

# *MOGADORE BAND PROGRAM*

Handbook 2019-2020



Mogadore Local Schools  
Mogadore Music Department

THE MOGADORE HIGH SCHOOL

*Band Department*

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Dear Band Members and Families,

Welcome to another year in the Mogadore High School Band Program! Our program is developing a great tradition of excellence, which I know will continue to blossom during the upcoming school year. I hope that your student finds participation in the High School Band program a challenging, rewarding, and fun experience.

To help band members and parents understand their areas of responsibility, an outline of the many facets of the Mogadore Band Program are listed below. Becoming familiar with this handbook will help each student understand the opportunities available for them through their participation in the Mogadore Local Schools Bands as well as becoming aware of the “Do’s and Don’ts” of the band. Any rule or regulation contained in this handbook is in addition to the regular school rules and policies. Please read the entire handbook. Band and Color Guard members will be expected to understand and abide by all policies set forth in this document as well as those in the Mogadore High School Student Handbook. I will be glad to clarify or discuss any information contained within this document.

I look forward to working with all of you and having an outstanding season!

Cordially,

Stephanie Bonitz, Director of Bands

## PRIMARY GOALS FOR THE MOGADORE BAND DEPARTMENT

There are many “main” purposes of band from musicianship and pride of accomplishment to citizenship, tradition, morale, spirit, and loyalty. Students must learn to budget their time and discipline themselves to excel not only in the band, but other class work and activities as well. “Responsibility” is a key word in the vocabulary of a Mogadore band member.

### Responsibility to Ourselves

- ♪ Students owe themselves the benefit of proper equipment and the responsibility of doing their best. Instruments, school owned or personal, are to be maintained and repaired in a timely fashion. **Our organization will be as effective as the individuals who desire to be in it.**

### Responsibility to Our School

- ♪ The school district provides the necessary equipment and facilities for us to do our job. This includes the Mogadore Music Boosters and the Board of Education, both of whom have provided much in the form of both moral and financial support. Students then have the obligation to provide the best possible performances for the school and community. This means that everyone agrees to give up some free time on holidays and vacations to benefit others. This also means everyone must be willing to prepare by having rehearsals.

### Citizenship

- ♪ Learn to work with classmates. The success of the band is dependent on 100% cooperation. Remember, everywhere we go we are judged as a group, not as individuals. When you are with the band, you are conspicuous in or out of uniform. People form an opinion of our town, school, parents, and you from your behavior.

### Musicianship

- ♪ Strive for the best. We can learn the finer things and enjoy all types of music. Practice, ask questions, get extra help if needed and you WILL learn.

## INSTRUMENTAL MUSIC DEPARTMENT GENERAL POLICIES

1. Students must ask the permission of a Director before entering the Music Office. Please knock first before entering.
2. Music office phones are to be used only with a Director's permission. The phones are to be used for music-related calls only and are reserved for special circumstances.
3. The music rooms should always be left in a neat, organized manner.
  - a. All instruments are to be kept in your individual storage lockers. Music or personal items of any kind are not to be left in instrument storage lockers. Only instruments belong in instrument storage lockers.
  - b. Music and music folios are to be left in Music Folio Cabinets.
  - c. Book bags are to be stored in the back of the classroom.
  - d. Percussion equipment should always be put away, covered, or set aside, and handled with care.
4. Vandalism with regard to instruments, equipment, and school property will not be tolerated.
  - a. Offenders will be held FINANCIALLY RESPONSIBLE and subject to consequences
5. Gum chewing, candy eating, food, beverages, etc. are not permitted in the music rooms.
6. Have all equipment at all rehearsals and performances (instrument, music, reeds, oils, mutes, pencils, sticks, mallets, etc.).
  - a. All reed players should have several spare reeds. Do not wait until you use your last reed to purchase a new one.
  - b. All percussionists need a set of their own sticks!
7. Be in your seat (or spot) ready to begin ON TIME.
8. All talking and playing MUST STOP IMMEDIATELY when any authorized person steps onto the podium or in front of the group.
9. Do not talk or play when the director stops conducting to give instructions or explanations.
10. Hats are not to be worn during rehearsals or practices in the music rooms.
11. Band directors are not permitted to distribute medication to students. All special medical needs must be noted on the Emergency Medical Authorization Form.
12. All students must have an Emergency Medical Authorization Form on file with the school before they will be allowed to perform.
13. All Mogadore Local School Policies and Student Code of Conduct will be followed during all band functions including class, rehearsals, performances, and trips. The band program is defined as participation in any facet of the program, whether academic or extracurricular.
15. Band is a yearlong course. Mogadore's band operates as a team. Mogadore Local Schools recognizes that students should finish what they have started. We need every student's full participation for the entirety of the course. Students choosing to not participate MUST have an in-person conference with the directors, parents, and principal. Band is not only a financial investment, but a great educational opportunity. Although feelings may change over the years, be a team player. Band can teach discipline and hard work, which carries over to other areas of adult life.

