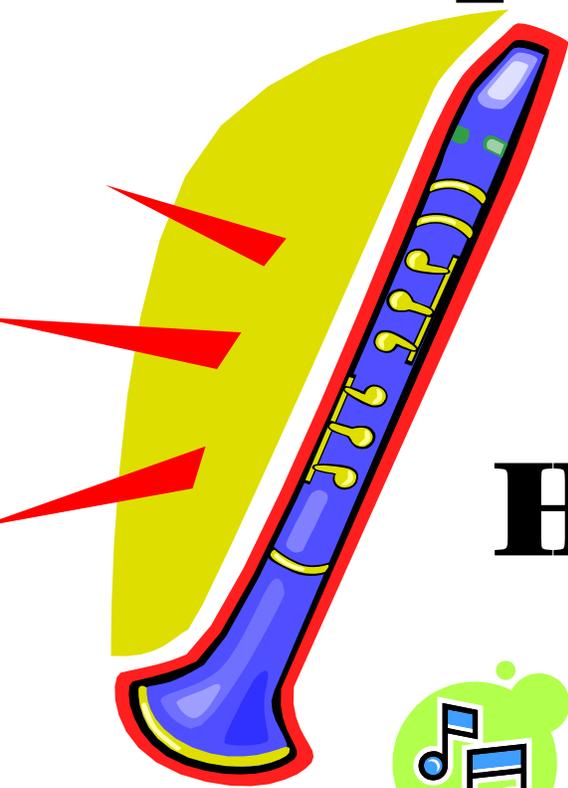




**Phillips
Preparatory School**



Band



Handbook



2021-2022



Dates for 2021-2022 Band Calendar:

- Thurs., Aug. 26 @ 5:30 in the band room - Band Booster Meeting Whenever the Title one meeting is
All parents are encouraged to attend booster meetings. Future meetings will be scheduled at this meeting.
- Sept. 24 - Band hoodie order forms) go out and are due back on Oct. 11. Jackets are OPTIONAL.
- Wed., Oct. 20 - Band shirt forms go home and are due back on Wed., Nov. 10. Shirts are MANDATORY.
- Mon., Nov. 1 - Band fees must be paid in full
- Fri., Nov. TBA – Alabama/Mobile County Jazz Audition tapes due. This is an optional but fun activity!
- Wed., Nov. 3 - Sponsorship packets go home and are due back on Dec. 1.
- Wed., Nov. 10– Veterans Day Program in school assembly. (Symphonic Band)
- Mon., Nov. 15- Beginning Band mandatory after school rehearsal until 4:30. Worth 300 pts.
Must be on time and stay in the band room the entire rehearsal to receive full credit.



- ****Thurs., Nov. TBA – Mobile County Honor Band Auditions @ TBA.**

- ***Tues., Dec. 7 @ 6:00 - Winter Concert @ Davidson High School**

-Symphonic Band members must wear tux shirts with concert black pants/shoes.

-Concert and Beginning Band members must wear navy blue band shirt to this event

- Wed.-Thurs., TBA- Mobile County Honor Band Rehearsals & Concert

- ****Sat., Jan. 29 - All-State auditions/District Honor Band Auditions @ Saraland High School, 8:30 a.m.**

- Feb. TBA– Mobile County District Assessment Concert Band, possible Symphonic Band
Both groups – PPS Band polo and uniform bottoms/shoes must be worn to this event.
Exact location and time TBA.

- Fri., Feb. 25 - Mardi Gras School Dance (sponsored by the band), during school

- March 15-18 - Music Performance Assessment (MPA) – Symphonic Band, possible Concert Band
Exact day & time is TBA.
Symphonic Band must wear tux shirt with black pants/shoes on this day.
Concert Band must wear PPS Band Polo and uniform bottoms/shoes.

-March 24-25 – District Honor Band – Students will audition for this group while auditioning for All-State. Rehearsals and Performance @ Daphne High School.

- Tues., Apr. 5 - Sponsorship Packets go home and are due back April 27.

