

2020-2021 Bear Creek High School Percussion Ensemble Handbook & Contract

Congratulations on joining the Bear Creek High School Percussion Ensemble (BCHSPE). Understand that each member is held to high academic and behavioral standards, demonstrated through punctuality, commitment, teamwork, and a strong work ethic. All signing parties (parents AND students) will be held responsible for understanding and upholding the expectations outlined in this document.

THE CHEAT SHEET: Highlights of the Handbook

WHAT WE DO: We are a competitive percussion ensemble that will perform this year in a video-recorded 'virtual' manner through Winter Guard International (WGI) events. Should we find success, we will be able to advance to Semifinals and Finals rounds.

REHEARSALS: After school until 5:15pm on Tuesdays and Thursdays.

PERFORMANCES: Video-taped show performances will be distributed throughout the season via the relevant and legal online channels (FloMarching.com, etc.). There is still a small chance we may perform in a non-competitive manner either live and/or in-person, depending on numerous pandemic-related concerns.

TUITION: While there is no set tuition this season due to economic hardships facing our families, it is encouraged that each participant donates \$100+ for their involvement in the ensemble.

***additional fees may apply once performance attire has been determined and priced*

AUDITIONS: There will be no formal auditions this year; just come to rehearsal during the 1st week of November!

STUDENT EXPECTATIONS: All members are held to strict standards of commitment, academic success, and professional attitude. Be prepared for participation in an accelerated ensemble.

PARENT INVOLVEMENT: The BCHSPE won't work without parent & volunteer help. Drive our kids, move performance equipment, or help with some of the other needs our group has in our quest to success.

LEADERSHIP: Percussion Director Colin Constance is reachable at (785) 979-5618 or pangoock@hotmail.com. In addition to our great staff, there are some Student Leadership opportunities for interested individuals.

COVID-19 PANDEMIC CLAUSE: Please note the new section in this year's handbook (see below) outlining new procedures and policies related to the pandemic.

THE DETAILS: In-Depth Look at Handbook Policies

ELIGIBILITY

- 1) Percussionists in grades 9-12 are allowed to participate in the ensemble as long as they are enrolled in an instrumental ensemble at BCHS. Students are *strongly* encouraged to enroll in the percussion class in order to gain important knowledge and ability. With very rare exception, students may not participate simultaneously in the Spring Musical and Percussion Ensemble.
- 2) Rhythm section instrumentalists (piano, guitar, bass) are allowed to participate on a per case basis, depending in part upon repertoire demand, technical grasp of the instrument, and musical maturity. All rhythm section performers must be enrolled in a BCHS instrumental course.
- 3) 8th Grade Percussionists in BCHS Feeder Programs (or neighboring high schools that do not participate in RMPA) are eligible to join on a per case basis, depending in part upon skill level and musical maturity. Additionally, a recommendation by the 8th Grader's Instrumental Music Teacher is required.

- 4) Percussionists who are home-schooled or attend a neighboring school *that does not have its own percussion program* are eligible on a per case basis, depending upon skill level and musical maturity.

AUDITIONS

- 1) There will be no formal auditions this year; please attend the rehearsals during the first week of November so we can begin working on warm-ups and get part assignments worked out.

TIME COMMITMENT

- 1) All rehearsals and performances are mandatory for every member of the ensemble. Only a doctor's note &/or a serious and compelling reason (accompanied by a signed parent note) as determined by the BCHS percussion staff may excuse a student from a scheduled commitment.
- 2) Rehearsals may occur both in the percussion class and after school. A detailed rehearsal schedule is included below (available online at: <https://sites.google.com/a/jeffcoschools.us/bchsimp/calendar>), consisting of Tuesdays and Thursdays after school as well as possible Saturday performances during the spring semester. We will NOT rehearse on inclement weather closure days and national holidays.
- 3) Rehearsal downbeats start no later than 5 minutes after the posted start time. It is expected that students arrive at least ten minutes before the posted start time to ensure preparedness: ready to play, with all necessary materials at hand. All students are required to help one another in all logistics activities. Posted end times indicate that rehearsal activities have concluded and clean-up/set-up will commence. Please allow 5-15 minutes for this process.
- 4) Live performances, should they be allowed to take place, will occur on Saturdays February-April throughout the Front Range. Once performances are set, it is imperative that all parents & students clear their schedules to be available. Transportation to performance venues is through parent-volunteer carpool caravans (please consider if your family can contribute in this way). *Any performance day conflicts must be made known to the head instructor ASAP.*
- 5) Failure to adhere BCHSPE Time Commitment expectations will require a meeting between staff and student and/or parent to discuss further implications of the circumstance, including but not limited to reduced/redirected student responsibilities and being withheld from performance(s).

