

**Princeton Community High School  
Instrumental Music Department  
2017-2018**



**Student Handbook**

**Mr. Scott Salmond  
Director of Bands**

**Email: [ssalmond@ngsc.k12.in.us](mailto:ssalmond@ngsc.k12.in.us)**

**Office Phone: 812-385-2591 ext. 11101**

***2016-2017 Notable Awards***

- ISSMA Marching Band Semi State Finalist***
- ISSMA District and State Solo/Ensemble Gold***
- ISSMA Jazz Festival Gold***
- ISSMA Organizational Contest Gold***
- ISSMA All-Music Award***

# Band Policy

In order to assist band members and parents in understanding areas of responsibility, a statement of band policy is herein set forth. Becoming familiar with this policy will enable each individual to make the most of this great opportunity to be a member of the high school band program, becoming a better person and a better musician.

I firmly believe each student should improve through regular practice. When the student has lost the will to improve him or herself or to make a better contribution to the band, he or she is wasting the time and effort of fellow members and the community by continuing in the program. The happiest student is one who improves through regular habits of practice and daily progress. He or she must not only know right from wrong but must be able to stand for principles and develop a high sense of purpose toward which he or she is willing to work. Responsibility is the focus behind any level of achievement within this program. We intend to conduct ourselves in a manner that will facilitate the learning of all students.

Scott Salmond

[ssalmond@ngsc.k12.in.us](mailto:ssalmond@ngsc.k12.in.us)

812-385-2591 ext. 11101

## Objectives of the Band Program

- To teach music by its actual performance.
- To develop performance skills on the various wind and percussion instruments.
- To provide for the musical needs of the school and the community.
- To develop discrimination with regard to the selection of music.
- To acquaint the students with music theory/history and how history and musical composition relate to students' lives and musical experiences.
- To provide all students with the opportunity for worthy use of their time, a means for self-expression, and a healthy social experience.
- To develop the ability to function as a responsible member of a group, enhance interaction and develop pride and loyalty to the program.
- To foster leadership skills within each student.

## **Attendance Policy**

The only excusable absences are prearranged school conflicts and those that would be excused by the school for regular attendance records, e.g., illness, a death in the family, or a religious holiday. Individual needs will be addressed as they occur. This system is subject to modification by the director.

For all absences, the following procedure must be followed by the student and parent:

- The director must be notified in advance.
- An absentee request form must be filled out and on file.
- For illness, a parental note or doctor's excuse must be submitted.
- Although cleared by the school office, absences from a band activity that same day must be cleared with the director as well - please call the band room (ext. 11101).
- Follow-up is the sole responsibility of the student!

**The mere filing of an absence request form does not constitute approval.**

## **Conflicts with Band**

Resolving conflicts between band and other activities or events is the responsibility of the student. Rehearsal and performance schedules are given out in advance so that arrangements can be made. Students should not become involved with activities that may directly conflict with band activities. When outside activities creates hardships concerning band, unless it is a situation that should only happen once, the student will need to consult with the director about possible alternatives. Students should have a calendar and be aware of all band dates well ahead of schedule. It is the policy of the band director to assist students when conflicts occur within the scope of the band policy. Students are reminded that band is a very demanding activity and that involvement in outside activities should be limited to those compatible with the band schedule. All conflicts with performances must be resolved in favor of band participation. Work is not an excuse for missing any band activity.

## **Grading Policy**

Grades are assigned for the band class and performances.

Class participation = 30%. This includes after school rehearsals on the schedule. Every day, students must have their instruments and pencils at every rehearsal, and show maximum effort to earn the best grade.

Auditions, Four T's (In Time, In Tune, In Tone, Technique), Performances, Sectionals, Self-Assessments = 70%. It is the student's responsibility to turn in all assignments.

## **Duties of the Band Member**

- Be on time to all rehearsals and performances. *“To be early is to be on time, to be on time is to be late, to be late is to be dead.”* -Prof. Judy Grimes, Elmhurst College
- Upon entering the rehearsal setting, get your instrument, and go directly to your seat.
- When the director or staff member steps on the podium or asks for your attention, all talking should cease.
- Come to the rehearsal with a good positive attitude.
- There should be no excess playing (e.g., horsing around on the instrument), only good, appropriate tone.
- Make a real effort to improve on a daily basis, and establish a good practice routine.
- At the end of the rehearsal, put all materials in their proper place.
- Maintain a strong academic standing in all course work.
- Become responsible for and assume responsibility for your own actions. Admit when you are wrong.
- Have proper respect for yourself and those in authority.
- Read and play music with insight - have musical expectations.

## **Rules and Classroom Procedures**

- Chewing gum is not permitted during a rehearsal or in the band room
- Food and drink are not permitted in the band room.
- Be in your seat, warmed up, and ready to begin on time.
- Respect authority and others, including their personal property.
- Drinking and drugs are strictly prohibited. All school district policies regarding such are in force during any band activity.
- All school rules including no smoking, will be enforced.
- Students shall not damage property or equipment. This includes lockers.
- Students may practice in the band room before/after school only if the director/staff member is present. These rooms must be used for responsible practice only.
- You must be visible to the Music Suite when the bell rings or you will be marked tardy; a downbeat will be given three minutes after the bell rings. During the three minutes beforehand you should move to your seat, obtain music, a music stand, a pencil, and begin warming up for the day's rehearsal (long tones, lip slurs, scales, etc.). Make sure you have extra reeds, oil. Percussion should set up all equipment and music during the warm-up. Announcements will be made at the beginning and end of class.

