

SALEM BAND

STUDENT/PARENT

HANDBOOK

2015 – 2016

The 2015-2016 Band Handbook is also on-line. Please read and review BEFORE signing and returning all forms at the end of the packet. All forms and payments must be made before August 21. No student will be permitted to perform with the Salem Bands until all forms are completed and money is paid in full.

David Schatz
Salem R-80 Band Director
1400 Tiger Pride Drive
Salem, MO 65560
Band Office: (573) 729-6641 ext. 148
Cell: (636) 388-1928
dschatz@salem.k12.mo.us

Philip Giacomelli
Salem R-80 Assistant Band Director
1400 Tiger Pride Drive
Salem, MO 65560
Cell: (573) 247-2844
pgiacomelli@salem.k12.mo.us

www.salembands.weebly.com

Table of Contents

Item	Page
Letter from Director	3
Mission Statement & Salem Band Standards	4
High School Band Curriculum	5-6
Band Lettering Requirements	7
Band Grading Procedures	8
Band Performance Procedures	9-11
Band Rehearsal Procedures	12
Other Band Procedures	13-14
Parent/Guardian Expectations	15
Off Campus Travel Policies	16
Band Attendance Policy	17-18
Band Absentee Request Form	19
Band Attendance Appeal Form	20-21
Band Instrument Rental Form	22
Parent or Legal Guardian Permission	(Due August 21) (Sign & Return) 23
Medical Insurance Coverage	(Due August 21) (Sign & Return) 24
Contract of Mutual Consent	(Due August 21) (Sign & Return) 25
Band Fees & Order Form	(Due August 21) (Sign & Return) 26
MSHSAA Form	(Due August 21) (Sign & Return) 27-28
2015-16 HS Band Activity Calendar	(Keep on Fridge) 29

All Forms & Money are Due August 21, 2015!!!!

1400 Tiger Pride Drive · Salem, MO 65560
 Phone: (573) 729-6641 ext. 148 E-mail: dschatz@salem.k12.mo.us

Dear Parents and Students,

Welcome to one of the most exciting experiences in which you can be a part of – SALEM BANDS!!

Please take some time to read over the Salem Band Handbook and return all pages placed at the end. All money and forms are due back by Friday August 21. If you have any issues with payment please let me know.

Reading this Handbook will prepare you for your work and responsibilities as a member and parent participating in the Salem Bands. If a problem should arise, consult the handbook first. If you still cannot find the answer, please contact me.

Students that take part in the Band program are challenged to grow musically and encouraged to achieve their highest potential. In order for this to occur, students must respect their director, their fellow musicians, their instruments, the music they perform, any guests, and all of the work that each person puts into the Band.

If you follow the rules as laid out in this handbook, your reward will be like nothing you have experienced before. You will feel pride, a sense of accomplishment, self-satisfaction, and have FUN!!!!

We are excited to work and grow with you. Let's have a fantastic year!

Sincerely,

David Schatz
Salem R-80 Band Director
(573) 729-6641 ext. 148
Cell: (636) 388-1928
dschatz@salem.k12.mo.us

Please do not hesitate to call or e-mail me should you have any questions.

Band Mission Statement/Philosophy

The mission of Band Program is to team with students, parents, community members and the school to provide an atmosphere where students can be successful in learning and performing on musical instruments, both individually and in a large ensemble. We believe strongly that music is a part of a student's comprehensive education. We aim to uphold the traditions of the past while maintaining a commitment to excellence within each student. This recipe may give students the most rewarding experience of their life!

This excellence must begin with an attitude of success. As teachers, students, parents, and administrators, all of our actions must be geared towards creating a positive experience for these young students. A positive experience must begin with an understanding of the expectations for those who participate in the Band Program. This handbook will help explain those expectations.

Salem Band Standards

1. Be Punctual
 - a. Attend every rehearsal and performance on time and prepared.
2. Good Communication
 - a. When someone is talking I am listening.
 - b. I understand all the policies and expectations set out for me in my role of being a part of the Salem R-80 Band Program.
 - c. When the director or staff asks for attention, all talking will cease.
3. Take Care of Our Equipment
 - a. I will respect all Salem R-80 band equipment, facilities and will aim to always leave it better than what it was.
 - b. I will not leave any band function without putting everything away.
4. Perform to the Best of Our Ability
 - a. I will grow as an individual in every characteristic of band and make a real effort to improve on a daily basis.
 - b. I will establish a good practice routine.
5. Have Fun
 - a. Band may just be the most influential experience of my life.
 - b. I will always come to rehearsal with a good, positive attitude.

High School Band Curriculum

Band is a full year course consisting of two distinct semesters or “seasons”. The fall semester is primarily considered the marching season while the spring semester is considered the concert season. The following is a brief description of the various groups that are associated with the High School band program:

Salem Marching Blue

The Salem Marching Blue is an ensemble that performs primarily for the enjoyment and entertainment of the audience at half-time of home football games. In addition, 3 or 4 field competitions will be attended during the fall and the band will march in multiple parades throughout the year including but not limited to 4th of July Parade, First Home Football Game Parade, Holiday Parade, and St. Patrick’s Day Parade.

Color Guard

The Color Guard is for any students who are interested in dance, choreography, and movement may choose to audition for our marching auxiliary unit. The color guard is an extension of the Salem Marching Blue and is taught by the Color Guard Instructor Mrs. Kelsey Schatz. Auditions are usually held in the spring. For more information ask Mr. or Mrs. Schatz for a Color Guard Handbook.

