

**West Chicago Community High School
Band Program Handbook
2021-2022**



WILDCATS
WEST CHICAGO

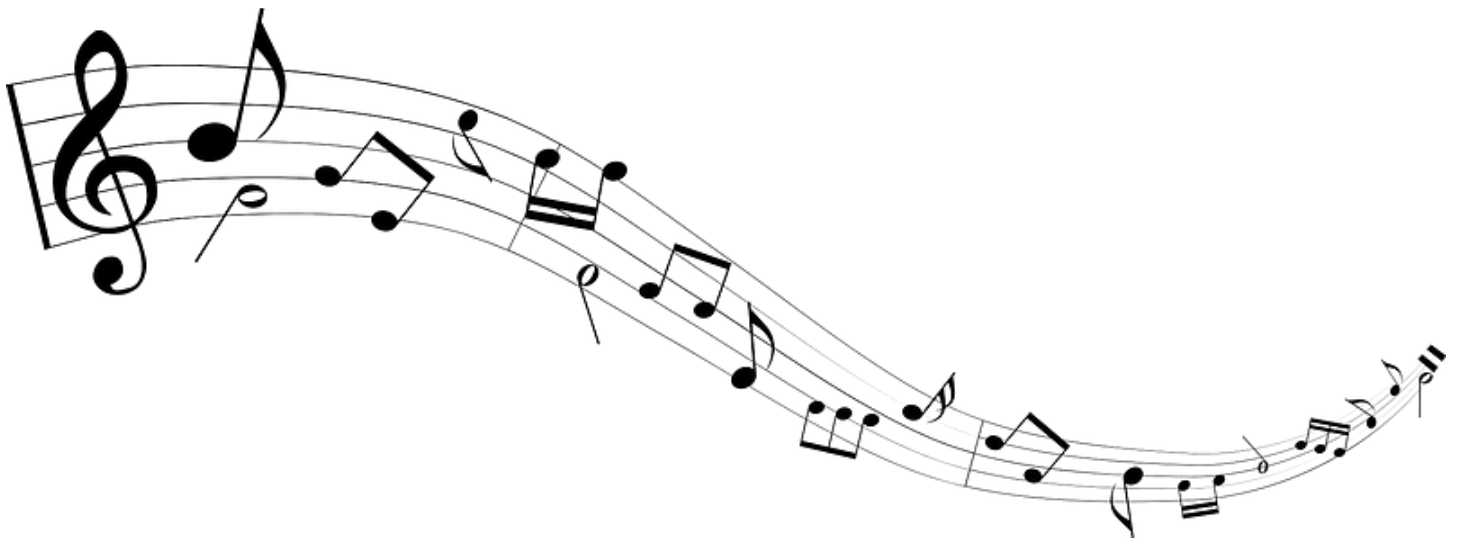
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Grading Policy

Grading Procedure

All band students' grades will be based on the following grading scale

| | |
|---------|---|
| 90-100% | A |
| 80-89% | B |
| 70-79% | C |
| 60-69% | D |

All grades are weighted and based on the following areas:

- ✓ Participation: 40%
- ✓ Assessments: 35%
- ✓ Classwork/Homework: 25%

Participation

In-Class Weekly Participation Grade

I expect every student to participate in class. Participation includes being prepared for class, being attentive and playing your instrument when asked and following the rules of our class. Each week, students will begin with an A+ in their participation grade for the week. For each action against the classroom rules (i.e. forgot instrument/music, talking during rehearsals, bringing food or drink into the band room, etc.), their grade will be lowered a letter grade. If a student forgets their instrument and a loaner is not available for use in class, the student will be asked to complete a writing assignment during rehearsal. Further disciplinary measures may be used at the discretion of the teacher.

Performance Attendance Grade

Students are expected to be ready at the call time for all required performances as specified on the band calendar or in class. "Call time" refers to the time that the rehearsal or warm-up period begins, so students will need to arrive with enough time so that they have their instrument and music ready to begin rehearsal. See the "Attendance Policy" section for details.

Performances are worth 20 points each. For each of the following infractions, their grade will be adjusted accordingly (multiple infractions may occur):

- Arriving late or not checking in (one letter grade)
- Arriving without their appropriate uniform and/or uniform accessories (one letter grade)
- Not participating appropriately during the event (up to two letter grades)

Extracurricular Rehearsal Attendance Grade

This category is only for students participating in Marching Band for the Thursday night rehearsals. Students should be ready for rehearsals by the designated rehearsal start time. Refer to the "Attendance Policy" section for details.

Extracurricular rehearsals are worth 10 points each. For each of the following infractions, their grade will be adjusted accordingly (multiple infractions may occur):

- Arriving late or not checking in (one letter grade)
- Not participating appropriately during the event (up to two letter grades)

Zero Hour Sectionals (Symphonic Band Students Only)

Symphonic Band members are expected to attend a sectional rehearsal once a week during zero hour on their assigned day. Check the sectional schedule for further detail. Attendance at each sectional is mandatory and unexcused absences will result in the weekly participation grade being lowered.

