

The image shows the cover of a student handbook. It features a large, faded background logo of Dowling Catholic Bands. The logo consists of a central shield with a red and white geometric design, flanked by two curved banners containing the Latin words 'VERITAS' and 'SAPIENTIA'. Above the shield is a grey rectangular banner with the word 'FIDES' in white. The text 'Dowling Catholic Bands', 'Student Handbook', and '2009-2010' is centered over the shield.

**FIDES**

Dowling Catholic Bands

Student Handbook

2009-2010

# **Attendance Policies and Materials for Band**

In any high school band, success is based not solely upon a student's individual skills, but rather on the entire group's collective ability to work together as a BAND. This is one of the most important reasons that high school bands exist, to let students of all ability levels reach extremely high levels of accomplishment while working together as a unit. When even one member of the unit is missing, for even a moment, with even a valid excuse, the total group fails to be its very best. For this very obvious reason, parents and students wishing to see the Dowling Catholic Band reach its highest possible goals must constantly strive to eliminate all absences, for any reason.

Please check the calendar for performances. As performance times are usually sent to schools a few weeks ahead of time, specific schedules for performance days are typically posted a couple weeks ahead. Parents and students should assume the schedule will go through the entire day until a specific schedule is posted.

## **Performances**

As band is an academic course – and a **performing arts** class – performances are considered examinations for the course. Thus, attendance is required at all performances.

## **Performance Call-times**

Students will be asked and are expected to report at a certain time for performances. Students arriving late can expect their grade for the performance to be lowered.

## **Excused/Unexcused absences**

Excused absences from a performance are possible. Some examples might be a student's extreme illness, a death in the family, an immediate family member's wedding, a family emergency, or another Dowling Catholic activity that is approved by the Band Director at least 72 hours in advance.

Some examples of unexcused absences for performances are: family outings, part time jobs, no transportation, weddings other than immediate family, vacation trips, babysitting siblings, another school's dance, or any non-Dowling related activities. Any student who receives an unexcused absence from a performance will receive a 500 point deduction from their performance participation grade.

With respect to retreats – these can be planned in advance and around all required band performances easily. This is also the case with ACT, SAT exam dates. Please refer to the band calendar as retreat and test dates are being included. It is expected that you will do your very best to schedule retreats, test dates, college visits, etc. on days and times that do not conflict with band performances. An example of this is the PSAT exam – which is typically offered on the same day as State Marching Contest and the Mid-Iowa Championships. This test is also typically offered the Wednesday before – so students who wish to take this exam are expected to take it on the alternate day.

An "excused absence request" form AND the approval from a director is required for an absence to be marked "Excused." If a request is not received within 48 hours after the absence, the student will be marked "Unexcused." In most circumstances a request should precede a student's absence.

Absences from a performance cannot be excused except in extreme cases. Band is a performance medium and a band's grade cannot be evaluated fairly if students are absent.

## **Pre-season rehearsals and summer sectionals – Marching Band**

The Dowling Catholic Band realizes family vacation time runs through the summer. The Dowling Catholic Band will make every effort possible to put pre-season rehearsals as close to the beginning of school as possible. Typically we will always begin our pre-season full rehearsals in August. Drumline and Colorguard camps usually fall at the very end of July or beginning of August.

The pre-season rehearsals are the most important rehearsals of the marching band season. It is these rehearsals where a student learns and refines the necessary skills and habits that will make them a successful member of the marching band through the entire season. It is these rehearsals where the band begins work on the show music and drill design. The success of the entire season for the marching band relies solely on the success of the pre-season rehearsals, and full attendance is needed for these rehearsals to be successful.

Because the Dowling Catholic Marching Band strives to become the very best, and because the band activity depends on the groups "collective ability," it is vital to our success that everyone is in attendance for all pre-season rehearsals. Thus, band camp rehearsals are considered mandatory. The directors feel it is necessary to publish the band rehearsal schedule months in advance, so students and parents can make every effort to avoid potential conflicts. Students with part time jobs are expected to work around the band schedule. Students with conflicts are expected to do everything they can to ensure they are at pre-season rehearsals during the scheduled times. Again, when even one student is missing for any reason – the band fails to be the very best it can be.

