

LANGLEY HIGH SCHOOL

2014-15 BAND HANDBOOK

INTRODUCTION

Welcome to the Langley High School Bands! The Langley Band program has a long tradition of musical excellence. This tradition and reputation must continue to be earned on a yearly, even daily, basis. This means that, for the assurance of everyone involved, expectations must be made crystal clear. This is the purpose of this handbook. **No student will be allowed to perform in the ensembles of the Langley High School Band program until they have turned in the last page of this handbook, signed by both themselves and a parent or legal guardian.**

The purpose of this handbook is not to go through exhaustive lists of do's and don'ts - this will be unnecessary for the mature individuals we expect will be members of the band program. It is rather to clarify any questions that may exist in terms of what is expected.

To parents: You and your child have made a serious commitment, in terms of time and energy, to join this band program. It is a great experience in so many different dimensions for the students, and we hope you will jump in to the activity as well and help out in whatever way you can, whether it be as a Band Association volunteer, or simply encouraging your child to practice and do their best. We welcome you to the band family just as much as we welcome your child. If you have any questions about anything in this handbook, please email me at doug.martin@fcps.edu or call me directly at (703)287-2967.

To students: You are a part of one of the finest programs Langley has to offer, and one of the finest band programs in the state of Virginia. Numerous alumni of this program mention it with great pride. It is our responsibility to continue, and build upon, this tradition. This band, and the activities you will participate in as a result of your membership, will add a great deal to your education, and you will look back on them fondly. The friends you make here could become friends for life, and the musical opportunities you have will give you something cherished which all too few people ever get a chance to experience. It is assumed that you will understand the importance of your role in the band and your contribution to the whole program. It is assumed that you will give your all to increase the success of the program artistically, as well as to increase the worth of your own personal music education. Finally, it is assumed that you will have a wonderful experience as a result of your participation, and the entire Langley Band family enthusiastically welcomes you. If you have any questions about anything in this handbook, please do not hesitate to ask. Thank you.

EVERYONE SHOULD READ THE INFORMATION IN THIS HANDBOOK, even veterans.

ATTENDANCE POLICY

Attendance is integral to student success. The band is a collective of individuals who depend on one another to help lift the overall performance to a whole greater than the sum of its parts. When even one person is absent, the entire organization suffers. Therefore, *attendance is mandatory at all rehearsals and performances held outside of school hours.* This is a part of the FCPS course description for each class.

Be responsible – excessive homework, not being able to get a ride, etc., are not excuses to miss a rehearsal (much less a concert)! Consistent conflicts – i.e. work schedules – must be adjusted. Rehearsal and performance schedules are given out in advance so that arrangements can be made. The rehearsal and performance calendar **for the entire year** is attached to this handbook. It is the responsibility of every band student and family to be aware of this calendar and plan appropriately. Any changes in the calendar will be announced in class, emailed out, etc.

If you must miss *any part* of a rehearsal, a parent note (email preferred) must be submitted – just as it would be for an absence from the school day. Advance notice, as much as possible, is appreciated. Conflicts with other school activities will be shared as much as possible.

At all rehearsals and performances, in all circumstances, only the most professional and mature behavior is expected of band members. Infractions will affect the grade. Class attendance follows the policies of the school and county. Students are allotted two minutes after the bell rings to assemble their instrument, get their music, and be in their seat, ready to play. Students who are tardy will be counted as such, and the school's discipline policy will be enforced.

BAND ASSOCIATION

The Langley Band Association is an organization of parents and others who contribute to the band's success and growth in any number of ways. This includes fund raising, logistical support, activity planning, chaperoning, and much more. Truly, the entire band program would suffer were it not for the wonderful support of our band parent organization. Volunteers are always needed, and we hope to see you at one of our meetings.

BAND ROOM FACILITY

The band room is usually open from about 6:40 AM until 2:40 PM every school day, often later.

There is to be no food or drink in the instrument storage room or near the instruments in the band room at any time. This includes chewing gum. The only exception to this rule is water. Those consuming food in the band room (which will only be permitted in the pre-renovation band room) must *completely* clean up after themselves immediately after eating, or they will not be permitted to eat in the band room again.

