-owned instruments and equipment***

- As explained in the introduction of this handbook, ***Attendance is vital to our success.*** *You're required to attend all practices and performances- no exceptions. The complete attendance policy is explained further in this handbook.*
- Public displays of affection will not be tolerated at any time.
- Students should also respect and be courteous to all our parent volunteers. This includes our Beekeepers, The Uniform Committee, Chaperones, etc.
- The words “please” and “thank you” are essential to the character of our band. Band members should always be respectful of other bands not only at band competitions, but also at football games.
- Listen, watch, and be a respectful to the other performing groups during their performance.
- Students are to adhere to all school rules in the MHS Policies and Procedures at all rehearsals and performances or infractions will warrant severe disciplinary action by the directors and/or school administrators.
- No person shall conspire to engage in or participate in hazing or any conduct similar to hazing or commit any act that injures, degrades, or tends to injure or disgrace any fellow band member.

## Student Leadership

*The successes of our marching band and its continued tradition of excellence are dependent on Student Leadership. The bigger the band, the more people are needed to take the lead and make sure things are the best they can be. This is a list of positions within the band and their roles. Any student should feel comfortable approaching any one of these individuals with questions or to ask for help.*

### **Field Commanders**

Students selected to be Field Commanders often have a commanding presence. They are expected to conduct the band during rehearsals and performances. They assist the directors in all marching band matters and assist the other student leaders during rehearsals and performances as needed with marching and music. They are role models for band members to follow. Field Commanders will set high personal standards and will always work to earn the respect of their peers.

### **Officers and Representatives**

These leadership team members were selected based on their excellent musicianship, leadership, and communication skills. They are an important part of the band's success and will work to help everyone achieve our goals established for the entire marching band. They are highly involved in many of the behind-the-scenes operations of our band program. They assist the marching band directors and staff in all marching band matters as needed. They are role models in marching and music for all band members to follow.

### **Section Leaders, Captains and Line Leaders**

These leaders are the core to our performing excellence. Their selection has been based on their excellent musical contributions to our band program or their outstanding marching skills or both. They often take private music lessons and can be seen practicing throughout the day. These leaders will help teach marching basics to all members, help students find their drill placements in the show, will run extra music sectionals from time to time, and will assist students one on one with their music or marching.

## Facilities

**The band room is our second home; please treat it accordingly.** NO food or drink is permitted in the band room at any time (with the exception of water). Your instrument, when not in use, should be stored properly in its case and kept in your assigned locker. Pay attention to all areas the band uses and keep them clean and in good order. ***Please remember that if it doesn't belong on the floor, pick it up.*** Finally, everything has its place so be sure to put it there.

## Private Lessons

When it comes to playing your instrument to the best of your ability, there is no substitute for study with a competent private lesson teacher. The directors will be able to supply you with a list of "qualified" teachers. It is a proven fact that students studying privately achieve a higher degree of proficiency on their instruments. Individuals benefit from private lessons and their increased proficiency makes a positive contribution to our ENTIRE music program.

# Attendance Policy

**Attendance is vital to our marching band's success.** The time commitment for this class was made clear before scheduling began in the spring. Earlier this year, our 2018-19 band calendar, which listed all required performances and practices which students need to attend, was provided. It was our goal to provide these dates as soon as possible, giving families a year to plan ahead. It is the philosophy of our band program that each student is an extremely important and valuable member, so attendance is mandatory at all events for all band members. It was our goal by giving everyone the list of performances and practices that far in advance, that medical/orthodontist appointments, ACT/SAT Testing, vacations, etc. will be planned around the rehearsals and performances so there is not a conflict. If there is a large conflict scheduled for the student/family, i.e. Wedding, etc., please send in an absence form during the summer so we may document the conflict before the year begins.

Attendance will make up a **major part** of your nine week grade for the 1<sup>st</sup> grading period.

The only excuses for missing a rehearsal are family emergencies, important event (i.e. wedding) with advance written notice at the beginning of the year, personal illness, or extenuating circumstances approved by the band directors. Those with a Wedding, etc., that conflict with a band performance date should notify Ms. Blasko with a completed Absence Form by Aug. 3<sup>rd</sup>.

