

Jupiter High School Band Handbook

2016-2017



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Welcome from the Director:

Welcome to what should be an exciting new year with the bands at Jupiter High School. Many changes are occurring in the band and will continue to do so in the future. Music is my passion and I intend to transfer that passion into each one of you, both parent and student. I am here to build one of the most successful programs in the country, and it starts with you, this year. This year we must build a solid foundation to build upon in the future. I would like to challenge you to make the Jupiter High School Band Program the best that it can be and the best that it ever has been.

This handbook is designed to be a guide to the operating procedures of the Jupiter High School Band Program. Each member and his or her parent(s) or guardian(s) should **carefully read** all of the sections of this handbook. This year will certainly bring new procedures and new expectations. Just because a procedure has been in place in previous years does not automatically mean that it will be the same this year. This handbook will attempt to clearly define my expectations of each band member and highlight my vision for the future of the program. Become familiar with these procedures, as most answers for many common questions can be found here.

I am looking forward to a great year of making music with each of you.



Andrew Gekoskie
Director of Bands

Objectives of the Band Program:

- To teach music by its actual performance
- To develop performance skills on the various wind and percussion instruments
- To provide for the musical needs of the school and the community
- To develop discrimination with regard to the selection of music
- To acquaint the students with music theory/history and how history and musical composition relate to students' lives and musical experiences
- To provide all students with the opportunity for worthy use of their time, a means for self-expression, and a healthy social experience
- To develop the ability to function as a responsible member of a group, enhance interaction, and develop *esprit de corps*
- To foster leadership skills within each student

Performing Ensembles:

Students of Jupiter High School have many opportunities for musical growth and development through participation in large and small ensembles throughout the year. Membership in each ensemble has its own set of requirements and expectations for its members. Although each course has different guidelines and requirements, the overarching goal of each is to provide each band member with a varied, yet comprehensive, approach to music education.

Symphonic Bands I and II (3rd period):

These ensembles will meet daily and will be open to anyone that wishes to join band. These ensembles are designed for the beginning to intermediate high school band student and will focus on the basic techniques of individual and group performance. It will also strive to develop each member's skills and use of music theory, music history, and ear training. The bands are designed to offer music students the opportunity to study and play music in a wide variety of performance venues. Members will be expected to know all major scales and minor scales, the chromatic scale to a proficient range on the instrument, as well as general proficiency in sight-reading. Both bands will meet during 3rd period but will separate in the first semester by woodwinds and brass. The second half of the school year will be divided into two bands.

Wind Symphony (2nd period):

This ensemble will meet daily and will become the premier performing ensemble of Jupiter High School. The ensemble is designed for the advanced player and will focus on advanced aspects of individual and group performance. It will also strive to develop each member's skills and use of music theory, music history, and ear training. The wind symphony is designed to offer music students the opportunity to study and play the most challenging music. This elite ensemble will be made up of the most advanced players and will perform several concerts throughout the year. Members will be expected to know all major and minor scales (at least two octaves), the chromatic scale to a proficient range on the instrument, as well as general proficiency in sight-reading. The wind ensemble is an honors credit class. Students in wind symphony will be required to

participate in district solo and ensemble by performing a solo or an ensemble. **It is expected that students in this class will be taking private lessons weekly.**

Jazz Ensemble (6th period):

This ensemble is offered as a class that meets regularly during the school year. It is designed for advanced musicians who desire instruction and participation in jazz studies as well as a variety of musical styles. Students enrolled in jazz ensemble must also be enrolled in a concert band class. Membership is open to anyone by audition. The jazz ensemble is an honors credit class.

Color guard and Winter guard (1st period and co-curricular):

Color guard is a class that meets regularly during the school year. This class is to provide an extension of technical instruction for the marching band. Members will learn a variety of work and body movement for the marching band show. The winter guard will begin in the fall of each year at the conclusion of the marching band season and will continue throughout the winter. Concentration will be placed upon proper skills and techniques on various types of equipment as well as dance styles. You **MUST** be signed up for 1st period color guard in order to participate.

Percussion Ensembles (4th and 5th periods):

Percussion ensemble classes meet daily during the school day and consists of all JHS percussionists (except those in jazz ensemble). This class is to provide tailored instruction on a detailed level to percussionists. The focus of this class is to expose students to a variety of styles of percussion ensemble literature. Students will be divided into two periods. The beginner to intermediate percussionist will be placed into 6th period and the advanced percussionist will be placed in 7th period. Students placed in 7th period will receive honors credit.

Chamber Ensembles (co-curricular)

During the fall and spring, chamber ensembles will be formed. ALL band members will be encouraged to perform in a chamber ensemble. Possible groups are woodwind quintet, brass quintet, saxophone quartet, horn ensemble, trombone quartet, low brass ensemble, flute choir, clarinet choir, and additional small groups. There will be opportunities for performance at the solo and ensemble festival.

Marching Band (co-curricular):

The *Spirit of Jupiter* performs at several marching competitions throughout the fall season. These include, but are not limited to, the FBA Marching Band evaluations and the Florida Marching Band Championships, as well as local regional competitions. The marching band is both time and energy intensive, with at least two 4-hour rehearsals a week, plus several all day Saturday mini-camps throughout the marching season. The rehearsals for the Spirit of Jupiter will start in April 2016 and the camps will be during the summer.

Winter Percussion (Co-Curricular):

Winter percussion will begin in the fall of each year at the conclusion of the marching band season and will continue throughout the winter. This ensemble is designed to further strengthen skills on battery and mallet percussion instruments. In order to participate in this group you must be a current band student. Membership will be determined through audition.

Classroom Rules:

1. Students must be seated and ready to play within two minutes of the bell
2. Students are prepared for every rehearsal with any materials needed
3. Students must raise their hand and wait to be recognized
4. Students will play their assigned instrument only
5. There is no chewing gum, eating, or drinking in the classroom. Do not leave trash in the band room.

Rules specific to marching band

1. When the band is seated in the stands, only JHS band members are to sit in the band section. Exceptions will include chaperones and persons cleared by band staff.
2. All band members are to enter and exit the stands in an orderly manner.
3. The band will sit by sections and students must remain in their sections. No moving around is necessary after we are seated. Our job is to be ready to play when needed to do so.
4. Always be aware of the director and drum major since they are the ones who will give instructions about when and what to play in the stands.
5. Students are not to play on their own in the stands. When the band is playing ALL members will play their part.
6. All students will have their lyre, flip folder, and stand music at every game.
7. No band member may leave the band section during a game or end zone during meet-and-greet without permission of the band staff.
8. While on any trip with the marching band you are to represent Jupiter High School with dignity. All school rules apply on every trip and every rehearsal.
9. No eating or drinking in uniform except water.
10. Students are to use the buddy system. A student is never allowed to be alone.

Required Materials:

1. Instrument/Equipment
2. Music
3. Proper attire (Inside or outside)
4. Pencils
 - a. Regular lead pencil
 - b. Red pencil
 - c. Blue pencil
5. Any accessories (Oil, grease, cloth, reeds, swab, neck straps, etc..)
6. Mutes for Brass instruments must be "Tom Crown" or similar silver metal mute. "Trumcor" mutes are suggested for French horn.

