

**Band Department Procedures and Handbook
2016—2017**

Web Site: www.hsehsbands.com

***Welcome to Hamilton Southeastern
High School Bands!***

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High School Main Campus

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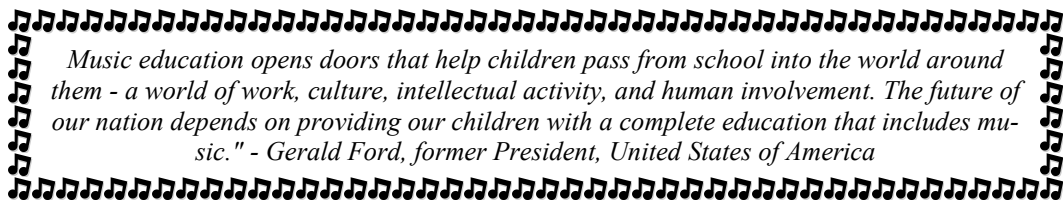
Fishers, IN 46037

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*Promote Respect
Foster Pride
Inspire Excellence*

Table of Contents

Introduction & Welcome	3
Materials and Costs	4
Course Description, Goals & Expectations	5
Philosophy	7
Awards and Honors	8
Practice Tips and Information	9
Code of Conduct	10
Transportation	11
Classroom Assessments	12
Performance Attendance Policy	14
Band Department Awards	15
Performance Calendar 2015—2016	16
S.A.T. Dates and Info	16
Performance Admission Costs	17
Extra Curricular Performing Groups	17
Performing Arts / Athletic Agreement	18
Student Information Sheet (to turn in)	19



Web Site: www.hsehsbands.com

Introduction & Welcome!

Welcome! You have chosen to be a member of the band program at Hamilton Southeastern High School. We as directors are committed to providing each student with the best possible musical experience and to ensure our time spent in musical activities is musically rewarding, enjoyable, and worthwhile. With all of us working together—students, parents, and teachers—our musical possibilities are limitless!

This handbook is designed with the belief that communication and support are the key to achieving our musical and organizational success and goals. It will provide you with important information about the band program. Inside you will find guidelines for public performances and academic grading policies. Please read the handbook carefully, as the guidelines and rules that follow are designed to provide a quality experience for everyone and are necessary in order to have a successful school year. If necessary, we reserve “Director’s Discretion” to change any part of the handbook, at any time, and students will be notified immediately. Your support of the included policies will result in a positive experience for all involved.

Students will be responsible for their attendance at all performances. We will announce upcoming performance dates in class, through email and letters (if necessary). Remember that in order to achieve success, we must give our best effort at all times. Each member of the band is a vital working part of the whole, whose talent, dedication and enthusiasm are greatly needed for the continued success of our program. Our combined efforts will contribute to our artistic community and expand our performance venue options.

Please feel free to contact us at anytime with questions or concerns. We will do our best to return all calls and emails generally within 24 hours. Remember, many problems, questions and concerns can be resolved through effective communication!

Have a great year as we continue to journey together on this year’s music performance path. Best wishes for a terrific and exciting year at HSEHS!

Sincerely,

Mr. Michael Niemiec
Director of Bands

Mrs Audrey Torres
Director of Bands

Mr. Frye
Director of Percussion

Web Site: www.hsehsbands.com

Classroom Materials and Performance Attire

Classroom Materials—All Students

- Playable Instrument (includes sticks/mallets/and practice pad for percussionists)
- Several Pencils
- 3 Ring 1/2 or 1 inch Binder
- Classroom Method Book and Warm Ups (provided by school)
- Music (provided by school)
- Approved Electronic Device for School

Concert Attire

Ladies' Attire—All Symphonic Band/All Wind Ensemble

- Ladies Black Dress. Dresses may be purchased through school—(cost approximately \$70.00)
Some pre worn dresses available for purchase. Contact a Director.

