

Band Procedures – Advanced Bands

Entrance

- Come into the band hall quietly (Level 2 or lower) with all of your supplies needed for class.
- Read the board for important information and special instructions (i.e. Get a tuner, get sight reading folder, which songs to set-up for percussion)
- When you go to your seat, enter down the rows, not through the chairs.
- Small Case Instruments (Flute, Clarinet, Oboe)
 - Get everything you need on the way to your chair: instrument and binder, plus sight-reading folder and tuner if specified.
 - Put backpack/school materials under the chair and assemble your instrument.
 - Place instrument case either to the right or underneath the chair.
- Large Case Instruments (everyone else but percussion)
 - Start by putting your backpack under your chair.
 - Get your instrument out of the cubby and assemble
 - Put case back on the shelf
 - Get binder. Get sight-reading folder and tuner if specified
 - Go to seat by walking down the rows
- Percussion
 - Put your backpack on the shelf by the door.
 - Get binder. Get sight-reading folder if specified.
 - Start by setting up materials for warm-ups (pads, keyboards)
 - Set Up all of the instruments needed for pieces on the board – start with first piece
 - When countdown timer goes off, move to warm-up places
 - Warm-up spots need to rotate every day
- Adjust your stand to the correct height and distance from you
- Open music to the first piece of music you will need for the day (usually a warm-up).
- Put your pencil on the stand, ready to be used.
- Instruments will not be played individually at the beginning of class.
- Prepare to count the rhythms that will be on the screen.
- You should be both ready to play and to count when the countdown timer expires.
- If you have a problem that you can't solve yourself or with the help of a neighbor, you may ask an assistant director at the very start of class (need to purchase reed, instrument is broken, missing music, etc.)
- When the alarm goes off, everyone should become silent immediately

Tardy Policy

- You will be considered tardy if you are not in your seat ready to play and count when the countdown timer expires.
- Band will follow the school tardy policy

Discipline

- The School Discipline Plan will be followed
- Students who choose inappropriate behaviors will be warned and their actions recorded by the instructor. Multiple warnings will result in detentions and/or referrals as appropriate and necessary. Parent contact will be made.
- Band Specific Rules:
 - No gum in the band hall
 - No leaning on or spinning music stands
 - No writing on stands, chairs, walls, etc.
 - Only band students in the band hall
 - No trading or sharing of instruments

- Hold your instrument at all times, do not hold your friend's instrument
- Formal audience etiquette and performer etiquette will be displayed at all performances (this will be taught)
- Students should be picked up no later than 15 minutes after any school activity or event (school and district policy)

During Class

- When the director steps on the podium the class must be completely silent within 5 seconds
- If designated at the top of the agenda on the board to have an in-class sectional, proceed with the following:
 - Place your backpack under the chair
 - You will move quickly and quietly out of the room, taking your pencil, binder, and instrument.
 - You will organize the room you are going to, sitting together in a row, in chair order
 - Be respectful to any director who is working with you. Follow all directions.
- If your section is listed on the board for a pull-out after other items, wait to be dismissed.
- Do not return to your cubby at any point during class
- Have a pencil for band every day, no pens
- Do not leave your seat without approval from the director on the podium
- When an adult is speaking:
 - Look at the adult
- When responding to adult directions:
 - Do not respond verbally
 - Do it right away
- To disagree with an adult:
 - Do not respond verbally
 - Do what is asked anyway
 - At the end of class, discuss the issue in a calm manner with the adult.
- To respond to corrections:
 - Nod your head
 - Think “okay,” even if you disagree
 - If you need more information, raise your hand
- What to do after you play as a group:
 - Don't react verbally
 - Look to the teacher for instruction
 - Follow the next direction
 - If you need to share a reaction or have a question – raise your hand
- How to celebrate/enjoy a contest or something fun:
 - Keep conversations on topic
 - Be ready to return to calm in 5 seconds or less
- How to act while another section is being worked with:
 - Option 1 – with the instrument in proper position (away from your face), finger through a difficult passage at your speed – find something to finger. You may practice tongue-ing patterns inside of your mouth. Do not make any noises, make sure you are listening for when you will be called to play next.
 - Option 2 – listen intently to the band director and practice evaluating the playing of the students rehearsing. Think like a band director.
- How to act when your section is being worked with:
 - Be extremely attentive to the director – this is your special time!
 - Move faster than normal, as the rest of the band is waiting on you

Bathroom

- Do not plan to use the bathroom during the band class
- Emergency Restroom Procedure
 - Raise Hand with fingers crossed to designate restroom.
 - When acknowledged by the director:
 - Get out planner
 - Fill out all information needed in planner, other than teacher signature. (Date, Time, RR for Destination)
 - Bring Planner to director with writing utensil out to get their signature.
 - After using the restroom, return to seat.
 - You are allowed one visit per week
 - Restroom visits are allowed before the countdown timer expires if the student's instrument is assembled and ready. Bring your planner to a director. No student should ask to go to the restroom as the timer expires.
 - Restroom visits are not allowed in the last 10 minutes of class.
- In the case of a dire emergency, you have permission to immediately leave the room.

Exit

****Class ends when the director starts final procedures, not at a specific time****

- When directed, push your stand down and move it forward
- Always go down rows, not through them
- Wind Instruments:
 - Swab out your instrument/empty your water
 - Small Case Instruments: Carefully pack up the instrument, being sure to remove the reed if applicable
 - Students with tuners: Clip the microphone to the tuner; **wrap the wire loosely**, place tuner in pocket so that the microphone and plug are facing up.
 - Return your music binder to the correct spot
 - Return the sight reading folder neatly and in number order to the appropriate sight reading box.
 - Large Case Instruments: Get case off the shelf, carefully pack your instrument
 - Put your case in its proper spot on the shelf
 - Return to your seat – always down the rows
 - Pick up any trash or loose items on the floor
 - Gather backpacks/school materials
 - Wait to be dismissed – only clean rows will be dismissed.
- Percussion:
 - Gather all music first, and return it to your binder
 - Return your music binder to the correct spot
 - Return the sight reading folders neatly and in number order to the appropriate sight reading box.
 - Hang your stick bag in the proper place
 - Return all percussion equipment to its correct spot
 - Cover all keyboards and timpani
 - Gather backpacks/school materials
 - Stand in a line, away from the door
- Pick up any trash or loose items around your chair
- Become quiet when the bell rings
- Wait to be dismissed by the director in rows
- Exit down the rows, do not go through the chairs