

Welcome to Hamilton Southeastern High School Bands!

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Band Department Procedures and Handbook 2024—2025

Web Site: www.hsehsbands.com
HSE High School Main Campus
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Introduction & Welcome!

Welcome! You have chosen to be a member of the band program at Hamilton Southeastern High School. We as directors are committed to providing each student with the best possible musical experience and to ensure our time spent in musical activities is musically rewarding, enjoyable, and worthwhile. With all of us working together—students, parents, and teachers—our musical possibilities are limitless!

This handbook is designed with the belief that communication and support are the key to achieving our musical and organizational success and goals. It will provide you with important information about the band program. Inside you will find guidelines for public performances and academic grading policies. Please read this handbook carefully. The guidelines and rules that follow are designed to provide a quality experience for everyone and are necessary to have a successful school year. If necessary, we reserve “Director’s Discretion” to change any part of the handbook, at any time, and students will be notified immediately. Your support of the included policies will result in a positive experience for all involved.

Students will be responsible for their attendance at all performances. We will announce upcoming performance dates in class, through email and/or on the band website. Remember that in order to achieve success, we must give our best effort at all times. Each member of the band is a vital working part of the whole, whose talent, dedication and enthusiasm are greatly needed for the continued success of our program. Our combined efforts will contribute to our artistic community and expand our performance venue options.

Please feel free to contact us at any time with questions or concerns. Many problems, questions and concerns can be resolved through effective and timely communication!

Have a great year as we continue to journey together on this year’s music performance path. Best wishes for a terrific and exciting year at HSEHS!

Sincerely,

Mrs. Audrey Torres
Director of Bands

Mr. Tyler Davis
Associate Director of Bands

Mr. Javier Ramirez
Director of Percussion

Web Site: www.hsehsbands.com

Virtual Learning Adaptations for Band

Before continuing with the standard band handbook, here are a few virtual learning considerations for band if the need arises. Of course, these are fluid ideas that can change with the nature of virtual learning.

Virtual Class Schedule

- MICROSOFT TEAMS will be used to conduct virtual band classes – Link found in Canvas

Expectations:

BE ON TIME

- Wake up early enough to get ready
- Log into your classes through Teams a few minutes early

BE PREPARED

- Try to find a quiet location
- Avoid distractions, including cell phones and other devices
- Have your instrument and necessary materials (music, reeds, mouthpiece, sticks/mallets etc.) ready
- Be sure your device is fully charged

MUTE YOURSELF

- Mute your microphone if the teacher or another student is talking

BE PRESENTABLE

- Wear appropriate clothing
- Be sure your camera is on
- Make sure you are in view of the camera

CHAT RESPONSIBLY

- Raise your hand to speak
- Type questions in the chat box
- Stay on topic – no side conversations (even in the chat box!)

PARTICIPATE

- Stay focused
- Ask and answer questions
- Listen with your eyes, ears, and body
- Play your instrument along with others when asked

Classroom Materials and Performance Attire

Band Classroom Materials – All Students

Instrument in good playing condition (includes sticks/mallets/and practice pad for percussionists)
Several Pencils (Pencil Pouch suggested)
Lined paper for in-class notes
Three-ring 1/2” Binder with sheet protectors for music (optional)
Classroom Method Book and Warm-Ups (provided by school)
Music (provided by school)
Approved Electronic Device for School

Concert Band Attire – Option #1 Black Dress

Student Attire – All Symphonic Band/Wind Symphony/Wind Ensemble

Black Dress. Dresses may be purchased through school – (cost approximately \$75)
Some pre-worn dresses available for purchase. (Check with a Director for availability.)

Student Attire --- All Concert Band Blue/Concert Band White

Students may wear an all-black dress or blouse/shirt/pants with black dress shoes. Outfit must fit school dress code guidelines. In addition, outfit must have sleeves (cannot be sleeveless or strapless) and dress or skirt length must be at least knee length or longer.