The band will also have summer sectionals beginning in late June on Wednesday evenings and running through July. If students are in town during June and July it is asked that they will be in attendance for their respective summer sectionals. These are not mandatory, but will help immensely in the music learning process.

We ask that if parents and students are planning vacations for the summer that they plan for June or July – as the marching band will begin its pre-season rehearsals in August. Band camp dates for the following year are typically posted far in advance.

## **Marching Band**

### **Required Materials**

- Working instrument (with all its parts)
- "Lowe's" bag containing the following items:
  - Flip folder with all music contained
  - Drill charts
  - Drill markers (chips)
  - Pencil
- Comfortable clothing (tennis shoes, dress depending on weather). Students have the opportunity to change into uniform at the end of class.

### **Attendance**

- The normal marching band rehearsal schedule for school times are as follows:
  - A – 7-8:35am
  - B – 7-9:55am
  - D – 7:30-9:55am
  - C and E – possible sectionals or small group rehearsals
- All regular attendance policies will apply to Marching Band – even if it begins at 7:00am before the school day. In marching band, students must be in their positions by 7:00am (Thursdays 7:30am). Failure to be at rehearsal on time will result in a tardy. In this instance, students will be asked to sign a "Tardy Record." Students who fail to show up for a morning rehearsal will be counted absent.

- Students involved in other “in-school” activities in the morning are to discuss their conflicts with the directors/teachers of both activities to arrange suitable times of arrival to band rehearsal. Students who are in need of extra help with another teacher before school must communicate with the band directors to ensure they will not be counted absent or tardy from a zero hour class.

### **Jazz Ensemble and Stage Band**

#### Required Materials

- Working instrument (with all its parts)
- Music
- Music stand
- Pencil
- Fingering Chart
- Tuner (if owned)

#### Attendance

- The Jazz Band and Stage Band rehearsal schedule is as follows:
  - Tuesday evenings 5:30-7 (Stage) and 7-8:30pm (Jazz) – during marching band season only
  - A/C days – 7-7:55am and B days – 7-8:15am – during concert band season
  - Thursday (D-day) seminar
- In Jazz/Stage band, students must be in their seats with all of their materials at 7:00am. Failure to be at rehearsal on time will result in a tardy. In this instance, students will be asked to sign a “Tardy Record.” Students who fail to show up for a morning rehearsal will be counted absent.
- Students involved in other “in-school” activities in the morning are to discuss their conflicts with the directors/teachers of both activities to arrange suitable times of arrival to band rehearsal. Students who are in need of extra help with another teacher before school must communicate with the band directors to ensure they will not be counted absent or tardy from a zero hour class.

### **Concert Band and Symphony Band**

#### Required Materials

- Working instrument (with all its parts)
- Music
- Music stand
- Pencil
- Tuner (if owned)
- Fingering chart

#### Attendance

- Concert band and Symphony Band rehearse at the normal 1<sup>st</sup> period class time beginning in mid-October (following marching band season) through the end of 1<sup>st</sup> semester. Beginning 2<sup>nd</sup> semester Symphony Band moves to 6<sup>th</sup> period.
- Concert Band will begin during 1<sup>st</sup> period promptly when the bell rings with prayer, pledge, and ensemble tuning. It is expected that students are in their seats at least 5 minutes prior to the bell for individual tuning, warm-up (lip slurs, long tones, etc.), and practice of concert music.
- Symphony Band rehearses during 6<sup>th</sup> period 2<sup>nd</sup> semester. Lunch is also served during 6<sup>th</sup> period, and the lunch shift for Symphony Band members is to be announced. Members of the Symphony Band are to warm-up and tune at the beginning of class, and be ready with all materials by the designated time.

# Discipline Management Plan for the Dowling Catholic Bands

## **Goals and Expectations – a team effort**

The Dowling Catholic Band Program will be a complete success if the members are working toward that goal at all times. Pride, self-discipline, teamwork, and respect are at the root of any great organization. When even one student, for one moment, for even a good reason fails to demonstrate these critical skills, the entire group falls short of being the best it can be.

