



# MUNDELEIN HIGH SCHOOL BANDS STUDENT/PARENT HANDBOOK

Andy Sturgeon, Jerry Shelato—Directors of Bands  
[www.d120.org](http://www.d120.org) (847) 949-2200  
[asturgeon@d120.org](mailto:asturgeon@d120.org) [jshelato@d120.org](mailto:jshelato@d120.org)

Marching Mustangs  
Drumline & Front Ensemble  
MHS Flag Corps  
Pep Band  
Jazz Ensemble  
Jazz Orchestra  
Chamber Ensembles

Honors Wind Ensemble  
Honors Symphonic Winds  
Symphonic Band  
Concert Band  
Noise Show Choir Combo  
Pit Orchestra  
Percussion Ensembles



## BAND HANDBOOK 2017-2018

# Table of Contents

I. Table of Contents	2
II. Welcome to MHS Bands	3
III. Band Policies	4
A. Assessments and Grading	4
B. Attendance	4
C. Equipment Usage	5
D. Code of Conduct	8
E. Participant Expectations	9
F. Fees and Obligations	9
G. Trips and Eligibility	10
H. Buses and Transportation	10
I. Fundraising	11
J. Private Lessons	11
K. Supplies and Equipment Needs	11
L. Band Boosters	12
Appendices:	
Band Supply List 2017-2018	13-14
MHS Clubs and Activities Code of Conduct (complete document)	15-16
Sign Off Page	17





## BAND HANDBOOK 2017-2018

# Welcome to MHS Bands!

Dear Students and Parents—

Welcome to the Mundelein High School instrumental music program. The program has been a part of the Mundelein High School community since its inception in 1962. We are proud to be a part of the continuing tradition of musicality and spirit that you will enjoy as participants. We strive to provide our students with unique musical experiences that shape and enrich their time at Mundelein.

This handbook is designed to help you familiarize yourself with the philosophy, policies and experiences that guide our program. It is our hope that this document will increase your understanding of the program as a whole as well as the rationale behind our policies and goals. Since our program frequently changes to accommodate the needs and goals of our students, this handbook is revised each year to include new policies, course offerings and the most up-to-date information.

As one of the largest student groups at Mundelein, athletic or otherwise, our students have a profound effect on the school environment. Band students represent the school at a wide range of festivals, clinics and competitions as well as vital community events like parades, football games and local concerts. Each student plays a crucial role in creating the positive and spirited atmosphere that is associated with the Mundelein instrumental music program. We sincerely hope that each and every participant looks back on their time in the program with a wealth of great memories and friends. In addition, we strive to encourage the on-going appreciation of music and the performing arts. Thank you for signing on to continue the tradition and enhance the environment in and around Mundelein High School.

Sincerely,

Andrew Sturgeon

Jerald Shelato

Directors of Bands





# BAND HANDBOOK 2017-2018

## I. Band Policies

### A. Assessments and Grading

For curricular courses, assessments and grading will follow the established MHS guidelines. Students will be evaluated periodically using a variety of methods, including but not limited to checklists, written assignments, written tests or quizzes, surveys, performance-based evaluations, self- and peer-assessments, individual, large- and small-group evaluations, recordings, and creative projects.

For each course, a specific syllabus will be handed out at the beginning of the semester, detailing the assessment methods to be used for that course. As a band program, we do not choose to use surprise or “pop quiz” type assessments—our standing policy is “No Secrets, No Surprises.” The syllabus may be modified with sufficient advance notice to the students involved.

Additional course-specific assessments may be used that may not affect a student’s grade—for example, the alternate system for the Marching Mustangs. Information on those assessments will be a part of the syllabus for that course.

The MHS grading scale will be used for all assignments, with a curve being implemented at the discretion of the instructor.

