

# DHS Music Department Handbook

*Tammy Owens*  
*Director*



**Revised August 1, 2018**

Dear Band and Choir Parents,

I welcome your son/daughter to one of the most exciting and rewarding educational ventures our schools have to offer—BAND/CHOIR. I believe that within every child there is a musician. My mission is to provide guidance to the students who want to improve their musical gifts and the opportunities to express themselves musically in a positive environment

Your child will learn more than just how to become a better musician. He/she will also learn:

- 1) **Self-Discipline:** Taking responsibility for one’s own actions.
- 2) **Respect/Cooperation:** By accepting everyone’s mistakes and gain a tolerance and appreciation for others contributions to the group, because **everyone** plays an important role.
- 3) **Individual Self-Esteem:** By being persistent to achieve what in the beginning was thought to be too difficult.
- 4) **Teamwork:** Understanding the importance of working together to achieve a common goal.
- 5) **Focus & Concentration** By learning to stay focused in order to accomplish the multi-tasking involved within any musical ensemble.
- 6) **Making Great Music** By always striving to improve and perfect the ensembles sound.

Please do not hesitate to contact me if you have question, or concerns. I am looking forward to working with your child.

Musically Yours,  
Tammy Owens

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**Communication:**

1. Web site: easy access to announcements, schedules, calendar and assignments.  
dhsmusicdepartment.com
2. Remind: messages sent directly to your phone or email. Information on how to sign up for this service is located on page 12 of this document.
3. Email: [towens@dcsd.k12.nv.us](mailto:towens@dcsd.k12.nv.us)
4. Phone: 782-5136

**Student Expectations:**

Situations will be dealt with fairly and on an individual basis.

1. Use self- control at all times
2. Be respectful to others and all equipment in the classroom
  - a. If it does not belong to you, DO NOT TOUCH IT.
3. Come prepared to class with all needed materials and equipment (Remember to bring a pencil.
4. Be in your assigned seat ready to rehearse 2 minutes after the tardy bell for band students and in your seat by the tardy bell for choir students. (Or you will be marked tardy)
  - a. You will need the director's permission to leave your seat for any reason.
5. Class participation is required, unless you have a doctors excuse stating otherwise
6. No Gum, food or drinks are allowed in the classroom. Exception: water in a spill proof bottle will be allowed.
7. Complete uniforms are to be worn at all performances
8. All performances are MANDATORY!!!! No alternative assignment will provided for an unexcused absence. An alternative assignment will be provided for an excused absence.
9. After performances all students are required to help put all equipment away. If you need to leave early it must be prearranged.
10. Hall passes will be given at the director's discretion.
11. Bathroom passes: 4 passes will be given each semester. Each pass is worth 5 points and unused passes may be turned in for extra credit on written tests.
12. Practice rooms and sink privileges are allowed only with director permission.
13. **Traveling privileges:** a student must be in good standing in their performance class with a "C" or higher, have "S" or better in citizenship and be academically eligible in all other classes.
14. **Cell phones must be put away during all rehearsals!!!!**

**Academic Eligibility:** Students may not have any "F's" or "U's" and no more than 1 "D" in any of their classes. Final grade checks will be done one week prior to the departure date. If you have an "F" or a "U" or more than 1 "D" at that time you will not be allowed to travel with the group. No exceptions. If this performance is part of your grade you will be given an alternative assignment to earn the points missed which will be due by one week following the performance date. Students who have had OSS or ISS during the semester of the performance will only travel at the director's discretion.

## Uniform Policy:

The assigned uniform must be worn in its entirety for all performances. Students will not be allowed to eat or drink while in uniform. Students will be charged to replace lost or damaged uniforms at the current replacement costs. The Dress and orange tie must be purchased through the music department at the beginning of the year. You will not be required to purchase these items again if you have them from a previous year and if they still fit and are undamaged.

