

Brownsburg High School

Band & Guard

2022-2023 Handbook

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Dear Parents and Students:

Welcome (or welcome back) to the Brownsburg High School Band and Guard program! We are looking forward to a great year of learning, performances, and music-making. In addition to working with each student in our classes, this program relies on the support of its parents. In this packet you will find critical information that applies to the band program at Brownsburg High School – both for students and parents. ***Please take a few minutes to review the information in this packet together.***

After reviewing the information included here, if you have any questions or concerns, please reach out to any of the directors at Brownsburg High School. Also, please make note of any required fees for each performing group and fill out the required forms that are found near the end of this packet.

Thank you for your commitment to the arts and to the Brownsburg HS Band and Guard!

CLASSROOM EXPECTATIONS

For students to find success in band and color guard classes, there are some general expectations that must be followed. Teachers and students, both, will be held to a high standard of excellence and commitment to our program.

Teacher Will:

1. post a daily agenda.
2. begin on time.
3. support a safe, respectful, positive learning environment.

Students Will:

1. arrive on time.
2. come to class prepared to rehearse. Individual practice is your responsibility outside of the classroom, and regular practice is essential to our success.
3. come to class with a willingness to learn and improve each day.

Each Day:

1. participation from every student is expected.
2. students must bring all required and necessary equipment to class.
3. students who come to band late should have a pass.

CARING FOR FACILITIES / EQUIPMENT

Each student is responsible for maintaining our facility and taking proper care of their equipment. This ***partial*** list of guidelines will be discussed in detail in class:

1. NO gum, candy, pop or other food items are allowed in band classes, unless provided by the Directors. Bottled water is allowed.
2. Instruments and equipment should be properly stored in lockers or storage areas, as assigned. All students are provided a locker and lock for this purpose. Instrument lockers should be kept clean and should be locked at all times. Students are financially responsible for replacing lost locks - \$7.

3. If a student has an instrument repair need, one of the band directors will assist you as soon as possible. If the instrument is unable to be repaired by one of the band directors, it is recommended that the instrument is professionally repaired as soon as possible.
4. The sound system is for classroom use and not to be used by students without permission.

REQUIRED EQUIPMENT

Each student is expected to provide certain materials for their instrument. It is understood that these materials are not provided by the band program, and students are required to have these items by the end of the first semester of their freshman year.

Woodwinds

Reeds (by the box) / Mouthpiece Cap / Cork Grease / Swab / miscellaneous cleaning supplies

Brass

Valve or Rotor Oil / Slide Grease

- *Trumpets*: metal straight mute – approved brands include Tom Crown, Dennis Wick, or Jo-Ral
- *F Horns* (Wind Ensemble only): stop mute – approved brands include Tom Crown, Dennis Wick, or Humes & Berg
- *Trombones*: Slide Cream / Spray Bottle

Percussion

- Stick Bag
- Concert Drumsticks – 1 pair – Vic Firth SD1
- Keyboard Mallets – 1 pair rubber or yarn for at-home practice
- Drum Set Sticks – 1 pair – especially important for Jazz Band members

CONCERT / PERFORMANCE ATTIRE

Concert Bands – performance tuxedos and dresses will be provided for students

*** Rental cost (see “fees” section, found later in packet) is \$25 per year.*

- a. Students are responsible for providing black dress shoes and **long** black socks or black leg coverings, as needed.
- b. Natural color hair for all performances is preferred, unless cleared by a director.

Marching Band – Uniforms are provided by the band department, the cost of which is included in the marching band fee.

- a. Students must supply clean BLACK shoes & **LONG BLACK** socks, band shirt, and black compression shorts.
- b. All hair must be worn so it does not touch the collar or hang over the forehead. Natural color hair for all performances is preferred, unless cleared by a director.
- c. Tennis shoes & socks will be worn at all rehearsals.
- d. Color Guard requirements will be set by Director/Guard Staff.

Pep Band

- a. All members will wear approved band or pep shirts.

Jazz Band

- a. Requirements will be set and communicated by Directors.

Winter Guard / Winter Percussion

- a. Requirements will be set and communicated by Director.

FINANCIAL OBLIGATION – PARTICIPATION FEES

While we understand that many students and families make a significant financial investment by purchasing and caring for instruments and equipment, there are classroom fees associated with our band and color guard programs – similar to “textbook fees” for math or science classes. Sheet music, equipment and technology, uniforms, and other items are all supplemented with these additional fees.