Concert Band Attire—Option #2 Tuxedo

Student Attire – All Symphonic Band/Wind Symphony/Wind Ensemble

Tuxedo Pants/Coat/Bow Tie – rental through Band Department– cost \$50
Tuxedo Shirt (white) – student purchase (approx. \$25)
Black Dress Shoes/Belt/Socks – provided by student

Student Attire -- All Concert Band Blue/Concert Band White

Black Tuxedo Shirt purchased through band dept. (approx. \$25)
Black Dress pants / dress shoes / belt / socks provided by student

As Needed — Instrument Maintenance/Cleaning Cost

All woodwind or brass instrumentalists who use a school instrument need to pay a maintenance/cleaning fee. (\$150/year)

All percussionists will need to pay an instrument and mallet maintenance fee, as all percussion instruments are provided by the school. Specialized mallets will be provided as well. This fee also goes toward providing percussion-specific instruction from a Percussion Director, as this position is not paid by the school district. (\$150/year)

Percussionists will need to purchase their own sticks and certain mallets.

Instrument Storage Locker Padlock Replacement Cost

\$8.00

Smart Music Subscriptions

Smart Music is a valuable online music platform that enables students to access rhythm exercises, warm-ups, sight-reading excerpts, technique etudes, pieces of band music, solos, ensemble repertoire, etc. electronically. It gives the students instantaneous feedback regarding their percentage of correct notes/rhythms and where there were mistakes in their performance. If you are interested in purchasing Smart Music, please ask a director for details.

Web Site: www.hsehsbands.com

Course Description, Goals & Expectations

Band Department Philosophy

The Hamilton Southeastern High School Band Program is dedicated to guiding its students to reach their highest possible level of excellence, whether in music or in life.

The philosophy of the Hamilton Southeastern High School Band Department is that the **FINE ARTS** provide young people with authentic learning experiences that engage their minds, hearts, and bodies.

Engagement in the arts nurtures the development of cognitive, social, and personal competencies which are essential for a successful, productive adult life.

Music is one of the seven intelligences identified in mind brain research and the only one that utilizes all seven intelligences simultaneously. Thus, students who participate in music courses exercise more of their brain on a recurring and frequent basis.

Goals

To enable students to achieve and demonstrate excellence in music performance/knowledge as a result of a balanced music education.

Students in the band program will:

Learn correct band pedagogy, technique, and tone production.

Learn to sight read and perform various rhythmic patterns.

Learn to work as a member of a group.

Be exposed to a variety of musical styles, including music from diverse cultures, and perform music from different historical periods.

Establish criteria for recognizing characteristic sound and quality literature.

Web Site: www.hsehsbands.com

Expectations

Each student is equally important to the success of the Band Program. By joining the HSE High School Band, you become an important team member! Policy Reminders and consequences (see below) will accompany poor decisions. Therefore, all musicians in this group are asked to abide by the following guidelines.

- Respect people and their property- if it is not yours please do not touch it!
- Cooperate with teachers, section leaders and guest instructors and clinicians.
- Come to class with all required materials.
- **NO** food or drinks (water **ONLY** with director permission)
- ***ELECTRONIC DEVICES are allowed during rehearsal, but only for educational purposes, such as utilizing a tuner, metronome, recorder, etc. Students are NOT to be texting or using cell phones for any non-educational purpose. This policy will be strictly enforced during school hours as well as extra-curricular (after-school hours) rehearsals.***
- Arrive to class on time—Check the board for the day’s plan and prepare all necessary equipment (percussion instruments, mutes, etc.) within the 2-minute time allotted. Be in seats prepared to play **2** minutes after the tardy bell. Percussionists are to set up their instruments during that same 2-minute period. School tardy policies will be followed for all classes, rehearsals, and performances.
- Be attentive and quiet during class. Talk/play only when appropriate.
- If you are absent, find out what was rehearsed or discussed and get assignment from another student or director.
- Take notes in your music. Write only in pencil in your music.
- Keep your instrument locked up. HSE is not responsible for any lost or stolen instruments, backpacks, or personal items.
- All equipment and materials have a storage space—use it!

NOTE: Any instrument belonging to HSEHS that needs repair should be given to a director immediately as it may take a week or more to have it repaired and ready to play.

Policy Reminders and Discipline Referrals:

1st Offense Warning – no point deduction from daily class participation.

