

# Liberty High School

"Excellence is not an option, it is a mandate."

Gold Leopard Band Handbook

2013-2014



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## **INTRODUCTION**

Bands have provided a large part of the musical training of students and have become an important part of the American public education system. The benefits of school band programs are numerous and far-reaching. Band students have been known to improve their self-discipline, cooperation, social skills, responsibility, creativity, spatial reasoning and problem solving ability, in addition to the obvious—musical ability. In fact, recent studies have shown that participation in school band has a positive influence on students' math and spatial skills. Research also shows that students who participate in band or other music activities end up with higher Grade Point Averages as well as standardized test scores. In current times, many colleges look at resumes specifically to see if a student has participated in any sort of music activity, namely band, as it shows the student demonstrates self-discipline, is able work as a part of a team, has self-reliance and high standards, among other characteristics, just to name a few.

You have chosen to participate in the Liberty High School band program. The growth and success of which are reflections of the support that the school system and the parents have given over the years. The schools system believes that the many benefits you will receive from this experience will make the time and effort worthwhile.

This handbook was written to help students and parents better understand the band program at Liberty High School. It will make you aware of more of the benefits of being in band as well as explain the rules and guidelines for band members. Thus, it will insure the continued growth and success of the band. Read it carefully and completely. If you are unclear about any of the information, ask questions. Do not assume anything.

## **MISSION STATEMENT**

The Liberty High School exists to give students a well-developed music education in every setting possible. We expect students to strive for a music program full of pride, commitment, hard work, and to grow in their love for music. We understand that many students may not continue to perform for the rest of the lives, but we work to have our students appreciate and to support music. As an ensemble, we set and work toward goals that will help our students become better individuals and musicians.

## **COURSE DESCRIPTION**

**Symphony Band:** Symphony Band is top large ensemble that consists of 10<sup>th</sup> through 12<sup>th</sup> grade students by audition. This band performs a variety of band repertoire that is high quality and challenging literature.

**Concert Band:** Concert Band is another large ensemble that consists of 9<sup>th</sup> through 12<sup>th</sup> grade students by audition. Just like the Symphony Band, this group will consist of high quality band literature.

**Marching Band:** Marching Band is an ensemble open to all students in 9<sup>th</sup> to 12<sup>th</sup> grade. This ensemble performs at football games and competitions in the area and may have opportunities to travel.

**Pep Band:** Pep Band is during the Basketball season. There will two bands, Gold and Black, that will alternate the home games that are performed. Students are able to perform at all games or at least the games they are assigned to. There will be an audition to help balance the bands evenly.

**Jazz Band:** Jazz Band is an audition ensemble that will perform a variety of Jazz literature. This group will have opportunities to perform school concerts, contest, and other school events.

## **MUSIC SELECTION POLICY**

Liberty High School Bands perform a variety of repertoire from many different styles and genres. Please communicate in writing any-concerns you may have regarding the repertoire.

## **GOALS**

1. Participate in quality instrumental music performance.
2. Increase sight-reading proficiency of music.
3. Be able to understand and apply historical context to performing styles.
4. Understand basic music theory and terminology.
5. Perform music from different cultures.
6. Create a classroom environment that is safe and respectful.
7. Develop higher quality individual and ensemble playing.

## CALENDAR OF ACTIVITIES

Dates and times may be subject to change. Adequate notice will be given regarding any additions or changes.

