



**Garrett High School
Band Handbook
Summer/Fall 2024**

Josh Hettinger
Band Director
jhettinger@gkb.k12.in.us
260-357-4114 x3125
garrettbands.com

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An Overview of Garrett Marching Band

Garrett Band Program Philosophy

The Garrett High School band program believes that the most important thing in shaping young musicians is teaching them to love music, and developing independent musicianship.

Mission of the Railroader Regiment

The mission of the Railroader Regiment marching band is to be the best we can be at what we do every single day. We strive to achieve our goals set before us at the highest level that we can in recognizing the fact that change occurs throughout the process of what we do, much more than the production.

Introduction and Description of the Handbook

Congratulations on your decision to become a member of the Garrett High School Railroader Regiment! This handbook has been devised as a resource for both parents and students regarding the opportunities, rules, expectations, responsibilities, and scheduling for the upcoming Summer/Fall 2024 season. At the end of this handbook, you will find links to registrations that must be signed digitally by no later than May 20, 2024. If there are any questions, feel free to contact Mr. Hettinger using the contact information on the front page of this handbook. If you would like to meet, I would be more than happy to work out a time to do so.

Why Music?

- Being a part of a music program helps students to *understand the value of art*.
- The College Entrance Examination Board found that students involved in public school music programs scored 107 points higher on the SAT's than students with no participation (Profiles of SAT and Achievement Test Takers, The College Board, compiled by the Music Educators National Conference, 2002).
- Music majors at the undergraduate level are top candidates for entering medical school.
- Schools with music programs have an estimated 90.2% graduation rate and 93.9% attendance rate compared to schools without music education, which average 72.9% graduation and 84.9% attendance. The National Association for Music Education.
- Those involved with music are also top candidates for any job due to their exemplary hard work and dedication.
- Students get to work on putting smaller pieces to a larger whole.
- Being in band teaches important life skills like organization, teamwork, work ethic, time management, persistence, and attention to detail, among others.
- Playing music activates all areas of the brain, helping it to work and send messages faster.
- Students in a music program get opportunities that no one else will receive.
- Being a musician is a lifelong skill.
- Einstein attributes his discovery of the Theory of Relativity to his studies with the violin.
- Students often reflect on their high school music experience as their most memorable.
- Playing an instrument helps youngsters better process speech in noisy classrooms and more accurately interpret the nuances of language that are conveyed by subtle changes in the human voice.
- "When we sing or create music, we use all the parts of the brain: left, right, front, and back. All these parts collaborate. That is very unique! Music is complex; that is, it uses so many aspects of a person's being." Hanne Deneire, composer.
- Seven in ten Americans (71%) say that the learnings and habits from music education equip people to be better team players in their careers (July 2014 Harris Poll).

What is Marching Band?

The Railroader Regiment marching band is a co-curricular outdoor performing ensemble that incorporates physical activity into music making. This course occurs during first block of term one in the Fall. The Railroader Regiment performs at the Heritage Days parade in July and competes on Saturdays during the months of September through October (and sometimes November). The marching band is comprised of high school students, middle school 8th graders, and invited 7th graders.

Additional performances include during halftime of home Varsity Football games. Here, students have the opportunity to perform for large local crowds. Because of this, the Railroader Regiment is one of the most visible facets of Garrett High School Bands in the community.

Indiana marching band involves putting together a ~7-minute show with music and drill among other additional visual and musical aids to get a message across to the audience. This could be a larger concept or a straight across story, but every component of a marching show is to work together in service of providing an experience to the audience.

How We Communicate – BAND, website, and Facebook

In years past, we have used Remind as a communication tool with parents to give quick updates, changes, and reminders of dates. This year, we will begin the switch to an app called BAND that will allow us to be much more thorough and have more versatile communication. [Here is a link](#) to sign up for our group, which will be the primary form of communication to the group as needed. Remind will still be used in conjunction with BAND this year to make the transition smooth, but no new users will be added.