2nd Offense Referral – deduction of points from daily class participation and parent notified.

3rd Offense 1 hr. Detention – deduction of points from daily class participation and parent notified.

4th Offense 2 hr. Detention— deduction of points from daily class participation and parent conference or discipline referral to administration.

Web Site: www.hsehsbands.com

Code of Conduct

Members of the Hamilton Southeastern High School Bands are to set a positive example at all times. As an ambassador, your every action reflects on the program, school and the HSE district as a whole. Being an active member of the music department affords opportunities that other students do not receive. As a result, your level of citizenship must reflect the fact that you are able to handle those responsibilities.

Respect of other students, parents, staff, guests and school administration is expected of all students at all times. In addition, students are expected to respect and care for school facilities and property. YOU represent HSEHS! Should you have questions at any time on how to behave appropriately, PLEASE ask!

All rules governing the behavior of individuals at HSEHS will be in effect at all rehearsals and performances. Any student found in violation of the rules and regulations outlined in the HSEHS Student Handbook or the HSEHS Band Handbook will be disciplined according to the HSEHS Administrative Policies. There is a ZERO TOLERANCE policy for any instances of vaping, smoking, drug usage, sexual harassment, bullying, etc. Any of these behaviors will be IMMEDIATELY reported to Deans and HSE Administration and dealt with according to school policy.

Transportation

Transportation to and from all performances and designated activities AWAY from the school will be done with school provided transportation. Students are NOT allowed to drive to any event to which transportation has been provided. However, in special situations, students, parent(s)/guardians(s) may drive or pick up their student(s), provided WRITTEN permission has been received from parents by the director in advance. All students leaving a school-sponsored event with their parent/guardian must have their parent/guardian hand write a note and give it directly to a chaperone BEFORE LEAVING. No student will leave an away event with a parent other than their own unless the student's parent/guardian and the director have made prior arrangements and written permission has been received. By following this procedure, it allows for the director to account for all students and assure student safety.

Other Music Activities Outside of School

Students will, at times, take part in other musical groups such as community plays, youth ensembles etc. While these outside groups are great opportunities, be sure to check that the other group's rehearsals/performances do not conflict with the rehearsal/performances that we have at HSEHS. Your first commitment is to the groups here at HSEHS!

Web Site: www.hsehsbands.com

Classroom Assessments

Grading Components

Your effort, attendance, and progress will determine your band grade. Grades are based on daily participation, bringing necessary materials, performance evaluations, scheduled outside rehearsals, playing tests, and concert participation. It is strongly believed that our performances are major exams, and our major exams are the time to exhibit your best work. Therefore, performances are a significant part of the grade. The grade will consist of these categories and percentages:

Performances	40%
Playing Tests	30%
Rehearsals and Daily Participation	15%
Assignments/Quizzes	15%

****Official Grade will be kept in Skyward, not Canvas.**

Points to be deducted from “Class Participation” Maximum point total

From Policy Reminders and Discipline Referrals:

1st Offense Warning – No point deduction from daily class participation.

2nd Offense Referral – Deduction 2 points from daily class participation. Parent notified.

3rd Offense 1 hr. Detention – Deduction 3 points from daily class participation. Parent notified.

4th Offense 2 hr. Detention – Deduction 5 points from daily class participation. Parent conference.

Grading Scale

The school grading scale will be used. All grades will be calculated using percentages. The semester and yearly grade is calculated according to school policy.

The listed components of the student’s grade will be entered into SKYWARD.

Web Site: www.hsehsbands.com

Practice Tips and Information

Daily practice is the key to being successful on any instrument! Students are expected to practice fundamentals and class music at home, especially when the Director has recognized a certain part of the music as a problem. Most of the problem areas in the music can be corrected with 15–20 minutes of isolated practice on the problem areas. Ideally, 30–45 minutes minimum would be best for practice time! Here are some helpful tips:

- Use a warm-up routine that includes—long tones, articulation exercises, and range flexibility excerpts.
- Set up goal(s) that you want to accomplish during the allotted time.
- Use a metronome.
- ALWAYS slow the music down and practice it slowly until all errors are corrected.
- Find a quiet place to practice.
- DO NOT practice the entire piece from top to bottom—work only the problem measure(s).
- Practicing every day does allow you to build up muscle strength and better coordination.
- Work with another band member!