Whether choosing to pay with personal finances or through fundraising efforts (there will be several opportunities to fundraise through the year), it is the expectation of the Brownsburg High School band directors that every student fulfills their financial obligations. Students who do not meet these expectations will not be eligible for participation in the ensemble, receive awards, or be eligible for major band trips.

Important notes:

- Fee payment schedules will be provided for each performing ensemble.
- Any overpayment of required fees will carry over (as a credit) into the next year.
- Any fundraising credit remaining after leaving the Brownsburg Band or Guard program will be returned to the BBOP Organization or may be transferred to a sibling. Credits from fundraising efforts are non-refundable. We cannot write you a check for fundraised credit.

CutTime – Student/Parent Accounts:

- Student accounts and payments are managed through CutTime, an online account management system (www.cutttime.net).
 - All students AND PARENTS must set up an account, which will be linked online.
 - Parents will be able to view and make payments on the student account.
- ***If you do not have a CutTime account, please email Mr. Kaflik or Mr. Paulson and they will assist you in setting up your child’s account.***
- Visit www.cutttime.net to set up accounts, view balances, and pay fees with credit card.

Fee Schedule

- Concert Bands - \$100 for non-marchers / \$50 for marchers - Due Friday, August 26
- Uniform Rental (Tuxedos and Dresses for Concert Bands) - \$25 per year – Due Friday, August 26

Transportation Fees

- Within BCSC, 100% of transportation costs are to be paid by each organization. To offset this deficit, BBOP will be charging a fee to cover these costs.
- All money collected for transportation is used for gas and/or payment of drivers.
- Any program that requires an additional transportation fee (Winter Guard, Winter Percussion, Jazz Bands, Concert Bands, Marching Band) will clearly communicate that expectation at the beginning of the season, and fees must be paid prior to participation with that group.

Payment of Fees

- Checks (payable to *BBOP*) or Cash – turn in to high school director.
- Credit Card – visit www.cutttime.net to pay online. There will be a convenience fee added to online transactions.

BAND – ENSEMBLE REQUIREMENTS

Each curricular (class) ensemble is designed to provide appropriate musical instruction for students with specific musical needs. The curriculum for each ensemble is designed to allow students to continue to progress in their musical learning and achievement. With that in mind, the course instructors for band classes will develop individual performance requirements that must be fulfilled. These requirements may include:

- 1) Scale / Arpeggio Patterns
- 2) Technical / Lyrical / Skills-Based Etudes
- 3) Concert Literature
- 4) Sight-Reading Exercises
- 5) Knowledge of Music Theory

Typical Band Class Progression

- Freshmen Band → Concert Band → Symphonic Band → Wind Ensemble

Extra-Curricular Performing Groups

- Percussion Ensembles
- Color Guard
- Jazz Band I / Jazz Band II
- Pep Band
- Marching Band

Grades

A+ = 98 – 100%	B+ = 88 – 89%	C+ = 78 – 79%	D+ = 68 – 69%	F = 0 – 59%
A = 93 – 97%	B = 83 – 87%	C = 73 – 77%	D = 63 – 67%	
A- = 90 – 92%	B- = 80 – 82%	C- = 70 – 72%	D- = 60 – 62%	

Final grades for band classes will be based on a weighted grading system, which will include both playing and written assessments in a variety of categories.

- **Scales / Arpeggios / Etudes:** 35% of final grade
- **Concert Literature:** 35% of final grade
- **Sight-Reading Skills:** 5% of final grade
- **Music Theory Knowledge:** 10% of final grade
- **Performances and Rehearsals:** 15% of final grade

Testing and Retesting: Assessments in band and color guard classes test a student’s level of mastery of specific skills. As students work to improve and refine these skills (working toward complete mastery), students may showcase that improvement by retaking performance assessments multiple times. Grades can improve!

Note: Students will record and submit grades to the designated director (Each nine weeks)

Students will use either personal recording device or Schoology.