FINANCIAL COMMITMENT

- 1) Please understand the financial commitment that comes with being a member in the ensemble. In a typical season there are several items for which families are liable to support, either through personal payments or fundraising opportunities. This annual tuition covers, in part, entry fees, staffing, repertoire, equipment, and maintenance. ***This year's tuition is being waived for families experiencing financial hardship due to the pandemic. In its place, we encourage families to donate \$100+ if able (for a reference, a typical season tuition is around \$425).***
- 2) Families that anticipate having issues getting payments completed should rely upon the many BCHSIMP fundraising opportunities, such as Broncos Concessions Work, Kind Soopers Cards, and Cookie Dough, Butterbraid, and Candle Sales name a few. Any financial concerns should be communicated quickly to Band Director Tammy Ahmed.
- 3) Payments are to be made via PayPal on the Charms website or personal check made out to Bear Creek High School Instrumental Music Program (BCHSIMP).
- 4) Be aware that our performance outfits are TBD, which will be a separate cost announced at a later date (usually around \$25-50).

STUDENT COMMITMENT

- 1) For a percussion ensemble to succeed, members will be expected to commit their best effort to achieve a variety of critical skill sets and goals. When music and work assignments are given, students are expected to meet these demands. This means preparing parts with individual practice prior to rehearsal,

memorizing music as needed, and showing up to rehearsals with all materials necessary to fully participate. In some cases, students that show up unprepared in these regards for any given rehearsal may be asked to leave the group and practice individually. Multiple infractions will incur appropriate consequences.

- 2) Students who lose/forget their sheet music and request a new copy will be charged 50 cents to receive a replacement part. Photocopying parts is a major drain on staff time and is wasteful of resources! Furthermore, only *your* music has your important pencil markings! Parts can be found electronically in the Student Dropbox folder, but each student will receive 1 hard copy of their warm-ups & show music.
- 3) Apart from the above individual responsibilities, understanding and demonstrating qualities that enhance the group effort will be stressed in the ensemble. Teamwork is a priority for the group's success and each student should make it a goal to befriend and appreciate all members of the ensemble. Conflicts and drama between students and/or staff is not acceptable and should be checked at the door if not actively attempted to be resolved!
- 4) Professionalism defines our program. Follow the instructional staff and trust their guidance, and respect the process of rehearsal. Look instruction staff and peers in the eye and respond directly and appropriately when asked questions.
- 5) All students are required to assist in the entirety of all "logistics events" such as truck loading/unloading, rehearsal transition times, etc. Laziness or selfishness will not be tolerated.
- 6) Understand that for a student to be considered a "performing member" in the ensemble, they must follow all school rules set forth by the instrumental music director, percussion staff, & BCHS administration, including no more than two D's or F's in a student's course load.

STUDENT LEADERSHIP

1) There will be limited positions available for student leadership, for which only returning members may apply. The staff will determine who is qualified to receive the leadership endorsement considering factors such as skill-level, general attitude, effective ability to communicate with others, etc. Student leaders will be held responsible for a variety of services, including but not limited to:

- Managing "sub-sectionals" as called for by the staff (both during and outside of rehearsals)
- Helping to maintain equipment and instruments with the assistance of the staff
- Serving as liaisons for student communication
- Providing superior examples of student conduct and commitment for fellow members

- 2) All interested students are required to submit a leadership application (obtainable from Mrs. Ahmed), due at rehearsal on November 17. Students who are current Marching Band Leadership Team members need not re-apply; simply write a statement about why you want to be a Winter Percussion Leader and how you will affect positive change on the group. If necessary, qualified candidates may also be asked to have a short in-person interview with percussion staff.

COVID-19 PANDEMIC CLAUSE

- 1) All participants will be assigned instrument 'stations' that will be exclusive to them, and under no circumstances will any item be shared (stands, mallets/sticks, etc.). **This includes moving equipment!**
- 2) With multiple organizations needing access to our large indoor spaces, there is a potential for rehearsals to take place outdoors, so students should have appropriate cold weather clothing and accessories! This is a typical aspect of a normal season, due to our outdoor warm-ups at show sites.
- 3) Prior to entering each rehearsal/performance, each student must check in with a staff member for temperature readings, symptom questioning, etc. Students who have a temperature of 100.3+ and/or are experiencing any flu-like symptoms should NOT attend rehearsal, and will be sent home immediately if they exhibit any signs of this illness upon check-in.