If you have an “excused” absence from a performance approved by the directors, you will be assigned a make-up assignment from the directors after the missed performance. This assignment must be completed on time and dated no more than one week after it was given.

Excused Absence Penalty for a Performance:

- None if assignment is completed
- 1 overall class grade lower from the total final grade if assignment is not completed

Unexcused Absence Penalty for a Performance:

1. Deduction in grade
  - a. 1 overall class grade lower from final grade if assignment is completed
  - b. 2 overall class grades lower from final grade if assignment is not completed
2. Loss of performance opportunities
3. Removal from leadership responsibilities
4. Dismissal from band

Unexcused Absence Penalty for a Rehearsal(s):

1. Deduction in grade
2. Loss of performance opportunities
3. Removal from leadership responsibilities
4. Dismissal from band

If a student is ill and will not be able to be at a rehearsal or performance, an absence from filled out by a parent must be submitted to Ms. Blasko. Rehearsal is our CLASS time, and therefore students that are healthy enough to be in school during the regular school day are expected to be at after school rehearsal that day as well. In regards to our regularly scheduled class time during 12<sup>th</sup> period, ***as is school policy, credit will be denied if a student has accumulated 10 class absences (per semester).***

**ABSENCE FORM** - There are a lot of students in our marching band. Trying to keep track of attendance through emails, notes and word of mouth is impossible. Students with a potential rehearsal conflict should speak with Ms. Blasko directly as soon as the potential conflict arises with a completed Absence Form.

An Absence Form with a parent signature does not make an absence “excused.” Decisions on whether an absence is excused or unexcused will be based on the circumstances surrounding the absence, and the discretion of the band directors.

## **CONFLICTS**

Every effort possible is made to schedule our performances around athletic, choir, orchestra, and other school events; **however, should a conflict arise you must notify BOTH ADVISORS immediately.** At that time, your other advisor and I will come up with a mutually agreed upon solution. The key to this is proper and timely communication. Make-up work may be assigned even for excused absences and failure to complete this will affect your grade.

## **DRIVING TO SCHOOL SPONSORED EVENTS**

Medina High School students **are not permitted under any circumstances** to drive to school sanctioned events. This includes students who have reached their 18<sup>th</sup> birthday. In the event that a student must drive to or from the event because of another school conflict (work, family activities, etc. are not school conflicts) **a parent or guardian must drive. In this case written permission must be received PRIOR to the day of the event.**

## Discipline

Marching Band is a class. Students not following the guidelines set forth in this handbook (as well as the MHS Policies and Procedures) and not exhibiting appropriate behavior and respect in all aspects of your involvement with this group will be placed on the discipline ladder below.

The discipline ladder for not exhibiting appropriate behavior and respect is as follows:

- student given a verbal warning on the first offense
- student given a verbal warning and parent(s) will be notified on the second-offense
- student will be referred to their appropriate principal for disciplinary action
- student will be dismissed from the course with loss of credit

Disciplinary action for more serious violations of MHS Policies and Procedures:

- student will be referred to school administration for disciplinary action
- student will be prohibited from performing at events ranging from one to all remaining events at the discretion of the directors and/or administration
- student could be dismissed from the course with loss of credit

## Uniforms

The replacement cost of our uniforms is approximately **\$500+** for the hat, plume, coat and pants. Please protect our investment and give them the very best care at all times.

The raincoat & bag will be sent home with the student and are your responsibility to care for until they are turned in at the end of the season. Raincoats must be brought to school for every performance. We will bring them to all away events. However, an announcement will be made to let you know if we will be bringing them to with us to home events based on the weather forecast prior to inspection.

The uniforms do not go home with the student, but are kept in the band uniform room. Your uniform must be hung properly after each performance. Each uniform has a number, and each student is responsible for remembering their uniform number. You must sign the Uniform Contract provided earlier this year, on the website, or at your uniform fitting. **Your uniform is your responsibility!!** The uniforms will be collected and dry cleaned by the Uniform Volunteers whenever needed; if a uniform requires extra cleaning or repair, the student will be charged.

