



**WHITELAND COMMUNITY
HIGH SCHOOL BAND
DEPARTMENT HANDBOOK**

2023-2024

Directors

Mr. Peter Sampson
psampson@cpcsc.k12.in.us

Mr. Adam Dostalík
adostalík@cpcsc.k12.in.us

Ms. Kate Lang
klang@cpcsc.k12.in.us

Ms. Kathryn Briel
kbriel@cpcsc.k12.in.us

Ms. Abby Ellinger
aellinger@cpcsc.k12.in.us

Julie Sampson - Guard/Dance
jsampson@cpcsc.k12.in.us

Table of Contents

Introduction.....	3
Opportunities.....	3
Concert Bands	3
Marching Band.....	3
Pep Band	4
Jazz Ensembles.....	4
Small Ensembles.....	4
Pit Orchestra.....	4
Color Guard.....	5
Winter Guard.....	5
Winter Percussion	5
Solo and Ensemble Contest	5
Attendance Policy	6
Grading Policy	7
Playing Test	7
Challenge Policy	7
Discipline Policy.....	8
Filing a Complaint	8
Band Room and Office Facilities.....	8
Traveling Policy.....	9
Whiteland Band Boosters	9
Fees	9
Controlled Substance Policy	10
School Owned Equipment	10
Instrument Maintenance.....	11
Dress Code	11
Student Leadership Positions.....	12
Classroom Expectations.....	13
Awards.....	14
Connected Learning Expectation.....	14

Introduction

This handbook is to be used as a procedural guide as a source of information for all members of the WCHS Band and their parents. We ask that you read through this handbook together and return the form on the last page to band office to be kept on file. The regulations stated here were designed in the best interest of all band members and the entire band organization. Rules are necessary in any organization to bring a semblance of order and efficiency to the organization. Our rules are made not to inconvenience any one member but to establish a common ground of agreement from which all individuals can best accomplish their own musical goals as well as the goals of the organization.

Whiteland Band Department

Membership into any of the performing ensembles in the WCHS Band Department is open to any student genuinely interested in learning and growing musically. Deciding to become a member of the band program is a commitment and not a decision to be taken lightly. It is the director's belief that involvement in band teaches much more than just how to play an instrument. Many valuable lessons are learned such as goal setting, teamwork, self-discipline, honesty, integrity, and commitment as well as many others.

Opportunities

Concert Band - The Whiteland bands are open to any band student by director appointment. Each group is determined by performance ability. The band classes are co-curricular and therefore meet both during the regular school day and outside of regular school hours. In the fall, the concert bands serve as the Marching Warriors. In the second and third quarters of the school year, the concert bands also serve as the Pep Band and performs at select Varsity Boys and Girls home basketball games. Each band perform a minimum of two concerts a year as well as the ISSMA concert band contest. At the end of the year, select concert bands will perform at graduation. Ensembles, parts and chair placements are determined by a combination of audition and director assignment. The **“Foundations for Superior Performance”** is a required text for this class and must be purchased by the student.

Marching Band - The name of the marching band is *The Marching Warriors*. Membership in the Marching Warriors is mandatory if the student is enrolled in a concert band, percussion or dance performance class. Students that are involved in a school-sponsored fall sport or other director-approved activity that conflicts with marching band may enroll in a performance class and not participate in marching band. The Marching Warriors represent Whiteland Community High School in the community, across the state, and even the nation.

The Marching Warriors are a very important part of the Whiteland Band Program. Students improve their playing ability, coordination, and their understanding of the art of performance. During the season, students must be dedicated and highly motivated in order for the season to be successful. The marching band season lasts from June until late October. There are numerous after school rehearsal and these make up a percentage of the class grade along with performance grades. The Marching Warriors perform at all home football games and competitions around the state. Throughout the season there are many social activities which help the band grow together as a unit. Through hard work, competition, and other fun activities each member will feel a great sense of personal accomplishment and pride in the organization.

Pep Band - The Whiteland Pep Band is organized to perform at home basketball games. This ensemble is mandatory if the student is in either concert band or percussion class. Student participating in a winter sport are excused from pep band performances. Membership is not, however limited to those in the class. Attendance rules and regulations will be given to the students prior to the beginning of the basketball season. The music which is played is mostly Rock-n-Roll, Rhythm and Blues, Jazz and musical cheers. The Pep Band practices one hour before each game.