### B. Attendance

As a matter of course, all students are expected to be in attendance at all rehearsals and performances, and be *prepared to start rehearsal* at the given call time—that is, if a 6:00 call time is given, it will be necessary to arrive earlier than that time in order to be prepared to start playing at 6:00. Students not ready to perform at call time will be considered tardy.

Attendance at daily in-school rehearsals is expected as a part of the course requirements. As one of the primary goals of this course is performance, and as every member of the band is a vital part of the performance, attendance at all rehearsals and performances is required. Reasonable exceptions will be made for students whose parent/guardian notifies the directors by the deadlines listed on the official Absence Form (by Wednesday, August 16 for all 1<sup>st</sup> semester dates and by Wednesday, December 20 for all 2<sup>nd</sup> semester dates). The Absence Form is available online. Absences will be excused for religious conflicts, family emergencies, and illness with no need for make-up work; any other parental excuse for an absence will result in the need for make-up work. *Excused absences from performances for non-school event conflicts will be rare and will be granted solely at the discretion of the band directors.*

Regardless of the student’s current grade in the class, the first unexcused absence from a performance will result in the forfeiture of all the semester’s final exam points (20% of semester grade), and each subsequent unexcused absence will result in a further 10% reduction in the semester grade. Excused absence requests received after posted deadlines will result in the lowering of a student’s makeup assignment grade by 10%. Emergencies will be exceptions to this rule, of course.





# BAND HANDBOOK 2017-2018

A calendar of performance dates has been distributed with this handbook and is available online (<http://www.d120.org/activities/ab/band/calendar.aspx>); it is as accurate as possible at this time. A more specific calendar, including call times, will be given to participants of any ensemble along with the course syllabus. If changes are needed, students and parents will be notified with all possible advance warning through notices sent home and posted on the school's website. Once again, the "No Secrets—No Surprises" policy holds for directors, students, and parents—we do not like last minute changes any more than you do!

The policy for resolving conflicts between our rehearsals or performances and other school-sponsored activities is fairly basic. Our first priority is to allow students to participate in as much of either activity as possible. Following that, we take into account if the activities in conflict are rehearsals/practices or performances/games/meets, with priority going to the performance/game/meet. If both activities are equal on that front, then we examine the level and amount of performances—for example, a state gymnastics meet versus one of many home football games, with priority going to the higher level or less frequent performance. Finally, after having exhausted all other options, we look at the difference between a curricular course or activity and an extra-curricular event, with priority going to the curricular event, as it is a part of the education of the student. Once again, our goal is to allow students to participate in as many activities as possible, without causing harm to the band program.

Of course, emergency situations do arise, and will be treated with all due care and concern. If it is possible to notify the office of a last-minute absence or tardy due to an emergency such as illness or death in the family, please do so by whatever means are available, but if that is not possible, we of course understand, and would only ask for a note of explanation following the absence.

## C. Equipment Usage

### 1. Uniforms

Currently, all members of the Marching Mustangs, including the MHS Flag Corps, are issued school-owned marching uniforms at the start of the year. The formal marching and concert uniforms are purchased, cleaned, and maintained by the school, and are made available at no student cost. Students are expected to care for these uniforms in appropriate fashion, including notifying the instructors when there is any damage or flaw in the uniform. Marching uniforms are stored at the school in garment bags, and should be hung up neatly in the garment bags following every performance. *Students will be held financially responsible for any damage other than normal wear and tear on their uniform or garment bag.*

The Marching Mustangs uniform consists of a jacket, overall-style pants, a sash, a shako-style hat (berets for sousaphones and front ensemble), plume, gauntlets, and gloves. Students are asked to provide their own marching





# BAND HANDBOOK 2017-2018

shoes, purchased through the school, and their own black socks.

Students will also wear a “B” uniform underneath their marching uniform, a t-shirt and mesh shorts that will allow us to change more rapidly and effectively as well as offering a hot-weather uniform that is still suitable for public performances. The students will need to purchase this “B” uniform, which will be used for their entire MHS career.