Concert Band

The concert band not only provides the student with challenging, exciting performance opportunities, it also directs his or her attention to the more subtle aspects of musical preparation and performance. Emphasis is directed toward tone quality, intonation, blend, balance, ensemble quality, technique, style, contrast, style recognition and performance. Also intended is the opportunity for much small ensemble and solo literature emphasis and performance.

Pep Band

The high school pep band performs at selected home boys’ and girls’ basketball games and is predominantly pop and rock oriented. This is a requirement of all band members. If a band member is going to be absent the director must be informed at least 1 week prior to that game. The pep band will also be used periodically throughout the year to give community performances as needed.

Chamber Ensembles

During the spring semester, chamber ensembles will be formed. ALL band members will be assigned to be in a chamber ensemble. Possible groups are woodwind or brass choirs, percussion ensembles, sextets, quintets, quartets, trios and various other additional small groups. Students will perform in our annual chamber concert in the spring and will have opportunities for performance in the MSHSAA organized District and State solo and ensemble festivals.

All-State, District and Conference Band

Throughout the school year, students may audition for a variety of select honor musical organizations sponsored by various universities and colleges within the state, as well as those sponsored by the East Central District, South Central Area Conference and the Missouri State High School Activities Association.

1. Preparations for such events should start at least two months in advance to the activity.
2. Sign-up sheets will be posted and for each event students **MUST** practice but no limited to at least once a week outside school. Band time will not be used for rehearsal of such events.
3. Any solo or ensemble deciding not to follow through with their participation at either the District Music Festival or State Music Festival **after** the entry deadline will be required to reimburse the school the amount of their entry fee.
4. If a student fails to attend any rehearsal or performance of a group (i.e., any Honors Band, All-District Band, etc.), he or she will be prohibited from auditioning for said group again.

Leadership Workshop

The leadership workshop prepares students to become effective leaders within the band program and beyond. It is typically held in the summer and dates will be announced when the summer schedule is released in the spring.

Summer Instruction

There are many nationally known summer institutes for instrumental instruction. Some of the best are Brevard Music Center, Sewanee, Interlochen Arts Camp, Aspen Summer Music Program, Kinhaven, Keystone Brass Institute, and Tanglewood. There are also regional summer music camps at the local universities. See Mr. Schatz if you are interested.

Private Lessons

Private lessons on a musical instrument are the best way to improve performance skills. The one-on-one approach allows the student to get the individual attention they need. Mr. Schatz will be more than happy to assist in the selection of finding a private teacher.

Band Lettering Requirements

What do points get you?

- Band Letter & pins for subsequent years of lettering
- Leader Patches
- Various other Awards

How do you get points?

- **Participation in Band**
 - 1) Each semester in HS Band (1 point/semester)
- **Leadership Positions**
 - 2) Drum Major (5 points)
 - 3) Section Leader (5 points)
 - 4) Band council member (President, librarian, PR officer, etc.) (5 points)
- **Fundraising**
 - 1) 2 points for participating in any fundraiser.
 - a. Examples: Cheese & Sausage fundraiser, track concessions, car wash, etc.
- **Honor Band Auditions**
 - 1) Conference Band (5 points)
 - Chair placement (5 additional points)
 - 2) District Band (5 points)
 - Chair Honors Band placement (5 additional points)
 - Chair placement (10 additional points)
 - 3) State Band (5 points)
 - Chair placement (20 additional points)
- **State & District Festivals**
 - 1) Solo/Small ensemble (District contest)
 - I rating (15 points)
 - II rating (10 points)
 - III rating (5 points)
 - 2) Solo/Small ensemble (State contest)
 - I rating (15 points)
 - II rating (10 points)
 - III rating (5 points)

Total Points Required to Letter

Year One	15 points
Year Two	35 points
Year Three	60 points
Year Four	100 points

What else is required of me?

- Be present and participate in all concerts, festivals, and other band performances
- Maintain performance status throughout entire year
- No unexcused absences from any afterschool rehearsals or band camp
- Meet daily expectations and requirements regularly
- Cannot have been assigned OSS
- Cannot receive more than 3 days of ISS during one year

Band Grading Procedures

It is important for parents and students alike to understand that the grading policy in the instrumental music program at Salem is intended to measure achievement and progress. The idea that participation in band dictates an automatic "A" or "B" is not consistent with the grading policy.

The grading scale used to communicate progress and achievement in band is as follows:

A – Superior	D -- Below Average
B -- Above Average	F -- Failing
C – Average	I -- Incomplete

Participation in instrumental music activities is a privilege not a requirement. At the beginning of each semester it is assumed that everyone has a positive attitude of cooperation, initiative, dependability, and the desire to improve themselves and the band. This grading policy sets high standards for achievement but the student is in control of his or her own grade. The grade is made up of three different factors: Performance Points/Attendance, Rehearsal Points/Attendance, and Musical Growth.

Performance Points/Attendance (40%)

Band students are expected to be in attendance at all performances. Since these dates are listed far in advance of the events, no absences will be excused. Only in serious cases will an absence be excused and there must be clear communication with the band director. Performance dates should be viewed as major exams -- events for which there can be no make-up work. An unexcused absence from any required performance will result in a significant drop in a student's grade. This policy is further clarified later in this handbook under the "Band Performance Procedures (Page 9)."