Assessments Grade & Classwork/Homework Grade

This grading category consists of auditions, playing tests, written exams or quizzes and any classwork/homework assignments.

There may be times when a student is unable to come to class. That student is then responsible for making up any missed assignments, quizzes or projects from when they were absent. Absent students should ask their classmates first and then the teacher if they do not understand what was covered. I encourage students to contact me with any questions.

All WCCHS Band students will have several auditions throughout the year, including auditions after the Winter and March Band Concerts to determine new chair placements for the current school year. While all auditions will help in placing students for next year's bands, the March audition will be weighted most heavily.

Assessments such as quizzes and auditions are to be taken on the scheduled day. If a student is absent the day prior, it is still the student's responsibility to take the assessment/audition on the assigned day because assessments topics and dates will always be given in advance. If a student is absent on the day of an assessment, he or she must make-up the assessment the day they return to school unless alternate plans are made with the teacher. I understand that each situation is unique, and I encourage students to contact me early if such an occasion should arise.

Attendance Policy

Co-curricular band activities take place outside of the classroom (concerts, football/basketball games, festivals, evening rehearsals, etc.) and are mandatory for all students participating in that ensemble. These are part of the band curriculum; therefore, an attendance grade will be assigned to these activities.

For students that have an excused rehearsal or performance absence and parents/students have communicated a week ahead, that student has the choice to make up full points by writing a concert review within two weeks after the performance date. If that student does not complete the assignment, students will not gain or lose any points for that performance and will be marked as “excused” in the gradebook. If a student has an unexcused absence from a performance or rehearsal, the student receives no credit, but can earn $\frac{3}{4}$ of the performance credit by going to an outside concert before the end of the semester. If a Basketball Band performance is missed, a student can earn $\frac{3}{4}$ of the performance credit by attending a game of the opposite band. Unexcused tardiness will result in a deduction of points for the rehearsal or performance.

If you are unable to attend the event in full or if the student is ill and will miss an event, it is the responsibility of the student to communicate to the band director in advance by filling out the “[Attendance Conflict Form](#)” online (link can also be found on the google classroom). The following are examples of excused and unexcused absences:

Excused Absences

- Family emergency
- Illness
- WCCHS Athletic Events (see conflict grid below)
- Religious holidays (w/ one week notice)
- College visits (w/ one week notice)

Examples of Unexcused Absences

- Work
- Drivers Education
- Non-WCCHS Athletic Events
- Vacation
- Any excused absence w/ less than one week notice

Case-By-Case (w/ a week notice)

- Significant Religious Events
- Family Events

Athletic/Activity Conflicts

| | <u>WCCHS Athletic/Activity Practice</u> | <u>WCCHS Athletic/Activity Contest – Observer</u> | <u>WCCHS Athletic/Activity Contest – Active Participant</u> |
|--|---|---|---|
| <u>Band Rehearsal</u> | Case-By-Case Basis* | Unexcused | Excused* |
| <u>Band Performance - Observer</u> | Excused* | Case-By-Case Basis* | Excused* |
| <u>Band Performance – Active Participant</u> | Unexcused | Unexcused | Case-By-Case Basis* |

* = If less than one week notice is given, these are unexcused.

Classroom & Rehearsal Procedure

Entering the Classroom

Students are encouraged to enter through the main band room doors and pick up any papers placed near that entrance. (i.e. homework assignments, info sheets, etc.). It is the students' responsibility to pick these up as they enter the band room.

Students are expected to enter the band room before the bell; if they enter after the second bell, they will be marked tardy. Once students have entered the band room, they should read the announcements and rehearsal plan at the front of the room. All students should be at their seats (or assigned warm-up station for percussionists) prepared to begin rehearsal before the eight-minute timer expires. Students may lose one participation point if they are not prepared by this time.

Bathroom Policy

If a student needs to use the washroom, they should ask the teacher before the second bell as the student enters the classroom. Students may use the bathroom at the end of class as well. A student may use the washroom during rehearsal only if it is an emergency.

Seats

There will be assigned seats which will change throughout the year. Students are encouraged to warm up on their instrument once the second bell has rung, we are limited to 50 minutes of play time so it is important that we don't no start playing any earlier. All students are required to have the following items present in rehearsal:

- Pencil
- Instrument with case or sticks/mallets with stick bag
 - The case/stick bag must have a name tag
- Music Folder
- Sheet Music (let the instructor know before the timer expires if there are issues)
- Musician's Mask & Bell Cover

Leaving Your Seat

Students leaving their seat for any reason during class (passes, bathroom emergency, etc.) must tell the director, sign out before leaving and sign in after re-entering the classroom.

Extracurricular Rehearsal & Performance Attendance Procedure

As students walk into the band room or at a specified location for call time, students should check in with the designated drum major or student leader. This helps us keep an accurate log of all attendance records. Students arriving late should find a drum major or director that will update the attendance log.

