

## **MONRONEY M.S. BAND POLICIES & PROCEDURES 2008-2009**

Please read all the information, then sign and date the attached signature page & return with all other documents. The student will receive 100 points if it is returned by the deadline date.

### **BAND RULES:**

- 1. Students are expected to be courteous, respectful, and follow all MMS school rules as outlined in the MMS Student Handbook.**
- 2. The band student must have instrument, music, and all supplies each day OR bring a note from the parent/guardian explaining the absence of materials. If an instrument is being repaired, the student is to bring the music store repair ticket to the band directors before school so arrangements can be made to borrow a horn during the repair time. The student must keep the horn mouthpiece and all accessories and supplies to use with the “loaner” instrument.**
- 3. The Monronev Band Building shall be kept clean. No food, gum, or drinks are allowed except for water in clear bottles. Please wipe your feet on the mats in the entry way to remove dead grass, mud, or water before stepping on the carpet.**
- 4. The MMS School Dress Code shall be followed. When the band is in public, your band t-shirt shall be tucked into a pair of nice blue jeans, free of rips, tears, holes, or bleached spots. No sagging pants are allowed.**
- 5. It is well known that band students are the best kids in the school, and the Monronev Band is no exception. Unruly behavior, problems with a substitute teacher or band tutor, or use of physical force are not allowed. Misbehavior will result in discipline by lunch detention, after school detention, detention in the band building, ISR, or a referral to a principal. The band directors shall notify parents/guardians in case of any behavior problems, after school detention, or suspensions.**
- 6. Due to the large size of our band classes, no one is allowed to “play out-of-turn.” The class shall warm up and play together. “Doodling” is only allowed when the band director gives permission and steps off the podium; it shall cease when the director steps on to the podium.**
- 7. Students may use our band restrooms and water fountain before or after class. Students are given time at the end of class to clean instruments and mouthpieces. Please get tissues before class if you have allergies or a cold; they are provided throughout the classroom. The 4<sup>th</sup> period woodwind class is asked to bring a toothbrush & cover/case so dental hygiene may be practiced after eating lunch.**
- 8. Prizes and awards are often given in class for exceptional effort or outstanding behavior. The MMS band directors use the “3 Second Rule” whenever students are awarded prizes in class. All prizes are purchased by the band directors using their own money. If a student wins a prize he/she has 3 seconds to say “thank you” or will return the prize.**
- 9. When in doubt, DON’T! Ask the band director first to avoid problems later.**

## PROCEDURES

10. Storage closets are provided for all instruments and equipment. Music folders are provided and should be kept in the folder cabinet in the assigned slot. Stick bags should be kept in the student's locker. Please only put your music folder, music books, and spiral notebook in your slot.
11. **BEFORE SCHOOL:** Students are allowed to enter the band room at 7:30 a.m. to practice, to receive tutoring IF the band directors are available, to store instruments and music, and to turn in forms or money. The restrooms are also available but should not be used as "makeup bars."
12. **AFTER SCHOOL:** Students are asked to have their instruments and music out of the band building no later than 3:15 p.m. The phone is not available for students to arrange transportation home; it is for emergency calls only. If students remain after school for private lessons they should practice or have homework to do while awaiting a lesson.
13. All money should be turned in to a band director **BEFORE** school begins. Please have any money in an envelope with the student's name, amount, and team name on the envelope. Envelopes are available in the entryway.
14. You may contact the band directors, Miss Gilley and Miss Fike, during 1<sup>st</sup> period, 8:10-9:10, or before or after school. Voice mail is now available by calling 739-1786 x232. Messages will be returned as soon as possible. You may also contact the band directors via email: [jgilley@mid-del.k12.ok.us](mailto:jgilley@mid-del.k12.ok.us) or [hfike@mid-del.k12.ok.us](mailto:hfike@mid-del.k12.ok.us). Please use the voice mail system and avoid calling the band directors after hours.