The band room (and any practice rooms or other rehearsal spaces used) will be set up by each class for its own use. Students' behavior in the band wing will be mature at all times (i.e. no running or horseplay).

The dry erase board and dry erase pens are for the use of the Band Director only.

Lockers are provided for students' convenience in the proper storage of instruments. Therefore, the following will apply regarding locker use:

1. Lockers will be assigned based on instrument size.
2. Musical instruments are to be stored in the lockers (or other designated spaces) when not in use. Percussion instruments are to be returned to their usual storage location (closet, cabinet, etc.) when not in use.
3. Lockers may also be used for storage of materials for other classes, etc., but no extra lockers will be assigned.
4. Students are responsible for the safety of their property. Fairfax County Public Schools, Langley High School, and the Langley High School Band program do not assume responsibility for loss or damage of articles stored in lockers. Property insurance is not provided.
5. The Langley bands can provide combination locks to all students for use during the school year. If students wish to use their own locks, combinations should be given to Mr. Martin for security reasons.
6. The instrument storage room is to be kept orderly and neat at all times. This means instrument cases must be kept off the floor, bookbags and papers must be properly stored, etc. Anyone found to be in violation with this or any other locker rule may have their locker privileges terminated.

COMMUNICATIONS: (BLACKBOARD/CHARMS/TWITTER/WEBSITE)

Following is the official Langley High School Parent Communication Policy:

Langley High School is committed to fostering positive communications with parents. To that end, teachers will make every effort to reach out to parents in positive and meaningful ways. LHS respectfully asks that parents reciprocate. We hope to foster professional, cooperative relationships between teachers and parents. If you have concerns, please allow the teacher an opportunity to provide information or to explain circumstances. The Langley High School administration will not permit teachers to respond to abusive or harassing emails or phone calls. Together, parents and teachers will have the ability to resolve any issues that might arise.

Blackboard, while a useful tool for many classes and teachers, is not ideally suited to the unique needs of a band program. We instead use Charms for parent communication and many other purposes. Charms is a comprehensive data management program; please make certain your profile information is correct. (See enclosed sheet.) Our website is under revision and will be used as the public face of the Langley bands, but Charms, and emails sent through it, our the main communication portal.

FEES AND FUNDRAISING

Those who rent instruments from the school or county will be charged instrument rental fees which are set by FCPS. (This will not apply to marching-only instruments.) All percussionists will be charged the FCPS percussion rental/usage fee, as mandated by FCPS. More information will be covered in class.

In addition, FCPS endorses program fees for high school music programs. The costs of providing a quality musical education are numerous, and funds from FCPS are unfortunately insufficient to provide the quality experience our students deserve. More information about this year's fee structure, as well as details about Tag Day and any other fundraising efforts, will be covered in class.

GRADING

Grades are calculated each grading period according to the following scale:

Nine Weeks Project	10%	Playing Quizzes/Assignments	25%
Daily Grade	25%	Playing Exams*	40%

The content of the Nine Weeks Project is determined by each student and agreed to by the director – see the enclosed sheet (also posted in the band room) for more information. The Daily Grade is calculated from both in-class and after-school participation. Participation in events like All-District Band Auditions are considered Assignments, as are SmartMusic assignments. More information about Playing Quizzes is covered in the section on Part Assignments. Band performances are calculated as Playing Exams. **Students who do not participate in marching band are given make-up assignments which are calculated as 10% of the grade, deducted from the Playing Exams portion, which then becomes 30%.*

HOW PARENTS CAN HELP

- Show an interest in the music study of your child.
- Arrange a regular time for your child to practice.
- Find a quiet place where they can practice without interruption.
- Keep the instrument in good repair and keep at least three reeds in the case.
- Be extra-careful with school-owned instruments. Repair costs are high!
- Teach your child to be prepared and on time to each rehearsal or lesson.
- Provide private lessons!
- Read the emails to stay informed.
- Make every effort to attend all band activities – it matters to your child, whether they admit it or not.

