

The O.H. Platt High School
Performing Arts Department



STUDENT/PARENT HANDBOOK 2013-2014

Marching Band
Concert Band
Jazz Ensemble
Colorguard

DIRECTOR: MRS. LAURA BOATES

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Code of Conduct

Students who participate as members of an ensemble or team, representing the Platt High School music department should conduct themselves as responsible representatives of their school and community. Platt High School's student musicians must always serve as exemplars of high moral character, representing themselves, the music department and the school in a professional manner both in and out of school.

All band students should strive in their positive development of character and follow these guidelines regarding the program.

- **ATTENDANCE** – Students are to report to the designated area at the time requested. Late arrivals will be marked tardy. Unexcused tardiness will be reflected in their performance grade.
 - Unexcused absence = absence in which no prior communication was made to the director.
 - Students may not make excuses after the fact.
 - Missing a scheduled event due to an unexcused absence will result in a significant grade deduction.
 - Too many absences may result in suspension from performances.
 - Emergency situations will be counted toward an excused absence as long as written documentation is provided.
- **BEHAVIOR** – It is expected that all members use good judgment and common sense. Please see the director or a chaperone if you are questioning the actions of others that you don't feel comfortable addressing yourself.
 - The band does not condone PDA (public display of affection). This means that if you are caught doing anything you would not do in front of your mother, you will be remanded to a chaperone and referred to the director.
 - Each person in the band is a reflection of the entire band. Therefore conduct yourself with pride and respectfulness.
 - Help each other to remember to think before you act and always represent the ensemble in a positive way.
- **CLASSROOM** – Students are expected to maintain their classroom, their equipment and their personal space.
 - No gum in the band classroom.
 - All trash & food will be disposed of properly.
 - Chairs and stands are to be moved to their appropriate spaces after each rehearsal.
 - Students who do not abide by this common form of respect for property will see a reduction in their overall grade.

- **CLASS** – Basic expectations in class require each student to have the following with them in class each day:
 - Your instrument(s) or flag
 - A pencil
 - Dot book & drill
 - All necessary music
 - Night rehearsals also require a water jug & sneakers.
 - Failure to have the things one needs to be successful in class will result in a lowered grade.
- **HOMEWORK** – Band members have homework.
 - Learning music that is handed out in a reasonable amount of time (usually around 1-2 weeks).
 - Extra help is available to those whom are having trouble with their homework.
 - The director reserves the right to administer POP QUIZZES and/or playing exams to individuals or groups as she feels necessary.
 - There will be one electronically graded assessment each semester.
 - Doing your part on homework and practicing your instrument makes the band stronger. We need everyone to do be striving to do the best they can.
- **REHEARSAL EXCUSES/ALTERNATE ASSIGNMENTS** – While students are expected to be at all rehearsals and performances, we realize that sickness, injury and other problems can occur.
 - If a student is injured or sick and cannot participate, they need to give a note, from a parent, to the director upon return to rehearsal.
 - If a student is injured and cannot participate, they need a doctor's note, just as we require for P.E. classes.
 - If practices or events are missed – make-up assignments can be administered by the director or staff member.
- **ALL BAND EVENTS**, regardless of location or length, are extensions of the school day. Therefore, all school policies and guidelines are in effect at all times. Any infraction will result in consequences within the band as well as school administration.
- **SUBSTANCE ABUSE** – It is against school policy and federal law for students to possess or be under the influence of any illegal substance. This includes, but is not limited to, alcohol, marijuana and other narcotics.
 - Any student suspected to be in possession of or under the influence of an illegal substance will be prosecuted to the full extent of the law.
 - If found to be under the influence or in possession of illegal substances, students will be suspended, arrested and remanded to an expulsion hearing. This same policy applies to trips in and out of state.

The Platt Band Dress Code

How we present ourselves as part of the Platt Instrumental Department is an important component to how we are treated as individuals and as a team. The following requirements are in addition to the dress code specifics mandated by the Meriden Board of Education and the administration of Platt High School.

Marching Band

Students must wear the issued band uniform to each performance unless otherwise directed.