## FINANCIAL INFORMATION

15. All band classes participate in at least 3 trips during the year. The MMS Band pays for all bus costs, van or truck expenses, most meals, contest entry fees, and other trip expenses. To defray costs each student is expected to raise \$75 in fundraising profit (referred to as the "\$75 Quota.") The band sponsors 4 fundraising events for band students: pledge carwash in September; catalog gift items in October; bowl-a-thon in January; candy bar sales in March. Students are expected to have at least \$35 raised during first semester in order to participate in winter activities. The balance of the \$75 Quota is due before the Frontier City Contest in April. If the parent/guardian prefers a student not participate in fundraising efforts, a \$75 donation may be made to the band so the student has fulfilled his/her \$75 Quota. Jazz Band students are expected to raise an additional \$15 to offset additional expenses for buses and entry fees.
16. Please make all checks payable to "MONRONEY MS BAND." Please also write your student's name in the "memo" section of the check.
17. If you turn in cash, please make sure it is the exact amount. The band directors are not allowed to keep change in the band room.
18. All money will be receipted and the student will receive a copy of their receipt. **PLEASE TURN IN ALL MONEY BEFORE SCHOOL** so the band directors may write receipts and take all money to the office before the 1 p.m. office deadline.

19. **Band t-shirts must be purchased by each student. T-shirts shall be worn to all band functions except the Christmas and Spring concerts. The t-shirt costs are: Youth sizes + Adult Small to X-Large = \$12; XXL = \$13; XXXL = \$14. The deadline for ordering shirts shall be Sept. 5<sup>th</sup>. Adults are also allowed to order shirts but must prepay for their shirts.**
20. **If a family is having financial difficulty, the Monroney Band Boosters have a “work-study program” to help students obtain supplies. Arrangements must be made with Miss Gilley for the student to perform work for the band and earn \$5 per hour credit towards supplies. Please call or email Miss Gilley if arrangements need to be made; all matters are kept confidential.**
21. **BAND BOOSTERS: Our Band Boosters help us raise money by having a PATRON LIST. We ask friends, family, and businesses to donate \$5 to be a Patron of the Monroney Band. Patrons are listed in our Christmas and Spring Concert Programs.**

#### **TRANSPORTATION POLICIES & RULES:**

22. **All students shall have a “Trip Release Form” on file 24 hours in advance of any band trip. All students must also have a “Medical Release Form” on file.**
23. **All students will ride the bus to and from band activities unless prior arrangements have been made with the directors OR alternate transportation plans were marked on the “Trip Release Form.”**
24. **Before loading buses all students will meet in the band building for roll call and announcements and then load the bus and equipment truck in an orderly fashion.**
25. **Students shall sit in assigned seats. You will sit facing forward in the seat and not get out of the seat while the bus is in motion.**
26. **No screaming, loud talking, or other disruptions will be tolerated because the bus driver must be able to hear the transportation walkie talkie.**
27. **No student may use a cell phone while on the bus because school rules apply. All cell phones will be collected by the band director before the start of the trip. The phones will be returned to the students once they have returned home. If emergency calls must be made, the band directors will allow the students to use their phones.**
28. **CDs, radios, video games, and other electronics will be allowed only if the student uses headphones and no sounds are heard by the sponsors or driver. You take these at your own risk. If your device is lost, stolen, or damaged, you are responsible.**
29. **No body parts, trash, or other items will be allowed outside the bus windows.**
30. **No food, drink, or gum shall be allowed on the buses.**
31. **All percussion equipment (sticks & mallets) will be packed and loaded either on the band van/truck or the storage area underneath the bus.**
32. **PDA (public display of affection) shall not be tolerated.**
33. **The adult sponsors and bus driver are in charge of your safety and have full authority on the bus. They also have the right to change your seating assignment. If you cause problems, you will be reported to the band directors and get to sit with them for the remainder of the trip.**