Ladies' Attire-All Wind Symphony/Chamber Ensemble

- Ladies may wear all black dress or blouse/shirt/pants. Black dress shoes and clear hose

Men's Attire—All Symphonic Band/Wind Ensemble

- Tuxedo Pants/Coat/Bow Tie—rental through Band Department— cost \$30
- Tuxedo Shirt— student purchase as needed (cost appr. \$15)
- Black Shoes/Belt/Socks—provided by student

Men's Attire-All Wind Symphony/Chamber Ensemble

- Black Tuxedo Shirt purchased through band dept. (approx. \$20)
- Black Dress pants / shoes / belt / socks provided by student

As Needed—Instrument Rental/Repair Cost

- All woodwind or brass instrumentalist who uses a school instrument (\$150/year)
- All percussionists who purchase or own the *stick and mallet package* will pay only \$75/year (or \$150 if not purchase *stick and mallet package*).

Instrument Storage Locker Padlock Replacement Cost

- \$8.00

Web Site: www.hsehsbands.com

Course Description, Goals & Expectations

Course Description

The Hamilton Southeastern High School Band Program is dedicated to guiding its students to reach their highest possible level of excellence, whether that be in the field of music, or in life in general.

The philosophy of Hamilton Southeastern High School Band Department, is that the **FINE ARTS** provide young people with authentic learning experiences that engage their minds, hearts, and bodies.

Engagement in the arts nurtures the development of cognitive, social, and personal competencies which are essential for a successful, productive adult life.

Music is one of the seven intelligences identified in the brain and the only one that utilizes all seven intelligences simultaneously. Thus, students who participate in music courses exercise more of their brain than in any other course they take in school.

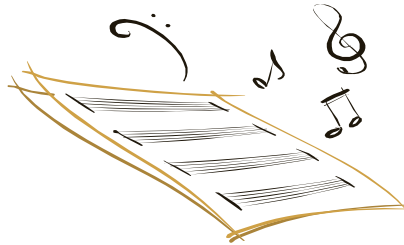
Goals

To enable students to achieve excellence in music performance and knowledge as a result of a balanced music education.

Students in the band program will:

1. Learn correct band pedagogy, technique, and tone production.
2. Learn to sight read and perform various rhythmic patterns.
3. Learn to work as a member of a group.
4. Be exposed to a variety of musical styles, including music from diverse cultures and perform music from different historical periods.
5. Establish criteria for recognizing quality sound and pitch and quality music.

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and pitch and qual-



Web Site: www.hsehsbands.com

Expectations

Each student is equally important to the success of the Band Program. By joining the HSE High School Band, you become an important team member! Policy Reminders and consequences (see below) will accompany poor decisions. Therefore, all musicians in this group are asked to abide by the following guidelines.

- Respect people and their property
- Cooperate with teachers, section leaders and guests
- Come to class with all required materials.
- **NO** food or drinks (water **ONLY** with director permission)
- ***NO ELECTRONIC DEVICES are allowed during ANY rehearsal unless approved by the Directors. This policy will be strictly enforced during school hours as well as extra curricular (after school hours) rehearsals.***
- Arrive to class on time—Check the board for the day's plan and prepare all necessary equipment (percussion instruments, mutes, etc.) within the 2 minute time allotted. Be in seats prepared to play **2** minutes after the tardy bell . Percussionists are to set up their instruments during that same 2 minute period. School tardy and late for rehearsal policies will be followed.
- Be attentive and quiet during class. Talk/play only when appropriate and do so and only play during your turn and when directed to do so.
- If you are absent, find out what was rehearsed or discussed and get assignment from another student or director.
- Take notes in your music. Write only in pencil in your music.
- Keep your instrument locked up. Security cannot be guaranteed if instruments are left unlocked.
- All equipment and materials have a storage space.—use it!
- *NOTE: Any instrument belonging to HSEHS that needs repair should be given to a director immediately as it may take a week or more to have it repaired and ready to play.*

Policy Reminders and Discipline Referrals:

1st Offense Warning – no point deduction from daily class participation.