- CLEAN Black Drill Master marching shoes (order through director)
 - If these are taken care of they can double as dress shoes for concert band.
- White gloves (order through director)
- BLACK socks
- No jewelry, except small stud earrings
- Marching hat & plume (provided)
 - Hair on both males and females must be worn up inside hats at all times.
- Marching uniform (provided)
 - Uniforms, hats and plumes are the responsibility of the student, and all damages will be billed to the student and family.
 - Uniforms are expected to be presentable and neat at all times.
 - They must be returned in the same condition as when they were signed out.
 - Any damages or missing articles will result in charges.
 - Each uniform is dry cleaned two times a year. If it needs cleaned during the season please see the director. DO NOT put it in a conventional washing machine or dryer.

Marching Post-Performance

- Students are required to be in full uniform (minus hats) at all times.
- All uniforms (including color guard) are to be hung on the appropriate hanger, brought to the closets and turned in at the end of the night prior to leaving Platt High School.
- Shoes and gloves are NOT to be left in the band room.

Concert Band & Jazz Ensemble

- All black attire – this includes shoes, socks, belt, etc.
- Black jeans are not permitted
- Drill Masters or black dress shoes are appropriate
- Skirts must be school regulation length
- No midriffs exposed
- No jewelry, except small stud earrings

Colorguard

Attire varies by season, depending on the field show or scheduled performance.

- Uniforms must be worn exactly as designed.
- Hairstyles, makeup and accessories will be decided upon prior to performances and time will be made to prep each member.
- Uniformity is key!
- All attire must be kept neat, clean and free of wrinkles.
- DO NOT wash your attire in a washing machine!

Casual Concert Dress & Volunteer Help

In some situations we may elect to dress the band in casual attire due to the style of venue or temperature.

- Platt Music blue polo shirt (order through director)
- Khaki colored pants
- Black socks
- Black Drill Masters
- Shirt/pant combinations that reveal skin at the waist are not permitted.
- If belts are worn, they should be black.

Appropriate Dress

- Whether at an event, on a band trip or at school, all band members will dress appropriately per school dress code.
- This includes shorts & skirt lengths, types of shirts and no cut off shirts, etc.
- Any violation of school dress code will result in remand to a chaperone until a parent can be contacted to pick up the student or bring the proper attire.
- At games/performance, guard members will be required to be in their performance pants and shoes with a band jacket worn over top of an undershirt when available. Otherwise, a band sweatshirt or jacket will need to be purchased.

All performances will require students to dress in a uniform designated by the director. Any student who is not prepared for a performance will see this reflection in their grade and may not be permitted to perform.

Rationale:

In any performance environment, the focus is a musical one. Visual distractions take away from this focus. It is essential that we command the same amount of professionalism in our appearance as we do in our art.

Rehearsal Etiquette & Expectations

In order for efficient, productive rehearsals it is imperative that all students follow these guidelines at each and every rehearsal.

1. Students are required to have with them

Marching Season:

- Instrument
- Music in flip book
- Dot Book and/or drill charts
- Pencil
- Water jug (camp & evening rehearsals)
- Gloves (guard)

Concert Season:

- Instrument
- Music in folder
- Pencil

2. Rehearsals begin at the designated time. Members are expected to be on time.
3. Talking during rehearsals takes up a lot of time. Save side conversations for after rehearsal so that we can utilize all of our time together.
4. Homework in ensemble courses is often performance-based. Students are expected to know the required music for rehearsals as designated by the director.
Extra help is always available to students who need or want it.

Concert Etiquette

As musicians, we lead by example. When performing, we expect audiences to be respectful, courteous and mature at all times. This includes refraining from yelling names, hollering and whistling. As a music department it is our job to educate our peers and family members on these expectations as needed.

Platt High School musicians are expected to follow the rules of proper concert etiquette at all times. This is a major teaching initiative in Meriden; and one that our band must exemplify.

Discipline

In addition to the rules and guidelines stated in the O.H. Platt High School Handbook, students are expected to adhere to all guidelines set forth by the director and the Music Department at all times.

These rules include, but are not limited to:

- The basic classroom rules set up by the director.
- Attendance policies as outlined in the grading policy
- Student contracts/permission slips
- Common sense

RESPECT

Students in the band are expected to be respectful of all students, parent volunteers, staff members and any others associated with the program. This includes other bands, audience members, etc. Students are expected to act as mature, respectful individuals at all times. Unsportsmanlike conduct, aggression towards others and general disrespect will result in disciplinary consequences.