At this time, the Wind Ensemble and Symphonic Winds are the only other performing groups that have school-issued uniforms. The women have dresses, owned by the school, which will be fit and issued at the start of the concert season. The men will be issued tuxedos, which are owned by the school. The uniform will be custom fit to each student, and sent home with them in a school-issued garment bag. Students are expected to provide their own black socks and dress shoes (no gym shoes, flip-flops, or sandals), or black or nude stockings for the ladies. Men are expected to provide their own solid white, button-down, collared dress shirts. Once again, students are responsible for the care and maintenance of these uniforms and garment bags, and should notify the instructors immediately of any problem with the uniform. *Students will be held financially responsible for any damage beyond normal wear and tear to their Wind Ensemble/Symphonic Wind uniform.*

For other ensembles, the uniform will be set by the director and outlined in the course syllabus. Students are responsible for providing these items. The uniforms for each band are as follows:

*Concert Band*—Black dress pants or skirt, white top, black or nude socks/stockings, black dress shoes.

*Symphonic Band*—Black dress pants or skirt, black top, black or nude socks/stockings, black dress shoes.

*Jazz Bands*—Coat and/or tie for men, Dress top and pants/skirt for women..

*Pep Band*—MHS Spirit Wear (B Uniform, show shirt, etc.)

*Pit Orchestra*—Either shirt specific for the show or all black dress clothes.

*Noise Show Choir Combo*— MHS show choir spirit wear

If you have any concerns or questions about the uniforms, or are unable to supply specific items, please contact the band office.

## 2. School-Owned Instruments

In some cases, students are issued school-owned instruments for use in the various ensembles. This is often the case when the instrument is large, unusual, or prohibitively expensive to own or transport. A student may also be issued a school-owned instrument when switching instruments in order to balance the ensemble. These school-owned instruments will be issued with no rental, maintenance, or insurance fee required by the school, but with the following understanding:





# BAND HANDBOOK 2017-2018

While a student has a school-owned instrument, they should care for it as if it were their own. They will be given a list of supplies that they will need to care for the instrument and play it properly, and they will need to supply these items in order to keep the instrument in proper playing condition. They should notify the instructor immediately if anything about the instrument is less than ideal playing condition, and how it came to be that way. School-owned instruments should always be kept locked in the school locker issued for that purpose—students who fail to do so may be fined or have their instrument privileges revoked. A certain amount of wear and tear is standard during the use of an instrument; however, the student should work their hardest to keep the instrument in as pristine a condition as possible. As with uniforms, *the student will be held financially responsible for any damage beyond normal wear and tear on their instrument.* In the case of instruments used by multiple students, which are limited but occasionally do occur, if the instructor is unable to determine who caused the damage, any repairs would be split between the students using the instrument. An instrument usage agreement to be signed by both the student and parent will be required before a school instrument can be checked out.

Percussionists are expected to supply their own mallets, sticks and stick bag for use during their time in school ensembles. Percussion instruments are often among the most valuable and can be easily damaged. Many percussion instruments are used by multiple students throughout the year who must work together to care for the instruments properly. Students who are deemed directly responsible for damage to a percussion instrument will be billed directly to cover necessary repairs. It is imperative that each percussionist properly cares for and stores each instrument during and after each use.

### 3. Equipment

A great deal of school-owned equipment is used by all students, such as lockers, locks, recording equipment, flip folders, and other items. This equipment is provided by the school for the use of the program, and students are expected to treat it with care and respect as if it were their own.

### 4. Music

When performing in an ensemble, students will be issued music for use during the concert season. With most music, copyright law prohibits us from providing the students with photocopies, so much of what is distributed is original music. Students are responsible for this music, and should keep it in their school-issued folder at all times, and preferably keep it locked with their instrument in a locker. The cost of a single part can be as low as \$1, if it is still available, but if it is not, an entire new set of parts must be bought, which ranges from \$40-\$300. The loss of an entire folder of music, therefore, can be





# BAND HANDBOOK 2017-2018

a very expensive proposition. Students are strongly encouraged to keep a close eye on their music and folders (at-home practicing is a great way to do that!) so that they are not held responsible for hundreds of dollars' worth of replacements.