- Apr. 7-9- All-State Rehearsals & Concert in Mobile, AL

-Mon., Apr. 11 - Beginning Band mandatory after school rehearsal until 4:30. Worth 300 pts.
Must be on time and stay in the band room the entire rehearsal to receive full credit

- Sat., Apr. 30 – Solo & Ensemble Festival @ Spanish Fort MS, exact time TBA

- ***Thurs., May 3- Spring Concert @ 6:00 – Davidson High School**

Symphonic Band members must wear tux shirts with concert black pants/shoes.

-Concert and Beginning Band members must wear navy blue band shirt to this event



***These 2 items, the concerts, are mandatory for all band students in grades 6-8.**

****These items are the two dates that Concert & Symphonic Band students get to choose from. They must participate in at least one of them.**

Dear Phillips Band Students and Parents,

I am excited to welcome you to a new year at Phillips! As always, the safety of our students is our number one concern. As we are hopefully entering the post-COVID world we will still respect all local, state, and federal safety guidelines. With that being said, as of writing this letter we will be in a much more normal band setting than the 2020-2021 school year. With some returning normalcy we will luckily return to band normalcy as well. We are returning to four beginning band classes along with our concert and symphonic band classes. One thing that did not change through this pandemic is our constant endeavor of achieving excellence. Our band program lives by the PPS motto: "Excellence By Choice". We choose excellence every day in our band room to continue being the best around.

We will continue to push forward and keep this program the best in the area and the state of Alabama! For that to happen, every student needs to do their best and be prepared to learn and play every single day.

This band handbook is very important in keeping students and parents informed about rules, procedures and important dates to know. I recommend that you tear the first page of this handbook off and place it somewhere you see every day. Another way to stay in touch is by copying our Google Calendar available on ppsband.com.

With everyone's help, I know that this will be another wonderful year!

Go Pirates!

Lori Galemore
PPS Band Director

P.S.: Please join our Remind groups to be kept updated on important band information! Text the code to 81010 to join your group.

Beginning Band:	Concert Band:	Symphonic Band:	Parent Volunteers:
@begpps21	@ppscon21	@sympps21	@ppsbandp

Dear PPS Band Parents:

We are implementing what we hope will improve the communication and fee-paying process for the Phillips band boosters. We will be using an online recordkeeping service that several other bands in our area use, which is located at <http://www.CharmsOffice.com>. Once our system is set up and rosters are finalized, we will be distributing login information and instructions for each student.

For those who must make payments by cash, we have a locked box installed in the band room, where students may deposit their payments. Please note that only exact change is accepted, and that any overpayment will be credited to your student's account.

Band Dues:

Dues for all band members are \$75 per year. (\$50 per year for siblings in the PPS band program) This money goes to purchase much-needed equipment, concert music, etc. The collection of this money also keeps everyone from having to constantly do fundraisers throughout the school year. If paying this fee all at once is a financial hardship for your family, you may break it into three payments:

- \$25 by August 31
- \$25 by September 30
- \$25 by October 31

Please remember that all dues need to be paid in full by November 1.

Rental Fees:

Tubas, French horns, oboes, tenor saxophones, baritone saxophones, bass clarinets, contrabass clarinets, and euphoniums may be rented through the PPS band program. The rental fee is \$100 for the year and must be paid in full before a school-owned instrument will be issued to a student.



Grading Criteria:

Video Assignments-

Video assignments will be assigned at the discretion of the band director. These assignments will be announced at least five days before they will be due. Assignments will vary from week to week. This is one of the many ways that Ms. Galemore is making sure students are practicing at least 100 minutes a week. Therefore, instruments need to go home each night!

Performances - (see calendar on first page)

Participation by all students at the two major concerts (Winter & Spring) is MANDATORY. These performances are worth 500 points. Students will lose a minimum of 100 points for tardiness, inappropriate attire, and/or negative behavior. Students who do not show up will receive a “0” out of 500. There is no way to make up these points once they are missed. These events are fun, so be sure not to miss them!

