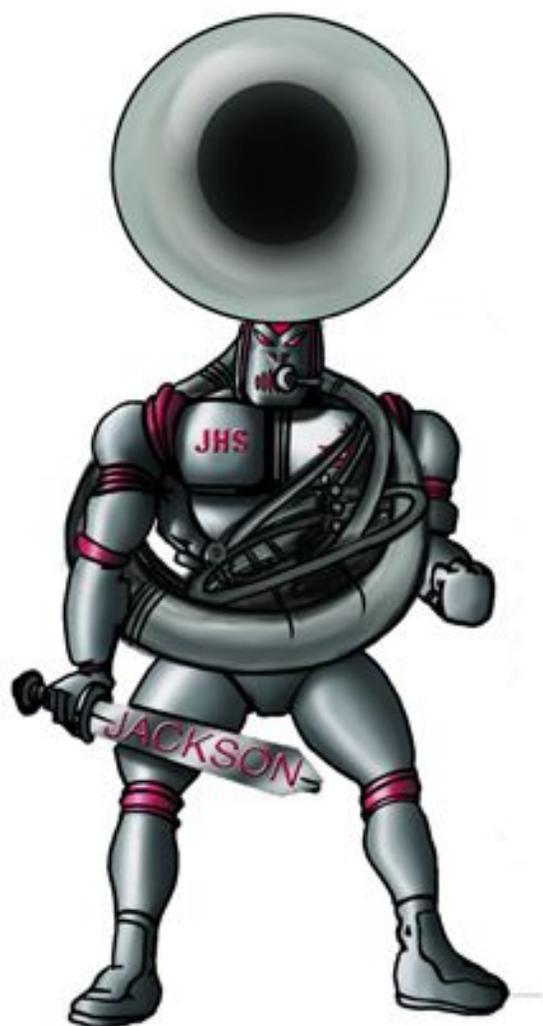


# JACKSON HIGH SCHOOL BAND HANDBOOK



**2019-2020**



## I. Preface

This handbook is to be distributed to every member of the Jackson High School Band. Its purpose is to give parents and students a clear and concise understanding of the workings of our band program and to provide a guide which covers most aspects of the function and requirements of participation. All members are responsible for and must abide by the contents herein, for they will have a direct bearing on the success or failure as members of the Jackson High School Band.

## II. Overview of the Band Program

The Jackson High School **Marching Ironmen** is one of the most visible and recognizable groups in the Jackson Band Program, as well as Jackson High School and the Jackson City Schools. Membership is required of all students enrolled in high school band.

The marching band performs at all Jackson High School football games, pep rallies, marching festivals, local parades, and all other scheduled events. In addition to in-class rehearsals, the marching band rehearses Monday directly after school from 3:00pm - 5:30pm. Attendance at all scheduled performances and rehearsals is required. Auxiliaries in the marching band are expected to be contributing members to the concert band and will be held to the same playing expectations as all band members.

Occasionally, when the entire band is not needed, or when space or funds prohibit, a smaller band will be used for certain events. The “pep band” will be chosen by the Band Director based on instrumentation requirements and seniority.

Towards the end of marching band season, concert band placement/audition materials will be distributed. Students will be placed between three concert bands: **Wind Ensemble**, **Concert Winds** and **Symphonic Band**. All groups are open to students in grades 9-12. Wind Ensemble is an audition-only group which performs more advanced literature and carries a much high expectation of performance discipline and time commitment among students. All concert bands rehearse during the school day. However, occasional after school sectional rehearsals may be required of students in Wind Ensemble and Concert Winds.

**Jazz Band** rehearses during the school day, and utilize standard big band instrumentation. The Jazz Band represents Jackson High School in a variety of performances throughout the school year. Students that play non-traditional band instruments, such as guitar, bass and piano, and vocalists are not required to have prior experience in the Jackson Band Program.

The **Pep Band** is required of all students in the high school band program. The Pep Band performs at select home basketball games and other various performances throughout the season. Rehearsals occur immediately preceding designated home basketball games. Students should expect to perform at 2-3 games per the schedule that we will provide following marching season.

## III. Attendance

In order to insure a successful band program, it is often necessary to hold rehearsals outside of the school day. Attendance at all rehearsals both during and outside the regular school day are mandatory. The band is like a chain, with each student making up a link in that chain. If we are missing a link, we cannot be successful.