7. For Percussion Ensemble only:
 - a. 1 pair concert snare sticks (Vic Firth SD1 General)
 - b. 2 pair marimba mallets (Vic Firth M183)
 - c. 1 pair timpani mallets (Vic Firth T1 General)
8. Additional items for marching band only:
 - a. Water jug
 - b. Hat
 - c. Drill and Music
 - d. Lyre and flip folder

Recommended Materials:

Tuner

Metronome

These two items are **HIGHLY RECOMMENDED**. Students should ALWAYS practice with a metronome and a tuner. These should be used both at home and at school. The metronome and tuner should be placed on the stand while playing to check pitch and timing. Please download apps for your phone; most are free of charge.

Attendance:

See school attendance policy for in-school rehearsals. **An absence from an after-school rehearsal will result in a zero credit for the rehearsal.** Absences from a dress rehearsal or two unexcused absences from regular rehearsals may result in losing eligibility to participate in the next performance. Students who are not ready to start rehearsal at the designated time will be counted as tardy. Two tardies are considered an absence. An unexcused absence from any performance including football games, pep rallies, concerts, parades, contests, or other performances will result in a zero credit for a performance.

Excused Absences:

1. Illness (note from parent or doctor required)
2. Death of an immediate family member
3. Observance of a religious holiday (must be reported 5 days prior to absence)
4. Required court appearance (documentation required)
5. Emergency beyond the control of the student or parent

PLEASE NOTE: Vacations, family trips, and jobs are **not** excused absences. It is your responsibility to get dates for rehearsals and performances at the beginning of the school year. You must make arrangements to be at every rehearsal. The dates for concerts and dress rehearsals will be announced before the school year starts and you need to plan those dates accordingly as there will be no exceptions to any of these dates.

Duties of a Band Member:

- Be on time to all rehearsals and performances. **Early is on time – on time is late**
- Upon entering the rehearsal setting, get your instrument, and go directly to your seat
- When the director or staff members steps on the podium or asks for your attention, all talking should cease
- Come to rehearsal prepared with a good attitude
- There should be no excess playing (e.g. horsing around on the instrument), only good, solid material
- Make a real effort to improve on a daily basis, and establish a good practice routine
- At the end of rehearsal, put all materials in their proper place
- Maintain a strong academic standing in all course work
- Become responsible for and assume responsibility for your own actions. Admit when you're wrong
- Have proper respect for yourself and those in authority
- Read and play music with insight – Have musical expectations

Free Periods:

Students are NOT allowed to be in the band room unless pre-approved and pre-planned by the band director. It is not OK for a student to be in the band room to just “hang out” during class time.

Preparation:

Students unprepared for class, rehearsal, sectionals or a performance will result in a deduction of points from the participation grade. This includes having your instrument (in working order), music, proper attire, or uniform, and all accessories. Students that are not seated and ready to play two minutes after the bell will receive a deduction from their participation grade.

School owned/issued instruments:

Palm Beach County Schools will provide a limited number of instruments for student use. These instruments include highly expensive instruments such as the Bassoon, Oboe, Tenor Saxophone, Baritone Saxophone, Horn, Euphonium, Tuba, various marching horns, and general percussion equipment. This equipment is generally purchased by the band or school district for student use because of its extremely high value. Thus **all school owned equipment must be handled with optimum care**. Students failing to care for, or take care of their school issued instrument will lose the privilege to use such instruments. The following is a list of general procedures for school owned instruments:

1. Palm Beach County Schools does not provide insurance for individually or school owned equipment. Students will be held responsible for school owned instruments issued to them. This responsibility will include fire, theft, accidental damage, abuse, and general maintenance not incurred through normal use.
2. Students and parents must sign an instrument check-out form as well as pay a \$75 rental fee before the instrument can be used by the student.
3. Each instrument will be issued in good playing condition. Each issued instrument will be checked and cleaned prior to issue. Students are expected to maintain their issued instruments accordingly.

4. The band member is financially responsible for all equipment and/or materials checked out to him/her.
5. All equipment and materials must be kept in their proper storage location when not in use.
6. School owned instruments are not treated as “free” instruments. Basic supplies must still be purchased and repairs must still be made just like personally owned instruments. Please strive to treat these instruments as if they were your own. Most school owned instruments exceed a \$2,000.00 value.

Practicing:

Even though ensembles meet daily during the school day, the band and its members will never improve unless each student makes a commitment to his or her instrument at home each day to improve individual playing skills from class to class. Students are required to practice at least thirty minutes every night on their music and playing technique. This means that each student is expected to take his or her instrument, music, and classroom exercises home every night, and students who fail to do so may have their performance grades reduced. In other academic classes homework is given nightly, and likewise in band, daily practice is considered homework.

Regular playing assessments will be given to ensure that each member is practicing on a regular basis. Those students who choose not to practice will find it difficult to receive high marks on these playing assessments.

Instrument and Mouthpiece Upgrades:

Mouthpieces

<i>Clarinet</i>	Van Doren 5 RV Lyre Mouthpiece DEG Barrels Rovner Ligatures
<i>Saxophone</i>	Selmer C*
<i>Trumpet</i>	Bach 3C or 1.5C
<i>Horn</i>	Schilke 29 or 30
<i>Trombone</i>	Bach 5G or 4G Schilke 51 or 51D
<i>Tuba</i>	Helleberg 120s Bach 18 Perantucci PT-50

Instruments (Intermediate and Professional Models)

<i>Piccolo</i>	Yamaha YPC62
<i>Flute</i>	Yamaha 684H
<i>Clarinet</i>	Buffet R-13
<i>Oboe</i>	Loree or Fox 400
<i>Bassoon</i>	Fox Renard 220 or 222
<i>Saxophone</i>	Old Selmer Mark VI or Yamaha Custom
<i>Trumpet</i>	Bach Stradivarious or Yamaha Xeno
<i>Horn</i>	Paxman M20 or Holton 179

Trombone Bach 42B, Bach 42BO, Edwards, or Conn 88-H
Euphonium Yamaha 321-S or Wilson
Tuba St. Petersburg or Miraphone 191 or 187

Method Books:

Flute

The Art and Practice of Modern Flute Technique by William Kincaid
Eck Method for Flute by Emil Eck
Exercises Journaliers – Flute by H. Altes
Rubank Intermediate Method for Flute by A.C. Peterson
Rubank Advanced Method for Flute by Himie Voxman and William Gower

Clarinet

Forty Studies for Clarinet, Book I by C. Rose
Klosé’s Celebrated Method for Clarinet by Hyacinth Eléonor Klosé
Melodious and Progressive Studies by David L. Hite
Rubank Advanced Method for Clarinet by Himie Voxman and William Gower
Rubank Intermediate Method for Clarinet by J.E. Skornicka

Oboe

Barrett Oboe Method by A.M.R Barrett
Fifty Classical Studies for the Oboe by Gunther Joppig
Practical and Progressive Oboe Method by Albert J. Andraud
Rubank Advanced Method for Oboe by Himie Voxman and William Gower

Bassoon

Practical Method for Bassoon by J. Wessenborn
Rubank Advanced Method for Bassoon by Himie Voxman and William Gower
Rubank Intermediate Method for Bassoon by Himie Voxman

Saxophone

Rubank Advanced Method for Saxophone by Himie Voxman and William Gower
Rubank Intermediate Method for Saxophone by J.E. Skornicka
Thirty-Five Melodious and Technical Exercises: Saxophone by D. Gatti
Universal Method for the Saxophone by Paul De Ville

