

***HIGHLAND HIGH SCHOOL***  
***PERFORMING ARTS DEPARTMENT***  
***BAND HANDBOOK***  
***2011-2012***



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## Dear Highland High School Band Members:

We are looking forward to another great year! We expect to continue the Highland High School tradition of exceeding high standards and expectations.

Please **read** this handbook. Parents and students must sign and return the acknowledgment form saying they have received and read this handbook. Please note that there are pages that need to be downloaded from the band website, filled out, and returned to the band director as soon as possible. If you do not have a computer and/or internet access, please call or have the student tell Mr. Bennett and hard copies will be sent home for the parents to fill out. Those pages are the acknowledgement form and the non-athletic clearance package put into place in 2003. As per new district policy, your student must have some form of health or accident insurance to participate in band. If a student does not have the proper coverage, insurance can be purchased from the school for a nominal cost. **Insurance is required!** Please ask Mr. Bennett any questions pertaining to any of the forms that need to be turned in.

Our calendar is enclosed and has been updated. All dates and times are for the most part accurate. These are all the performances that your student is required to attend. We try to get all the information as accurate as possible, but please be aware that some changes may still occur.

Please check and use the band website for information and questions.

**[www.highlandhighband.org](http://www.highlandhighband.org)**

Our HHS band staff will include:

**Kevin Bennett, Band Director**  
**Lewis Nelson, Assistant Band Director**  
**Bill Bitter, Department Head – Performing Arts**

If you have any questions concerning the 2011-2012 music season, please feel free to contact us. Our contact information is listed below.

**We look forward to another successful season of music.**

- Highland High School Band Office: (480) 813-0051 ext. 2729
- Mr. Bennett's email: [highlanddirector@cox.net](mailto:highlanddirector@cox.net)
- Mr. Nelson's Phone Number: 480-813-0051 ext. 4421
- Mr. Nelson's email: [lewishnelson@gmail.com](mailto:lewishnelson@gmail.com)
- Highland Band Website: <http://www.highlandhighband.org>
- Highland Jazz Festival Website: <http://www.highlandjazz.com>



## GRADING POLICY

### CONCERT BAND I/II, SYMPHONIC BAND, WIND ENSEMBLE, JAZZ BAND I/II

Grades will be determined by the following:

- **Participation Points** – 5 Points per day
- **Performance Points** – 100 Points per Performance
- **Music Checks & Playing Tests** – The number of points possible will vary according to the size & importance of the test.
- **Written Assignments, Concert Reviews, Written Tests, etc.** – The number of points will vary depending on the assignment given.

At the end of each grading period, points will be totaled and put in percentage form.

A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = 0 – 59%.

- Please be on time and ready to work when a rehearsal begins. Each tardy will result in the student losing his/her participation points for that day. The third unexcused tardy will result in a call home to the parents and loss of all participation points for the week. On the fifth and each consecutive tardy, the student will be given a referral and sent to an administrator as per school policy which results in the student serving lunch detention and/or Saturday School.
- Any unexcused absence from class will result in the loss of participation points for the whole week and be given a referral and sent to an administrator as per school policy which results in the student serving lunch detention and/or Saturday School.
- Chewing gum, eating, or drinking during a rehearsal or performance is not allowed. Each student will receive two warnings before disciplinary action. On the third and following violations, the student will lose his/her participation points for the week. Bottled water is the **only** exception.
- For our organization to function properly, all students must have the proper instrument, equipment, music and a pencil. Failure to do so will result in the loss of participation points for that day.
- **Band is a performance-related class.** Members are required to participate in every performance. An unexcused absence from a performance will result in the student's grade being lowered by 100 points.
- All make-up work must be complete in the appropriate period of time as assigned by the teacher.
- Not including emergencies, absences from performances can only be excused by a note and/or phone call from the parents being received by Mr. Bennett no later than **TWO WEEKS BEFORE** the anticipated absence. This includes other school-related activities and/or events. In the case of an emergency, a phone call or a note from the parents should be received as soon as possible – preferably before the performance. A note or phone call **does not** automatically excuse a student's absence.