## ATTENDANCE POLICY

By virtue of membership in the Mogadore Band Program, you have placed upon yourself an obligation not only to yourself, but to the entire organization. Because it is our desire to achieve the finest possible results, attendance at all rehearsals and performances by every band member is mandatory. It would be unrealistic, however, to assume that absences due to illness, death in the family, and other valid reasons do not occur. With this thought in mind, the following policy has been instituted to explain and define the absence policy of the music department. These regulations have been designed to maintain the excellence of Mogadore Local Schools Bands and will help to ensure that membership in this group continue to be a worthwhile and educationally rewarding experience for all. Furthermore, it is assumed that any student who becomes a member of the Mogadore Band Program activities recognizes his/her responsibility to fellow students of the organization and wishes to contribute his/her best effort at all times.

### ATTENDANCE

Attendance has a direct effect on your grade and participation in the band program. Band is a participation/performance-based course. Attendance is mandatory to all rehearsals and performances unless otherwise noted. Failure to attend rehearsals or performances will affect your ability to participate.

### PROCEDURES REGARDING ABSENCES:

1. An Absence Request form must be filled out including the student's name, reason for the absence, date of the absence, phone number, and signature must be submitted for each absence to the Director of the organization.
2. All advance absence requests require the note to be turned in to the Director TWO WEEKS IN ADVANCE.
3. If a student misses a rehearsal or performance due to an emergency, the student should turn in a note of explanation immediately upon his/her return.

### EXCUSED ABSENCES FROM PERFORMANCES

1. Personal illness - advance notice appreciated.
2. Death in family.
3. Vacations WITH PARENTS.
4. Direct conflicts with other school activities involving participation (not observation) will be resolved with faculty at Mogadore Local Schools.

### UNEXCUSED ABSENCES FROM PERFORMANCES

1. Any excuse not listed above. This includes miscellaneous excuses that have not been approved by the Director.
  - a. **WORK IS NOT CONSIDERED AN EXCUSED ABSENCE** - your first obligation is to your school and its activities. Employers should be notified well in advance of your obligations to both family and school, and in nearly all cases will be very understanding. Provide them with a copy of your schedule to assist them in scheduling your hours (we keep extra copies of the Music Department Calendar for just this purpose). If you would like the Director to contact your employer and explain the necessity of your attendance at a rehearsal/performance, this will gladly be done upon your request.
  - b. *Observation* of other school activities is not considered an excused absence. (There should be no conflicts; the schedule is approved with this consideration)
  - c. Vacations WITHOUT PARENTS or without giving two weeks' notice.
  - d. Any excuses listed above for which the student has not given 2 weeks advance notice (written notification).



Fifth Time: Four Checks. 60 minutes after school on Monday, referral written, and student sent to the office.