## **D. Code of Conduct (Adapted from Mundelein High School Student Handbook)**

### **1. Conduct Unbecoming a Participant**

Participants will not display behavior during or outside the activity which, in the opinion of the sponsor/director, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship. Punishment is handled by the sponsor and the Administration

### **2. Tobacco/Alcohol Use in Any Form**

Participants will refrain from the use or possession of tobacco, alcohol, and the illegal use or possession of drugs, including steroids.

First Offense: Participant is restricted from traveling with our Music Department for one calendar year. This may be reduced to one month from the date of the infraction, if the participant goes through an "approved" substance abuse program, at the family's expense.

Second Offense: Participant is restricted from traveling with our Music Department for one calendar year from the time of the offense. If the second infraction occurs during a suspension for a first infraction, the second suspension will not begin until the first suspension has been served in full.

Third Offense: The participant is no longer allowed travel with our Music Department at Mundelein High School.

### **3. Self-Admittance**

A participant or his/her parents may self-admit a substance abuse problem to the music department and face no penalty. This is a one-time offer only and may not be used to avert a penalty that has been or will be discovered through "normal" occurrences, i.e. the police have already made an arrest.

Once the participant or his/her parents have come forward, the participant will have to complete an approved substance program at the family's expense. During this time the participant is not under any music code penalty and will be allowed to practice and compete as normal. Also, the music department will treat this with great confidentiality.

While facing consequences for inappropriate behavior is a valuable lesson, the







## BAND HANDBOOK 2017-2018

music department is also very concerned with the development of all participants well beyond their high school years. The self-admittance program is designed to offer to the participants and their parents a tool with which to help foster good decision making throughout their life.

*Please see the MHS Clubs and Activities Code of Conduct in its entirety in the Appendices section of this Handbook.*

### E. Participant Expectations

The following actions and behaviors are expected of each participant in the instrumental music program. These behaviors ensure that each student has a quality musical experience. By participating in any ensemble you are stating that you will:

- Respect all other ensemble participants, instructors, volunteers and directors.
- Respect the property of all ensemble participants, instructors, volunteers and directors as well as the property of Mundelein High School and any school to which we travel during the year.
- Arrive on time to each rehearsal and performance in which you are involved.
- Arrive with all necessary equipment for your rehearsal or performance (see section titled "Supplies and Equipment needs")
- Spend the necessary practice time required to maintain a high-quality musical contribution to the ensemble in which you are participating.
- Notify the directors of any potential conflicts with rehearsal or performance as outlined in the section marked "Attendance and Conflicts"

### F. Fees and Financial Obligations

The fees required for participation in instrumental music are as follows:

- \$50 Mundelein HS Fine Arts participation fee.
- \$60 marching band fee (marching band students only); this fee covers the cost of additional instruction, as well as unique expenses related to marching band such as food and other supplies throughout the season.
- \$75 percussion camp fee (percussionists only); this fee covers the cost of additional instruction for the marching percussion camp as well as sticks, mallets, and other equipment used by MHS percussionists.
- \$50 color guard camp fee (flag corps only); this fee covers costs of camp instruction and equipment (poles, silks, etc.) to be used during camp and during the marching season.
- Cost of individual uniform parts for marching band will vary from student to student. Each student is required to have a "B" uniform (shirt and shorts), a show hoodie, and a pair of marching shoes. Some students may already have purchased a "B" uniform or may wish to purchase used shoes instead of new. The maximum cost of all of these items will be approximately \$70.