**REMEMBER:** 99% of all conflicts can be resolved if both parties involved have communicated or have been given prior notification.

## CLASSROOM EXPECTATIONS

- Students are expected to come to class prepared. They need their instrument in working condition and all associated items with playing their instrument and a pencil.
- Students are expected to be in their seat, instrument ready to play, and music out on the stand with a pencil by the time the bell rings.
- Food, Drinks, or Gum are not allowed in any of the rehearsal rooms, in the auditorium, or on stage. These items will be confiscated and disposed of. Bottled water is the only exception and is allowed in all areas.
- Hats/caps of any kind are not permitted in the classroom. Please remove your hat/cap before class starts.
- Cell phones are not permitted in the classroom. Please turn your cell phone off if you have one. Anyone caught using a cell phone or if it disrupts class, will have to forfeit the cell phone to the teacher which will be given to an administrator.
- Students are expected to be respectful to the teacher and other students in the classroom.
- The use of tobacco, alcohol, and other drugs are **prohibited at all times!** **Zero Tolerance!**
- Offensive, abusive, or vulgar language **will not be tolerated** at anytime during band activities while at school or away.

INFRACTION OF ANY OF THE SCHOOL OR DISTRICT RULES AND/OR POLICIES WILL RESULT IN DISCIPLINARY ACTION BEING TAKEN BY BAND DIRECTORS AND/OR SCHOOL ADMINISTRATORS COMMENSURATE TO THE INFRACTION(S). DEFIANCE OF AUTHORITY IS SUBJECT TO HIGHLAND HIGH SCHOOL REFERRAL PROCEDURES.

## CONCERT/FESTIVAL ETIQUETTE

- Students are expected to be in attendance for the dress rehearsal during class the day of the concert. Students who are absent may not be allowed to perform at the concert that night.
- Band students are to properly wear their entire uniform as described in the handbook at all times during a performance or festival unless instructed otherwise by a director.
- No food, gum, or drink (other than water) is allowed in the auditorium or on stage.
- Any jewelry worn in concert dress must be conservative and not distract from the performance of the ensemble. Any questionable jewelry will need to be removed when directed by a teacher.
- Appropriate behavior is expected during any performance. No talking, cell phone activity, lounging with feet on the seat, hooting and hollering, or goofing-off while seated at festivals or concerts. A student may be asked to leave the concert/festival and have their performance grade penalized.
- Band students are required to travel on the bus to all performances.
- Band students may be dismissed from a performance site only with a note prior to the performance from their parents to the band director releasing him from responsibility. The parent must sign his/her student out with the head chaperone or director before leaving with the student. Students can only be excused directly to the custody of **a parent.**
- Band students are not to exit the bus upon arrival at performance sites until told to do so by a band staff member or another adult.

## NON-ATHLETIC ACTIVITY ELIGIBILITY

### Gilbert School District Requirements

- No F's - Students must earn a passing grade in each course in which the student is enrolled. (NO F's)
- Passing grades shall be determined on a cumulative basis from the beginning of instruction to the recording of the final grade for the course.
- Students must maintain satisfactory progress towards graduation.
- Oral or written preliminary notice to all students and their parents or guardians of pending ineligibility. (WARNING)
- Written notice to students and their parents/guardians when ineligibility has been determined. (DECLARING)
- Every nine weeks or less, as determined by the Governing Board, the District will check student progress to determine eligibility. (TIMELINE MANDATE)
- Educational support services to students declared ineligible because of this rule, as well as those notified of pending ineligibility.
- A student must maintain a 2.0 GPA. The 2.0 GPA is a cumulative grade based on the nine week/semester grading period.
- A student, other than a senior, must be enrolled in five courses taught in a school operated by Gilbert Public Schools to participate in a sport where cuts are made.
- A student who is enrolled in the seventh or eighth semester, and is on track to graduate, must be enrolled in at least one course taught in a school operated by Gilbert Public Schools to participate in a sport where cuts are being made.
- The Gilbert School District does not sponsor charter school programs. Therefore, charter school students are not permitted to participate in the District's programs.
- Students "in compliance" have no F's, no I's, and a 2.00 or better GPA in the previous semester's grades.