WCHS Jazz Ensembles - Performance in a Whiteland Jazz Ensemble is offered to any student already participating in the marching/concert band program. Students playing guitar, piano, or bass that are not part of the band program playing wind instruments are allowed to participate in jazz band only with director approval. Advanced Jazz Ensemble is selected by audition or by director appointment. All other jazz ensembles are open to any student without audition. All jazz ensembles are offered in both fall and spring semesters and student are required to enroll in both semesters. Jazz ensembles will meet after school as necessary and scheduled in advanced by the director. Basic techniques of jazz improvisation will be covered. Many jazz styles will be played; Swing, Be-Bop, Big Band, Blues, Rock, Latin, etc. Jazz Ensembles will perform at concerts, various jazz festivals and at the ISSMA Jazz Festival.

Small Ensembles - These events are formed by the students or directors and perform at the ISSMA Solo and Ensemble contest in January and/or February. Some director supervision of these groups is required. These ensembles may also be formed by the director to provide performance opportunities for the students and the community.

Musical Pit Orchestra - This ensemble is chosen by the director to provide music for the spring musical production. This ensemble rehearses after school and parallels the musical schedule the week of production

Color Guard - Guard is a full-year activity, is by audition only and enrollment in the Dance Performance is required for participation. Fall color guard is part of the Whiteland Warrior Marching Band. These students learn to manipulate equipment such as flags, rifles, and sabres as well as body movement. They perform with the marching band at all home football games and contests during the fall contest season. Fees for the guard are comparable to the band and cover expenses such as staging, work, staffing, contest fees and various other expenses.

Winter Guard - This group is by audition only and is a continuation of the fall color guard. This organization builds on weapon manipulation and movement skills. The guard performs a routine to recorded music and competes during contest season from January to April. This group is co-curricular and fees are necessary to cover expenses. There is a dance performance class during the spring semester which is required unless other arrangements have been made.

Winter Percussion - This ensemble is extra-curricular and open to any band student by audition or director appointment. The Winter Percussion Ensemble will compete during the months of January - March in the Indiana Percussion Association circuit. Students will learn the basics of percussion techniques and performance as well as enhancing their rhythmic ability. Rehearsals will be after school and mandatory for those involved. Fees will be required to cover expenses such as arranging, staff and contest fees.

**ALL PERFORMANCES AND REHEARSALS ARE MANDATORY.
UNEXCUSED ABSENCES WILL RESULT IN A GRADE
REDUCTION AND WILL RESULT IN DISCIPLINARY ACTION.**

Solo and Ensemble Contest

Each year, ISSMA holds a solo and ensemble contest in every district of the state. Students must be a member of a musical organization at WCHS to participate. Participation is mandatory in some form for all members of the Wind Ensemble and Wind Symphony and voluntary for members of any other concert bands. Performing students/ensembles must be approved to go by the directors and are responsible for their own accompanist, and payment of the contest fee (\$15 for each solo and \$7 for each member of an ensemble). This fee is non-refundable for any reason. Group I participants must select a work from the state required list available in the band office. While participation at the Group I level is encouraged for students in advanced ensembles, the student(s) and director will decide which performance level is appropriate for each student/ensemble. The deadline for solo and ensemble sign up is the first Monday in December. At that time, all fees must be paid unless arrangements have been made with a director.

Attendance

In order to do a group activity such as band, your attendance is required at every rehearsal and performance. Please make sure that you have a calendar and you are aware of all required activities that you need to attend. Please take care of yourself and make sure your attendance to school is strong as well. An UNEXCUSED absence from rehearsal will result in large reduction in grade.

Just because a parent calls in or emails us does not mean that your absence is excused and your grade will be affected accordingly. Please see the lists below to better understand excused vs. unexcused absences.

Example of EXCUSED absences:

- Important family function (ie. Wedding, funeral, graduation of family member)
- Severe Illness (doctor notes, fever, throwing up consistently)

Examples of UNEXCUSED absences:

- Family/friend gatherings or other social events
- Minor illness (headache, tummy ache, fatigue)
- Work (your employer should have a copy of your calendar and be informed)
- “Not having a ride” – please consult the list of leaders willing to give you a ride
- Tickets already purchased for concerts, sporting events, or other outside activities.
- Homework- please plan ahead before or after rehearsal time.

We are willing to work out conflicts, but must be contacted and communicated PRIOR to the absence.

