

# LHS BAND HANDBOOK

Dear Parents and Students,

The following information will help you and your student understand the procedures and policies used in the band program at Liberty High School. Please read the information carefully and keep this link handy for your reference. We look forward to seeing you at our performances this year!

Sincerely,

Eddie Owen   Brittany True   Jon Bailey

Jake Adamek   Neveah Diaz   James Taylor

This handbook is a useful tool which includes policies, procedures, expectations and other important information. It is to be used as a guide for all of these aspects. Please keep this link handy for future reference. As always, you should ask Mr. Owen or Mrs. True if you are unable to find an answer in the information below.

## **Marching and Concert Band Expectations:**

Many of the Concert and Marching band expectations are similar - be on time, follow procedure, be respectful, communicate, be prepared with proper materials/apparel.

1. You must be in your designated spot with your instrument/equipment ready by the time the bell rings -in your chair with everything ready at the beginning of rehearsals during concert season (see "Tardiness"). If you need to leave at any time during class, you **MUST** ask a director and get a pass, or you will be counted absent.
  - a. Students who are tardy to first period will be asked to go to a tardy table to get a pass. This is LHS school wide policy.
  - b. Students who are tardy to early morning marching rehearsals will be counted tardy for class. This is a policy that is supported by the LHS administration.
  - c. Any prior known absences must be submitted to directors via an absence request form (from the website) at least one week in advance. This includes field trips.
  - d. Attendance at performances will follow the MSHSAA guidelines - you **MUST** be in school for the entire day in order to perform at the event.

- e. Events in the evening are an extension of the school day, so suspensions (ISS and OSS) will exclude participation and result in an alternative assignment for the day(s) that the suspension is being served.

2. You should warm up on pertinent/appropriate material; long tones, scales, warm-up routine, music in the folder, etc. It is completely inappropriate to “blast” on your instrument, play bad sounds, or switch instruments with other students. **IF YOU ARE NOT A PERCUSSIONIST, DO NOT TOUCH THE PERCUSSION EQUIPMENT.**

3. When ANY conductor (Director, Clinician, Student) is on the podium, please look, listen and use appropriate etiquette with the person on the podium. Any less than adequate behavior will result in removal from the rehearsal and an office referral.

a. Appropriate rehearsal etiquette includes:

- i. No cell phone use at all (per LHS Policy and State Law) *Missouri law ([SB 68](#), [SB 1481](#)) requires public and charter schools to adopt policies prohibiting student use of cell phones and personal communication devices during the school day. Although we will use cell phones for the UDB app, any other time during instruction, student cell phones need to be secured in a student's pocket, personal bag/backpack, or locker.*
- ii. No talking during rehearsals (unless permitted by a director) – especially when the music stops!
- iii. Getting up out of your seat without permission
- iv. Using laptops, games, or any other electronic devices during class unless instructed to do so
- v. Eating food in the band room or theater
- vi. Drinking anything other than water in the band room or theater
- vii. Completing homework for outside classes
- viii. Chewing gum

4. Please work out the technical problems at home! We do not have time to work on your individual part; your homework assignment is to have all of the music in your folder technically prepared for class rehearsal. Required sectional rehearsals will also be held before or after school as needed for more refinement – these are not optional and absences from these must be excused by the director.

5. This is a performance ensemble; attendance and participation in performances is mandatory. This includes all football games, any outside performances, concerts, MSHSAA State Large Group Festival, and other performances as scheduled. If you have a school sponsored activity, it is YOUR responsibility to notify your directors ahead of time. Failure to do so will result in unexcused absence and a zero in the gradebook for the missed performance.

6. **Only water is permitted in a rehearsal space–this includes the band room, practice rooms, locker room, and the theater. This is for school days, and before and after school activities. No exceptions.**

7. You are responsible to have your own copies of all pertinent materials at every rehearsal (these will be given to you by a director). Failure to have the required items will result in a loss of participation points for the day. PLEASE BE SURE TO ASK FOR HELP IF YOU NEED IT IN OBTAINING THESE ITEMS.

8. Sectional rehearsals are an important part of ensuring student and ensemble success. Students are expected to attend sectional rehearsals unless a critical conflict is worked out with the section leader/directors PRIOR to the scheduled sectional. If a section leader has a sectional scheduled, the expectation is for you to attend. DO NOT HESITATE to ask one of the directors for help, individually or by section.

9. All Instruments, chairs and stands: All equipment is to be stored correctly at the end of each rehearsal (i.e. in the appropriate case and locker AND LOCKED). Please treat all instruments, mallets, and accessories with care and respect.