Chris Kaflik – ckaflik@brownsburg.k12.in.us

Chris Paulson – cpaulson@brownsburg.k12.in.us

ATTENDANCE POLICY

Band is considered a co-curricular activity, and students are expected to attend rehearsals and performances that occur outside of the traditional school day. A complete calendar of events for each 9-weeks will be distributed to students at the beginning of each quarter. **It is our expectation that immediate written notification should be made to the course instructor if the student is unable to attend any performance or rehearsal listed on the calendar.**

Excused Absences: An excused absence is an absence due to illness or pre-approved special circumstance. Special circumstances will be considered provided **written notification is made to the course instructor at least three (3) weeks prior to the rehearsal/performance date.** Excused absences can be made up by completing a recording of the student performance within three days of returning to school. Additional make-up may be required, commensurate with performance time missed. The performance grade will then be determined by the level of achievement indicated on the make-up performance recording and/or make-up performance activity.

Unexcused Absences: Absences due to any reason **OTHER** than personal illness, serious family emergency, or special pre-approved circumstance will be considered unexcused. Unexcused absences result in no credit for that rehearsal/performance.

CONTACT INFORMATION

Chris Kaflik – Director of Bands

Phone 852-2258 (S) Ext 1823
Email ckaflik@brownsburg.k12.in.us

John Marque – Director of Percussion

Phone 852-2258 (S) Ext 1822
Email jmarque@brownsburg.k12.in.us

Chris Paulson – Director of Bands

Phone 852-2258 (S) Ext 1819
Email cpaulson@brownsburg.k12.in.us

Brownsburg Bands Website - www.brownsburgbands.com

Note: Please sign up to receive the weekly parent newsletter on the website.

Volunteer Web Address - www.Signupschedule.com/bbop

AWARD SYSTEM FOR BAND STUDENTS

By participation in a variety of ensembles, recognition for individual honors, and for service to the total program, band students can accumulate points toward several different awards during their time in the Brownsburg Band Program.

Band Letter / Bar

- Band Letter: Earn at least 10 points through extracurricular events and at least 20 points overall
- Bar: Earned each (additional) time a student meets the criteria (above) for a band letter

Senior Bulldog Award

- Participate in Band, Percussion, and/or Color Guard class (both semesters) as a senior
- Earn 36 total points (or more) while at Brownsburg, including at least 9 points as a senior

Senior Outstanding Achievement Award: Plaque

- Participate in Band, Percussion, and/or Color Guard class (both semesters) as a senior
- Earn 48 total points (or more) while at Brownsburg, including at least 14 points as a senior
- Must earn at least one (1) service point during the senior year

Points can be earned by successfully completing the following:

Freshmen Band	2 points		
Concert Band	2 points	ISSMA Solo or Ensemble	1 point per event
Symphonic Band	2 points	State Solo / Ensemble Gold	1 point per event
Wind Ensemble	3 points	<i>*Maximum of four (4) Solo/Ensemble points per year</i>	
Color Guard Class	2 points	Pit Orchestra – Musical	1 point
TA for Band Program	½ point per semester	All Region Honor Band	½ point
Marching Band	5 points maximum	All State Jazz Ensemble	1 point
Winter Guard	4 points maximum	All State Band	1 point
Winter Percussion	4 points maximum	IMEA Honor Band	½ point
Pep Band	3 points maximum	Service to Brownsburg Bands	1 point for 8 hours of service
Jazz Band 1	3 points	<i>*Maximum of two (2) service points per year</i>	
Jazz Band 2	2 points	Band Private Lessons	1 point for semester
BSO (Symphony Orchestra)	3 points	<i>*Minimum of ten (10) 30-minute lessons per semester</i>	
		<i>*Private Lesson must be on your classroom instrument</i>	
		<i>*Maximum of three (3) lesson points per year</i>	

2023 Seniors / Students who move to Brownsburg High School:

- Letters and Bars may be earned as described above
- Bulldog Awards: Must earn 9 points as a senior
- Outstanding Achievement Plaque: Must earn 14 points as a senior

Sophomores and Juniors

We will take some time to calculate the awards points you have earned in your time so far with the Brownsburg Bands. You will use this awards point system detailed above for the rest of your time in our program.

2022-23 Calendar of Band Events

Please reach out to the band staff any time you have a question about the calendar.

