

Band Department Handbook 2016 - 2017



Royal High School

Director of Bands

Lisa Pate

Dear Students, Parents and Families of the Royal Instrumental Music Department:

School music programs are some of the most exciting, fun, and character-building activities available to young adults. Music students learn responsibility, leadership, teamwork, pride, and of course ... musicianship! The ensembles at Royal High School have a long-standing history as one of the most successful band programs in Ventura County, and the policies and procedures outlined in this book help to ensure that the high-quality musical experiences continue for the coming year.

Being a member of the Royal High School Band Program will help build confidence, work ethic and self-esteem as well as provide students with a great social network! Students are the core of our program, but it is not just the students who make the program function. Boosters, teachers and families make the music program at Royal High School what it is today, and it truly takes a village (or at least a valley) to allow our band program to provide these students with the countless life experiences that will shape them into magnificent men and women of our future.

If you wish, you can come to the band room to see the “hardware” that has been won over the years, but that is not why our students, parents and staff work so many hours every year. Competitions help us provide an inward process for improvement. The high scores and championships result from this upward spiral of self-evaluation that pushes us ever closer towards perfection. Some of the most memorable experiences in life for several young musicians are the “payoff” moments that happen when months of hard work and critique culminate in an emotional and transcending performance; those magical moments when a group far exceeds the sum of its parts.

The culture of our band program is one of growth. The family-oriented environment of our program creates a safe and supportive environment for young adults to continue to experience, learn and grow as individuals, citizens and musicians.

This is a program for students who want to learn and do their best. Expectations are high, but so are the outcomes.

Welcome new students and returning members to the Royal Band Program. Get ready for a life-changing experience!

BAND DEPARTMENT SCHEDULE OF CLASSES**2016-2017**

Period	Fall Semester	Spring Semester
Period 1	Director's Prep	Director's Prep
Period 2	Orchestral Winds	Orchestral Winds
Period 3	Wind Ensemble	Wind Ensemble
Period 4	Studio Jazz Ensemble	Studio Jazz Ensemble
Period 5	Wind Symphony	Wind Symphony
Period 6	Director's Prep	Director's Prep
Period 7	*Marching Brigade	**Director's Jazz Band & Jazz Band II

* Marching Brigade Class:
Refer to Calendar for exact days and times

** Director's Band and Jazz Band II Classes:
MON (2:30-3:30 PM), TUES (2:15-4:15 PM), THURS (2:15-4:15 PM)

Minimum Grade Requirements

All members of the Instrumental Music Program who participate in extra-curricular activities such as field tournaments, parades, concerts, music festivals and other programs are required to follow the *Athletic Activities minimum grade requirements*.

- Fall semester participation in extra-curricular activities is based upon the reporting of the previous school year's 4th quarter grades (June report card)
- Students must have a GPA of 2.0 in all classes
- Students may not have more than one "F" or one "U" in citizenship per grading period
- Eligibility will be checked each quarter. If a student falls below the above requirements, he/she will **not** be eligible for participation in events during the next grading period.

To ensure that students' minimum GPA average is being maintained, parents are encouraged to do grade checks through the "Aeries" grading system before progress reports and report cards are issued. Much like athletics, ensemble performance is based upon a team effort. Each and every performer is equally important. The loss of one player can be detrimental to the overall success of the group. Students who become ineligible or have a GPA that falls below 2.5 will be expected to attend tutoring sessions to improve their academics.

The Wind Ensemble is the premiere concert ensemble of the school, and has stricter expectations and standards of its students. Members of the Wind Ensemble are expected to travel with the group on the Spring Trip and also audition for the Ventura County Honor Band. A student's and family's agreement to being placed in the Wind Ensemble also shows that they will abide by the above policy. Students of the Wind Ensemble must also maintain academic eligibility throughout the year. Failure to do so will result in removal from the Wind Ensemble and placement into another concert band.

Standard Code of Conduct

Members of the Royal High School Instrumental Music Program are expected to conduct themselves properly at all times. Members of the band represent not only themselves, but also Royal High School, the Simi Valley Unified School District, the City of Simi Valley and the Royal High School Band Program. All members of the Band must abide by the rules and regulations regarding student behavior, established by RHS and the School district. All members must refrain from smoking, drinking, using or implying profanity and inappropriate displays of affection during all school related activities – including all performances, rehearsals, sectionals and travel. The School Dress Code and Instrumental Music Dress guidelines will be strictly enforced. You must maintain a standard of performance, behavior, appearance and sportsmanship that will reflect favorably upon the band. **Any violation will be met with swift and appropriate disciplinary action in accordance with the Band/District policy, including dismissal from the program. (A drop/fail will be considered depending on the severity and result of the infraction.) All disciplinary decisions made by the Band Director are final.**