2nd Offense Referral – deduction 2 points from daily class participation.
Parent notified.

3rd Offense 1 hr. Detention – deduction 3 points from daily class participation.

Parent notified.

4th Offense 2 hr. Detention— deduction 5 points from daily class participation. Parent conference.

Web Site: www.hsehsbands.com

HSEHS Band Program Philosophy

The Hamilton Southeastern High School Band Program is dedicated to guiding its students to reach their highest possible level of excellence. The ultimate goal is to instill a life-long appreciation and love for music.

The **Concert Bands** are the foundation of the band program at Hamilton Southeastern High School. Although we provide many different opportunities for music, these ensembles provide the full range of music education from which the other opportunities stem.

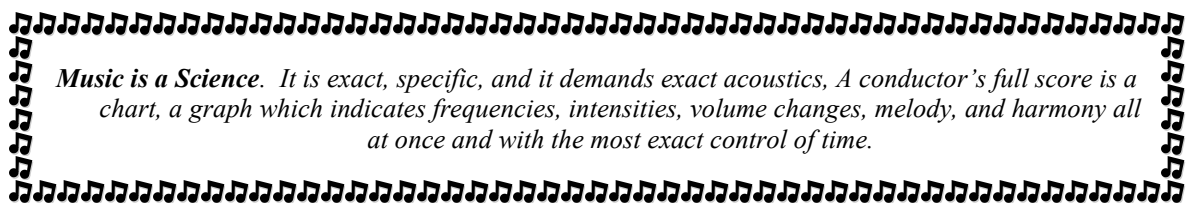
All of the foundational goals for music education are met through the concert program. These classes are where music fundamentals are taught and musicianship flourishes. Students are required and/or encouraged to participate in several other ensembles and musical venues in order to attain the most rewarding musical experience, but they are periphery to the Concert Bands.

Although performance is a major goal for these courses, it is not the only one. It is our belief that **"the process is just as important as the product."** Most musical concepts are taught through the rehearsal of quality literature for performance. There are standards, however, that are not met through performance. Student objectives include listening to, discussing, and writing about music as well as acquiring a basic knowledge of music history and theory.

All students are encouraged to participate in as many musical opportunities as they can both through and outside of Hamilton Southeastern High School. **Private lessons** are strongly recommended. If a student is interested in continuing

The administration, faculty and staff of *Hamilton Southeastern High School* applaud and appreciate your interest in the Band Program, and will continue to strive for a renewed excellence each and every year.

Thank you!



Music is a Science. It is exact, specific, and it demands exact acoustics, A conductor's full score is a chart, a graph which indicates frequencies, intensities, volume changes, melody, and harmony all at once and with the most exact control of time.

HSEHS Band Program Awards & Honors

The Hamilton Southeastern High School Band Department offers many different opportunities for young musicians — from the extracurricular Pep, Jazz, Ensemble Choirs, and Marching Band, to the in-school class offerings suited for any player's ability. Over 285 students in grades 9-12 benefit from the diverse artistic avenues available at Band Department at HSE High School.

The band program has received consistent GOLD ratings in all areas of performance. Marching Band, Jazz Bands, and Concert Bands have been adjudicated at the state and national levels. The Jazz Bands have earned superior ratings and soloist awards in Jazz Festivals sponsored by the Indiana State School Music Association, at Ball State University, Millikin University, and the University of Louisville in Kentucky. HSE High School Concert Bands have earned superior ratings in both performance and sight reading at ISSMA-sponsored festivals since 1987.