- 4) Masks must be worn indoors at all times, and frequent sanitizing of hands is required.
- 5) Depending on rehearsal/performance locations, protocols for 'traffic flow' will be established.
- 6) Students and staff must maintain a safe 6-10 foot spacing throughout BCHSPE activities.

REHEARSAL POLICY

- 7) Students are required to dress appropriately for all rehearsals and performance events, including potential outdoor rehearsals. Students must have cold weather clothing and accessories!
- 8) Maintaining a professional level of rehearsal is crucial to our success. Instructions will come first from staff, then from student leaders. Students are expected to be active listeners during instruction time, so idle chatter is not tolerated; save it for the rehearsal breaks! Furthermore, do not wander from your post during instructional time. Stay engaged and realize that even you are not being directly addressed, you can still learn important concepts that may help you later on.
- 9) Food and drink (excepting water) are not allowed in rehearsal spaces. All students should bring their own water; sharing is prohibited in order to reduce the spreading of germs.

EQUIPMENT POLICY

BCHS is blessed with excellent resources and it is only through proper care and maintenance of our equipment that this blessing will continue for future Bears! Whether by negligence or harmful intent, mistreatment of equipment will not be tolerated. Additionally, it is expected that we look out after each other to ensure proper use, care, and storage of equipment. If someone *else* left timpani mallets on the floor, *you* can help by reminding them to put it away! A few general rules will help keep our space and equipment in good working order:

-Instruments with a case &/or cover should be put away and covered at all times outside of rehearsal and practice use.

-Instruments, mallets, or sticks with a designated home (i.e., plastic sleeves, mallet bags, percussion cabinet), should live in their home at all times outside of rehearsal and practice use.

-Large percussion instruments are not tables and should never be used as such! Please do your part to politely educate other non-percussionists of this point as many of the guilty parties for this issue do not know better.

-Personal items should be stored out of the way in a clean, organized matter. As percussionists, we move around a lot and cannot afford to have a messy work area!

**Please note that truck loading, should any live performances away from BCHS occur, will take place the day of the event (this is a change from years prior).

DISMISSAL & SUSPENSION POLICY

In certain circumstances, the BCHS staff reserves the right to dismiss or suspend a student from the ensemble without a refund of the student's tuition. It is important that students and their parents are well aware of the policies in this contract to avoid such a devastating situation. A meeting between staff, student, and parents will commence prior to disciplinary action. Circumstances for removal include but are not limited to:

-Unexcused absence from a performance

-Excessive unexcused absences or tardies for rehearsals

-Misconduct and behavioral issues directed at staff, peers, and/or oneself

-Consistent lack of preparedness for rehearsals and performances

-Abuse of BCHS and/or performance venue property

PARENT INVOLVEMENT

- 1) For a highly functioning ensemble, parent help is a must. This includes things like helping move gear, driving the truck and/or students, helping with repairs, and coordinating meals and/or fundraising

- opportunities. Please consider what ways as a parent you can be involved should a need arise.
- 2) All families must have their current, accurate contact information on the Charms database, used to manage our complex instrumental department at Bear Creek. A mass-email generator will be the primary means of communication about important BCHSPE news.
 - 3) Finally, parent encouragement of our ensemble goals will create a strong foundation for our members to find the success that we all have in mind.

OFF-CAMPUS PERFORMANCE INFORMATION

- 1) All students are expected to behave on trips with the utmost class becoming of our ensemble, our school, and our community. Be aware that at all times during our travels, our reputation is at stake. Good choices can improve our standing; bad choices will conversely hurt us! Breaking any ensemble, school, or district rules will be met with swift and just consequences.
- 2) In order to be eligible to travel, several forms have to be completed and submitted. Take the time and care to do this effectively and quickly. Keep in mind any middle school members may have additional forms to complete! Any 8th grade participants and parents must meet with their respective school principals to discuss involvement in traveling with the ensemble.
- 3) All students must travel with the ensemble to performance events unless granted special permission.
- 4) Closer to Show Days, an itinerary (including performance date/location) will be distributed.
- 5) Most days, students will be expected to eat their own sack lunch prior to a performance. Snacks will be provided post-performance.

STAFF CONTACT INFORMATION

Understand that communication is a priority for sorting out conflicts, obtaining clarifications on expectations, etc. Please contact Colin Constance first to resolve any issues. Any percussion class questions (i.e., grades, attendance) should be directed to Mrs. Ahmed.