### **Marching Uniforms:**

LPS has provided marching uniforms for each student in the program. Students will also wear black shorts or pants and the band t-shirt under their uniforms, and in some cases in lieu of their uniform. Student responsibilities include storage and care of all parts of the uniform before and after performances, proper wear of all uniform parts (shako always forward, pant suspenders always up, pants zipper always zipped, coat on unless otherwise specified, wearing the proper marching shoes and long black socks - ankle socks will result in a missed performance), and no food or drink in uniforms - NO EXCEPTIONS.

### **Concert attire:**

All students should purchase their concert attire for the concert season. If you have any financial issue that could prevent you from purchasing this attire, please contact the band directors or Matt Allison, Assistant Director of Fine Arts. The LPS Fine Arts Department will provide each discipline one uniform purchased and cleaned by the Fine Arts Department. For Band, it is the Marching Uniform.

Concert Attire: Our concert performances should focus only on the music being performed. Therefore, we have chosen to have students wear all black attire to allow this. Below is a link, for your convenience, with concert attire examples that students can purchase that can be used for more than concerts. Boys AND Girls MUST wear black closed toed dress shoes, and boys MUST wear long, solid black socks. Ankle socks will result in a missed performance. To clarify - everything on those lists are what we require. **Tight fitting yoga type pants are not acceptable for concert attire.**

[CONCERT ATTIRE LINK HERE](#)

### **School Instrument Usage**

\*Instrument Usage - BRASS AND WOODWINDS - \$300.00 (wind players using school instruments) Fee for the use of any school-owned equipment, including percussion. Students must consult the directors if there is a financial issue regarding the usage fee.

\*Instrument Usage - PERCUSSION - \$125.00 (all percussionists). Fee for the use of any school-owned equipment, including percussion. Students must consult the directors if there is a financial issue regarding the usage fee.

**LOCKERS:** Students have all been assigned a locker and have been issued a school owned lock. Students are responsible for the cost of the lock replacement. Students that leave lockers open/unlocked after class is over will be warned once to keep it locked and then lose the privilege of using the school band locker. **YOU ARE EXPECTED TO KEEP YOUR INSTRUMENT LOCKED IN A LOCKER. NOT ON THE FLOOR, NOT ON TOP OF THE LOCKERS, NOT IN PRACTICE ROOMS, NOT IN HALLWAYS.**

Click [HERE](#) for all uniform and classroom resource replacement costs

### **Communication**

Please subscribe to our website. Go to: [www.bluejaypridebands.com](http://www.bluejaypridebands.com) and scroll to the bottom of the page. Put your email address in and click on the “Subscribe” button. You will then be added to our mailing list.

The website will house all band related information. Including contact information for the directors. Additionally, you will be able to sign up to put our “band calendar” on your phone.

All modes of social media are linked on our website. Under **Resources --> Social Media**

OFFICE HOURS: Mr. Owen and Mrs. True will set aside time for students and/or parents when they are available. Parents can contact us at any time by email or phone.

### **All District and All State Band**

All-District & All-State Bands and Orchestras: Students have the opportunity to prepare for and participate in auditions for the Kansas City Metro No. 3 All-District Concert Bands, Jazz Bands, and Full Symphonic Orchestras. Auditions will be held on Saturday, November 1, 2025 at Liberty High School.

The audition music packets include soloistic exercises and etudes, as well as scales that must be prepared to the very best of one's ability level. Links for these can be found on the website. All NON REFUNDABLE audition fees will be paid by LPS prior to the auditions. If you do not complete the audition, you will have to reimburse LPS for the cost.

Taking this audition is an agreement to participate in ALL rehearsals and performances without any exception as well as auditioning for the Missouri All State Band/Jazz Band if you are selected for the AD Band. Students not meeting this obligation of participation will be immediately removed from the district ensemble and will not be permitted to audition for a district ensemble the following year (this is the KC Metro District's policy). Over 1000 students audition annually for the All-District ensembles. Please follow through with your responsibility to that ensemble, or you will have prevented another student (somewhere else in the Kansas City area) from having the opportunity to be a willing participant.

If students are **not** participating in All District Band Auditions in November or Solo and Ensemble in March, it is a grade requirement that they work 2 shifts at both events - this is how they will earn credit.

\*\*Schedule conflicts must be submitted to directors one week prior to the event for approval through the absence request system on the band website. Submittal does not guarantee approval.

Students who are participating in Solo and Ensemble are required to perform at a pre festival event to be determined by the directors. Dates TBA.