The Wind Ensemble is comprised of the top instrumental musicians at HSE High School. Formed in 1995, the group performs regularly throughout the year. It has qualified for ISSMA Band Contest State Finals sixteen times, earning ISSMA Concert Band State Champion in 2000. The Wind Ensemble has been selected to participate in the Indiana State University Concert Band Festival in 2000 and 2004, and the Butler University Honored Band Festival in 2002. The band has also performed in the famed Carnegie Hall and the John F. Kennedy Center for the Performing Arts by accepting invitations to the National Concert Band Festival in 2001 and 2007. Hamilton Southeastern High School Concert Bands have also performed at the Indiana Music Educators Association Convention in 2003 and 2006, and have performed in the Bands of America National Concert Band Festival in 2003. The Wind Ensemble performed in the Palladium - Center for the Performing Arts as featured High School Ensemble Spring 2014.

Hamilton Southeastern High School Bands have been directed and/or adjudicated by many prominent composers and conductors including: John Whitwell, Edward Lisk, Mark Kelly, Ray Cramer, John Boyd, H. Robert Reynolds, Stephen Pratt, Joe Scagnoli, Craig Kirchoff, Richard Crain, Myron Welch, Robert Grechesky, John Graulty, Richard Miles, Gary Green, John Lynch, James Croft, Frank Battisti, Col. Bryan Shelborne, Jay Gephart, Colonel Michael Colburn, Tom Caneva, and Kenneth Bloomquist.

Many of HSE High School's band members have been members of Indiana All State Bands, All Region Bands, State Solo and Ensemble Events, as well as local and national Concerto Competitions. Alumni of HSE High School Bands are represented in some of the finest college music schools, military bands, and schools teaching music in the country.

Practice Tips and Information

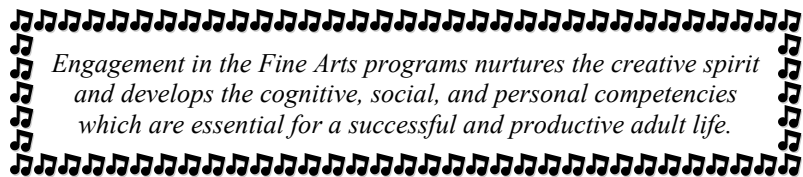
Daily practice is the key to being successful on any instrument! Students are expected to practice class music at home, especially when the Director has recognized a certain part of the music as a problem. Playing tests will occur throughout the year to improve our musical ensemble. Most of the problem areas in the music can be corrected with 15–20 minutes of isolated practice on the problem areas. Ideally, 30–45 minutes minimum would be best for practice time! Here are some helpful things:

- ALWAYS slow the music down and practice it slowly until all errors are corrected. Use a metronome.
- Find a quiet place to practice.
- Use a warm-up routine that includes—long tones, tonguing exercises, and range flexibility excerpts (HSE Warm ups)
- Set up goal(s) that you want to accomplish during the allotted time
- DO NOT practice the entire piece from top to bottom—work only the problem measure(s).
- Practicing every day does allow you to build up muscle strength and better coordination.
- Work with another band member!

Web Site: www.hsehsbands.com

Private Lessons

It is strongly encouraged for all students to take private lessons if you don't already have a private teacher. Please see the [Band Department website](#) for a list of names and contact information, or ask a Director.