### OCTOBER 2013

Oct. 18<sup>th</sup>--John Philip Sousa Honor Band Audition CD's Due

### NOVEMBER 2013

Nov. 16<sup>th</sup>--NEKSMEA 10<sup>th</sup>-12<sup>th</sup> Grade District Band Auditions  
@ Olathe East HS

### DECEMBER 2013

Dec. 7<sup>th</sup>--NEKSMEA 9<sup>th</sup>-12<sup>th</sup> Grade District Band Rehearsal/Performance  
@ Blue Valley HS (All Day)

### JANUARY 2014

Jan. 11<sup>th</sup>—KMEA 10<sup>th</sup>-12<sup>th</sup> Grade All-State Band Auditions  
@ Salina, KS

Jan. 25<sup>th</sup>—John Philip Sousa Honor Band Rehearsals/Performance

### FEBRUARY 2014

KMEA In-Service Workshop  
Wichita, KS at Century II  
Feb. 27-Mar. 1

### MARCH 2014

All-State Performances  
Wichita, KS at Century II  
March 1, 2014

### APRIL 2014

Apr. 5<sup>th</sup>--Regional Solo/Ensemble Festival  
@ Blue Valley H.S

## CLASSROOM EXPECTATIONS

There is only one room for this course, and that is respect. Respect can be shown in multiple of ways, such as being respectful to your classmates, teachers, chaperones, and guests. Be respectful of classroom environment

by not bring food or drinks (water is the only drink allowed within the room), picking up trash, putting away chairs and equipment, and all the instruments that belong to the school. This can also relate to you being late, absent, unprepared, undisciplined, or not trying your best, you are being disrespectful of everyone else's time, including your own.

Any damages made to classroom equipment or instruments will be in the responsibility of the person responsible of the damage.

### **ATTENDANCE POLICIES**

Regular attendance is crucial to the success of the Band. Responsibility and accountability for excuses is crucial to the success of the individual band members. Absences from rehearsals and performances fall into two categories: excused and unexcused. ALL ABSENCES MUST BE EXPLAINED USING THE EXCUSED ABSENCE REQUEST FORM SIGNED BY A PARENT. THE COMPLETED FORM MUST BE SUBMITTED TO MS. CONWAY AT LEAST 3 DAYS BEFORE THE ANTICIPATED ABSENCE. Absences due to illness or emergency are obviously an exception, but an E.A.R. FORM must be submitted immediately upon your return (as stated above).

Absences that violate the above are automatically considered unexcused. In blatant and extreme cases, the student may be excluded from performance or dismissed from band. In the event there is a school sport and band conflict, the students involved need to inform the advisors/directors/coaches of the conflict well in advance of the conflict. Performances (band) or games/meets (sports) take precedence over practices. When there are dual conflicts (i.e. concerts and matches) the administration, athletic directors, band coaches, and band director will make a joint decision on which even will take precedence.

Don't assume that your situation is one for which you do not need a written excuse. Verbally informing a director that you would be late or absent from a band function is never acceptable. ALL absences require the E.A.R Form. Copies of this form are available in the forms packet handed out the first week of summer band, in the band room, and on line from the band's web page. Please utilize the band web page for all forms and to keep informed of important dates.

**WORK IS NOT AN ACCEPTABLE EXCUSE FOR MISSING REHEARSALS OR PERFORMANCES.** Except in rare instances, you will

know your rehearsal and performance schedule in more than enough time to adjust your work schedule. If you have a series of excused absences, it is your responsibility to make up any work. You could be excluded from a performance and/or trips if you fall behind in your work.

### **CONCERT ETIQUETTE**

The following behaviors are expected by all band students at all concerts.

- DO NOT enter or leave a performance area during a performance unless in an absolute emergency. Wait until between pieces or songs to enter or leave.
- Remain seated during a performance.
- NO LOUD TALKING. Be respectful to the other audience members around you.
- TURN OFF CELL PHONES AND PAGERS.
- NO FOOD or DRINKS in the Auditorium
- Polite applause only

REMEMBER TO ALWAYS SET A GOOD EXAMPLE AND BE A GOOD LEADER!

### **GRADING PROCEDURES**

#### Daily Participation (50%)

This portion of the policy will consist of daily attendance, classwork, and participation. Students have a chance to make-up missed work, only if they have an excused absence. See Ms. Conway if there are any questions.

#### Written Assignments and Tests (20%)

Written assignments can include journal participation and individual and group projects. Tests will consist of listening, background information of pieces performed in class, and rhythmic passages.

