

General Information

Welcome to the 2016-2017 edition of the WL Band Handbook. By using this user-friendly online format, I hope that you will always find all the pertinent information you need for participation in our band program, whether you are a student, parent, or friend. Please use the links on the right to navigate through this handbook guide, or click on "View All" to read the entire file at once. **Information that is new for 2016-2017 is in bold, underlined italics.**

Rehearsal Policies and Expectations

- Students are expected to be in the Band Room when the bell rings. Tardies will be strictly enforced, and are subject to WLJSHS attendance policies in the Student Code of Conduct. Note that excessive tardies from a class at the high school level may result in eventual removal from the course!
- Students are expected to be seated and ready to rehearse within TWO MINUTES of the bell. Students failing to meet this expectation will be marked as tardy for that day.
- No food (including gum) or beverages of any sort may be present or consumed during music rehearsals.
- All students must bring these required materials to their seat for every rehearsal
 - Instruments and necessary accessories such as reeds, mouthpiece, etc.
 - Special attachments called for in the music (such as mutes)
 - Pencil
 - **3-ring binder with all current sheet music and handouts in page protectors**
- Talking while a conductor is on the podium is interpreted as a total lack of respect for your classmates and instructors. Please focus on the task at hand during the rehearsal time.
- Ensembles will be given two minutes to pack up equipment at the end of class. In classes where chairs and stands are to be stacked, three or four minutes may be allowed. Students are to remain in the Band Room until the bell rings (unless the instructor gives special permission to leave). Students caught leaving the classroom prior to the bell ringing without the director's permission will be assigned a detention; this is your warning!

Concert Attire

All students are required to have all items pertaining to the ensemble in which they participate. Please note that you need to provide all items unless they are specifically listed as included with your course fee.

Junior High School Band

- 2016-17 Uniform Polo Shirt (provided as part of course fee), worn tucked in with the top shirt button open
- Black dress slacks (NO jeans, skirts, or other colors)
- Black socks
- Black closed-toe dress shoes (no tennis shoes or flip-flops)

High School Bands (Including Percussion)

- Ladies
 - Long Black Gown (rental included with course fee)
 - Black hose
 - Black closed-toe dress shoes

- Gentlemen
- Tuxedo (rental included with course fee)
- White wing-tip tuxedo shirt (available from any formalwear store... white dress shirt NOT an acceptable substitute)
- Black dress shoes (marching band drillmasters are OK for this)

Grading Expectations: Overview

There are many required components for successful completion of our band courses. Please make sure you understand all aspects of any course for which you register.

Band grades will be based on an objective blend of the following components (all discussed on the continuing pages):

- Classroom Decorum
- Concert Performances (Including outside rehearsals)
- Daily Rehearsal Accountability
- Chamber Music Expectations
- Playing Assessments
- Written Assessments

Grading: Classroom Decorum

EXPECTATION: All students will conduct themselves with the decorum of a professional musician at all times during music department activities, performances, and rehearsals.

Students will be evaluated on their achievement in this area. Each week of band is worth 25 points. Students will earn a full 25 points as a default, with deductions made for the following missed opportunities for achievement:

- Tardy
- Missing Required Materials (student will receive a "0" for no instrument)
- Packing up early
- Failure to assist with required clean-up
- Deliberate or Careless Classroom Disruptions
- There will be random "pencil checks" to ensure that every stand has a pencil on it at every rehearsal. As aforementioned, 2 points will be deducted from the daily grade for not having a pencil. If the stand is being shared by two people, both of the students will have points deducted.

Grading: Concerts and Outside Rehearsals

EXPECTATION: All students will participate in all required ensemble concerts and outside rehearsals for their class.

