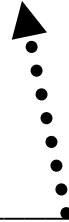


How to access parent information

CHARMS

BAND * ORCHESTRA * CHOIR

- Log on to www.charmsoffice.com
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to your child’s program account using the following login:



- _____havelockhsband_____
- This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, event list, handouts and other files.**
 - Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.
 - When you enter your child’s ID NUMBER, _____ another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “**keys** icon”
 - Two areas in which you can help the director maintain his/her records:
 - **Student information form** – if the director has allowed it, you may help make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively.
 - **Credit card payments for fees, trips and deposits to your student’s account.** If the director has created a **PayPal account** for the booster club or school activity account, you may pay for your child’s fees or trips easily with a credit card.
 - Most importantly, the parent page assists both you and the teacher to communicate with each other.
 - You will also see links to **enter Practice Logs, view Grades**, and use the **Recording Studio** if the teacher has enabled these options.

2014 Fall Band Procedures and Policies



Performances

Tue. Oct. 21st, 2014 7:00pm Fall Concert
Performing group: Concert Band

Mon. Dec. 8th, 2014 7:00pm Holiday Concert
Performing groups: Concert Band, Marching Band Front Ensemble, and Marching Band

Concert Dress

Men and Women: Black Dress pants
 White Short Sleeve Golf Shirt
 Black Dress shoes (No tennis shoes or sneakers)
 Women can wear off-black panty hose, heels or flats

You may purchase your white golf shirts from the music department for \$7 or you may purchase your own.

CHARMS

CHARMS is an information database used by band programs to keep track of all of its members. Every band student has a CHARMS account that contains their personal information. Here is what every student must do in CHARMS:

- **Every student MUST update their CHARMS account with any new information or changes to their personal information.**
- Check their account balances to keep up with how much money they owe for purchases (i.e. reeds, neck straps, mouthpieces, valve oil, sticks/mallets, etc.).
- Check the CHARMS calendar for upcoming event dates such as upcoming concerts, fund-raising deadlines, or special events.
- Check their personal attendance record, check for any grades posted, keep track of what forms you need to turn in, or record yourself during your practice at home.
- Keep track of what instruments are checked out to you.
- Email the directors with any questions you may have.

Fundraising

Students can participate in two fundraisers during the spring semester. The money that students earn can be used to purchase items they need in class during the semester or for future expenses. The money earned will be applied to their miscellaneous ledger on their CHARMS account. All money left in senior's account will be rolled over into the band's account after graduation.

Fall 2014

1. Discount Cards
2. Pizza and Cookie Dough
3. Fruit

2014 Fall Band Procedures and Policies



After-school Policy

All students should report to their bus or car after school. Any student that does not ride a bus must report to the cafeteria or a learning center. **The band room will be locked at 2:45pm on days which we have no rehearsal.** Students may schedule time to practice after school with Mr. Benitez or Mr. Elrod.

Detention Policy for the Music Department

In all music departments, music rehearsals are done with one director teaching many students at one time. It is imperative that rehearsals are done with strict order. To accomplish all of the work that we plan as directors, rehearsals must run smooth and efficient.

Excessive talking, noise and low concentration levels leads to rehearsals that bog down and boredom sets in. During rehearsals music students will be given a warning to remind them who they are and where they are, then if they are called again the students will serve an after-school detention. On the second detention, the parents will be called. On the third detention, an "N" will be given for conduct grade.

Chair Assignments

Chair placement auditions will take place **at least** once in the semester. It is important for everyone to realize that all parts are important.

Lockers

Lockers will be assigned at the beginning of the semester to store instruments, notebook and accessories needed for band. Each locker will have a lock assigned. At the end of the semester the lock must be returned. Any student without a lock will be charged a \$10 fee to replace their lock. Students must lock lockers! Do not leave your locker open during or after class. The directors are not responsible for any lost items.

Personal Instruments

Each student is required to give the directors information about their personal instruments. We will need the make/model of the instrument and the serial number. This is so that we can keep track of your instrument in case it is found.

