

Deer Valley Skyhawk Band Handbook



Evan Dixon- Music Educator
Evan.Dixon@dvusd.org

Ryan Salcido- Music Educator
Ryan.Salcido@dvusd.org

Deer Valley High School
18424 N. 51st. Ave, Glendale, AZ, 85308

Table Of Contents

3	Forward
3	Objectives of the Band Program
3	Philosophies of the Band Program
4	DVHS Ensemble Policies
4	Curricular Ensembles- Wind Ensemble
5	Curricular Ensembles- Symphonic Band
5	Curricular Ensembles- Concert Band
5	Curricular Ensembles- Percussion Ensemble
5	Curricular Ensembles- Orchestra
6	Extra Curricular Ensembles- Deer Valley Marching Band
7	Extra Curricular Ensembles- Deer Valley Indoor Percussion Ensemble
9	Extra Curricular Ensembles- Deer Valley Winter Guard
10	Extra Curricular Ensembles- Deer Valley Jazz
11	Extra Curricular Ensembles- Probationary Status
13	Student Responsibilities to the Band
15	Parent Responsibilities to the Band
16	Parent Volunteers
16	CUT Time management system
17	Band Handbook Contract
18	Application for Excused Absence
19	Scholarship/Payment Plan Request

Forward

The purpose of this handbook is to provide valuable information about the band program in general. To consistently achieve and maintain the high standard of excellence desired by the organization, members should familiarize themselves with the policies, procedures, regulations, and traditions of the band.

It is hoped that some of the questions always prevalent to the band will be answered in this handbook. If a problem or question is not covered in the handbook should arise, the director should be consulted for an explanation.

Objectives of the Band Program

- To perform the art of music with superior performance qualities
- To communicate the emotive qualities of musical art through clear communication with the audience
- To cultivate a culture of excellence through a focus on contentious improvement
- To be part of something larger than one individual in a community of learners

Philosophes of the Band Program

1. Do the right thing because it is the right thing to do
2. Live above the line
3. If you can't get out of it, get into it
4. Leave your drama at the door
5. Communicate effectively to avoid conflict
6. Honor the Absent (follow the 2 out of 3 rule)

DVHS Ensemble Policies

Deer Valley High School Curricular Ensembles

1. Wind Ensemble

- a. The Wind Ensemble is the premier concert ensemble at Deer Valley High School
- b. The Wind Ensemble is comprised of the top performing students on woodwind, brass, and percussion instruments
- c. Students are required to participate at all performances of the Wind Ensemble as well as wear the appropriate concert attire
 - i. Unexcused absences may result in removal from the Wind Ensemble
 - ii. If a member is absent from a performance, they must turn in the “Application for an excused absence” **in advance**
 1. The director determines if an absence is excused
 2. For illness, a parent or guardian email must be sent verifying the illness in addition to the “Application for excused absence” form
 3. Follow up on the communication is **the sole responsibility of the student!**
 4. **Sports are not an excuse** for missing and previously announced band activity unless cleared by the director
 5. **Work is not an excuse** for missing and previously announced band activity
 6. **Too Much Homework is not an excuse** for missing any previously announced band activity
 7. If a member is injured, they must meet with the director to determine the specific plan for that member
 - a. If necessary, please bring instructions from a doctor to that meeting for the specific case and injury
- d. Entrance into the Wind Ensemble is on an audition basis. The audition material for the following school year’s Wind Ensemble is the current school year’s Regional Scales and Etude Number 1 for the instrument
- e. For the 2018-2019 school year, if a member wishes to enter the Wind Ensemble, they must also be a member of the Marching Band 2018

- f. Current members of the Wind Ensemble can have their audition waived upon approval of the director
- g. The Wind Ensemble is a full year course, the expectation is students are in the ensemble for the full school year

2. Symphonic Band/Concert Band

- a. The Concert Band and Symphonic band combine to make one performing ensemble at DVHS called the “Symphonic Band”
- b. Any student at DVHS may be in the Concert Band or Symphonic Band; there is not an audition to get into the ensemble
- c. Membership in the Marching Band is highly encouraged of Concert Band and Symphonic Band members, however it is not a requirement
- d. Concert Band is for students interested in developing their skills with brass instruments
- e. Symphonic band is for students interested in developing their skills on woodwind instruments
- f. Percussion students should not take concert band or symphonic band