Each concert will be assigned a grade value of 100 points. It is assumed that all students will earn a perfect score, with grade deductions resulting from the following:

- Tardy to concert call time: -25
- Improper Concert Attire: -25 per infraction
- Behavior Problem: -10 to -100 depending on severity
- Unexcused Absence: -100

Outside rehearsals are a required component for many concerts we give in the WL band program, due to the need to coordinate students across different classes. These rehearsals occur in varying frequencies based on the performance demands of each concert. Grading for coordination rehearsals will be in addition to the 100 point concert grade. Coordination rehearsals will be worth 50 points each. Grade deductions will result from the following:

- Tardy to required coordination rehearsal: -15
- Absent from required coordination rehearsal: -50

Since concerts are the primary exams in Band, there are very few excused situations for absence. Our classes are "Co-Curricular" which means that events occurring outside of the school day are **required** for the course requirements and grading! Note that this differs from "Extra-Curricular" offerings (like athletics or clubs) where there are no academic ramifications for absence. While this list is not exhaustive, this should give you some idea what is and what is not allowable:

EXCUSED ABSENCES FROM A CONCERT INCLUDE

- SEVERE illness verified with physician's documentation. Minor sniffles that can be rapidly corrected with over-the-counter medication are not considered excusable.
- IHSAA-sanctioned single-elimination athletic playoff events
- Season-ending WCJC (JH) athletic events
- Regional-level (or beyond) school-sanctioned Academic competitions (ONLY if the club sponsor determines the member to be completely indispensable to that organization)
- Sudden emergency situations (such as the death of a family member) may be approved by the director.
- Recognized religious holidays or widely understood church-mandated absences, when formal documentation is given AND the request is made IN WRITING 30 or more days prior to the required music event.

EXCUSED ABSENCES FROM A COORDINATION REHEARSAL INCLUDE

- All excused concert absence criteria, PLUS:
- Participation in a sport or academic competition during that time (performance takes precedence over practice)
- Conflicting rehearsal or practice (PARTIALLY APPROVED: the overlapping time must be split 50/50, with travel time between activities taken evenly out of each)
- Absence from school that day due to illness (no physician note necessary)

UNEXCUSED CONCERT ABSENCE REQUESTS HAVE INCLUDED

- Employment conflicts; we will never approve an absence due to the fact that you forgot to ask off from work.
- Studying or doing homework (part of being in ANY organization is planning your schedule carefully. Don't commit to ANYTHING you can't follow through with!)
- Family vacations
- Regular season HS and JH athletic events, including non-IHSAA-run tournaments
- Non-school-related club sports

- Malfunctioning musical equipment
- Illness without physician or school nurse documentation
- Undisclosed "personal reasons"
- Exams such as the SAT or ACT (these exams offer multiple dates, and therefore are avoidable)
- ANY outside event when a written request (backed with formal documentation) is not filed 30 or more days prior to the required music event.
- (Applies to Wind Ensemble and Symphony Orchestra Only) ANY requested absence for ISSMA State Concert Finals with the exceptions of a family death OR current hospitalization of the band member.

UNEXCUSED COORDINATION REHEARSAL ABSENCE REQUESTS HAVE INCLUDED

- All unexcused concert absence criteria EXCEPT for conflicting athletic and academic competitions.
- Requests to miss more than half of the total available rehearsal time due to conflicting events.

MAKING UP EXCUSED ABSENCES FROM CONCERTS

Hopefully, it is clear by now that concerts are extremely important to our program, and absences from concerts are not taken lightly. When circumstances demand a concert absence, students must make up the program by completing the following:

- A written critique of the performance video, including a minimum of 250 words detailing each of the band's major sections (woodwind, brass, percussion) and 250 words regarding overall performance achievement. (due one week after receiving the performance video from one of the directors) Exact written assessment parameters may change depending on the specific aspects of that concert.

Students completing this task on time will receive full credit for the concert. Students failing to meet this requirement on time will receive a grade of ZERO for the performance.

MAKING UP EXCUSED ABSENCES FROM COORDINATION REHEARSALS

Students may make up missed coordination rehearsals with two study hall/lunch practice sessions (verified by a music teacher). Students have one week to make up missed coordination rehearsal absences, or the previously listed point deduction will be applied.

Grading: Daily Rehearsal Accountability

EXPECTATION: All students will play daily in class and make a good musical contribution to their organization.

In performance music, every single rehearsal is important because each provides the student with a certain amount of physical contact time with their band instrument. An absence for ANY reason means that the student has lost that contact time, and therefore needs to catch up with their classmates.

If the band plays on a particular day, there are ABSOLUTELY NO EXCUSED ABSENCES from making up missed class time. ANY rehearsal absence for ANY reason (parent excused, field trip, holiday, etc.) must be made up with 30 minutes of outside practice time (verified by

a parent email if the practice happens at home, verified by a music teacher if it happens at school). Any absences not made up within a week of the student's return to school will result in the loss of points for that day (5 points).