Trumpet

Arban’s Complete Conservatory Method by Jean-Baptiste Arban
Daily Drills and Technical Studies for Trumpet by Max Schlossberg
Rubank Advanced Method for Trumpet by Himie Voxman and William Gower
Rubank Intermediate Method for Trumpet by J.E. Skornicka
Technical Studies by Herbert L. Clark

Horn

Lyrical Studies for Horn by Giuseppe Concone
Rubank Advanced Method for French Horn by William Gower
Rubank Intermediate Method for French Horn by Joseph Skornicka
Sixty Studies for Horn (two volumes) by G. Kopprasch

Trombone/Euphonium

Arban's Famous Method for Trombone by Jean-Baptiste Arban

Daily Drills and Technical Studies for Trombone by Max Schlossberg

Melodious Etudes, Books I and II by Johannes Rochut

Method for Trombone/Euphonium by Herbert L. Clark

Rubank Advanced Method for Trombone or Baritone by Himie Voxman and William Gower

Rubank Intermediate Method for Trombone or Baritone by J.E. Skornicka and E.G. Boltz

Tuba

Rubank Intermediate Method for Tuba by J.E. Skornicka and E.G. Boltz

Rubank Advanced Method for Tuba by Himie Voxman and William Gower

Recordings:

Just as the blind child cannot paint a picture of the sunset, an instrumentalist cannot duplicate a characteristic sound on his or her instrument without an appropriate model to emulate. Below are suggestions of artists for each instrument. Every student in the band program should own at least one recording of the following artists:

<i>Flute</i>	Jean-Pierra Rampal, Jim Walker, Paula Robinson
<i>Clarinet</i>	Harold Wright, Larry Combs
<i>Oboe</i>	Joseph Robinson, John Mack
<i>Bassoon</i>	Bubonic Bassoon Quartet, Christopher Millard
<i>Saxophone</i>	Jean Rousseau, Joseph Lulloff, Steven Mauk
<i>Trumpet</i>	Phil Smith, Adolph Herseth, Christopher Martin
<i>Horn</i>	Dale Clevenger, Dennis Brain
<i>Trombone</i>	Joseph Alessi, Christian Lindberg
<i>Euphonium</i>	Brian Bowman, Roger Behrend
<i>Tuba</i>	Arnold Jacobs, Sam Pilafian, Alan Baer

Grade Evaluation:

The following areas will be used when making grade and conduct evaluations for progress reports and report cards:

- Consistent improvement on your instrument through **at-home practice**
- Playing, based on appropriate classroom instruction (this includes individual playing assessments)
- Cooperation, conduct, being on time, and appearance in uniform (participation)
- Written exams, aural skills, and classroom theory work
- Attendance at all rehearsals and performances (participation)
- Having all materials at each rehearsal
- Failure to bring an instrument to class, failure to play an instrument in class, or having an instrument that is not in proper playing condition will result in points being deducted from the daily participation grade
 - Performances 50% of final grade
 - Tests 30% of final grade
 - Rehearsals/participation 20% of final grade

Please refer to Jupiter High School student handbook for other grading policies.

THERE ARE NO EXCEPTIONS FOR MISSING A CONCERT!

PLEASE NOTE: If a student's personal instrument is in poor playing condition, he or she is expected to take it to a repair shop immediately. Failure to do so may result in a failing grade due to loss of daily participation points. If a student must take an instrument in to be repaired, please bring in a signed note or voucher from the music dealer to class. This will serve as your "pass" for your instrument and you will not lose any points while your instrument is being repaired or serviced.

Please make every attempt to secure a "loaner" instrument so you can participate in class if your instrument will be in the shop.

Private Lessons:

All students in the band program are **STRONGLY ENCOURAGED** to take private lessons on his or her instrument. Individual playing ability can only be improved so far within the confines of a full band rehearsal. Private lessons are the best method of achieving success individually and with the band as a whole. Mr. Gekoskie will be happy to aid in the process in any way. Recent studies across the nation suggest that nearly 80% of the students in All-State bands study privately. Please find a list of private instructors on the Jupiter Bands website under student resources. This is **HIGHLY RECOMMENDED** for all students. **Wind Symphony students are expected to take a weekly private lesson.**

Uniform Policy 2016-2017:

Wind Symphony:

Full tuxedo with jacket:

1. Concert jackets with JHS insignia will be fitted and assigned.
2. **Tux shirt, tux pants (or long black skirts for girls), black socks (boys) and black dress shoes will need to be purchased by the student.**
3. Girls must wear closed-toe black shoes.
4. Bow tie and cummerbund will be provided.
5. *****PLEASE IRON pants, skirts and shirts for every performance.**

Symphonic Band I and II:

Half tuxedo WITHOUT tux jacket:

1. **Tux shirt, tux pants (or long black skirts for girls), black socks (boys) and black dress shoes will need to be purchased by the student.**
2. Girls have the option to wear a long black dress.
3. Girls must wear closed-toe black shoes.
4. Bow tie and cummerbund will be provided.
5. *****PLEASE IRON pants,skirts, dresses and shirts for every performance.**

Girls' black skirts and black dresses should be ordered from Formal Fashions.

Jazz Ensemble:

1. Dark jackets, shirts and pants.
2. Girls may choose to wear dark dresses provided that the dresses must cover the knee while sitting.

Students should show up to call time for concerts in concert uniform (minus bow tie and cummerbund).

Marching Band:

Uniform Items:

1. Green JHS garment bag – provided to new members as part of Fair Share
2. Shako (hat) and plume – provided by school
3. Jacket – custom ordered through band and purchased by student
4. Bibbers (overall pants) – custom ordered through band and purchased by student
5. Undergarments (compression shirt/shorts for boys and body tight for girls) – custom ordered through band and purchased by student
6. Socks (black calf-length dress socks) – must be purchased by student from any store
7. TBD: Gloves-2-3 pairs of black gloves must be purchased by student from uniform volunteer, keeping a new spare pair in garment bag for back up
8. Shoes (Black Vipers) – must be purchased by student
9. White practice shirt and practice shorts (green for instrumentalists and black for guard members) – two shirts and one pair of shorts provided by school
10. Show shirt – one shirt provided by school; extras can be purchased from the uniform chairperson

A check list will be provided to help you navigate purchases you need to make vs. items supplied by the school.

Uniform pieces provided by the school are school property and must be returned. If they are lost, replacement/payment must be discussed with the Band Director.

*** Fair share will NOT be an acceptable form of payment for uniform items unless you are a senior and it has been pre-approved by the band treasurer.

Marching Band Uniform Distribution, Storage and Cleaning:

1. Students will be fitted for a marching band uniform and the care and upkeep of that uniform will be the responsibility of the student for the duration of marching season. The student's school-owned uniform parts will be labeled with a unique number and tracked by the Uniform Committee.
2. Jackets and bibbers should be marked with the students' last name for easy identification.
3. Jackets and bibbers should be cleaned after each used and placed in the garment bag for storage/travel to games and competitions. Laundering instructions for jackets and bibbers will be provided. Garment bags should be clearly marked with the student's name for these events.
4. Shakos should be stored in a hat storage box with a gel desiccant. Each student will be provided with a desiccant to prevent mold and odor. If the desiccant is removed, or lost, the student will be responsible to replace it.