Your directors understand that many of our students are involved in multiple activities. We believe that students should be afforded the opportunity to participate in as many activities as they wish that is manageable among students. Scheduling conflicts must be communicated well in advance and time accordingly.

The following guidelines have been set in place to govern student attendance:

### 1. Performances

All performances are REQUIRED. The only excused absences for missing a performance are those regarding legitimate personal illness with a doctor's excuse to miss work/school, family emergencies (such as death in the family, etc.), and any other circumstance that has been ***approved by the director at least two weeks prior to the performance.***

Notice of any scheduling conflicts must be submitted in writing no less than **two weeks** prior to the event. The director reserves the right to determine whether or not an absence is excused, without exception.

### 2. Rehearsals

Students are expected to attend every rehearsal. Summer Rehearsals, Band Camp, and Monday after school marching band rehearsals are all required. Students will not be permitted to leave early or miss in-school rehearsal to work on projects, labs, make up tests, etc. Excuses from rehearsals are rare, and except in the case of illness or emergency, a written excuse must be presented to the director in advance of the absence. A written excuse, however, does not necessarily excuse a student. Decision of whether a student is excused will be at the band director's discretion. Students must be in their seats ready to play within 3 minutes of the tardy bell. Similarly, in marching band students must be in attendance block when the attention whistle is blown. ***Failure to comply will result in loss of participation points which affect the student's grade.***

### 3. Consequences

Consequences will be at the discretion of the director, and are final. Disciplinary actions for violation of the attendance policy, and other handbook violations, include, but are not limited to:

- a) Loss of third quarter privileges
- b) Loss of performance privileges
- c) Grade reduction
- d) Dismissal from the ensemble
- e) High School Discipline Referral

## IV. Physicals

ALL students in high school band next year MUST have a completed physical on file before July 20th. Students are not permitted to be at rehearsal without a completed physical on file. Students who miss rehearsal due to incomplete physicals will not be excused and disciplinary action will be followed according to the Attendance Policy (see *III. Attendance*).

## V. Facilities

The maintenance of a facility like our band room and the entire music area is quite a large task. The manner in which it is maintained is a reflection of our pride in our organization. Observance of the following rules will ensure a well-kept room, and will lighten the burden on everyone involved:

1. No gum, candy, or food allowed in the band room.
2. All trash should be placed in the trash cans located at both doors. This includes gum, candy wrappers, broken reeds, reed cases, paper, broken pencils, etc.
3. Do not move chairs or stands from the band setup.

4. Any personal belongings left in the band room will be placed in the Lost & Found. The Lost & Found will be cleaned out at the end of every month and items donated to charity.
5. Replace all chairs in neat, orderly rows and rack all stands at the end of rehearsal.
6. Do not write on the stands or chairs, or otherwise deface school property.
7. Do not write on the carpet or the walls, or place unapproved messages or signs on the bulletin boards.
8. Do not remove or disturb items placed on the bulletin board.
9. Store your instrument in the lockers provided. Do not leave instruments on the floor or outside overnight. Because of the liability of a damaged or lost instrument, instruments left on the floor or outside overnight will be locked in the office, and will only be released after parent/guardian has been contacted.
10. All percussionists are responsible for the maintenance and organization of the percussion cabinet. Your directors will be doing routine equipment checks.
11. Do not play on any instrument that does not belong to you. This includes percussion equipment, mallets, and sticks.
12. The storage rooms, offices, and director's podium, are off limits to students.
13. Auxiliary members are to keep personal belongings in the locker issued to them for their concert band instrument. Auxiliary members may request a larger locker if necessary.

## **VI. Uniforms**

When in uniform, remember that you represent the entire Jackson Band Program, Jackson High School, and Jackson City Schools. What you do and the manner in which carry yourself will reflect on your band, school, and community.

All members will be issued a uniform at the beginning of each marching season. It is each student's responsibility to maintain the uniform in the condition in which it was received. Under no circumstance should any alterations be made to any band uniform without the prior consent of one of the band directors. Failure to follow this may result in the replacement of the uniform at the student's expense (approximately \$500).

Marching band uniforms will be issued to students during band camp. Students must wear mesh/athletic shorts and band t-shirt under the uniform at all times. At the conclusion of performances and football games, the uniforms will be collected, hung up and aired out. Failure to properly follow uniform protocol will result in disciplinary action, and potentially the assessment of a fine equal to cost of cleaning the uniform.