This item has caused some confusion in the past, mostly because the student felt that a variety of excuses (field trips, weddings, attending services) would exempt them from this requirement. Simply put: if you miss an in-class assignment in a math class, you are expected to make this up, as it was determined to be part of the necessary education process of the class. If you miss a pop quiz in social studies, you will make this up upon your return, out of fairness to the rest of the students in the class who were present that day. This is **not** considered a punishment or unfair treatment!! Missing a day in a music class is no different; this is an academic activity, and making up missed material is part of standard academic practice.

Please stay on top of this; there have been some students who lost their "A" in band due to excessive unrecovered absences!

Grading: Chamber Music

EXPECTATION: All students will participate in all required chamber music activities (small ensembles) for their class.

JUNIOR HIGH BANDS

All students will participate in a small ensemble in the 2016 ISSMA Solo/Ensemble Contest *OR* will prepare a small ensemble as if they were to attend. Grading is based on the scores given at the Solo/Ensemble festival or by the staff's evaluation based on the same grading criteria. Students will be responsible for paying their own ISSMA Solo/Ensemble entry fee of \$15 per solo and \$7 per member of an ensemble. This payment must be submitted with the Solo/Ensemble form that every student will receive. Percussion students are expected to take both a snare drum and mallet solo.

HIGH SCHOOL BANDS

ISSMA Solo/Ensemble festival is OPTIONAL, but highly encouraged, and class time will be provided to any ensemble who registers. Class time will not be allowed for solo practice. Students will be responsible for paying their own ISSMA Solo/Ensemble entry fee of \$13 per solo and \$7 per member of an ensemble. This payment must be submitted with the Solo/Ensemble form that every student will receive. Percussion students are expected to take both a snare drum and mallet solo.

Grading: Playing Assessments

EXPECTATION: All students will demonstrate their playing level and practice habits through playing tests throughout the school year.

All playing tests may be retaken ONCE for an improved grade. The retest must be done at a time outside the normal class time (before or after school, lunch, etc.) Students are expected to maintain a high level of performance quality throughout the year. Home practice is a major, ongoing assignment in our band classes, and students who fail to complete their homework rarely experience academic success in their classes.

JH BANDS AND HS WIND BANDS

Playing exams are given as needed to ensure appropriate individual musical development. Playing tests vary in terms of their point total. Note that from the day a new piece of music is distributed, students have ONE WEEK to learn the notes and rhythms. Playing tests may potentially occur at any time beyond that one-week grace period.

Grading: Written Assessments

EXPECTATION: All students will demonstrate improved content knowledge through completion of written assignments and exams.

In an effort to verify that all students are learning more than just performance skills, some written assessment tools may be employed in all WL Band classes. These are geared toward music theory, history, and ear training. All standard academic policies written in the Student Code of Conduct will be enforced. The first occurrence of academic dishonesty will result in a zero on the assignment. Any additional occurrences of academic dishonesty will result in failure of the course. Late work will not be accepted except in cases of absence as described in the Student Code of Conduct.

It is not expected that these assignments will cause even a moderate increase in a band student's homework load, as most assignments can be successfully completed in 10-15 minutes.

Percussion Addendum

While many of the course policies are the same as the winds, the percussion section has a somewhat different set of responsibilities in terms of setting up for each class, the clean-up procedure, etc. Please review these additional procedures carefully!

Daily Set-Up

It is expected that the percussion section will be ready to play within two minutes of the tardy bell. Percussionists are expected to join the band during the warm up and failure to do so will result in a tardy. This WILL require you to be in the classroom in advance of the bell. A music order will be either on the dry-erase board OR on the projector screen.

If you are maintaining proper implement lists for your music, setup should be an extremely easy task. It is the responsibility of the percussion manager to ensure this process happens every day. See the description for "percussion manager" in the "Student Band Officers" section of the handbook.

Rehearsal

Students may be asked to rehearse in full ensemble, in smaller groups in the practice rooms, or in individual practice on assigned music. *There should never be a time where a student "has nothing to do."*

All students are expected to have the appropriate implements ready for the rehearsal of their piece. Any delay will result in the loss of participation points. Students are always expected to have a pencil on hand.