Other communication tools include our [website](#), and a Facebook group run by the booster officers for both current students and parents, and another for alumni.



Marching Band Staff

Band Director	Josh Hettinger
Music Arranging (Winds)	Andrew Keiser
Music Arranging (Percussion)	Cody Groves
Drill/Show Design	Jon Bay
Visual/Show Design	Cody Groves
Color Guard Instructor	Bree James
Percussion Instructors	Bryson Stadtfeld, Braden Koble

Instrumental Staff

Flute Instructor	Vacant
Clarinet Instructor	Vacant
Saxophone Instructor	Vacant
Trumpet/High Brass Staff	Jared Ragsdale
Low Brass Staff	Paul Worfel
Percussion Staff	David Hirschfeld

Calendar and Attendance

The Railroader Regiment works with coaches and teachers of other activities to ensure that schedules have the least amount of conflict possible. If any conflicts arise with other school-sponsored activities, the students should speak with the director in order to determine the priority of the conflict and work out a solution.

Participation: Student participation is important. One of the greatest parts of being in music is that everyone is a starter; no one sits the bench. Every student has an integral role to the rest of the group. Therefore, students in the marching (or the program in general) should not leave mid-season or mid-year. This can have a drastic impact on the performance of any group. **Students choosing to participate in marching band must be locked in by June 1, 2024.** After this date, a spot will be assigned to them and participation **expected** through the rest of the season.

Calendar: The marching band calendar can be found on garrettbands.com. This is posted annually, but you can expect that the general timeline to remain consistent year-to-year.

Attendance Expectations: Students are expected to honor their commitment to the group and be present for each practice as well as each performance. With this being a co-curricular activity, this is part of the students' grade. All practices and performances are announced annually, and are posted on the website.

Excused Absences: In the event of an absence, this needs to be communicated to Mr. Hettinger. Please fill out an excused absence form (available on the website), and needs to be turned in prior to the date of absence. The student in question should also notify their section leader. Excused absences include but are not limited to family events, emergencies, illness, or other outlying circumstances that would make students unable to attend practice or a performance.

Unexcused Absence Policy: Attendance is vital to community and improvement.

- 1 Unexcused Absence – Warning
- 2 Unexcused Absence – Suspension from performance(s)
- 3 Unexcused Absence – Additional suspension from performance(s)
- 4 Unexcused Absence – Conversation & removal from the group.

Tardy Policy: Students will run $\frac{1}{2}$ lap for each minute of unexcused tardiness. Repeated tardiness will involve further conversation. 1 unexcused tardy = $\frac{1}{4}$ unexcused absence.

Student Responsibilities

Each student has a great responsibility as a musician in this program. It is their duty to meet the expectations set before them in being a part of the band program.

To Themselves and Each Other: Being a part of an ensemble is an entire group effort, so each student's part is important to creating music. Students have the responsibility to come prepared to practices so that we may focus on ensemble issues so as to use everyone's time efficiently. Additionally, students have the responsibility to respect themselves and each other as people working towards creating a piece of art together.

To the School/Community: Students in the Railroader Regiment are representatives of not only Garrett High School, but the entire Garrett community. It is our responsibility to be good stewards of this responsibility and appreciate the community that we come from that provides so much support in our pursuit of excellence.

To Music: Every composer writes a piece of music with a purpose in mind. It is our duty as musicians to convey the desires of a composer to an audience, whether that be at a concert or in rehearsal. Also, the students are the ones that differentiate a human performance from digitally created music. Notes on a page are only indications of a moment in time where something should happen, and students are the ones responsible for deciding what they put into those moments.

Essential Marching Band Expectations

- Strive to be the best you can be, every day.
- Care for your band family. Be kind.
- Be responsible.
- Be respectful.

Student Leadership Opportunities

Positions available include: Drum Major, Section Leader, Captains, and Rookie Coordinator. Details for all of these positions as well as the application and processes are available on our website.