“One or the Other” - (see calendar on first page)

Concert & Symphonic Band students are required to audition for 1 out of the following 2 options:

1-Mobile County Honor Band auditions

2-All-State/Honor Band Auditions

These auditions are also worth 500 points.

All students, especially Symphonic Band students, are strongly encouraged to participate in both, although only required to participate in 1.

--Make your selection early in the year and mark your calendar!



Playing/Written Tests-

Playing and written tests will be administered on a regular basis at the discretion of the band director. Playing tests may be administered in the classroom or through Schoology. They are generally worth 100 points.

Participation Checks-

Participation Checks are unannounced checks for a student’s instrument, binder, pencil, and band book. These are worth 100 points.



Band Council:

The Band Councils for Concert Band and Symphonic Band are made up of responsible, hard-working students. They are voted on by their peers during the first month of school. The days we will hold Council meetings will be announced during band and will usually be held before school. It should be considered a privilege to be voted to become a member of the Band Council, but it does not come without its share of hard work. Council members are in a position of authority and are always therefore expected to be an upstanding example to the other band members. If any Band Council member has a problem being a positive role model to the rest of the band, their position will be revoked at the discretion of Ms. Galemore.

Duties of Band Council officers:

President: This person must assist the band director in checking for students' necessary materials, checking attendance, warming up the band on occasion, conducting at a concert, and other duties as needed by the director.

Vice President: The VP is responsible for maintaining the music library (copying music, filing music, passing out music) and other duties as needed by the director or the President.

Secretary: This person takes minutes at our Band Council meetings, updates the Power Point each morning before school, runs the tuning program during class, and other jobs as assigned by the director or the President.

Historian: This person MUST own a camera (preferably not a camera on a phone) and be allowed to bring it to school during rehearsals and to concerts and contests. Photoshop skills are requested but not required. Also, this person must be responsible for doing a bulletin board in the band room to display pictures taken at each band event throughout the year. The historian is also responsible for other duties as assigned by the director or the President.

Equipment Manager: This person must demonstrate an extremely high level of dedication to the PPS Band, because this position involves moving instruments and equipment before and after pep rallies, concerts, etc. This person must be able to stay after school on ALL concert days and pep rally days. This person must ALWAYS be alert and ready to spring into action. This person will assist others in setting up, getting the larger horns out and in place, keeping order in the



instrument room, and making sure instrument cases & book bags are fairly neat and put away.

Discipline Policy:

We WILL have a successful year by working hard and behaving properly at all times. You will find very quickly that Ms. Galemore consistently follows this discipline policy:

- 1st Warning in a class period = verbal correction
- 2nd Warning in a class period = discipline essay with parent signature.
- 3rd Warning in a class period = parent phone call & the student loses his/her chair placement
- 4th Warning in a class period = office referral

-When a student receives a discipline essay twice in one quarter, that student's parents will be called and they will lose their chair placement until the next playing test.

-When a student receives a discipline essay three times in one quarter, they will receive an office referral.

-If there are any other problems after this, their status in band class will be examined by the band director and Mrs. Dennis.

Discipline essays are to be hand-written by the student, signed by the parent/guardian and returned to the band director the **very next day**. Failure to return it the next day will result in a parent phone call and the student will have to complete the essay 3 times.

Also, students who come to class unprepared two days in a row will receive a discipline essay (see next section).

Class Requirements:

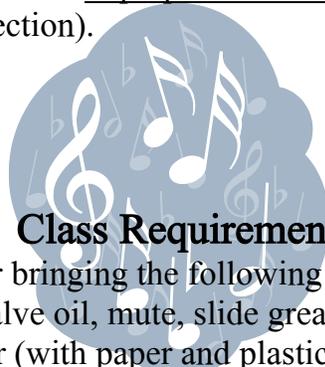
Students are responsible for bringing the following items EVERY DAY:

1. Instrument (including valve oil, mute, slide grease, sticks, reeds, etc.)
2. Solid black music binder (with paper and plastic page covers)
3. Band book (Essential Elements or Tradition of Excellence)
4. Pencil, not a pen

Students are responsible for ALL 4 of these items every single day in band class.