INSTRUMENTS

All instruments should be maintained in good working order for all rehearsals and performances. This means students should always have proper cleaning materials for their instrument, as well as the proper accessories, such as reeds, mouthpieces, mutes, sticks/mallets, etc. Further, more detailed information about instrument care and maintenance is available. Students are encouraged to rent or purchase high-quality musical instruments, suitable for the advanced level of music-making we pursue in the Langley bands. See Mr. Martin (or your private teacher) for instrument recommendations and further assistance in this process. Students who rent instruments from FCPS need to be especially careful in the manner in which they treat their instruments. (Rentals are also available from local stores. See Mr. Martin for more information.)

LANGLEY LEAP

Band seniors who qualify for the Langley Leap program are allowed to apply and pursue this unique opportunity, but they must understand that obligations to the unique corporate learning environment of band will remain in place. More details will be forthcoming.

LANGLEY MAKE-UP WORK POLICY

Students who are absent one day will take previously announced quizzes and test and hand in previously assigned work the day they return to school. In the case of pre-arranged absences, students will deliver to teachers all previously assigned work due during their absence the day they return. A student who is absent from class for a field trip, medical appointment, excused tardy, or clinic visit but who is in attendance for any part of the day, is required to hand in assigned work and make up quizzes/tests on that day. Per FCPS Grading & Reporting Policy, students will get one day to make up work for every day absent, up to a maximum of 10 days.

MATERIALS

All students must have the following materials for every class period:

Instrument

Other equipment necessary to perform (reeds, mouthpiece, valve oil, etc.)

Band music

Pencil (NEVER pen)

For performances, students must also wear the appropriate uniform. If any of these stipulations is not met, the Daily Grade will be affected. See the sections on UNIFORMS and GRADING for further information.

Music and method books issued to students are equivalent to textbooks in other classes – that is, any damage or loss is the financial responsibility of the student.

OTHER RESOURCES

All wind students will be **required** to purchase a subscription to SmartMusic to help them with their home practice. A one-year subscription costs \$34, which represents a 15% discount for FCPS students. More details about this extraordinary program will be covered in class.

Students, if you have not yet done so, please install Spotify on whatever device you use most. It is fantastic! It is also free, and I have playlists you should listen to through the program...because it is good for you to listen to professionals on your instrument! And no, despite what the program implies, you don't have to link it to your Facebook account. (There is an app available for phones, but it requires a \$10/month subscription.) There are also a ton of other music apps available (tuners, metronomes, etc.) which are worth investigating.

PART ASSIGNMENTS

Students are assigned parts based on a variety of factors; most importantly prior performance and rate of development as observed in the past. Part assignments are designed to give every student the greatest opportunity for success and continued improvement while also giving the entire ensemble the greatest opportunity for progress and growth. However, parts may be re-assigned if it becomes clear that existing assignments could be improved. *Playing quizzes* serve to clarify the need for any such adjustment, as well as assessment for grading purposes. Students may be asked to perform their part to assigned band pieces, excerpted or in whole. Depending on current circumstances, quizzes may be live or recorded, in private or with the class, in class time or outside class time. These are therefore not really "auditions" – you are "auditioning" for me all the time. Some playing quizzes and other assignments will **require** the use of SmartMusic. See the sections on GRADING and OTHER RESOURCES for more information.

PRACTICING

Daily practice at home is equivalent to homework in any class – it is essential as a means of continuing, extending and reinforcing the work done in class. (Rehearsal is where you learn OTHER PEOPLE’S PARTS, not yours!) Furthermore, since the playing of any musical instrument involves the use of fine muscular control, practice at home can be compared to regular exercise, without which students will not be in shape for the rigors of classwork. With our implementation of the SmartMusic program, you will likely find your home practice to be more enjoyable as well. Finally, the more one practices, the more FUN band becomes, because the better one gets! Simply put, practicing at home is **the single most important factor of a successful band program**. For the individual and collective growth and improvement of the Langley bands, all students must practice at home on a daily basis. Student maturity and discipline, combined with parental support, makes it all possible. Resolve now to get in the good habit of practicing on a regular basis at home. (The practice rooms here at Langley are available before or after school, during Saxon Time and during lunch. Please keep these rooms as neat as possible.)

Student Advocacy Protocol

Students will: 1) take ownership of their education through active engagement in their courses; 2) consult Blackboard or Google Documents consistently; 3) use an agenda or other device, as agreed upon with the instructor, to track their assignments; 4) communicate directly with teachers before parent/teacher communication is initiated.