Colin Constance, Director of Percussion
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Tammy Ahmed, Instrumental Music Director
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NEXT PAGE: Tentative Schedule of Performance & Events

TENTATIVE SCHEDULE OF PERFORMANCES & EVENTS

Nov. 3	First Rehearsal	Feb. 2	Rehearsal
Nov. 5	Rehearsal	Feb. 4	Rehearsal
Nov. 10	Rehearsal	Feb. 9	Rehearsal
Nov. 12	Rehearsal	Feb. 11	Rehearsal
Nov. 17	Rehearsal: Contracts & Leader Applications Due	Feb. 16	Rehearsal
Nov. 19	Rehearsal	Feb. 18	Rehearsal & Potential Recording Day
Dec. 1	Rehearsal	Feb. 23	Rehearsal
Dec. 3	Rehearsal	Feb. 25	Rehearsal
Dec. 8	Rehearsal	Mar. 2	Rehearsal
Dec. 10	Rehearsal	Mar. 4	Rehearsal
Dec. 15	Rehearsal	Mar. 9	Rehearsal
Dec. 17	Rehearsal	Mar. 11	Rehearsal & Potential Recording Day
Dec. 22	Rehearsal	Mar. 16	Rehearsal
Jan. 5	Rehearsal	Mar. 18	Rehearsal
Jan. 7	Rehearsal	Mar. 23	Rehearsal
Jan. 12	Rehearsal	Mar. 25	Rehearsal
Jan. 14	Rehearsal	Mar. 30	Rehearsal
Jan. 19	Rehearsal	Apr. 1	Rehearsal & Potential Recording Day
Jan. 21	Rehearsal	Apr. 6	Rehearsal
Jan. 26	Rehearsal	Apr. 8	Rehearsal
Jan. 28	Rehearsal & Potential Recording Day	Apr. 13	Rehearsal

BCHS PERCUSSION ENSEMBLE STUDENT AND PARENT CONTRACT

****Detach this sheet and return to Colin Constance. The rest of the handbook should be kept for personal reference****

1. This document is designed to ensure that the student and their family members have read the Handbook, understand its contents, and agree to the participation requirements and financial commitment.
2. The student must sign and date the top portion, indicating their understanding of the requirements and agreeing to be fully committed to the ensemble for the whole season.
3. The student's parent(s) or guardian(s) must sign and date the bottom portion, indicating an understanding of the requirements, and agreeing to fully support their child's participation in the ensemble. Please note a separate and signed contract is required for households with multiple children in the ensemble.

PART I. STUDENT PORTION

I, _____, have read the BCHS Percussion Ensemble Handbook with my parent(s)/guardian(s). I understand its contents and will comply with the directives contained within and follow directions to the best of my ability at all times. I understand that this is an extra-curricular activity, and that participation is voluntary and a privilege, subject to successful compliance with instructions. Upon signing this contract, I commit myself to:

- Following all Bear Creek High School and Jeffco District policies.
- Maintaining perfect and prepared attendance at rehearsals and performances.
- Maintaining an acceptable and eligible GPA as determined by BCHS.
- Maintaining exemplary conduct at all times, thereby representing the school with the utmost class.
- Maintaining good communication with the instruction staff in the event of emergencies/illnesses.

Finally, I commit myself to the entirety of the percussion ensemble season and will not quit on my peers and teachers for any reason. I recognize that I have been assigned a singular, special role in the ensemble and that in my absence, my peers and teachers will suffer greatly.

Print Student Name

Student Signature

Date

PART II. PARENT/GUARDIAN PORTION

I, _____, have read the BCHS Percussion Ensemble Handbook with my student. I understand its contents and fully support my student's participation in the group throughout the duration of the season. I understand the time requirements and financial commitment. Upon signing this contract, I commit myself to:

- Following all Bear Creek High School and Jeffco District policies.
- Ensuring that my student maintains perfect and prompt attendance.
- Ensuring that my student's financial commitments are current and paid on time.
- Maintaining good communication with the instruction staff in the event of emergencies/illnesses.

Finally, I commit myself and my student to the entirety of the percussion ensemble season and will not allow my student to quit for any reason. I recognize that my student and I have been assigned a singular, special role in the ensemble and that in my or my student's absence, the ensemble members will suffer greatly.

Print Parent/Guardian Name

Parent/Guardian Signature

Date