Date	Activity / Event	Time	Location
9/20/22	BHS Band Dress Rehearsal (CB & SB only)	3:30-5:30pm	BHS Band Room
9/28/22	BHS Band Dress Rehearsal (CB & SB only)	3:30-5:30pm	BHS Band Room
10/3/22	BHS Band Concert	6:30pm	BHS Auditorium
10/10/22	All State Audition Music Posted (online)		Indiana Bandmasters
TBA November	Indiana All-State Jazz Auditions – open to all students online		
11/3, 4, 5/22	Fall Musical – select students for pit orchestra	7:00pm	BHS Auditorium
11/14/22	West MS Band & Orchestra concert	7:00pm	BHS Auditorium
11/16/22	East MS Band & Orchestra concert	7:00pm	BHS Auditorium
11/18/22	Deadline for Solo and Ensemble entries		Band Office
12/2/22	Deadline for All-State Applications (open to all band students)	Closes midnight	Online registration
1/25/23	All State Band Auditions	TBD	Pike HS
11/30/22	BHS Band Dress Rehearsal (CB & SB only)	3:30-5:30pm	BHS Band Room
12/7/22	BHS Band Dress Rehearsal (CB & SB only)	3:30-5:30pm	BHS Band Room
12/12/22	BHS Band Concert	6:30pm	BHS Auditorium
12/13/22	BHS Orchestra Concert (BSO students only)	6:30pm	BHS Auditorium
1/12,13,14/23	IMEA (selected students)	TBD	Ft. Wayne, IN
1/25/23	Band Chamber Concert	7pm	
1/27/23	5 th Grade recruiting concert	TBD	East Middle School
1/28/23	ISSMA Solo/Ensemble District contest	TBD	Avon Int. West
2/1/23	BHS Band/Orchestra Honors Recital	TBD	BHS
2/10,11/23	Pendleton Heights Jazz Festival	TBD	Pendleton, IN
2/24/23	Band in-school field trip	TBD	BHS
2/25/23	ISSMA Solo/Ensemble State contest	TBD	North Central HS
2/22/23	BHS Band Dress Rehearsal	3:30-5:30pm	BHS Band Room
3/1/23	BHS Band Dress Rehearsal	3:30-5:30pm	BHS Band Room
3/2/23	BHS Band Concert	6:30pm	BHS Auditorium
3/3/23	BCSC Jazz Concert	7pm	BHS Auditorium
3/4/23	Ball State Jazz Festival	TBD	Muncie, IN
3/3, 4, 5/23	All State Band Weekend	TBD	West Lafayette, IN
3/6/23	BHS Orchestra Dress Rehearsal (BSO students only)	TBD	BHS
3/7/23	BHS Orchestra Concert (BSO students only)	6:30pm	BHS Auditorium
3/15/23	Band Clinic at Lawrence Central	TBD	Lawrence Central HS
4/14,15/23	ISSMA Organization Contest (FB/CB/SB)	TBD	Decatur Central HS
4/24/23	BHS Band Awards	6:00pm	BHS Auditorium
4/26/23	ISSMA Qualifier Preview Concert (WE/BSO)	6:30pm	BHS Auditorium
4/28,29/23	ISSMA State Qualifier (WE/BSO)	TBD	Zionville HS
5/6/23	ISSMA State Finals (WE/BSO)	TBD	Lawrence Central HS
5/17/23	BSO Orchestra (String Fever) Rehearsal	TBD	BHS Gym
5/18/23	BHS Band POPS Rehearsal	TBD	BHS Gym
5/21/23	BHS Band POPS Concert	1:00pm	BHS Gym
5/21/23	BHS Orchestra String Fever (BSO)	4:00pm	BHS Gym
5/22/23	BHS Percussion Dress Rehearsal	3:00pm	BHS Auditorium
5/23/23	BHS Percussion Concert	7:00pm	BHS Auditorium
5/27/23	Band Memorial Day Service	10:00am	Brownsburg Cemetery

WE – Wind Ensemble SB – Symphonic Band CB – Concert Band BSO – Brownsburg Symphony Orchestra

SUGGESTED PRIVATE LESSONS TEACHERS

All students are encouraged to take private lessons. The opportunity to work one on one with a teacher is invaluable and provides students with experiences that are not available in a large classroom setting.

In the event that financial circumstances would prevent a student from receiving private lessons, there is a scholarship fund available to help with the cost. Students should see Mr. Kaflik or Mr. Paulson for information about applying for a scholarship.

Below is a list of the recommended private instructors in our area that are currently working with our students.