3. Percussion Ensemble

- a. The Percussion Ensemble is for students interested in developing their skills on percussion instruments
- b. The Percussion Ensemble provides percussion services for the Symphonic Band and Concert Band as well as performs as its own entity
- c. Any student at DVHS may be in the Percussion Ensemble; there is not an audition to be in the ensemble
- d. Membership in the Marching Band is highly encouraged of Percussion Ensemble members, however it is not a requirement

4. Orchestra

- a. The DVHS Orchestra class is for students interested in developing their skills on Violin, Viola, Cello or String Bass
- b. Any student at DVHS may be in the Orchestra; there is not an audition to be in the ensemble
- c. The Orchestra performs on its own

Deer Valley High School Extra- Curricular Ensembles

1. Deer Valley Marching Band

- a. The DVMB is not a requirement of being in band at DHVS; it is an optional, extra curricular activity with co-curricular elements
- b. Commitment Date- First Day Of School**
 - i. Once the first day of school has passed, if you are in the band you are fully committed to the ensemble
 - ii. This includes payment of fair share, and is the due date of scholarship requests
- c. If you are a member of the DVMB, attendance at all rehearsals and performances is required
 - i. Unexcused absences result in DVMB probation status.
 - ii. Unexcused absences may result in removal from the DVMB
 - iii. If a member is absent from a rehearsal or performance, they must turn in the “Application for an excused absence” **in advance**
 1. The director determines if an absence is excused
 2. For illness, a parent or guardian email must be sent verifying the illness in addition to the “Application for excused absence” form
 3. Follow up on the communication is **the sole responsibility of the student!**
 4. **Sports are not an excuse** for missing and previously announced band activity unless cleared by the director
 5. **Work is not an excuse** for missing and previously announced band activity
 6. **Too Much Homework is not an excuse** for missing any previously announced band activity
 7. An excused absence might have the short term effect of the member not performing at the next performance, under the discretion of the director
 8. If a member is injured, they must meet with the director to determine the specific plan for that member
 - a. If necessary, please bring instructions from a doctor to that meeting for the specific case and injury

- 9. To many excused absences may result in DVMB probationary status at the discretion of the director
- d. To be a member of the DVMB, you must be enrolled in a band class or percussion ensemble at Deer Valley High School
 - i. Exception 1- you may be a DVMB Color Guard member and not be in a band class at DVHS
 - ii. Exception 2- you may be a member of the percussion front ensemble and not be in a band class at DVHS with director approval
- e. You may not be a member of the DVMB if you have a remaining balance of fair share payments of a previous season in the DVHS band program
 - i. **No Student will be denied membership into the DVMB for monetary reasons**
 - 1. however, if financial assistance is needed, the “Application for Scholarship and/or a Payment Plan” must be on file with the director for each season a member is part of the ensemble.
 - ii. This includes the DVMB, the Deer Valley Winter Guard, the Deer Valley Winter Percussion Ensemble, and the Deer Valley Jazz Band
 - iii. Individual Fund Raising is available to help families pay the fair share payments, however
 - 1. **Fund Raising is not mandatory for any student member**

2. Deer Valley Indoor Percussion Ensemble (DVIPE)

- a. The DVIPE is not a requirement of being in band at DVHS; it is an optional, extra curricular activity
- b. Commitment Date- January 1**
 - i. Once January 1 has passed, if you are in the ensemble you are fully committed to it.
 - ii. This includes payment of fair share, and is the due date of scholarship requests.
- c.
- d. In order to become a member of the DVIPE, you must be enrolled in a curricular ensemble at DVHS.

