



# **Concordia High School Band Handbook 2023-2024**

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# Welcome!

Students and parents, I am so excited to be working with you and your students again this year. We will be working on a variety of qualities in band including musicianship, personal responsibility, commitment, and life-long lessons, all while having fun. I will have high standards for you this year that we will work on together. This will require personal practice and working together as an ensemble. Students should be positive and willing to work during the time we have available. As a member of the Concordia band program, I want to encourage you all to have a great year and to take part in the learning opportunities you will encounter.

This handbook is an important part of understanding and succeeding this year. Many answers to your questions may be found here. These are the guidelines, rules, and expectations to which we will adhere, but they are only supplemental to what will be covered in class.

~ Mrs. Menz

## Mission Statement:

The Concordia Band Program will strive to create a positive and musical experience for all those involved in the process of creating music while continuing to expand their musicality by providing new opportunities and engaging in character building situations.

## Mrs. Menz's Contact Information:

Email (preferred): [rmenz@concordia.k12.mo.us](mailto:rmenz@concordia.k12.mo.us)

School Phone: (660) 463-7235

Remind Code: @123211 (Text to 81010)

Google Classroom: 4eccuar

Facebook Page: Concordia Bands

## Expectations and Policies

1. Students will adhere to all school rules addressed in the district and band handbooks.
2. Students will respect the director, members of the band, volunteers, and guests.
3. Students will be responsible for preparing their materials and music.
4. Students will be in attendance and prepared by the call time announced by the director.
  - a. \*Early is on time, on time is late, and late is unacceptable in the band world!
5. Students will attend and perform at all rehearsals and performances unless excused.
6. Students will practice outside of our class time.
7. Students will stay eligible in other classes to be allowed by school policy to attend and participate in concerts, competitions, and other band events.
8. Students will not have their phones or personal devices out in class (unless asked to) or they will be confiscated for the remainder of the day.

## Attendance

In an ensemble setting, the attendance of each member is important in the group effort and product. Students are expected to be at all rehearsals and performances during the year-long course. Excused absences for performances require the director to be notified AT LEAST two weeks in advance so there is enough time to evaluate the reason with administrators. This will determine how the student will be allowed to make up their missed points, either in full, partially, or in some cases not at all. Excused absences include school-sponsored activities (with prior communication) and other previously approved absences. Emergency absences will be considered when the student makes an effort to contact the teacher in a timely manner (before the event or possibly the following morning in extreme emergencies). A work schedule conflict will never be an approved excused absence as all performance dates are announced by the beginning of the semester. Unexcused absences from performances will result in a zero grade.

## Grading and Assignments

The band program will follow the grading scale set by the Concordia School District:

In-class and online submission *playing and marching tests* will be worth up to 50 points each. This also includes *memorization tests*. Students will be provided with feedback to show how they were graded. Some of the playing tests may be completed in class and others will be due online through Google Classroom. Students will have up to one week to contact the teacher if they want to retake their playing test (not memorization tests). Marching tests will take place during class time.

*Practice Check-Ins* will be turned in on Google Classroom and worth 20 points each. These will be assigned on an “as needed” basis.

*Required Performances* (including but not limited to games, parades, concerts, and contests) will be worth 100 points each. Students must be ready by call time to earn all points. Point deductions may come from being late, improper behavior during any performance, not being prepared, not wearing the correct uniform, and other issues that may arise at the director’s discretion. Pep Band Performances will be worth 50 points rather than 100.

*Before School Marching Rehearsals* will be worth 150 points at the end of the marching season. Students must be at all rehearsals in order to earn full points. If a rehearsal is missed due to an excused absence, the student will have no penalty in their grade. Students who are late will be counted as tardy. Four tardies will equal one missed rehearsal. Students who are more than 10 minutes late to rehearsal will be counted as missing half of a rehearsal. Each missed rehearsal will reduce your score by 20 points. If a total of more than 5 rehearsals are missed in the season the student will earn a zero for this grade.

All other class assignments will be worth up to 50 points.

## **Marching Band:**

### **Rehearsal Procedures and Required Materials**

#### **Rehearsal Procedures**

All rehearsals will begin with attendance being taken. If you miss this, you must report to Mrs. Menz upon your arrival.