Grading Policy

- Assignments should be turned in on time. There will not be a late penalty for late assignments, but they may not be graded on the same schedule as others.
- Grades in band are geared towards mastery. You may continue to submit assignments as long as they are open to receive a better grade.

Components

- Preparedness – 1 point per day
 - For: instrument ready, pencil, and part prepared.
- Contest & Performances – 100 points each
- Basketball Games – 50 points each
- Assignments – 25 points each
- Scales Assessment – 50 points each
- Final Exam – 100 points
 - Play and memorize the national anthem

Procedures

In order to operate well and learn as much as we can on our instruments, we have to be effective with the way that we act in class. Procedures and rules are very different. Procedures define how we go about what we do in class, while rules govern the way that we act while going through the procedures.

Beginning Class – Upon entering the room, students have the responsibility to prepare for rehearsal that day. Students going to get breakfast should show responsibility by ensuring that they are getting breakfast with enough time to be prepared for class. Responsibilities to highlight:

1. Read the board to see what we are doing today and read announcements.
 - a. Percussion: the rehearsal schedule is posted every day on the board. It is expected that things be ready to go for all of the music that we will be playing that day in order to minimize time wasted during transitions. Let me know if you need more time!
2. Get your chair, stand, music, instrument, pencil, etc. prepared.
3. Tune your instrument.

Attendance & Tardiness – attendance and tardiness involve two phases: (1) being present in the room, and (2) being in their seat with their instrument. Details with official times that students should be ready are here:

- Normal Days: In class by 8:00 a.m., in seat with instrument by 8:05 a.m.
- Fridays: In class by 8:45 a.m. and in seat with instrument by 8:50 a.m.

Exiting Class – students will be released by Mr. Hettinger approximately 3 – 5 before the bell in order for students to have enough time to pack up their instrument and get to their next class.

When exiting class, students must:

- Put away their supplies including instrument, pencil, music, etc., cleaning if necessary
- Returning the instrument to the instrument storage room
 - Cases **MUST** be latched and, on a shelf in the instrument storage room.
- Return their music stand and chair to their assigned place in the room
- Pick up and throw away any trash left by themselves (particularly from breakfast)

Copies – copies of music and various handouts are given to students as the year goes on. Digital copies are typically posted on Canvas for anything other than sheet music for student and parent communication. If a student is needing a copy, they should follow this step-by-step process:

1. Write a note down utilizing the pencil and notepad on the cabinet located on the same wall as the practice rooms. Leave the note on the cabinet.

- a. Information needed: Student name, instrument, piece of music needed
2. Ask their stand partner/neighbor if they can share music with them for the day
 - a. If there is no stand partner, then the student should inform and ask Mr. Hettinger if they can borrow an original for the day

If a note is left, the copy will be made as soon as possible for the student, with the note placed on top of the copy for the student to retrieve the next day. If there is no note left, the copy will not be made.

Band Character Expectations

1. Respect
2. Kindness
3. Responsibility

Band Room Rules:

1. Cell Phones – allowed during the first five minutes of class as a tuner. Outside of this time, the cell phone should be put away and out of sight. There is a bucket on the information center that you may place your phone in during class time.
2. Practice Rooms – These are used for practicing first and foremost. Be smart about your use of the practice rooms, and please do not interrupt those trying to focus on getting better.
3. Clean up after yourself.

Instrument Responsibility

Whether the instrument is school-owned or personally-owned, it is their responsibility to take care of the instrument! Treat the instrument like your ‘baby’ – because it is! You will spend a great amount of time with your instrument. The better care that you take (i.e. cleaning, using swabs, oiling valves and tuning slides, etc.), the longer that instrument will last and the less that someone will have to pay when it gets repaired. Someone has put forth a considerable amount of money to invest in your music education. Out of respect for that person, please take care of the instrument!

Supplies Needed

Students need the following supplies daily to be successful in band class:

1. Instrument
2. Pencil
3. Music (a folder will be provided if needed!)

Reeds – while reeds are provided for students at no cost, students will be more successful if they are able to purchase their own reeds and rotate them. Unfortunately, the budget does not allow enough room to provide the quantity of reeds as well as the best quality that is offered. Keep this in mind!

