



2017-2018

Handbook

Welcome

Welcome to Pontiac Junior High. This co-curricular handbook is not intended to answer every question or situation concerning activities, but it is merely to serve as a quick reference/guide to answers some of your questions. This is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website pwh105.org. If you have a specific question or problem, feel free to contact the sponsors.

Co-curricular activities provide another means by which our students may demonstrate their personal abilities. Pontiac-Wm. Holliday School District #105 is proud to offer a diverse co-curricular program. Students are reminded that they are representatives of the school when events take place either at this school or another campus.

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade.

The goal of the co-curricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal of the program is to develop the physical skills of student athletes, which will allow them to compete to the best of their ability within the School Board policies and the by-laws of any association of which the school is a member.

Members must conduct themselves at all times, including after school and on days school is not in session, as good citizens and exemplars of their school - they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

The Code of Conduct below describes the expectations and goals of the co-curricular programs. This Code does not contain a complete list of inappropriate behaviors for students in co-curricular activities. A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

PJH Mission Statement

B.R.I.C.K.S.

Building Responsibility Integrity Compassion Knowledge Skills

District #105 is committed to building a safe, quality learning environment that enables all students to develop the knowledge, skills, compassion, and integrity to become responsible citizens and life-long learners.



Student Participation Requirements

Student participation in school-sponsored extracurricular activities is contingent upon the following and all must be turned in prior to the scheduled tryout:

1. All school/athletic/band fees must be paid and up to date. (No Pay No Participation Policy)
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved (athletic permission form)
3. Insurance (either school or a waiver)
4. Emergency consent

Co-Curricular Rules & Code

The Co-Curricular Code applies to all students who want to participate in extracurricular activities.

Participation in co-curricular activities is a privilege. Those who participate in co-curriculars have a responsibility to favorably represent the school and community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in these activities may be lost in accordance with the terms of this Co-Curricular Code.

Code of Conduct

A student participating in an activity or athletic program will be subject to disciplinary action if he or she violates this Code of Conduct for Co-curricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

The student shall:

1. Abide by the District's policies or procedures on student discipline;
2. Abstain from using beverages containing alcohol;
3. Abstain from using tobacco in any form;
4. Abstain from using, possessing, buying, selling, bartering, or distributing any illegal substance or paraphernalia;

5. Abstain from using, possessing, buying, selling, bartering, or distributing any object that is or could be considered a weapon or any item that is a “look alike” weapon;
6. Abstain from attending any parties or other gatherings and/or ride in any vehicles where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in a sportsmanlike manner;
8. Abstain from vandalism or stealing;
9. Abstain from participating in hazing of other students;
10. Abide by the written rules for the activity or sport;
11. Behave in a manner that is a positive representation of the good of the group or school;
12. Always be respectful toward the activity’s sponsors or team’s coaching staff;
13. Always be truthful on any information contained on any permit or permission form required by the activity or sport.

Behavioral Conduct

Misconduct by band members will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Due Process

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all activities or sports:

- A specified period of time or percentage of events, competitions, or practices
 - The remainder of the season or for the next season
 - The remainder of the student's school career
- b. Sanctions for alcohol and other drug violations will be based on the following:

First violation:

- Use, possession, buying, selling, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student successfully completes a school-approved chemical awareness program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation:

- Use, possession, buying, selling, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any activities, the student must successfully participate in and complete a school-approved alcohol and other drug abuse assessment and follow all recommendations from that assessment.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation:

- Use, possession, buying, selling, bartering, or distributing: A suspension from extracurricular activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Building Principal.

All students remain subject to the School Board's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

School officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Co-Curricular Code are in effect throughout the school year from the first practice session for any particular co-curricular during a particular school term until the last day of that co-curricular or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Transportation

Students are to be picked up promptly when any event is finished. Late pick-ups will be handled as follows:

- 1st violation – written warning
- 2nd violation – suspension from next activity
- 3rd violation – removal from roster

Non-Participants: Non-participants are not allowed at practices or meetings.

Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*

PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

BAND SUPPLIES

All Woodwind players need: (except flute)

1. A **minimum** of 4 good playing reeds at all times
2. Cork Grease
3. Cleaning swab (including flute)

All Brass players need:

1. Valve oil (valve instruments only)
2. Tuning Slide grease
3. Slide grease (Slide trombones)

All Percussion players need:

1. Your own sticks (please put name or initials on them)
2. \$75 School Instrument rental fee

All Band Students need:

- 1 - 2 pocket folders
- Pencil w/eraser

I have reeds, valve oil and cork grease available for purchase throughout the school year, please check the band website for current prices.

UNIFORMS

Formal Concert Attire

1. Banded Collar Tuxedo shirt
2. Black Pants or Skirt
3. Black Socks
4. Black Shoes
5. Blue Vest (school provided)

Informal Concert Attire

On occasion we will play at school or an outside venue when formal concert attire is not necessary. For those times I will let the students and parents know what we will be wearing via homework hotline and/or the band website.

BAND RULES & EXPECTATIONS

Classroom Rules:

- 1. Listen Carefully**
- 3. Follow Directions**
- 4. Respect Yourself and Others**
- 5. Play only your instrument**
- 6. Come to class prepared and on time**
- 7. Work and play safely**

I expect excellent behavior from our band students. Band is a privilege not a right! Any behavior that disrupts the rehearsal or causes distraction for the other students may result in removal from class and/or dismissal from the band program.

ATTENDANCE

Attendance is essential for the success of both the band and the band student. If someone is not present, both the student and the band lose. By signing up for band, the students and parents must understand the commitment they have made to their peers and to the band.

I always use the analogy that band is a like a sport, it takes teamwork to produce music. If a sport doesn't have enough players, they can forfeit. For a band, if someone is missing, the show still goes on.

The band will have performances outside of the regular school day and students are expected to participate in those performances.

Absence from School on Day of Activity

A student who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the sponsor: 1) for a medical absence pre-arranged with the sponsor or 2) for a death in the student's family. A student who has one or more truancies or who has been suspended from school may be suspended from participation in any activities by administration.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the band director. **Absences from performances are only excused with a written note or e-mail from parent/guardian.** Each student is important to the success of the program.

GRADES

4-8 grades will consist of the following:

Concert performances (150 pts.) These include but are not limited to Fall Festival, Christmas Concert, Spring Concert, and Graduation.

Daily Grade (45 pts.) Each student will receive points each day band meets that consists of 15 points for having their music, 15 points for having their instrument and 15 points for participation.

Playing test (50 pts.) Each student will play a section from one of the pieces we are currently working on.

Practice Sheets (60 pts. 5-8 grade - 30 pts. 4 grade) 4th grade students will be required to practice a minimum of 30 minutes each week and 5-8 grade students will be required to practice 60 minutes each week.

Extra Credit (various pts.) Extra credit points are made available throughout the school year. Some examples are turning in signed grade sheets by the appointed time, bringing in a program from a concert that he/she has attended, a parent or guardian attends a band parent meeting.

This grade is figured into the students GPA and will affect eligibility for extracurricular activities and honor roll status.

BAND FEE

There will be a charge of \$40 for band. Fees are to be paid at the mandatory parent meeting at the beginning of the year. Band students will not be permitted to practice until fee is paid. If fee is not paid the students schedule will be changed and removed from band until the fee is paid.

INSTRUMENT RENTAL

The district has a limited number of instruments available for students to use for a \$75 fee per year. These are given on a first come first serve basis. Percussion players must pay the rental fee in order to participate in band.

PRACTICING

Students are expected to practice outside of class time, just as they would do homework for another subject like math. I suggest 20 minutes of practice a day. I understand that our students are involved in many extra-curricular activities and practicing everyday may not always be possible, however spreading the practice out throughout the week is more beneficial than practicing all in one day.

Tips for successful practicing:

1. Warm up first - Long tones, quarter notes, eighth notes, tonguing and slurring.
2. Don't just run through your music, break the music into sections and master a section at a time.
3. Practice a difficult passage slowly at first, and then gradually speed the tempo up.
4. Practicing is more than learning the correct notes, also work on posture, dynamics, articulation, phrasing, etc.