Students must exemplify the desire to work as a team and give up the needs of the individual for the success of the group. In a typical classroom, a student's main objective is to learn as much as possible, and to earn a high grade doing so. In the band activity, a student gathers much personal knowledge and skill, but the student ALSO has a crucial role to play in the success of others. Band students are constantly judged as a group, a team, a band – rarely as individuals. To realize that everyone else in the band is counting on you to do your job perfectly is an awesome responsibility. A sincere commitment to excellence is a most important first step on the road to success and handling this task.

Students must show pride and respect for themselves, their fellow students, their band, their school, and for all equipment and facilities of the Dowling Catholic Band. Students must show disciplined habits during rehearsal, at all performances and activities, on all trips, at any time during the school day, and at any time while representing the Dowling Catholic Band. Our philosophy is that the more you put into the activity, the more you'll get out of it (no deposit, no return).

When all of these ideals are met, the Dowling Catholic Band will be everything that it can possibly be.

## **Rewards**

Students who meet the goals and ideals can expect to get verbal and written praise from directors and instructors. Students can expect to be a part of a successful, respected band program. Students will be assisted in developing a positive self-image and will be proud of the disciplined, hard work required to meet the goals. Students can expect to be treated fairly, courteously and with respect at all times.

## **General Rules of Conduct**

The following list is intended to give a general outline of expectations for student conduct. Parents should also be aware of these expectations and help their children follow them as a part of the Dowling Catholic Band Program.

It is a belief of the Band Directors of Dowling Catholic High School that students choose how they act. If a student chooses to act inappropriately, they are in effect choosing the consequences of that action. Students should also be aware that their actions reflect – for better or worse – on themselves, the Dowling Catholic Band, and Dowling Catholic High School. It is expected that students of the band program will act appropriately with class, professionalism, dignity, and humility at all functions.

- 1.) Students will be on time (early) for all rehearsals, performances, and activities. When students are asked to report at a certain time, it is expected that they will arrive before that designated time.
- 2.) Students will have all appropriate equipment and a great attitude at all times. This means a student's working instrument, music, and a pencil. In marching band, this also means a student's drill charts, chips, flip-folder, and their "LOWES" bag.
- 3.) Students will not verbally or non-verbally disrupt instruction at any time. All rehearsals must be extremely quiet.
- 4.) Students will follow instructions from directors, instructors, chaperones, and student leaders.
- 5.) Students will use appropriate language at all times.
- 6.) Students will show respect for all fellow students, staff members, and directors.
- 7.) Students will treat carefully all equipment and facilities of the Dowling Catholic Band. Students will play only on their own instrument or an instrument checked out to them.
- 8.) No gum, food, or drink will be allowed in the bandroom area, and no candy of any sort will be allowed at any rehearsal or performance.
- 9.) Students will follow all rules set forth by the Dowling Catholic Administration.
- 10.) Students will follow all rules set forth by the Dowling Catholic Band Discipline Management Plan.

### **Consequences**

Students who fall short of these expectations can expect any one or more of the following:

- 1.) A warning
- 2.) Duties to be assigned to them – examples may be cleaning up the band practice field – re-painting lines for the field, helping with clean-up in the bandroom, all things that can benefit the band program.
- 3.) In some cases (in marching band pre-season) students may be asked to run or do push-ups. These are very much a part of the physical aspect of the marching band activity (from a cardio-vascular perspective and upper-body strengthening) and a part of our physical training program. Students will never be asked to run for a time or distance outside of physical possibility, and are cautious over student health.
- 4.) In some circumstances, a JUG (Justice Under God) might be more appropriate for the certain infraction of the rules of conduct.
- 5.) A lowering of a student's grade for the day.
- 6.) Dismissal from the class to the dean's office.

### **Severe Clause**

Students who demonstrate repeated and/or severe violations of the rules and regulations of the Dowling Catholic Band and/or of Dowling Catholic High School will be subject to stronger consequences as assigned by the administration of Dowling Catholic High School. This may include removal from the band program.