PARTICIPATION REQUIREMENTS CONTINUED

2016-2017

1. **LEADERSHIP** - All Band Members must cooperate with the Band Director, Staff, Clinicians and Boosters/Parents at all times. The only exception to this is if you believe that there will be some kind of danger to your well-being. Students in leadership positions, working in cooperation with the Director, are to be respected at all times.
2. **PREPAREDNESS AND PARTICIPATION** - When arriving at the designated location for rehearsals or performances, students must be on time, dressed appropriately and have all necessary equipment. Failure to have all necessary materials may result in a “0” participation grade for the rehearsal or a “0” grade for the performance.
3. **ATTENDANCE** - Enrollment in any of the ensembles implies commitment by the student to attend **ALL** rehearsals and performances for that group. Any conflicts that may arise must be handled by submitting a “Request for an Excused Absence” form to the Director at least two weeks before the date of the requested absence. Filling out a “Request for an Excused Absence” form does not guarantee the absence will be excused unless the Director also signs the form. If the absence results from a sudden situation, the student or parent must contact Mrs. Brown by cell phone immediately.
4. **MEDICAL CONDITIONS** - Any temporary or permanent medical condition that prevents a student from fully participating in a rehearsal must be accompanied by a note from a parent, school nurse or doctor. Failure to do so will result in a lowering of the student’s participation grade for that day.
5. **INSTRUMENT REPAIRS** - Any instrumental repairs that prevent the student from having an instrument in rehearsal must be accompanied by a note from a parent or guardian. Failure to do so will result in a lowering of the student’s participation grade for that day. Also, please consult with the Director if an instrument repair may prevent a student from having an instrument in the critical two-week period prior to a performance.
6. **SCHOOL POLICY** - In order for students to perform, students must be present in at least two classes the day of a performance in order to perform that afternoon/evening. Exceptions may include a doctor’s appointment, dental appointment, or attendance at a funeral. If a student misses a performance day of school due to illness, a doctor’s note is required in order to not be penalized for missing that performance.

Fundraising

All members of the RHS Band Program are expected to participate in designated fundraising activities, including the *Royal Classic* and *others*.

BAND DEPARTMENT GRADING POLICY

2016-2017

Tests and Performances are any written or playing tests administered during the quarter as well as the performances for that ensemble during that quarter. The number of performances will vary by quarter depending on the time of year. An unexcused absence from any performance will automatically result in a failing grade for the quarter. Conflicts with a performance must be handled by filling out a "Request for an Excused Absence" form at least two weeks prior to the performance. Filling out a "Request for an Excused Absence" form does not guarantee the absence will be excused unless the Director also signs the form.

Homework

Band homework includes:

- **Practicing** - This must be documented and turned in by filling out the required practice sheets.
- **SmartMusic** - Information will be sent home in the upcoming weeks regarding how to obtain and use SmartMusic.
- **Sectionals** - All students are required to participate in sectionals. A minimum of one sectional per quarter is required.
- **Concert Report** - All students are required to do one concert report per year. This requires students to attend one concert that they are not performing in themselves per year. The report must be typed using Times New Roman, 12 point font, double spaced. The report should include your opinion on the performance venue, concert attire, repertoire, performers, overall performance and anything else relevant to your musical experience. This is due Friday, May 26th, 2017.

Musical Enrichment - Participating in outside groups and honor bands is optional, however, all Wind Ensemble students must audition for the Ventura County Honor Band. Taking private lessons is also optional, but strongly encouraged.

Class Participation is preparation for and participation in classroom activities. Consistent individual practice and responsibility for your equipment and music will go a long way to ensuring a high grade for preparation. Attendance and following all rehearsal procedures and the Director's instructions will help ensure a high participation grade. Unexcused absences and irresponsible behavior (losing music, not having a spare reed, leaving an instrument at home, not having a pencil) will lower the grade significantly.

Responsibility Grade is determined by whether a student turns in assigned paperwork on time and attends mandatory meetings and events. Several forms and handouts will be given to the students throughout the year with a due date. If the student turns in all paperwork on time, he or she will receive full credit for this portion of the grade. Failure to turn in any assigned paperwork on time will result in a zero for that assignment. Mandatory events are scheduled, in most cases, months in advance, and failure to attend a mandatory event will result in a grade of zero for that grade for the quarter. There will always be at least one month's notice for any scheduled mandatory event. Conflicts with a mandatory event must be handled by filling out a "Request for an Excused Absence" form at least two weeks prior to the event.