When students leave any of these necessary materials at home, they must complete a discipline essay.

Instrument Safety:



ALL STUDENTS SHOULD WRITE THEIR NAMES OR INITIALS ON THE OUTSIDE OF THEIR CASES, BOOKS, AND ALL LOOSE ITEMS INSIDE THE CASE (VALVE OIL, DRUM STICKS, CORK GREASE, ETC.) Be sure to do this with a permanent marker, white-out, or paint pen. Luggage tags are also a good idea on handles of instruments. Quite often, students will have the same types of instrument cases and accidentally take someone else's horn home for the evening. Try to make sure that no one else can mistake your horn for theirs! Make yours look unique. If you own your own instrument, duct tape is a great way to do this! Students should place a lock on their instruments if at all possible to further ensure their safety.

Students are not allowed to touch instruments that do not belong to them. If you accidentally drop a friend's horn, your parents will not be very happy about having to pay for repair of the instrument. If you are caught touching someone else's horn without that person's permission, you will receive an office referral.

You may drop your horn off in the band room before school each day or, if you play a small instrument (flute or clarinet), you may keep it with you. Whatever works best for you is fine! ☺

In the afternoons, if you are a bus rider, you must pick up your instrument in the band room, then head to the bus. There should be no excuses for not picking up your instrument since the band room is at the front of the school and near the gym!

Instrument Room Procedures:

We are very lucky to have a large band room that includes a great instrument room! Flutes, Clarinets, Bass Clarinets, Alto Saxes, Tenor Saxes, Trumpets, and beginning Percussion students have an assigned slot to place their instrument. Other instruments will have a specific section to place their instruments. Some people may be sharing a slot to conserve space. To keep this room organized and functional students must follow the following rules:

Students with assigned instrument placements may not place their instrument anywhere besides their assigned spot.

Students may not move another person's instrument without their permission.

Students may only place instruments in their slot, non-band books, food, etc.

Your only mission in the instrument room is take your instrument in or out. Any students being disruptive in the instrument room will be given a discipline essay.

Restroom Procedures:

To save classroom time, students must use the restroom during class change.

Students must use the restroom before coming into the band room. Ms. Galemore understands that emergencies do happen so each student will receive a "hallway

passport” that the student must have approved by Ms. Galemore before leaving the band room during class. Each student will have three passes for each quarter and the student is responsible for marking on their passport when it has been used and signed by Ms. Galemore

Woodwind Instruments:

Clarinet and saxophone students are required to have at least 4 reeds in their cases at all times! It does no good to have extra reeds if they are left at home. Students should write their initials on the base of each reed (where the brand name is) with a pen or pencil.

Clarinets & Saxes should have:

- a swab or a pad saver
- cork grease
- (The items above can be found in a cleaning kit.)
- 4 reeds in protective reed guards (in their cases @ all times)



Reed strength for clarinets & saxes (at the beginning of the year):

Beginning Band: Rico 2½

Concert Band: Rico 3

Symphonic Band: Clarinets: Vandoren V-12, 3½

Saxes: Vandoren 3

For ordering reeds, check out “The Woodwind & Brasswind” on-line.

www.wwbw.com

They have great prices and usually ship for free.

Flutes should have:

- a tuning rod, a swab or a cleaning cloth or a pad saver

Brass Instruments:

Trombones should have:

- a small spray bottle with water
- slide grease
- slide cream
- a snake (cleaning tool)
- a cleaning cloth

These items can be found in a cleaning kit.



Trumpets, French horns, baritones, euphoniums, and tubas should have:

- valve oil
- slide grease
- a cleaning cloth
- a snake (cleaning tool)

These items can be found in a cleaning kit.