Rehearsal Points/Attendance (40%)

Each day you will receive a rehearsal grade that is based on the following:

1. Attendance: you are in class and in your seat for rehearsal.
2. Prepared: you have your instrument, music, pencil, book, you have practiced your music, and you have completed all assignments for class.
3. Attitude: You participate appropriately.

Musical Growth (20%)

Included in this aspect are evaluations of the individual's musical technique and subsequent progress throughout the course of the year. Often there are playing exams, benchmarks, and other assignments that constitute this section of students' grade.

Homework

Often, students forget that in band we are required to do homework. Your role is to be able to perform all the music and materials that is performed with the band. There are plenty of materials for students to be practicing. To receive full credit for musical growth, you must do your homework on a regular basis. A student should spend on average, 15-30min a day practicing outside of band.

Extra Credit

Students wishing the opportunity to make-up or add to the grade composite may talk to the director about what may be done to accomplish extra credit toward their final grade.

Band Performance Procedures

Marching Band

Football Games

- Call time will be announced by Thursday before home football games.
- For home football games, band members are expected to be in their chairs on time, with instruments, equipment, and uniforms on. While in the stands, the band will sit in sections as directed by the instructor or drum major. No one will be allowed to leave the game or school campus for any reason until the band is officially dismissed from the activity.
- Only uniformed band members are allowed in the band section.
- There will be no eating or drinking in the stands other than water. The band will be given time during the third quarter and must be back in the stands as specified by the director.
- All students must be alert and ready to follow instructions given by the drum major or director.
- All healthy football players SUITING UP FOR THE GAME are excused from marching unless approval has been given by the football coach for those players to march with the band. Managers and stat people are expected to perform with the band.
- A student must have permission from the director before leaving the band section.
- Cheerleaders will march with the band at all home football games and may do so in their cheerleading outfit unless otherwise instructed by the director.

Marching Festivals

- Specific instructions will be given prior to instructions as to directions, departure, and anticipated return time. Check the website, Facebook page and email for this information if your child does not communicate with you.
- When attending out of town festivals, all band members are expected to remain with the group the entire day – **do not** make plans to leave early!
- All students must ride on school transportation to and from festivals. They must also return on school transportation unless his or her parent or guardian is present and takes responsibility for the student's return. You will not be released to a brother, sister, aunt, or uncle.
- Students must wear either their supplied show shirt or Salem Marching Blue t-shirt when not in full uniform on competition days. Jackets may be worn when weather is cold.
- Students are required to stay with the band at all times whether we are at the buses or in the stands watching other bands. If they need to leave, they must ask for permission from the director.
- Students will be respectful towards other bands while they perform.

Any and all Performances (Parade, rural school tour etc.)

- Once the band falls in, ranks are not to be broken for any reason. While the band is in formation there will be no talking within the group. The performance does not end until the band is halted AND dismissed by the drum major or director. At all times during an event, the uniform is to be worn IN FULL, and hats may be removed only after instructions to do so have been given by the drum major or director.
- No student is allowed to leave until all equipment is put away and trailer is unloaded.

Concert Band

- Band members are required to meet at least one half-hour prior to the performance with equipment, music and in full concert dress attire.
- On stage, each person should demonstrate proper stage manners, and indicate by action and response the pride one should have in the organization. We dictate how the audience behaves. If we behave professionally, they will follow.
- No student is allowed to leave until all equipment is put away.

Uniforms

All concert and marching uniforms issued to the members of the band are the property of Salem R-80 Bands and each student will be held responsible for the proper care of his or her uniform. Uniforms will be checked out to students prior to each performance and checked back in immediately after each performance or the following day. Students will be responsible for any cleaning fees incurred during the regular school year.

REPLACEMENT COST FOR UNIFORM PARTS IS AS FOLLOWS:

Jacket	225.00	Hat Box	25.00
Bib	175.00	Concert Pants	23.00
Cord	50.00	Concert Shirt	15.00
Shako	60.00	Concert Tie	10.00
Garment Bag	8.00	Concert Dress	70.00
Plume	25.00		

For Uniformity:

- **Males:** Hair must be off the collar in back, off the eyebrows in front and at least halfway up the sides of the ears. If this cannot be done, it should be rolled up or pinned up under the hat. Male band members are not allowed to wear earrings while in uniform.
- **Females:** Members should wear moderate hairstyles with conservative makeup and no jewelry. Hair that falls below the collar should be rolled up or pinned up into the hat. All fingernail polish must be removed prior to a performance.

Personal Attire & Grooming

As a member of Salem Bands you are expected to maintain high standards in personal grooming and attire. Uniforms will be worn at all marching band activities as well as any music festivals we may attend. In addition, the following guidelines will be used for concerts and small group performances: if not in full uniform or in dress black males will wear a dress shirt, slacks, nice shoes, and a tie; girls will wear a skirt, dress, or dress slacks. Shorts or jeans, tee shirts, and tennis shoes are unacceptable and you will not be allowed to perform if dressed in any of these items. This same dress code should be followed when attending concerts and workshops either locally or out of town although girls will be allowed to wear slacks. There may always be exceptions to this rule, and attire will be announced before all performances. Remember that we have an image to uphold.

Do not get your ear pierced during or right before marching season!