- i. Exception 1- A member of the DVHS Choir Program may be in the DVIPE under discretion of the director
 - ii. Exception 2- 8th grade students at Desert Sky Middle School or the Highland Lakes School that are members of their school 8th grade band ensemble may be in the DVIPE at the discretion of the director
 - iii. The director may waive this membership requirement for special circumstances
- e. If you are a member of the DVIPE, attendance at all rehearsals and performances is required
- i. Unexcused absences result in DVIPE probation status.
 - ii. Unexcused absences may result in removal from the DVIPE
 - iii. If a member is absent from a rehearsal or performance, they must turn in the “Application for an excused absence” **in advance**
 - 1. The director determines if an absence is excused
 - 2. For illness, a parent or guardian email must be sent verifying the illness in addition to the “Application for excused absence” form
 - 3. Follow up on the communication is **the sole responsibility of the student!**
 - 4. **Sports are not an excuse** for missing and previously announced DVIPE activity unless cleared by the director
 - 5. **Work is not an excuse** for missing and previously announced DVIPE activity
 - 6. **Too Much Homework is not an excuse** for missing any previously announced DVIPE activity
 - 7. An excused absence might have the short term effect of the member not performing at the next performance, under the discretion of the director
 - 8. If a member is injured, they must meet with the director to determine the specific plan for that member
 - a. If necessary, please bring instructions from a doctor to that meeting for the specific case and injury
 - 9. Too many excused absences may result in DVIPE probationary status at the discretion of the director

- f. You may not be a member of the DVIPE if you have a remaining balance of fair share payments of a previous season in the DVHS band program
 - i. Fair Share for each semester will be announced near the beginning of either the auditions or rehearsals of the group
 - ii. **No Student will be denied membership into the DVIPE for monetary reasons**
 - 1. However, if financial assistance is needed, the “Application for Scholarship and/or a Payment Plan” must be on file with the director for each season a member is part of the ensemble.
 - iii. This includes the DVMB, the Deer Valley Winter Guard, the Deer Valley Winter Percussion Ensemble, and the Deer Valley Jazz Band
 - iv. Individual Fund Raising is available to help families pay the fair share payments, however
 - 1. **Fund Raising is not mandatory for any student member**

3. Deer Valley Winter Guard (DVWG)

- a. The DVWG is not a requirement of being in band at DHVS; it is an optional, extra curricular activity
- b. Commitment Date- January 1**
 - i. Once January 1 has passed, if you are in the ensemble you are fully committed to it.
 - ii. This includes payment of fair share, and is the due date of scholarship requests.
- c. If you are a member of the DVWG, attendance at all rehearsals and performances is required
 - i. Unexcused absences result in DVWG probation status.
 - ii. Unexcused absences may result in removal from the DVWG
 - iii. If a member is absent from a rehearsal or performance, they must turn in the “Application for an excused absence” **in advance**
 - 1. The director determines if an absence is excused
 - 2. For illness, a parent or guardian email must be sent verifying the illness in addition to the “Application for excused absence” form

3. Follow up on the communication is **the sole responsibility of the student!**
 4. **Sports are not an excuse** for missing and previously announced DVWG activity unless cleared by the director
 5. **Work is not an excuse** for missing and previously announced DVWG activity
 6. **Too Much Homework is not an excuse** for missing any previously announced DVWG activity
 7. An excused absence might have the short term effect of the member not performing at the next performance, under the discretion of the director
 8. If a member is injured, they must meet with the director to determine the specific plan for that member
 - a. If necessary, please bring instructions from a doctor to that meeting for the specific case and injury
 9. Too many excused absences may result in DVWG probationary status at the discretion of the director
- d. You may not be a member of the DVWG if you have a remaining balance of fair share payments of a previous season in the DVHS band program
- i. Fair Share for each semester will be announced near the beginning of either the auditions or rehearsals of the group
 - ii. **No Student will be denied membership into the DVWG for monetary reasons**
 1. However, if financial assistance is needed, the “Application for Scholarship and/or a Payment Plan” must be on file with the director for each season a member is part of the ensemble.
 - iii. This includes the DVMB, the Deer Valley Winter Guard, the Deer Valley Winter Percussion Ensemble, and the Deer Valley Jazz Band
 - iv. Individual Fund Raising is available to help families pay the fair share payments, however
 1. **Fund Raising is not mandatory for any student member**

