

University City High School

Band Program



Student Handbook

and

Parent/Guardian Contract

Mr. Cameron Brown, Music Director

2011-2012

Objectives of the Instrumental Music Class

- To educate in the core curriculum of the Arts; most notably music, through the mastering of basic instrumental technique, fundamental knowledge of music, and the self-expression through performance in music .
- To understand and appreciate the cultural, historical, and artistic musical styles, genres, and values of music in our past, present, and future society.
- To provide a healthy, nurturing learning environment with numerous opportunities for public performance in order to instill self-discipline, pride, and teamwork within the instrumental music student community.

Contact Information

E-mail: cbrown@uchsmusic.com

Phone: (858) 457-3040 ext. 233

University City High School Music Website

<http://www.uchsmusic.com>

This website will be very important to your participation in all music classes. This website will contain performance information, recordings of current music, downloads of your sheet music that will be assigned for homework, photos of past music events, director contact information, and much more.

The Band Year and the Many “Parts” We Play

Football/Marching/Parade Season – *Beginning of school year to Thanksgiving*

Our band provides spirit to the school and the community during the football season at all home games, pep rallies, Homecoming festivities, community parades, all possible playoff games, field show tournaments, etc. Marching field shows and community parades are our primary performances during this season. Music played during this time will be field show music and marching band arrangements of popular and traditional tunes designed to “pump up” our audiences.

Winter Concert Season – *Thanksgiving to Winter Break, Pep Band continues to March*

At this time, we begin with new holiday concert band music themed for the winter holidays. The Winter Concert usually takes place within the last two weeks of school before Winter Break. We also continue our school spirit efforts by supporting our basketball teams at home games. Band members may be assigned into one of two or three set pep bands which will be assigned different games at which to perform in order to reduce the amount of required performances.

Concert Festival/Pep Band Season – *January to April, Pep Band from January through March*

After Winter Break, we begin work on concert music that will be performed as a part of our competitive festival repertoire. We'll prepare these pieces throughout January and February. In March and April, we will participate in 2 – 3 local, competitive concert festivals. There will also be a concert to showcase our festival repertoire for friends, family, and the University City community in early March. We will keep most of our festival repertoire to be used during our annual band trip.

Pops/Spring Trip/Graduation Season – *April to the end of the school year*

After our final local festival, we will put our repertoire on the back shelf for a while. We will then begin work on new, lighter concert music themed from popular music, movies, video games, theatre, or other media. This is known as “pops” music, and our concert featuring this music will take place in late May or early June. After this concert is over, all non-senior members will begin rehearsing for our performance at Hoover's graduation ceremony if necessary.



Classroom Management Plan

Traits of a Positive Music Student:

- Treats staff, students, instruments, and class environment with respect and care.
- Arrives on time, assembles instrument, and begins warming up for the day's activities quickly.
- Has binder with music, maintenance materials, and a pencil always ready.
- Assists others when help is needed.
- Puts forth their best effort at all times.
- Consults the Chain of Command when problem solving and asks for help when needed.
- Takes time outside of class to improve musicianship.
- Shares a passion and excitement for music and an appreciation for the opportunity to play music in school.

Classroom Rules:

Our classroom is a place where we produce art on a daily basis. These rules, guidelines, and policies are not meant to restrict you in making music, but assist you, your classmates, and I in facilitating the most conducive environment for your creative expression and musical improvement as an individual and as an ensemble.

1. RESPECT!!!
 - Respect Mr. Brown, musical coaches, or any other school staff
 - Respect your classmates (and their instruments) at all times and in all situations
 - Respect your environment and materials (room and instruments)
2. Help out. If everyone does a little, no one does a lot.
3. Any food, gum, or drink in the music room is prohibited, with the exception of water.
4. No "romance" during class, rehearsals, or performances.

The "Three Strikes Policy":

If Mr. Brown gives you strike one:

- Think about your behavior and/or your surroundings and why it might warrant a strike.
- Change your behavior to comply with classroom rules and policies.
- Avoid repeating this behavior or beginning new inappropriate behavior.
- **DON'T PANIC:** At this point, there is no further penalty other than the verbal warning.
- Do not argue about your strike, it is non-negotiable. **Arguing the strike will warrant an automatic second strike.**

If Mr. Brown gives you strike two:

- Once again, think about your behavior and/or surroundings and why it might warrant a strike.
- Change your behavior to comply with classroom rules and policies.
- Avoid repeating this behavior or beginning new inappropriate behavior.
- Mr. Brown may ask you to relinquish a vital part of your instrument until he feels you are ready to rejoin the rehearsal. Despite this, you are required to continue along with the class activities to the best of your ability.
- You will receive a deduction in your daily participation grade (-2 pts.) for earning a second strike.
- Do not argue about your strike, it is irreversible and non-negotiable. **Arguing will warrant an automatic third strike.**

If Mr. Brown gives you strike three:

- A third strike will merit the loss of all daily participation points.
- At this time, disassemble your instrument, place it in its case, and return it to its storage space.
- Gather your belongings and quietly remove yourself from the rehearsal in a different part of the room.
- You will have a personal conference with Mr. Brown at the end of the class/rehearsal.