Marching Uniform

- Marching Uniform – Jacket, Bib, Shako and Plume (School Issued)
- Salem Marching Blue Undershirt (School Issued as a Freshman)
- Marching Show Shirt (School Issued every year)
- Black Shoes (Must be purchased through the school)
- White Gloves (Must be purchased through the school)
 - Excludes Percussionists
- Black Socks

Warm Weather Marching Uniform

- Salem Marching Blue Undershirt (School Issued as a Freshman)
- 1 pair Khaki Shorts (Finger tip length)
- Plain white socks
- Low top tennis shoes

Concert Uniform

Males:

- Black Shirt and Pants (School Issued) often students like to purchase their own shirt.
- Blue Tie (School Issued)
- Black Socks
- Black Dress Shoes

Females:

- Black Dress (School Issued)
- Black Dress Shoes
 - No open toed sandals or tennis shoes.

If you wear something inappropriate to a performance you will lose points and may be asked not to perform.

Band Rehearsal Procedures

Marching Band

1. Summer band rehearsals start approximately four weeks prior to the first day of school. Typically it is the last two weeks of July. New music will be learned, drill started, and preparations for the fall marching season begun. It is absolutely mandatory to be at all days of band camp. Missing band camp will put a student at risk of not being able to perform with the Marching Band throughout the season.
2. Once school starts, band rehearsals begin at 7:30 am. All members are expected to make arrangements to be at all early rehearsals. These rehearsals are fundamental to the overall success of the marching band and attendance is taken. Excessive tardiness and absence will result in being placed on non-performance status (See attendance policy pg. 17-18).
3. The band rehearses every Thursday night during the marching season from 6:00 PM until 8:30 PM. As is with all other rehearsals, these are mandatory and attendance is taken.
4. Students are expected to rehearse individually or with their peers in sectionals outside of the pre-arranged schedules times during the school day or Thursday evenings. Often these are arranged by the director and students to accommodate all schedules. These are vital to the bands' success. During marching season, drumline and color guard will typically meet almost every Tuesday evening once school is in session as needed.
5. All other rehearsal procedures described under Concert Band apply to outside rehearsals.

Concert Band

1. All students must be in their chairs with their music out and instruments fully assembled by the ringing of the tardy bell or they will be considered tardy to class.
2. At all rehearsals, each student will be responsible for having all proper equipment including: his or her instrument (sticks or mallets), all music, a pencil, and at least 3 reeds (clarinets & saxophones).
3. When the director or drum major steps on the podium, all playing and talking should stop immediately. Excessive talking will may result in you being excused from rehearsal.
4. No gum chewing, eating, drinking, horsing around, playing other instruments or unnecessary talking will be allowed during rehearsals. No food or drink (except bottled water) will be allowed in any area of the band room.
5. Studying other subjects will not be allowed unless by special permission of the director.
6. Cell phones will not be tolerated during rehearsals. However, phones are a very practical tool in band with metronomes and tuners. If you would like to use your phone you must ask permission in advance for each time you want to use it.
7. At the end of rehearsal, all instruments, music and equipment are to be returned to their assigned places.
8. All students will be required to take their instruments and music home at the conclusion of each school day! Special arrangements will be made for percussion, tubas and other large instruments.

Other Band Procedures

Instruments/Supplies

Instruments can be rented or bought at local music stores such as Palen Music Company. Your director can provide contact information for these stores if needed. *Please do not purchase instruments from web-sites like Ebay. The quality of the instrument is questionable and there is no support should the instrument break.* A few instruments may be available for families with financial concerns. Please contact Mr. Schatz if financial restrictions may cause your child to not be able to participate in band.

Supplies

Student instrument supplies can be purchased in one of the two following ways:

1. Calling Palen Music Center (417) 882-7000
 - When you order please inform them your order will need to be delivered to the High School Band. Payments can be made over the phone through Palen Music Center or given to Mr. Schatz.
2. Contacting Mr. Schatz
 - There will be order forms in the band room for students to order supplies and other materials.

Please note that orders will be received the week following the placement of the order as the Music Company representative visits school once a week.

Use of Band Hall Facilities

Students are welcome to use the band room to practice in before or after school. Sometimes, however, the number of available places is limited, since both sectionals and private lessons take place before and after school. Due to the many expensive musical instruments that are in the band hall, we do ask that **ONLY** band students come into the band hall during the school day and before or after school. Students must ask their friends who are not in the band to wait for them either in the school hallway or outside. The Band Room is a “safe haven.” We stress keeping the band room locked at all times when not in use to protect all the instruments. Many times “clean-up” duty is assigned to those “untidy” housekeepers to help develop orderly skills. It is important to remember that the band room is our room. It will only remain as clean as we keep it.

School Instruments

The School District provides school musical instruments in the double reed and low woodwind section and selected low brass and percussion sections. These instruments are quite costly (example: concert Tuba - \$6,000) and are not normally owned by individuals. **Any damage or normal adjustment during the year is the responsibility of the band student who has signed for the instrument.** We expect the instrument to be returned in the same condition as when issued. Dings, dents, and other damage will be repaired at the student’s expense. All students will be required to fill out an instrument checkout form, which will be provided in the band room. If a student is borrowing a school instrument, they will be required to upkeep the instrument and keep them clean.

Band Council

The Band Council is a group of students who serve as advisors and leaders for the band program. Four members of the Band Council are elected each spring as officers for the coming year. To be eligible for office, candidates must be full participants in the band program, exemplary in attitude, loyalty, and dedication, and willing to give personal time for the betterment of the Salem Bands. One of the primary assignments of all officers will be the Band's morale.