4. Deer Valley Jazz (DVJ)

- a. DVJ is not a requirement of being in band at DHVS; it is an optional, extracurricular activity
- b. In order to become a member of DVJ, you must be enrolled in a curricular ensemble at DVHS.
 - i. Exception 1- In the fall semester, members of the DVMB but not in a curricular ensemble may also be members of DVJ. (See exceptions in the DVMB section)
 - ii. Exception 2- In the spring semester, members of the DVIPE or the DVWG but who are not in a curricular ensemble may also be members of DVJ. (See exceptions in the DVIPE or DVWG section)
- c. If you are a member of DVJ, attendance at all rehearsals and performances is required
 - i. Unexcused absences result in DVJ probation status.
 - ii. Unexcused absences may result in removal from DVJ
 - iii. If a member is absent from a rehearsal or performance, they must turn in the “Application for an excused absence” **in advance**
 - 1. The director determines if an absence is excused
 - 2. For illness, a parent or guardian email must be sent verifying the illness in addition to the “Application for excused absence” form
 - 3. Follow up on the communication is **the sole responsibility of the student!**
 - 4. **Sports are not an excuse** for missing and previously announced DVWG activity unless cleared by the director
 - 5. **Work is not an excuse** for missing and previously announced DVWG activity
 - 6. **Too Much Homework is not an excuse** for missing any previously announced DVWG activity
 - 7. If a member is injured, they must meet with the director to determine the specific plan for that member
 - a. If necessary, please bring instructions from a doctor to that meeting for the specific case and injury
 - 8. Too many excused absences may result in DVJ probationary status at the discretion of the director

- d. You may not be a member of the DVJ if you have a remaining balance of fair share payments of a previous season in the DVHS band program
 - i. Fair Share for each semester will be announced near the beginning of either the auditions or rehearsals of the group
 - ii. **No Student will be denied membership into the DVJ for monetary reasons**
 - 1. However, if financial assistance is needed, the “Application for Scholarship and/or a Payment Plan” must be on file with the director for each season a member is part of the ensemble.
 - iii. This includes the DVMB, the Deer Valley Winter Guard, the Deer Valley Winter Percussion Ensemble, and Deer Valley Jazz
 - iv. Individual Fund Raising is available to help families pay the fair share payments, however
 - 1. **Fund Raising is not mandatory for any student member**

Probationary Status:

- 1. If a member of an extra-curricular ensemble is behind on learning, has an unexcused absence, or is below a specific minimum learning performance standard, they might be placed on Probationary Status.
- 2. If a member has DVHS disciplinary action that effects a performance, they will automatically be placed on Probationary Status
 - a. Example: A student is suspended from school on a Friday through Monday and thus has to miss a competition
- 3. If a member is placed on Probationary Status, the director will communicate clearly the reason for the status
- 4. If a member is placed on Probationary Status, the director will clearly communicate a time frame in which the member must resolve the issue or be removed from the ensemble
- 5. If a member is placed on Probationary Status, they may not perform with the ensemble, however attendance at all rehearsals and performances is still required

6. Upon the end of the probationary time frame, the director and relevant staff will meet with the student in private.
 - a. If the issue is resolved, the student will be taken off of Probationary Status
 - b. If the issue is not resolved, either a new plan will be made, or the student will be removed from the ensemble
 - c. A new reason may arise for further probationary status at the discretion of the director. If so, a new time frame and specific reason will be clearly communicated
7. If a member ends a season with Probationary Status, they may be denied full membership for future seasons in extra-curricular ensembles

Students Responsibility to the Band

- Be on time to all rehearsals and performances. To Be Early Is To Be On Time, To Be On Time Is To Be Late
- Upon entering the rehearsal setting, get your instrument and go directly to your place.
- When the director or staff member steps on the podium or asks for your attention, all talking should cease.
- Come to rehearsals with a good attitude.
- There should be no excess playing (e.g., horsing around on the instrument), only good, solid material should be played when the director allows it.
- Make a real effort to improve on a daily basis, and establish a good practice routine.
- At the end of the rehearsal, put all materials in their proper place.
- Maintain a strong academic standing in all coursework.
- Become responsible for and assume responsibility for your own actions. Admit when you are wrong.
- Have proper respect for yourself and those in authority.
- Read and play music with insight – have musical expectations.