Mallets & Sticks – similar to reeds, mallets and sticks are provided for students. If a student is serious about percussion, it is recommended that they invest in their own mallets, stick, and bag for transporting. A wide variety of mallets allows for a wide variety of sound to be created!

Concerts

On garrettbands.com are the *required* performance responsibilities of the high school students involved in band. As this is a co-curricular class, an unexcused absence from a performance will directly impact students' grades. Absences will be dealt with on a case-by-case basis. ***Please let Mr. Hettinger know ASAP of any conflicts so that a solution can be discussed. Conflicts should be discussed no later than 2 weeks prior to the concert performance.***

Concert Attire – It is important that we are conscious of our attire when we perform and look uniform as an ensemble. We want the focus of our performance to be our music, not what we're wearing.

- Gentlemen: Black shirt, black pants, black shoes, black socks.
- Ladies: Black top, black bottom (skirt or pants) **or** all-black dress, black shoes
 - Dresses and skirts must fall past the knees when sitting down, no exceptions. If this is not accommodated, something will be given to cover.

If there is an issue with obtaining or wearing any of these items, please let Mr. Hettinger know so that appropriate accommodations can be made.

Concerts – Concerts are important, ***required***, events that we hold in the PAC throughout the year. These performances allow our students to demonstrate everything that they have learned in class and have been working towards. Every member of the band matters, and therefore all students must attend. Below is the general timeline for concerts, but may change depending on the event.

- Arrival Times – Students should arrive to Door 28 by 6:15 p.m. dressed and ready to go.
- Concert Start Time – 7:00 p.m. in the PAC
- Audience Entrance – Door 10. Doors will open at approximately 6:30.
- Student Departure – Students should return to their families at the PAC to leave for home.

Parent Booster Organization

The parent booster organization helps to support the director and the band program here at Garrett. While the largest form of their involvement includes fundraising, the booster organization helps the program, helps to organize uniforms, fee payment, gathering volunteers, organizing a pit crew to assist with equipment, along with many other facets throughout the year. The booster organization is indispensable! This is not an organization comprised of 4 – 5 people, but rather a group of parents wishing to support the students involved in the band program, with officers that help to lead and organize. **Booster meetings occur the first Monday of each month and are open to all parents.**

President

Brianne Haiflich
(260) 348-2829

Vice President

Sabra Vanderpool
(260) 318-5126

Treasurer

Tara Routsong
(260) 633-1632

Secretary

Sara Thomas
(260) 226-1761

Parent Opportunities to Support Student Musicians

Students could not be successful without the tremendous support of their parents. Parent involvement is vital to the students having a wonderful experience throughout band – from T-Shirts to building and moving props to make the show the production that it is, these are the areas that parents are needed.

Volunteers Needed for Fundraising and Student Opportunities

- Pit Crew
 - Moving props and equipment on & off the field
 - Loading and unloading trucks and trailers
 - Designing, building, and assembling props
 - Every Saturday in September and October. Plan on almost all-day availability.
- ISSMA Junior/Middle/Elementary – we host 20+ ensembles!
 - Likely March 15 – 16, 2025
- Winter Craft Bazaar – Setup/Tear Down, organizing vendors
 - Nov. 16, 2025
- Brushes for Bands – setup/tear down, organizing and selling tickets
 - June 1, 2024
- Uniform Organizing Help (especially washing all the uniforms)
 - Similar opportunities to last year – we can organize uniforms
 - Hair crew
- Chaperones for marching band contests
 - Riding bus and being around for the day
- T-Shirt Organizing and Designing
- Marketing (posting on social media and to newspaper) for the band
- Miller's Ribeye Sandwich Sale
- Tailgating in the band room – Friday nights before Football games in between practice and the game. Feeding students for this would be great.