Punctuality is a very important part of any musical ensemble or team effort, making every team member important. Being on time communicates respect of oneself as well as respect for the other ensemble members. Therefore, it is important that all students make that a priority. *To be early is to be on time...*

WCCHS Music Facility & Equipment Policy

We are all responsible for the upkeep of the facilities and equipment. Students are encouraged to use these rehearsal spaces and our equipment (stands, chairs, instruments, etc.) as much as they would like. Practice rooms are for practicing only. Irresponsible use of any facility, equipment or failure to abide by the rules will result in disciplinary action.

General Music Department Use: The music department will remain open until at least 4pm on school days and will be available for student use with teacher supervision.

Instrument Storage

There are individual instrument lockers located in the locker room available for student use throughout the school year. Students are encouraged to provide their own padlocks for their locker. The lockers are assigned at the beginning of the year. No instruments or stick bags should be left on the floor. WCCHS is not responsible for any damage or theft of instruments left in the instrument lockers. All instruments and stick bags must be taken home over the summer by the end of spring finals.

Instrument Rental

The WCCHS band program has a limited number of instruments for students to use such as bassoons, bass clarinets, tenor saxes, bari saxes, French horns, baritones and tubas. If an instrument is available, students needing an instrument will receive one from WCCHS in good working condition after completing the [Instrument Request & Rental Form](#). They will be responsible to supply instrument accessories, including but not limited to a mouthpiece, ligature, reeds, reed case, neck strap, flip book, and lyre. WCCHS will pay for most basic repairs.

Students are liable and responsible for the care of the school-owned instrument. Misuse and/or neglectful damage may result in a monetary fine, as well as a revoking of rental privilege. Only the student borrowing the instrument is allowed to play that instrument. Additionally, students should keep the instrument properly stored in its rightful case when not in use.

At the end of the year, students must be available for instrument check-in to verify that the instrument is in good working condition and to assess any needed repairs. If there are no repairs needed, all freshmen through juniors will receive their instrument at that time to take home for the summer.

Sheet Music Usage

In our ensembles, the musicians use original sheet music that has not been copied. Since we reuse much of our music, we ask that students mark their parts in pencil. This allows the markings to be erased from use to use. If a student writes in pen, they will be charged \$5 that will be used to purchase a new copy of the part.

Personal Equipment Requirements

One of the basic rules for any musician is to be properly equipped with basic accessories needed to ensure the best opportunity to succeed when performing. With that in mind, we ask that all students be prepared with the instrument accessories specific to their instrument. The WCCHS Instrument Accessory List can be found on page 7. For detailed recommendations of required instrument accessories, consult a band director or private teacher.

The items listed on the Instrument Accessory List are usually found at local music stores. I recommend calling a store to check inventory before making a visit:

WCCHS Band Instrument Accessory List

Name tag must list last name, address and phone number. If a student uses multiple instruments for band, each case must have its own supplies.

If there are any financial concerns, please contact the director.

Flute/Piccolo

Swab (goes on cleaning rod)
Cleaning rod
Lyre/Flip folder
Pencil
Name tag for instrument case

Oboe/Bassoon

Reeds (At least 3)
Cork Grease
Cleaning Swab
Reed Case (Must hold at least 3)
Water Container (To hold reed)
Pencil
Name tag for instrument case

Clarinet

Vandoren Reeds (2.5 strength recommended)
Reed case (Must hold at least 4 reeds)
Cleaning Swab
Cork grease
Lyre
Flip folder
Pencil
Name tag for instrument case

Bass Clarinet

Vandoren Reeds (2.5 strength recommended)
Reed Case (Must hold at least 4 reeds)
Cleaning Swab
Cork Grease
Pencil
Name tag for instrument case

Alto, Tenor and Bari Saxophone

Vandoren Reeds (3 strength recommended)
Reed case (Must hold at least 4 reeds)
Cleaning Swab
Cork grease
Neck strap
Lyre
Flip folder
Pencil
Name tag for instrument case

Trumpet/Mellophone/French Horn

Baritone/Tuba/Sousaphone

Valve oil
Tuning slide grease
Lyre/Flip folder
Pencil
Name tag for instrument case

Trombone

Slide cream
Tuning slide grease
Small water spray bottle (1-2 oz.)
Lyre/Flip folder
Pencil
Name tag for instrument case

All Percussionists

**All sticks/mallets/equipment are provided through your stick free from band camp registration

Remind Messaging Program

A communication tool that I use is “Remind”. It is a text messaging/emailing program designed for teachers to communicate with students and parents about anything from upcoming concerts to fundraiser due dates. Text messaging is recommended. Teachers do not see any phone numbers.

Concert Band 2

Text @wchscb2 to the number 81010 or click this link: <https://www.remind.com/join/wchscb2>

Concert Band 1

Text @wchscb1 to the number 81010 or click this link: <https://www.remind.com/join/wchscb1>

Symphonic Band

Text @wchssb to the number 81010 or click this link: <https://www.remind.com/join/wchssb>