### **WHAT THIS MEANS:**

Students who do not meet the requirements and become ineligible will not be allowed to participate in festivals and competitions. Students will be able and are required to participate in activities that are school related and part of the curriculum of the class.

#### Concert Band I/II, Symphonic Band, Wind Ensemble, & Jazz Band I/II

Everyone will participate in school concerts.

Only eligible students may participate in the ABODA/AMEA Festivals, & All Jazz Festivals.

#### Marching Band

Everyone will participate in football games, the Gilbert Days Parade, and the Outdoor Music Concert.

Only eligible students will be able to participate in ABODA, SCSBOA, WBA, & BOA Festivals/Competitions.

# HIGHLAND BANDS REQUIRED PERFORMANCE DATES

## CONCERT BAND I & CONCERT BAND II

Monday, October	3:	Concert Band Fall Concert @ HHS Auditorium 7:30 PM
Monday, December	12:	Concert Band Winter Concert @ HHS Auditorium 7:30 PM
Thursday, March	1:	Concert Band Spring Concert @ HHS Auditorium 7:30 PM
Fri/Sat, March	2-3:	ABODA Area Concert Festival @ HHS TBD
Thursday, May	10:	Concert Band Awards Concert @ HHS Auditorium 7:00 PM

## SYMPHONIC BAND

Monday, October	3:	Concert Band Fall Concert @ HHS Auditorium 7:30 PM
Saturday, December	3:	ABODA Fall Area Concert Festival @ Dobson High School
Monday, December	12:	Concert Band Winter Concert @ HHS Auditorium 7:30 PM
Thursday, March	1:	Concert Band Spring Concert @ HHS Auditorium 7:30 PM
Fri/Sat, March	2-3:	ABODA Area Concert Festival @ HHS TBD
Thurs-Sun, March	22-25:	Spring Tour
Tues-Thurs, May	1-3:	ABODA State Concert Festival @ TBA (Only One Day)
Thursday, May	10:	Concert Band Awards Concert @ HHS Auditorium 7:00 PM
Thursday, May	24:	HHS Graduation @ HHS Hawk Stadium 6:30 PM

## WIND ENSEMBLE

Monday, October	3:	Concert Band Fall Concert @ HHS Auditorium 7:30 PM
Saturday, December	3:	ABODA Fall Area Concert Festival @ Dobson High School
Monday, December	12:	Concert Band Winter Concert @ HHS Auditorium 7:30 PM
Wednesday, January	18:	Wind Ensemble Pops Concert @ HHS Auditorium
Thursday, March	1:	Concert Band Spring Concert @ HHS Auditorium 7:30 PM
Fri/Sat, March	2-3:	ABODA Area Concert Festival @ HHS TBD
Thursday, March	8:	HJHS Band Concert @ HHS Auditorium 7:00 PM
Thurs-Sun, March	22-25:	Spring Tour
Tues-Thurs, May	1-3:	ABODA State Concert Festival @ TBA (Only One Day)
Thursday, May	10:	Concert Band Awards Concert @ HHS Auditorium 7:00 PM
Thursday, May	24:	HHS Graduation @ HHS Hawk Stadium 6:30 PM

## JAZZ BAND I & JAZZ BAND II (BLACK & TEAL)

Wednesday, September	21:	Jazz Band Fall Concert @ HHS Auditorium 7:00 PM
Tuesday, December	6:	Jazz Band Winter Concert @ HHS Auditorium 7:00 PM
Wednesday, January	18:	Wind Ensemble Pops Concert – Jazz Black ONLY
Wednesday, February	15:	CGCC Jazz Festival – All Jazz Bands @ TBA
Wednesday, March	28:	Jazz Band Spring Concert @ HHS Auditorium 7:00 PM
Thurs-Sat, March	29-31:	Highland Jazz Festival - All Jazz Bands @ HHS All Day
Fri/Sat, April	12-13:	Phoenix College Jazz Festival @ Phoenix College TBD
Thursday, May	17:	Jazz Band Awards Concert @ HHS 7:00 PM

## INDIVIDUAL EVENTS

(Not required, but recommended.)