### **Scheduling Conflicts and Absence Requests**

Scheduling conflicts in school-sponsored student activities:

It is the STUDENT'S responsibility to fill out and turn in an Absence Request Form two weeks prior to the event. You can find these forms on the band website. Failure to do so will result in unexcused absences.

The following will be used as a guide for deciding which activity a student will participate in if two activities are scheduled at the same time.

***CONFLICTS BETWEEN ACTIVITIES (Approved by AD's, Principals and FA Office)***

Students should make the best choices when participating in activities to avoid conflicts between activities. This involves good communication, decision-making skills, prioritizing, and long-range goals and aspirations. However, when a conflict arises between two school-sponsored activities, consideration should be given to the following list:

1. Do everything possible to participate in both activities!
2. State/National contest/event (including MSHSAA State Music Festival)
3. District contest/event
4. Conference contest
5. Non-Conference/Concert contest/event
6. Practice/Dress Rehearsal

Example: If a student is to be involved in a Conference volleyball game and a District band competition both scheduled at the same time, the student would attend the District band competition because it has a higher priority.

- b. If using the above criteria does not enable the sponsors to reach an amicable agreement, the principal and activities director will make a decision that must be accepted by the sponsors and will not affect the status of the student with the sponsors.

**Attendance Policy**

**\*\*Daily rehearsal attendance policy - students must meet the minimum required attendance of 85% of rehearsals before each football game/competition/concert, or they will not be allowed to perform in that football game/competition/concert. This will include ALL unexcused absences and any excused absences (with the exception of MED) that were not communicated and cleared by the LHS admin and band directors. Excessive unexcused tardiness will result in the lowering of participation points.**

All band members are expected to attend all rehearsals and performances unless excused by the Band Directors. If a band member is absent from rehearsal or performance, the parents should notify the Band Directors in writing the following day or the absence will remain unexcused. The absence will be excused at the directors' discretion. An absence request form should be filled out and turned in at least two weeks prior to the event. *If the event can be scheduled, the student should not be missing rehearsal.*

The Directors will review the absence and contact the student with approval or questions via email. If the absence is approved, then an alternative assignment will be given. If it is not approved, then the result is a zero for that particular performance.

Punctuality is of vital importance in the band. The nature of the band's operation at football games, concerts, and travel away from home make strict adherence to a schedule very important. Students who are habitually tardy or absent will forfeit any position or responsibility of honor with the band and may be given an alternate assignment for the remaining portion of the semester.

Any student can be given alternate assignments instead of participating in performances by the Band Directors due to unexcused absences from rehearsals or performances, repeated or severe misbehavior (including ISS, OSS), lack of cooperation, refusal to conform to rules and regulations, or a general poor attitude. The directors and LHS administration will work together on student cases that require alternative assignments and behavior plans and this will be communicated with parents/guardians.

Attendance at performances will follow the MSHSAA guidelines - you **MUST** be in school for the entire day in order to perform at the event. Events in the evening are an extension of the school day, so suspensions (ISS and OSS) will exclude participation and result in an alternative assignment for the day(s) that the suspension is being served.

### **GENERAL CARE OF OUR SPACE**

It is an expectation that we treat ALL spaces with respect (no trash, no chairs, no stands, no backpacks, no food or drink) and clean up after yourself every time you use a space. That includes **PUTTING AWAY ALL PERCUSSION INSTRUMENTS AFTER USE**. You are given one band locker to store your band items and your instrument. All other spaces (including practice rooms, percussion storage, and rehearsal spaces) are communal and will not house clothing, school work, food, or personal items.

### **Band Trip Policy**

In order to travel with the band on trips, the students must be MSHSAA eligible (you **MUST** pass 6 of 7 classes each semester). This means that they must be passing all of their classes at the time of the trip. If he/she is not, he/she will be ineligible to travel. Having excessive absences from school may also result in ineligibility to travel on band trips. Any illicit behavior (drugs, alcohol, vaping) will also result in forfeiture of travel with the group. Students and parents **must** understand the importance of being in their classes, and passing all of their courses in school.

# Syllabus and Grading Policy for LHS

**Instructors:** Mr. Eddie Owen, Mrs. Brittany True, Mr. Jon Bailey

**First Period:** Marching Band – Wind Symphony

**Textbooks/Class Materials:** The only official texts are the drill charts, sheet music assigned to folders, special handouts, and provided method books along with a tuner and microphone. When Wind Symphony books/materials/sheet music/tuners/microphones are checked out to students and not returned at the end of the year, students will be responsible for the cost of replacing the materials.