Specific offices, qualifications and responsibilities are:

- **Band President:** Typically a Senior. The primary liaison between the band students and the directors, responsible for organizing activities of the council. Chief contact for band directors, staff, and parents whenever student input or assistance is required. Is asked to meet with the Band Parents Board of Directors at times to share student viewpoint. They are also in charge of making sure Librarian, Public Relations Officer and Equipment Manager are carrying out their duties in the council. Band President is in charge of calculating band points throughout the year.
- **Librarian:** Sophomore, Junior or Senior. Responsible for helping keep music organized and in an orderly fashion. They help make copies and organize all music for all band activities. They will also select an assistant librarian to help them perform their duties for over the summer.
 - New This Year: Re-organize pep binders, make copies of music, help make band binders for next year.
- **Public Relations Officer:** Sophomore, Junior or Senior. Responsible for communicating with newspapers and other media outlets regarding band activities, including upcoming events and awards received. Is to insure that the band receives maximum publicity whenever possible. Will maintain a bulletin board in the band room detailing upcoming events, band member accomplishments (musical and otherwise), and news clippings regarding the band and its members. They must submit articles to Salem News, School Website and update the Band Website (<http://www.salembands.weebly.com>). The director must approve all articles or updates. An emphasis should be placed on elevating the band's image.
- **Equipment Manager:** Sophomore, Junior or Senior who is in charge of maintaining all band inventory. During all trips they will be in charge of loading and unloading all equipment. They will need to meet with Mr. Schatz to make a list of everything that needs to go before each trip. They will also help keep track of inventory in regards to uniforms and instrument checkout.
- Drum Major(s), section leaders, and Color Guard Captains make up the remainder of the Band Council.

We can only continue to build on the successes of the past if we continue to have outstanding student leadership. Section leaders are selected based on musical accomplishment, service, dedication and loyalty. These appointments are made by directors and staff and are not a popularity contest. Any student not able to fulfill their duty on the Council, a replacement may be appointed by the director.

Band Awards/Banquet

Each student that participates in the full band program at Salem R-80 Schools, including Marching and Concert activities, is invited to our band awards banquet at the end of the year. Students will be awarded their letter at this time. In addition, students meeting these requirements are also eligible for several special awards, selected by directors, staff, or by vote of the band.

Parent/Guardian Expectations

Responsibilities of Band Parents

It is the responsibility of every parent and guardian to see that the policies outlined in the handbook are followed and that all forms in the back are signed and returned. This states that you understand the policies set within and that any questions are to be directed to the band director by making an appointment. Each parent is responsible for the attendance of his or her child at all band functions. It is the responsibility of each parent to see that the child practices his or her instrument daily. So much more can be accomplished if the director and parents are on the same page.

How Parents Can Help

1. Show an interest in the musical study of your child.
2. Arrange a regular time and place for your child to practice without interruption.
3. Keep up with what your student is playing, and maybe take time to listen to their musical skills.
4. Keep the instrument in good repair with all the necessary supplies: 3 reeds, valve oil, grease etc.
5. Get them a metronome and tuner. There are free apps, or they can use a computer.
6. Be extra careful with school-owned instruments. Repairs can be expensive.
7. Attend all booster meetings, concerts, games and contests.
8. Notify the teacher if the student is to be absent for rehearsals or lessons.
9. Participate in fundraising.
10. Do not disrupt rehearsals unless it is an emergency. Appointments should be made if you need to speak with the director.
11. Get involved with the Band Parent Organization. This is a great organization and helps the band tremendously.

Band Parent Organization

The Salem Bands has a very active, supportive parent organization known as the Salem Band Parent Organization. The booster association includes parents from band and color guard. Without the hard work and dedication of the parents, the band program at Salem could not be as successful and productive as it is. There are numerous areas in which interested parents can be involved in supporting the activities of the band. General meetings of the boosters are held throughout the school year; however, numerous committees do most of the booster organization planning.

Members of the Salem Band Parent Organization Committee for 2014-2015 are:

Position	Name	Phone	Email
President	Melanie Wainwright	(573) 453-0695	melanie@wainwright.ws
Vice President	Marcus Maggard	(573) 453-4427	flycanoe@yahoo.com
Treasurer	Emily Lunn	(573) 729-0368	eslunn1980@gmail.com
Secretary/Historian	Lindsay Pike	(573) 247-5664	crossroadtours@aol.com

Off-Campus Travel Policies

Students who represent the Salem R-80 School District on out-of-town trips are expected to maintain very high standards in every aspect at all times. They are expected to attend and be on time for all sessions and activities scheduled for them. In the event of overnight trips, they are expected to be in their rooms at the times designated by their sponsors.

Each student will be responsible to one or more faculty sponsors who will supervise the activities of the student for the trip. Negligence in attending sessions, in meeting curfew requirements, or in failing to maintain our standards of conduct may make it necessary for the sponsor to send the student home at the student and parent's own expense.

Student conduct on school-related trips: Self-discipline is the key element for a pleasant experience for both the sponsor and the student when the student is on a school-related trip. Students who are involved in a serious disciplinary offense on a school-related trip, such as the use, possession of, or being under the influence of illegal drugs or alcohol, stealing, fighting, going in the room of a member of the opposite sex, or some other serious offense against school policies will face disciplinary action which may include one or more of the following:

1. The student will be sent home from the trip at the parents' expense.
2. The student will be held liable for damages to property.
3. The student may be removed from this school activity as well as other school co-curricular activities.
4. The student may be placed in In-School-Suspension (ISS), Off-Campus-Suspension, or Alternative Education Placement.