## **BAND HANDBOOK 2017-2018**

Additional financial obligations may arise in the form of fees related to student travel. Selected ensembles travel on overnight trips every other year. If a student is enrolled in an ensemble that will be traveling he/she will be notified of the amount and given a payment schedule for the cost of the trip. Trip-related costs will be covered later in this packet.

Other costs related to student-owned instrument maintenance, repair and private instruction may arise. Maintenance and repairs of student-owned instruments must be handled by the student and parents. Policies regarding school-owned instruments may be found earlier in this packet.

A last note on financial obligations: our goal is to provide every student with quality musical experiences. If finances prevent a student from participating in any way we will do our best to reach a compromise with that student and their family. Fees are in no way intended to prevent any student from participating in a musical ensemble. These fees help the school to continue offering high-quality instrumental experiences by maintaining the current facilities and equipment.

### **G. Trips and Eligibility**

During the year select instrumental ensembles will travel on overnight band trips. These trips will sometimes take place outside of the State of Illinois. As with other trips, all students are expected to follow the Code of Conduct and infractions may result in future ineligibility.

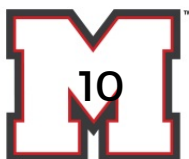
Participation in a band trip is reliant upon payment of all required fees. This includes the payment of fees directly related to travel. The total amount of travel expenses per student and a payment schedule will be disclosed to you at the earliest possible date prior to the date of travel. To participate in a band trip, each student must have all fees paid (including travel) by the deadline set forth in the payment schedule. Failure to complete all necessary payments may result in a student's removal from the trip.

A list of any required documentation will be issued to all students and parents attending the trip. This may include a driver's license, passport, birth certificate, list of medications or allergies, etc. Each parent will be given the opportunity to discuss any questions or concerns with the directors, chaperones, administrator or medical professional prior to the date of travel.

Disciplinary issues as outlined in the student Code of Conduct may deem a student ineligible to travel with the group. Any such issue will be dealt with through the MHS administration on a case by case basis. Academic consequences resulting from ineligibility will also be handled individually through the cooperation of the administration, students, parents and directors.

### **H. Buses and Other Transportation**

Students will frequently travel to various contests, festivals, and performance events in the region as part of their participation in MHS Bands. Transportation to





# BAND HANDBOOK 2017-2018

and from these events will be arranged through the school. Transportation will primarily be via school bus, school mini-bus, or occasionally chartered coach buses.

All students traveling to any offsite event related to MHS Bands must do so using the arranged school-sponsored transportation. If a conflict arises that requires other travel arrangements they must be cleared with the director at least one week prior to the date of travel. When returning from an offsite event, students must also return on the arranged bus or coach unless they are released directly to their parents. No other friends or relatives may pick up a student from an offsite event unless a previous written arrangement has been made with the directors. Under no circumstances are students to drive themselves, alone or with others, to or from offsite events.

## I. Fundraising

In order to help defray travel or equipment costs, numerous fundraising opportunities will be made available to parents of band students during the course of the year. District 120 policy prohibits students from selling goods or services door to door.

Past fund raisers include citrus sales, candy sales, and entertainment (coupon) book sales, among many others. Our primary sources of enrichment funds come from large events such as the Mundelein Invitational or the Evening of Jazz.

Money raised by students and parents will be distributed into individual escrow accounts throughout each student's time in band. Rules governing these escrow accounts can be found in the Band Booster By-Laws on the MHS Bands website. Escrow funds can be used to offset travel expenses in the event of a band trip, to pay for private lessons, or toward the purchase of new "step up" instruments.

## J. Private Lessons

While the block schedule at MHS affords a great deal of time to the band program, nothing can compare with the one-on-one education that a private instructor can provide. We strongly encourage all students to study privately with a specialist on their instrument. To further that end, we are working with a number of highly recommended instructors in the area in order to offer lessons here at MHS.

