

2011-2012

Kailua Band Handbook

Please read this handbook through and sign the contract at the end. **Both a Parent/Guardian and the student must sign and date the contract. The contract will be due on Tuesday, August 9, 2011 by 3:00PM.** If you have any questions regarding the handbook or the band program, please feel free to call Mr. Henry Fu at 263-1436 or e-mail him at kailuaband@yahoo.com **before signing the handbook.**

*A copy of this handbook, along with lots of other handouts and information, can be found at www.kailuaband.com. The website is updated regularly by the band director, Mr. Henry Fu.

Band Philosophy

It is the goal of the Kailua High School Band program to teach students to understand, appreciate and create music through performances in band. The students will learn using various concert music pieces from different time periods, and will perform grade 3-6 music (on a scale of 6, 6 being the highest). Students will learn to work as a team toward a common goal: Performing music together to the best of their abilities.

Band class is an actual class

Concert Band is a REAL graded class. It is NOT an extra-curricular or co-curricular activity (i.e. sports or clubs), which are not graded. I have had parents try to pull their children out of the band “temporarily” in order to bring up their grades in other classes. That’s like having a child fail Math to raise his/her English grade.

General Classroom rules

1. Be in the class **before** the tardy bell rings. **Walking in the door while the bell is ringing constitutes being tardy.**
2. Each student is required to bring their binders with paper, pencils, and other necessary equipment to class each day. **Pencils must be placed on stands during the period.**
3. Remove footwear before walking on the carpet.
4. No gum chewing in the band room.
5. Observe all off-limit areas (upstairs, on the podium and band director's office).
6. Handle all instruments with care. **Careless acts that result in damage to or loss of an instrument will be fined to the person that signed out the instrument up to the cost to replace the instrument.**
7. Do not play on the electronic piano or on other people's instruments, electronic or acoustic, without the band director's permission.
8. Be early for all rehearsals and performances so that you may set up your instrument, chair, stand, etc.
9. Non-band students are not allowed in the band room **unless the band director allows it.**
10. Follow all State, Federal, DOE and Kailua High School Rules.
11. When in doubt, ask the band director.
12. **If a student behaves in an insubordinate or offensive manner toward the band director, the band director reserves the right to expel the student from the band program.**

Consequences

- 1st offense: Warning
2nd offense: Detention, Parent notification
3rd offense: Referral to administration

Note: If at any time a student is caught drinking alcohol, smoking or chewing tobacco, or using any type of illegal drug while in the band room or at a band event, **the band director will refer the student to the administration and will dismiss the student from the band program.**

Student responsibilities

Please remember that you are part of the band program, which is an organization of **multiple** students. Things that you do while representing the band reflect not only upon yourselves, but also the other band students, your school, and your community. Be sure to follow all school, state and federal rules along with the band's rules. Please do what you can to make the Kailua "Surfrider" Band the best it can be.

- Be aware of all the dates, times and places of events and activities.
 - Utilize the calendars that are online.
 - Utilize our band website: www.kailuaband.com
 - Communicate with your section leaders and the band director.
- Know what to do, where you have to be and what you are to bring and wear.
- Each student is expected to know his/her part and know it well. This is in regards to both tests and performances.
- Practice beyond your required two hours per week.
- Be respectful to the adults, your officers and each other.
- Have correct equipment ready for use (Oils, mouthpieces, reeds, etc.).
- Keep your parents informed of all band events and activities.

Grading

Grading will be based on a standard 100% scale. Grades available are as follows:

100-90%	A
89-80%	B
79-70%	C
69-60%	D
59%-0%	F

The percentages are based on these categories:

Rehearsal attendance	20%
Participation	10%
Exams/homework	30%
Performance ability	40%

Descriptions:

Rehearsal attendance - Based on the number of rehearsals/classes attended. Show up at all the rehearsals (Full band, sectionals and classes) prepared and on time, and make up the rehearsals you missed within one week.

Participation – **Students need to arrive to rehearsals on time and participate in all activities.** Tardiness and absences at events without prior approval or notification will result in a lowered grade.

Exams/homework - There will be periodic exams and homework designed to expand your musical knowledge. Turn in assignments when asked. Tests/exams will vary between written knowledge and instrumental performance. Also, a weekly two-hour practice sheet must now be turned in **by everyone**.

Performance ability – A student must be able to perform at a certain degree of proficiency per grade level. Performance tests will be administered to ensure that students are practicing and improving on their instrument.