Consequences:

- Personal conference with Mr. Brown
- Referral (*if initial violation is severe, the personal conference may be skipped in lieu of a necessary referral*)
- Conference with Mr. Brown, student, student's counselor, and student's parents/guardians
- Removal from University City High School Music Program

Academic Grading

As a performing ensemble, attendance and participation during class and rehearsal time are of the utmost importance, in addition to mandatory attendance at any and all performances. There will also be performance testing throughout the year. Please see the following guide:

A.....100% - 90%

B.....89% - 80%

C.....79% - 70%

D.....69% - 60%

F.....59% and under

Major Grading Areas

Attendance and Participation (5 points per day)

Online Music Downloads/Prints

Individual Performance Assessments

Online or Written Assignments/Projects

* Students earning a D have one semester to raise grade to C or above to remain in music classes

* Students earning an F will be removed from music classes at the earliest possible time

Attendance and Participation: Each student is awarded 5 points per day. If two “strikes” are issued, the student will lose a minimum 2 of those points for the day. If a student is dismissed from rehearsal for any reason, they will lose all 5 points. Attendance and Participation grades are calculated on a weekly basis. Practicing your musical repertoire is considered your “homework” and Attendance and Participation points may be penalized if the student is not musically prepared for any given rehearsal.

Performance Attendance: Performance attendance is **ABSOLUTELY MANDATORY!** When performances occur, students are expected to:

- Arrive on time
- Be fully prepared for the performance
- In proper performance attire
- Complete the performance in a professional manner

Students arriving tardy will have their weekly Attendance and Participation grade penalized according to the Class/Rehearsal/Performance Attendance and Participation Policy (next page). Students arriving out of uniform, unprepared, or students that are dismissed from performances for any reason will receive no credit for the performance and their grade will be penalized by at least two letter grades. Students that miss performances altogether will lose a *minimum* of two letter grades for the semester in which the missed performance in question occurs. There are no specific point totals for each performance. Attending all performances in good standing will simply allow the student to keep their class/rehearsal grade.

Performance Testing: Students will be asked on a regular basis to prepare certain pertinent musical items and perform them for Mr. Brown or a musical coach to assess progress in the area of musical performance. A testing window will be given, and tests not completed during the window will be given 0 points. If you are aware that you will be missing a testing window, please make advance arrangements with Mr. Brown to take the test early or shortly after your return.

GPA Requirement: Music students must maintain an overall academic GPA of 2.0 or higher in order to participate in their music class or any activities associated with the music class. These activities include, but are not limited to, concerts, athletic performances, fundraising activities, field trips, and any other activity deemed applicable. Current students not meeting this requirement will be given a “probationary” period of one semester to show improvement in their overall grades before being dismissed from the music program permanently.

Class/Rehearsal/Performance Attendance and Participation Policy

All students are expected to attend class and rehearsals regularly, unless excused by the school or by Mr. Brown. Missed rehearsal time cannot truly be made up and is of the utmost importance to contributing to the ensemble. If necessary, students will be subject to consequences in attempt to “make up” unexcused missed class/rehearsal time. Any excused absences from class/rehearsal or performances are subject to make-up. Please refer to the following policies on attendance and participation:

Classes/Rehearsals Point Penalties:

Tardy = -2 Attendance and Participation points (minimum)

Unverified Absence = -5 Attendance and Participation points

Truant = -10 Attendance and Participation points

Tardy > 30 Min. = Unverified Absence = -5 Attendance and Participation points

Excused Absences = No penalty to grade, no make-up time unless pre-arranged

Performances:

1 Unexcused Absence = *Minimum* of two letter grade penalty to semester grade

2 Unexcused Absences = Semester grade of “F,” removal from music program

Excused Absence = No penalty to grade, make-up may be assigned

Excused Tardy = No penalty to grade, make-up may be assigned

Tardy to call time = -1 Attendance and Participation point for every 2 minutes you are tardy