THE IMPORTANCE OF ATTITUDE- The greatest single factor that will determine the success of any individual or organization is attitude. The kind of

person you are is an individual choice, and how you feel about something is one of the few actual independent choices you have in life. It takes intense dedication to reach goals. Students should learn to discipline themselves to practice fundamentals daily. The right attitude must be present along with sincerity, concentration, and dedication as the basic foundations. Such an attitude makes an artistic performance inevitable and is the difference between a winning organization and a mediocre group. The band can do much for you. Make the most of it in every rehearsal and performance.

THE IMPORTANCE OF DISCIPLINE- Because of the nature of the organization, band discipline must be strict! Band students and parents must believe in the ideals, principles and philosophy of the organization. Each member must always be aware of good behavior and think for him or her self. Any misconduct casts a bad light on the school, community, and band program. Any member who discredits the organization by his or her conduct or actions in band, in another class, or on a trip shall be subject to dismissal from the band program or may lose a privilege within the program.

Basic Rules And Procedures

- Athletic shoes and socks must be worn at all times for outside practices. NO Flip Flops!
- Chewing gum is not permitted during a rehearsal or in the band room.
- A band member must respect his/her uniform, and wear it properly at all times.
- Students are NOT permitted to have unnatural hair color during the Marching Band season. Students who chose to color their hair will not be allowed to perform at any event and may be placed on probationary status until the hair color is returned to its natural hair color.
- Food and drink are not permitted in the band room.
- No hats or sunglasses inside the building.
- Be in your seat (or on the field), warmed up, and ready to begin on time.
- Respect authority and others, including their personal property.
- A band member will wear no exposed jewelry while in uniform; civilian clothes must be tasteful.
- Alcohol, tobacco products, and drugs are **STRICTLY PROHIBITED**. All school district policies regarding such are in force during any band activity.
- Young adults shall not damage property or equipment.
- Bus assignments will be announced before each trip.

- If you share a folder and/or instrument and are absent, make sure it gets to school.
- Students are strongly encouraged to practice in the band room before school and after school.

Student Communication

Remind 101

Remind 101 is a text messaging service that allows teachers to communicate safely with their students via text messaging. The director is not able to see students' numbers. Students (not parents) will sign up with this service by enrolling in the class/performance group that they are in.

Remind 101 number: 81010 Class Codes: TBD

PARENTS' RESPONSIBILITY TO THE BAND

It is the responsibility of every parent and guardian to see that the policies outlined in the HANDBOOK are followed and that the form in the back is signed and returned. This states that you UNDERSTAND the policies as 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/her child at all band functions. It is the responsibility of each parent to see that their child practices his / her instrument daily. The hands of the director are tied without the help of parents.

PARENT PICK-UP POLICY

Parents must pick up their children in a timely manner after all events. Students are able to call home when we depart all away events to prepare the parents for their arrival. Students that have not been picked up within 30 minutes of arrival at DVHS or the end of rehearsal may be placed on Probationary Status.

HOW PARENTS CAN HELP

When a "band question" arises, it is important that you get factual information before discussing it with others. We do more harm to ourselves, the band family, when we talk about things that contain one or more "falsehoods" but consider them

facts. If questions arise, it is important to remember this axiom: If it is a performance issue or anything dealing with the band proper, contact Mr. Dixon. If it is a fundraising question or anything dealing with parent issues, talk with the booster club president.