Treatment of your uniform on and off the field:

It is the goal for Jupiter High School Band to have a professional appearance at all times.

1. The Uniform should always be worn on your person, folded for half-uniform, or on a hanger AND in a JHS garment bag.
2. When not being used, Shakos should always be stored and transported in the shako box.
3. There is NO EATING or DRINKING in uniform except for water.

Desiccant gel packets will be taped to the inside of the shako boxes to aid in keeping them fresh and to reduce moisture and odors. All students are to have a desiccant packet in their shako box at all times. If your shako box does not have a silica gel packet, please request one from the uniform chair. There will be anti-bacterial wipes available to wipe out the inside of your shako when you return it to the band room.

Your Appearance for Performances:

1. Shoes are the responsibility of the student. Shoes should always be shined before each performance. They can be cleaned with leather wipes or Windex wipes.
2. Appropriate undergarments should be worn under your uniform.
3. Unless pre-approved by band director students are not to wear hats, sunglasses, etc... while in uniform.
4. There is no eating or drinking (except water) in uniform (not even half-uniform).
5. Students with long hair should tie their hair into a bun and secure loose pieces with gel or hairspray as to fit completely into the shako and create a uniform appearance. This is called "show hair." Please adjust shako accordingly and get help from uniform volunteers to adjust the chain. The chain should rest in the crook of your chin about a finger width from your lip. Hair should be worn the same for every performance and kept the same approximate length throughout the season to insure the shako fits properly.
6. Students are to not wear jewelry while in uniform unless religious based.
7. Students are to wear calf-length black dress socks in uniform.
8. While not in uniform at a competition students are to be in show shirt, jeans and sneakers or black band shoes OR in half uniform. This will be determined by the director.

Appearance Requirements for Games:

The uniform room will be open one hour before call time. The Uniform Committee will be available to assist the student with any uniform needs. The student should be dressed appropriately 15 minutes BEFORE call time so that you are ready to play. The uniform room will close at call time to prepare for departure or prepare plumes for home games.

After performances the students will place uniforms in garment bags and keep track of the uniform until dismissed from event.

Fair Share:

Fair share is the method by which we raise funds to support the entire JHS band program. Each student's fair share is calculated by dividing the overall band budget by the number of expected students. Fair Share is an

obligation that must be met by all band students, however parents are not expected to pay their student's fair share directly. Rather, students are encouraged to participate in the many fundraisers provided throughout the year to meet their fair share obligation. Typical fundraisers include cheesecake sales, Christmas tree sales, and sponsorships, to name a few.

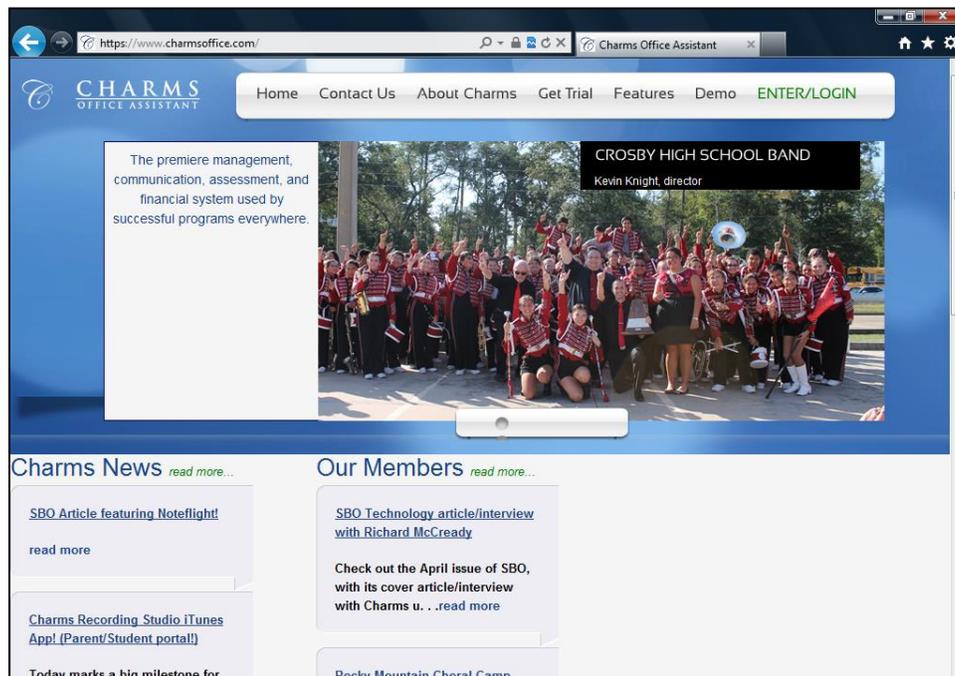
CHARMS:

Charms Office Assistant is a comprehensive web-based database for all band students and parents. Modules include student information, account information, instrument information, and mass e-mail capabilities. Each student has an information page established that each parent needs to access and update.

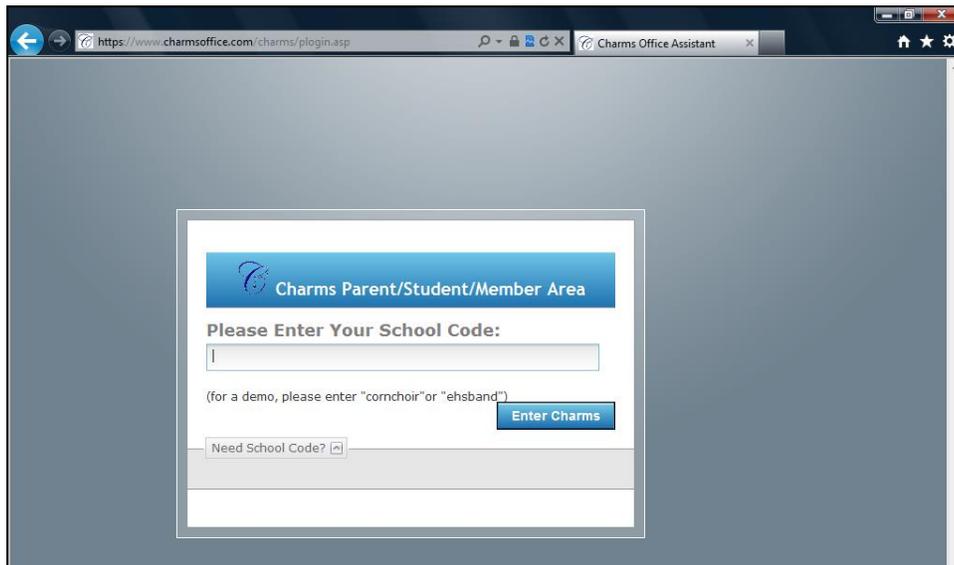
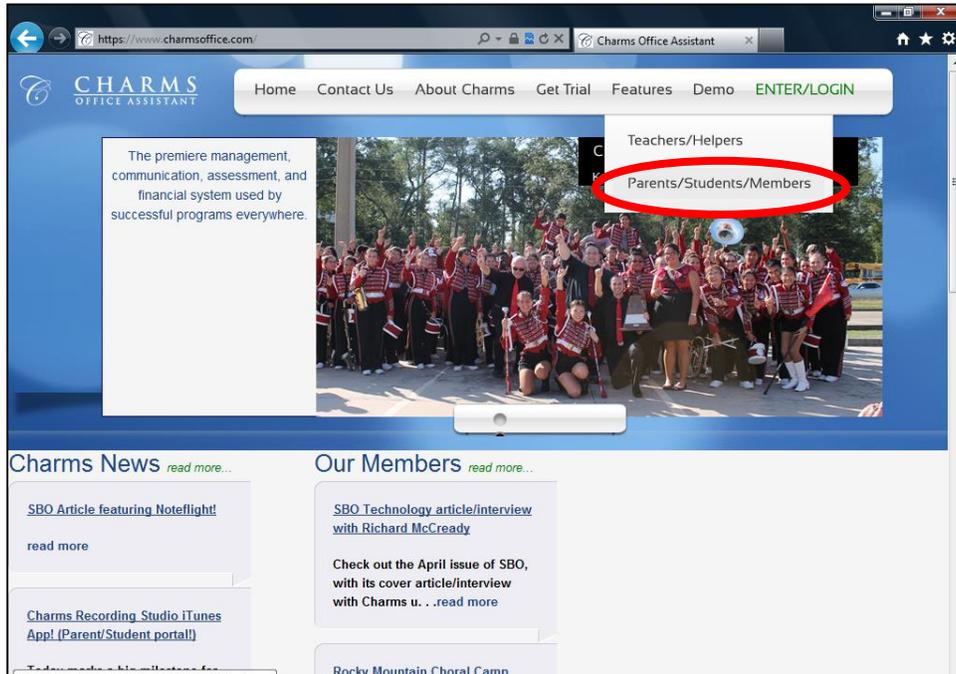
To access a student's information, visit the Charms Office Assistant web site at:

www.charmsoffice.com

A home page similar to this one should be displayed:



Hover over **ENTER/LOGIN** at the top right and select on **PARENTS/STUDENTS/MEMBERS**:



This is the login screen for parents and students.

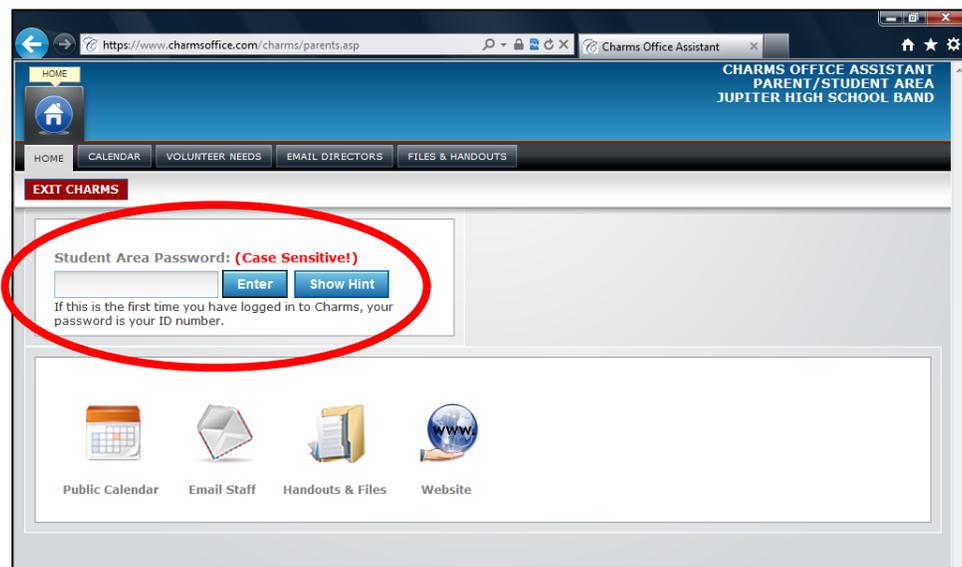
Enter the school code (not case sensitive):

JupiterHSBand

Select the **Enter Charms** button.

Some information (handouts, forms, etc.) in Charms is "public" with the login above, but a second login provides access to individual student information, including fundraising account balance, personal contact information, inventory assignments, etc. By default, the "Student Area Password" is the **student's ID number**, which is the 8-digit number assigned by the school district. When logging in the first time, you are required to change the password for additional security. Please note that there is only one password associated with a student's account, i.e. this password is shared with the parents/student.

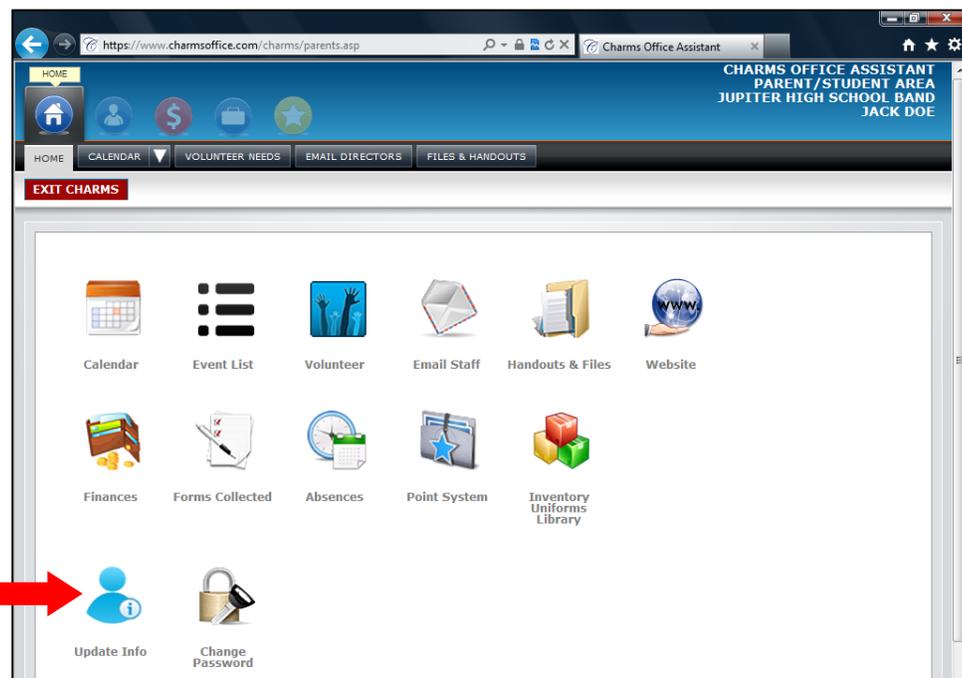
If a student ID number has not been assigned yet, a temporary password will be assigned and provided to the student. The password will be updated once a student ID number is available.



Enter the Student Area Password (8-digit student ID number).

If the password is changed, it IS case sensitive.

Select the **Enter** button.



"Your" student/parent page should look something like this.

When logging in the first time, please select the blue **Update Info** icon at the bottom left to update the personal/contact information for both student and parent.

At least one valid email address for a parent must be listed in Charms for communication purposes.

STUDENT INFO

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
JUPITER HIGH SCHOOL BAND
JACK DOE

PERSONAL INFORMATION CHANGE PASSWORD

EXIT CHARMS

Update Student Detail - Jack Doe Update

Jack's Information

Student ID 33333333

First Name Jack

Middle Name

Last Name Doe

Address

City, St Zip

Phone Cell

Sex M

Locker Combination

Birthdate

Primary Group none

On this screen you will update the information on your **STUDENT**.