***Note: Participating in performances is mandatory.** If you miss a performance (**including football games, concerts, band camp or other performances**) without prior approval of the band director and fail to make it up by the appointed deadline, **you will fail the term.**

Practice Sheets

Two hours of practice per week is required by each student. **At least one hour must be played in the band room with other people present.** The rest of the time may be performed at home with a parent or another adult as a witness. It is recommended to practice more than two hours per week. (You may practice during lunch, before and after school). Signatures must be acquired from the band director or band president at school, and a parent/guardian when practicing at home.

Please utilize your time wisely to get better on your instrument. **Two hours a week equals less than 18 minutes per day.** You are required to study longer than that **per day** for some other classes. Treat the band and your musical instrument with the same respect, and you will contribute much more.

Practice sheets are available at the band room and our website. **You may NOT create your own!**

Procedures for absences: Make-up work

Whenever you are absent from class, there is a specific procedure that must be followed. An excuse note with a legitimate reason is required upon your return to school. Making up time for a missed class period is NOT required, but **any tests or homework missed must be made up.**

1. If a rehearsal or sectional is missed, you must give Mr. Fu an excuse note immediately upon your return. **Please call in personally or have a parent call in when you will miss a rehearsal.**

2. A make-up sheet will be provided by Mr. Fu, specifying the amount of time that must be made up.
3. The student must then practice the amount of time specified, having parents or Mr. Fu sign your make-up sheet as proof. **You may do the entire practice time for make-up sheets at home, if you wish.**
4. Turn in the make up sheet by the deadline (Mr. Fu will issue the due date).

***If you fail to follow the above procedures, you will lose credit for whatever was missed.**

If you must miss a rehearsal due to a conflict of some sort, you must notify Mr. Fu **in advance** before missing the rehearsal by phone or in person. A note or message delivered by a friend **IS NOT** sufficient.

Keep in mind that you **do not** have to practice for the entire duration all at one time. You just need to have the correct total by the time the make up sheet is due, which will normally be about five days. **Rehearsals that are unexcused may not be made up.**

The band director will determine the music and duration of practice that needs to be made up. Please use the make-up sheets provided in the band room or download a copy from our website.

Please treat all concerts as Final Exams! If you miss a concert because of a valid excuse, the make up will be extensive, as chosen by the band director.

The band director always reserves the right to determine the validity and acceptability of excuses.

Rehearsals

There are mainly two types of rehearsals that the band director will call: Full band rehearsal and sectionals. These rehearsals will usually be held before or after school. They are both very important to the success of the band.

A **Full Band rehearsal** refers to the entire band gathering and rehearsing at the same time. This is important, because the entire band is split up into three or more classes. Full band rehearsals are currently held on Tuesday and Thursday mornings at 7:15 AM, but may be held at other times with advanced notice.

A **Sectional** is a rehearsal with just a given section (i.e. flutes, trumpets, low brass, percussion, and so forth), or combined groups (such as all brass, all woodwinds, etc.) Sectionals are given weekly by the band director and at other times by student section leaders. Student section leaders will meet with sections as needed. **Attendance to their rehearsals are also mandatory, and need to be made up if missed.**

You must attend all rehearsals. They are for your benefit. The band director will give you advanced notice of when these rehearsals will take place. If you need to miss any

rehearsals, please give the band director an excuse note in advance. Upon approval of the note, you will be required to make up the time missed. You may either practice at home or in the band room during free time (Lunch time, before/after school or tutorial period). The practice sheet that will be handed to you will need to be signed by your parent or by the band director-whoever witnessed the practice session. **There may be certain instances where practicing in the band room and not at home may become necessary for individuals.** Those times will be expressed clearly.

Plan on arriving at all rehearsals 5-10 minutes early to set-up and warm up. When a rehearsal is set for a certain time, we will begin promptly at that time.

***Students who miss full band rehearsals or teacher-led sectionals excessively without a valid excuse may not be allowed to perform at any performances that quarter, resulting in a failing grade of “F.”**

Performance responsibilities and etiquette

This will be discussed in further detail when the time comes. But in general:

- Respect the audience members.
- Respect the other performers.
- Respect yourselves.
- Arrive in proper attire.
- No excessive talking when other bands are performing. Show some class.
- Work as a team to set up and break down.
- Always remember that you are representing yourself, your family and Kailua High School.

Instrument and equipment care

Students are not charged any fee to use the school’s instruments. At the end of the school year and at other times, if necessary, the instrument must be checked back in to the band director or the equipment managers.