COMMUNITY

Because we spend a significant amount of time together throughout the year, it is important for us to appreciate and foster this small community that we belong to as a band. It is then our responsibility to contribute to the bigger community of Meriden and our current and future supporters.

PRIDE

“Treat others as you would want to be treated.” Act, at all times, in a way that you would be proud of. Represent your school and community in a positive and kind way. Be proud of the work that you have done; persevere and make others proud of the work you do in the future; and help others be proud of themselves.

DISCIPLINARY OPTIONS may include:

- Loss of privileges
- Lowering of class grades
- Detention before or after school
- Removal from performances, or activities
- Referral to school administration

NOTE: Disciplinary action through the school administration (such as suspension) can result in loss of privileges within the band program.

Classroom Rules and Expectations

1. Instruments are to be stored in cases, locked, and on shelves at all times. If you need a storage place, please ask.
2. All music is to be in a flip folder or band folder at all times. Do not leave loose pieces of music lying around.
3. DO NOT store gym clothes in the band room!
4. Chairs and stands should be put away in their proper places at the end of each rehearsal.
5. All equipment is to be returned to its proper storage place at the end of each class. If you used it, it is your responsibility to make sure it gets put away.
6. Food and beverages are not to be consumed in the band room unless the director grants permission.
7. Absolutely NO PHONES during rehearsals!
8. Rehearsal materials are expected to be with each player every day. This includes, but is not limited to *REEDS* in good condition, *OILS*, *STICKS*, etc. NEVER COME TO REHEARSAL WITHOUT A PENCIL!
9. Each rehearsal should be approached with focus and the reminder that we are always striving for excellence. Be a part of making every day productive in our music making.
10. Be ready to start rehearsal on time. If it is on a regular basis that you are not ready to begin rehearsal with the director, your grade will be affected.
11. You are expected to model PRIDE, RESPECT, MUSICIANSHIP and overall EXCELLENCE each and every day.

Grading Policy

By being a member in our instrumental program you agree to the terms that we set forth. As this ensemble increases in talent level and maturity, we need to ensure that every member is doing their part, and contributing properly to the group in which they are involved.

Members will have different ways that they contribute, but it is important that everyone realize that we are all in this together and if we are not all pitching in to make our group the best it can be, we will not be able to achieve our goals.

Band is a class. You will be graded on how well you do the work and satisfy the expectations listed in this handbook.

Your grade is based on a series of points accumulated throughout the term. Point totals will differ depending on the term and the amount of performances and assessments within each term; however, the criteria remain the same for each term.

Graded Categories

Rehearsal & Performance Attendance/Punctuality

- It is important that you attend rehearsals and are punctual.
- All rehearsals and performances are mandatory. An attempt will be made to work with student schedules and conflicts, but it is expected that students will reciprocate and make compromises when it is possible.
- The Rule of Prior Commitment = If you have something scheduled on your calendar that you know is already a conflict with a band rehearsal or event, it should be submitted in writing to the director as soon as possible. Once school begins band events take precedence as a prior commitment to other events or activities that come up throughout the year. It is the student's responsibility to communicate this conflict to the other party involved and try to schedule around our already scheduled band event.
- Excused absences are worked out on an individual basis between the student and the director PRIOR to the event only. (Unless it involves a family emergency.)
- As a performing ensemble we all have an obligation to one another to be present and perform well.
- In regards to performances, should a major conflict arise which prevents a member from attending an event, it must be cleared at least one week prior to the performance in writing, and the note must be signed by a parent. If a student is excused from a performance by the proper methods as listed above, that individual may be asked to do a make up assignment as assigned by the instructor. It is the responsibility of the individual to complete the make-up assignment as directed by the teacher.

Knowledge of Music/Playing Exams

- You need to know your music. This will be assessed in various formal and informal ways.
- Formal assessment = tests and quizzes
- Informal assessment = the director observes, listens and watches during rehearsals and performances.

***This does not mean that if you are just learning an instrument or struggle with any of the music you will do poorly in the class!!!

