

Brownsburg High School Band & Guard

2024-2025 Handbook

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Chris Kaflik, Director of Bands

Ed Roush, Associate Director of Bands

John Marque, Director of Percussion

Aylin Vural, Color Guard Director

Dear Parents and Students:

Welcome (or welcome back) to the Brownsburg High School Band and Guard program! We are looking forward to a great year of learning, performances, and music-making. In addition to working with each student in our classes, this program relies on the support of its parents. In this packet you will find critical information that applies to the band program at Brownsburg High School – **both for students and parents**. *Please take a few minutes to review the information in this packet together.*

After reviewing the information included here, if you have any questions or concerns, please reach out to any of the directors at Brownsburg High School. Also, please make note of any required fees for each performing group and fill out the required forms that are found near the end of this packet.

Thank you for your commitment to the arts and to the Brownsburg HS Band and Guard!

CLASSROOM EXPECTATIONS

For students to find success in band and color guard classes, there are some general expectations that must be followed. Teachers and students, both, will be held to a high standard of excellence and commitment to our program.

Teacher Will:

1. Post a daily agenda.
2. Begin on time – three minutes after tardy bell a musical activity will commence.
3. Support a safe, respectful, positive learning environment.

Students Will:

1. Arrive on time – be in seat with full equipment, ready to play three minutes after tardy bell.
2. Come to class prepared to rehearse. Individual practice is your responsibility outside of the classroom, and regular practice is essential to our success.
3. **Put cell phones away unless asked to use them for classroom purposes.**
4. Come to class with a willingness to learn and improve each day.

Each Day:

1. Participation from every student is expected.
2. Students must bring all required and necessary equipment to class.
3. Students who enter class late should have a pass from another teacher or staff member.

CARING FOR FACILITIES / EQUIPMENT

Each student is responsible for maintaining our facility and taking proper care of their equipment. This **partial** list of guidelines will be discussed in detail in class:

1. NO gum, candy, pop or other food items are allowed in band classes, unless provided by the directors. Bottled water is allowed.
2. Instruments and equipment should be properly stored in lockers or storage areas, as assigned. All students are provided a locker and lock for this purpose. Instrument lockers should be kept clean and should be locked at all times. Students are financially responsible for replacing lost locks - \$7.
 - a. The directors and staff will expect the instrument storage room, guard locker room, percussion storage room, etc., to be organized.
3. If a student has an instrument repair need, one of the band directors will assist you as soon as possible. If the instrument is unable to be repaired by one of the band directors, it is recommended that the instrument is professionally repaired as soon as possible.
4. The sound system is for classroom use and not to be used by students without permission.

REQUIRED EQUIPMENT

Each student is expected to provide certain materials for their instrument. It is understood that these materials are not provided by the band program, and students are required to have these items by the end of the first semester of their freshman year.

Each band student is to have pencil on their music stand each day.

Woodwinds

Reeds (by the box) / Mouthpiece Cap / Cork Grease / Swab / miscellaneous cleaning supplies.

- Single reed woodwind instruments should have at minimum 4 reeds at all times.
- Double reed woodwind instruments should have at minimum 2 reeds at all times.

Brass

Valve or Rotor Oil / Slide Grease

- *Trumpets*: metal straight mute – approved brands: Tom Crown, Dennis Wick, or Jo-Ral
- *F Horns* (Wind Ensemble only): stop mute – approved brands: Tom Crown, Dennis Wick, or Humes & Berg
- *Trombones*: Slide Cream / Spray Bottle

Percussion

- Tuner app with functioning drone (pitch generator) – *Tonal Energy* recommended.
- Stick Bag
- Concert Drumsticks – 1 pair – Vic Firth SD1
- Keyboard Mallets – 1 pair rubber or yarn for at-home practice
- Drum Set Sticks – 1 pair – especially important for Jazz Band members

CONCERT / PERFORMANCE ATTIRE

Concert Bands – Students are responsible for providing their own “concert black” performance attire. Please review the following detailed guidelines for concert attire. If students cannot provide their own concert attire, school owned tuxedos and concert dresses may be rented for \$25 for the year (to be returned at the end of the school year).