The Uniform Volunteers work hard to make sure the Medina Musical Bees look their best at all performances, and we expect the students to do their best to take care of their uniforms and make sure they have everything they need when they arrive at a band event. They are also here to assist you. If you have a problem with your uniform or have any questions, please ask any of the uniform volunteers. They will be happy to help you.

## Wearing the Uniform

You must be in full uniform for all band performances unless otherwise instructed by a director and only a director!!!! (This includes 3rd quarter privileges). Full uniform is described as hats on, jackets zipped up and gloves on. This will instill pride and makes a good impression to the public. Moreover, the band is judged and scored on appearance in all competitions. Each marcher must wear the uniform proudly and correctly.

Inspection will take place before every performance as follows:

***Section Leaders will inspect their sections.***

***Directors will inspect the Section Leaders.***

***If any part of the inspection is not up to standard, it is expected to be dealt with right then and there.***

1. Clean gloves, polished shoes, a shiny instrument and well-maintained equipment are all very important.
2. Your hat must be worn on the top of your head, slightly forward, so the bill is just above the eyebrows and the strap is firmly fastened under the chin. It should not be tilted left or right.
3. **HAIR:**
  - Girls - hair must be French Braided unless it's short enough that it does not touch the collar of the jacket. Hair must be placed up in the hat.
  - Boy's - hair that is long enough must be secured and it must be placed up in the hat.
4. No make-up or excessive noticeable jewelry is permitted.
5. All earrings and other piercing must be removed or covered.
6. You must wear the black musical bees t-shirt under your jacket
7. **Shorts** must be worn under the uniforms (**no boxers please!**). Later in the season when the temperature drops you may wear longer clothing under the uniform. However, it must be secured so that it may not be seen hanging out the bottom of your band pants.
8. Pants are worn above the waist so the top of the pants is covered by the jacket. Hems **MUST NOT** drag on the ground. Use the suspenders to pull the pants up, if needed, to keep hems off the ground. Tell a uniform mom **IMMEDIATELY** if your hem needs adjustment.
9. Plain black crew socks are required for all performances. "Shorty" socks are not acceptable. Please bring your own socks (limited supplies of socks will be available for purchase by the uniform moms). All band members must wear the Dinkle marching shoes.
10. Students (except percussion) wear white gloves for football games and black gloves for competitions. Additional pairs may be purchased from the Uniform Moms during the season. Clarinets need to cut the finger tips out of their gloves.
11. ***\*\*ATTENTION\*\*During cooler weather the only clothing a student is permitted to wear in addition to their standard uniform are the officially sanctioned Medina Musical Bees Winter Wear which can be purchased through our Spirit Wear Committee. These will include an officially sanctioned Musical Bees Winter Cap, Cold Weather Headbands, Scarves, and Gloves.***



## In The Stands

***The Band is a vital part of school spirit at football games. Watch the game and your directors because things happen quickly. Be prepared to play the "Fight Song" every time our Battling Bees Score!!!!***

### **Rules while in the Stands:**

- Directors will determine the band seating configuration at all football games. We will be sitting by section.
- **The bandstand is for band members only!** Do not invite your friends or family to sit with you in the stands or enter the end zone area at any time.
- Play your instrument only when the entire band plays.
- Take care of your instrument to prevent damage.
- Do not leave the stands at any time without one of the director's permission.
- At games, students may be given 3rd quarter privileges. If such privileges are given, students **MUST** be seated at beginning of 4<sup>th</sup> quarter. Any student returning late will not receive 3rd quarter privileges for the following football game and will assist in cleaning the band and orchestra rooms that night.
- Do not use the concession any time other than 3rd quarter.
- Do not have family or friends bring you food or beverages other than during third quarter.
- Have your raincoat for all performances as described in the Uniform section of this handbook
- No jewelry will be worn during performances.