Students' attire during school activities outside the school day should be in good taste. If there is any question of taste, the director's decision is final. All adults on trips serve as sponsors. Students will be expected to treat them with respect at all times. In the event a parent sponsor gives needed supervision, band students must honor that with utmost respect.

GENERAL – Even though you will not always have a band shirt on, people will find out where you are from. You have the opportunity to make a tremendous name for Salem and for yourself. Be courteous and polite at all times. There is no way we can anticipate every possible scenario, so we ask for good judgment. Please use common sense. **RULE OF THUMB:** If there is any question in your mind as to whether you should do something or not...DON'T DO IT! It is better to be safe than sorry.

Additional Band Travel Rules

- All changing of clothes/uniforms will be done in a professional manner.
- Loud, noisy, rude, or immoral behavior and public use of profanity will not be tolerated.
- Cell phone use will be appropriate, because cell phones can be a great tool.
- All audio players can be used with headphones and in the correct environment (not during warm ups).
- No standing or sitting on the back of bus seats.
- Food or drinks other than water are not allowed on the bus unless bus driver or director approve.
- No one gets off the bus until it is cleaned and you are dismissed (leave it better than what it was).
- You will treat parents and chaperones with due respect.
- Only members of the Salem Band and staff are allowed to ride the bus to and from performances.

**WE ARE CONFIDENT THAT THERE WILL BE NO PROBLEMS. IF WE
ANTICIPATED A PROBLEM, WE WOULD NOT TRAVEL.**

Band Attendance Policy

THE STUDENT WHO FULFILLS HIS RESPONSIBILITY FOR COMMUNICATING WITH THE DIRECTOR WILL RARELY HAVE A PROBLEM WITH THE ATTENDANCE POLICIES OF THE BAND.

Performance Attendance

A significant portion of the individual's grade is dependent upon good attendance, and attendance at ALL performances is mandatory. The only exceptions are sickness, emergencies, and critical conflicts as defined below. In addition, non-emergency medical or dental appointments, driver's license examinations, and other arranged events are not acceptable excuses for absence. Parents and students are urged to avoid scheduling such events during class or rehearsal time. The director must excuse all absences from a performance prior to the performance. The attendance consideration is not intended to punish students who are really ill or who have serious emergencies. An absence from a performance will be excused under the following circumstances:

1. **The student is sick in bed.** If a student becomes ill at the last moment, he or she shall call the director at school or at home. The numbers are:

High School Band Office: (573) 729-6641 ext. 148

Mr. Schatz: 636-388-1928

Should the directors not be contacted directly, a message should be left at one of the above listed numbers. Also, an absentee request form needs to be filled out afterwards to be kept on file.

2. **An emergency within the family.** If an emergency develops, the student or parent should contact the director as soon as possible and **ask** to be excused. The director will excuse or not excuse the absence based on the seriousness of the emergency. If the emergency develops at the last minute and the director cannot be contacted personally, the student should leave a message for the director at school or the director's home. The director will then excuse or not excuse the absence at a later time when all the facts are available to him.
3. **A critical conflict.** A critical conflict is considered to be another **school** activity scheduled on the same date in which it is impossible or totally impractical for a student to participate in both activities. The student should report the conflict as soon as he or she discovers it and the director and sponsor of the other activity will resolve the conflict. Should the conflict not be resolved, the school principal will be asked to aid in the resolution of the conflict. Since band performances are established well in advance of the performance, students must gain prior approval for any conflict in their activity obligation.

An unexcused absence will result in the lowering of the student's grade two letters, exclude them from receiving a band letter, and they will immediately be given non-performance status. If a student has a critical conflict, **DO NOT** wait until a day or two before the performance to contact the director. The earlier a conflict is known the better the chances of an absence being excused.

Rehearsal Attendance and Performance Status

Concerts, performances and rehearsals constitute up to 80% of your grade and they are one of the most fun and rewarding experiences you will have in Band. Performances in Band are a culmination of what is learned in class. Performances are our test, and since we are a band our success is measured on everyone's attendance and ability to perform.

Any absence is detrimental to the success of the band. Being absent or having an incomplete rehearsal from any mandatory band activity will result in students losing their performance status. Losing performance status means you will not be able to perform until an appeal is filled out. To gain performance status back with the Salem Band, the student must fill out a Band Attendance Appeal Sheet (attached Page 19). Every subsequent absence will require a new completed appeal sheet.

How to Lose Performance Status?

- 3 Absences from any Mandatory Band Activity
- 3 Incomplete Rehearsals = 1 Absence
 - A tardy or leaving early is an incomplete rehearsal
- Each additional absence beyond the original 3 absences

How to File a Successful Appeal?

- Your absence was excused by properly filling out and absentee request form
- Your absence was excused to an emergency or illness that was properly verified
- The Appeal was submitted at least a day before the performance. Appeals on the day of performance will not be taken.

What is a Mandatory Band Activity?