Private Lessons

It is strongly encouraged for all students to take private lessons if you don't already have a private teacher. Please see the [Band Department website](#) for a list of names and contact information, or ask a Director.

Web Site: www.hsehsbands.com

Performance/Rehearsal Attendance Policy

Attendance at scheduled performances and rehearsals is expected and required.

All performances are scheduled well in advance. It is the student's responsibility to make sure he/she reports at the call time for the performance – which is usually 30 minutes prior to the start of the event.

Every student is a member of our team. The experience of the performance happens only once, so it is important for the whole band to be present.

Students are expected to stay at the conclusion of the performance and assist with putting away equipment. Those leaving without helping will not receive full credit for the performance.

Athletic Conflicts: Please see the performing arts and athletic agreement contained within this handbook.

Excused Absence:

1. Health problems severe enough to keep the student at home, or the request from a doctor that the student not participate for a valid medical reason.
2. Death in the family
3. Religious observance
4. Extreme emergencies/circumstances – accepted at the discretion of the director

*The student performer must submit written explanation of the absence, signed by a parent/guardian and director at least **3 weeks** prior to the performance in order to receive an "Excused" absence from a performance. In extenuating circumstances, the written explanation may be submitted at the earliest opportunity.

Grade Make-up for Excused Absence:

An excused absence means that the student will have the opportunity to make up 100% of the grade. To receive full credit for an excused absence, the student will be asked to complete an alternative assignment at their director's discretion.

Unexcused Absence:

Any absence not covered under Excused Absence (or situations deemed by the Directors), will be considered an unexcused absence. Because of the nature of the performing arts, unexcused performances cannot be made up by completing any assignments.

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Please communicate with your directors!

Web Site: www.hsehsbands.com

Athletic Conflicts:

PERFORMING ARTS AND ATHLETIC DEPARTMENT PARTICIPATION EXPECTATIONS

Est. 2016

This agreement is for students, families, coaches, and faculty where there is participation in both performing arts and athletic programs sponsored by Hamilton Southeastern High School. All involved (student, the student's family, coaches and directors) must understand that the ultimate responsibility first and foremost is for the student to communicate any scheduling conflict to his/her coach(es) and music director(s) at the beginning of the semester or particular activity season.

EXPECTATIONS FOR CONFLICT RESOLUTIONS:

1. If simultaneous activities are PRACTICES of equal priority, a meeting of the coach, music/theater director, performing arts department chair and athletic director may be set up, and at that time the importance of the student's participation to the success of the groups will be considered, and any possibility for the participant to get to both activities will be discussed.
2. If simultaneous activities occur and one is for ADVANCEMENT to a higher level, all involved expect that the student will attend the activity for advancement. Any possibility for the participant to get to both activities will be explored.
3. If simultaneous activities occur where there are MULTIPLE events vs. one SINGLE event, all involved expect that the student will attend the one single conflict event. The coach and director should discuss any possibility for the participant to get to both activities.
4. If simultaneous activities occur where both events are for ADVANCEMENT, and the student receives a GRADE for either activity, the coach and director will discuss any possibility of the student to get to both activities, and/or come to an agreement on the selected activity.
5. If simultaneous activities occur and both events are EXTRA CURRICULAR, and deemed equal, THE STUDENT (AND STUDENT'S FAMILY) WILL DECIDE THE ACTIVITY.
 - A. If the student chooses the athletic event, no punitive consequence shall be administered by the music directors. If the student chooses the performing arts event, no automatic benching or other athletic penalty is to be imposed in practices or competitions.
 - B. If there is a simultaneous activity conflict and time allows for the student to participate in both activities, the student will not be required to attend/observe other levels of competition/activity in which he/she is not personally participating. The student is *always* to attend and participate in his/her other activity whenever possible. (Students are responsible for getting their own transportation from one event to another following all school and district policies regarding the transportation of students).

HSEHS Band Program Philosophy

The Hamilton Southeastern High School Band Program is dedicated to guiding its students to reach their highest possible level of excellence. The ultimate goal is to instill a life-long appreciation and love for music.