Considerations for attire – although we will not use a formal “uniform”, there are some parameters students should consider when choosing concert attire. The following suggestions are acceptable:

- a. Long black dresses (full length – to ankle when standing)
- b. Black top and wide-leg palazzo pants / Black blouse and long (full length) skirt
- c. Black suit or tuxedo (please use black button-down dress shirt)
- d. Black button-down dress shirt with black dress pants
- e. **Note:** Shoulders and arms must be covered: consider wearing a light blazer, sweater, shrug, shawl or sleeve cover-up that is $\frac{3}{4}$ or full length.
- f. Shoes: Black DRESS SHOES – closed-toed flats and heels (2” or less) are fine.
- g. Socks/stockings must be black.
- h. Accessories: Less is more – limit sparkles/sequins/flashy jewelry.
- i. **Not appropriate:** Denim, tennis shoes, sweatshirts, t-shirts

Marching Band – Uniforms are provided by the band department and are included with the MB fee.

- a. Students must supply clean BLACK shoes & **LONG BLACK** socks, band shirt, and black compression shorts.
- b. All hair must be worn so it does not touch the collar or hang over the forehead. Natural color hair for all performances is preferred, unless cleared by a director.
- c. Tennis shoes & socks will be worn at all rehearsals.
- d. Color Guard requirements will be set by Director/Guard Staff.

Color Guard – the staff would like the students to be dressed in all black at all rehearsals. Doing so allows them to view the performers in a uniform manner, similar to the presentation in a show setting.

- a. Jazz shoes are not required but encouraged.
- b. Tennis shoes are required for class.

Jewelry - No rings or excessively long pieces of jewelry. Nothing you wear can inhibit your ability to be active and perform.

Recital/Show Attire – Costuming for the recital will be a mix of school provided and student acquired garments. Students are expected to bring any necessary hair and makeup supplies to dress rehearsals and performances.

Pep Band, Jazz Band, Winter Guard/Percussion – Additional requirements will be communicated by directors.

FEES AND FINANCIAL OBLIGATIONS **Band ONLY – Not Color Guard**

While we understand that many students and families make a significant financial investment by purchasing and caring for instruments and equipment, and that there have been some updates in the Brownsburg Community School Corporation that relate to textbook and classroom fees, a **co-curricular class** like band does include some expenses that can only be covered by individual family contributions.

This year, each member of the band and color guard program will be charged \$125, due by September 9. These funds will be used for our band’s travel expenses to events like festivals, clinics, and/or contests.

Additionally, they will pay for guest clinicians, conductors, etc.

- Within BCSC, 100% of transportation costs are to be paid by each organization. To offset this deficit, BBOP (Band/Orchestra Boosters) will be charging a fee to cover these costs.
- All money collected for transportation is used for gas and/or payment of drivers.
- Any program that requires an additional transportation fee (Winter Guard, Winter Percussion, Jazz Bands, Concert Bands, Marching Band) will clearly communicate that expectation at the beginning of the season, and fees must be paid prior to participation with that group.

Whether choosing to pay with personal finances or through fundraising efforts (there will be several opportunities to fundraise through the year), it is the expectation of the Brownsburg High School band directors that every student fulfills this financial obligation. Students who do not meet this expectation may not be eligible for participation in the ensemble, receive awards, or be eligible for major band trips.

Important notes:

- Any overpayment of required fees will carry over (as a credit) into the next year.
- Any fundraising credit remaining after leaving the Brownsburg Band or Guard program will be returned to the BBOP Organization or may be transferred to a sibling. Credits from fundraising efforts are non-refundable. We cannot write you a check for fundraised credit.

CutTime – Student/Parent Accounts:

- Student accounts and payments are managed through CutTime, an online account management system (www.cutttime.net).
- New students and their families will be contacted once accounts are set up on your behalf. You will be given instructions for accessing your account, viewing balances, and making payments.