The number one difference between students who have great success and those who have only moderate success in band is often the influence of a private instructor. We are also pleased to offer the opportunity for students to fundraise the cost of their lessons through the Band Booster escrow account program. Further information on the current private instructors in the area can be found on the MHS Bands website.

## K. Supplies and Equipment Needs

Each year students receive a Supply List which indicates items that should be purchased and maintained by each student in order to care for his/her instrument





## BAND HANDBOOK 2017-2018

and participate fully in the ensembles of which they are a part.

Students are periodically asked to present each of the necessary items for inspection so that we can ensure each student has the equipment they need to maintain their instrument. Please review the Supply List within this handbook. All of the items on it are necessary for your instrument to function properly. Please note that students who play a school-owned instrument are still responsible for supplying their own maintenance and care materials outlined on the Supply List.

### L. Band Boosters

Any parent of a student currently enrolled in an instrumental ensemble at MHS is an official member of the Band Booster organization. There is no additional financial obligation or time commitment required. Parents are strongly encouraged to participate in any number of ways in their student's band experience throughout high school.

Volunteers are always needed, as are donations. Any parent involvement positively affects all of the students involved in MHS Bands. For more information regarding the MHS Band Boosters, including by-laws and a meeting schedule, please visit the MHS Band webpage.





# BAND HANDBOOK 2017-2018

## **BAND SUPPLY LIST**

Below is a listing of required supplies for the MHS Bands for the 2016-17 school year. If you are in need of brand/model recommendations, please contact us. Most of these items are available from a variety of local and internet vendors in a variety of reputable brands. If you have any questions about where to obtain these items, or if you have financial concerns about these needs, please contact the band office at (847) 949-2200 x1559 or x1140.

### **Flute & Piccolo**

Concert Band Required: Tuner, swab (preferably pull-through), slide grease, cleaning rod, key oil

Symphonic Band Required: above plus small screwdrivers

Wind Ensemble and Symphonic Winds Required: above plus humidifier (wooden piccolo only), bore oil (wooden piccolo only)

Recommended: Metronome, flute stand, piccolo, piccolo stand, double case

### **Oboe & English Horn**

Concert Band Required: Tuner, swab (preferably pull-through), reed case, 3 functional reeds, small container for water, cork grease, key oil, humidifier (wooden horns only), bore oil (wooden horns only)

Symphonic Band Required: above plus small screwdrivers

Wind Ensemble and Symphonic Winds Required: same as above

Recommended: Metronome, oboe stand, English horn stand, double case

### **Bassoon**

Concert Band Required: Tuner, swab (two piece pull-through as well as bocal swab), reed case, 3 functional reeds, small container for water, cork grease, key oil, humidifier (wooden horns only), bore oil (wooden horns only)

Symphonic Band Required: above plus small screwdrivers

Wind Ensemble and Symphonic Winds Required: same as above

Recommended: Metronome, bassoon stand

### **Clarinet & Bass Clarinet**

Concert Band Required: Tuner, swab (preferably pull-through), reed guard or case, 4 functional reeds (Vandoren or Rico Royal or better quality), mouthpiece cap, cork grease, key oil, humidifier (wooden horns only), bore oil (wooden horns only); personal mouthpiece and ligature for school-owned horns

Symphonic Band Required: above plus small screwdrivers

Wind Ensemble and Symphonic Winds Required: same as above

Recommended: Metronome, clarinet stand, bass clarinet stand

### **Saxophone**

Concert Band Required: Tuner, swab (preferably pull-through), reed guard or case, 4 functional reeds (Vandoren or Rico Royal or better quality), mouthpiece cap, key oil, cork grease; personal mouthpiece for school-owned horns

Symphonic Band Required: above plus small screwdrivers

Wind Ensemble and Symphonic Winds Required: above

Recommended: Metronome, instrument stand, secondary horn (soprano, etc.)





