

John F. Kennedy High School

Bellmore, NY

Band Operations Manual

2022-2023

<http://jfkhsband.weebly.com>

The purpose of this handbook is to inform music students and their parents of the program's requirements, expectations, and to provide consistency among the performing organizations in the JFK HS Music Department. The degree of success within an organization depends upon the development of standards and procedures.

The handbook and its contents are meant to serve as a guide for the procedures, expectations, and obligations of our performing ensembles. It is anticipated that with the use of this handbook, students and parents/guardians will become more cognizant of our mutual goals. We sincerely hope that the music education experience gained through participation in our departmental performing groups will be of lasting value.

Gerard J. Owenburg
Principal

Walter Avellaneda
Director of Bands

Materials and Equipment

Instruments must be kept clean, neatly hung, or in their proper storage areas at all times. For the protection and care of all music department equipment please adhere to the following guideline:

- Each student will be assigned a specific location to store his/her instrument and will be expected to keep their instruments in the assigned location when not in use.
- In accordance with district policy, students assigned school instruments will pay a **\$90** maintenance fee in the fall. Students will then be responsible for their proper care and maintenance. If damage occurs due to student neglect or negligence, it is expected that the parents/guardians of the student will assume full financial responsibility for repairs or replacement of the instrument in question. Percussionists are encouraged to purchase complete percussion bags in the beginning of
- Students that leave their instrument out of the appropriate storage area will not receive full credit for their class. (This includes all percussion instruments!)

The Use of Music and All Teaching Tools

Each student will be responsible for the music they are given. Students will be assigned a folder with a storage bin number for concert and pep band music. It is the responsibility of the student to take proper care of the folder. Original music can go home unless it returns in disarray. (Students should keep their music with their instrument where possible to avoid congestion in the folder cabinet)

Students are expected to place all music given to them **neatly** in their folder.

When music is to be marked, the students should only use a **pencil**. Any music that is marked or defaced in another manner will have to be replaced by the student. As of 2013, the standard rate per part is \$3.00 plus shipping.

If a student wishes, they may make a photocopied set for practicing at home.

If a music folder is taken from the band room it is imperative that the folders are brought back to class each day, so that the students are able to perform during rehearsals and earn their daily participation points. If you want an extra folder to keep @ home, please see Mr. A.

Practicing

In any academic subject with rigorous demands, students are required to practice the skills they have learned in class in order to hone their potential. In music, practicing is a daily event. When a musician practices, he/she is reinforcing all of the materials that have been taught. Students are expected to take their instrument home two nights per week and on the weekends. Or, use the practice rooms as their time allows. Not practicing will hinder a musician's ability to receive full class participation points.

Grading

Grading is based on individual improvement throughout the year. Individual goals will be established, so that every student experiences the success of the best possible music education.

There will be four areas from which your grade for each quarter will be determined. The grading breakdown will not change depending on the learning setting the school is in.

Rehearsals/Class work/ Output: 20%

Performance: 30%

Sectionals: 30% **Exams:** 20%

The year end breakdown of quarterly averages is per district policy. There is no midterm or final exam grade for music classes.

Rehearsal / Classwork / Your Output : Guidelines 20%

The success of a performing ensemble is a reflection of what is accomplished in rehearsals. In order to ensure that optimum conditions exist to facilitate striving for musical perfection, the following rehearsal procedures will be observed:

- All students are to be in their seats and ready to work after 2 minutes after the late bell sounds. Books, instrument cases, and any non-class related objects are to be placed to the west side of the room.
- Instruments, folders, and a **pencil** are expected at every rehearsal.
- Proper posture for all students is expected at all times
- There will be no gum, food, candy, school books, pocket books, jackets, electronic devices (cell phones, iPods, PDAs), nor personal belongings of any kind in the rehearsal area. (See disciplinary procedures for further explanation on the use of electronic devices in rehearsal.)
- Remember- this is *your* time and *your* rehearsal. Use it well.
- Students will be assessed weekly to ensure that practicing is taking place. Failure to adhere to these expectations will result in the student not earning full class work points.
- Students are completing all assignments on time.

Disciplinary Procedure

As per student handbook

Cutting: Zero Tolerance. Just don't do it. It is not worth it
The Dean will find you and you *will* be held accountable.

- Cell Phones and other Electronic Devices: 1st offense to be picked up at the end of the day. 2nd and all other offenses (whether checking the time or anything else the phone will go to your assistant principal.) Students will *not* receive credit for their participation in class if they are seen using a cell phone during instructional time.