Fee Schedule

- All students will contribute a \$125 fee for the 2024-2025 school year.
- **This payment is due Friday, September 9, 2024.**
- Students who wish to rent a concert tuxedo or dress from BHS may do so for an additional \$25. Please contact Mr. Roush at eroush@brownsburg.k12.in.us to arrange this rental.

Payment of Fees

- Checks (payable to *BBOP*) or Cash – turn in to payment box in the high school band room.
- Credit Card – visit www.cutttime.net to pay online. There will be a convenience fee added to online transactions.

ENSEMBLE REQUIREMENTS

Each curricular (class) ensemble is designed to provide appropriate musical instruction for students with specific musical needs. The curriculum for each ensemble is designed to allow students to continue to progress in their musical learning and achievement. With that in mind, the course instructors for band classes will develop individual performance requirements that must be fulfilled. These requirements may include:

- 1) Scale / Arpeggio Patterns
- 2) Technical / Lyrical / Skills-Based Etudes
- 3) Concert Literature
- 4) Sight-Reading Exercises
- 5) Knowledge of Music Theory
- 6) Attendance at rehearsals, concerts, etc.

Typical Band Class Progression

- Freshmen Band → Concert Band → Symphonic Band → Wind Ensemble

Extra-Curricular Performing Groups

- Percussion Ensembles
- Color Guard
- Solo & Ensemble Groups
- Pep Band
- Marching Band
- Jazz Band I / Jazz Band II

Grades

A+ = 98 – 100%	B+ = 88 – 89%	C+ = 78 – 79%	D+ = 68 – 69%	F = 0 – 59%
A = 93 – 97%	B = 83 – 87%	C = 73 – 77%	D = 63 – 67%	
A- = 90 – 92%	B- = 80 – 82%	C- = 70 – 72%	D- = 60 – 62%	

Final grades for band classes will be based on a weighted grading system, which will include both playing and written assessments in a variety of categories.

“Mastery Assessments” 80% of the grade - BAND	“Mastery Assessments” 80% of the grade - GUARD	“Practice Assessments” 20% of the grade BOTH BAND & GUARD
Scales, arpeggios, etudes	Dance Choreography Projects	Rehearsals
Concert Literature	Skills Assessments	Participation
Sight-Reading	Performance Choreography	Attendance
Music Theory Knowledge		Proper Attire
Performance Technique		

Testing and Retesting: Assessments in band and color guard classes test a student’s level of mastery of specific skills. As students work to improve and refine these skills (working toward complete mastery), students may showcase that improvement by retaking performance assessments multiple times.

Re-testing for full credit is allowed for students who submit assignment by the original due date. Students who do not submit original assignment on time may only earn 70% of full credit using re-tests.

Note: Throughout the year, students will have multiple assignments that may need to be recorded and submitted via Schoology or other online filesharing tools.

ATTENDANCE POLICY

Band is considered a co-curricular activity, and students are expected to attend rehearsals and performances that occur outside of the traditional school day. **A complete calendar of events for each 9-weeks will be distributed to students and parents at the beginning of each quarter.**

It is our expectation that immediate written notification be made to the course instructor if a student is unable to attend a performance or rehearsal listed on the calendar included in this handbook.

- *This does not result in a punishment of any kind. This is simply for our planning with each ensemble. For example, if Mr. Kaflik knows that Sally, his oboe player will not be at ISSMA Organizational Contest in April. He will not program a piece with a major oboe solo for that band in April.*

Excused Absences: An excused absence is an absence due to illness or pre-approved special circumstance. Special circumstances will be considered provided **written notification is made to the course instructor at least three (3) weeks prior to the rehearsal/performance date.** Excused absences can be made up by completing a recording of the student performance within three days of returning to school. Additional make-up may be required, commensurate with performance time missed. The performance grade will then be determined by the level of achievement indicated on the make-up performance recording and/or make-up performance activity.

Unexcused Absences: Absences due to any reason **OTHER** than personal illness, serious family emergency, or special pre-approved circumstance will be considered unexcused. Unexcused absences result in no credit for that rehearsal/performance.