## **Dowling Catholic High School Band**

### **Grading Policy 2010-2011**

#### **40% Performance Participation Grade**

Students will be awarded 1000 Points for full participation in **ALL** Dowling Catholic Band performances. All performances are MANDATORY and absences will only be excused in extreme circumstances. Points can be taken away from this portion – as described in the Discipline Management Plan for reasons of misconduct during performance day.

An excused absence from class or a performance will not impact a student's grade. An "Unexcused" absence will result in a deduction of 500 points from the performance participation grade. A second unexcused performance will result in another 500 point deduction from the performance participation grade, resulting in 0% Performance participation. Please see the Discipline Management Plan for further information about excused and unexcused absences.

#### **20% Class Participation Grade**

10 points are awarded daily for participation in each rehearsal. Points can be taken away – as described in the Discipline Management Plan for misconduct during class participation.

#### **10% Coursework**

Points will be possible for completing several projects during each semester:

- Music check-offs
- Chair placement auditions (concert band mid-term exam)
- Ensemble Specific Smartmusic assignments
- Any written work or projects assigned

#### **5% Lessons**

Points will be awarded for private lessons. Students will receive 50 points per lesson, or 40 points per sectional – beginning at the start of school. 400 points are possible (equivalent to 8 lessons). Students are strongly encouraged to take private lessons from a private teacher outside of school and will count towards your lessons grade. Free lessons are available with Mr. Hoover and Mr. Holland for a short time right after school. Students must submit a private lesson/sectional form available on our website for points.

#### **5% Enrichment**

You can receive points for being involved in the following:

- Colorguard
- Drumline
- All-state auditions
- Chamber groups
- State Solo/Ensemble
- Perry Band Olympics
- SCIBA Honor Band Auditions
- ISU, Drake, or Simpson Honor bands
- Additional lessons and sectionals (extra past Lessons category)
- Assembly Pep band
- ...and for extra services approved by the directors

\*See below for points being offered. Extra points from enrichment opportunities CANNOT go into other categories! 5% is the maximum you can earn in enrichment opportunities, anything extra does not give you extra credit (i.e. failure to complete the music check-offs (100 points) cannot be made up by doing 2 additional lessons).

#### **20% Final Exam**

Exam will be assigned at the end of each semester.

## **Semester Breakdown**

### **Semester 1**

40% Performance Participation (1000 possible)

20% Class Participation (approx. 650 points possible)

10% Coursework

- Music check-offs
- Chair placement auditions
- Ensemble specific Smartmusic assignments

5% Lessons (400 possible)

- Lesson = 50 pts.
- Sectional = 40 pts.

5% enrichment opportunities (200 points possible)

- Colorguard = 200
- Drumline = 200
- Chamber ensembles = 200
- All-State Auditions = 200
- Additional Lessons = 50 points each
- Additional Sectionals = 40 points each
- Assembly pep band = 25 points each
- Drake Honor Band = 100 points
- SCIBA Honor Band auditions = 100 points
- X points – for extra services approved by the directors

20% Final Exam

### **Semester 2 – Concert Band (Mr. Hoover)**

40% Performance Participation (1000 possible)

20% Class Participation (approx. 600 possible)

10% Coursework

- Chair Placement Auditions and/or other assigned work
- Ensemble Specific Smartmusic assignments

5% Lessons (400 possible)

- Lesson = 50 pts.
- Sectional = 40 pts.

5% Enrichment opportunities (200 possible)

- 200 points – State Solo/Ensemble
- 200 points – Perry Band Olympics
- 200 points – Orchestra Pit – spring musical
- 40 points/ea. – Additional sectionals
- 50 points/ea. – Additional lessons
- 100 points – ISU or SCIBA Honor band
- X points – for extra services approved by the directors

20% Final Exam

**Semester 2 – Symphony Band (Mr. Holland)**

40% Performance Participation (1000 possible)

20% Class Participation (approx. 600 possible)

10% Coursework

- Chair Placement Auditions and/or other assigned work
- Ensemble Specific Smartmusic assignments

5% Lessons (400 possible)

- Lesson = 50 pts.
- Sectional = 40 pts.