CONTACTING MS. WHITE

The quickest way to contact me is by email because I constantly check that throughout the day at both schools. My email address is mwhite@pwh105.org

At William Holliday my contact number is 233-7588 x 199.

At Pontiac my contact number is 233-6004 x 204.

Website: pontiacdistrict105bands.weebly.com

Please feel free to contact me!!

PRIVATE LESSONS

Students are strongly encouraged to study privately on their instrument. One on one instruction from an expert on their instrument can and will increase the students progress.

Flute

Beth Rutledge	397-2614
Courtney King	719-3960

Clarinet/Bass

Debbie Thacker	235-7234
Steve Marr	960-6478

Saxophone

Steve Marr	960-6478
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Trumpet/Trombone

Dawn Weber	222-3751
Vicki Smolik	277-4634
Timothy Hassall	406-9215

Baritone/Tuba

Dawn Weber	222-3751
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Percussion

All Instruments

Accent Music	222-0100
	Accentmusiclessons.net

Cost of lessons varies, but is usually \$15 - \$20 per lesson.

TENTATIVE SCHEDULE

(Other performance opportunities may occur throughout the school year, please check the website regularly.)

August

- 21 - Beginning Band Night, 6:30 p.m. Wm. Holliday Band Rm.
- 28 - Band Parent Meeting, 6:30 p.m., Wm. Holliday Band Room

September

- 6 - Rehearsal for the OTHS Football game, (6-8 grade students attending OTHS)
- 8 - Band performance at OTHS football game (6-8 grade students attending OTHS)
- 29 - 6-8 grade Joint Concert w/High Mount, Mel Price Park, Swansea, Illinois

October

- 4 - Band Parent Meeting, 7 p.m., Wm. Holliday Band Room
- 9 - IMEA Auditions, Highland Elementary School (7-8 grade select students)

November

- 4 - IMEA Festival (those students who auditioned and selected)
- 27 - Belle-Fair Music Festival, 7p.m, (select 6-8 students)

December

- 4 - Christmas in O'Fallon Concert rehearsal for 7- 8 graders attending OTHS 6-7:30 p.m., OTHS (7-8 grade students that will be attending OTHS)
- 5 - Christmas in O'Fallon Concert rehearsal for 5- 6 graders attending OTHS 6-7:30 p.m., OTHS (5-6 grade students that will be attending OTHS)
- 13 - Band Parent Meeting, 6:30 p.m., Wm. Holliday Band Room
- 15 - Solo and Ensemble forms due w/fees
- 20 - 5-8 Christmas Concert, 7 p.m., PJH Gym
- 21 - K-2 Christmas Concert, 7 p.m., PJH Gym

January

- TBD - BTHS East Music Festival for 8th Graders attending East

February

- 24 - Solo and Ensemble Contest
- 7 - Band Parents Meeting, 6:30 p.m., Wm. Holliday Band Room

March

- TBD - St. Clair County Band Festival (select 7-8 students)

April

- 11 - Band Parent Meeting, 6:30 p.m., Wm. Holliday Band Room
- 23 - 3/4th Grade Concert, 7 p.m., PJH Gym
- 24 - Spring Concert, 7 p.m., PJH Gym

May

- 5 - State solo and ensemble contest, Triad Middle School
- TBD - Graduation, PJH Gym

Please complete and bring the following information and EC Activity Form and with the band fee Monday, August 28, 2017

Student Name _____

Parent/Guardian _____

Phone Number _____

E-Mail Address _____

Best time to contact you _____

Best way to contact you _____ Phone _____ Email _____

Student T-Shirt Size _____ ☐ Youth ☐ Adult

Student ☐ may ☐ may not be photographed and/or videotaped for educational purposes and for possible broadcast on the internet and newspaper.

My child and I have read the 2017-2018 Pontiac Wm. Holliday District 105 Band Handbook and understand the commitment and agree to participate in the band.

Parent Signature

Date

Student Signature

Date