The marching uniform includes white marching shoes, white socks, uniform pants, uniform coat, gauntlets, hats, plumes, and white gloves. Summer uniforms must be purchased, but should last students all four years of high school. The Summer Uniform (which is a required purchase) includes red JHS Marching Band polo, Khaki shorts, white marching shoes, and white socks. Shoes and gloves must be kept clean and free of dirt/grass stains (it is recommended to buy at least 2 sets of gloves every season). Excessive makeup, face painting, jewelry, or extreme hairstyles are not acceptable in uniform. All hair must be up in your hat when in full uniform and any facial hair should be kept short/neatly trimmed. It is recommended that girls french braid their hair to ensure it stays in their hat during performance. Section leaders will be in charge of uniform inspections.

The concert band uniform must be supplied by students. It will consist of a long-sleeve, white, collared dress shirt or blouse, black dress slacks (no black jeans), black dress shoes, and black socks. Ladies who choose to wear a black skirt instead of slacks must adhere to the Jackson High School Dress Code Policy. Students selected for Symphonic Band will be provided a tuxedo or dress/pearls.

***Failure to conform to the uniform policy may result in removal from the performance and/or a lowered grade.***

## **VII. Instruments and Equipment**

It is highly recommended that you consult with your band director before buying a new instrument or mouthpiece. Likewise, any used instrument that you plan to buy should also be examined. It is quite possible that you could save a great deal of money, and possibly avoid the purchase of a lesser-quality instrument at too high of a price. It is also recommended that all instruments be inspected by your director before bringing it to the shop for repairs. Most often, the problem can be fixed in a matter of minutes free of charge.

Students who play on higher quality instruments are able to do everything much more easily and produce a much more mature sound than students who play lesser quality instruments. Often a good, professional instrument can be purchased for the price of a student model. Again, consultation with the director is crucial.

### **School-Owned Instruments and Equipment**

School-owned instruments and equipment are assigned to students who play very expensive instruments such as oboe, bassoon, bass and contra clarinets, tenor and baritone saxophones, French horns, bass trombones, euphoniums, tubas, and percussion. These instruments will be distributed to students according to the needs of the band department.

Members are responsible for these instruments at all times. Any damage to these instruments or equipment will be the student's burden. Never should a student or parent attempt to repair a school-owned instrument themselves, and these instruments should **NEVER** be brought to the repair shop without the consent of the director.

## **VIII. Rehearsal Expectations**

As a member of the Jackson High School Band you are expected to:

1. Have your instrument at all rehearsals and performances in proper working condition.
2. Have your folder and music at all rehearsals and performances.
3. Have a pencil at your stand at all rehearsals.
4. Arrive in the band room before the tardy bell, get out music and instrument, and warm-up individually before the start of rehearsal.
5. Follow written instructions on the board or given by the teacher when arriving into the band room.
6. Learn your individual part! We will have greater success as an ensemble if we individually take it upon ourselves to learn at least notes and rhythms. Occasionally playing tests will be carried out as the year progresses.
7. Maintain your instrument: oiling valves, grease slides/corks, swabbing out moisture, etc.
8. NOT play instruments other than your personal instrument or school-owned instruments assigned to you.
9. Follow all rules as laid out by the Jackson High School Bands or Jackson High School Student Code of Conduct.

***Failure to comply will result in loss of participation points which affect the student's grade and/or additional disciplinary action.***

## IX. Grading and Assessment Policy

Grades will be based upon the following criteria:

<p><b>Assessments/Reflections</b> (playing and written)</p> <p>Playing assessment grades will be based on effort and improvement. Written assessments and reflections may be related to listening or music theory. If you are practicing at home and paying attention in class this grade will be high!</p>	<p>20%</p>
<p><b>Participation</b> (following <i>VIII. Rehearsal Expectations</i> and <i>III. Attendance</i>)</p> <p>Be respectful to your teacher and peers, be a positive participant in class, have the proper uniform, and come to each rehearsal prepared to receive full credit.</p> <p><b>1. Pencil Checks:</b> Unannounced pencil checks may occur. If a student does not have their own pencil to mark music, they will lose participation points for the day.</p> <p><b>2. Locker/Instrument Checks:</b> Unannounced Locker/Instrument Checks will occur AT LEAST once per quarter. It is imperative that students take care of personal and school-owned instruments. Parents have invested a great deal of money in student instruments, as well as the Jackson Board of Education and Jackson Band Boosters. To pass a Locker/Instrument Check the instrument must be properly put back in its case with with reed/mouthpiece removed and stored safely. Music folders should be placed in assigned slots, not kept in a locker. The issued combination lock should be in place and locked. Books and materials for other classes are not to be kept in instrument lockers. Failure to comply to any of these item will result in loss of participation points for the day.</p>	<p>40%</p>
<p><b>Performances</b> (concerts, parades, contest, and other events)</p> <p>Attend all required performances. On the occasion that a student has an excused absence, this grade <i>must</i> be made up by playing the performance music for a director.</p>	<p>40%</p>