Severe Disruption: Student sent immediately to office

### BAND ROOM POLICIES

These band room rules are in place to maintain the excellent condition of the band room and to secure a comfortable environment for learning. Failure to abide by these rules and regulations will result in further action.

1. No Food, Drink, Or Gum in the band room at anytime. Bottled water is O.K.
2. Electronic tuners or apps may be used in the band room at the start of rehearsals. Usage of electronic devices for non-music purposes will result in confiscation of the device and a detention.
3. Treat others the way you would like to be treated! This includes your peers, the teacher, and ALL equipment and furnishings within the room. Do not play equipment that is not yours, ever.
4. The band room must be kept clean at all times: Pick up and dispose of trash you are responsible for. Keep the floor and countertops clean and uncluttered. Lockers will be inspected throughout the year, so keep them clean!

### INSTRUMENT AND MUSIC CARE

1. All instruments should be treated with care whether they are school owned, or student owned.
2. DO NOT STORE any instrument in an open case. Please close your case every day.
3. You are expected to have reeds, mouthpieces, cork-grease, oil, and sticks in working order. Please make sure you replenish your supply of these items as needed.
4. Band music (marching/concert) is extremely expensive.
  - a. Music is to be kept in folders to prevent damage.
  - b. Do not leave folders lying around the band room. They need to be returned to the music folio cabinet or taken home regularly. They are not to be stored in your instrument locker. Failure to comply will result in disciplinary action. Lyres may be stored in instrument lockers.
5. School owned instruments will be signed out on a yearly basis for use. Students and families using school owned equipment are responsible for yearly maintenance and cleaning at a music store for the duration of the instruments use. See school owned policy below for more information.

## SCHOOL OWNED INSTRUMENT POLICY

Mogadore Local Schools provides instruments to those students who play oboe, bassoon, Eb clarinet, bass clarinet, tenor sax, baritone saxophone, french horn, euphonium, trombone, tuba, and percussion.

- A rental fee of \$30.00 is charged annually for the maintenance of our school-owned instruments. Students using a school owned instrument solely for marching band/pep band will be charged a \$15.00 fee for maintenance and cleaning. At the end of the school year, instruments will be checked in to the school for a general cleaning.
- During the school year all maintenance and repair is the student's responsibility. The instrument should be returned at the end of the year in the same condition as when it was issued.
- Students and parents are financially responsible for replacing any instrument which is lost, stolen, or destroyed.

Students will be required to fill out the Mogadore Local Schools Instrument Contract which details the use of school instruments. This instrument is the student and family's responsibility for the term of the contract.

## BAND LOCKER POLICY

Students using Mogadore Band Department lockers MUST fill out a locker request form. A lock must be on all student lockers. Failure to secure lockers will result in behavioral consequences. Students will be charged for missing or unaccounted for locks. Musical instruments are an expensive investment. Locked lockers protect the students and instruments from theft or abuse.

## UNIFORM CARE AND POLICIES

### REHEARSAL ATTIRE

1. Closed-toed (preferably athletic) shoes are to be worn during all field rehearsals. For student safety, there will be no exceptions to this policy.
2. Shorts and pants must reflect common sense for a physically demanding rehearsal. Students are not to wear jeans, spandex shorts, pajamas, or anything not permitted in the student handbook.
3. Every member of the band must wear a shirt at all times. Sleeveless tops must be shoulder width and not gap at the armpit.
4. Long hair must be pulled back and secured away from the face.

### SUMMER UNIFORM

1. The summer uniform consists of the polo/t-shirt, khaki shorts, and belt. This includes a white undershirt, white "no show" athletic socks, and athletic shoes. Hair for both men and women must be away from ears and collars. No jewelry is to be worn during band performances.