#### **Rehearsal Materials**

Required materials for all marching rehearsals include your instrument, a pencil, all music in a flip folder/lyre, dot sheets in their protector, and a water bottle. All outdoor rehearsals will also require tennis shoes and clothing appropriate for the weather. Students should bring their own lanyard.

### **Performance Procedures (Home Games and Traveling)**

For home games, students must be in the band room by 5:45 P.M. in uniform and with all required supplies ready. The band will play pre-game on the field, in the stands during the first half of the game, and at halftime on the field. Students will not be dismissed until after the half-time performance is complete, the director has finished announcements, uniforms are put away, and their duties are completed.

For performances where we travel, the call time will be announced in class and through emails with the itinerary. If students do not arrive on time, their grades will be reduced, and they will be left behind if we have already departed by the time they arrive resulting in an unexcused absence. All students must ride the bus to events. Students must wear their uniforms and bring all required supplies. Parents can sign their students out of traveling performances after we finish, and they have been dismissed. In order to be signed out by anyone else, there must be prior approval from the principal. Students who ride the bus back will be notified 15 minutes away from the school so they can call parents for pick up.

## Uniform Parts and Care

Before the first performance, each student will be supplied with their personal uniform for the season. The numbered uniforms are assigned to a specific member and should not be traded or altered upon return. The school-supplied uniform consists of:

1 coat, 1 cape, 1 pair of bibs, 2 pairs of braids, 1 pair of spats, 1 shako/beret, and 1 plastic uniform bag.

Student-supplied materials (purchase required) are as follows: Plain black crew-cut socks, white gloves (black for percussion), black marching shoes, the marching band t-shirt, and a lyre/flip-folder.

Students who require a school instrument, specific to marching, will be assigned one by the director. The instrument will be turned in at the end of the season.

### *Uniform Care:*

Every time after wearing your uniform, allow it to hang and dry with the bag unzipped!

Do NOT clean the uniform yourself. It is DRY CLEAN ONLY. If it needs cleaning in the middle of the season, talk to Mrs. Menz first.

Hang the uniform properly so that it stays crisp and unwrinkled.

Damage to a school-owned instrument/uniform is the financial responsibility of the student unless it is determined to be a case of regular wear and tear by the director.

## Performance Materials, Dress, and Grooming

At performances, you must have all parts of your uniform, your instrument, and all music in a flip folder with lyre. The uniform should be worn with all parts on, or not at all (except for the shako/beret and gloves). Long hair must be secured up and under the shako before all performances (it should not hang over the collar or outside of the shako/beret). Piercings are allowed but limited to studs only for safety. If anything else is required for specific performances, you will be notified verbally and in writing. Failure to have these required items can result in a reduction in your performance grade. Your marching t-shirt and a pair of shorts should be worn under the uniform, so you have something else to wear after a performance.

## Concert Band:

### Rehearsals/Required Materials

Students should have a chair, stand, music, instrument ready to play, and be tuned within their section. Electronics will NOT be allowed during rehearsals. Rehearsal plans for the day will be projected.

### Required Materials:

Instrument, music, folder, pencil, instrument supplies for maintenance and cleaning, and tuner.

## Performance Attire

Concert attire is required for all concert band performances. Students must wear all solid black. All clothing must first follow the school dress code as stated in the school handbook or they can not be allowed to perform. This can include a black dress/skirt with a hemline falling over the knee when seated (females only); black slacks (NO leggings, shorts, or jeans); a solid black button-down shirt, solid black polo, or an all-black dress blouse; and black dress shoes (NO tennis shoes). Appropriate tops do NOT include backless, halter tops, sleeveless, spaghetti straps, one-strap only, midriff showing, etc.

**\*Any questions or difficulty finding clothes that meet the requirements for any ensemble should be brought to the attention of the teacher at least 2 weeks prior to a performance.**

## Travel Procedures

All travel will first and foremost follow the rules set by the Concordia School's Handbook. For overnight trips, all students involved will receive an additional handbook of rules and expectations for the student and a parent/guardian to sign. For all travel, the teacher will provide an itinerary that will be as accurate as possible that will also detail some of the specific needs and rules for that trip. If any rules are broken on the trip, the child will lose some or all of their points for that performance and the parent/guardian may be required to come and pick their child up at their own expense if determined necessary by the district.