UNIFORMS

Detailed information on the uniforms is distributed by the Band Parents Association.

MISCELLANEOUS

- ~Students must have an instrument and all other necessary materials in their hands by September 15 or they will be removed from the class.
- ~Students who are not percussionists are not to play the percussion instruments at any time. (“If you don’t play it, don’t play it.”) Students not enrolled in band classes are not permitted in the band room without Mr. Martin’s permission.
- ~If the door to the band office is closed, please knock.
- ~There are a number of materials available for loan from the band library, including solos, ensembles and method books. See Mr. Martin if interested.
- ~Private lessons are **STRONGLY** encouraged. The importance of private lessons can not be overstated – the individual attention that is possible only in a private lesson situation pays huge dividends. Contact Mr. Martin to get names and phone numbers of private teachers in the area.
- ~You are to expect of me what I expect of you: courtesy, professionalism, hard work, attention, discipline, caring, and commitment. I trust that if you feel I am not exhibiting any of these, you will call me on it, just as I would call you on it.
- ~My e-mail address is doug.martin@fcps.edu. (NOT dbmartin12!!) My office phone is (703)287-2967. I will reply as soon as I can (email is better). Thanks for your understanding.
- ~Thank you for not calling me at home. There is no such thing as an academic emergency.

And, finally, welcome to the Langley High School Bands!!

NINE WEEKS PROJECTS

A music-related activity or project, usually some form of long-term, independent study. It is selected by the student each quarter and agreed to by the director. **ALL Nine Weeks Projects should be arranged and mutually confirmed by the end of second week of each quarter.** Completion of more than one Nine Weeks Project in a quarter *may* earn extra credit, but **only** if arranged and mutually confirmed in advance.

Nine Weeks Project possibilities:

- ~Take private lessons from a professional musician (**must** provide documentation of satisfactory progress and attendance) **THIS IS THE **ONLY** OPTION WHICH MAY BE USED IN MULTIPLE GRADING PERIODS FOR CREDIT.*
- ~Solo/small ensemble performance(s): at band parent or PTA meetings, other venues, etc.
- ~Scales: pass off a given number of major scales, minor scales, modes, scales in thirds, chromatic, and/or other scales, *from memory*
- ~Pass off other musical material (etudes, etc.) designed to develop a specific skill
- ~Additional items in SmartMusic; for example, the marching band make-up assignments
- ~Percussionists: rudiments, four-mallet technique, four-way independence studies, etc.
- ~Improvisation project (more intended for jazz musicians)
- ~Composition/arranging project
- ~...??? Be creative! The idea is for you to improve as a musician: what do you need to work on?

NINE WEEKS PROJECT: Private lessons
Please **print** clearly.

Student: _____

Teacher: _____

Over the past nine weeks (approximately), how often did you meet, and/or for how many hours?

What sorts of things are you working on?

Check one to summarize this student's progress over the past nine weeks (approximately):

____ This student has excellent work habits and is improving very well.

____ This student has good work habits and is improving well.

____ This student has marginal work habits and isn't improving as well as I'd like.

____ This student has poor work habits and is not improving much at all.

Teacher Signature _____

Phone # or email (for confirmation) _____

LANGLEY HIGH SCHOOL BAND HANDBOOK SIGNATURE FORM 2014-15

I have read the Langley Band Handbook and agree to adhere to it in its entirety.

Student Name (printed)

Student Signature

I have read and I am aware of the content of this handbook.

Parent/Legal Guardian Signature

Langley High School Bands
Finance Information and Policies
For School Year 2014-15

The **Langley High School Band Association** (LHSBA) has chosen to NOT enter into a Memorandum of Agreement with Fairfax County Public Schools (FCPS) to collect fees for required FCPS course materials and FCPS sponsored optional activities. As a result, families will need to write checks separately to each entity (FCPS and the LHSBA) for the 2014-15 school year. The rationale is explained below.

FCPS will not charge students a fee for any mandatory aspect of the Langley Bands except for musical instruments and course material fees which are permitted by Virginia Department of Education (VDOE) regulations. Schools or booster organizations cannot require a student to pay fees for course materials in excess of the amount approved by the School Board in Notice 5922, Revenue, Tuition, and Fees – Student Fees.