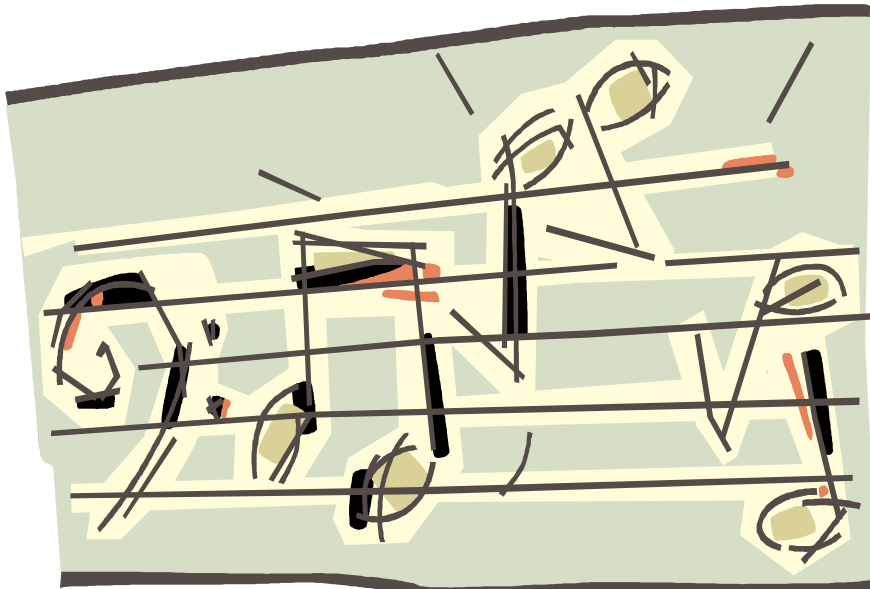


Code of Conduct

Members of the Hamilton Southeastern High School Bands are to set a positive example at all times. As an ambassador, your every action reflects on the program, school and the school district as a whole. Being an active member of the music department affords opportunities that other students do not receive. As a result, your level of citizenship must reflect the fact that you are able to handle those responsibilities.

Respect of other students, parents, staff, guests and school administration is expected of all students at all times. In addition, students are expected to respect and care for the school facility and property. YOU represent HSEHS! Should you have questions at anytime on how to behave appropriately, PLEASE ask!

All rules governing the behavior of individuals at HSEHS will be in effect at all rehearsals and performances. Any student found in violation of the rules and regulations outlines in the HSEHS Student Handbook or the HSEHS Band Handbook will be disciplined according to the HSEHS Administrative Policies.



Web Site: www.hsehsbands.com

Transportation

Transportation to and from all performance and designated activities AWAY from the school will be done with school provided transportation. Students are NOT allowed to drive to any event to which transportation has been provided. However, in special situations, students, parent(s)/guardians(s) may drive or pick up their student(s), provided WRITTEN permission has been received from the director in advance. All students leaving a school-sponsored event with their parent/guardian must have their parent/guardian hand write a note and give it directly to a chaperone BEFORE LEAVING. No student will leave an away from school event with another parent unless the parent/guardian and the director have made prior arrangements. By following this procedure, it allows for the director to account for all students and for better student safety.



Other Music Activities Outside of School

Students will, at times, take part in other musical groups such as community plays, youth ensembles etc. While these outside groups are great opportunities, be sure to check that the other group's rehearsals/performances do not conflict with the rehearsal/performances that we have at HSEHS. Your first commitment is to the groups here at HSEHS!

Music is Mathematical. It is rhythmically based on the sub divisions of time into fractions, which must be done instantaneously, not worked out on paper.

Web Site: www.hsehsbands.com

Classroom Assessments

Grading Components

Your effort, attendance, and progress will determine your band grade. Grades are based on daily participation, bringing necessary materials, performance evaluations, scheduled outside rehearsals, and concert participation. It is strongly believed that our performances are major exams, and our major exams are the time to exhibit your best work. Therefore, performances are a significant part of the grade. The grade will consist of these parts:

Daily Class Participation	5pts (25 pts per 5 day week)
Scheduled Rehearsals	100pts
Scheduled Performances/Concerts	100pts
ISSMA Festival Performances	200pts
In Class Playing Tests	50pts
Written Quizzes	10pts
Written Assignments	10pts

Points to be deducted from “Class Participation” Maximum point total

From Policy Reminders and Discipline Referrals:

- 1st Offense Warning – no point deduction from daily class participation.
- 2nd Offense Referral – deduction 2 points from daily class participation. Parent notified.
- 3rd Offense 1 hr. Detention – deduction 3 points from daily class participation. Parent notified.
- 4th Offense 2 hr. Detention – deduction 5 points from daily class participation. Parent conference.