#### Performances (20%)

All performances are mandatory. Points can be taken off if students are not wearing the correct concert attire and tardiness. Unexcused absences at performances result in a full letter grade deduction from the final grade.

#### Self-Analysis Checklist (10%)

Students will complete 2 self-analysis checklist a semester. These will be done after concerts in class when we reflect over a video of the performance. Students will assess the performance and rehearsals, then

give comments and suggestions of what went well, things that need improved on, and other comments.

### **PRIVATE LESSONS**

Private lessons are a way for your student to expand their musical ability. Below are suggestions of where you can get private lessons. Make sure you do your research to find the right teacher for your student.

#### Glenn's Music

Has qualified teachers on most instruments.

<http://www.glennsmusic.com/#instruction>

#### KSU Music Department

(785) 532-3823

<http://www.ksu.edu/music>

### **UNIFORM STANDARDS**

#### Concert Band Uniform

- For Concert Band performances, all students will be required to wear ALL BLACK outfits.
  - Black shirt (Make sure that it is appropriate coverage)
  - Long Black pants (no black jeans)
  - Black socks or hoes
  - Black shoes (Ladies—please do not wear high inched heels)
- Make sure that if earrings or necklaces are worn, that they are simple and appropriate for a performance.
- If there are any questions about the uniform, please notify Miss. Conway with your questions.

### **AWARDS, BANQUET, & PICNIC**

Every student will receive a participation certificate each year. Students have the opportunity to complete Lettering Points sheet to receive a varsity letter. Details can be found on the band website. Students will also receive section or council awards each year, and seniors will receive a senior gift. Any student who misses a concert or other performance without excuse will not be eligible to receive a year-end award.

Each spring, the Liberty Band Boosters host an awards banquet to honor our seniors for various band accomplishments. There are various awards



given, based on leadership, talent, overall performance and improvement. Advanced reservations and payment for family members and guest are required. No shows after the reservation deadline will be responsible to pay for the price of the meal.

### **BAND LEADERSHIP COUNCIL**

Member of this council will be responsible for summer set up, decision making, and communication with other members of the band. The council includes the band president, vice president, secretary, historian, and an elected representative from each class, librarian, drum majors, and the flag line captain. Student ideas should be brought to the attention of your class representative or band officers, who in turn can propose these ideas to the directors and band boosters.

#### ELECTED OFFICERS OF THE BAND

##### **PRESIDENT – Must be a Senior**

- Periodically hold Band Council meetings; conduct meetings.
- Promote band activities. Appoint committees for such activities.
- Coordinate all other student officers.
- Report suggestions and concerns to the band director.
- Attend Band Booster meetings as deemed necessary.

##### **VICE-PRESIDENT**

- Assume all duties of Band President when necessary.
- Assist President in any way.
- Assist as historian when needed.

##### **SECRETARY**

- Manage Band Council meeting minutes, reports, etc.
- Send any correspondence needed. (Thank you cards get well cards, etc.)
- Assist Council and Director with band correspondence.
- Work with the band director and historian to maintain the band's web page

##### **HISTORIAN**

- Maintain band scrapbook of photos, programs, clippings, etc.
- Assist with the banquet presentation.
- Work with the band director to maintain the band's web page.

##### **CLASS REPRESENTATIVES**

- Represent each class at Band Council meetings and/or band booster meetings, as needed.
- Be in charge of student phone chain, for their respective class.
- May be asked by president to perform additional duties, as needed.

#### BAND STAFF (APPOINTED) LIBRARIANS

- Assist director in organizing and maintaining band library.
- Assist in distributing and collecting music.
- Sorting and filling music.

#### DRUM MAJORS

- This position will consist of a Junior and Senior Drum Major and will be determined by audition.
- Auditions will be required of any sophomore wishing to be Junior Drum Major.
- Junior Drum Majors will be retained for their senior year unless they wish not to or the director deems it necessary for them to re-audition.
- Drum majors will hold some of same duties of the officers, and in the absence of any officer the drum major may be asked to fill in. Drum majors will be directly responsible to the band directors and will be treated by both the directors and the band members as staff members. They possess the knowledge and leadership skills required to be such, therefore you should respect them as such.