Possible Acceptable Excuses for Missing Classes, Rehearsals, or Performances:

- Court appearance (acceptable for class/rehearsal only, not performances)
- Serious illness in which the student misses classes and cannot physically perform (must provide doctor's note for excusal from performances)
- Family emergency, subject to situational worthiness to be determined by Mr. Brown
- Major religious event/holiday, subject to situational worthiness to be determined by Mr. Brown
- Death in the family
- Written and signed excuse from teacher or staff (acceptable for tardies only)
- Pre-arranged circumstances or conditions with Mr. Brown

Other Stated Policies on Attendance and Participation

- Students must clear any and all anticipated future absences with Mr. Brown.
- Medical appointments are to be scheduled outside of class, rehearsal, or performance times.
- Although it is encouraged that all students obtain a job outside of school, please keep your supervisor informed of any rehearsals or performances that may conflict with your work. **WORK IS NEVER AN ACCEPTABLE EXCUSE!**
- Students out of uniform, extremely tardy, musically unprepared, or displaying inappropriate/unprofessional behavior for a performance may be dismissed from said performance by Mr. Brown. If a student is dismissed from a performance for any reason, they may suffer the penalties of having an unexcused absence from the performance.

Travel Policies

- All classroom, music program, and University City High School rules and regulations apply in any and all situations while on the bus, airplane, or any other transport vehicle. They also apply at our destination, hotels, restaurants/food stops, or any place we come across during our travels. Discipline resulting from misbehavior while traveling may be incurred by the school, the district, Mr. Brown, or any combination of the three.
- If parents/guardians/volunteers are to be transporting students, instruments, or any other school/district property, they must submit a written form to Mr. Brown stating that they assume all responsibility for said students, instruments, and/or properties while they are travelling in the parent's/guardian's/volunteer's vehicle. It must be signed and dated no later than the date of the event.
- If parents/guardians are transporting their student(s) to or from any off-campus event, they must submit a written form detailing the needs and means to do so. It must be signed and dated no later than the date in question. And Mr. Brown must dismiss the student into the parent's/guardian's custody personally. **NO ONE LEAVES SUPERVISION WITHOUT NOTIFYING MR. BROWN.**
- When venturing outside of director/chaperone supervision, no one may leave without at least one other band member accompanying them at all times ("Buddy System").
- Proper travel attire (to be determined before each trip) must be worn before stepping foot on the bus or transport vehicle. As stated in the Uniform Requirements, Mr. Brown reserves the right to withhold any student from performing or travelling if their uniform does not meet the stated standards. In or out of uniform, all school and program rules apply.
- If misbehavior of any kind merits dismissal from an event or trip, the guilty person(s) may be sent home by any means at the expense of the student or his/her parent/guardian.
- Students are not exempt from local laws during any point of travel and if law enforcement is necessary, Mr. Brown, nor any chaperone, will not be able to intervene with authorities or any arrest or proceeding of any type. If any student is taken into police custody, the school and the band relinquish responsibility for the wellbeing of said student.
- No student may travel with the band (whether it be 1 mile or 10,000 miles) without filing an Emergency Information Form. No exceptions.
- PDA (Public Display of Affection) will be limited to holding hands while in uniform, during performances, at travel destinations, in transit to field trip destinations, and only at appropriate, non-performance situations. *(This rule is not limited to the aforementioned situations. Caution, decorum, and propriety should be carefully practiced to avoid any consequences stemming from this rule).*

Uniform Requirements

Pep Band Uniform:

- Plain, all-black shoes (black soles as well)
- Plain, all-black socks
- Plain, all-black pants (jeans not allowed)
- Blue t-shirt with Centurion logo and neat, block lettering stating "UCHS Marching Band"

Suggested but not required: Belt, under-shirt

Marching Band Uniform:

- Plain, all-black marching shoes
- Plain, all-black socks
- Blue t-shirt with Centurion logo and neat, block lettering stating "UCHS Marching Band"
- Marching pants (school-issued)
- Marching jacket (school-issued)
- Marching hat and plume (school-issued)

Suggested but not required: Any and all undergarments (spandex, basketball shorts, etc.) that would help you be more comfortable changing in front of other students

Concert Band Dress:

Since this is Mr. Brown's first year at University City High School, he will need to take some time to develop the required performance attire for concerts and festivals. A memo will be issued to all students of the UCHS Music Department no later than 30 calendar days prior to the first performance with performance attire requirements.