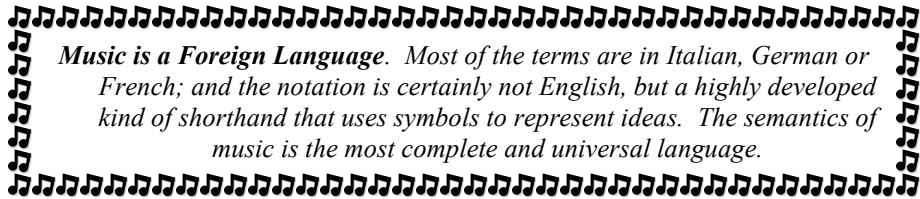
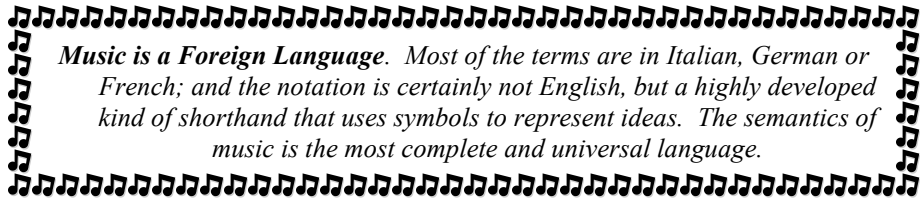
Web Site: www.hsehsbands.com

Classroom Assessments Cont.

Grading Scale

The school grading scale will be used. All grades will be calculated using percentages. The semester and yearly grade is calculated through school policy.

The listed components of the student's grade will be entered into SKYWARD on a regular basis.

 *Music is a Foreign Language. Most of the terms are in Italian, German or French; and the notation is certainly not English, but a highly developed kind of shorthand that uses symbols to represent ideas. The semantics of music is the most complete and universal language.* 

Chair and Part Auditions

Chair auditions will be held generally after each performance. The purpose of chair auditions is to find a fair and consistent manner in which to seat student in sections. After each audition, a scoring sheet will be give to the student so they know in what areas they performed well and in what areas further progress is needed. Once seating is determined, section leaders may be asked to run sectional rehearsals. These rehearsals may be recorded and used to help determine the daily academic grade. Students challenging for a higher chair placement will do so by following the “challenge” procedure in class.

Web Site: www.hsehsbands.com

Performance/Rehearsal Attendance Policy

Attendance at scheduled performances and rehearsals are expected. All performances are scheduled well in advance. It is the student's responsibility to make sure he/she reports at the call time for the performance – which is usually 30 minutes prior to the start of the concert.

Every student is a member of our team. The experience of the performance happens only once so it is important for the whole band to be present.

All percussionists are expected to stay at the conclusion of the performance and assist with putting away the percussion equipment. Students are not dismissed from the performance until they have checked out with the percussion director once all equipment is properly put away. Those leaving without checking out/helping will not receive full credit for the performance.

Excused Absence: (permission granted with written note)

- Personal illness with a doctor or parent note to be turned in the next day the student is in attendance at school
- Death in the family
- Religious observance
- Extreme emergencies - accepted at the discretion of the director

An **excused make up assignment is a three page typewritten paper, topic assigned by the teacher – students may earn 100% of concert points.*

Unexcused Absence:

- Anything outside of the above reasons. ***It is the student's responsibility to make it to all performances.***

****Unexcused** make up assignment is a seven page typewritten paper, topic assigned by the teacher- students may only earn 50% of concert points.*

It is the student's responsibility to obtain the assignment topic for their make-up essay. All make-up essays are due within 1 week of the missed performance to obtain any credit possible.

Please communicate with your director!



Web Site: www.hsehsbands.com

Band Department Awards

Rev. Summer 2001

General Department Awards (Spring):

Band Varsity Letter – Given to all band members in the Spring that have complete two years of HS (9-12) band, as well as accumulate 6 extra curricular activity points

Guard Varsity Letter – Given to all guard members in the Spring that have accumulated 6 points of extra curricular Color Guard Membership

Honor Bar – Each Honor bar is awarded in the Spring for an additional 4 extra curricular points

Most Improved Band Member – Awarded to one individual per ensemble by the Directors

Most Valuable Band Member – Awarded to one individual per ensemble by the Directors

Senior Awards – A special award to recognize the contributions of all department seniors, band and guard.