### FULL UNIFORM GUIDELINES

1. The Mogadore Wildcat Marching Band has an "All or Nothing" policy for our band uniforms. The band uniform will be worn in its entirety for the entirety of every performance unless specified by the director. Hats and gloves may be removed at the director's discretion.
2. The full uniform consists of:
  - a. White Shoes
  - b. White Socks
  - c. Wool Trousers
  - d. The annual MHS Band T-Shirt



- e. White Gloves
- f. Uniform Jacket
- g. Band Hat
- h. Plume

3. Hair for both men and women must be away from ears and collars, and tucked, pinned, etc to completely fit underneath the band hat. Hair may be dyed but must appear to be natural in color.

4. Make-up in uniform is highly discouraged. Face paint, lipstick, heavy eyeliner, eye shadow, and excessive make-up are not acceptable.

## UNIFORM INSPECTIONS

During marching season, a uniform/supply inspection will occur prior to each performance. The uniform inspection is part of the grade. Failure to pass inspection will affect students grades and, if issues cannot be immediately resolved, may result in suspension from the upcoming performance. The following eight points will be inspected:

### **Shoes**

- Polished and clean
- All paint chipping has been touched up.

### **Socks**

- White Socks (no ankle socks due to leg lift)
- Correct length

### **Pants**

- Hemmed to appropriate length
- Slight break at the shoe
- Clean with *no wrinkles*

### **Jacket**

- Clean with no wrinkles

### **Gloves**

- Gloves bleached white with no stains
- Gloves cut to proper length (for Clarinets and Flutes if necessary)
- No frayed ends
- No holes or tears

### **Hat**

- Clean and in good order

### **Instrument**

- Instrument is spot and fingerprint free in good working order.

### **Misc**

- No excessive makeup is to be worn
- Nail polish should not be visible
- **No jewelry of any kind is to be worn – this includes nose studs, nose rings, septum piercings, gauges must be neutral skin color**
- When hat is worn, all long hair must be tucked into the hat. Hair must be natural in color, damage caused by hair dye will result in replacement of the hat or cleaning of the uniform
- Band shirt is to be worn underneath uniform
- Thin shorts are to be worn underneath the uniform (no jeans as it destroys the wool fabric)
- Students must have all necessary music, flip folder, and lyre

## TRAVELING POLICIES

1. All students and staff are required to ride designated school buses to and from band events.
2. Inappropriate behavior on buses including excessive noise, offensive language, hazing, or any activity creating an unsafe or socially uncomfortable environment could result in disciplinary action, including suspension or expulsion from the band. Respect for the bus driver and bus is expected at all times.
3. Any band member who misses a departure time must provide his or her own transportation to the event. Discipline will be at the discretion of the director.
4. All host band stands (including Wildcat Stadium) will be left in pristine condition upon the conclusion of athletic and performance events. Band staff and chaperones are not responsible for cleaning up after band members. Failure to respect host facilities will result in a loss of free time privileges.
5. Any parent wishing to transport their student to or from any event must provide written notification at least 3 days before the event. This is to ensure we have an accurate list of students being transported for safety concerns.
6. All School Code of Conduct policies apply, please refer to the school handbook for more information

## STUDENT LEADERSHIP OPPORTUNITIES

Students can run for elected offices as part of our band council as well as apply to be a section leader/squad leader. Listed below are the listed offices with responsibilities including but not limited to:

### President

- ♪ Conduct meetings monthly, create ballots, and votes
- ♪ Read the daily/weekly announcements
- ♪ Hold group discussions
- ♪ Send invitations to performances
- ♪ Send Cards for holidays, special events
- ♪ Send thank-you notes and letters
- ♪ Organize special projects and events
- ♪ Organize campaign for recruitment

### Vice President

- ♪ Organize social activities
- ♪ Take picture/videos of the group throughout the year
- ♪ Create end of the year slide show of performances/photos
- ♪ Organize afterschool practices for extra help and/or for junior high members

### Secretary/Librarian

- ♪ Maintain the music library
- ♪ Maintain and organize marching music copy cabinet
- ♪ Supervise alumni correspondence, send out mailers to alums
- ♪ Take attendance
- ♪ Create announcements of band successes for school announcements
- ♪ Collect or pass out forms
- ♪ Deliver messages to the office, other teachers, etc.