- Any Rehearsal (1st Hour, Thursday Evening)
- Any Performance (unless specified as optional)

For ALL absences, the following procedure must be followed by the student and parent:

- The director must be notified in advance.
- An absentee request form must be filled out and on file. These must be given well in advance of performance dates if there is a conflict with performances.
- For illness, a doctor's excuse must be submitted. If there is not a doctor's note, a parent/guardian must write a note and personally follow up. These are not always excused.
- Although cleared by the school office, absences from a band activity that same day must be cleared with the director as well – please call the band room or contact Mr. Schatz.
- In extreme cases, a phone message may be left on the band answering machine or my cell phone with a follow-up personal call.
- Follow-up is the sole responsibility of the student.

Please look over the concert and rehearsal dates now for any possible conflicts!!

Should there be any conflicts, please let Mr. Schatz know at least 1 week prior to the event by filling out an absentee request form (Page 21).

Band Attendance Appeal Form

This form is for:

- Students who have 1 unexcused performance absence
- Students who have 3 Absences from any Mandatory Band Activity
 - 3 Incomplete Rehearsals = 1 Absence
 - A tardy or leaving early is an incomplete rehearsal
- Students who have any additional absence beyond the original 3 absences

If you wish to appeal the Salem Band Attendance Policy, please do the following:

- Complete this form and return to Mr. Schatz.
- Attach supporting documentation
 - Doctor’s Note
 - Parental/Guardian rational explanations for absence
- Make up curriculum that was missed during absence. This will be filled out on the form below.
 - See Mr. Schatz or section leaders if you cannot come up with a compatible makeup assignment. Having a viable make up assignment will help determine whether your performance status will be reinstated.
- The form and documentation need to be turned in to Mr. Schatz at least 1 day before a performance.

Fill out all spaces below:

Name: _____

To Be Completed By Student	Mr. Schatz Completes
Date Missed/Tardies: _____	<div style="display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="margin-bottom: 20px;"> <input type="radio"/> <p>Excused</p> </div> <div> <input type="radio"/> <p>Unexcused</p> </div> </div>
Reason for missing: _____	

What you did do to make up for what you missed?: _____	

To Be Completed By Student	Mr. Schatz Completes
Date Missed/Tardies: _____ Reason for missing: _____ _____ _____ What you did do to make up for what you missed?: _____ _____ _____ _____ _____	<input type="radio"/> Excused <input type="radio"/> Unexcused
To Be Completed By Student	Mr. Schatz Completes
Date Missed/Tardies: _____ Reason for missing: _____ _____ _____ What you did do to make up for what you missed?: _____ _____ _____ _____ _____	<input type="radio"/> Excused <input type="radio"/> Unexcused

I acknowledge everything on this form is written to the full extent of my knowledge and is filled out with honesty. If I sign this form while containing false information, I am admitting that I am ok with lying. I am also admitting honesty is not a virtue and that ultimately I am hurting myself as well as every member of the Salem Band!

_____ (Student Signature)

Date: _____

Performance Status

Non-Performance Status

Band Absentee Request Form

Name: _____

Dates Missing: _____

Reason for missing: _____

What will you do to make up for what you missed?: _____

Signature of Student

Date

Signature of Parent

Date

E-mail: dschatz@salem.k12.mo.us
or Mail:
David Schatz
1400 Tiger Pride Drive
Salem, MO 65560

E-mail: pgiacomelli@salem.k12.mo.us
or Mail:
Philip Giacomelli
1400 Tiger Pride Drive
Salem, MO 65560

(WRITTEN NOTICES SHOULD BE RECEIVED 1 WEEK IN ADVANCE)

Band Instrument Rental Form

Instrument: _____ Brand Name: _____

Serial #: _____

Mouthpiece (Yes or No & Model #): _____

Condition: _____

Condition of Case: _____

Comments: _____

I acknowledge receipt of the above items. I will be responsible for any damage or loss that might occur while this instrument is in my care, and I understand that I will be expected to pay for any repair necessary due to neglect or blatant misuse of the equipment. Normal maintenance will be provided by the school. I agree to return the above listed items at the request of the instructor or school.

(Student Signature) Date: _____

(Parent Signature) Date: _____

Phone Number for Contact: _____

Parent or Legal Guardian Permission

Student: _____

Grade: _____

Participation in band will require students to travel off campus many times. This puts students at risk of injury which may range in severity from minor to disabling and even death. Although serious injuries are not common in supervised school programs, it is impossible to eliminate the risk. Participants can and have the responsibility to help reduce the chance of injury; members must obey all safety rules, consult his/her personal physician, and report all physical problems to their directors.

By signing this Permission Form, we acknowledge that we have read the above information.

Parent/Legal Guardian Signature

Date

Student Signature

Date

I hereby give my consent for the above named student:

To represent his/her school in approved band activities.

To accompany any band of which he/she is a member on its local or out-of-town trips.

To receive, through a physician of the school's choice, emergency medical care which may become reasonably necessary in the course of such activities or travel.

I further agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above named student in the proper course of band activities or travel.

I have read this form and will abide by the principles and regulations contained in this permission form.

Parent/Legal Guardian Signature

Date

Medical Insurance Coverage

Student: _____

Grade: _____

I fully understand that the Salem R-80 School District does *not* provide any accident health insurance coverage for my son/daughter while participating in band activities. I fully understand that it is my responsibility to provide such insurance coverage for my son/daughter. By signing this form I give my permission to provide any necessary treatment for my child if I or another emergency contact is not able to respond during an emergency.