Color Guard Awards – Awarded to deserving Color Guard individuals.

Louie Armstrong Jazz Award – Award given to the most outstanding Jazz Band member

Director's Award – Award given to the most deserving band students.

John Philip Sousa Award – Award given to the most outstanding senior band student

Extra Curricular Points

Marching Band	2pts
Fall Color Guard	2pts
Winter Color Guard	2pts
Winter Percussion	2pts
Jazz Band	1pt
Musical Pit Orch.	1pt
Solo/Ens	1pt
Pep Band	1pt
Full Orchestra	1pt

*After the letter is earned, 4 additional points do earn an Honor Bar (to be placed on the Letter)

2016–2017 Band Department Performances

WS = Wind Symphony, CE = Chamber Ensemble,
 SB = Symphonic Band, WE = Wind Ensemble
ALL BANDS = WS,CE,SB,WE

WHO	DAY	DATE	EVENT	TIME	LOCATION
ALL BANDS	Thursday	10/13/2016	Fall Band Concert	7pm	Leonard
WS,CE,SB	Wednesday	12/7/2016	Holiday Band Concert	7pm	Leonard
WE	Thursday	12/8/2016	Holiday Band Concert	7pm	Leonard
ALL BANDS	Tuesday	2/7/2017	Pop Band Concert	7pm	Leonard
WE	Tuesday	3/21/2017	HSEJH Festival Concert Performance	7pm	Leonard
WS,CE,SB	Monday	4/17/2017	ISSMA District Band Preview Concert #1	7pm	Leonard
WS,CE,SB	Fri or Sat.	4/21/17 or 4/22/17	ISSMA Band District Contest (TBA)	TBA	TBA
WE	Monday	4/24/2017	ISSMA Band Preview for State Quals.	7pm	Leonard
WE	Fri or Sat.	4/28/17 or 4/29/17	ISSMA Band State Quals. Contest (TBA)	TBA	TBA
WE	Saturday	5/6/2017	ISSMA State Finals Band Contest (TBA)	TBA	TBA
ALL BANDS	Tuesday	5/16/2017	Spring Band Concert/Awards Night	7pm	Leonard
SB, WE	Sunday	6/4/2017	Commencement (TBA)	TBA	TBA

2016–2017 SAT/ACT Testing Dates (all Saturdays)

Sept. 10, 2016	ACT Testing Date (RCG Conflict)
Oct. 1, 2016	SAT Testing Date (RCG Conflict)
Oct. 22, 2016	ACT Testing Date
Nov. 5, 2016	SAT Testing Date (RCG Conflict)
Dec. 3, 2016	SAT Testing Date
Dec. 10, 2016	ACT Testing Date
Jan. 28, 2017	SAT Testing Date (WG, WP Conflict)
Feb. 11, 2017	ACT Testing Date (WG, WP Conflict)
Mar. 11, 2017	SAT Testing Date (WG, WP Conflict)
Apr. 8, 2017	ACT Testing Date
May 6, 2017	SAT Test Date (WE State Finals Conflict)
June 3, 2017	SAT Testing Date
June 10, 2017	ACT Testing Date

Visit the College Board Website for location and registration details:

<http://sat.collegeboard.com/register/sat-dates>

PLEASE PLAN AHEAD !!