Final Announcements and Clean-Up

Following announcements, EVERY student is expected to contribute to the clean-up process.

Very few of our percussion items are to stay out in the classroom. Nearly every item has a shelf or cabinet location at this time, so make sure that items are returned to the proper location.

Stays in the Band Room and not in a cabinet or the storage room:

- Timpani (covers MUST be on)
- Bass Drum
- One set of Bells
- One Xylophone (covers MUST be on)
- Yamaha Vibes (covers MUST be on)
- One Yamaha Marimba (covers MUST be on)

Practice and Homework

Very few percussion students will ever be in a position to own all the instruments they are expected to play in this kind of ensemble. Therefore, percussion students are expected to put in a fair amount of practice time on the school instruments. There are no classes in the band room during HS Lunch or 2nd hour, and the practice rooms are often available for student work the rest of the day. Mr. Pettit and/or Mr. Henady will give study hall passes as needed, but understand that you are expected to be working the entire time you're in the area.

Sticks and Mallets

Each percussion student is required to purchase their own mallets as per the "Purchasing Sticks and Mallets" chart below. Failure to do so will result in loss of daily participation grade until items are obtained.

	Drumsticks	Keyboard Mallets	Other Sticks or Mallets	Other Equipment Purchases
5th Grade	1 pr. Innovative IPLD Lalo Davila Concert Snare Drum Sticks	1 pr. Innovative IP902 Med. Soft - Rattan (Bell/Xylophone)		Percussion Kit Stick Bag Metronome/Tuner
6th Grade		1 pair Innovative IP240 Med. Yarn - Birch (Marimba)	1 pr. Innovative GT3 General (Timpani)	Kratt Master Key Pitch Pipe
7th Grade	1 pr. Innovative IPJC James Campbell Concert Snare Drum Sticks	1 pr. Innovative IP906 Brilliant - Rattan (Bell/Xylophone)	1 pr. Vic Firth 5A Drumset Sticks	Vic Firth Sлимпad Practice Pad
8th Grade	1 pr. Vic Firth Ralph Hardimon Marching Sticks	2nd pr. Innovative IP240 Med. Yarn - Birch (Marimba)	1 pr. Innovative RS251 Med. Cord - Rattan (Vibraphone)	Practice Marimba
9-12th Grade	Replace any worn or broken drum sticks.	Replace any worn or broken mallets.	Replace any worn or broken sticks/mallets.	Larger Stick Bag
Jazz Band	2 pr. Vic Firth 5A Drumset Sticks	1 pr. Innovative RS251 Med. Cord - Rattan (Vibraphone)	Wire Brushes (Drumset)	Drumset (5 piece with Ride Cymbal, Crash Cymbal, Hi-Hat, and Throne)

Reporting Absences and Tardies from Outside Events

All absences and tardies from band activities happening outside of school hours **must** be reported via the band website. There will be no other acceptable way to submit this information unless the band website is down for maintenance. To access this page, follow these instructions:

1. Go to the band website
2. Click on "Absence/Tardy Form" under the Student Menu
3. Fill out all information as requested. Be as specific as possible.
4. Click "Submit" when all information is entered. A copy will be sent to the email address you provided.
5. You should fill out one form per student per event.
6. Mr. Pettit or Mr. Henady will respond to your request as described on the website.

HOW FAR IN ADVANCE SHOULD I FILL THIS OUT?

As soon as you know of a conflict, get it in the system.

HOW LATE CAN I FILL THIS OUT AND STILL BE VALID?

For known rehearsal conflicts, this needs to come in a minimum of 24 hours before the expected absence or tardy to be approved. For concert absence requests, 30 days notice is required. Sudden changes (such as illness, rescheduled games, etc.) may still be submitted through the absence system.

CAN MY PARENT FILL THIS OUT FOR ME?

Absolutely! They might have more information on your outside activities than you do!!

I'M SICK AND HOME FROM SCHOOL TODAY- SHOULD I FILL OUT A FORM FOR TODAY'S ABSENCE?

Probably NOT. If you're only missing the regular band class, then **NO** - you should be called in sick to the attendance office. The Band form does NOT replace that particular call. If you're missing an after-school or evening rehearsal or performance, then YES, you need to fill the form out.

CAN I JUST BRING IN A NOTE FROM HOME?