Extra Credit - Students will receive extra credit for taking private lessons (which can be recorded on the practice sheets) and for participating in more than the required amount of sectionals as long as someone fully completes and turns in the sectional form.

BAND DEPARTMENT GRADING POLICY CONTINUED

2016-2017

7th Period Classes:

All Band Students in a 7th Period Class (Marching Band and/or 2nd Semester Jazz) are required to be in another band class that meets during the regular school day. The grading for 7th Period classes do not include the requirements listed above because students will be meeting those requirements in their other band classes. The grading for the Marching Brigade and 2nd Semester Jazz Ensembles are largely based on Attendance and Participation.

Performances - Students may not miss any performances.

Rehearsals - If a student has a conflict with a rehearsal, they must fill out a "Request for an Excused Absence" form at least two weeks prior to the rehearsal. This does not guarantee the absence will be excused unless the Director also signs the form.

Students (or parents) must call Mrs. Brown **BEFORE** rehearsal begins if they are home sick in addition to the Royal High School attendance office in order for the absence to be cleared as excused. Students may never miss rehearsal for reasons such as "they have too much homework" or a "big test the next day." Students must follow through with their commitments to the Band Department and each other. Plan each week accordingly.

*After 3 **unexcused** absences, students' grade will drop by one letter.

First Semester Band Room Hours for Instrument Pick Up/Drop Off

Day	Before School	After School
Monday	Between 1st and 2nd Period	*2:23-2:30pm
Tuesday	Between 1st and 3rd Period	*2:05 - 2:12pm
Wednesday	Before 2nd Period	*2:05 - 2:12pm
Thursday	Between 1st and 3rd Period	*2:05 - 2:12pm
Friday	Before 2nd Period	**2:05 - 2:12pm

* Mrs. Pate is also on campus with the Marching Brigade every afternoon. If the above times are inconvenient, you may also come any time before, during, or after Marching Band practice to pick up/drop off instruments. Please refer to the Band Calendar for MB practice times.

** The band room will also be open before and after all home football games.

★ Band room hours may be extended by appointment or student request.

Orchestral Winds

Orchestral Winds is our third level concert ensemble. Membership is by audition or Director approval. Orchestral Winds is a yearlong class, open to all students who qualify. This group participates in concerts and sometimes also participates in music festivals during the spring semester. Orchestral Winds is where the basic fundamentals of being an instrumental musician are learned through quality literature and daily rehearsal throughout the school year. This class will provide students with in-depth knowledge of their instruments, other instruments, elements of music, proper fundamentals of breathing and posture, appropriate level band literature, and rehearsal techniques. This course will also teach team work, self-discipline, and the development of higher level thinking skills necessary to express one's self through music. This class consists of all grade levels. Many freshmen begin their high school music career in this class. This class is designed to prepare students for the more intense music classes offered at Royal. Many musicians also use this class to learn a new instrument in addition to playing their primary instrument in one of the top ensembles.

Orchestral Winds Performance Attire:

Ladies –Conservative long black dress to the ankle/floor, black dress shoes – no sandals.

Gentlemen- A tuxedo with black cummerbund & black bow tie, white tux shirt, black shoes, black socks.

Wind Symphony

Wind Symphony is our second level concert ensemble. It is a yearlong class, open to all students who qualify. Membership is by audition. Wind Symphony will provide students with in-depth knowledge of their instruments, other instruments, elements of music, proper fundamentals of breathing and posture, appropriate level band literature, and rehearsal techniques. This course will also teach team work, self-discipline, and the development of higher level thinking skills necessary to express one's self through music. Wind Symphony performs at various concerts as well as festivals during the spring semester. This group consists primarily of seniors, juniors, a few sophomores and a few freshmen. Literature consists of medium-advanced to advanced high school material. Students in this class are encouraged to participate in solo ensemble festivals and audition for honor groups.

Wind Symphony Performance Attire:

Ladies –Conservative long black dress to the ankle/floor, black dress shoes – no sandals.

Gentlemen- A tuxedo with black cummerbund & black bow tie, white tux shirt, black shoes, black socks.

Wind Ensemble

Wind Ensemble is the top-performing ensemble of the concert groups. It is a yearlong class open to all students who qualify. Membership is by audition. This group consists primarily of seniors and juniors, although occasionally a few sophomores, and even more rarely, freshmen make it into the group. Wind Ensemble will provide students with in-depth knowledge of their instruments, other instruments, elements of music, proper fundamentals of breathing and posture, appropriate level band literature, and rehearsal techniques. This course will also teach team work, self-discipline, and the development of higher level thinking skills necessary to express one's self through music. Literature consists of advanced high school & college level material. Wind Ensemble performs at various concerts as well as festivals during the spring semester. Students in this class are encouraged to participate in solo ensemble festivals and audition for honor groups. It is mandatory for all students who audition and make it into this ensemble to audition for the Ventura County Honor Band. The website is vchb.org.