#### Other Leadership Opportunities

Section Leader—Section Leader positions are for Marching Band and will have two leaders for each section of the band, depending on the size of the section. These leaders will help assist the Band Council and Drum Majors in anyway possible and to help motivate their section throughout the season.

### **INSTRUMENT POLICY**

#### Instrument Rental and Maintenance

You and your parents must sign an instrument bond if you need to use a school-owned instrument. It is a contract, which holds you to financial responsibility in the event of loss or damage. Problems with school-owned instruments should be reported to the director immediately. **Under no circumstances should you try to repair any instrument yourself;** nor should you take a school-owned instrument to be repaired without permission of the director. You are, however, responsible for general care of the instrument such as swabbing, cleaning, greasing, oiling, and general

excellent care of the instrument. In the event an instrument in your care is lost or stolen it must be replaced with an instrument of the same name and equivalent model. All maintenance should be done outside of the rehearsal time. Also, the instrument cases must be properly cared for. Some of the cases are not in good shape. Do not let them get any worse.

### Expectations

You are to touch and/or play only the instrument assigned to you. You will be held responsible for all damage and repairs to school owned equipment that you do not properly handle, or permit someone else to play.

Unless you are a percussionist or a tuba, **STAY AWAY FROM THE TUBAS AND PERCUSSION INSTRUMENTS**. Percussionists are responsible to ensure that ALL equipment's is returned to its proper place after each rehearsal.

Percussionist as a section will be held responsible for any and all loss or damage of instruments and/or equipment caused do to improper storage. If you see someone who does not belong in the percussion section ask them to leave or report him or her to the section leader or directors immediately. You are responsible for your own instrument(s). Tuba players are responsible for any dents or damage that is caused to the instruments. This means that you do the loading and unloading from the equipment truck. Do not rely on someone else. If you do not adhere to this, you might not have an instrument when you get to the destination of the performance, hence you will receive demerits and encounter very angry section mates and directors.

### Privately Owned Instruments

Privately owned instruments are the responsibility of the owner to keep them in good working condition at all times. It is advisable that you record the make, model, and serial number of your instrument in case it is lost or stolen. Locks and lockers will be issued; it is your job to use them to secure your instrument. The Liberty Band, Band Boosters, or Liberty Local Schools will not be held responsible for instruments left in the instrument room and not locked in a locker. Problems with your lock or locker should be reported immediately to the director. The lockers are for instruments and music only. Shoes and other items are NOT to be kept in your band locker.

## **FUNDRAISING POLICY**

Fund raising is a necessary part of the band community. We are lucky to have a supportive Booster organization, but they are not able to fund the band alone. For this reason, annual fundraisers will be organized by the director. A percentage of the profit we get from fund raising activities is deposited into individual student accounts and used to defray the cost of our annual band trip and/or band camp. When a trip or camp is planned, a per-student cost is determined. Each student can then participate in fund raising projects with that cost as his or her goal. If the goal is met, that student incurs no out of pocket expense for the trip except spending money. Students who do not meet the goal or do not participate at all will have to pay the remainder or all of the cost themselves. Seniors who have not used all the money from their account may transfer their balance to a brother or sister who is currently a high school band member. Money from the account cannot be used for the purchase of band items such as reeds, shoes, or sticks. Also, fees, fines, or money owed from other fundraisers cannot come from student accounts. Fundraisers are not mandatory but highly encouraged for all students to participate. They are the bands main source of funding each year. As such each member benefits from the fundraising efforts. If a family does not wish to fund raise do to any reason a "opt out" amount will be established for each fundraiser. We request that if you do not wish to participate you support the band by paying the "opt out" amount. Any money collected from students who opt out of a fundraiser will go directly to the band's general account and no percentage will be deposited into the student's account.