Band Camp & Rehearsals

Supplies Needed

- Music and drill in a sleeve-protected three-ring binder
 - Strap needed to carry while marching (old shoestrings work great)
- Instrument, pencil, and chalk
- Sunscreen
- Water (LOTS of it!)

Snack and Lunch

There are usually two snack breaks during a band camp day. A request is sent out for prepackaged foods to be brought in for the snack breaks so that students are staying energized and healthy through the day. School meals will be available for student use during band camp week one, or they may bring their own meal during the lunch hour. **Students are to remain on campus for their lunch break.**

Times

The time for rehearsals on the calendar indicates the time that we will begin practice. Please plan to be ready to go with everything needed to be in place and stretching at rehearsal start time.

Band Camp Day Structure (subject to be flexible)

8:00 – 10:00 – Rehearsal – stretching, basics, and charting drill.

10:00 – 10:10 – Snack Break

10:10 – 12:00 – Rehearsal – charting drill

12:00 – 12:45 – Lunch Break

12:45 – 1:00 – Family Time

1:00 – 2:15 – Indoor Rehearsal – Music – rehearsing the charts learned

2:30 – 4:00 – Outdoor Rehearsal – Setting music to movement with charts

Physical Health

Students need to take care of themselves physically during band camp and throughout the season. Eating healthy meals, wearing sunscreen, and drinking plenty of water are vital for students to rehearse well. It is okay to advocate for yourself when you are not feeling well during a rehearsal. It is better to sit down for five minutes than miss an entire day of rehearsal.

Mental Health

Just like anything else, marching band can be difficult. The rookie season is always hard, because this is an entirely new concept. Please know that the entire band family is here to support one another, and that people want to care for you when you need help. Please just ask and be honest when you are asked.

Contest Days/Traveling

Structure of Contest Days

We will typically begin with a rehearsal, and start with stretching and visual warm-up, then basics before getting into music & full rehearsal. The day will be broken up by lunch, with a brief rehearsal before getting ready for our departure. Itineraries for contests will be posted on their respective calendar date at garrettbands.com.

Loading Equipment

All students are expected to assist with loading the equipment on the trailer – this includes all uniform items, instrument, etc. Parent help with this is needed, as well.

Students Leaving on Contest Days

During long marching band rehearsals including band camp, contest days, etc. students are to remain on the GHS campus. This is to ensure student's safety. Students must also remain on campus for all rehearsals, including band camp.

Bus/Traveling Protocol

Below are some guidelines for the traveling that we do as part of this activity. We will separate the two buses between guys and girls in order to simplify the changing process and organization upon arrival of the contest site.

- Students follow school policies in riding the bus.
- Chaperones have the final say on seating, and will be reasonable.
- Respect the rules of the driver.
- Attendance will be taken before each departure.
- If a student is traveling back with a parent, a written note is needed with a parent signature.
- Regarding gender identity – we will follow school policy in students riding with what is listed on PowerSchool. Outside of this, things will be dealt with on a case-by-case basis.

Zero Tolerance Travel/PDA Policy

Ultimately, it is the students' responsibility to place themselves in a situation to prevent from making any rash, irresponsible decisions. Any issues that may arise due to students not putting themselves in a place to be their best will be dealt with on a case-by-case scenario.

Students must understand that it is their responsibility to be the adult, think ahead, and make the best decision in their own scenario. Parents, please advise your children to make the best decision and put themselves in a place to be successful and making good decisions.

This policy is in place not only for bus rides, but for our travel. On and off the bus, students should act in representation of Garrett High School, the Railroader Regiment, and Mr. Hettinger.

Uniforms

We will be taking a direction similar to last year with our uniforms. The 2024 season will involve marching band participants wearing a white button-down, black dress pants, and their marching band shoes. We'll have some additional accessories acquired for students to wear to add different pops of color to their uniform.

- Uniforms should be acquired by the first day of school. First football game is Aug. 16!