Fee Structure

The new structure includes required Course Materials Fees and FCPS sponsored optional Activity Fees. Course materials fees cover consumable materials associated with a course and are a required element of that course. FCPS sponsored optional activity fees are charged in connection with a particular activity and cover some or all of the actual costs of that activity. Participation in the particular activity is optional but if a student decides to participate in the activity, payment of the activity fee is required. Any fees collected that exceed actual cost of materials or activities must be refunded to the parent.

MARCHING BAND:

Langley Marching Band Course Materials Fee (\$125 due by Oct 1, 2014): This fee is similar to required fees paid for certain, other FCPS classes. It covers course materials related to the course. Examples of the materials eligible to be covered by this fee include: uniform purchases and maintenance, the drillbook, music/choreography for the show, band t-shirt, instrument accessories, equipment repairs, and food during instructional activities. Included in this fee is **approximately \$7,000 that will be allocated to a uniform replacement reserve fund.**

Marching Uniform Accessories: Certain uniform accessory items have to be purchased separately by the students as needed. Examples of these items include marching band jackets, marching band and color guard shoes, color guard gloves, and replacement t-shirts. More information will be forthcoming about these purchases.

BAND CLASSES:

Langley Band Class Course Materials Fee (\$75 due by Oct 1, 2014): This fee is similar to required fees paid for certain other FCPS classes. It covers course materials related to the course. Examples of the materials eligible to be covered by this fee include uniform purchases and maintenance, music, and instrument accessories.

Concert Uniform Accessories: Concert uniforms are purchased by students/families and retained by the student/family through their Langley band career. A small amount of second-hand uniforms will be available for sale through the LHSBA. Information about that opportunity, as well as where to buy new uniforms, will be distributed at the beginning of the school year.

FCPS Sponsored Optional Activity Fee: This is an FCPS sponsored optional activity fee that students are expected to pay if they choose to participate in the **spring trip**. While these optional trips are not a required component of any course, most students generally choose to participate. Trip or activity fees are determined and assessed based on the estimated costs of the trip (transportation, hotel, certain meals, etc.). Fee amount, due by date and maybe-refundable-after date are all TBD at this point.

Musical Instrument Rental Fee (\$92/yr for SOME wind players; \$52/yr for ALL percussion; due by Oct 1, 2014): This required fee only applies to students who play school-owned instruments and covers maintenance costs of those school-owned instruments. Rental fees are not charged for marching-only instruments, though a completed instrument rental contract is still required. Details will be covered in class and on an individual basis.

Individual Performance Events (amount and due date vary): There are opportunities throughout the school year for individual students to choose to audition and/or participate in other bands. Examples include the All-District or All-State Band and the Solo and Ensemble Festival. Audition or participation fees are often assessed for these opportunities by the sponsoring organization. Such fees are not established by the LHSBA but **the LHSBA has a precedent of paying these fees on behalf of our students**. Their continuing ability to do this is predicated on successful collection of LHSBA donations/membership dues and success in fundraising endeavors such as Tag Day. If the LHSBA finds it is unable to continue supporting our students in this way, then the fees will be communicated at the time other information about these opportunities is communicated.

Langley High School Bands
FCPS Fee Payment Sheet

Student Name: _____

Langley Marching Band Course Materials Fee* (\$125 due by 10/1/14): _____

Langley Band Class Course Materials Fee (\$75 due by 10/1/14): _____

Total: _____

Payment Policies

Payments may be made via credit card, cash, or check as described below.

- Payments made by check should be placed in the lockbox within the band room. If paying by check, please make the check payable as instructed for the particular payment and write the name of the student and the name of the fee being paid in the memo line of the check. Please note that a fee will be assessed for any returned checks. Such fee will be the actual amount charged by the bank related to the returned check, not to exceed \$50.
- If paying by cash, please put the money in an envelope and write the name of the student and the name of the fee being paid (i.e. Tom Smith, Spring trip fee) and take the envelope to the front office of the school and give it to the **LHS** staff responsible for collecting such cash payments. A receipt will be given to you acknowledging the cash payment. **NO CASH PAYMENTS SHOULD BE DEPOSITED INTO THE LOCKBOX IN THE BAND ROOM.**

Refunds

Typically fees paid are non-refundable once commitments and purchases have been made. These refund policies will be communicated separately as they relate to individual activities.