Please fill out as much information as possible on the left-hand side of the page.

BE SURE TO CLICK ON THE GREEN UPDATE BUTTON when you have finished entering information to save your changes to the system.

Why do we ask for your Cell Carrier?

Charms provides the ability to send mass text messages, but the Cell Carrier is needed to use this function.

Now that the student's information is in Charms, **add information for at least one parent**. If the student is in a shared custody agreement, please complete information for all adults with whom the student lives.

10

First Name Jack

Middle Name

Last Name Doe

Address

City, St Zip

Phone Cell

Cell Carrier Select Carrier

E-mail

Personal Instrument

Sex M

Locker Combination

Birthdate

Primary Group none

Other Groups

Instrument/Part: Primary Instrum: Not Assigned
Spirit Section: Not Assigned
Part 3: Not Assigned

Housing Dvlpmnt

Add New Adult

Once the student's information has been entered AND SAVED, scroll to the bottom of the page and select the blue **Add New Adult** button to add information for a parent/guardian.

Please complete as much information as possible for a parent/guardian.

You can select **Copy Dotted Fields from Student?** to save time re-typing your Last Name, Home Phone, Address, City, State and Zip Code, and Cell Carrier if they are the same as entered for the student.

We do not need your Drivers License or Date of Birth.

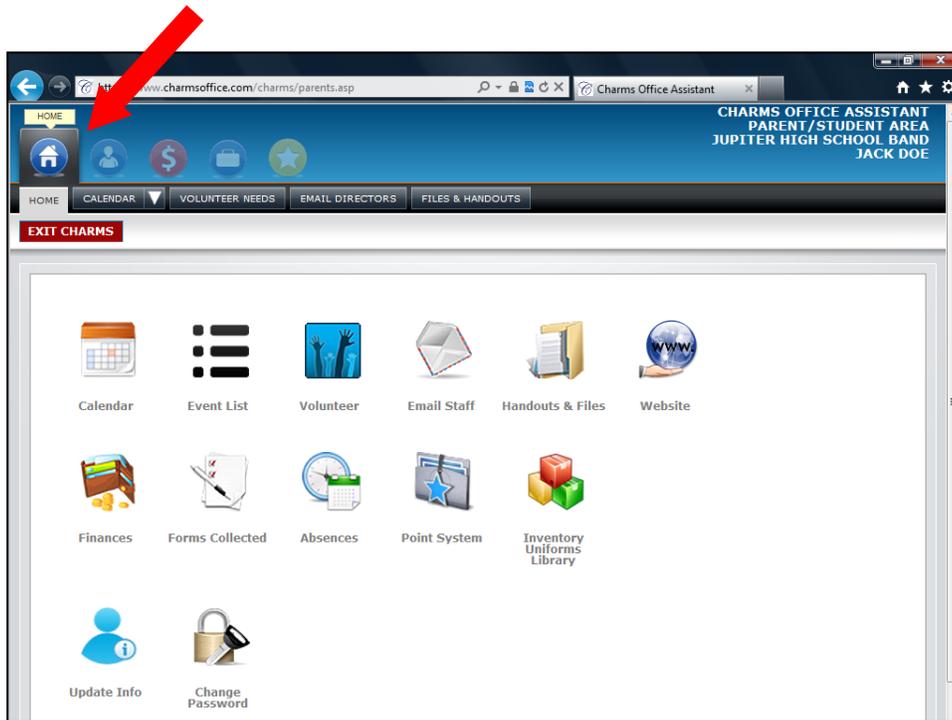
BE SURE TO CLICK ON THE GREEN UPDATE BUTTON to save your changes!

IT IS VERY IMPORTANT that you enter contact information, especially the valid email address for at least one parent, to be sure you receive all JHS Band-related communication.

When you select the green **Update** button to save your changes, you will be returned to your student's information page. More adults can be added to the account by selecting the blue **Add New Adult** button.

PLEASE BE SURE TO KEEP YOUR CONTACT INFORMATION UP TO DATE SO YOU CONTINUE TO RECEIVE COMMUNICATION FROM THE BAND PROGRAM.

Once the contact information has been entered, take some time to explore the Charms. The icons at the top left of the screen and the tabs just underneath show the different functions available.



Selecting the **Home** icon returns to main screen.

These are the icons that will be the most useful to JHS Band students and parents:

- Change Password**
- Finances**
- Forms Collected**
- Handouts & Files**
- Update Info**
- Website**

Change Password allows the parent/student to change the default password of the student's 8-digit student ID. Remember that both the parent and student **SHARE** this password, so communicate any changes. Passwords **ARE** case-sensitive.

Finances shows the student's financial statement, which includes fundraising activity and charges to the student, such as All-District/All-State audition fees, Solo & Ensemble fees, etc.

Forms Collected shows all of the forms that are to be completed and returned by the student, as well as whether or not the forms have been turned in.

Handouts & Files has flyers, forms and music that can be downloaded for your convenience.

Update Info allows the parent/student to enter and update contact information.

Website is a link to the JHS Band web site, JupiterBands.com

Parental Involvement:

Parental support is critical in order for the band to be successful in all its activities, and to acquire funds for the purchase of equipment, supplies, and staff that contribute to our success. Your participation is truly appreciated, and every parent is always invited to any band function. Mr. Gekoskie and Mr. Moore welcome your input and your thoughts on how we can achieve our common goals together.

While the Jupiter High School Band receives support from the district and the school, the program is mostly self-supporting and has several fundraisers each year. These fundraisers are sponsored by our Band Parent Organization, and help to defray Fair Share, as well as to support the band's general operating expenses. Part of the profits from fundraisers support the overall program needs, while part is credited to individual students to help them meet their Fair Share obligation.

Parents are encouraged to do their best to support the goals, policies, procedures and decisions of your child's Band Director. Often these are in place for a specific reason, which may not be instantly understood, but is for the common good of all band members. Please feel free to contact Mr. Gekoskie or Mr. Moore should you have any questions.

At home, require that your child practice at least 30 minutes each day. This is a standing homework assignment from the band, and your student should never say that he or she does not have a nightly practice assignment. Ask your child to play for you and your family weekly. They learn scales, rhythms, and music each day during class so they should always have something to play for you. Much of their grade depends upon steady, committed practice at home. Do your best to encourage this!

Help your child to learn to be punctual, and do your best to help them arrive on time for all scheduled rehearsals and performances. It is impossible to adequately rehearse with people late or missing from any scheduled event. Please help them understand the importance of starting on time.

Become involved! Attend all concerts and performances, join the Band Parent Organization and have a voice in the operations of the program, "pop in" at rehearsals to see what is happening with the band, and enthusiastically cheer your band every chance you get. They may never tell you, but your kids love this and come to depend on it. They work very hard to make the best possible product, so let them know how much you appreciate what you do.

Top Ten Things You Should Know as a Spirit of Jupiter Marching Warrior Band Parent

10. Your student is probably more capable than you realize.

Even if you have all the time in the world, you will start to feel like a personal servant if you don't ask your kids to take some responsibility for their own stuff. Water jugs, lunches, props, laundry – it never ends. Your student can make a sandwich, fill up a water jug, and set out their 'stuff'. It's up to you if you want them using your washer and dryer, but they've got to learn someday.