For all ensembles: If undershirts are to be worn, they must be plain white

Having every ensemble member in uniform is part of the overall impression we give our audience at every single performance. If a student is out of uniform, even in the slightest way, Mr. Brown has the right to dismiss the student from the performance and administer the minimum two letter grade loss associated with an unexcused missed performance.

The Chain of Command

Band

Mr. Brown, Director

Musical Coach

Drum Major

Assistant Drum Majors

Section Leaders/Family Captains

Secretary/Treasurer, Librarian, Historian, Equipment Manager

Non-position-holding band students

Please log this chain of command into memory in order to create ease in the problem-solving and decision-making processes of the program. If you are in need of an opinion or decision, please ask the person one level above your current standing in the program. My educational and growth philosophies are rooted in trust and delegation of responsibility. I feel that placing this kind of trust in my students, staff, and support system is an important way to develop dependability, self-discipline, accountability and a sense of responsibility and achievement for those who choose to take these opportunities.

Section Leaders/Family Captains are responsible for the growth and development of the task-at-hand within their own section. As such, repercussions for lack of interest, growth, or participation may be dealt with on a section-wide basis if necessary. In the event of an absence (for example, if the section leader is absent), please defer to the person one level higher than that absent person.

University City High School Band Student Leadership

Positions and Responsibilities

EXECUTIVE COUNCIL

Drum Major

Responsibilities include conducting the marching and pep bands during performances, taking daily attendance, running some warm-ups and/or rehearsals, setting the standard for discipline and behavior, administering musical tests, assisting members of the marching and pep bands, as well as being the highest-ranking student authority in the band, amongst many other tasks. This position is best for students with very good leadership and teaching skills. Assistant Drum Major experience is highly recommended.

Grade restrictions: Juniors and Seniors only

Assistant Drum Major(s)

The Assistant Drum Major(s) are charged with assisting the Drum Major in any of the tasks listed above and filling in for them in the event of their absence. Assistant Drum Major(s) is the second-highest-ranking student authority in the band. Students who apply should have good leadership and teaching skills, but also know how to follow the leadership of the Drum Major.

Grade restrictions: Sophomores, Juniors, and Seniors only

Section Leader/Family Captain

The Section Leader/Family Captain is mainly responsible for the musical success of their section/family. If one of the members of the section/family needs musical assistance, it is primarily the leader's/captain's responsibility to bring them up to speed. Section Leaders/Family Captains will also be asked to plan and execute sectional rehearsals when needed. They will also be a main administrator of music testing to their section/family. Leadership and teaching skills are desired, and a high level of musical skill and knowledge is required.

Grade restrictions: Sophomores, Juniors, and Seniors only

Secretary/Treasurer

Band Secretary/Treasurer is a very important position that requires high levels of trust and honesty. The Band Secretary/Treasurer is responsible for recording notes or points at meetings or when asked, assisting with setting up events or activities managed by the Drum Majors, collecting and turning in fundraising money to the UCHS Music Boosters, being the student liaison to the Boosters, and other tasks requested by Mr. Brown. Students who apply should be able to complete projects independently *and* with others. This person should also be okay taking directions from other students if needed. Organizational skills are a must.

Grade restrictions: Sophomores, Juniors, and Seniors only

University City High School Band Student Leadership

Positions and Responsibilities (continued)

SUPPORT STAFF

Librarian

Band Librarian is in charge of finding, retrieving, and returning pieces in the music library at the request of Mr. Brown. In addition, this person would need to catalog new pieces and add them to the existing library. Also, keeping the library clean and tidy, as well as managing the pieces that have been checked out by Mr. Brown, students, or other band directors would be the main function of the librarian. This person should be very organized and able to keep track of the pieces that go in and out of the library at various times.

Grade restrictions: All students can apply

Historian/Photographer

The only required function of the Band Historian is to take photographs (preferably digital) of the band at any and all band events. After each event, the Band Historian/Photographer will submit a data CD containing the photos to Mr. Brown or uploading them to a website. Skills regarding making slide shows via computer are preferred, but not necessary. A reliable camera, computer, and CD burner are a must. This person should be interested in photography and able to meet deadlines regularly.

Grade restrictions: All students can apply

Equipment Manager

The Band Equipment Manager is in charge of instruments and equipment necessary to perform. The Band Equipment Manager is responsible for getting all necessary instruments and equipment to the site of the performance safely and efficiently; on campus or off campus. When being assisted by adults from the UCHS Music Boosters, the Band Equipment Manager is the main liaison with the assisting Boosters. The Band Equipment Manager should also be able to assemble and manage an Equipment Crew when not receiving assistance from Boosters. This person should be a hard, independent worker who can also manage others.