### Stage Manager

- ♪ Responsible for setting up chairs, stands, and special items for rehearsals and/or performances

### Equipment Manager

- ♪ Make sure all program equipment has an inventory tag/label
- ♪ Organize and supervise loading crew
- ♪ Regularly maintain, tighten, and adjust music stands
- ♪ Make simple classroom equipment repairs

#### Loading Crew

- ♪ Responsible for loading, unloading, setting up, and tearing down all equipment
- ♪ Eat first on all trips...whenever possible!

#### Interior Decorator

- ♪ Responsible for making sure things are always where they are supposed to be
- ♪ Create, maintain, and update wall decorations and/or bulletin boards when appropriate

### AUXILIARY UNITS

Auxiliary units of the program such as majorettes, color guard, indoor guard, indoor drum line, function as an extension of the band program. The policies listed below are additional guidelines for members of these units and may be adjusted at the discretion of the band director or advisor.

1. Your flag or baton is your instrument, take care of it. Any significant damages that come from reckless behavior will also come with a fee. Flags and/or batons may only be taken out on game days, festivals, and parade events. We need to prolong the life of our silks and taking them out every day will not help.
2. Attendance is important so that we can look good together. Auxiliary members are required to attend all marching band activities throughout the summer and school year. Multiple absences (see attendance policies) can result in the student sitting out of a halftime performance or removal from the team.
3. Color Guard will have one weekly rehearsal that is **MANDATORY**. It is during these rehearsals that we will do the most work (solidifying choreography, learning new routines, going over game day details, etc.). It is imperative that all members attend these rehearsals.
4. Socks are to be white and should at least reach the knee. No ankle socks will be permitted and **socks will be checked every game/event**.
5. Makeup should be kept natural or school colors. Be careful of foundation (if deciding to use it) because of the white uniform. Glitter is permitted
6. SMILE AND HAVE FUN!

Mogadore High School Band Program Membership Agreement Form

I, \_\_\_\_\_, have read and understand the policies, procedures, and expectations explained in this handbook. As a member of the Mogadore High School Band Program, I understand that nothing less than my personal best is expected in participation, conduct, attitude, and musical performance.

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

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have read and understand the policies, procedures, and expectations explained in this handbook. I agree with and will support my child's membership in the Mogadore High School Band Program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Mogadore High School Band Trip Permission Form

I hereby consent for \_\_\_\_\_ (student) to travel with the Mogadore Band Program during the 2019-2020 school year on all approved band trips. I understand that transportation will either be on buses provided by Mogadore Local School District or chartered buses. I understand written notification must be given to the director if I intend to transport my son or daughter to or from any "away" performances. I also understand that due to school district policy, transportation to and from some extracurricular music activities such as Solo and Ensemble, honor bands, clinics, camps, or outside Mogadore extra band functions, will not be provided by the directors.

If my son or daughter requires emergency medical procedure or treatment during the trip, I consent to the director taking, arranging for, and consenting to the procedure or treatment of health care professionals according to my instructions on the district's Emergency Medical Authorization Form. I understand that every attempt will be made to reach me if this situation arises

I understand that I must turn this form in as soon as possible for my student to participate in any performances within the band program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Parent/Student Contact Information Sheet

This information sheet will be used for any updates in the performance schedule or volunteer opportunities throughout the school year! I will be sending out e-mail updates regularly to keep all parents informed of their child's successes! Please have your student return this to Mrs. Bonitz before the end of the school year. Thank you!

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

I am interested in volunteering by:

- Serving as a chaperone for football games and/or band shows
- Assisting with organization, chaperoning student routes, or driving at Tag Day
- Assisting with the Mogadore Band Show
- Helping with Football Concessions
- Helping at the Basketball concessions
- Assisting with uniform maintenance ie: sewing, hemming, etc.
- Other: \_\_\_\_\_