Sectionals: 30%

As per board of education policy, the music department schedules sectional lessons on a rotational basis. The rotation schedule was established to provide for the release of a music student from his/her academic class for additional music instruction. Skills covered in sectionals include warm-ups, technical studies, sight-reading, performance literature, and chamber music. Sectionals are **not** optional.

Each student will have a sectional lesson approximately once every 9 days. However, since the lesson periods rotate, the student will only miss the same class once per marking period.

- **Rotation Procedures**

Students are expected to report to their sectional rehearsal unless:

1. They have a full period unit exam in their subject classes
2. They are reviewing for a full period exam to be given the next day
3. They are scheduled for a lab period
4. They have a group presentation
5. They are legally absent from school.
6. They have a quiz that takes longer than 15 minutes.

Students will be required to make up any sectionals missed by their next sectional. Students that turn in a make-up lesson late will not receive full credit for the sectional, regardless of excuse (unless they are legally still absent from school or have made a prior arrangement with Mr. Avellaneda.)

- **Make Up Procedures -**

Students are to make up the missed lesson before their next lesson. In the sectional schedule, students will be offered one day at the end of each cycle for make-ups during the same period their rotation was scheduled. If students still cannot make up for the missed sectional during this time, please see Mr. Avellaneda. It is the student's responsibility to find out from either their teacher or section leader what was covered during the sectional.

- **Classroom Work**

Students are responsible for making up any work they miss in their academic class, and are to figure out in advance how they will get the material that was missed. Therefore, there is no need for the students to go to class before coming to sectionals. The student must, however, get any due homework to his or her teacher on time and may not use sectionals as an excuse not to hand in homework. Sectionals may not be used as an excuse for missing any assignment given by the regularly scheduled teacher.

Odds and Ends:

On occasion, some students may have difficulty with a certain class. Please see Mr. Avellaneda **before** the lesson to see if another arrangement can be worked out.

Performance Responsibilities : 30%- Attendance is required of all music students at all scheduled school concerts, pep band, and memorial day events. An unexcused absence from a winter or spring concert will result in a student unable to earn their performance grade.

In the event of a student's anticipated absence from a required performance, parents must notify Mr. Avellaneda at 992-1441 immediately. **Absence from a required performance will be excused for the following reasons only:**

- Severe sickness- corroborated with a note from the family doctor or urgent care
- Severe sickness or a death in the family
- An act of God (car accident, severe sports injury, etc...)

There will be an assignment to replace the student's participation in the performance.

A list of performance dates will be issued at the beginning of the school year to each music student along with a performance commitment contract to be signed by the students and their parents/guardians.

Attire

Proper attire is required to perform. If attire is inappropriate students **will not** be allowed on stage, therefore forfeiting their ability to earn a performance grade. It is our goal that our attire does not distract from the music we are creating.

Concert Band & Symphonic Band Gentlemen: Solid black long sleeve dress shirt, tie, solid black pants, black socks, and black dress shoes.

Jazz Ensemble, Wind Ensemble, Repertory & Symphonic Band Ladies: Solid black shirt with sleeves below the elbows. Solid black pants. Black dress shoes. No skirts, leggings, or uggs.

Jazz Ensemble Gentlemen: All black (shoes, shirt, socks, belt, & optional colorful tie)

Wind Ensemble Gentlemen: (Black preferred) Dark Jacket, White Shirt, bowtie, Black Pants, Belt, Socks, and Black Dress Shoes or Tuxedo.

Pep Band: Kennedy attire or Green band t-shirt. Comfortable shorts/jeans/sweatshirts/sneakers are allowed. Band Jackets are allowed. Please check the weather especially in late October!

All clothes should be wrinkle free and ironed!

*Failure to comply with concert attire will result in zero for the performance.

Pep Band/Marching Band:

All students are expected to attend and participate at **all** home football games and the Memorial Day parade. To that end, the only excuses that will be accepted are pre-arranged family functions, religious observances, school sponsored sporting activities with direct game time conflicts, or illness. **All excuses for the entire pep band season other than illness must be delivered via parent e-mail or note as early as possible, but no later than the Thursday prior to a performance (Wednesday for Friday performances).** After this, all absences from the games will be considered unexcused and will affect the performance grade for the quarter. Please see the attached calendar for the dates and times. Athletic events that are non-school related will not be considered excused. Work schedules must also be arranged to accommodate for these performances.