## X. Social Media & Website

The Jackson Band Program utilizes two official social media accounts and a website to share news, media, and discuss upcoming events. The official accounts are as follows:

Website: <http://www.jacksonbands.com>

Facebook: JCS Band Boosters

Twitter: @JacksonBands

No other social media source, Facebook page or website is affiliated with the Jackson Band Program or expresses the views/opinions of the directors, instructors, or administration. Any unofficial website or social media account claiming to be a representation of the Jackson Band Program or Marching Ironmen should be reported to a director immediately.

Students AND parents are not to post anything on social media that would reflect on the band or any other student or leader of the band in a negative manner. Parents are expected to set the example for band students of proper use of social

media. Failure to comply may result in disciplinary action, dismissal from the ensemble, or parental dismissal from band/Band Booster activities. ***CYBER BULLYING WILL RESULT IN IMMEDIATE LOSS OF PERFORMANCE PRIVILEGES AND MAY CONSTITUTE DISMISSAL FROM THE ENSEMBLE.***

## **XI. Fees & Debts**

The Band/Band Boosters supply items to students on an as-needed basis. These items typically include reeds, oil, and marching band accessories. In addition, every student is required to pay an annual uniform cleaning fee of \$24.00. A record of debts will be documented throughout the year with balances sent home approximately once every grading period. Students must have all fees/debts paid off in full by the annual Band Awards to be eligible for student leadership positions and auxiliaries. All fees/debts must also be paid in full by the Band Awards to receive scholarships, awards, and recognition items (letters, chevrons, senior plaques, etc.).

## **XII. Official Forms of Communication**

The only official forms of communication are by phone (excluding text messaging), e-mail, handwritten notes with signature, and in-person. Social media websites and apps such as Facebook and Twitter will not be recognized to excuse students from band events, or address any other academic matters pertaining to band. Directors will not recognize any messages sent to personal social media accounts.

## **XIII. Band Boosters**

The Jackson City Schools Band Boosters is an organization of parents and other interested parties. The purpose of the organization is to provide financial support and help to promote the band program in grades 6-12. Membership is open to anyone with an interest in the welfare and success of our band. Meetings are held the first Monday of each month at 7:00 PM in the high school band room.

## **XIV. Fun**

All students are required to have fun in the Jackson High School Band. This is not negotiable!

# Marching Ironmen Summer Rehearsal Schedule

ALL rehearsals are **REQUIRED** unless otherwise specified.

## Pre-Camp

Date	Time	Event	For
Monday, July 15th	9:00am-2:00pm	Leadership Symposium	All Student Leaders
	1:00pm-5:00pm	Drumline Rehearsal	All Percussion Members
Tuesday, July 16th	8:00am-10:00am	Woodwind Rehearsal	All Woodwind Members
	10:30am-12:30pm	Brass/Auxiliary Rehearsal	All Brass/Auxiliary Members
	1:00pm-5:00pm	Drumline	All Percussion Members
Wednesday, July 17th	8:00am-10:00am	Woodwind Rehearsal	All Woodwind Members
	10:30am-12:30pm	Brass/Auxiliary Rehearsal	All Brass/Auxiliary Members
	1:00pm-5:00pm	Drumline Rehearsal	All Percussion Members
Thursday, July 18th	8:00am-11:00am	Rookie Camp	All Freshmen, New Members, and Section Leaders.
	12:00pm-2:00pm	Brass, Woodwind, & Auxiliary Rehearsal	ALL Brass/Woodwind/Auxiliary Members
	2:30pm-6:30pm	Drumline Rehearsal	All Percussion Members
Friday, July 19th	8:00am-11:00am	FUNDamentals	ALL MEMBERS
	12:00pm-2:00pm	Brass, Woodwind, & Auxiliary Rehearsal	ALL Brass/Woodwind/Auxiliary Members
	2:30pm-6:30pm	Drumline Rehearsal	All Percussion Members