All time missed for either excused or unexcused absences will need to be made up through work outside of class. Students will be held responsible to make up this time in order to earn credit towards their grade. If this does not occur, the student may be held from performing with the ensemble at the director’s discretion. If more than 2 unexcused absences occur a conference will be held with the directors and the parents to assess the issue and develop an attendance improvement plan. Failure to meet or comply with improvement plan will result in conference with school administration.

All performances are required. Family emergencies and illnesses are the only excused reasons for performance absence. Unexcused performance absence could result in a failing grade.

Grading

All students enrolled in a graded ensemble shall be evaluated according to the same policy. This policy is designed to emphasize the student's musical ability and knowledge as well as account for effort and attitude. Grades will be figured on a point system and then converted to percentages.

<u>Task</u>	<u>Percent of final grade</u>
Rehearsal/Performance Opportunities	30%
Tone Quality	15%
Note Accuracy	15%
Rhythmic Accuracy	15%
Musicianship	15%
Sight-Reading	10%

Assessment activities are the core of our activity as we are performance in nature. Attendance and participation are essential and thus a very high part of the grading of this class.

Classwork and homework is also essential and is very important to the growth and success of our band program. Students will be held responsible for their work both in and out of the classroom.

Semester grades will be calculated as per WCHS policy. The final exam will count for 20 % of the semester grade and will be a combination of a written exam and a performance exam.

Playing/Performance Tests

Playing/Performance tests are not meant to be a punishment, rather, they are a valuable tool in assessing students' progress. There will be regular playing/performance tests given throughout the school year. These tests may also be used to determine chair placement. In this instance, tests are done anonymously. This ensures total and complete fairness for all involved.

Challenge Policy

Because chair placement in sections is determined by a playing test, the opportunity for challenges exist. Students may only challenge on chair above their placement at a time. The challenger must fill out a challenge form stating the date of the challenge and the music which will be used. If challenging to obtain a different part the music will be taken from the higher of the two parts. The challengee must sign the form acknowledging that the challenge will take place. If anyone is absent on a challenge day, the challenge is made up the next available school day.

Discipline Policy

Rehearsal is, in many ways, the most important time for the members of an ensemble. It is the time when the greatest amount of teaching and learning takes place. Therefore, it is crucial that an atmosphere which is “conducive to learning” is maintained at all times. Anything which serves to disrupt the learning environment will not be tolerated.

- 1st offense - Verbal Warning/Conference with the Director
- 2nd offense - Parental contact
- 3th offense - After school detention
- 4th offense - Referral to the office

Filing a Complaint

If a student or parent does not agree with a decision or action of a band director, that person is recommended to call or contact the directors and air the problem. The Whiteland Band Program is based on good relations among the staff, students and parents.

A complaint may be filed directly with a director. A meeting will then be set up for discussion of the problem. Many complaints stem from simple miscommunication. The band operates on an open door policy so please let the directors know what is on your mind.

Band and Office Facilities

No student is to be in any of the music department rooms without supervision. The band office is off limits unless a director is present. The band office is equipped with a telephone and students may use the phone only with the permission of a director. Calls must be kept brief.

The instrument repair room and instrument storage room/uniform room are strictly off limits. Permission is needed to enter these areas.

Use of the music department photo copier and music lab computers also requires permission.

For the safety of our students, if someone knocks on door 27 or 28 DO NOT ANSWER. DO NOT PROP OPEN DOORS UNLESS YOU ARE MOVING EQUIPMENT.

The band room door will open no earlier than 30-45 minutes prior to the start of an activity. We encourage students to arrive early, but do not plan on having access to the building any earlier than 30-45 minutes prior to call time.

Travel

Traveling to performances outside of the community is a privilege in which all members may enjoy at one time or another. It is not a privilege which can be abused. A student will not be permitted to travel with an ensemble if behavior at school is unacceptable. Each band member must realize that personal behavior reflects on the band program at all times. All Whiteland band members shall be governed by local and state laws, ISSMA regulations, the WCHS band / WCHS student handbook. Fail to abide by these rules may result in immediate removal from the band program and referral to the WCHS Administration, parents, and/or the police. **Students must have a current medical information sheet on file before traveling with the Whiteland Band.**

Whiteland Band Boosters

The boosters are the support mechanism of the band program. They volunteer to help chaperone, fund raise, and generally make life easier and more enjoyable for our band students. Any parent or guardian of any band student grade 9 - 12 is automatically a member of the Whiteland Band Boosters. The boosters meet in the high school band room at 7 pm on the first Tuesday of every month. We encourage parental involvement in all facets of the band and guard activities.