- Solo and Ensemble Festival is an opportunity for a soloist or ensemble to perform a prepared work and get critiqued and graded on their performance.
- Regional Honor Band/Orchestra is an audition only group composed of students from the central region of Arizona as described in the AMEA Handbook. Students who make this ensemble will get to work with a locally based outstanding clinician and perform at an honor concert.
- All-State Jazz Band is an audition only group composed of students from all over Arizona. Students who make one of the two ensembles will get to work with an outstanding clinician and perform at an honor concert.
- All-State Band/Orchestra is an audition only group composed of students from all over Arizona. Students have to successfully audition into and perform with the Regional Honor Band/Orchestra to qualify auditioning for state. Students who make this ensemble will get to work with a national known clinician and perform at the All-State Honor concert hosted by one of the three state universities.

## INDIVIDUAL EVENT AUDITION AND FESTIVAL DATES

Saturday, January	14:	All-State Jazz Band Auditions
Friday, January	27:	AMEA Regional Auditions
Saturday, January	28:	AMEA Regional Auditions/Solo and Ensemble Festival
Wednesday, February	1:	All-State Jazz Festival
Thursday, February	2:	All-State Jazz Festival
Friday, February	17:	ABODA Central Region Festival
Saturday, February	18:	ABODA Central Region Festival
Friday, March	9:	ABODA All-State Auditions
Saturday, March	10:	ABODA All-State Auditions
Thursday, April	26:	AMEA All-State Festival @ U of A, Tucson, AZ
Friday, April	27:	AMEA All-State Festival @ U of A, Tucson, AZ
Saturday, April	28:	AMEA All-State Festival @ U of A, Tucson, AZ

## NATIONAL TESTING DATES

<u>SAT</u>	<u>ACT</u>	<u>PSAT</u>
October 1, 2011	September 10, 2011	October 15, 2011
November 5, 2011	October 22, 2011	
December 3, 2011	December 10, 2011	
January 28, 2012	February 11, 2012	
March 10, 2012	April 14, 2012	
May 5, 2012	June 9, 2012	
June 2, 2012		

# BAND INFORMATION

## LOCKERS

Students will be assigned an instrument storage locker. Keys will no longer be issued for lack of working locks on the lockers. Lockers provide minimal security and the Gilbert Unified School District is not liable for losses. Students are not to leave valuable personal items or money in these lockers. Lockers are for instrument storage only. ***Clothes, shoes, food, etc. are not allowed in any of the instrument storage rooms.*** Students must use the dressing room lockers for storage of these items.

## CONSENT FORMS

The Gilbert Public Schools Non-Athletic Clearance Packet is on the band website. District policy requires each student that participates with the band to complete and return these forms with the signature of the student's parent or guardian. Health or accident insurance is now required to participate in band as per district policy. If a student does not have the proper insurance, it can be purchased from the school for a nominal charge. The form requiring proof of insurance must be notarized or witnessed by your band director. There is a free notary from select secretaries in the front office. Out of state or overnight trips require an additional Permission to Travel & Medication form, which will include the agenda of each trip. These forms will be distributed to the students before each individual trip.

## TRIP COSTS

Trip costs will be figured and announced to the students when details and dates become available. Students are responsible for turning in the money for a trip before the set deadline or they will not travel. Checks are to be made out to Highland Band Boosters. There will be fundraising opportunities for the students throughout the school year for those that need them. The Gilbert Public Schools Tax Credit Form is on the Highland Band Website. Please feel free to use this form or make copies and pass them out to friends and family members in the state of Arizona. Funds received from tax credits can be used to defer travel costs.