## Full Band Camp

Date	Time	Event	For
Sunday, July 21st	5:00pm-8:00pm	Full Band Rehearsal	ALL MEMBERS
Monday, July 22nd	9:00am-12:00pm	Full Band Outdoor Rehearsal	ALL MEMBERS
Tuesday, July 23rd	12:00pm-1:00pm	Lunch Provided by Band Boosters	ALL MEMBERS (students are not permitted to leave)
Wednesday, July 24th	1:00pm-3:30pm	Full Band Indoor Rehearsal/Sectionals	ALL MEMBERS
Thursday, July 25th	3:30pm-6:00pm	BREAK	ALL MEMBERS released to go home to rest and eat dinner.
	6:00pm-9:00pm	Full Band Outdoor Rehearsal	ALL MEMBERS
Friday, July 26th	9:00am-6:00pm	Same Schedule as MTWR	ALL MEMBERS
	7:00pm Students report at 6:15pm	Meet the Band Performance	ALL MEMBERS

## Post-Camp

Date	Time	Event	For
Tuesday, July 30th	8:00am-11:00am	Full Band Rehearsal	ALL MEMBERS
	11:00am-12:00pm	Music Testing	All brass & woodwind members
Wednesday, July 31st	8:00am-11:00am	Full Band Rehearsal	ALL MEMBERS
	11:00am-12:00pm	Music Testing	All brass & woodwind members
Thursday, August 1st	8:00am-11:00am	Full Band Rehearsal	ALL MEMBERS
	11:00am-12:00pm	Music Testing	All brass & woodwind members
Tuesday, August 6th	8:00am-11:00am	Full Band Rehearsal	ALL MEMBERS
	11:00am-12:00pm	Music Testing	All brass & woodwind members
Wednesday, August 7th	8:00am-11:00am	Full Band Rehearsal	ALL MEMBERS
	11:00am-12:00pm	Music Testing	All brass & woodwind members
Thursday, August 8th	8:00am-11:00am	Full Band Rehearsal	ALL MEMBERS
	11:00am-12:00pm	Music Testing	All brass & woodwind members
Monday, August 12th	3:00pm-5:30pm	Weekly Monday rehearsals Begin	ALL MEMBERS
Saturday, August 17th	5:00pm	Meet the Team	Select Pep Band Only

### Notes About the Schedule:

**1.** Football is off the week of Full Band Camp. All other sports do not start mandatory practice until August 1st. As always, we will work around all athletics schedules to make it possible for students to do both. Mr. Hurd has already been in contact with all Fall sports coaches. All potential scheduling conflicts will be accommodated.

### **2. ALL REHEARSALS ARE REQUIRED**

Students receive a grade for their summer attendance. Vacations are not an excused absence. Students will be excused for fair commitments the week of Pre-Camp, but Mr. Hurd must be made aware of conflicts at least two weeks in advance.

### **Monday, August 12th**

Weekly Monday rehearsals begin through October 28th - Directly after school - 5:30pm\*\*

# Jackson High School Band Calendar

## 2019-2020

ALL dates in **BOLD** are REQUIRED.