Student Insurance Information

Insurance Company: _____

Policy #: _____

Student SS#: _____ - _____ - _____

Student Physician Information:

Name: _____

Clinic/Office: _____

Phone Number: _____

Student Medical History:

Daily Medications: _____

Allergies including allergies to medications: _____

List any general medication you give permission for your child to take such as Ibuprofen, Tylenol, Acid Reducer, etc: _____

Parent/Legal Guardian Signature

Date

Parent Phone #

Parent Work or Secondary Phone #

Emergency Contact Name & Phone #

Additional Emergency Contact Name & Phone #

Contract of Mutual Consent

I, _____, accept membership in the Salem High School Band and
 (Print Student Name)
 understand I am responsible for all policies set forth in the band handbook. I fully agree to carry out my responsibilities to the very best of my ability.

Student Signature

Date

I, _____, have read and understand the policies as set forth in the band
 (Print Parent/Legal Guardian Name)
 handbook. I also grant full permission for my child to be an active member of the Salem High School Band. In addition, my child has full permission to attend all band functions. Furthermore, I understand that I must meet all financial obligations such as \$30.00 for marching shoes, the \$30.00 activity fee that covers dry cleaning of uniforms, activity fees for competitions, travel costs and other costs for the band. I understand I must provide the necessary items for my child to march in uniform as stated on page 11 (khaki shorts, white socks, low top tennis shoes, black socks and black dress shoes). Khaki shorts may be purchased through the school for \$15 if you cannot find them. I understand all fees will be due by Friday August 21. I also understand that if my child later elects to not be a part of the Salem Marching Blue I will not be reimbursed for money that has already been paid.

Parent/Legal Guardian Signature

Date

Band Fees and Order Forms

Name: _____ Date: _____

Item	Size	Qty	Unit Price	Total
Drill Master Marching Shoes		X	\$30.00	

Sizes Available: Men 3-16 (half size up to 10 ½)
 Women 5-18 (half size up to 12 ½)
NOT FOR COLOR GUARD MEMBERS

Gloves		X	\$4.00	
--------	--	---	--------	--

Sizes Available: XS,S,M,L,XL,XXL
 It is recommended that you have 2 pairs of gloves
NOT FOR PERCUSSIONISTS OR COLOR GUARD MEMBERS

Activity/Uniform Cleaning Fee			\$30.00	\$30.00
-------------------------------	--	--	---------	---------

TOTAL: \$ _____ Checks Payable To: Salem R-80 Schools

ATTENTION!!!

- All new marchers must have one pair of shoes and at least one pair of gloves. It is recommended to have two pairs of gloves.
- All students are required to have a pair of khaki shorts for warm weather performances. Let Mr. Schatz know if you need to order some through the school. Price will be \$15.
- All students must have black socks for all marching events. Males need black socks for concert events.
- Males and Females will need nice black dress shoes for all concert events.
- The above amount should be paid **IN FULL** before July 29, 2015. No student will be allowed to perform with any Salem Band until all forms are turned in and all money is paid.
- If there is any issue with lack of funding, please contact Mr. Schatz. Do not allow money to withhold anyone from participating in band. Accommodations can always be made. We also do a lot of fundraising if needed.

2015-16 HS Band Activity Calendar

(All Dates are Subject To Change)

August	Mon 17	Performance for R-80 Staff	8:00am-9:00am
	Thu 20	Evening Rehearsal	6:00pm – 8:30pm
	Thu 27	Evening Rehearsal	6:00pm – 8:30pm
September	Thu 3	Evening Rehearsal	6:00pm – 8:30pm
	Thu 10	Evening Rehearsal	6:00pm – 8:30pm
	Fri 11	First Football Game	TBA
	Thu 17	Evening Rehearsal	6:00pm – 8:30pm
	Thu 24	Evening Rehearsal	6:00pm – 8:30pm
	Fri 26	Homecoming Football Game	TBA
October	Thu 1	Evening Rehearsal	6:00pm – 8:30pm
	Fri 2	Senior Night Football Game	7:00pm
	Sat 3	Marching Festival TBA	ALL DAY
	Thu 8	Evening Rehearsal	6:00pm – 8:30pm
	Sat 10	Marching Festival TBA	ALL DAY
	Tue 13	District Band Auditions	TBA
	Thu 15	Evening Rehearsal	6:00pm – 8:30pm
	Sat 17	Marching Festival TBA	ALL DAY
	Thu 22	Evening Rehearsal	6:00pm – 8:30pm
	Sat 24	Marching Festival TBA	ALL DAY
	W-Th 28-29	Annual School Tour	TBA
	November	Sat 7	District Band Concert
TBA TBA		Pep Band Games Begin	TBA
December	Sat 12	Winter Concert	2:00pm
	TBA TBA	Winter Parade	TBA
	Sun 13	Winter Concert Makeup Date	4:00pm
January	TBA TBA	SCA Band Auditions & Concert	TBA
	Sat 30	All State Band Concert	TBA
February			
March	TBA TBA	St. Patrick's Day Parade	ALL DAY
	Thu 17	Solo & Ensemble Recital	6:00pm
	Thu 24	Pre-Festival Concert	7:00pm
April	Fri 1	Large Ensemble Festival	TBA
	Sat 2	Solo & Small Ensemble	ALL DAY
	Th-S 28-30	State Solo & Small Ensemble	ALL DAY
May	Fri 6	Spring Concert	7:00pm
	Thu 12	Band Awards Banquet	7:00pm

ACT TEST DATES SALEM
September 12
October 24
December 12
February 6
April 9
June 11