Fees

Fees are an unfortunate reality which is necessary for our band program to function. Each student is responsible for their fair share of the band budget. If, at any time, you have any type of financial problem in paying band fees, please contact the Band Booster treasurer and/or band directors to work out other options. It would be terrible to see any student miss out on an opportunity because of financial limitations. Please also keep in mind that students have the opportunity to earn much of their band fees by participating in fund raisers and financial considerations will only be given to families that do participate in the fundraisers offered. While fees are subject to change with written notice, this year's fees are \$25 Band Department Participation Fee, \$400 for Marching Band, \$75 for Jazz Band, \$25 for Wind Symphony Performance Attire Rental, \$300 for WIPE, \$350 for JV Winter Guard, and \$450 for Varsity Winter Guard.

The band reserves the right to report overdue funds to the high school treasurer and/or collection agency at the end of the grading period if fees are not paid and no alternate option has been worked out with the treasurer. Any credits on account at the end of a student's senior year can be transferred to a sibling only or will be absorbed into booster general fund. **When the band is taking a band trip, all fees must be paid prior to participation in the trip.** A detailed payment plan will be presented for each trip.

Drugs, Alcohol, and Controlled Substance

We care deeply about all of our students and we need each one of them to be making safe choices. Therefore, we must make very clear the consequences of substance abuse as it relates to being a part of the WCHS Band. If a student is punished by the WCHS Administration at any time throughout the year for possession/utilizing any banned substance (vaping, smoking, drugs, alcohol, etc.) the following consequences for marching band, winter percussion, and winter guard will be enforced:

- First offense is removal from 25% of total season performances and permanent removal of assigned solos and leadership positions. Due to absences, the student's role in the show may also be changed if necessary.
- Second offense is the removal from the remainder of the extra-curricular aspect of the program to which the student currently belongs for that season.
- Third offense is permanent and immediate removal from the WCHS Band.

School Owned Equipment

School owned equipment is to be checked out to the students by the directors and used/handled by only that student. **A School instrument rental may be assessed.** A rental contract will be on file and state that students are responsible for the care of the school owned instrument. All instruments are sent in for maintenance repairs on a yearly basis and any repairs for damage that occurred during the use of the instrument will be paid for by the student. If school owned equipment is observed being neglected or abused by a student that equipment will be taken away. Students that use two instruments (horn, marching horn, baritone, marching baritone, tuba, contra) will have two contracts but will only pay rental fees on one. They will however be responsible for repairs over the cost of the rental fee on both.

Instrument Care Rules:

1. The instrument is either in your hand, in the case, or placed in a safe place within your section.
2. The instrument is to always be clean and in good playing condition.
3. No soda, candy, or gum at least 15 minutes before use of the instrument.
4. All cases will be kept clean. Do not store folders, drill charts, or anything else in the case except for the horn and it's accessories.
5. No one else is to handle or play your school instrument besides you.
6. No one is to touch the percussion equipment without permission.
7. Instrument cases must have every latch snapped whether they contain a instrument or not
8. Instrument cases are to be carried properly by the handle. No sliding, kicking, or dragging.
9. Instruments are to be stored only in lockers. Instrument cases are to be closed and latched

Instrument Maintenance

Each student is expected to keep their instrument in clean and good playing condition at all times. A locker will be provided for storage at school for all students needing one.

Woodwinds - Clarinet and saxophone students must make sure they have a least **four good quality reeds** at all times. Double reed instruments need to have at least one backup reed in good condition at all times. Reeds (boxes only for clarinet and saxophone) may be purchased at the school discounted rate through the band director.

Brass - All players **MUST** have **valve oil and slide grease**. All instruments should be ready at the beginning of rehearsal.

Organizational Dress Code

For all ensembles except Wind Symphony, please choose from the options below depending on how you identify:

- black dress pants or a black dress down to the ankles, plain black blouse with sleeves (long sleeve preferred), and black dress shoes and hose **NO FLIP FLOPS or YOGA PANTS!**
- black dress pants, plain black button-down long-sleeve dress shirt, black dress shoes and socks. For this option in Wind Symphony and/or Advanced Jazz Band, you will also need a plain black dress coat.

As part of their Performance Attire Rental Fee, all students in Wind Symphony will be given either a tie or a performance dress to use for the year.

Students are responsible for their own outfits. The band department has a small selection of concert attire for students that are in need. Please see a director if you need assistance in this area. If a student does not dress appropriately at the time of the performance, that student will not be allowed to perform. If a student cannot come up with clothes to match the dress code please notify the director in ample time for other arrangements to be made.