Students need to take good care of their instruments. All of the instruments are important regardless of age or condition. Therefore, I expect all of the school instruments to be kept clean and be well-maintained. If an instrument needs adjusting, new corks or pads, etc., notify the band director or one of the equipment managers and the instrument will be repaired. **Items such as cork grease, swabs, wiping cloths, or other maintenance items shall be kept in the case at all times.**

Students whose instruments are lost, stolen or damaged due to negligence will have to pay for the loss/damages.

In short, the school instruments are school property. Please respect them.

Concert band uniform

- Males- White **tuxedo** shirt with **long sleeves** and a **wing-tip collar**
Black **Suit coat**
Black **bowtie**
Black **dress pants** (No jeans or cargo pants)
Black **dress shoes** with **black socks**
- Females- Black or dark colored **dress** (Dress **must** hang below the knees when seated)
Skin-colored **Nylon Stockings** (Pantyhose)
Black **dress shoes or sandals**
*I do not allow spaghetti strap dresses or blouse/skirt combinations because of stomachs showing. **No exceptions.**

Note: No jeans, T-shirts, casual shoes, or short skirts are allowed. Please be tasteful with your wardrobe. If in doubt, ask the band director. Students not in compliance will be sent home, and their grades will be affected. *There will be a day where I will check the uniforms in advance to approve them.

Pep Band uniform

- Blue Band polo shirt (purchased through the band).
Black Jeans/pants (No holes, please).
Covered shoes
*Use a belt if your shirt keeps getting untucked.

Marching Band Uniform

- Marching Coats
Bibbers (Black marching pants)
Marching shoes
Black marching gloves
Black gauntlets
Shako (Hat)
*All items except for the shako and coat are purchased through the band. The coats require a \$20 rental fee that goes towards its cleaning and maintenance.

Supplies needed to be purchased for band class

- Everyone:**
One 1-inch **BLACK** binder
Several plastic inserts for binder
Pencils
Erasers
Other supplies will be mentioned as needed.

Optional, but recommended:

Electronic tuner (Price ranges from \$20-\$100)

Clip-on microphone for tuner (IF you purchase a tuner, this is recommended. About \$12)

Metronome (Also around \$20-\$100)

Depending on your instrument:

Mouthpiece(s) (Advanced or pro models)

Drumsticks (All percussionists are REQUIRED to own their own snare drumsticks)

High quality reeds (Vandoren blue box, Rico Royal, etc. No plain orange box Ricos).

Valve oil (Fast, Blue Juice, Pro Oil, etc.)

Slide grease

Tuning slide grease

Key oil

Polishing cloth (Please buy appropriate cloth. No lacquered polishing cloths on silver-plated, etc.)

*When entering high school, an upgrade to an intermediate or professional model mouthpiece is highly recommended.

Fundraising

Running a band program is very costly because of the costs of instruments, instrument repairs, equipment, buses, food for the students, etc. Kailua High School alone cannot provide the entire budget that we need to build and sustain a successful program. Therefore, the Kailua High School Band Boosters coordinate several fundraisers for the booster budget, which benefits each student in the band. While you are not required to sell tickets or products, **participation in providing manpower at the steak dinner in October is mandatory.**

Students will also be able to fundraise for their personal accounts, which can only be used for large, band-related events such as trips, band camp, banquet, etc. These types of fundraisers are recommended, **but are optional.**

Band Trips

The band will attempt to go on a trip every two years. The venues will always change, and may vary from a simple trip to a neighbor island to a trip to the mainland or beyond. We have successfully traveled to Maui, California, Japan and New York/Washington D.C.

Band Camp

A Band Camp will be held at Camp Erdman sometime between January and March. This is a mandatory part of the concert band course and must be attended, unless your absence is approved by the band director.

*See the note towards the top of page 4 regarding participation in performances.

Finance Chart for 2011-2012

(Subject to change)

All Students

Concert band uniform.....	\$125 (approx.)
(Depending on what you need)	
Band polo shirt.....	\$20
Band camp.....	\$115
Band banquet (optional).....	\$40
Trip.....	\$3,000 + spending money

***If you have a personal account with the boosters because you were a part of this band before, you may use it to pay for any/all of the above costs.**

Kailua High School Band Handbook 2011-2012 Contract

We, _____ and _____,
(Print student name) (Print parent name)

have read and understand the contents of the **2011-2012 Kailua High School Band Handbook**, and agree to abide by the policies within.

We understand that if we have any questions regarding any of the Kailua High School Band's policies, we can first contact Mr. Henry Fu, Band Director at 263-1436 or e-mail him at kailuaband@yahoo.com

** If you do not agree with our policies, please **do not sign** this contract and contact your counselor to transfer to another class: 266-7900.*

Parent Signature X _____ Date _____

Student Signature X _____ Date _____