### 1. Band:

- a. Boys: Black Pants, Black Shirt, Orange Tie \$42.00
- b. Girls: Black below knee length Dress
- c. Black Dress Shoes
- d. Black Socks (must go to mid. Calf)
- e. Pep band: department shirts and jeans

### 2. Choir

#### Chamber and Concert Choir

- a. Black Pants, Black Shirt, Orange Tie \$42.00
- b. Black Dress \$50.00

#### Dynamics

- |          |                |                        |
|----------|----------------|------------------------|
| a. Boys; | tux coat \$65  | Girls: Black Gown \$80 |
|          | tux pants \$30 | Jewelry Set \$15       |
|          | tux vest \$45  |                        |
|          | tux shirt \$20 |                        |
|          | bow tie \$5    |                        |

### 3. High Desert Steel:

- a. Blue Hawaiian shirt
- b. Black Pants
- c. Black Shoes

### 4. Performance Appearance: Many Festivals will deduct points from the score for an unprofessional appearance. The purpose of a uniform is that we all look the same and to show school and community pride. These standards are only for performances and do not restrict you from individual appearance preferences on a daily basis.

- a. Hair must be worn so that your whole face can be seen.
- b. Dyed hair is only acceptable if it is a natural hair color.
- c. Facial piercings should not be visible during a performance. 1 ear ring per ear is acceptable. All others must be removed for the performance but may be worn before and after the performance.
- d. Jewelry: Necklaces must be worn under the uniform and only one watch or bracelet will be permitted.

### **Locker Policy:**

1. The use of a locker is a privilege and can be revoked at any time if this privilege is abused.
2. Lockers will be assigned based on instrument size. Due to the limited number of large lockers you may be asked to share a locker.
3. Each locker will be issued a combination lock. (no outside locks will be allowed)
4. Lockers may be accessed before school, between classes and after school. I will not excuse you from another class tardy to put your instrument in the locker.
5. **Lockers are for instruments only!!!!**

### **District Materials to be used: Any damages done to school or private property will be prosecuted to the full extent of district policy and possible criminal charges may apply.**

1. **Music:** After each performance the music will be turned in free of any pencil markings. All marks are to be in pencil only. If your copy is lost, destroyed or otherwise unacceptable to be returned to the music library, the student is responsible for the replacement fee. (\$5.00- \$10.00 per song depending on the publisher)
2. **School Instruments:** Few instruments are available. Before a student will be allowed to use and take the instrument home a contract must be signed. The student will be held responsible for any repairs needed due to their negligence or a replacement fee if lost. A yearly rental fee of \$35.00 will be charged to cover regular maintenance of the instrument.
3. **Music stands:** Students will be held responsible for the replacement fee if intentional damage is caused.
4. **Percussion Equipment:** This equipment is very expensive. You will be held financially responsible for damages caused to any of the percussion equipment that you may cause including mallets.
5. Reeds, Valve Oil etc. will be available for purchase from the director  
Clarinet/Alto Sax Reeds \$3 Tenor/Bari Sax/Bass Clarinet Reeds \$4  
Valve Oil/Slide Grease \$4 Oboe/Bassoon Reeds \$15

## **Performance Opportunities**

**Concert Performance: All concerts are mandatory (Exact dates will be posted on the web page by Mid. September)**

### **1. Fall Concert: Oct**

- a. Wind Ensemble and Dynamics
- b. Held at PWL Cafetorium

**2. Winter Concert: Dec.**

- a. All Bands and Choir
- b. Held before Christmas
- c. Held in PWL Cafetorium
- d. A mandatory after school rehearsal may be needed the day before or the day of the concert in order to rehearsal the finale.

**3. Band-tastic: May**

- a. All Bands
- b. Performance at TJ'S Corral CVI

**4. Choir-riffic: March/April**

- a. All choirs
- b. Performance at PWL
- c. Mandatory after school rehearsal the day of the concert

**5. Festival Concert: March**

- a. Bands only
- b. Performance at PWL

**6. Spring Concert: May**

- a. All Bands and Choir
- b. Usually held in the last three weeks of school
- c. Performance at PWL Cafeteria
- d. An after school practice may be scheduled the day of or the day before the concert date and it will be a mandatory rehearsal.