ALL BRASS AND WOODWIND STUDENTS ARE ALSO ENCOURAGED TO PURCHASE A CHROMATIC TUNER.

Percussionists:

- drum sticks (Vic Firth SD1 General)
- mallet bag with all necessary items (pitch pipe, mallets, sticks, etc.)



Tardies to Band:

Students are allowed only 2 unexcused tardies to band each quarter. On the 3rd tardy, the student will receive an office referral in which detention will be recommended. (This is the school's policy for all classes.)

Band Shirts:

All band students in grades 6-8 are required to purchase a band shirt. Band shirts are the required attire at all band functions unless announced otherwise. Band shirt order forms go home Oct. 25 and are due back on Nov. 4. The price has not yet been set. They are usually around \$20. If you purchased a band shirt in the past and it still fits, there is no need to purchase another one. We will continue to use the same shirt design (navy blue, short-sleeved, polo-style shirt with a gold logo embroidered on front left chest).



Tuxedo Shirts (Symphonic Band Only):

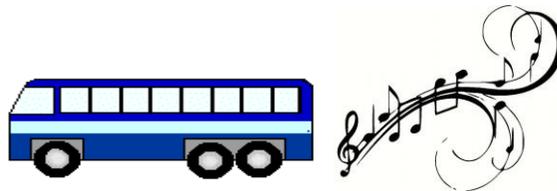
All Symphonic Band students will be fitted with a white long sleeve tuxedo shirt along with bow tie and cummerbund which will be worn on winter, spring, and MPA performances. We will also be working with D& K Suit Discounters if you would like to purchase a shirt for your student to keep. Students will be responsible for taking care for these items and will be required to be cleaned

before returning them at the end of the year. Items that are signed out and not returned will be charged to the student's band account and a hold will be placed on their transcript. Symphonic Band students are required to purchase black dress/tuxedo pants (nothing denim!) and black dress shoes (closed heel and toe). Girls may only wear an approved skirt with Ms. Galemore's prior approval. Arriving at a concert with unapproved attire will result in the lowering of performance grade and possibility of not being allowed to perform with the group. These rules are applied to help keep the Phillips Preparatory School Symphonic Band one of the most well-prepared and well-respected ensembles in the state of Alabama.

Concert & Field Trip Etiquette:

During performances and field trips it is vitally important that each student understand that he/she is a representative of the PPS Band Program. All school rules and policies regarding behavior are still in effect even when a performance or field trip may take us off school grounds.

Tardiness before performances or while on field trips punishes THE WHOLE BAND!! You will always be notified weeks in advance regarding times for performances and other such activities. Therefore, I will expect everyone to be in their spot, with their instrument and music, ready to go at whatever time we set.



Important Procedures:

Procedure #1-

As soon as each student enters the band room (quietly and orderly), he/she is to put their book bag against the wall, around the corner facing the front office, get out their 4 necessary materials and go straight to their seat. This is not time for socializing and this is a very important procedure because of our large class sizes.

Procedure #2-

As soon as each student gets to his/her seat, long tones are to be played (Warm-up Step 1). At the band director's or the President's signal, everyone moves to

Warm-Up Step 2. On step 2, brass players move to lip slurs, woodwinds move to scale exercises, and percussionists begin their warm-up on either scales or rudiments.

Procedure #3-

As soon as the band director steps up to her podium, all warming up is to immediately stop. Therefore it is important to keep your eyes up front as you warm up.



Band Handbook Contract---2021-2022



I, _____, have read and understand
(print STUDENT name clearly.)
all of the information presented in my band handbook. I will abide by all rules and
procedures listed in this handbook.

_____ (student signature) _____ (date)

_____ (parent signature) _____ (date)

Period in band: _____

Detach, sign, and return this page only.

It is due back to the band director at the end of the first full week of class.

**THIS WILL COUNT AS THE FIRST GRADE FOR YOUR 1ST QUARTER.
(EASY 50 PTS.!!!)**

This is going to be a great year!

See you in band!

Ms. Galemore