## Weighted Band Class

Students must be juniors or seniors to enroll in Weighted Band and must stay enrolled for the entire year. The students must be pre-approved by the director. There are extra requirements that must be completed. Students in the weighted class will receive more information on these requirements.

## Band Lettering and CMM

Students will have an opportunity to letter each year they are enrolled. Certain requirements must be met. These will be reviewed in class and calculated throughout the year. CMM is the honor society for CHS music students. Lettering is mandatory to being in CMM.

# HS Band Calendar: (Bold denotes required graded events)

Marching Band Rehearsals: **Tuesday and Thursday mornings from 7:00 am-7:45 am.**  
**These will begin on Thursday, August 25th**

July 24-28 (4-9 PM)	Summer Band Camp
<b>Friday, September 1</b>	<b>Home Football Game</b>
Friday-Saturday, September 8-9	German Kitchen Fundraiser
<b>Friday, September 8</b>	<b>Home Football Game</b>
<b>Saturday, September 9</b>	<b>Concordia Fall Festival Parade</b>
<b>Saturday, September 23</b>	<b>Carrollton Band Day Competition</b>
<b>Friday, September 29</b>	<b>Home Football Game (HOCO)</b>
TBA	HS Marching Band Pictures (during class)
<b>Friday, October 13</b>	<b>Home Football Game</b>
<b>Friday, October 20</b>	<b>Home Football Game (Sr. Night)</b>
<b>Saturday, October 21</b>	<b>Missouri Days Marching Festival (Trenton)</b>
<b>Saturday, October 28</b>	<b>Macon Marching Festival</b>
Sunday, November 5	Marching Band Banquet @ 1 P.M.
Saturday, November 11	District Band Auditions (Warrensburg HS)
<b>November TBA</b>	<b>Veterans' Day Concert (during school)</b>
Saturday, December 2	State Band Auditions (Hickman HS, Columbia)
<b>Thursday, December 14</b>	<b>Christmas Concert</b>
Friday-Saturday, January 5-6	District Band (UCM, Warrensburg)
<b>Tuesday, January 30</b>	<b>Pep Band</b>
<b>Friday, February 2</b>	<b>Pep Band (Court warming)</b>
Monday, February 12	Conference Band (Lone Jack)
<b>Tuesday, February 13</b>	<b>Pep Band</b>
<b>Thursday, February 15</b>	<b>Pep Band (Sr. Night)</b>
Saturday, March 9	District Solo and Small Ensemble Festival (State Fair)
<b>Feb./March TBA (weekday)</b>	<b>Missouri Small School Directors Contest</b>
<b>Wednesday, March 20</b>	<b>Large Ensemble Festival (Boonville)</b>
Saturday, April 27	State Solo and Small Ensemble Festival (MU, Columbia)
<b>Thursday, May 2</b>	<b>Spring Concert</b>
<b>Sunday, May 5</b>	<b>Baccalaureate</b>
<b>Friday, May 10</b>	<b>Graduation</b>

Home Games: The call time for home football games will be **5:45 PM** and students are expected to be dressed and ready at this time

Concerts: Will be held at the school in the Gymnasium. Call time will be **6:30 PM** in the Music Room (unless given other instructions by the teacher) for a 7 PM concert start time.



# High School Band Handbook Verification Sheet

After reading through the HS Band Handbook on our Google Classroom, please review and sign below. This page can be returned to Mrs. Menz by Friday, August 25<sup>th</sup> to receive 5 extra credit points. This form must be returned by Tuesday, August 29<sup>th</sup> for a grade. It is essential that you understand the policies and procedures of this class so if you have any questions please contact Mrs. Menz.

I have thoroughly read and reviewed the Concordia High School Band Handbook and understand each requirement of myself/my student. I agree to all policies stated in this handbook and what breaking them will mean on my/my student's part for the year-long course. By signing the district AUP form, permission is already granted for photography, film, and/or audio recording to be utilized and shared, including on the band's Facebook page.

\_\_\_\_\_  
Student Name (printed)                      Student Signature                      Date

\_\_\_\_\_  
Parent/Guardian Name (printed)      Parent/Guardian Signature              Date

Parent Contact Information:

Email: \_\_\_\_\_ Phone Number: (\_\_\_\_\_)\_\_\_\_\_