Grade restrictions: All students can apply

** Mr. Brown has the right and authority to make any changes in leadership if there is cause to do so. Some examples of reasons to make changes in leadership are listed, but not limited to, the following:*

- *The non-performance of tasks and responsibilities*
- *Poor performance of tasks and responsibilities*
- *Frequent absences*
- *Personality conflicts with the director, musical coaches, or other student leaders*
- *Poor attitude*
- *Dishonesty*

Theft, Vandalism, Negligence, and General Disrespect

It is a fact that no team, club, or organization will ever be rewarded or granted new, up-to-date, or top-of-the-line equipment if that program doesn't respect and maintain the equipment they already have, regardless of how old or how poor the condition of their current equipment is. These rules will be strictly enforced and through the mutual respect for all of our supplies, instruments, uniforms, and other non-student-owned property, we can hope that our care for our current items will show that our program is worthy of the attention and reward of new equipment.

Theft/Loss due to Negligence – If something goes missing or has been removed and not returned to University City High School, the guilty person(s) will be held to purchase a brand new, identical item of equal or better quality of the stolen/missing item. In the event that no single person can be held accountable for theft or negligence leading to its absence, more than one parties may be determined responsible. If the situation is too difficult to determine or narrow down to a specific offender(s), entire sections, even the whole band may be held accountable for the missing item. In cases of theft, other disciplinary actions may be taken, not excluding dismissal from the program.

Vandalism/Damage due to Negligence – If equipment becomes damaged accidentally or on purpose, the consequence will vary depending on each situation. If equipment is vandalized (damaged on purpose), the guilty person(s) will be held to purchase two brand new, identical items of equal or better quality to replace damaged equipment. Depending on the severity of an accidental damage situation, the negligent person(s) may be required to purchase a brand new, identical item of equal or better quality to replace the damaged item. If the accident is determined to be a pure accident, no one may be held accountable and the damage will be dealt with as a community. Also, in cases of vandalism or negligence, other disciplinary actions may be taken, not excluding dismissal from the program.

Disrespect of Property – If equipment becomes damaged or broken due to disrespect, the guilty person(s) may be held to either fix the damage or purchase a brand new, identical item of equal or better quality to the disrespected equipment. Disrespect includes, for example, but is not limited to, placing food/drinks/school bags/books on percussion instruments, spilling soda/juice on school property, playing another person's instrument without director consent, goofing around/horseplay around school/personal instruments, eating food/drinking anything other than water in your marching uniform, etc.

Information Regarding Materials and Fundraisers

Dear Student: The Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment. Under certain circumstances, students involved in extracurricular programs, clubs and/or sports may be required to attend fundraising events held by the program, sport or club just as you may be required to attend any other event put on by that program, club or sport. However, you will not be required to raise funds as a condition of participation.

For more information visit www.sandi.net/staff/studentfees

A Statement from The UCHS Music Boosters

The University City High School Music Boosters need your support!

The Music Boosters operate under the UCHS Centurion Foundation, a non-profit 501(c)3 organization. The Boosters are a group of dedicated parent volunteers who assist the Band Director with all aspects of the music program. The Boosters are working hard to ensure that each student receives a first-class musical experience. Even more so than in years past, there are many exciting events and enriching opportunities planned for the students.

In order to deliver a high quality music program for students at UCHS, we depend on the voluntary efforts of parents and community members. These efforts come from volunteers who are willing to donate their time and labor, or through actual financial assistance to the music program at UCHS.

With the assistance of the band director, the Boosters have compiled a financial operating budget for the 2011-2012 school year that can be reviewed on the reverse side of this letter. It's important to note that the music program at UCHS receives only a very small portion from the school to cover some of these costs. The rest is up to us and we believe we can do it with your help! Based on this budget, our fundraising goal for the 2011-2012 school year is \$17,632. Because many have inquired as to what the typical donation range is, we share that for most, a voluntary donation from a family is about \$250.00. Please know, however, that **ALL** students will receive the same opportunities, experiences, and/or materials regardless of whether a contribution is made. Please also know that if we do not raise the anticipated amount set aside for the budget this year, the program will have to cut back on the traditional events, competitions, and activities that make for a complete overall music experience.

So here's your chance to help make this year an incredible learning experience for the students. We happen to believe we have a fantastic new music director and he needs your help to reach our fundraising goals! Please consider this opportunity and need. Your donation, in any amount, would be greatly appreciated. Donations are 100% tax deductible. In addition, your donation also qualifies for matching funds if your employer offers this service. The UCHS Music Boosters thank you for your continuing support of these talented students!