NO. This doesn't help to streamline this process. You may be asked to bring in a note of confirmation (such as a doctor's note) if the absence is serious enough. For most attendance details, the website form will be sufficient.

CAN MY PARENT JUST CALL YOU?

No. There is no long term documentation in that method.

I TOLD YOU YESTERDAY THAT I WOULD BE TARDY TO THE COORDINATION REHEARSAL. WHY ISN'T MY TARDY EXCUSED?

Probably because you didn't fill out the form on the website. With over 300 students, it is impossible to remember every attendance detail for every event. Take a look at our event calendar, and imagine one person remembering attendance details for every one of those activities.

I DIDN'T HEAR BACK FROM YOU ON MY ATTENDANCE REQUEST. SHOULD I ASSUME IT WAS APPROVED?

No. Assume it didn't go through and make another request! Mr. Pettit processes these things pretty quickly after arrival.

DOES THIS WEBSITE FORM ACTUALLY HELP?

You have no idea!! This keeps all attendance requests in one place, sorted by day of activity. It is a huge help.

Required Course Materials

Students are expected to provide certain materials for their participation in the various band classes. Please locate your instrument to find the materials you are expected to have for participation.

FLUTE: Instrument, cleaning swab

OBOE: Instrument, two functioning reeds, cleaning materials

BASSOON: Two functioning reeds, cleaning swab, seat strap (school provides the instrument for \$50 rental fee)

Bb CLARINET: Instrument, three functioning reeds, cleaning swab, cork grease

BASS CLARINET: Three functioning reeds, cleaning swab, cork grease (school provides the instrument for \$50 rental fee)

ALTO AND TENOR SAXOPHONE: Instrument, three functioning reeds, cleaning materials, neck strap

BARI SAXOPHONE: Three functioning reeds, cleaning materials, neck strap (school provides the instrument for \$50 rental fee)

TRUMPET: Instrument, mouthpiece, valve oil, polishing cloth, straight mute, cup mute

FRENCH HORN: Mouthpiece, rotor oil, polishing cloth, straight mute (school has VERY LIMITED quantities of instruments available for \$50 rental fee)

TROMBONE: Instrument, mouthpiece, slide oil, rotor oil (if using F-Attachment horn), polishing cloth, cleaning swab, straight mute

EUPHONIUM: Mouthpiece, valve oil, polishing cloth (school provides the instrument for \$50 rental fee)

TUBA: Mouthpiece, valve OR rotor oil (depending on type of tuba), polishing cloth (school provides the instrument for \$50 rental fee)

PERCUSSION

Percussionists are expected to amass an all-purpose collection of sticks and mallets that they will need for their time in the WL Band Program and beyond. Purchasing the right sticks and mallets for a percussion student can make a world of difference in the long-term pleasure and success of his or her work. The chart below will clarify worthwhile investments in the percussion student's "toolbox" at different ages. The function of each stick or mallet is essential for the variety of musical applications in band and percussion literature. It is very important that each student obtain these items at the appropriate times in accordance with the chart below. Failure to do so will obstruct the student's ability to participate and slow their growth as a musician. With an appropriate supply of percussion equipment at the right ages, students can enjoy music as it is meant to be enjoyed - as a powerfully moving, community-building exercise in expression. With the right tools, this journey can be so rewarding on a number of levels. A more comprehensive handout will be given to each percussion student at the beginning of the school year. If you have any questions, please see Mr. Henady.

	Drumsticks	Keyboard Mallets	Other Sticks or Mallets	Other Equipment Purchases
5th Grade	1 pr. Innovative IPLD Lalo Davila Concert Snare Drum Sticks	1 pr. Innovative IP902 Med. Soft - Rattan (Bell/Xylophone)		Percussion Kit Stick Bag Metronome/Tuner
6th Grade		1 pair Innovative IP240 Med. Yam - Birch (Marimba)	1 pr. Vic Firth T1 General (Timpani)	Kratt Master Key Pitch Pipe
7th Grade	1 pr. Innovative IPJC James Campbell Concert Snare Drum Sticks	1 pr. Innovative IP906 Brilliant - Rattan (Bell/Xylophone)	1 pr. Vic Firth 5A Drumset Sticks	Vic Firth Sлимпad Practice Pad
8th Grade	1 pr. Vic Firth Ralph Hardimon Marching Sticks	2nd pr. Innovative IP240 Med. Yam - Birch (Marimba)	1 pr. Innovative RS251 Med. Cord - Rattan (Vibraphone)	Practice Marimba
9-12th Grade	Replace any worn or broken drum sticks.	Replace any worn or broken mallets.	Replace any worn or broken sticks/mallets.	Larger Stick Bag
Jazz Band	2 pr. Vic Firth 5A Drumset Sticks	1 pr. Innovative RS251 Med. Cord - Rattan (Vibraphone)	Wire Brushes (Drumset)	Drumset (5 piece with Ride Cymbal, Crash Cymbal, Hi-Hat, and Throne)