Instrument	Teacher	Phone	Email
Flute	Kendra Phillips	317-258-2714	757fleet@gmail.com
Oboe	Rebecca McGuire		rlmcguire89@gmail.com
Bassoon	Samantha Svare		ssvare@butler.edu
Bassoon	Mia Nunokawa		mnunokaw@butler.edu
Clarinet	Kevy Bailey	765-238-9608	kevy.bailey@gmail.com
Clarinet	Sarah DeVries	515-943-9890	sarahbdevries@gmail.com
Saxophone	Rob Dixon		rob@indyjazzfest.net
Trumpet	Chase Cotten		Chase.Cotten@gmail.com
Trumpet	Perry Reid		Perry.Reid@gmail.com
F Horn	Christopher Williams		cbwilliamsmusic@gmail.com
F Horn	Burke Anderson	425-381-0538	mynameisburke@gmail.com
Trombone / Tuba	Dan Wilhelm	317-697-2927	wilhe1dc@gmail.com
Percussion	Kyler Altenhof		kdaltenhof@gmail.com
Percussion	Andrew Fortuna		andrewfortuna1.1@gmail.com
Percussion	Chris Murphree		cmurph3268@gmail.com
Percussion	Zach Schlicher		zschlicher@gmail.com

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STUDENT INFORMATION FORM

Please fill out this form so that we have accurate student and parent information on file.

Name _____

Grade Level (circle one): 9 10 11 12

Address _____

City _____ Zip _____

Parent / Guardian #1 – Information Required

Name: _____

Preferred Phone Number: _____

Preferred Email: _____

Parent / Guardian #2 – Information Optional

Name: _____

Preferred Phone Number: _____

Preferred Email: _____

DUE MONDAY, AUGUST 1

BROWNSBURG BANDS MEDICAL FORM

Marching Band members should have already provided this information.
All non-marchers must complete this form.

Name of student _____

Student Cell phone # _____

Address _____ Zip _____

Age _____ Date of Birth _____ Grade _____

Parent(s) full names _____

Main contact Number _____ (name) _____

Secondary contact Number _____ (name) _____

Health Insurance Company _____

Health Insurance Member ID _____

Health Insurance Group Number _____

Date of last tetanus booster _____

List any special health conditions that your child may have:

(diabetes, epilepsy, allergies to food or medicines, bleeding tendency, etc.)

List any medications your child must take during the time of the field trip:

If this medication is presently being administered by school personnel, do you wish this procedure continued by adults present on the trip? (**yes / no**)

I hereby authorize the personnel in charge of this field trip to release the above information to medical authorities and to obtain medical care and/or hospitalization should illness or accident occur while my child is engaged in this field trip. I accept the responsibility for payment of any medical expenses.

Signature - Parent/Guardian

Date signed

DUE MONDAY, AUGUST 1

Brownsburg High School Band & Guard

Signature Page

Handbook

Both my child and I have read and understand the rules and regulations for membership of the Brownsburg High School Band Program. The student has my permission to participate in this elective which requires attendance outside of the normal school day. The student agrees, and I affirm that he/she will abide by the provisions stated in this syllabus/handbook. The student and I understand that while participating in a school-sponsored event, school policy guidelines will be enforced.

The Brownsburg Band Department desires to help students display their talents in the public arena through publications, video, art display, and other media means. The student's talent, work and/or information may be released in various forms of print and/or electronic media throughout the course of the upcoming school year.

Calendar of Events

By signing below, you acknowledge that you have received the 2022-23 Calendar of Events and that you understand the Band Program's expectations related to attendance at these events.

Permission to Travel

By signing below, you give permission for your child to participate in any and all school-approved events associated with the Brownsburg High School Band Program and that you will allow him/her to travel to these events if they take place away from the Brownsburg High School campus. These trips will be properly supervised by school personnel and/or designated chaperones. Information concerning all trips will be distributed prior to all events.

Medical Information and Authorization

By signing below, you acknowledge that you have completed the medical information and authorization form giving the Director and/or adult chaperones permission to obtain medical care and/or hospitalization should illness or accident occur. By signing, you accept responsibility for payment of any medical expenses and will not hold any supervisory staff members liable for injuries or damages sustained by my child during any school sponsored musical event.

Student Name _____

Student Signature _____

Parent / Guardian Name(s) _____

Parent / Guardian Signature(s) _____

Date _____

DUE MONDAY, AUGUST 1