Marching Band

Students are given a Band Camp T-shirt their first year in marching band. This shirt will be worn throughout the year for different informal performances. All other performances will be in the uniform provided by the band. Under the uniform students wear: **black shirt**, black socks, and athletic shorts not visible under the uniform pants. Piercings must be removed if possible and hair be a reasonable color.

Pep Band

The dress consists of either band camp t-shirt or specific pep band shirt that is ordered and paid for by the students.. The wearing of your required t-shirt is part of the performance grade of the ensemble.

Solo and Ensemble

Performance attire is at the discretion of the student, but absolutely no jeans, T-shirts, or athletic shoes. Remember you are representing your band and WCHS.

Student Leadership Opportunities

One of the biggest lessons students can learn from being in band is being a leader. This experience will stay with them for the rest of their lives. There are many leadership positions available in the band and these leaders' opinions and suggestions are taken quite seriously.

Band Captain - A band captain in marching band is selected based upon past behavior, leadership qualities, personal growth, and their ability to deal with people and situations in a mature manner. In the concert program, the person who sits "first chair" is considered to be the leader of that section. Not only is this student considered one of the best instrumentalists in their section, they are also considered one of the most reliable and dependable. Many times band captains and "first chair" players will be called on to run a sectional or keep track of their section members. Band Captains are chosen by the directors.

Drum Major - The drum major goes through an audition process which includes a written exam, conducting and command exercises, and an interview with the directors and other staff members. In addition, a student vote is used to help advise directors in determining drum majors. Students interested in becoming a drum major must have had at least one year of marching band experience.

Band Council - In order to give our students a voice in our band program, we have band council that consists of student-elected leaders in a variety of different leadership positions. Each encourage all students to take an active part in the band council.

Academic Expectations

As a member of the WCHS Band Department, you are expected to not only deliver your best in our activities but also in the rest of your school responsibilities. Your teachers will be contacted in regards to your classroom behavior and academic performance. Students that need assistance in these areas will be required to get extra help to improve behavior and academic performance.

Classroom Expectations

These guidelines are set up to insure great rehearsal technique for an ensemble. Since great rehearsals equal great performances these rules are very important to the success of your group.

1. Students will be in the classroom on time (before the bell). Check the board or ask the teacher what is needed for rehearsal and be ready to go **3 minutes** after the bell rings. Tardies will be assigned for students not ready after 3 minutes. This is NOT restroom time.
2. EVERY DAY students need their instrument, music (including Warm-Up Pack and **Foundations of Superior Performance**) and pencil.
3. Students will only be allowed to use the restroom during class in an emergency.
4. Students are expected to demonstrate excellent rehearsal techniques
 - Do not speak when a director is on the podium
 - Raise your hand to ask questions
 - FOCUS
5. When director has announced the rehearsal has ended, all equipment and music must be returned to its storage area. Stands may need to be returned to the stand rack. Students may not leave the room until the bell rings.
6. RESPECT YOURSELF, YOUR PEERS, YOUR TEACHERS, YOUR INSTRUMENT, & YOUR FACILITY
7. Passes will be granted at the discretion of the director. **Passes will only be accepted/written out of the WCHS student agenda.**
8. Students may not eat or drink anything except water in band rehearsal areas. NO CANDY/NO GUM

Clark-Pleasant Community School Corporation does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Awards

Each spring there will be a Band Banquet to celebrate all of the accomplishments of the band program for the school year. Students will receive an award based on the number of full years of participation in the Band/Guard program.

1st year award - Numerals

2nd year award - Letter

3rd year award - Certificate

4th year award - Senior Plaque

Students will be given a year credit for participation in both semesters of a school year in a band/dance class and activity. Students who move into the Whiteland Band program will be given credit for their participation in prior school.

Additional awards for full-year or season participation in a full year of Jazz Band, Leadership Team, Dance Team, Winter Guard and Winter Percussion.

Connected Learning Expectations

In the situation where connected learning (virtual) is taking place, the expectation is that the students are to complete the online work. For a single connected learning day the activity will probably not include the need for an instrument to complete the assignment. However, for an extended connected learning period, the student will need to have their instrument in order to complete the assignments given. Failure to have an instrument will not be an excuse for not completing the assigned work. The directors will clearly communicate when instruments need to be taken home for connected learning and provide opportunities (as allowed) to have instruments picked up and brought home.