CONTACT INFORMATION

Chris Kaflik – Director of Bands

School Phone 852-2258 ext. 1823

School Email ckaflik@brownsburg.k12.in.us

Ed Roush – Associate Director of Bands

School Phone 852-2258 ext. 1819

School Email eroush@brownsburg.k12.in.us

John Marque – Assistant Director/Director of Percussion

School Phone 852-2258 ext. 1822

School Email jmarque@brownsburg.k12.in.us

Aylin Vural – Color Guard Director

School Phone 852-22585 ext. 1823

School Email avural@brownsburg.k12.in.us

Brownsburg Bands Website - www.brownsburgbands.com

Note: Please sign up to receive a weekly e-mail newsletter via the website.

Volunteer opportunities will regularly be posted to Brownsburg Bands website.

AWARD SYSTEM FOR BAND STUDENTS

By participation in a variety of ensembles, recognition for individual honors, and for service to the total program, band students can accumulate points toward several different awards during their time in the Brownsburg Band Program.

Band Letter / Bar

- Band Letter: Earn at least 10 points through extracurricular events and at least 20 points overall
- Bar: Earned each (additional) time a student meets the criteria (above) for a band letter

Senior Bulldog Award

- Participate in Band, Percussion, and/or Color Guard class (both semesters) as a senior
- Earn 36 total points (or more) while at Brownsburg, including at least 9 points as a senior

Senior Outstanding Achievement Award: Plaque

- Participate in Band, Percussion, and/or Color Guard class (both semesters) as a senior
- Earn 48 total points (or more) while at Brownsburg, including at least 14 points as a senior
- Must earn at least one (1) service point during the senior year

Points can be earned by successfully completing the following:

Freshmen Band	2 points	ISSMA Solo or Ensemble	1 point per event
Concert Band	2 points	State Solo / Ensemble Gold	1 point per event
Symphonic Band	2 points	<i>*Maximum of four (4) Solo/Ensemble points per year</i>	
Wind Ensemble	3 points	Pit Orchestra – Musical	1 point
Color Guard Class	2 points	All Region Honor Band	½ point
TA for Band Program	½ point per semester	All State Jazz Ensemble	1 point
Marching Band	5 points maximum	All State Band	1 point
Winter Guard	4 points maximum	IMEA / Area Honor Band	½ point
Winter Percussion	4 points maximum	Service to Brownsburg Bands	1 point for 8 hours of service
Pep Band	3 points maximum	<i>*Maximum of two (2) service points per year</i>	
Jazz Band 1	3 points	Band Private Lessons	1 point for semester
Jazz Band 2	2 points	<i>*Minimum of ten (10) 30-minute lessons per semester</i>	
BSO (Symphony Orchestra)	3 points	<i>*Private Lesson must be on your classroom instrument</i>	
		<i>*Maximum of three (3) lesson points per year</i>	

2024-2025 CALENDAR OF BAND EVENTS

Please reach out to the band staff any time you have a question about the calendar.