Students and parents may login to their student account in CHARMS at any time to view fees and balances due.

Financial Assistance

Financial assistance is available for those in need of such assistance. Requests for financial assistance should be made directly to the Band Director prior to the due date for the related fee.

***THIS FEE APPLIES TO STUDENTS ENROLLED IN A LHS BAND CLASS.**

MAKE YOUR CHECK PAYABLE TO LANGLEY HIGH SCHOOL.



Langley High School Band Association

P.O. Box 7741

McLean, VA 22106

A 501(c)(3) organization Tax ID: 54-1438588

August 16, 2014

Dear Parents:

The band association is asking for your membership support in the form of our annual dues. Band Association Membership is completely voluntary and very much appreciated. Any dues collected by the association are considered a donation. Our current budget is based upon receiving \$75 per student, and 100% of the dues are used to support your band students. Most of the budget is used in the current school year, and a small amount of the budget is earmarked for future uniform improvements as detailed in the budget approved last June. Band Association dues allow for Marching Band and Concert Band program activities that would not otherwise be possible through the funding allotted by Fairfax County. We ask all families to participate, otherwise planned activities cannot be fully carried out, and all students suffer. These dues and donations are in addition to and separate from any school class fees imposed by Langley for band classes.

Payment of Band Association dues by October 1 of the school year gives you membership privileges and shows your support of this organization, whose sole purpose is to support a high quality band program for all Langley band students. Dues help fund the cost of administrative tools such as Charms and the Langley Bands website, the purchase of instruments beyond that provided by FCPS and band fees, and the cost of additional staff.

For students in color guard, we are asking for an additional donation amount of \$125 (only for those students not in the band class. Our budget was developed based on receiving these funds. Their money is used to defray the extra costs associated with color guard.

Payment of your share of the band association donations / dues will contribute to a fully funded Band Association budget. Please send your payment check made out to: *LHS Band Association* to P. O. Box 7741, McLean, VA 22106.

If have any questions, please contact either Doug Martin (doug.martin@fcps.edu) or Lisa [REDACTED].

Very Truly Yours,

Doug Martin
Director of Bands, LHS

Lisa [REDACTED]
President, LHS Band Association

Langley High School Band Association 2014- 2015

Parent / Student Information

Parent Names: _____
 Parent Emails: _____
 Student Name(s): _____
 Student Email: _____
 Instrument: _____ Grade: _____

Volunteer Interest

Please indicate your interest.

Tag Day Driver (all day event)
 Give me a call if you need help. My phone number is: _____
I have skills in:
 Organizing Legal Matters Website Maintenance Accounting Desktop Publishing
 Other _____

Band Association Member Dues

(Must be paid by Oct 1 to be a voting member)

Become a Band Association Member **\$75.00**

*Donation for Color Guard members who are **NOT** also in band* \$125.00

New Band Jacket (circle size and style) \$50.00
 Size? Adult S M L XL Womens or Mens

Other Additional Donation (See Giving Levels) \$ _____

Total \$ _____

Donation Giving Levels:	
<i>Contributor and up to be listed in concert programs.</i>	
Friend	\$10 - \$49
Contributor	\$50 - \$249
Patron	\$250 - \$499
Sponsor	\$500+
Corporate Sponsor	\$500+
<input type="checkbox"/> <i>include my name in the band program.</i>	

Check No. _____

According to our bylaws: "A member must have paid by October 1 of the current school year to be considered an active [voting] member for the year."

Band Association Membership is completely voluntary and very much appreciated. Any dues are considered a donation. Our current budget is based upon receiving \$75 per student, and 100% of the dues are used to support your band students. Most of the budget is used in the current school year, and a small amount of the budget is earmarked for future uniform improvements.

Please make your check out to "**LHS Band Association**", include your student's name in the memo line, and return ASAP via Band Room or mail to: LHS Band Association, P.O. Box 7741, McLean, VA 22106

Thank you for your support!