**7. Festivals: (Trips)**

**A. NZNMEA Band/Choir Festivals (all day trip in March)**

- 1. Held in various locations in the spring during school hours
- 2. Students must meet academic eligibility requirements and have a citizenship grade of a "S" or higher and a class grade of a "C" or higher in the class that is traveling.

**B. Music in the Parks Festival:**

*Rotation Cycle:        2019 Wind Ensemble/Dynamics  
                                  2020 Choirs  
                                  2021 Bands*

- 1. Held in the spring (April)
- 2. This is a reward and a privilege, therefore, final trip approval will be the directors decision based on the merits of each student.
- 3. Students must meet academic eligibility requirements and have a citizenship grade of a "S" or higher and a class grade of a "C" or higher in the class that is traveling.
- 4. The cost of this trip will be paid by the students in an easy monthly payment plan that will begin in September. If the trip is cancelled all money paid by a

parent will be refunded. Students will be given 50 % of what they fund raise to help defer the cost. (Do not count on fundraising to cover all the costs for this trip.)

### **C. NZNMEA Solo and Ensemble Festival**

1. Usually held on a Sat. in Feb.
2. Festival sites change from year to year
3. You must have director's approval to participate
4. DHS music department will pay all entry fees, which must be reimbursed if you do not perform.
5. Performers must provide their own accompanist.

## **8. Honor Groups:**

### **A. NZNMEA Honor Band/Choir:** (2 full school days)

1. Selected by a taped audition made in early November
2. Held during school time usually in Feb. Must be academically eligible.
3. You must be a member of the band/Choir in good standing ("C" grade min. with an "S" or higher citizenship grade
4. All fees are paid by the DHS music budget but must be reimbursed if the student is accepted and does not participate

### **B. All-State Band/ Choir:** (3 days in April)

1. The Student **MUST** have performed in the NZNMEA honor band/choir to be eligible for the all-state ensemble.

## **9. Parades:**

**Parade of Lights:** All Band Students (Dec)

**Carson Valley Day Parade:** All band students except seniors (June)

- 10. Basketball Games:** All band students are required to sign up to play at two home games second semester.

*Any concert performance deemed beneficial by the director may be added if reasonable advanced notice is given.*

## **Transportation:**

1. All students must be transported to Events by District vehicles or school bus.
  - a. Only exception is for the concerts held at DHS
2. Only the **legal guardian** or parent may pick a student up from an event
3. A release form must be signed.
4. All trip slips must be signed and turned in to the director a minimum of 2 days before the trip. No slip, you stay home.
5. You will be representing our school and community and therefore, all school rules apply on all school sanctioned trips. **You must be on your best behavior!!!!**
6. Trips are a privilege, not a right

### **Leadership Team: concert ensembles**

The leadership team will consist of the section leaders, and the director.

1. Section leaders will be the first chair player in their section
  - a. duties:
    1. running sectionals
    2. being a role model for the section
    3. report behavior problems to the director
    4. other duties as assigned by the director
2. Director's Assistants:
  - a. Band: Marching band leadership
  - b. Choir: Section leaders
  - c. Duties
    1. warm-up and tune the band/choir
    2. pass out and collect music (put into score order)
    3. uniform inspections
    4. run the rehearsal when the director is absent (with substitute supervision)
    5. Load and unload equipment when traveling
    6. Other duties as assigned

### **Music Booster Organization: Open to all Band and Choir Parents**

1. Their primary function is to help support the DHS Music Department, especially in these times of budget cuts.
  - a. Chaperones: Active booster members will be the first asked to chaperone on music trips
    1. Fund Raising: To organize and run fund raising activities. First priority of money raised will be for the direct costs to maintain the music department. Ex. Accompanist fees, NZNMEA dues, audition and participation fees, All-State expenses, purchase of needed instruments and instrument repairs etc.
      - a. Students who participate in the fundraising opportunities will get 50% of what they raise put into their trip account.
    2. Second priority will be to defer the cost of overnight trips.