Wind Ensemble Performance Attire:

Ladies –Conservative long black dress to the ankle/floor, black dress shoes – no sandals.

Gentlemen- A tuxedo with black cummerbund & black bow tie, white tux shirt, black shoes, black socks.

Studio Jazz Ensemble

This Jazz Ensemble meets 4th period and is comprised of students who are proficient or advanced on their instrument, have room in their schedule and are interested in learning jazz concepts, styles, and improvisation. In this class, students develop knowledge and skill in ensemble balance, tone production, improvisation, sight-reading, jazz theory and jazz history as it pertains to the music that is being prepared and performed. A wide variety of styles are studied and emphasis is placed on improvisation and repertoire. Membership is by audition. 5th Period Jazz is a yearlong class and performs at concerts and public events. This band may also perform at local jazz festivals. This is an extra enrichment course and should be taken in addition to a concert ensemble.

5th Period Jazz Performance Attire:

Ladies –Black button up dress shirt (can be short sleeve), green tie, black dress pants, black dress shoes – no sandals.

Gentlemen- Black long sleeve button up dress shirt, green tie, black pants, black dress shoes, black socks.

Jazz Band II

Jazz Band II will meet second semester after school and are comprised of students from the jazz and concert band classes that meet during the day. Membership is by audition. In this class, students develop knowledge and skill in ensemble balance, tone production, improvisation, sight-reading, jazz theory and jazz history as it pertains to the music that is being prepared and performed. A wide variety of styles are studied and emphasis is placed on improvisation and repertoire. This class performs at festivals and concerts.

Jazz Band II Performance Attire:

Ladies –Black button up dress shirt (can be short sleeve), specific color tie depending on what each section decides, black dress pants, black dress shoes – no sandals.

Gentlemen- Black long sleeve button up dress shirt, specific color tie depending on what each section decides, black pants, black dress shoes, black socks.

Director's Band

Director's Band is Royal's top Jazz Ensemble. The group rehearses second semester after school and are comprised of students from the jazz and concert band classes that meet during the day. Membership is by audition. In this class, students develop knowledge and skill in ensemble balance, tone production, improvisation, sight-reading, jazz theory and jazz history as it pertains to the music that is being prepared and performed. A wide variety of styles are studied and emphasis is placed on improvisation and repertoire. This class performs at festivals and concerts.

Director's Band Performance Attire:

Ladies –Black button up dress shirt (can be short sleeve), gold tie, black dress pants, black dress shoes – no sandals.

Gentlemen- Black long sleeve button up dress shirt, gold tie, black pants, black dress shoes, black socks.

Color Guard Class

This class meets during 7th period. Membership requirements include enrollment in Marching Band and Winter Guard. In this class, students develop knowledge, skill, and technique in dance, flag, rifle, and sabre work. A wide variety of styles are studied and emphasis will be placed on music and dance as it pertains to the competitive show being prepared and performed.

Royal Highland Brigade

The Royal Highland Brigade consists of brass, woodwind, percussion and color guard. The Brigade meets first semester and performs at field show tournaments, parades and all home football games. Requirements include attending summer classes and band camp, as well as being enrolled in another music ensemble/ color guard class for the full school year. The course name is "P.E. Band" and will fulfill one semester of the P.E. requirement. If you are a member of the Royal Highland Brigade all four years of high school, it will completely fulfill the P.E. requirement. The Royal Highland Brigade teaches many things, including leadership and student cooperation. It is a great way for incoming freshmen to instantly become a part of a "family" upon entering high school.

Academic eligibility will determine a student's ability to participate in the Highland Brigade. If you become ineligible, you will be allowed to remain in the class, but will be removed from certain aspects of the activity (including all performances.) Please arrange all appointments, etc. around the class schedule. If you miss the Thursday night class before a performance (for any reason) you might be asked not to perform at the following performance. If this decision is made, you must respect the decision and your attendance at the performance will still be required.

What is The “ROYAL HIGHLAND BRIGADE”?

The “Royal Highland Brigade” is the official name of our Marching Band and Color Guard. It is the largest performing ensemble at Royal High School. All high school students in grades 9-12 are eligible to participate. Band and Color Guard members become part of a precision-performing unit that competes in approximately five field tournaments each season, with groups from all around the Southern California area. They also perform publicly in parades and at all home football games.