**Course Objective:** The purpose of band classes is to assist students in the development of both their individual musical skills and those skills necessary to perform in a large ensemble. Included will be a study of many of the fundamental elements of music, including basic music terms, symbols, and concepts. Students will develop an appreciation for and an understanding of a variety of music through rehearsal and performance experiences.

**Grade Requirements:** Each student must earn rehearsal skill/participation points each day. Grades will be determined by several factors, including rehearsal skills/participation, concert skills/participation, and observation of individual performance and progress. Performances may be worth different point values, but are all weighted the same. If you have questions on how much specific performances are worth, please contact the directors. The grades will consist of the following components: Performance skills/playing tests/participation (50%), Rehearsal skills/participation (35%), Semester Final Exam (15%). The following is a list of possible reasons students would not earn skills/participation points:

- No instrument, music, charts, markers, pencil, in rehearsal/performance
- Tardiness
- Bringing candy, gum, food, beverage into rehearsal space
- Refusal of participation during a rehearsal by a student
- Unexcused absence from rehearsal\*\* (see below)
- Unexcused absence from performance\*\*\* (see below)
- Having phones out during rehearsal
- Removal from rehearsal by director for any reason

\*TARDINESS: If a student is not in his or her required spot (rehearsal room, marching field, etc.) with their chair/stand/instrument/equipment ready to go by the time the bell rings, he/she will be counted tardy. A student that arrives to class late will be counted tardy in the attendance program and must get a pass from the Tardy Table - no exceptions. Passes from teachers do not necessarily excuse a student for tardiness. It is

the student's responsibility to contact the director to have any changes in attendance made via email on the day of the tardiness.

**\*CELL PHONE POLICY:** Cell phone use is not permitted during school with the exception of marching band when using the UDB app. Per the LHS Policy, *Liberty High School will limit cell phone use to before/after school only. Although we will use cell phones for the UDB app, any other time during instruction, student cell phones need to be secured in a student's pocket, personal bag/backpack, or locker.*

If a director has to address a student regarding their cell phone, they will be asked to put it on the director's stand or desk until after class is over and a call will be made home. Refusal to follow policy will result in an immediate office referral and participation point deduction.

**\*BULLYING:** LHS Bands will follow Liberty High School protocol. A band member who partakes in bullying will be referred to the office and LHS administration.

**\*INSUBORDINATION:** Students who do not follow classroom expectations will be spoken with, parent contact will be made. After the second violation, an office referral will be filled out. Students will have a grade deduction, and if the violation warrants it, students can and will be given an alternate assignment.

**\*\*UNEXCUSED ABSENCE FROM REHEARSAL:** Students are to remain in the room/on the field until the directors dismiss them. A student may only leave the room during the hour with permission or a pass assigned in Smart Pass by one of the directors. Students leaving the room before the end of the hour will be marked absent for the entire hour, unexcused.

**\*\*\*PERFORMANCE PARTICIPATION:** Every student is required to participate in performances pertaining to the group of which he/she is a member. Students will be graded on the following performance criteria: posture, hand position, tone quality, balance, blend, intonation, breath control, rhythmic accuracy, note accuracy, style, phrasing and overall musicality. Students (and parents) need to understand that the performance is the culmination of the preparation for the actual performance, and expectations for both are extremely high.

An unexcused absence from any performance (INCLUDING PEP BAND) will result in a zero for that assignment. If you have an excused absence (Student illness or injury OR Family emergency) an alternative assignment will be due upon return of the student. This will involve performing the previously prepared literature (their individual part) for the class (public performance) and receive a critique from the directors OR turning in a video recording of themselves performing the previously prepared literature (their individual part) and receiving a critique from the directors. Since students receive performance schedules before the school year begins, they are responsible for arranging

their schedules accordingly. Work is NEVER an excuse. Your directors will happily contact your employer to help you with schedule conflicts if you communicate with them about any conflicts. Notify the directors in advance if possible for these types of absences. THE DIRECTORS RESERVE THE RIGHT TO DETERMINE WHAT CONSTITUTES AN EXCUSED ABSENCE FROM A PERFORMANCE. THE ALTERNATIVE ASSIGNMENT AS LISTED ABOVE IS THE ONLY WAY TO MAKE UP AN EXCUSED ABSENCE FROM A PERFORMANCE.

The following grading scale will be used in this class:

A: 90 – 100%  
B: 80 – 89%  
C: 70 – 79%  
D :60 – 69%  
F :59% and below

Please click [HERE](#) to acknowledge that you have read, understand and agree to this handbook. This is due no later than Friday, August 29.