- Effort in getting help or assistance will HEAVILY impact your grade.
- Focus on making progress every day!

Effort/Cooperation/Respect/Class Rules

- Follow the classroom rules.
- Working with others in the ensemble.
- Being respectful and being a good representative of the music department.
- Making the effort to continue improving and being a positive influence in the band.

Equipment/Needed Materials

- Make sure you have what you need everyday.
- Be respectful of all equipment and other parts of the band room.
- Keep the band room looking neat, clean and presentable.

LEADERSHIP OPPORTUNITIES

Elected Leadership

1. President/Vice President – These are elected positions.
 - Calls and presides over council meetings.
 - Supervises the functions of other officers.
 - Represents the band by presenting awards given by the council.
 - Takes an active part in planning the spring Band Banquet
 - Assists the director whenever necessary
 - In charge of new initiatives and address the needs of the band's climate from the student perspective.
 - Initiation of social events.
 - Manage and distribute a monthly student music digital newsletter.

Appointed Leadership

2. Secretary
 - Keeps minutes of all leadership meetings.
 - Assists with band correspondence and other clerical duties.
 - Assists the president in every way possible.
3. Librarians
 - Must be willing to devote time outside of normal band class.
 - Will be responsible for issuing, cataloguing and filing music.
 - Are authorized to operate copy machines, and when needed, use the computer to access or input library information.
 - Responsible for maintaining the library in a neat and orderly fashion.
4. Webmaster
 - Maintains the Platt band website.
 - Updates current photos.
 - Uploads content from secretary and director.
 - Assists Pres. & VP with the production of a monthly digital newsletter.
 - Updates the Band page on the Athletics website.
5. Inventory Specialist
 - In charge of the storage facilities, including supplies, repair material as well as the organization and up-keep of all storage closets.
 - Assist Mrs. Boates with inventory database.
 - Assist with the closing of the year: instrument cleaning, accounting for all instruments, assessing instruments for summer repair.

6. Publicist

- In charge of advertisements concerning band events and fundraisers.
- Flyer design, posting and distribution.
- Contact newspaper to cover happenings in department.
- Communication with booster parent publicity chair.

7. Drum Majors

- Auditioned position – Spring of previous year
- Requires the commitment to attend the Drum Major Academy in the summer. This is a weeklong training and can cost up to \$500.00.
- Student leadership during rehearsals and at warm-up times.
- In charge of beginning most rehearsals, tuning, and conducting the marching band during field shows and stand music during football games.
- Assist the director in teaching and cleaning drill.
- Be a role model in every aspect of band participation.

8. Section Leaders

- Student leadership during rehearsals and at warm-up times.
- Assist with beginning rehearsals, tuning and running drills.
- Assist the director whenever necessary.
- Assist the drum major(s) whenever necessary.
- Run sectional rehearsals.
- Help new players increase skills.
- Responsible for creating a positive climate within their section and fostering the support for other sections.

9. Color Guard Captain

- Auditioned position – spring of previous year
- Requires commitment to attend the Color Guard Leadership Academy in the summer. This is a weeklong training and can cost up to \$500.00.
- Work with color Guard instructor to learn and teach choreography.
- Assist instructors and director as needed.
- Assist in preparations for color guard marching season.

10. Historian

- In charge of taking pictures and video to compile for end of the year viewing.
- Keep a pictorial and oral record of the high school band.
- Work hand in hand with a parent booster member in the creation and reproduction of an end of year video.
- Work closely with the band director on cataloging and recording previous years activities and events.

The Instrumental Department Platt Varsity Letter

(THESE REQUIREMENTS WILL TAKE PLACE THIS YEAR 2013-2014)

Criteria Requirements:

- Students must participate in concert/marching band for three consecutive years, or be a junior with two consecutive years along with at least one year in jazz ensemble.

Other qualifications for receiving a Varsity Letter: (any or all of the following may be considered)

- If a Student has an “A” cumulative average in band each year.
- If a Student exhibits a high level of quality leadership among their peers.
- If a Student takes an active role in the program, including but not limited to consistent help and support to the group and overall department.
- If it is evident that the student is a dedicated musicians. This means, adequate practicing, preparedness for rehearsals, attendance to and contribution in rehearsals, and a clear impression to all parties that the student is serious and dedicated to the art form in which they are studying.
- If a student exhibits a positive attitude toward instructors and peers, and clearly maintains an attitude that coincides with the development and progress of the group.