5% Enrichment opportunities (200 possible)

- 200 points – State Solo/Ensemble
- 200 points – Perry Band Olympics
- 200 points – Orchestra Pit – spring musical
- 40 points/ea. – Additional sectionals
- 50 points/ea. – Additional lessons
- 100 points – ISU or SCIBA Honor band
- X points – for extra services approved by the directors

20% Final Exam

**Dowling Catholic High School Band**  
**Colorguard Grading Policy 2010-2011**

**55% Performance Participation Grade**

Students will be awarded 1000 Points for full participation in **ALL** Dowling Catholic Band performances. All performances are MANDATORY and will only be excused in extreme circumstances. Points can be taken away from this portion – as described in the Discipline Management Plan for reasons of misconduct during performance day.

An excused absence from class or a performance will not impact a student's grade. An "Unexcused" absence will result in a deduction of 500 points from the performance participation grade. A second unexcused performance will result in another 500 point deduction from the performance participation grade, resulting in 0% Performance participation. Please see the Discipline Management Plan for further information about excused and unexcused absences.

**40% Class Participation Grade**

10 points are awarded daily for participation in each rehearsal. Points can be taken away – as described in the DMP for misconduct during class participation.

**5% Coursework**

Points will be possible for completing several projects during the year:  
100 points – Music/guardwork check-offs

*Final exam will be figured as part of your performance participation grade – and will not be administered during final exams.*

# Dowling Catholic Bands

## Chamber Program

*As all students participate in Marching Band and Concert Band, there are many other opportunities for performances. Listed below are the ensembles which the Dowling Catholic Bands provide for further achievement in the Performing Arts. Although performing in our outstanding chamber program is not required, it is strongly recommended to join an ensemble, perform as a soloist, or both. In addition, performing in any of the following will satisfy all "Enrichment" requirements for your band grade.*

### **Ensembles:**

#### **Brass Choir**

*Directed by Mr. Holland, the Brass Choir rehearses weekly and performs at the Christmas Concert, Perry Band Olympics, State Contest, and for other parish and community events. This group meets as scheduled by Mr. Holland.*

#### **Brass Quintet**

*Directed by Mr. Holland, the Brass Quintet performs the same as the Brass Choir, and as a separate and smaller ensemble. This group meets as scheduled by Mr. Holland.*

#### **Flute Choir**

*Directed by Erika Leake, this ensemble performs at various events – both Dowling and community events throughout the year. This ensemble begins meeting in October/November.*

#### **Clarinet Choir**

*Directed by John Kahrl,, this ensemble performs at various events – both Dowling and community events throughout the year. Clarinet Choir begins meeting in October/November.*

#### **Sax Choir**

*This ensemble performs at the Perry Band Olympics and for State Solo/Ensemble Contest.*

#### **Woodwind Quintet**

*Directed by Mr. Hoover – this group will perform at the Perry Band Olympics. Flute, Clarinet, French Horn, Oboe, and Bassoon.*

### **Percussion Methods**

*Ensemble of varying members with varying instruments in concert percussion. This ensemble is part of the class "Percussion Methods" which meets 2<sup>nd</sup> semester and requires Mr. Hoover's permission.*

### **Pit Orchestra**

*Directed by Mr. Hoover, this group begins rehearsals in February for the Musical performance in the spring. Repertoire is professional level, yet parts are typically reworked for ease. Students of all levels and any instrument are encouraged to participate.*

## **Events for individuals**

- *All-State Honor Band (Audition in October)*
- *SCIBA Honor Band (Audition in December))*
- *Drake Honor Band (Application – Performance is in December))*
- *Simpson Honor Band – Orpheus (Application – Performance is in January)*
- *Cyclone Honor Band (Application – Performance is in February)*
- *Perry Band Olympics - February*
- *State Solo/Ensemble Contest - April*

## **Events for Ensembles**

- *Perry Band Olympics - February*
- *State Solo/Ensemble Contest - April*
- *Band Concerts - December, February, May*
- *Iowa Day of Percussion - March-April*
- *Drum Show (Percussion benefit concert) - May*
- *Dowling Christmas Luncheon - November*
- *Sacred Heart 50+ dinner - February*
- *Chamber music recital – April*
- *Pit Orchestra (Spring Musical) – April*