The Concert Bands are the foundation of the band program at Hamilton Southeastern High School. Our fundamental music philosophy is a core value taught throughout all of the music ensembles in the HSE Band Program.

Although performance is a major goal for these courses, it is not the only one. It is our belief that **"the process is just as important as the product."** Most musical concepts are taught through the rehearsal of quality literature for performance. There are standards, however, that are not met through performance. Student objectives include listening to, discussing, and writing about music as well as acquiring a basic knowledge of music history and theory.

All students are encouraged to participate in as many musical opportunities as possible. **Private lessons** are strongly recommended for all Hamilton Southeastern band students. If a student is interested in continuing with music beyond high school, private lessons and involvement in multiple musical opportunities are essential for success.

The administration, faculty and staff of *Hamilton Southeastern High School* applaud and appreciate your interest in the Band Program, and will continue to strive for a renewed excellence each and every year.

Thank you!

Extra-Curricular Performing Groups

Royal Command and Color Guard Marching Band (9-12) The largest of the extra-curricular ensembles. The “RCG” rehearses some during the summer months, as well as after school 3 times per week in the Fall. The Marching Band competes on Saturdays and performs for all home varsity football games. (2 ec points)

Pep Band (9-12) Band Members are encouraged to join the Pep Band, which performs at varsity basketball games. (1 ec point)

Jazz Ensembles (9-12) Membership is determined by audition. The ensemble may travel and participate in several festivals in January through March. (1 ec point)

Musical Orchestra (9-12) This group performs for the annual musical each Winter/Spring. Auditions and instrumentation determine the membership. (1 ec point)

Winter Percussion (9-12) For all interested percussionists. This group rehearses and performs during the months of November through April in their own competition season and participates in IPA (Indiana Percussion Association) and WGI (Winter Guard International.) (2 ec points)

Winter Color Guard (9-12) Membership is determined by audition. The Winter Guard competes during the months of November - April in the Indiana High School Color Guard Association and WGI (Winter Guard International.) (2 ec points)

ISSMA Solo and Ensemble (9-12) Any band student who performs a solo or as a member of an ensemble in the ISSMA solo and ensemble festival. (1 ec point)

Web Site: www.hsehsbands.com

Performance Admission Costs

Concerts held at HSEHS have an admission cost. Band Concert Admission prices are as follows:

Adult — \$8.00
Student/Senior Citizen — \$5.00
Under 5 -- free
HSE employee (with Faculty/Staff ID) and guest—free

2024-2025 SAT/ACT Testing Dates

Aug. 24, 2024 SAT Testing Date (conflict with RCG)
Sept. 14, 2024 ACT Testing Date (conflict with RCG)
Oct. 5, 2024 SAT Testing Date (conflict with RCG)
Oct. 26, 2024 ACT Testing Date (conflict with RCG)
Nov. 2, 2024 SAT Testing Date (conflict with RCG)
Dec. 7, 2024 SAT Testing Date
Dec. 14, 2024 ACT Testing Date
Feb. 8, 2025 ACT Testing Date (WG, WP and ISSMA Solo & Ensemble conflict)
Mar. 8, 2025 SAT Testing Date (WG, WP and IHSCGA Contest Hosting Conflict)
Apr. 5, 2025 ACT Testing Date (WG, WP Conflict; WGI for Winter Guard)
May 3, 2025 SAT Test Date (WE State Quals Conflict)
June 7, 2025 SAT Testing Date
June 14, 2025 ACT Testing Date
July 12, 2025 ACT Testing Date

Visit the College Board Website for location and registration details:

<http://sat.collegeboard.com/register/sat-dates>

<https://www.act.org/>

PLEASE PLAN AHEAD !!

Engagement in the Fine Arts programs nurtures the creative spirit and develops the cognitive, social, and personal competencies which are essential for a successful and productive adult life.