Performance Admission Costs

Admission for concerts held at HSEHS there is an admission cost. Band Concerts Admission prices are as follows:

Adult—\$5.00
Student—\$3.00
Under 5—free
HSE employee (with Faculty/Staff ID) and guest—free

Extra Curricular Performing Groups

Royal Command and Color Guard Marching Band (9-12) This, the largest and most dynamic of the extra curricular ensembles. The “RCG” rehearses some during the Summer months, as well as after school 3 times per week in the Fall. The Marching Band competes on Saturday's and performs for all home varsity football games. (2 ec points)



Pep Band (9-12) Band Members are encouraged to join PEP BAND. (1 ec point)

Jazz Ensemble (9-12) Membership is determined by audition. The ensemble may travel and participate in several festivals in January and February. (1 ec point)

Musical Orchestra (9-12) This group performs for the yearly musical each Winter/Spring. Auditions and instrumentation determine the membership. (1 ec point)

Winter Percussion (9-12) For all interested percussionists. This group performs during the basketball season in their own competition season. (2 ec points)

Winter Color Guard (9-12) Membership is determined by audition. The Winter Guard competes during the Winter basketball season in the Indiana High School Color Guard Association. (2 ec points)

ISSMA solo/ensemble (9-12) Any band student who performs a solo or as a member of an ensemble in the ISSMA solo and ensemble festival. (1 ec point)

Web Site: www.hsehsbands.com

PERFORMING ARTS AND ATHLETIC DEPARTMENT PARTICIPATION EXPECTATIONS

Est. 2016

This agreement is for students, families, coaches, and faculty where there is participation in both performing arts and athletic programs sponsored by Hamilton Southeastern High School. All involved (student, the student's family, coaches and directors) must understand that the ultimate responsibility first and foremost is for the student to communicate any scheduling conflict to his/her coach(es) and music director(s) at the beginning of the semester or particular activity season.

EXPECTATIONS FOR CONFLICT RESOLUTIONS:

If simultaneous activities are PRACTICES of equal priority, a meeting of the coach, music/theatre director, performing arts department chair and athletic director may be set up, and at that time the importance of the student's participation to the success of the groups will be considered, and any possibility for the participant to get to both activities will be discussed.

If simultaneous activities occur and one is for ADVANCEMENT to a higher level, all involved expect that the student will attend the activity for advancement. Any possibility for the participant to get to both activities will be explored.

If simultaneous activities occur where there are MULTIPLE events vs. one SINGLE event, all involved expect that the student will attend the one single conflict event. The coach and director should discuss any possibility for the participant to get to both activities.

If simultaneous activities occur where both events are for ADVANCEMENT, and the student receives a GRADE for either activity, the coach and director will discuss any possibility of the student to get to both activities, and/or come to an agreement on the selected activity.

If simultaneous activities occur and both events are EXTRA CURRICULAR, and deemed equal, THE STUDENT (AND STUDENT'S FAMILY) WILL DECIDE THE ACTIVITY.

*If the student chooses the athletic event, no punitive consequence shall be administered by the music directors. If the student chooses the performing arts event, no automatic benching or other athletic penalty is to be imposed in practices or competitions.

*If there is a simultaneous activity conflict and time allows for the student to participate in both activities, the student will not be required to attend/observe other levels of competition/activity in which he/she is not personally participating. The student is *always* to attend and participate in his/her other activity whenever possible. (Students are responsible for getting their own transportation from one event to another following all school and district policies regarding the transportation of students).

I have read the Band Handbook for 2016—2017 school year. I acknowledge and understand the policies, calendars, and fees.

Print Student Name: _____

Print Parent Name _____

Parent Signature: _____

Date Signed: _____

Please return this form to the Band Office!!!

Classroom Information 2016—2017

(print neatly please!)

Circle Band: **WS** **CE** **SB** **WE**

Student's Last Name: _____

Student's First Name: _____

Student Email : _____

Parent's/Guardian's Names: _____

Parent/Guardian Email: _____

Student Phone Number: _____

Parent Phone Number: _____

Graduation year: _____ Band Instrument : _____

Will you need to RENT a school instrument? YES NO

Do you take private lessons? YES NO

If YES, - from who? _____

Office Info Only:

Instrument Locker Number: _____ Folder Number: _____

RENTAL Instrument Case Number: _____