### **BAND BOOSTERS**

The Liberty Band is fortunate to have a very active parent group, which we count on for financial support, activity planning, uniform purchase and maintenance, chaperones, etc. Parents are urged to participate in the many projects and activities all of which are designed to help the students. Meetings are held the first Wednesday of each month unless otherwise noted on the band calendar. All parents of band students at any grade level are welcome and encouraged to attend the monthly meetings. Student ideas should be brought to the attention of your class representative or band officer, who in turn can propose these ideas to the directors and band boosters. Remember that a lot of work goes on behind the scenes to make things run smoothly for you. Take some time to thank those parents who so willingly volunteer their time to make your experience a success. The boosters are a vital link to making this organization work.

### **BAND BOOSTERS POINTS**

This point system has been put into place to encourage and reward volunteerism of band parents at band booster fundraisers. By helping out at various booster events you are able to earn points to credit you son or daughters student account. ADMINISTRATION OF POINTS WILL BE DETERMINED BY THE BAND BOOSTERS ON A PER YEAR BASIS. The following is a description of the point system. 1/4 of a point is earned per hour for working concessions including set up and clean up. Participants must sign in and out to receive credit for hours. Anyone not signing out will not receive points for that event. Points will be awarded to band parents who chair or co-chair band booster events. These events can include but are not limited to band night programs, uniform room, calling list, concession stand, or any other band booster fundraiser. The amount of points awarded or each chair position will be determined by the band boosters' executive board. Anyone wishing to chair a committee must sign up at a band booster meeting, and must make a final report at the band booster meeting following the end of their event. Booster officers will receive 1 point per booster meeting they are in attendance. Points will be determined from 10% of final profit from all boosters run concessions and fundraisers. Including Football Games, Band Night, Spirit Shop, and Craft Show. Any additional concessions or booster fundraisers to be determined as made available. To sign up for points you must attend the band booster meetings in the months of April, May, June, or August. Points will be awarded into your child's student account, and funds are used to offset the cost of band camp or trips only. No funds from student's accounts can be used to pay for materials (reeds, oil, etc.) or to pay off any outstanding money as a result of another fundraiser. To receive the points you must sign in and out when you arrive and leave a function; failure to do so will result in the loss of the points earned for that event.

### **CONTACT INFORMATION**

The phone extensions below are for the respective buildings. Remember to keep your contact information up to date with the band department. Check the band web site frequently for updates or changes to the band calendar. I highly recommend that you save the Liberty Local Schools web site and the band's web page for quicker access.

Haley M. Conway  
(913) 638-3386  
E-mail: [hconway1@ksu.edu](mailto:hconway1@ksu.edu)

## **Parent/Student Information Form**

***\*Please return to Ms. Conway by the first Friday of classes in order to receive full participation points for that day.\****

Student Name:

Parent/Guardian(s) Name(s):

Address:

Home Phone Number:

Parent/Guardian Email:

How would you most like to be contacted? (Please circle)

EMAIL

PHONE

NOTE SENT HOME WITH STUDENT

Instrument:

Previous Band Experience (please list ensembles and years):

Previous Instrument Lesson Experience:

Other Instruments Played:

Do you have any comments/concerns?

## **Liberty High School Band Band Handbook Agreement Form**

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Student's Name (printed)

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Grade

I have read the Band Handbook and understand its contents. I will follow, to the best of my ability, the rules and regulations contained therein. I understand that infractions of the rules and regulations will result in grade penalties and/or disciplinary action.

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Student's Signature

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Date

I am aware that my child has received a Band Handbook which explains the policies of the Liberty High School Band. I will encourage him or her to follow the rules and regulations in the handbook. I understand that infractions of the rules and regulations will result in grade penalties and/or disciplinary action. I understand that the interpretation of the handbook rests with the band director.