## **Home Football Performance Procedure**

|             |   |
|-------------|---|
| 5:30        | Trailer arrives at stadium, Staff reports   |
| 5:45        | Drum majors, Managers & Percussion report, unload equipment<br>Pit equipment to staging area, uniform trunks to<br>dressing area.   |
| 6:00        | Uniform Parents, Staff meets at trailer for instructions  |
| 6:15        | All-Members report to dressing area, dress into uniforms, hats to “carry”<br>Leave instrument cases in the secured area. Do not be late.  |
| 6:30        | Begin in warm-up arcs for attendance – then sub-sectionals for tuning.  |
| 6:45        | Rehearsal arc for warm up, Pre-game piece, Victors, National Anthem, and Pray.  |
| 7:05        | March to stadium  |
| 7:15        | Pre-Game: Pre-game piece, National Anthem, Victors  |
| 7:25        | To stadium seating (North end zone), sit in sections, play Victors, riffs, and drum<br>cheers.  |
| 2nd Quarter | To warm up area- warm up, final tuning, troop to end zone   |
| Halftime    | Perform Show  |
| After Show  | March off for post-performance evaluation,<br>Return uniforms to cabinets, cabinet captains assist parents in uniform return<br>process; take instruments and all belongings home.<br>Managers and percussion help parents re-load the trailer. Trailer returns to<br>DCHS. |

Notes:                   The Band T-Shirt is considered part of the uniform and must be worn under the coat. Students are expected to treat all parts of the uniform with respect and dignity while in uniform. Hats must be worn properly or carried correctly.

                              Most home games will be played at Valley Stadium, located at the corner of Fuller Road and George M. Mills Civic Parkway. Student parking and drop off and pick up must be done at Jordan Creek Elementary School which is located at 4105 Fuller Road and directly south of the stadium. The school and stadium are connected by a walking path. The truck and trailer will be in the northeast corner of the stadium. Students, uniform committee, and pit parents only will be admitted to the northeast gate. Warm ups will be done on a field directly east of the stadium.

## **Rain Policy for Marching Band activities**

The safety and education of our students is of the utmost priority. In the event of inclement weather, we have taken steps to ensure the safety of the students and the most efficient use of rehearsal time. The following rain policy is to help define when students will be rehearsing indoors during the marching band season and what to expect if rain threatens a performance.

- 1.) During periods of mist or sprinkles, we will be outside for full marching band rehearsal while monitoring the prevailing weather conditions in case of rain or more severe conditions. If the conditions worsen (rain or other severe weather) we will move inside for music rehearsal.
- 2.) During a continuous rain, we will be inside for music rehearsal. If the rain stops or turns into a mist, we will move outside for rehearsal, while monitoring the conditions.
- 3.) If lightning is detected, students will be moved inside immediately.
- 4.) Students should be prepared for the elements!! All band students should be aware of the conditions and be prepared to rehearse in the event of rain. Rain gear is highly recommended.
- 5.) In the event of rain before a football game performance – students should always assume they will be performing. Mr. Hoover or Mr. Holland will let students know if the performance is delayed or cancelled due to rain. Students should arrive at their designated time and will receive further information upon arrival.

# Excused Absence Request Form

## Absence from a Band Performance

*For information about excused absences – please refer to the band handbook attendance policy. Requests made because of another Dowling Catholic Activity must be submitted 72 hours in advance of the absence. All other requests are to be returned before the absence whenever possible, or within 48 hours after the absence in extenuating circumstances.*

Student's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Date of request \_\_\_\_\_

Band performance(s) scheduled on this date \_\_\_\_\_

Reason for request of an excused absence:

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\_\_\_\_\_  
Band Member Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Phone number

|                 |  |
|-----------------|--|
| Office use only |  |
| Excused status: |  |
| Approved        |  |
| Denied          |  |

# Band Contract

I, \_\_\_\_\_, will abide by all the expectations of the Dowling Catholic Band and Dowling Catholic High School. By signing here, I acknowledge that I have read the band student handbook and understand the content in it.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date