- Show an interest in the music study of your child
- Arrange a regular time for your child to practice
- Find a quiet place where he/she can practice without interruption
- Listen to performances of practice material, when asked to do so
- Help the student keep a DAILY RECORD of practicing
- Come up with a reward system for DAILY practice
- Keep the instrument in good repair and keep at least three reeds in the case, a bottle of valve oil, or the required sticks and mallets
- 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 instruction with a professional on the instrument
- Make faithful attendance at all band activities important
- Buy your child a personal planner for marking important dates
- Keep the Handbook in a safe place and refer to it often
- Notify the teacher if the student is to be absent for rehearsals or lessons
- Double-check behind the student to make sure that they have their instrument
- Attend booster meetings, concerts, games, and contests
- Turn in fundraising money on time

Deer Valley Band Parent Volunteers

The Deer Valley Band Parent Volunteers is the primary booster club of the organization. Their efforts help to support the director, students, and ensembles at DVHS. They organize the fund raising, help with logistics to, from, and during performances, help create and build some of the props and continue to promote the DVHS band family through social events. This invaluable organization helps every ensemble to success, and ultimate success would not be reached without the help of the parents.

- Meetings of the DVBPV are typically the first Wednesday of the month in the DV band room. They last from 6:30 until around 8

- In order to volunteer with the band, the administration team at DVHS requires volunteer training and fingerprint clearance specifically through our school district.
 - This is for the safety of the students; we cannot compromise on these requirements
 - These are both offered at no cost to the volunteer, DVHS pays for them
 - If you are volunteering your time anyway, it is not much to ask you to volunteer time for the class and finger printing as well

Cut Time

Cut Time is an online database that keeps track of all aspects of a band or orchestra student’s enrollment and participation in the DVHS Band Program. It has a place to check student accounts for fair share balances, trip information, instrument inventory, the band calendar, and forms, music, and information in general. To get a Charms account, see Mr. Dixon. To check the Cut Time:

- Navigate to www.cutttime.net
- Click under “Sign In” and use the account info you set up.
 - Or Click Sign Up if you need to create an account

Band Handbook Contract

“By signing below, we have read each of the policies of the Deer Valley High School Music Program, and agree to abide by the policies and guidelines as stated in the handbook. We understand that membership in the DV Band is contingent upon adherence to the guidelines listed in the handbook, and as announced by the director.”

<p>Please initial by each item on this page and sign at the bottom</p>	<p>I have read and understand polices, procedures, and guidelines in this handbook.</p>
<p>Student Parent</p>	<p>I have read and understand the responsibilities section of this handbook and will do my part to fulfill these commitments.</p>
<p>_____ _____</p>	<p>I have read and understand the financial responsibilities in this handbook.</p>

I understand what “Probationary Status” is and what it might mean for performance or membership.

Student's Name _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

If this contract is not returned prior to the first performance, the student will be placed on probationary status



Application for an Excused Absence

Deer Valley High School Bands

Student Name _____
(Last) (First)

Date Form Turned In _____

Grade _____ Instrument _____

Attendance is a requirement of music performance.

- If you are enrolled in a music class or participating in a performing ensemble, the expectation is you are at all rehearsals, practices, and performances as posted by the director
- The Director has the final say on if an absence is excused or not
- This form must be turned in well in advance of a known absence
- Completion of the form does not automatically make the absence excused.

Date of requested absence _____

State completely why the request is necessary:

Signed _____ Parent Signature _____

Approved Denied Reason for Denial _____



Scholarship/Payment Plan Request

Deer Valley High School Bands

Student Name _____
(Last) (First)

Date Form Turned In _____

Grade _____ Instrument _____

This form is to serve as the official request for either an extension in time for a fair share payment. The fair share might include any of the extracurricular ensembles or trips that the DVHS music program might be involved with. This form also is to serve as the official request for a scholarship in paying for the above mentioned fair shares or trips. Please turn in this form at the earliest time possible so the director can plan accordingly.

This request is made for what activity: _____

___ **A Payment Plan Is Requested-** More time is needed then the communicated deadline for payment. Details in the payment plan _____

___ **A Scholarship Is Requested-** Financial help is needed for the student to participate in the activity.

___ Partial Scholarship- The full amount cannot be paid, however part of it can be paid.

___ Full Scholarship- The amount cannot be paid, however participation in the activity is still requested.

Details in the scholarship: _____

Parent Signature _____ Date _____

Director Signature _____ Date _____