Estimated 2011-2012 Trip Costs:

Concert Band I & II:	\$0
Symphonic Band:	\$300-400
Wind Ensemble:	\$300-400
Jazz Band I:	\$0
Jazz Band II:	\$50-\$100

## BAND FEES

The 2011-2012 Band Fee will be \$100.00 for this school year. **The first payment of \$50.00 is due August 12, 2011. The second payment of \$50.00 will be due January 6, 2012.** This is a onetime fee for all band students in Concert Band I/II, Symphonic Band, Wind Ensemble, Jazz Band I/II. Students will only need to pay this once no matter how many concert and jazz band ensembles they are in. (Marching Band is a completely separate class-Please follow the marching band payment schedule for that class.) The band fee pays for the repair of school instruments, replacement of school instruments and parts, festival registration, concert & jazz music, festival music scores, percussion equipment, chairs, stands, classroom supplies (Paper, batteries, metronomes, tuners, et al) The Gilbert Public Schools Tax Credit Form is on the Highland Band Website. Please feel free to use this form or make copies and pass them out to friends and family members in the state of Arizona.

## CONCERT DRESS

### CONCERT BAND I & II

**Girls** - One of the following:

- ❖ Black Slacks, Socks & Dress Shoes with White Blouse.
- ❖ All Black Dress or Dress with a Black bottom and White top with Black Dress Shoes. (Black Nylons required.)
- ❖ Black Skirt & Dress Shoes with White Blouse. (Black Nylons required.)
- ✓ No Flip Flops or Tennis Shoes of any kind.
- ✓ No Large or Obnoxious jewelry.
- ✓ Sandals must be dressy and black.

**Boys:**

- ❖ Black Slacks, Socks & Dress Shoes with a white button down the front dress shirt. (Long sleeve.)
- ❖ Black Belt.
- ❖ Neck Tie. (No Bow Ties or Obnoxious Ties.)
- ✓ No Polo Shirts or Tennis Shoes.

### SYMPHONIC BAND/WIND ENSEMBLE

Uniform Fee: \$25-\$75

**Girls:**

- ❖ All Black Uniform Dress Purchased Through School Organization - Estimated cost is \$75.00
- ❖ Black Slip
- ❖ Black Control-Top Nylons
- ❖ Black Dress Shoes

**Boys:**

- ❖ White Tux Shirt
- ❖ Black Socks
- ❖ Black Dress Shoes
- ❖ Tuxedo Jacket, Pants, Cummerbund, & Bow Tie will be fitted and checked out at the beginning of the concert season. Tuxedo fee is \$25.00.

### JAZZ BAND

**Girls:**

- ❖ Black Dress Slacks, Socks & Dress Shoes.
- ❖ Dress shirt or blouse.

**Boys:**

- ❖ Black Dress Slacks, Socks, Belt & Dress Shoes.
- ❖ Long sleeve dress shirt & tie. (No bow ties or hats.) Sport coats are optional.

### GRADUATION

**Girls:**

- ❖ Collared shirt or blouse.
- ❖ Dress shorts, slacks, or skirts. No Jeans.
- ❖ Dress shoes or sandals. **NO FLIP FLOPS!**

**Boys:**

- ❖ Collared shirt, long or short sleeve.
- ❖ Dress slacks or shorts. No Jeans.
- ❖ Dress socks & shoes. **NO FLIP FLOPS!**

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**HIGHLAND HIGH SCHOOL BANDS – LETTER POINTS 2011-2012**  
**DUE TUESDAY, MAY 1, 2012**

Name \_\_\_\_\_ Current Grade: 9 10 11 12

Participation in Concert Band – per Semester..... 5 \_\_\_\_\_  
 You get 5 points for being in a HHS concert band during the fall semester and 5 points for being in a HHS concert band during the spring semester for a maximum total of 10 points.  
**You do not get points from previous years.**

Participation in Band 8 Consecutive Semesters..... 10 \_\_\_\_\_  
 You get 10 points for being in the HHS band program all 8 semesters of high school. You do not get these points until you have complete the program your senior year.

Participation in Jazz Band\*\* – per Semester..... 5 \_\_\_\_\_  
 You get 5 points for being in the HHS Jazz band during the fall semester and 5 points for being in HHS Jazz band during the spring semester for a maximum total of 10 points. You do not get points from previous years.

Participation in Marching Band – Semester I..... 5 \_\_\_\_\_  
 You get 5 points for being in the HHS Marching Band during the fall semester for a maximum total of 5 points. You do not get points from previous years.