Letters are awarded at the discretion of the directors. Exceptions can be made to the above criteria if a student exhibits qualities that deem special consideration appropriate.

Student Event Dismissal Policy

- Students must ride school transportation to and from all band events.
- If a student needs to meet us at an event, the parent must make notification to the director as early as possible in writing.
- If a student needs to leave an event early or needs to leave an event without the use of the provided school transportation, a note from the parent and/or direct contact from that parent must be provided to the director prior to the event taking place. The note must designate who is picking up the student and what relation that person is to the child.
- If a student needs to leave an event early and has not taken the proper steps as outlined above, they can only be released directly to a parent. There are no exceptions to this rule.
- A chaperone can dismiss per this policy only if they have made direct communication with and received confirmation from the director.
- A student is under the jurisdiction of the band director while involved in school sponsored band events. If a situation arises where the director feels as though a potentially unsafe situation is at hand regarding a student's dismissal from an event, she reserves the right to retain that student, regardless of prior arrangements until the student can be transferred to the parent.

O.H. Platt High School Department of Music

2013-2014 Leadership Application Form

Due: August 30, 2013

Name: _____ Grade: _____

Position(s) desired: (check all that apply)

☐ **Secretary** ☐ **Librarian** ☐ **Inventory Specialist** ☐ **Webmaster**

☐ **Publicist** ☐ **Historian** ☐ **Attendance Officer**

Why do you think music is an important part of your time in high school?

How has band made a difference to you?

Why would you make a good candidate for a leadership position in the band?

Please sign below that you understand the following provisions:

It is understood that if I am selected to a Leadership position for the band, I will be expected to:

- Support the director and the band with dedication, devotion and loyalty.
- Maintain a strong dedication to the entire program.
- Uphold the highest possible standards as set for all band members.
- Participate in special band events.
- If not chosen, I will assume my regular role in the band and give full cooperation to the director and leadership selected.

Date: _____

Student Name: _____

Student Signature: _____

Student Email Address: _____

Parent Name: _____

Parent Signature: _____

O.H. Platt High School Department of Music

2013-2014 Events Permission Form

The Platt Music Department takes part in various performances throughout the school year, including Platt home football games, school concerts, area performances, caroling, school visitations, and others. Most of these performances are listed on the events calendar that can be found on our website, and are listed as far in advance as possible. Dates and times are subject to change at any time.

By signing this form, you are giving your son/daughter permission to attend, be transported to and take part in all activities in which the Platt Music performing groups take part. This permission form covers all trips in and out of the state except ones involving an overnight stay.

****Please note that Falcon Field is a school field and this form authorizes your son/daughter's use of regular bussing between Platt and Falcon Field as needed.**

All events in which we take part are extensions of the school day. All school rules apply at all times (as described in the student handbook), and consequences for inappropriate behavior while taking part in any event as described above will be severe.

We (student and parent/guardian) have read this form, the performance calendar and the student handbook. We understand what events my son/daughter will be taking part in. We both understand the rules that apply during such events and understand the responsibilities which coincide with these activities.

I give my permission for my son/daughter to take part in all Platt High School Music Department activities throughout the 2013-2014 school year.

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____ Phone: _____

I have read the information above and understand the rules that are in effect while taking part in all school related activities.

Signature of Student: _____ Date: _____

Printed Name: _____

MEDIA RELEASE

I hereby grant Platt High School and the Meriden Board of Education permission to use my son or daughter's photo or video image on school and community publications.

Signature of Parent/Guardian: _____ Date: _____

O.H. Platt High School
Department of Music

2013-2014 Student/Parent Agreement Form

Due: September 6, 2013

Student Name: _____

This is to certify that I have received a copy of the Platt High School Band Handbook.
I have read and understand that I will be bound by
all of the information contained within.

Student Signature

Date

I have read all of the information contained in this handbook and understand that
my student will be responsible to adhere to the guideline contained within.

Parent/Guardian Signature

Date