Music is Mathematical. *It is rhythmically based on the subdivisions of time into fractions, which must be done instantaneously, not worked out on paper.*

Music is a Foreign Language. *Most of the terms are in Italian, German or French; and the notation is certainly not English, but a highly developed kind of shorthand that uses symbols to represent ideas. The semantics of music is the most complete and universal language.*

“Music education opens doors that help children pass from school into the world around them - a world of work, culture, intellectual activity, and human involvement. The future of our nation depends on providing our children with a complete education that includes music.” - Gerald Ford, former President, United States of America

Music is a Science. *It is exact, specific, and it demands exact acoustics, A conductor’s full score is a chart, a graph which indicates frequencies, intensities, volume changes, melody, and harmony all at once and with the most exact control of time.*

*Promote Respect
Foster Pride
Inspire Excellence*

Band Department Letter/Bars

Band Varsity Letter – Given to all band members at the end of the school year that have completed two years of HS (9-12) band, as well as accumulated 6 extra-curricular activity points

Guard Varsity Letter – Given to all guard members at the end of the school year that have accumulated 6 points of extra-curricular Color Guard Membership

Honor Bar – Each Honor bar is awarded at the end of the school year for an additional 4 extra-curricular points

Extra-Curricular Points

Marching Band	2pts
Fall Color Guard	2pts
Winter Guard	2pts
Winter Percussion	2pts
Jazz Band	1pt
Musical Orch.	1pt
Solo/Ens	1pt
Pep Band	1pt
Full Orchestra	1pt
All-State Ensembles	1pt

HSE BAND CALENDAR 2024-2025

<i>WHO</i>	<i>DAY</i>	<i>DATE</i>	<i>EVENT</i>	<i>TIME</i>	<i>LOCATION</i>
ALL BANDS	Wednesday	10/2	Band Fall Concert	7pm	HSE Leonard Aud.
OPTIONAL FOR ALL	Sunday-Friday	11/24-11/29	Band Trip to NYC/Philly	TBD	NYC and Philadelphia
WS, SB, CB	Wednesday	12/11	Band Winter Concert	7pm	HSE Leonard Aud.
WE	Thursday	12/12	Sounds of the Season	7pm	HSE Leonard Aud.
WE	Monday	1/27	Side-by-Side w/ JH	TBD	HSE HS
ALL BANDS	Tuesday	2/4	Band Solo & Ensemble Recital Night	TBD	HSE HS
ALL BANDS	Saturday	2/8	ISSMA Solo & Ensemble Contest	TBD	TBD
Jazz Band	Tuesday	2/11	Winter Jazz Spectacular	7pm	Little Theater
Percussion	Wednesday	2/12	Percussion Ensemble Concert	7pm	HSE Leonard Aud.
Jazz Band	Saturday	2/15	Pendleton Jazz Festival	TBD	Pendleton Heights HS
Qualifying ensembles	Saturday	3/1	ISSMA State Solo & Ensemble Contest	TBD	North Central HS
Jazz Band	Friday	3/7	ISSMA Jazz Contest	TBD	Off-Site TBA
All Students and Parents	Saturday	3/8	IHSCGA Contest (HSE HS Hosting)	All Day	Gyms, Cafeterias, etc.
CB, SB, WS	Tuesday	4/1	ISSMA Preview Concert	TBD	HSE Leonard Aud.
WE & SO	Thursday	4/17	ISSMA State Quals Preview Concert	6pm	HSE Leonard Aud.
ALL BANDS	Wednesday	4/23	HSE Performing Arts Showcase	TBD	Palladium
CB, SB, WS	Friday/Saturday	4/25-4/26	ISSMA Organizational Contest	TBD	HSE Hosts this event
WE & SO	Friday/Saturday	5/2-5/3	ISSMA State Qualifications	TBD	TBD
WE & SO	Saturday	5/10	ISSMA State Finals	TBD	TBD
Jazz Band	Friday	5/16	Jazz Café	7pm	Café ABC
ALL BANDS	Wednesday	5/21	Band Spring Concert	7pm	HSE Leonard Aud.

I have read the Band Handbook
for the 2024—25 school year.
I understand the policies,
calendars, and fees.

Print Student Name: _____

Student Signature: _____

Band Class Period: _____

Parent Signature: _____

Print Parent Name: _____

Date: _____

**Please print, sign, and take a photo of this form to
upload to Canvas!**