Participation in Orchestra\*\* – Semester II..... 5 \_\_\_\_\_  
 You get 5 points for being in the HHS Symphony Orchestra during the spring semester for a maximum total of 5 points. You do not get points from previous years.

Participation in Pit Orchestra..... 3 \_\_\_\_\_  
 You get 3 points for being in the HHS Musical Pit Orchestra during the spring semester for a maximum total of 3 points. You do not get points from previous years.

Participation in Winter Guard\*\*..... 5 \_\_\_\_\_  
 You get 5 points for being in the HHS Winter Guard during the spring semester for a maximum total of 5 points. You do not get points from previous years.

Participation in Winter Drum Line..... 5 \_\_\_\_\_  
 You get 5 points for being in the HHS Winter Drum Line during the spring semester for a maximum total of 5 points. You do not get points from previous years. This does not include “chop-shop”.

Attendance for each Gilbert District Concert..... 1 \_\_\_\_\_  
 You get 1 point for each Gilbert District Concert you attend, from April 26, 2011 to May 1, 2012, that you are not performing in. This includes all elementary, junior high, and high school band, orchestra, and choir performances. You must provide documentation for all of the performances you attended by turning in programs or a detailed note signed by a parent confirming your attendance with this form.

Attendance of each Out-Of-District High School or University Concert..... 1 \_\_\_\_\_  
 You get 1 point for each out-of-Gilbert District high school or university concert you attend, from April 26, 2011 to May 1, 2012, that you are not performing in. This includes all outside district high schools and university/college band, orchestra, and choir performances. You must provide documentation for all of the performances you attended by turning in programs or a detailed note signed by a parent confirming your attendance with this form.

(Continued on back...)

Every Six hours of Private Instruction.....	3	_____
<p>You get 3 points for every six hours of private instruction on your band instrument from April 26, 2011 to May 1, 2012. Private instruction on any other instrument does not count. <u>You must provide documentation for all of the days and length of each private lesson on a note signed by a parent or private instructor confirming your participation with this form.</u></p>		
Participation in Solo & Ensemble Festival.....	3	_____
<p>You get 3 points for successfully participating in a solo or ensemble using your band instrument during the Solo &amp; Ensemble festival on January 28, 2012. This includes Fall PAS.</p>		
Each Superior Rating in Solo & Ensemble.....	2	_____
<p>You get 2 points for every Superior rating in a solo or ensemble using your band instrument during the Solo &amp; Ensemble festival on January 28, 2012. This includes Fall PAS.</p>		
Satisfactory Participation in Audition.....	3	_____
<p>You get 3 points for each audition you complete on your band instrument. This includes the All-State Jazz Audition on January 14, 2012, the Central Regional Audition on January 27-28, 2012, and the Arizona All-State Audition on March 9-10, 2012 for a maximum total of 9 points.</p>		
Regional Band Member.....	5	_____
<p>You get 5 points for successfully participating in the Central Region Honor Band or Orchestra on your band instrument, February 17-18, 2012.</p>		
All-State Member.....	10	_____
<p>You get 10 points for successfully participating in the Arizona All-State Honor Jazz Band on February 1-2, 2012 and/or the Arizona All-State Honor Band or Orchestra on April 26-28, 2012 using your band instrument. The maximum number of points is 20.</p>		
Each Excellent Rating in a Band Invitational/Festival/Competition.....	2	_____
<p>You get 2 points for every Excellent rating in an invitational, festival, or competition when performing with a Highland High School Band.</p>		
Each Superior Rating in a Band Invitational/Festival/Competition .....	4	_____
<p>You get 4 points for every Superior rating in an invitational, festival, or competition when performing with a Highland High School Band.</p>		
<b>TOTAL</b>		_____

\*\* Special participation pin will be awarded once the student has accumulated enough points to letter in band.

**FIFTY POINTS ARE REQUIRED TO LETTER.**

Letter points are accumulative from year to year and you can letter more than once, but only one time per school year.

**You cannot include points from previous years!**

**There are no partial points!**

(i.e. You do not get the 10 points for 8 consecutive semesters until your senior year.)