Students seen at home football games, and those who are not participating in any other school capacity, will receive a zero for the performance with no chance of a make-up. Make-ups regardless of excuse will be handed out one week before the final game and are due on the last day of the first quarter. (Do not ask for it earlier) Please see Mr. Avellaneda for further directions. Students that play all complete games are also eligible for honor society credit. Students that attend 3 or more pep band games per season may use this as an after school club activity. No exceptions to the 3 game rule.

Exam Guidelines: 20%

Students will be administered up to 2 exams per quarter. The exams will be either performance based or written.

If one major playing exam is given it is worth the entire 20%. If 2 or more are given they will be divided accordingly. Students will be given 2 weeks notice before an exam.

Excessive Absences: (15pt penalty etc.)

From time to time and due to many different circumstances, students may find themselves absent from school for an extended period of time. If your child falls into a category of five or more absences per quarter, Mr. Avellaneda has extra assignments that the student can complete in a timely fashion to make up the maximum allowed number of classes in a quarter (3). Please see Mr. Avellaneda **before** the end of the marking quarter to stay on top of these. In addition, please note that tardy's/lateness to class also can count towards an absence from a class. (3 unexcused lateness= one class abs.) **Remember, it is *your* responsibility to make sure you are maintaining your seat time- not Mr. Avellaneda's.**

Fundraising

Throughout the year, various fundraising events will be held for a number of functions, including trips. Each student's account will be recorded and if there is a balance at the year's end, it will be carried over to the following year. Profits will carry over while the student is in school. If the student drops the course or graduates, they will be automatically put into the General Band Fund.

Supplies/Suggestions

Woodwinds:

Woodwind Players are expected to have their own supply of reeds (3 at least) at all times. Students with school instruments will receive ONE reed in the beginning of the year. Being unprepared will result in being unable to earn points for the day.

All Woodwind and Brass players are highly **encouraged** to use their own mouthpiece

Helpful Woodwind Information

Woodwinds	three quality functioning reeds at all times, cork grease, functional ligature, neck straps. Rotate reeds on a DAILY basis.
Clarinets	Vandoren (blue box, size 2 ½ - 3) (RICO BLUE or better) (bass clarinet size 2 or 2 1/2) Avoid Rico Orange label.
Alto Sax	Vandoren (size 2 ½-3) See Above
Tenor Sax	La Voz (Med. easy-Med. hard (NO RICOS)
Bari Sax	La Voz (medium) or Rico Royales (blue box size 3)
Oboe/Bsn	reeds purchased at the music store of your choice (size medium)

Brass Player Suggestions: Brass Players are expected to have valve or slide oil with them at all times.

All students should use their own mouthpiece.

Brass Mouthpiece Suggestions

Trumpets: Schilke or Vincent Bach Mouthpieces

Horns: Bach Mouthpieces

Trombones: Vincent Bach Megatone Mouthpieces

Baritones: Schilke Mouthpieces

Tuba: Yamaha Mouthpieces

Percussion: Stick Bag with a pair of the following: Snare Drum Sticks, Timpani Mallets, Cymbal Mallets, and Standard Mallets for (Vibraphone/Xylophone/Marimba). Please see Mr. A for specials with Long Island Drum Center to purchase.

All Students should have a tuner and metronome.

Extra Help: Monday 7-7:25, 2:15-2:40 & Thursdays 2:15-2:35 (please do your best to make appts.)

Communication:

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<http://jfkhsband.weebly.com>
Twitter: @jfkhsbands
Instagram: @jfkhs_theband

I will be using Infinite Campus for parent email, please be sure your email is listed to receive information.

E-mail is the fastest way for me to reply to any question a parent may have. Phone calls are always welcomed but please be aware that due to my rotating schedule I am often not available at a set time. Messages left in the main office will result in a delay in returning your call. Please use the band office number.

REMIND: is a classroom messaging system for students. Students will receive a text message from the system in case a concert is cancelled; a change in location, or any last minute information students should need to know about. The system only allows student text messages to be received. They cannot reply to the system nor does the system give their phone number.

Students should text the class code to this number 81010. Parents are welcome to view the

Codes: Concert Band: @jfkcb
Symphonic Band: @jfkbsb
Wind Ensemble: @jfkwind
Jazz Ensemble: @jfkjazz
Spring Tour:

Extra Credit: As needed.

Letters of Recommendation: Please select me in Naviance and I will take it from there. Advanced notice is greatly appreciated. As composer James Swearingen once said in an interview: Failing to plan is planning to fail! Be on top of your stuff!

Thank you for taking care of the “biz” so we can get to the Music! Have a GREAT YEAR- I am looking forward to it!