Undergarment Needs:

- Thick undershirt for cold weather
- Black straight tie or bow tie is optional
- Black socks

As always, please let a booster officer or Mr. Hettinger know if acquiring any of these items is a problem. There are plenty of community resources that can be accessed on an individual basis to provide what is needed.

Fees & Financial Obligation (Marching Band Members)

While we would love for this to be an opportunity free of expense to students, marching band is unfortunately an expensive production to put on. Because of this, there are required fees to participate. **The more fundraising we can participate in and put on, the more we can keep these fees low.**

If there are issues with meeting the financial obligation, please communicate this issue with the director. We will do everything that we can in order to ensure that students can participate without financial worry. Having a conversation with the appropriate people involved is vital.

There is a payment plan available along with a discount for families with multiple members in the group. A down payment must be made by May 20, 2024 in order for the student to participate in marching band. All fees must be paid in full by September 1, 2024.

Understanding a breakdown of what marching band alone costs at the very base Total - \$18,500. Last year's expenditures totaled to:

Staff Payments

Percussion - \$1,500
Visual - \$1,500
Color Guard
Tech/Writing - \$2000
Music & Visual Tech - \$800

Production Fees

Music (Winds) – \$1,500
Music (Percussion) - \$2,000
Drill - \$3000
Flags/Uniforms - \$3,500

Additional Needs

Prop Construction & Design - \$1,500
ISSMA Registration - \$350
Invitational Registrations - \$750
T-Shirt - \$10/piece

Overview of Fees per student

- \$300 – General Member Fee
- \$50 discount for multiple students in ensemble

Sample Fee Breakdown

Marching Band Fee Schedule	Payment (1st child)	Fees after 1st child
Down Payment - May 20, 2024	\$50	\$50
June 20, 2024	\$125	\$100
July 20, 2024	\$125	\$100
Total Fees	\$300	\$250

The last thing that we want is for your student to miss out on the opportunity to be a part of the band family. Parents may pay the fees in full by the time of down payment, or at any point thereafter up until September 1, 2024 unless otherwise discussed, or students may be suspended from rehearsing and performing.

How to Pay

- By Cash/Check – Please make checks payable to:
 - Garrett Band Boosters, P.O. Box 246, Garrett, IN 46738
- Pay Online via PayPal – visit garrettbands.com/donate
 - Paypal.me/garrettbandboosters
 - Please select friends and family to avoid fees!

The fee contract that ***must be*** virtually signed in order to participate. This can be found on garrettbands.com/forms, in the Online Registration section.

**GARRETT KEYSER BUTLER SCHOOL CORPORATION
EMERGENCY MEDICAL CARD FOR BUS RIDERS**

Student Last Name	First Name	Date of Birth
In Case of Emergency Call:		Phone:
In Case of Emergency Call:		Phone:
List Any Serious Injuries or Illnesses Your Son or Daughter Has Had or Any Information You Think Would be Helpful in an Emergency:		Allergies
Parent's Signature Authorizing Transportation by EMS to Nearest Hospital:		Date:

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List Any Serious Injuries or Illnesses Your Son or Daughter Has Had or Any Information You Think Would be Helpful in an Emergency:		Allergies
Parent's Signature Authorizing Transportation by EMS to Nearest Hospital:		Date:

BOTH COPIES MUST BE FILLED OUT. This form is due no later than May 20 2024

GHS Marching Band Class
Contract of Consent and Acknowledgment

This form must be signed and turned in by August 16, 2024

I, _____, accept my membership into the high school band and have read and understand all of the requirements, expectations and rules laid before me and recognize my responsibility to follow all that is described in this "handbook". I agree to strive to be the best musician that I can be.

Student Signature: _____ Date: _____

I, _____, accept my responsibilities as a parent of a student involved in the high school band. I have read and understand all that is described in this "handbook", and accept it as my responsibility to ensure that my child follows what is required. I understand that I must meet the financial obligations necessary unless otherwise negotiated, and I give my child permission to attend all band functions.

Parent Signature: _____ Date: _____