**Marching Band:** Under construction

### **Final Words:**

The music director and/or the administration reserve the right to change all or part of this handbook at any time. It is not the intent of this document to violate any Douglas County School District Policies or any student's individual rights.





**Douglas High School Music Department**  
**Tammy Owens, Director of Bands and Choirs**

**Band Grading Policy**

**Keep in your folder at all times!!!**

**Semester Grade will be determined as follows:**

	<b>Total points</b>
a. Rehearsal Etiquette	100/sem
b. Theory Assignments	25 each
c. Playing Tests	25-50 each
d. Rhythm Tests	25 each
e. Concert Music checks	25 /song
f. Written tests	50
g. Performances	100 points each
h. After School Rehearsal/Sectional	50 points each

- Rhythm and Playing tests will be done on line in google classroom or using the seesaw app on your chrome books. Due dates are firm. Any student that has not submitted their test or assignment by the assignment due date will have to take the test in front of the class.
- For those students who do not have internet access at home, they may use a practice room before, after school or at lunch to record their assignments by appointment.
- Music Checks, Rhythm and Playing tests will be scored as follows:

0 mistakes = 25	1 mistake = 23	2 mistakes = 21	3 mistakes = 19
4 mistakes = 17	5 mistakes = 15	6 mistakes = 0	
- All students will be issued 4 bathroom passes per semester. Once these are used then each new pass will cost 10 rehearsal etiquette points. Unused passes may be used as extra credit on a written test (5 points per pass). At the high school level the expectation is to use the bathroom on your breaks or during passing periods.
- Cell phones, food and drinks must remain in your backpack during class time. Water bottles are allowed during class
- **Required Performances:** Fall Concert Oct. 17 (Wind Ensemble only), Winter Concert (Dec 13.), Band-tastic (May TBD), Festival (March 7), Festival Concert March 14 and the Spring Concert (May 23) In addition to concerts **All band students** will be required to march in two parades (Dec. 1 and June 8) plus attend one mandatory practice prior to each parade. **All band students** will also be required to play at two home basketball games 2<sup>nd</sup> semester. It is your responsibility to pay attention to the board and website calendar for any changes that may occur. An absence from a performance will rarely be excused so please get these dates on your calendar now.
- Each student will be required to bring a pencil to class each day and provide a 2 pocket folder or 1" 3 ring binder to store all music and handouts. Music will always be stored in the slots provided when not taking it home..... NOT IN YOUR LOCKER.
- The only thing to be stored in the lockers is your instrument which is put away correctly in the case.
- Uniforms: Refer to the handbook posted on [dhsmusicdepartment.com](http://dhsmusicdepartment.com) which gives details specific to each group.
- All other student expectations can be found in the music department handbook which is posted on [dhsmusicdepartment.com](http://dhsmusicdepartment.com)
- It is expected that parents and students sign up for remind: text the codes to 81010  
Wind Ensemble: e47ccd Jazz Band: a6d7c Concert Band: dd89efd



**Douglas High School Music Department**  
**Tammy Owens, Director of Bands and Choirs**

**Choir Grading Policy**

**Keep in your folder at all times!!!**

**Semester Grade will be determined as follows:**

	<b>Total points</b>
a. Rehearsal Etiquette	100/sem
b. Theory Assignments	25 each
c. Singing Tests	25-50 each
d. Rhythm Tests	25 each
e. Concert Music checks	25 /song
f. Written tests	50
g. Performances	100 points each
h. After School Rehearsal/Sectional	50 points each

- Rhythm and Playing tests will be done on line in google classroom or using the seesaw app on your chrome books. Due dates are firm. Any student that has not submitted their test or assignment by the assignment due date will have to take the test in front of the class.
- For those students who do not have internet access at home, they may use a practice room before, after school or at lunch to record their assignments by appointment.
- Music Checks, Rhythm and Playing tests will be scored as follows:

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- All students will be issued 4 bathroom passes per semester. Once these are used then each new pass will cost 10 rehearsal etiquette points. Unused passes may be used as extra credit on a written test (5 points per pass). At the high school level the expectation is to use the bathroom on your breaks or during passing periods.
- Cell phones, food and drinks must remain in the backpacks during class time. Water bottles are allowed during class
- Required Performances: Fall Concert Oct. 17 (Dynamics & Chamber Choir only), Winter Concert (Dec 6.), Choir-riffic (March 22), Festival (March 12) and the Spring Concert (May 30). It is your responsibility to pay attention to the board and website calendar for any changes that may occur. An absence from a performance will rarely be excused so please get these dates on your calendar now.
- Each student will be required to bring a pencil to class each day and provide a 2 pocket folder or 1" 3 ring binder to store all music and handouts. Music will always be stored in the slots provided when not taking it home.
- Uniforms: Refer to the handbook posted on [dhsmusicdepartment.com](http://dhsmusicdepartment.com) which gives details specific to each group.
- All other student expectations can be found in the music department handbook which is posted on [dhsmusicdepartment.com](http://dhsmusicdepartment.com)
- It is expected that parents and students sign up for remind: text the codes to 81010  
Dynamics: @9424ecb Chamber Choir: a93f2g Concert Choir: 2fek2k



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### Marching Band Contract

I \_\_\_\_\_ am 100% committed to fulfill my obligation to the marching band. I agree to the following conditions and have marked my calendar with all of the dates provided in order to avoid future schedule conflicts. Since this is not a graded class and is totally extra-curricular, failure to meet these requirements could be grounds for removal of the group.

- I will come to practice prepared to work in a positive environment.
- I will practice each day with the same focus and attention to detail as if it were a performance
- My behavior on and off the field will always be positive and appropriate
- I will stay properly hydrated by drinking plenty of water during all designated water breaks
- I will apply all sunscreen and bug spray **prior** to the beginning of the rehearsal. Bug spray will be applied outside never inside the room.
- I will not schedule an ACT or SAT test on the same day as a performance.
- I understand that all absences negatively impact each rehearsal and performance. Therefore any absences could be cause for removal from the field and possibly removal from the group.
- I understand that if I do not know the music or drill at an appropriate level that I could be removed for a performance including a football game.
- My parents and I will sign up for the Marching Band Remind: Code @98a468 to 81010

**Practice Schedule Aug. 14- Nov 1**

Every Tue: 3-6pm  
Every Thur.: 3-7pm  
Every Sat.: 9-5pm except for 9/1  
No practice 10/23 or 10/25  
Additional practice Fri. 10/26 12-5pm

**Parade of Lights**

practice 11/29 2:30-4:30  
Parade Dec. 1

**Competitions:**

10/6 McQueen  
10/13 Galena  
10/27 Damonte  
11/3 UNR

**Football Games:**

9/21 McQueen  
10/5 Galena Homecoming  
10/12 Mongue  
10/19 Damonte Senior Night

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

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



Douglas High School Music Department  
Tammy Owens, Director of Bands and Choirs

## Remind Sign up Directions

### Class Codes:

1. HS High Desert Steel: @highdeser
2. MS High Desert Steel: @627e3
3. Dynamics: @9424ecb
4. Wind Ensemble: @e47ccd
5. Concert Choir: @2fek2k
6. Chamber Choir: @a93f2g
7. Concert Band: @dd89efd
8. Jazz Band: @a6d7c
9. DHS Marching Band: @98a468

### To receive messages via text:

1. Text **class code** to the following number 81010
2. To unsubscribe: reply 'unsubscribe **class code**
3. If the 81010 code does not work for your class text to 775-434-1920 instead.

### To receive messages via email:

1. Send as an email to: **class code**@ mail.remind.com
2. To unsubscribe: reply with unsubscribe in the subject line

Please do not hesitate to contact me if you need help signing up for this service 😊