When you see what they accomplish and how hard they work for someone else, you will be amazed. This is an excellent time to start teaching (if you haven't already) self-management techniques that will serve them well throughout life. If you are inclined, help them create checklists so that they remember everything they need to bring. It will be a lot of stuff, so be ready.

9. Get out of the car and come join us.

Sounds odd doesn't it? Many parents do not realize that they can enter the band room without ill effect (just don't come during the regular school day unless pre-approved). Be respectful of practices going on, but come on in and see what is happening. Frequently, there are parents working on projects or hanging around. It is a great time to make introductions and let people know you are new to the band program.

Park the car and come to the field. The last 15-20 minutes of marching band rehearsals will be a run-through of what the kids have learned so far. Thursday nights are the traditional nights to view, but you will find parents in the stands most nights. Watching the evolution of the marching band and the kids is really inspiring. It will blow your mind what your kid can do! And believe it or not, you will not see the same *exact* show week after week. Bring the family and enjoy the show, but remember to stay quiet so you don't distract the kids.

On competition days, come inside after the band returns. This is a good time to congratulate or encourage your student. Drop by before they leave to let them know you support them. Bring lunch mid-day (there is usually a practice before the competition) and stay a few minutes. You may feel a bit more like a spectator than a parent, but the kids know you are there and they appreciate it.

8. Learn to manage your time and teach your student how to manage theirs.

You WILL be busy – especially from August until the middle of November. You will receive calendars and emails, but you MUST find a way to keep track of everything that works for you. More importantly, your student will have to balance band and school work. It is not easy, but it can be done. Most band members carry a full load of classes; many are honor students with AP and/or AICE classes. You will have to find pockets of time for homework and other responsibilities. Some students do homework on the bus when necessary. The freshman year is already a big adjustment. Between band and school there won't be much time for anything else. But it doesn't last forever.

7. Register in the school's volunteer system.

Registration must be done on a school computer in the front office or band room. Instructions will be provided at the beginning of the school year.

6. Bring cash and something to sit on.

Most school functions require you to bring cash. Competitions charge admission, anywhere from 10 to \$20 per person. Children under 5 are usually admitted free. You MUST bring cash. Concessions are cash only, as are some souvenir vendors.

Aluminum benches are hard. Many of the events are outside so plan accordingly. Something to sit on will make the experience more enjoyable.

5. Band Directors are people, too.

But they are BUSY people. They work long hours and their main focus is the kids. If you have a specific concern about your child and the band program, set up a time to discuss it. If you need general information, directors are probably not your best resource. Try a fellow parent first, another band booster. The real source of wisdom is the band booster secretary.

On another note: Marching band requires dedication and discipline from your student. The job of the directors is to help your student excel in band. Directors speak loudly, pointedly and sometimes without pleasantries. When mistakes are made, especially due to inattention or lack of effort, there are consequences. Try to relax and allow the process to work. Encourage your student to do their best, listen, and work hard. Everyone wants your child to be successful. You will learn this as you move through the season.

4. You are not alone.

Unless you want to be. Every parent – okay, MOST parents, feel overwhelmed at first. The whole first year is a scramble to keep up. Here are some good phrases to put into use: “Excuse me, I’m new and I was wondering...”, “Hi, I’m a freshman parent, my name is...”. “I’m Ben’s mom and I heard...” You will be surprised how quickly you will be pulled into the fold. Timing is everything, of course. If you ask someone who is obviously busy, you may not get the welcome you hoped for. Rarely are other parents too busy to help you. We want you to join us and we love to share our experience with you..

Your student will be making all kinds of new friends, why shouldn’t you? You can find people to carpool with, volunteer with, celebrate with, and commiserate with. Band parents are valuable resources. They can help you find the solutions to you dilemmas, and there will be dilemmas. You will also get to know the parents of the kids your students is hanging around. What a bonus!

3. We can’t do it without you — Volunteer and come to the booster meetings.

You will be asked to commit time, energy, donations and band fees to the band program. Unlike many sports programs, the Marching Warriors must have parent volunteers for the programs to run smoothly—and it is the best way to get to know others. Plan to attend as many band parent meetings as you can. They are only once a month for about 60 minutes.

About volunteering – no experience necessary. No, REALLY! There are tasks that required specific skills, but most opportunities do not. If you can pull a soda from a cooler, use scissors, sew or build props, you have all the skills you need. Better yet, there is so much to do, you are bound to find something you actually enjoy doing. At first it looks like everyone else know what is going on but you. Take the initiative “I am new, and I’m here to help.” We will put you to work straight away at something that is not far outside your comfort zone. It may be just a little outside, and the feeling will quickly pass. It won’t hurt a bit. You will be helping keep YOUR band fees down and have fun doing it.

2. READ YOUR EMAIL

This could be said a thousand times and still not be said enough. As the season progresses, you will get multiple messages throughout the week. READ THEM. CHECK YOUR EMAIL DAILY. You may not always completely understand the emails, BUT READ THEM. If you are completely lost, you can ask the band booster secretary for more info. We want you to understand what is going on, but you have to read your email and ask questions. If you don’t, you may have unfortunate results, miss something important, or miss something fun.

1. Yes, it’s worth it!

All of the rides, time, effort (and it is extraordinarily a lot) that as a parent, you put into getting your child to practices are worth every second. You may not be able to appreciate that in the beginning. Your student may get discouraged at first. There is a lot of repetition, hot sweaty days, failures, and disappointments. Then the

show starts to come together and everything changes. There is a new energy, a new excitement. This is the point where they will either LOVE band, or plan a different activity next year. Most of the kids LOVE band by the end of the season, so make them tough it out for the whole season. It will be worth it. You may be uncomfortable at points. You will feel unsure. If you can push past the confusion and the chaos, you will probably get hooked like the rest of us. There is no way to describe how amazing this experience can be, but if you get involved you will find out for yourself.

Questions specific to Marching Band (including Color Guard, Winds, and Percussion)

Is there a prerequisite for Marching Band?

All students must be enrolled and be members in good standing in a performing ensemble class both spring and fall semesters to be eligible to be in the Marching Band.

What forms do I need to complete for my student to march?

All forms needed for marching band are distributed at the beginning of the marching season (in spring). They are also located on the Forms page of the band website (www.jupiterbands.com). These forms must be completed each year and the *health form must be notarized*. Also, the Commitment Letter, Attendance Contract and Fair Share Agreement must be signed and returned prior to your student having a “dot” in the drill.

When are the rehearsals for marching band?

The calendar for the marching season will be provided at the Band Interest Meeting held in the spring, and it is posted on the band website. Access the calendar at www.jupiterbands.com by choosing “CALENDAR” at the top of the page. Please remember that doctor’s appointments, homework, etc. are not excused and conflicts are to be avoided. It is critical for your student to attend all rehearsals and events. After school begins, rehearsals are after school on Monday and Thursday, with football games on Friday nights. There are also weekend events that the student **must attend** (i.e. competitions, mini-camps, parades, etc.)

What is Band Camp?

Band camp is the culmination of the creative process for the marching band show. Marching band camp is held on the campus of Jupiter High School. Students will learn how to march, play while marching, play in the outdoor environment, and the importance of team membership to create a musical experience. Students will receive instruction from staff members in marching and playing in both individual and ensemble settings. Many bonds are formed in the marching band camp. Aside of marching and playing, ideals of trust, responsibility, teamwork, goal setting and achievement, and character are all components of the camp experience.