## **ATTENDANCE & TARDIES**

- 34. Punctuality and attendance are important. A student is tardy if not in the assigned seat with instrument and materials when the bell rings. Percussionist should be at their station setting up equipment when the bell rings. School rules state: 1 tardy = warning; 2 tardies = lunch detention (LD); 3 tardies = 2 days of LD; 4 tardies = referral to office. If a teacher keeps you after class you must bring a hall pass or note from the teacher to have the tardy excused.**
- 35. "Makeup work" is allowed for excused absences. Students are given one additional day to turn in assignments for each day absent. Students are not allowed to make up work for unexcused absences or suspensions.**
- 36. Please do not schedule any dental/orthodontic work the week before a concert or contest. Students often must adjust embouchures and endure pain; this prohibits them from performing to their best ability and also hurts the band's overall sound. Please schedule appointments AFTER contests and concerts.**
- 37. Band students must attend all required band events. Grades are given for participation. Excused absences are given only in the event of an illness where the student has missed school, a death in the family, or a conflict with another school event.**

## **GRADING**

- 38. All grades are based upon a 100-point system. The grading system is covered in the class syllabus (separate handout). Points are deducted if students are tardy to concerts, performances, sectionals, or required rehearsals.**
- 39. Chair order is determined by the "passoff system." Students are given a list of required exercises at the beginning of each 9 weeks. Students must perform the passoff exercise perfectly to receive 100 points and have the exercise passed on the wall chart. Each student may progress at his/her own speed BUT a minimum number of passoffs are required each week to remain scholastically eligible. Students may passoff in the following ways: in class on Tuesdays or Thursdays; before school when the band directors are available; on a cassette tape or CD that is turned in before school. Passoff charts are located on the east wall of the band building so adults and students may check individual progress.**
- 40. Any written materials that are sent home for the parent to read and then sign as acknowledgement are worth 100 points for responsibility IF returned by the due date. A monthly newsletter is sent home and will include calendar updates and volunteer opportunities. All special notices and newsletters are printed on color paper so the student can easily locate them in a book bag. The cost of the color paper is taken from the band activity account. If a student loses a special note on color paper, he/she will be asked to buy a new copy for \$1 and the money shall be deposited in our "paper fund."**

## **OTHER ITEMS**

- 41. Private lessons are available on all instruments. Families are responsible for scheduling lessons and also paying for the lessons. A tutor list shall be provided by the Labor Day weekend. The price of the lesson varies according to the experience level of the tutor. Lesson location also depends upon the tutor.**
- 42. Students may earn a “Band Letter” for their letterman jacket. Letterman requirements shall be given to students the first week of school. This is an honor given to band students who go beyond the normal band student. The band student must earn 250 “letterman points” for activities beyond the normal school day. Points are earned in a variety of ways, such as private lessons, solo & ensemble competitions, auditioning for honor bands, and assisting with special band activities. A band letterman must also have an A in band every 9 weeks and never be on the ineligible list at MMS.**
- 43. The 8<sup>th</sup> Grade Band shall be issued band uniforms in November. Additional information shall be covered in their band syllabus.**
- 44. The MONRONEY BAND BOOSTERS are an organization for any person interested in helping the band. Monthly meetings are held with band concerts. The MMS Band Boosters have their own fundraising activities and also run the concessions for home football games. Proceeds help pay for instruments, repairs, camp scholarships, and other band needs. Parents, guardians, grandparents, or any other adults are encouraged to participate in any activities. Volunteer opportunities are included in the monthly band newsletter.**
- 45. Honor Bands are for exceptional musicians. The 7<sup>th</sup> & 8<sup>th</sup> graders may audition for the CODA All-Region Band each November. The Beginners may audition for the Mid-Del Honor Band in March. Audition music is provided by the school, and students are expected to prepare for the auditions. Private lessons are encouraged since the competition is quite difficult. Additional help may also be arranged with the band directors before or after school. The audition fee is covered in the \$75 fundraising quota.**
- 46. Solo & Ensemble Contest is another opportunities for band students to compete alone or with a small group in late March. Students will be asked to complete an entry form in December if they intend to participate and fees for this contest will be due before Christmas break. Music will be provided by the MMS band directors. If students plan to play a solo, they must use a pianist for the accompaniment and pay for the accompanist’s time and services. More information will be available with the entry form.**

**We have read the Monroney Band Policies & Procedures and accept all the information contained in the preceding pages.**

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**Student's signature**

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**Date**

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**Parent/Guardian's signature**

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**Date**

**This page must be signed and returned by the due date, AUG. 15<sup>th</sup>, in order to receive 100 points for responsibility.**