* The timpani mallets students should purchase are Innovative Percussion GT3, not the item listed.

Each student should have accumulated ALL of the necessary sticks and mallets from previous years enrolled in band. If not, it is required that they obtain all the appropriate items. Please see Mr. Henady to see if you're current equipment is suitable or needs replaced. There will be a graded stickbag/materials check on Friday, September 4 to insure that students have obtained these items. Students will lose participation points for each day without an item.

The West Lafayette band program will provide the more expensive specialty mallets such as Bass Drum, Tam-Tam (Gong), Chimes, and any other specialty stick or mallet used in concert band literature.

You may purchase all of these items through these reputable music education and percussion specialty vendors:

Quinlan and Fabish (Lafayette, IN)
1301 Sagamore Parkway N.
(765)543-0515
www.qandf.com

Chops Percussion (Indianapolis, IN)
(877)900-DRUM
www.chopspercussion.com

Student Band Officers

Each class will have elected Student Band Officers. The officers will represent the best interests, honor, and respect of the West Lafayette band program and will set the example of RDP for the other members to follow.

The leadership responsibilities of student officers are as follows:

- Up-hold the highest standards of self-discipline, integrity, musicianship, skill, motivation, effort, and communication in and out of rehearsals.
- Epitomize the highest expectations required of all band members while promoting zero tolerance towards negative behavior.
- Maintain all of the West Lafayette Junior Senior High School Band policies, principles, and code of ethics.
- Attend all band officer meetings unless absent from school.
- Commit to upholding a highly regarded environment through organization and cleanliness.
- Perpetuate the enhanced development of the band.
- Foster superior citizenship unequivocally. Any misconduct will result in the immediate dismissal from leadership position.

7th and 8th grade bands will each have the following officers:

President:

- Acts as a communication liaison between the band officers, students and director(s)
- Makes announcements as needed at the end of rehearsals
- Is a role model for other officers and students during and outside of rehearsals
- Helps other officers with their duties as needed
- Takes attendance in the absence of the Secretary
- Ensures the maintenance, daily upkeep and proper cleaning of the band area, including instrument lockers and downstairs practice rooms (VP is in charge of upstairs)
- Reports to the director(s) any cleanliness issues regarding the band areas, including instrument lockers and practice rooms
- Will notify Mr. Pettit and Mr. Henady of students who are in violation of keeping their band locker clean

Secretary/Librarian:

- Take attendance daily and turn in a handwritten or emailed list of absences to Mr. Pettit everyday
- Take attendance at all band events and notify Mr. Pettit of absences immediately
- Attend the Band Librarian orientation session scheduled by Mr. Pettit to teach proper filing practices
- Organize and file music in the Band Library
- Pass out new pieces of music to the band
- Collect and organize music that is passed in after a performance or sight reading session
- Ensure the neatness and cleanliness of the Band Library
- Makes copies as needed

Percussion Manager:

- Must be a percussionist
- Keeps track of and organizes all of the music for the percussion section
- Notifies the director(s) of problems that arise including equipment issues
- Is in charge of assigning parts to the section and giving Mr. Pettit and Mr. Henady a written copy of the part assignments

- Is in charge of ensuring that all instruments, stick/mallets and hardware are stowed in the proper place at the end of each class period

Symphonic Band and Wind Ensemble will each have the following officers:

President:

- Acts as a communication liaison between the students and director(s)
- Makes announcements as needed at the end of rehearsals
- Is a role model for other officers and students during and outside of rehearsals
- Helps other officers with their duties as needed
- Takes attendance in the absence of the Secretary
- Ensures the maintenance, daily upkeep and proper cleaning of the band area, including instrument lockers and practice rooms
- Reports to the director(s) any cleanliness issues regarding the band areas, including instrument lockers and practice rooms
- Has authority to issue "Citations" to students who are not keeping their locker clean

Secretary/Librarian:

- The member of the band elected to this position will act as the "Head Librarian" and will be ultimately in charge of and responsible for the library.
- Take attendance daily and turn in a handwritten or emailed list of absences to Mr. Pettit everyday
- Take attendance at all band events and notify Mr. Pettit and Mr. Henady of absences immediately
- Attend the Band Librarian orientation session scheduled by Mr. Pettit and Mr. Henady to teach proper filing practices
- Organize and file music in the Band Library
- Pass out new pieces of music to the band
- Collect and organize music that is passed in after a performance or sight reading session
- Ensure the neatness and cleanliness of the Band Library
- Makes copies as needed

2016-2017 Summary of Important Dates

This listing of activities is accurate as of the beginning of the school year. Changes to this calendar will be posted at the band website as needed.

Note that any schedule item listed over multiple days means that students need to keep their schedules open until we receive schedule confirmation from the governing body in charge of that activity. **Exams such as the SAT or ACT are NOT considered conflicts, and no accommodations will be made if those are scheduled in conflict with band department activities.**

PLEASE REMEMBER TO CHECK THE ISSMA STATE FINALS DATES BEFORE REGISTERING FOR SAT OR ACT!!!

These dates are in the **Calendar** section of the WL Band Website. Note that this particular listing only includes activities that are REQUIRED for students participating in the listed academic ensembles; all extracurricular band activities are listed in more detail in the Event Calendar. **Unless otherwise noted, the call time for concerts will be 30 minutes prior to concert start time.**

AUGUST

12: Band Registration Form Due

OCTOBER

6: Symphonic Band coordination rehearsal, 6:00PM-7:00PM

6: Wind Ensemble coordination rehearsal, 7:00PM-8:00PM

9: 7th Grade Band and Symphonic Band concert, 5:30PM

9: 8th Grade Band and Wind Ensemble concert, 7:00PM

DECEMBER

4: Prism Concert and Silent Auction (All high school students required), 6:30PM

7: Happy Hollow Band concert, 6:00PM

7: 7th and 8th grade bands concert, 7:00PM

JANUARY

12, 13 or 14: Wind Ensemble perform and IMEA Convention in Fort Wayne

28: Solo and Ensemble Contest @ Harrison High School (All Day)

FEBRUARY

12: Percussion Ensemble concert, 7:00PM

25: State Solo/Ensemble Festival at North Central HS (All Day)

MARCH

23: Junior High Band Rehearsal #1, 6:30-8:00PM

30: Junior High Band Rehearsal #2, 6:30-8:00PM

31: Junior High and Happy Hollow ISSMA Concert Band Contest at McCutcheon High School

NOTE: THIS CONTEST MAY BE ON SATURDAY; PLEASE KEEP BOTH DATES OPEN! FINAL DATE GIVEN BY 3/19!

APRIL

4: Symphonic Band Coordination Rehearsal, 7:00PM – 8:00PM

6: Symphonic Band Coordination Rehearsal, 7:00PM – 8:00PM

7 or 8: Symphonic Band ISSMA Concert Band Contest at Lafayette Jeff

25: Wind Ensemble Coordination Rehearsal, 7:00PM – 8:00PM

27: Wind Ensemble Coordination Rehearsal, 7:30PM – 8:30PM

28 or 29: ISSMA State Qualifications (Wind Ensemble, WL Symphony Orchestra) at Indianapolis. Exact Date and Time TBA

May

6: ISSMA State Finals (Wind Ensemble, WL Symphony Orchestra) at Indianapolis. Exact Date and Time TBA

10: Symphonic Band lunch Coordination Rehearsal, 1:00PM – 1:30PM in band room

12: MASSED BAND REHEARSAL (ALL BANDS), 7:00-7:40 AM (HS Gym)

13: SPRING BAND FESTIVAL (ALL BANDS), 6:30 PM (HS Gym) (student call time is 6:00 PM)

Go to the band website, click *Band Registration Form*, and fill it out!

Filling out this online form is a 25 point grade for each student!