---

Parent's Signature

---

Date

# Band Boosters Volunteer Sign-up Form

2013-2014

**TURN PLEASE...** Fill out this form and it to the Band Hall or you may bring it to the next Booster Meeting.

General				Marching Band					Fundraisers			Concerts & Performances												
Uniform Room Assistant	Chaperone Coordinator	Booster Membership	Public Affairs	Phone/E-mail Tree	Band Banquet	Band Shoes/T-Shirt Sales	Booster Shirt Sales	Website Development	Scholarship Committee	Band Camp Help	Marching Band Games	Marching Band to Lamar	Marching Band Contests	LMS Football Games	Senior Night Game	Family & Friends	Bake Sale (Oct, Nov, Dec)	Contest/Auditions Chaperone	Concert Programs	Concert Equipment	Graduation	STATE Solo & Ensemble	OTHER Events/Activities	Special Events Coordinator

To be a COORDINATOR enter a "C" for that activity. Coordinators oversee an Event. They make sure that everything is organized and that volunteers are used as needed to accomplish tasks. AND, the kids, volunteers and directors will REALLY love you!!

To be a VOLUNTEER enter a "V" for that activity. These are individuals who want to help out but don't want to Coordinate. "Just tell me what you need done I'll do it." Without volunteers, nothing is possible. It's fun, and the kids REALLLY appreciate you.

**Parent Data:**

Name(s) \_\_\_\_\_

Evening Phone: \_\_\_\_\_

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

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

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

Instrument: \_\_\_\_\_



# Liberty High School Band Travel Permission Form

Student Full Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Guardian Work #: \_\_\_\_\_

Parent and/or Legal Guardians Full Name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

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

I, \_\_\_\_\_, being the parent and/or legal guardian of \_\_\_\_\_ (Student/Child), do hereby grant my permission for he/she to travel and/or participate in any and all Liberty High School Band activities or events. I understand that the child will be properly chaperoned at all times and will be subject to any and all rules, policies and requirements as set forth by the Liberty High School Handbook and/or the Liberty Band Director or his/her designee.

\_\_\_\_\_  
Legal Guardian Signature

\_\_\_\_\_  
Date Signed

# Instrument Rental Form

My child will be renting an instrument from Liberty High School for the 2013-2014 school year. We understand that they are responsible for this instrument and will need to take care of it. If any damage occurs, they/we will be responsible for paying for any repairs.

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

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

PLEASE REMEMBER THIS FORM AND THE \$25 RENTAL FEE  
ARE DUE NO LATER THAN THE FIRST FRIDAY OF SCHOOL.

---

(FOR DIRECTOR'S USE ONLY BELOW THIS LINE)

INSTRUMENT \_\_\_\_\_

MAKE/MODEL \_\_\_\_\_

SERIAL # \_\_\_\_\_ AISD SERIAL # \_\_\_\_\_

ACCESSORIES \_\_\_\_\_

CONDITION \_\_\_\_\_

PAYMENT RECEIVED DATE \_\_\_\_\_ CHECK # \_\_\_\_\_

## References

### **Sample Band Booster Volunteer Form**

<http://www.libertyisd.net/cms/lib/TX01000862/Centricity/Domain/1/2013-2014%20BAND%20BOOSTER%20FORM.pdf>

### **Sample Travel Permission Form**

<http://www.agnetrojanband.org/atb/attachments/TravelMedicalForm.pdf>

### **Sample Instrument Rental Form**

<http://www.docstoc.com/docs/44231094/SCHOOL-INSTRUMENT-RENTAL-FORM>

#### **1. Blue Valley West High School Band Handbook**

[http://www.bvwestband.com/files/BVW\\_Bands\\_Handbook\\_2013-2014.pdf](http://www.bvwestband.com/files/BVW_Bands_Handbook_2013-2014.pdf)

#### **2. Liberty “Golden Leopard” Band Handbook**

<http://www.liberty.k12.oh.us/lbtysummers/Home.htm>

#### **3. Blue Valley Southwest High School Band Handbook**

<http://www.bluevalleyk12.org/education/components/docmgr/default.php?sectiondetailid=48569&>