Date	Activity / Event	Time	Location
Sept. 13, 2024	IBA All-Region (Freshmen only) and All-District student applications due	11:59pm	IBA
Sept. 16, 2024	Jr. All-State audition music posted (online)		IBA
Oct. 7, 2024	BHS Band Concert – ALL HIGH SCHOOL BANDS	6:30pm	BHS Auditorium
Oct. 14, 2024	All-State audition music posted (online)		IBA
Oct. 25, 2024	Band Community Night	TBD	BHS Stadium
Nov. 15, 2024	Jr. All-State application and recording upload closes	11:59pm	IBA
Nov. 16-17, 2024	All-Region weekend (rehearsals and concert)	TBA	TBA
Nov. 18, 2024	East & West 7 th & 8 th Grade Band Concerts @ BHS	6:00pm	BHS Auditorium
Nov. 18 & 19, 2024	Dance Class Dress Rehearsal	3:00pm	BHS Auditorium
Nov. 20, 2024	Dance Class Recital	6:30pm	BHS Auditorium
Nov. 20-21, 2024	All-District weekend (rehearsals and concert)	TBA	TBA
Dec. 4, 2024	Solo and Ensemble entry deadline (BHS submission)		Band Office
Dec. 6, 2024	Deadline for All-State Applications (open to all band students)	11:59pm	IBA
Dec. 16, 2024	BHS Band Concert	6:30pm	BHS Auditorium
Dec. 17, 2024	BHS Orchestra Concert (BSO students only)	6:30pm	BHS Auditorium
Jan. 12, 2025	All State Band Auditions	TBD	Ft. Wayne, IN
Jan. 16-18, 2025	Junior All-State Band weekend (rehearsals and concert) @ IMEA	TBD	Pike HS
Jan. 24, 2025	5 th Grade recruiting concert @ East	TBD	East Middle School
Jan. 31, 2025	5 th Grade recruiting concert @ West	TBD	West Middle School
Jan. 29, 2025	BHS Band/Orchestra Honors Recital	6:30pm	BHS Auditorium
Feb. 1, 2025	ISSMA Solo/Ensemble District contest	TBD	Avon Int. West
Feb. 15, 2025	IHSCGA Color Guard Contest	TBD	BHS
Feb. 27, 2025	BHS Band Concert	6:30pm	BHS Auditorium
March 1, 2025	ISSMA Solo/Ensemble State contest	TBD	North Central HS
March 7, 2025	BCSC Jazz Concert	7:00pm	BHS Auditorium
March 12, 2025	APPROXIMATE DATE: Band Clinic at Lawrence Central (BSO ONLY)	TBD	Lawrence Central HS
March 14-16, 2025	All-State Band weekend (rehearsals and concert)	TBD	West Lafayette, IN
March 17, 2025	BHS Orchestra Dress Rehearsal (BSO students only)	TBD	BHS
March 18, 2025	BHS Orchestra Concert (BSO students only)	6:30pm	BHS Auditorium
March 22, 2025	IPA Percussion Contest	TBD	BHS
April 3-5, 2025	WGI Color Guard World Championships	TBD	Dayton, OH
April 10-12, 2025	WGI Percussion World Championships	TBD	Dayton, OH
April 25-26, 2025	ISSMA Organization Contest (FB/CB/SB)	TBD	TBD
April 30, 2025	ISSMA Qualifier Preview Concert (WE/BSO)	6:30pm	BHS Auditorium
May 2-3, 2025	ISSMA State Qualifier (WE/BSO)	TBD	Zionville HS
May 10, 2025	ISSMA State Finals (WE/BSO)	TBD	Lawrence Central HS
May 13, 2025	BHS Band Awards	6:00pm	BHS Auditorium
May 14, 2024	BSO Orchestra (String Fever) Rehearsal	TBD	TBD
May 14, 2025	BHS Band POPS Rehearsal	TBD	TBD
May 16, 2025	Spring Dance Recital	6:30pm	BHS Auditorium
May 15, 2025	BHS Band POPS Concert	TBD	TBD
May 18, 2024	BHS Orchestra String Fever (BSO)	TBD	TBD
May 19, 2025	BHS Orchestra Awards	6:00pm	BHS Auditorium
May 30, 2025	Last Student Day of 2024-2025 School Year		

*Although we do not expect it, dates are subject to change.
The website will always have the updated dates.*

SUGGESTED PRIVATE LESSONS TEACHERS

All students are encouraged to take private lessons. The opportunity to work one on one with a teacher is invaluable and provides students with experiences that are not available in a large classroom setting.

In the event that financial circumstances would prevent a student from receiving private lessons, there is a scholarship fund available to help with the cost. Students should see Mr. Kaflik or Mr. Roush for information about applying for a scholarship.

Below is a list of the recommended private instructors in our area that are currently working with our students.