## Bus Trips

***At the beginning of the season you will sign up for a bus. This will be your traveling assignment for the year. You must observe all rules in order to ensure a safe trip.***

### **Rules while on a Bus**

- Do not board or load equipment on the bus until told to do so.
- Thank and listen to your bus drivers and chaperones.
- Attendance will be taken by designated student leaders.
- Students must remain on your assigned bus to and from performances.
- Mp3 devices must have personal earphones.
- No food or beverage on the bus at any time.
- Stay seated while the bus is moving.
- No abusive or inappropriate language.
- Use moderation in talking and singing.
- Do not use hair spray or any other aerosol product at any time on the busses.
- Keep the bus clean; pick up and properly dispose of all trash.
- Maintain silence at railroad crossings.
- Hands and arms must remain inside the bus at all times.
- Stay on the bus until asked to unload.
- When leaving the bus, make sure all windows are closed.
- Each student is responsible for putting away their own instrument and equipment after each performance

## Music Check-Offs

All marching band members are required to memorize their music. A daily sign-up sheet will be posted in the band vestibule and you will need to sign up for a time slot each day of check offs. You will not be permitted to march on the field with the band at any performances until you have checked off the required music.

You only need to be at the school for the duration of your check offs. Check offs will be held from 1:00-3:00 on the dates indicated on the camp calendar. Missed check off days will need to be made up. You must play the music memorized with correct notes, dynamics, pitch, rhythms, good tone quality, articulations, and correct tempo (at the speed we have been playing in class).

## Sectionals

A sectional schedule will be determined by your section leaders/captains following director approval. Students will be given a sectional schedule by the section leaders/captains with more than a month's notice of the time and location. ***All marching band members are required to attend sectionals as part of their attendance grade.*** Please follow our attendance policy if there are any schedule conflicts.

## Tuesday & Thursday After-School Rehearsals

Beginning on Thursday 8/16/18\*\*\*we will begin having after school practices on Tuesdays and Thursdays from 2:30-5:00 p.m. These practices run through the beginning of the school year until our final performance.

Attendance is **MANDATORY** to all after school practices! The time commitment for this class is made clear before scheduling begins in the spring. Students involved in school sports must see Mr. Locher or Ms. Blasko to work out a schedule.

***Students are not allowed to leave the school grounds during any rehearsals or breaks!***

## Grading

**Marching Band is a class. Grades are based on:**

- Attendance at all performances and rehearsals/sectionals
- Class participation
- Cooperation in the established guidelines
- Performance of assigned music and/or routines at rehearsals and performances
- Check-offs
- Proficiency as determined by the directors

# Medina High School Marching Band Absence Permission Form 2018

**Reminders:**

- Hand this form directly to and discuss your absence with Ms. Blasko. Do not leave this just laying on her desk, etc.
- Attendance is vital to our marching band's success. "All" members are important and the group is hindered during practices and performances even when one person is not in attendance.
- Performances are mandatory and make-up assignments will be required regardless if the absence is excused or unexcused.
- For further information regarding excused and unexcused absences, please see the marching band handbook attendance policy.

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

Print Student Name: \_\_\_\_\_ Instrument: \_\_\_\_\_

Marching Band Event Missing: \_\_\_\_\_

Date of Intended Absence: \_\_\_\_\_

Reason for Absence:

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I am aware of, and fully understand the rules concerning absences from marching band events as outlined in the marching band handbook attendance policy.

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

Parent Signature: \_\_\_\_\_



# STUDENT CONTRACT FOR MARCHING BAND MEMBERS

*This form must be filled out and returned to a director by Wednesday, August 1st to receive credit.*

STUDENT NAME (please print) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

Preferred Parent Contact Phone Number (     ) \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

\_\_\_\_ *I am not receiving band emails. Please add the above email to the band email list.*

\_\_\_\_ *If you are already receiving emails from and you want to change/add the email address used for that communication to the above address*

PARENTS/GUARDIANS NAME (first and last):

\_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_

**\*\*PLEASE NOTE: Your signature affixed to this contract signifies that you have carefully read and understand all of the expectations of you as a marching band member at Medina-High School. It is advisable that you keep this information handy and put all dates on your calendar immediately. Additionally, all rules set forth by the Medina High School Administration (M.H.S. Student Handbook) and the Board of Education apply to you at All times of involvement in Marching Band activities.**