Is Band Camp mandatory if I plan on being in the marching band?

Yes, the marching band camp is mandatory. We will cover the equivalent of nearly six weeks of regular rehearsal hours in the three weeks of camp. The process of learning marching drill is dependent on the “dots” in the drill being filled. Without the charted marcher in attendance at any given time, it becomes a hardship to those around him/her to successfully march their drill. Likewise, promptness to all rehearsals is required, so we can all begin at the same time. When the rehearsal time is posted, please plan to arrive 15-20 minutes prior to be ready to begin at the given time. We also ask that all doctor appointments, unless an emergency, not be scheduled during band camp. Attendance and promptness will be documented at each rehearsal per handbook policies. Leadership members will notify the directors of tardiness and/or absence.

What should I do if my student is sick?

If your student is ill on any given morning of band camp, it is imperative that the band director is contacted (561-744-7921 or Andrew.Gekoskie@palmbeachschools.org). It is also required that you either call or text your section leader or your drum major. Do not assume that we will know they are sick if they are not in attendance. Upon returning, whether it is that particular day or another day of band camp, please send a written excuse for your child’s absence. Any student present for the school day is expected to be present for any after-school rehearsals.

Will meals be provided during Band Camp?

Yes and no. Students should bring a bagged dinner for the June camp. For the July and August camp, catered lunches are sometimes offered at a cost to be determined OR they can continue to bring their own bagged lunch. For both the July and August camps, students are allowed to leave campus for dinner.

What should I wear to Band Camp?

T-shirts, shorts, and tennis shoes are the suggested attire for camp. You will be given an order form at the first rehearsal for your rehearsal uniform. Students will be required to wear the rehearsal uniform at every rehearsal. Your feet are very crucial to your success as a marching member, therefore please wear athletic shoes that will be comfortable and allow you flexibility to move easily. Flip-flops, swimming shoes, and sandals are not allowed for any marching rehearsal including band camp. Students must wear shoes at all times while at camp. Stepping on a sharp object could potentially take you out of the show for the season. *Please bring sunscreen, baseball caps, sunglasses and lots of water to drink.* You will spend approximately 4 hours per day, minimum, in the sun. Be prepared and take care of yourself during these hours. Color Guard should wear black shorts and a white shirt.

Will my student be supervised by adults, other than the staff during camp?

Parents are on hand during all rehearsals and meals to assist your student in all facets of the day.

What should my child eat during Band Camp?

Please see that your child eats a good breakfast each morning (preferably no dairy). They will start the day running and will use lots of physical energy during the morning rehearsal block. Many students who typically do not eat breakfast find this a difficult three hours and can become ill due to the lack of nutrition. We strongly encourage your student to eat *all meals* well during camp and to avoid caffeine to help prevent dehydration.

What do I need to bring to camp each day?

You need to bring your well-maintained instrument. Please have the instrument in good playing condition for band camp. You will be spending a lot of time playing and poor conditions will not aid in your progress during the week. Please have valve oil and extra reeds, as well.

If you will be using a school-owned instrument (percussion, tuba, marching baritone, etc.) you will be issued an instrument. A form will be sent home with you for your parent's signature outlining the responsibilities of using a school-owned instrument.

Each student will receive individual drill. It is required that you bring your drill to every rehearsal and have it available for quick referral. **Please plan to bring a water cooler full of water at the beginning of each rehearsal.** Fill it up before you come to school! Everyone is expected to bring his or her own water. Do not plan on sharing! Water and sports drinks are recommended. Caffeine should be avoided when participating in outdoor activities. PREHYDRATION is a must! Remember that 8 glasses of water a day is for "normal" exertion. Students should increase water intake **three days** prior to band camp and should replace fluids every night during camp. Your name should be clearly marked on your water cooler, and EVERYTHING else that you bring to camp.

What are Marching Fees and what do they cover?

Marching band is classified as a co-curricular subject and as such is not directly funded through the school district. Therefore, fundraising and marching fees become the financial support for the marching band. Marching fees cover the cost of arrangement and writing of the music, original drill writing, 150 hours of individual and group instruction during band camp, special event nights during band camp, medical supplies, specialized instruction for color guard and often times a choreographer brought in to help with movement of the band, over 85 hours of instruction after band camp, mini-camp instruction, marching competition fees, travel to competitions, cost of prop construction and movement to locations, water at football games and at competitions, maintenance and repair of marching band school-owned instruments, purchase of new uniforms and color guard performance uniforms, etc.

How much are Marching Fees?

Fees are not determined until we know how many members will be in the marching band. The total budget is divided by the number of members, which gives us our fee. A camp fee of \$50 is due at the first marching band rehearsal in the spring. Additional payments are due at various times in the spring and early summer. Also, students and parents are encouraged to fundraise their fees rather than pay out of pocket.

What other expenses will I incur in marching band?

Each student will need to purchase a custom uniform, marching shoes, gloves, rehearsal shirts and shorts (to be worn under the uniform during performances also). In addition, there will be expenses for some meals, etc. Color guard members will need to purchase practice shoes, performance shoes, wind suits, bags, gloves, practice shirts, etc. This will be gone over at one of the band camps.

Band Parent Organization:

The Jupiter High School Band Parent Organization is a group of parents who support our band program by fundraising, volunteering, chaperoning, caring for uniforms, transporting and setting up equipment, organizing band activities, sending out newsletters, etc. There is always an area that you can volunteer to be a part of. We need you, and we strongly encourage all parents to become involved in this organization. Parents are involved in the planning of many aspects of the program and work closely with Mr. Gekoskie and Mr. Moore and staff to create a positive, enjoyable, and successful band program. All parents are a vital part of their child's success and we deeply value your input. We hope that you will join us this year!

Jupiter High School Band Handbook Acknowledgement Form

Dear Parents and Students:

Please read the Jupiter High School Band Handbook and return this signed sheet. Please read through the handbook so that you may become acquainted with the policies under which our organization is governed.

After reading the handbook, please acknowledge the following statements by printing both parent and student name, as well as signing and dating in appropriate places.

By my signature, I confirm that:

1. I have read the Band Handbook and agree to comply with the policies set forth therein. I agree that I will support the Band Director(s) in following the policies within the handbook.
2. An unexcused absence from a performance or a rehearsal WILL result in a zero credit. A tardy from a rehearsal will result in partial credit.
3. I authorize the Band Director or his designees to render or secure First Aid for my son or daughter in the event of sickness or accident at on- and off-campus rehearsals, performances, and activities, and while en route to or from them, and I give my permission for the Band Director or his designee to secure immediate medical attention if necessary. I understand that parental contact will be made as soon as possible, and that treatment will follow the specifications listed by the parent or guardian on the Medical Release Form. I also agree that I will be responsible for the cost of all necessary treatments and/or services given to my child.
4. I hereby give permission for my child to participate in all band activities (including football games, marching and concert competitions, parades, and activity trips) during the school year. I understand that all trips will be taken with carriers approved by the Palm Beach County Schools, and will comply with all local and state governing rules. I agree that I, as a parent or legal guardian, will be financially responsible for any damages that my child causes and will incur the cost to transport my child home from a trip if his or her behavior warrants immediate attention.

Student Name (printed)

Student Signature

Parent Name (printed)

Parent Signature

Date

This signed form is due Wednesday, August 24, 2016