Instrument	Teacher	Phone	Email
Flute	Kendra Phillips	317-258-2714	757fleet@gmail.com
Flute	Susan Buckwalter	317-694-4671	Flutelf@aol.com
Oboe	Rebecca McGuire		rlmcguire89@gmail.com
Oboe	Cameron Storey	<i>Contact Mr. Kaflik or Mr. Roush for information</i>	
Bassoon	Emily Prochaska		emily.bassoon@gmail.com
Clarinet/Saxophone	Sondra Hardisty	219-393-0646	sondra.jeske@gmail.com
Clarinet	Sarah Alexander (DeVries)	515-943-9890	sarahbdevries@gmail.com
Saxophone	Rob Dixon		rob@indyjazzfest.net
Saxophone	Mackenzie Gillespie	317-500-1253	mgillespie@butler.edu
Trumpet	Ziggy Garcia	915-422-8853	ziggygarcia@gmail.com
Trumpet	Brian Hoover		trumpethoover@att.net
Trumpet	Jay Ellsmore	319-541-2091	jay.ellsmore@gmail.com
F Horn	Christopher Williams		cbwilliamsmusic@gmail.com
F Horn	Jasmine Vann	269-348-5373	jvann@brownsburg.k12.in.us
Tbone / Btone / Tuba	Dan Wilhelm	317-697-2927	wilhe1dc@gmail.com
Tbone / Btone / Tuba	Josh Davis	937-689-1896	joshd2ba@gmail.com
Percussion	Kyler Altenhof		kdaltenhof@gmail.com
Percussion	Andrew Fortuna		andrewfortuna1.1@gmail.com
Percussion	Chris Murphree		cmurph3268@gmail.com
Percussion	Zach Schlicher		zschlicher@gmail.com

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BROWNSBURG BANDS MEDICAL FORM

**Are you a member
of marching band?**

Yes / No

Name of student _____

Student Cell phone # _____

Address _____

Zip _____

Age _____

Date of Birth _____

Grade _____

Parent(s) full names _____

Main contact Number _____ (name) _____

Secondary contact Number _____ (name) _____

Health Insurance Company _____

Health Insurance Member ID _____

Health Insurance Group Number _____

Date of last tetanus booster _____

List any special health conditions that your child may have:

(diabetes, epilepsy, allergies to food or medicines, bleeding tendency, etc.)

List any medications your child must take during the time of the field trip:

If this medication is presently being administered by school personnel, do you wish this procedure continued by adults present on the trip? **(yes / no)**

I hereby authorize the personnel in charge of this field trip to release the above information to medical authorities and to obtain medical care and/or hospitalization should illness or accident occur while my child is engaged in this field trip. I accept the responsibility for payment of any medical expenses.

Signature - Parent/Guardian

Date signed

Due Monday, August 5

First Grade of the School Year

Brownsburg High School Band & Guard

Signature Page

Handbook

Both my child and I have read and understand the rules and regulations for membership of the Brownsburg High School Band Program. The student has my permission to participate in this elective which requires attendance outside of the normal school day. The student agrees, and I affirm that he/she will abide by the provisions stated in this syllabus/handbook, including the cell phone policy (under classroom expectations). The student and I understand that while participating in a school-sponsored event, school policy guidelines will be enforced.

The Brownsburg Band Department desires to help students display their talents in the public arena through publications, video, art display, and other media means. The student's talent, work and/or information may be released in various forms of print and/or electronic media throughout the course of the upcoming school year.

Calendar of Events

By signing below, you acknowledge that you have received the 2024-2025 Calendar of Events and that you understand the Band Program's expectations related to attendance at these events.

Permission to Travel

By signing below, you give permission for your child to participate in any and all school-approved events associated with the Brownsburg High School Band Program and that you will allow him/her to travel to these events if they take place away from the Brownsburg High School campus. These trips will be properly supervised by school personnel and/or designated chaperones. Information concerning all trips will be distributed prior to all events.

Medical Information and Authorization

By signing below, you acknowledge that you have completed the medical information and authorization form giving the Director and/or adult chaperones permission to obtain medical care and/or hospitalization should illness or accident occur. By signing, you accept responsibility for payment of any medical expenses and will not hold any supervisory staff members liable for injuries or damages sustained by my child during any school sponsored musical event.

Student Name _____

Student Signature _____

Parent / Guardian Name(s) _____

Parent / Guardian Signature(s) _____

Date _____

DUE MONDAY, AUGUST 5
First Grade of the School Year