- Talking will not be tolerated during a rehearsal.
- Cell phones, chromebooks, tablets, books, other class assignments are not permitted during school and/or after school rehearsals.

## **Lost Music**

**Each student will be assessed a fee to replace missing or abused music.**

## **Concert Dress**

During a performance, it is important that our ensembles look as uniform as possible. Students that do not meet the requirement of concert dress are subject from removal for the concert and will be graded as not performing the concert and receiving an F for the performance. Jeans are not acceptable! Students that are in need of concert dress items must contact the director to work out an arrangement for proper concert attire at least 4 weeks in advance of the concert. This is the responsibility of the student. Definitions for concert dress are listed below.

### **Concert Black:**

**Women** - black sleeved tops, over knee length skirt (leggings are acceptable under skirts, not to be worn as pants), black dress pants, black shoes, no yoga pants, dress shoes

**Men** - white/black dress shirt/polo, dark tie, black coat (if possible), black pants, black socks, black dress shoes. Gentlemen's shirts must be tucked in at ALL times.

### **Sunday Best:**

**Women** - bright sleeved top, over knee length skirt or dress (leggings are acceptable under skirts/dresses, not to be worn as pants), dress pants, dress shoes, No yoga pants

**Men** - dress shirt/polo, tie (optional), dress pants, dress socks, dress shoes. No shorts

## **\*Pep Band\***

***Each student enrolled in a band class (concert/percussion) will be required to perform at all home boy's basketball games and some select girl's games.***

***Students will be graded on their attendance, attitude/sportsmanship, and helping setup/tearing down of equipment. Students will be allowed to miss one game before given a zero for the performance.***

## **Use of the Band Facility**

### **Band Room**

The use of band facilities before, after, and during school is a privilege. Students who abuse the facility will be disciplined accordingly. Any abuse or damage will be considered vandalism. **No outside students are permitted in the band room**, except for business with the director. There will be no horseplay, e.g. throwing things in or around the band room. All percussion and guard equipment is off limits to anyone not specifically designated to use them. There will be no storing of personal items. The band room is not your locker!

### **Practice Rooms**

Practice rooms are to be used for practice or private instruction only. Keep the room neat with the appropriate music stand and chair in place. After using the room, please turn the lights off and leave the door open for the next person. Please use the practice rooms to your advantage by generating good tone and being proficient with your time.

### **Auditorium**

It is a privilege to use the auditorium for rehearsals and performances. When the concert shell is down it is important that each member must use extreme caution. Touching the shell will leave marks as will moving equipment without care. No food or drinks shall be permitted at any time in the auditorium. Water is the only exception. Please help in maintaining our beautiful facility!

### **Library, Band Office, Phone**

The library is private and is to be used only by the library staff. The band office is private and is not to be entered by any student without permission from the director or a staff member. All students should keep in mind that this is a place of business. If the door is shut, knock first. Telephone use should be kept to a minimum and is not for personal use. **Ask permission before using the phone.**

### **The Importance of Attitude**

The greatest single factor that will determine the success of any individual or organization is **attitude**. The kind of person you are is an individual choice, and how you feel about something is one of the few actual independent choices you have in life. It takes intense dedication to reach goals. Students should learn to discipline themselves to practice fundamentals daily. The right attitude must be present along with sincerity, concentration, and dedication as the basic foundations. Such an attitude makes an artistic performance inevitable and is the difference between a winning

organization and a mediocre group. The band can do much for you. Make the most of it in every rehearsal and performance.

### **The Importance of Discipline**

Because of the nature of the organization, discipline must be strict! Band students and parents must believe in the ideals, principles, and philosophy of the organization. Each member must always be aware of good behavior and think for him or herself. Any misconduct casts a bad light on the school, community, and band program. Any member who discredits the organization by his or her conduct or actions in band, in another class, or on a trip shall be subject to dismissal from the organization or may lose a privilege within the program. This decision will be at the director's discretion.

### **Get Involved!**

#### **Band Boosters**

The Princeton Community Band Boosters is an organization consisting of band parents that are interested in the fulfillment of the band program by assisting with fundraising as well as various needs throughout the program. The boosters meet on the second Tuesday of each month at 6:30 p.m. either at the high school or in some cases Klinkers in Princeton. Your participation as a parent is greatly appreciated! Without your support the band program does not succeed. For more information, please contact our Booster President.

Matt Wallace, President  
[mattw2418@yahoo.com](mailto:mattw2418@yahoo.com)  
812-306-1551

#### **Website**

Stay in touch with what is happening in the program! Log on to  
[www.princetonbands.com](http://www.princetonbands.com)

#### **Remind 101**

For important announcements please enroll in Remind. Remind is a text message sent out regarding important updates. Standard rates apply.

TO: 81010

REPLY: @bd13f

**Instrumental Music Handbook Agreement**

Return Agreement Form signed and dated by class time on Thursday August 24th 2017

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ Student Cell# \_\_\_\_\_

Parent/Guardian 1: \_\_\_\_\_ Cell# \_\_\_\_\_

Email: \_\_\_\_\_ Work# \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_ Cell# \_\_\_\_\_

Email: \_\_\_\_\_ Work# \_\_\_\_\_

I, (Parent's Name) \_\_\_\_\_ confirm that both my child

(Student's Name) \_\_\_\_\_ have read, understand, and

agree with this package of information that pertains to the Princeton Community Schools

Instrumental Music Department pertaining to class, performances, dress code for concerts, and responsibilities.

I have signed up for Remind Initial \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

**Please email any necessary comments**

Fill out and return for 100 points