**July 15th-26th:** Marching Ironmen Pre-Camp

**July 21st-July 26th:** Marching Ironmen Band Camp

**July 30th-August 1st and August 6th-8th:** Marching Ironmen Post-Camp

**August 12th:** Weekly Marching Ironmen Monday evening rehearsals begin through October 28th, After school - 5:30pm

**August 17th:** Meet the Team - 7:00pm @ Alumni Stadium

**August 20th:** Band Fall Fundraiser Kick-Off

**August 31st (Saturday):** Home Football vs. Wellston - 8:00pm @ Alumni Stadium

**September 6th:** Away Football vs. Athens - 7:30pm @ Athens

**September 13th:** Home Football vs. Logan - 7:00pm @ Alumni Stadium (8th Grade Night)

**September 14th:** Oak Hill Band Show - 7:00pm @ Oak Hill HS

**September 17th:** Apple Festival Opening Ceremonies - 4:00pm @ Downtown Jackson

**September 18th:** Rehearsal with 8th Grade Band - 11:00am @ JMS

School Parade (Marching Ironmen & 8th Grade Band) - 1:00pm @ Downtown Jackson

Apple Festival Opening Parade - 7:30pm @ Downtown Jackson

**September 20th:** Away Football vs. Western Brown - 7:00pm @ Western Brown

**September 21st:** Jackson Band Show - 1:00pm @ Alumni Stadium

Apple Festival Grand Finale Parade - 7:30pm @ Downtown Jackson

**September 27th:** Home Football vs. Wheelersburg - 7:00pm @ Alumni Stadium

**October 4th:** Home Football vs. McClain - 7:00pm @ McClain (Homecoming)

**October 6th:** Beaver Oktoberfest Parade - 4:00pm @ Downtown Beaver

**October 11th:** Away Football vs. Washington Courthouse - 7:00pm @ Washington Courthouse

**October 15th:** Fall Band Concert(7th/8th/Marching Ironmen) - 7:00pm @ JMS Auditorium

**October 18th:** Away Football vs. Miami Trace - 7:00pm @ Miami Trace

**October 25th:** Away Football vs. Hillsboro - 7:00pm @ Hillsboro

**November 1st:** Home Football vs. Chillicothe - 7:00pm @ Alumni Stadium

**November 11th:** Veteran's Day performances - JHS

**December 7th:** Jackson Holiday Parade - 11:00am @ Downtown Jackson

JCS Band Boosters Bingo Night(Jazz I&II) - 5:00pm @ Memorial Building

**December 19th:** JHS Holiday Jazz Concert - 7:00pm @ JHS Cafetorium

**January 18th:** OMEA D17 High School Honor Band Auditions - TBA @ OU

**January 30th-Feb. 1st:** All-State Band and Choir - Cincinnati Convention Center

**February 13th:** HS Eisteddfod - 5:00pm/6:00pm @ Markay

**February 15th:** HS Solo & Ensemble - All-day @ Gallia Academy

**February 29th:** Conservatory Day - 9:00am-3:00pm @ JHS

**March 3rd:** Winter Band Concert (Symphonic/Concert/Wind) - 7:00pm @ JMS

**March 6th-7th:** OMEA District 17 Contest (Band) - TBA @ Shawnee State

**March 13-14th:** OMEA District 17 Honor Bands @ Ohio University

**March 14th:** JCS Band Boosters Bingo Night(Jazz Combos) - 5:00pm @ Memorial Building

**April 4th:** Band Spring Fling - 4:00pm @ JHS

**May 5th:** Spring Band Concert(8th/Symphonic/Concert/Wind) - 7:00pm @ JMS

**May 12th:** Band Awards Night - 6:00pm @ JHS Commons

**May 22nd:** JHS Graduation - 8:00pm @ Alumni Stadium (Graduation Band only)

**May 25th:** Memorial Day - 11:00am @ Memorial Building (Select pep band only)

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## **Recurring events:**

**Marching Ironmen rehearsals** - Mondays during football season - after school -5:30pm

**Drumline Sectionals** - Wednesdays during football season - 3:30pm-4:30pm

**Auxiliary Rehearsals/Music Testing** - Thursdays during football season - 3:30pm-4:30pm

**Wind Ensemble sectionals** - Wednesdays beginning January 8th - 3:20pm-4:10pm

**Solo & Ensemble rehearsals** - After School beginning after Fall Play through February 15th

# Band Handbook Contract

I have read the entire Jackson High School Band handbook and agree to all Jackson High School Band policies. I understand that I am responsible for ALL content in the handbook throughout the entire summer, marching season, and school year.

Name of Student: \_\_\_\_\_

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

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

Please list other extracurricular and athletics you are involved in all year(attach copies of athletic and extracurricular schedules if available): \_\_\_\_\_

\_\_\_\_\_

Student T-shirt Size(circle): XS S M L XL XXL XXXL

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PHOTO RELEASE:** I give permission for my child's photo to be used on the Jackson Band website, Jackson Bands Twitter feed, JCS Band Boosters Facebook page, and in local newspaper press releases. I understand that regardless of my answer below, my child may still be recorded in full band videos of the band(s) in uniform by the Band Booster Media/PR Officer and other persons beyond the band director's/Band Boosters' control.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**This form MUST be returned to a director before July 19, 2019. Keep the the rest of the handbook in a place you can easily reference.**