The Royal Highland Brigade helps students develop in music, marching, and physical education, while providing an overall arts and cultural experience. Numerous instruments, dramatic effects, and even costumes and props are incorporated into our shows. Band and Color Guard also offers growth and development for students throughout the season. Through Band Camp, practices, performances, and trips, membership in the Royal Highland Brigade teaches dedication, responsibility, organization, leadership, teamwork and loyalty.

The Royal Highland Brigade has many of the same features and benefits as other sports, including competition, scoring, penalties, time limits, practice, as well as cooperation to improve themselves and their group throughout the season. Students earn Physical Education (P.E.) credit for participation in the Marching Band and Color Guard.

Not surprisingly, students (and parents!) become passionate about the program. Students benefit from camaraderie and friendships, with a cross-section of the entire school on a scale that is not available in any other extracurricular activity. They learn new techniques and develop pride in themselves and in the Brigade.

Over the past years, the Royal Highland Brigade has developed a reputation as an outstanding Marching Band and Color Guard field show unit, featuring unique drill design and exciting musical arrangements.

GENERAL RULES

Band Office: You must have specific permission from the Director or Staff to enter the band office. Please knock and wait to be welcomed into the office. The copy machine may only be used by staff and student librarians.

Telephone: No students may use the office telephone unless given permission by the Band Director.

Band Room: Food and drink are not allowed in the band room. All trash must be properly disposed including recycling. Equipment, including chairs and stands, must be put back in the proper place. Only band and color guard members are allowed in the band room, unless authorized by the Band Director.

Cell Phones: Cell phones usage is prohibited during class and will be confiscated if seen or heard.

Lockers: No personal items, trash, or food are to be left in the instrument lockers. Any such items will be removed and disposed. Lockers will be kept locked at all times. Loss of the department combination lock will cost \$20.00 to the student. Misuse of lockers and or instruments stored in lockers may cause student to lose locker privileges and receive detention.

Personal Equipment: No one may touch the equipment of another member without his or her permission. If damaged, you will be held responsible for the replacement value of said equipment.

School Owned Instruments: With Band Director's approval, some school-owned instruments may be checked out to those who show a need. The student and his/her parent must sign and agree to the terms of the Instrumental Loan Agreement. Students using these instruments are responsible for their care and maintenance, along with any other associated materials. If damaged or stolen, he/she is responsible for the repair or replacement of said instrument. (All percussionists must purchase their own sticks/mallets as needed.)

Practicing: Parents are encouraged to provide a place so their student can do his/her practice on a daily basis. If possible, this room should be equipped with a computer to encourage practicing with SmartMusic. Failure to be prepared for class will affect students' grade.

Band vs. Jobs Outside of School: Enrolling in the instrumental music program means that you will have the time to devote yourself to the required activities. It is the responsibility of each student to adjust his/her work schedules accordingly.

Preparedness: As in any class, students are expected to bring all necessary materials to band. This includes his/her instrument, music and any other related equipment (tuner, mouthpieces, reeds, mallets, drum sticks, mutes, etc.)

Performances: All performances are mandatory! Performances are the “final tests” for weeks of hard work. Any absence from a performance will result in receiving a failing grade for the quarter.

Performance Etiquette: You must remember that you represent not only yourselves, but also Royal High School, the Simi Valley Unified School District, the city of Simi Valley and the Royal High School Band Program. Students must conduct themselves in a proper manner before, during, and after performances.

Call Time: Call time is the time you must report to the pre-designated area seated with your instrument and warmed-up ready to go. Don't be late!

Bus Trips: Roll will be taken after boarding the buses. There will be no switching of buses on the return trip – you must stay on your designated bus. The bus driver is in charge and you must respect his/her rules as much as ours. No food, drink, profanity, or display of affection is allowed. For safety reasons, you must stay seated at all times. No sitting on backs or arms of seats. Electronics must be used with private headphones only. Upon arriving at the destination, students will refrain from talking and remain seated while the Band Director/Staff gives last minute instructions.

Letters and Awards: To receive a FINE ARTS LETTER, you must perform in the program for one consecutive year. (Letterman jackets and Letters may be purchased from ASB) The issuance of all awards are subject to conduct, performance, and abidance of program rules, and are subject to the discretion of the Band Director.

Vandalism: Defacement of stands, band lockers (inside or outside), walls, writings on chalkboards, school instruments and cases, or any other personal and departmental property is considered vandalism and will not be tolerated. Suspected students will be questioned, and violators will receive stern discipline based on school policies. Take pride in our Band Room and work place!

SIGNATURE PAGE*

I have read and agree to accept the Band Department rules as listed in the Band Department Handbook.

Student's name printed

Student's signature

Parent's signature