Checking Out School Owned Instruments

1. Mr. Benitez or Mr. Elrod will assign you an instrument and hand you a check out form.
2. Fill out the form. Make sure to include the make/model of instrument and serial number.
3. Inspect the instrument for damages or dents.
4. Students are responsible for any damages after the checkout process.
5. Return the signed form before **September 1st**

Anyone playing school instruments must purchase their own mouthpiece. We can order mouthpieces from a catalog or you can purchase it from Fuller's Music House.

Some school instruments will be shared between two or more students. I will let you know if you are affected. Please share the instrument for practice sake. Do not leave personal belongings in your case including your individual mouthpiece. The purchase of a musical instrument represents the investment of a large amount of money, whether it is owned personally, or by the school. It is good common sense to take good care of it so that it will remain in good condition. The instrument will remain in good condition if it is kept clean and dry, sudden temperature changes are avoided, and special cleaning instructions are known.

2014 Fall Band Procedures and Policies



Music

1. Be responsible for your own music binder.
2. Keep all music in the folder provided or a three ring binder.
3. Your music will be checked for a notebook grade. You must have **your** music every day.
4. Additional copies will be made for students at the price of 25 cents per sheet.
5. All music will be collected at the end of each semester.

HPAC – Havelock Performing Arts Center

Some rehearsals will be held in the HPAC. No students are allowed in the HPAC, including the bathrooms, without faculty present. While students are in the HPAC they will follow the rules listed:

- Everyone will use the stairs to enter or exit the stage. No one will jump on or off the stage
- No food, gum or drink is permitted
- Never use side exit doors that lead to the outside unless there is an emergency
- Do not put your feet on backs of chairs while sitting in HPAC
- Sit only in the seat of the chair, not on the back or arm rest
- Do not jump over rows of chairs
- All students must ask to use bathroom during class

Student Expectations

Students will:

1. Be present and on time for all rehearsals and performances
2. Bring their instruments, reed, mouthpiece, music and a pencil to all rehearsals
3. Use their own instruments or a school instrument that has been assigned to the student
4. Always have at least two usable reeds in their case. If a student needs to purchase reeds or any other materials they must do so before or after class, not during class
5. Show respect toward teachers and other students
6. Keep school property (uniform, books, music, instruments, equipment, etc.) in good condition
7. Be prepared to participate in all rehearsals and performances. This involves individual practice time of 120 minutes **per week** at minimum
8. Learn their individual music and be a contributing member of the ensemble
9. Keep and use their assigned lockers
10. Keep all valuables locked in their assigned lockers during class

Consequences

The following steps will be followed in dealing with disciplinary situations.

1. Student warning
2. Student warning and Parent Notification
3. Detention and formal Teacher-Student conference.
4. Student will be sent of classroom to an administrator and will receive a discipline referral and Formal Teacher-Parent conference
5. Formal Teacher-Parent and Administrator conference

Severe disruptions will be sent out of class immediately to an administrator.

2014 Fall Band Procedures and Polices



Daily Rehearsal Procedures

Beginning Class	When the conductor raises his hand or steps on the podium, the class is silent
Leaving your seat	Raise your hand and ask for permission
Using the restrooms/Getting water	Ask for permission.
Entering the classroom	Go directly to instrument/music/seat/warm-up
Personal bags and belongings	Leave them by or inside your locker
Class dismissal	Wait for the teacher to dismiss, not the bell
Asking a question	Raise your hand
Responding to a question	Raise your hand
Lockers	Keep them neat, orderly and locked
Passing in papers or music	Pass to the left
Turning in fund-raising money	Write appropriate information on the envelope and deposit it
Listening to PA announcements	Everyone should be quiet
Fire drill	Go to the assigned area and remain as a class
Announcements	Check the board; this is done at the beginning of class
Getting help	Ask the teacher, and he or she will set up a help session
Seeing someone for the first time	Say "good morning" or "hello"
Practicing	Structured, daily practice (see packet)
Storing music	Keep music in your binder
Tearing down the set up	Last group put your chairs and stands away
Entering the band office	Knock before entering
Making up playing test	Come during seminar

2014 Fall Band Procedures and Policies



Grading Policy

Each student's grade will be based on the following:

Daily Participation	50%
Written tests / quizzes	25%
Playing tests	25%

1. Written and Playing Quizzes and Tests

All students will be assessed individually during each grading period through a playing exam. The student will be asked to play an announced section of band music that has been rehearsed during that grading period. The student will be given a grade based on the posted Playing Exam Rubric. Students will also be assessed throughout the semester with several written tests or quizzes. **Students will be allowed to retake a playing exam one time.**

2. Daily Participation Grades

Each student will have the ability to earn 100 points each day for their daily participation grade. Students will lose daily points for:

- a. Being off task
- b. Not having music or instrument
- c. Chewing gum

Students that do not have an instrument or do not participate for whatever reason will not receive a "0" for participation that day. We have some loaner instruments available for students to borrow when their instrument have to go to the shop.

3. Students may earn extra credit points.

Extra credit points are awarded for extra help sessions with Mr. Benitez or Mr. Elrod for performing in outside music ensembles or for other music activities that have a significant musical benefit for the student (as determined by Mr. Benitez or Mr. Elrod).

4. Excused absences from required performances must be made up.

An alternative written assignment will be assigned to any student who has missed a required performance due to a previously approved, excused absence. This assignment must be received by one week after the assignment is made. **Unexcused absences from any performance will result in a 25 point reduction of your final grade.** If there are extreme circumstances please contact the director at 444-5117.

Proficient and Advanced Students

Any student wishing to take Symphonic Band as an honors class will have an opportunity by first taking a written exam. Proficient and advanced students will complete a portfolio in lieu of their Final Exam. The portfolio will include a playing portion and three written portions.

2014 Fall Band Procedures and Policies



Testing Schedule

PLAYING TESTS CAN ONLY BE MADE UP DURING SEMINAR. ONCE YOU COME TO SEMINAR YOU MUST STAY THE ENTIRE SEMINAR PERIOD. YOU MUST FIRST ATTEMPT A PLAYING TEST IN CLASS IF YOU ARE PRESENT AT SCHOOL BEFORE YOU CAN MAKE UP A PLAYING TEST.

Date of Playing Test	Item to be Tested
Friday, September 5th	Seating Test #1
Friday, September 12th	Habits Book – Pg. 24 #10
Friday, September 19 th	Habits Book – Pg. 24 #11
Friday, September 26th	Habits Book – Pg. 24 #9
Friday, October 3th	Habits Book – Pg. 24 #13
Friday, October 10th	No Playing Test
Friday, October 17th	Portion of Small Ensemble Music
Friday, October 24th	No Playing Test
Friday, October 31 st	No Playing Test
Friday, November 7th	Holiday Concert Piece 1
Friday, November 14th	Holiday Concert Piece 2
Friday, November 21 nd	Holiday Concert Piece 3
Friday, November 28 th	No School
Friday, December 5 th	Holiday Concert Piece 4
Friday, December 12 th	No Playing Test

2014 Fall Band Procedures and Policies



Seminar Schedule

All students with a grade of 84 or below are required to attend every Seminar date
(*no matter your instrument*)

<u>August 26th</u>	FULL BAND	<u>October 28th</u>	FULL BAND (regardless of grade)
<u>September 2th</u>	FULL BAND	<u>November 4th</u>	All woodwinds (all district prep)
<u>September 5th</u>	FULL BAND	<u>November 11th</u>	All Brass (all district prep)
<u>September 9th</u>	FULL BAND	<u>November 18th</u>	All Percussion (all district prep)
<u>September 16th</u>	All Woodwinds (regardless of grade)	<u>November 21st</u>	All woodwinds (regardless of grade)
<u>September 23rd</u>	All Brass (regardless of grade)	<u>November 25th</u>	All Brass (regardless of grade)
<u>September 30th</u>	All Percussion (regardless of grade)	<u>December 2nd</u>	All Percussion (regardless of grade)
<u>October 7th</u>	All Woodwinds (regardless of grade)	<u>December 9th</u>	All woodwinds (all district prep)
<u>October 10th</u>	All Brass (regardless of grade)	<u>December 16th</u>	All Brass (all district prep)
<u>October 14th</u>	All Percussion (regardless of grade)	<u>January 6th</u>	All Percussion (all district prep)
<u>October 21st</u>	Full Band (regardless of grade)	<u>January 9th</u>	Open