



Bixby Middle School
Instrumental Music Department

2018-2019

Handbook of Policies

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Department Schedule

1 st Hour	Semester 1: Pride of Bixby Marching Band (HS) Semester 2: Wind Ensemble/Symphonic Band
2 nd Hour	6 th Grade Beginning Band (CI and NI) Middle School Beginning Band (MS)
3 rd Hour	6 th Grade Beginning Band (CI and NI) Middle School Jazz Band (MS)
4 th Hour A	6 th Grade Beginning Band (NEI)
4 th Hour B	7 th Grade Middle School Bands (MS)
5 th Hour	7 th Grade Percussion (MS)
6 th Hour	8 th Grade Middle School Bands (MS) Theory/Applied Music (HS)
7 th Hour	High School Jazz Band I and II (HS) Varsity Winter Guard (HS)

Handbook of Policies for Students and Parents

The purpose of this handbook is to introduce the band members and their parents to the policies and procedures of the Bixby band program. The bands are a vital part of the total school life and represent our school, the school district, and our community. All students will be expected to comply with the policies set forth in this handbook. Band members and parents are encouraged to read the handbook thoroughly, then sign and return the agreement statement, travel permission, and medical consent. Parents should retain this copy of the handbook for future reference.

Performance and Participation Requirements

1. All band students are expected to participate in rehearsals, concerts, sporting events, and any other school function in which the band takes part throughout the year.
2. Personal illness, family death, unsafe road conditions, or conflicts with other school sponsored activities may be considered excused absences from rehearsals and performances, provided that the band director is notified by phone, e-mail, or in writing of the absence. The directors reserve the right to determine what will be considered excused and unexcused.
3. Parents and students should notify the band director *well in advance* of any possible scheduling conflict.
4. A director may exclude a student from a performance for inappropriate dress, excessive absences, lack of individual preparation or lack of appropriate participation.
5. The standards mandated by OSSAA and Bixby Public Schools will be used to determine a student's eligibility for performances. Ineligible students can be removed from the performing group prior to contest, but will remain in the classroom to complete assignments in their failing class and/or complete assignments as assigned by a director. A student who is ineligible due to these requirements can also be removed from any dress rehearsal performances such as concerts etc.
6. Per Bixby School Board policy, all students who participate in an OSSAA activity must complete a drug test as instructed by the school administrators. Any students who fails to complete the test or who fails the test will be ineligible to perform in OSSAA sponsored events.
7. Once a student has chosen band as an elective, the expectation is for the student to remain in band for the duration of the school year.
8. Rehearsals outside of the normal school day may need to be scheduled in preparation for concerts and contests. These will be announced well in advance.

Classroom Procedures

1. Students should have their instrument, music, book, pencil, and any additional classroom materials at each rehearsal. Each student should have his/her name on all necessary classroom materials. Students will need to purchase a combination lock for their assigned instrument locker.
2. Students should leave their instruments in their assigned band locker during the school day. Instruments should not be kept in core classrooms, team storage closets or hallways. Students who leave their instrument in a location other than the assigned location, do so at their own risk. Students with school owned instruments will be held responsible for any damages as a result of this action.
3. Gum, candy, food or drink will not be allowed in the band room unless approved by a director.
4. Only instrumental music students are allowed in the band room. Band members are responsible for instructing their friends to remain outside the band room.

Band Student Conduct and Behavior

All band students are expected to conduct themselves appropriately at all times, whether on campus, attending a school function or trip, or representing a school organization.

Consequences for inappropriate band-student behavior will be assigned at the discretion of the director. Examples of consequences include, but are not limited to, verbal warning, assigned seating, writing assignments, detention, school service, loss of privilege, travel restrictions, and loss of travel privileges. Examples of inappropriate behavior include, but are not limited to, food and/or drink in the band room, tardiness, talking during instruction, lack of instrument and/or required materials, playing at inappropriate times, horseplay in the band room, excessive school discipline issues and suspension from school.

Grading

Grades in band reflect the student's performance in all aspects of being a responsible member of an organization. Every band member will be held accountable for his/her attendance, materials, conduct, and preparation.

1. School policies for tardies and absences will be observed. Excessive tardies and/or absences may affect a student's eligibility and participation in band.
2. Performance Tests and assessments will be assigned at the discretion of the director. Students are held accountable for any material covered in band class. Students who miss a chair test due to absence or lack of materials will be placed in the last chair of their section, but will have the opportunity to make up the grade.
3. All performances are graded as multiple tests. Each *unexcused* absence from a performance can lower a student's grade by one letter grade.
4. Students will have weekly practice cards. The practice cards will be due to their director each Monday and will be for a weekly grade.

All-District Honor Band

This is an opportunity for 7th and 8th grade students to excel as individuals. The All-District Honor Band was established to honor the top students in our district. Students will be required to play the audition material for a director before being allowed to audition. Students who audition &/or are selected may receive extra credit. The cost for this audition will be made available to the student and parents at the beginning of the year.

Performance Clothing

Clothing worn by the band program during a performance is a visible symbol of our group as a legitimate school organization. When performing, each student is a representative of the band program, our school district, and our community. All band students will wear concert black for each concert or performance.

School-Owned Instruments

The Bixby band department does not maintain an inventory of instruments to loan to each student. Most students are expected to provide their own instrument. Some school-owned instruments will be issued to ensure the bands have proper instrumentation. The student must complete an instrument check-out form and agree to maintain the condition of the instrument through-out the check-out period. The band department does not charge a maintenance fee on school-owned instruments; therefore, it is the student's responsibility to

complete any repairs that the directors deem necessary during the check-out period.

Fund Raising & Student Accounts

During the course of the school year, the Bixby Band Program will take on fund raisers. These fund raisers provide the band program with essentials such as concert band entry fees, new music, instrument repair, and the purchase of new equipment such as chairs and stands. A portion of each student's fundraising profit will be set aside for their band trip in the Spring.

BEST Training

As part of the Bixby School Board Policy, any parents wishing to help the band program by attending a band event as a chaperone, must complete the BEST training provided by Bixby Public Schools. This training includes a background check and must be completed prior to the event in which a person desires to chaperone. This link can be found on the Bixby Public Schools website.

Contact Information

Mr. Chris Walden – cwalden@bixbyps.org

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Handbook Agreement

I have read the Bixby Band Handbook and agree to abide by all the policies stated. I realize that it takes cooperation from 100% of the students to make our band a success, and I agree to do my part to help achieve this goal.

Student Signature

Date

We have read the Bixby Band Handbook and agree to help our student abide by the policies stated therein.

Parent/Guardian Signature

Date