# BAND HANDBOOK 2017-2018

## Trumpet

Concert Band Required: Tuner, mouthpiece brush, snake, valve oil, slide grease, straight mute (preferably metal), polishing cloth

Symphonic Band Required: above plus cup mute

Wind Ensemble and Symphonic Winds Required: same as above

Recommended: Metronome, plunger mute, harmon mute, practice mute, instrument stand, Crown Royal (soft felt/velvet) bag, other mutes, black towel for mutes

## French Horn

Concert Band Required: Tuner, mouthpiece brush, snake, rotor oil, slide grease, polishing cloth, personal mouthpiece and case (for school-owned horns)

Symphonic Band Required: above plus straight mute

Wind Ensemble and Symphonic Winds Required: above plus stop mute

Recommended: Metronome, practice mute, instrument stand, black towel for mutes

## Trombone

Concert Band Required: Tuner, mouthpiece brush, snake, slide cream or oil, slide grease, polishing cloth, rotor oil (for horns w/trigger), personal mouthpiece and case (for school-owned horns)

Symphonic Band Required: above plus straight mute

Wind Ensemble and Symphonic Winds Required: above plus cup mute

Recommended: Metronome, plunger mute, harmon mute, practice mute, other mutes, instrument stand, black towel for mutes

## Euphonium

Concert Band Required: Tuner, mouthpiece brush, snake, valve oil, slide grease, polishing cloth, small pillow or towel, personal mouthpiece and case (for school-owned horns)

Symphonic Band Required: same as above

Wind Ensemble and Symphonic Winds Required: same as above

Recommended: Metronome, straight mute

## Tuba

Concert Band Required: Tuner, mouthpiece brush, snake, rotor oil, slide grease, polishing cloth, personal mouthpiece and case (for school-owned horns)

Symphonic Band Required: same as above

Wind Ensemble and Symphonic Winds Required: same as above

Recommended: Metronome, tuba stand, straight mute, clip-on mic for tuner

## Percussion

*(Many items are provided by MHS for percussionists' use, but percussionists should obtain the following items for their own for use in band classes)*

All Bands Required: Metronome, wood tip general concert snare sticks (2 pr recommended), acrylic mallets, yarn mallets (hard), rubber mallets (medium – medium/hard), timpani mallets (medium/general)

Recommended: Stick bag, rubber/yarn cord mallets of varying hardness





## BAND HANDBOOK 2017-2018

# MHS Clubs and Activities Code of Conduct

The purpose of the extracurricular activities program shall be to provide opportunities to students for service, academic enrichment, leadership, and development of individual and group responsibility.

A Student Activity Handbook is available to all students. Copies may be obtained from the Main Office. The Assistant Principal oversees all Student Activities.

Student participation in Board of Education approved extracurricular activities is contingent upon the following:

1. The student must attain the academic standards set forth in the Parent-Student Handbook.
2. The Activity Code of Conduct must be signed by the parent(s)/guardian(s) for the student's participation.

Participation in any activity or club is a privilege and not a right. Students who decide to participate shall be expected to exemplify the highest standards of sportsmanship, behavior, and fair play. Students who are unable to abide by the expectations established by Mundelein High School will be subject to disciplinary action. These expectations will be enforced year round from the time the student enrolls until the time he/she graduates.

Students and parents have the right to appeal a disciplinary action to the Activity Council. The Council is comprised of the Assistant Principal, Principal or his/her designee, and a club sponsor.

### ACTIVITY CODE AND TRAINING RULES

#### Eligibility

- A student must pass a minimum of three (3) subjects the previous quarter and must be passing a minimum of three (3) subjects each week in order to be scholastically eligible for activities.
- A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during an activity season, in which eligibility shall terminate on the first day of the sport season.
- Students wishing to participate must also have the following documentation on file in the activities office; an emergency medical card and a signed copy of the Activities Code of Conduct.
- The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.

#### Activities Code of Ethics

- Conduct with the highest degree of character at all times.
- Faithful completion of schoolwork as practical evidence of commitment to school and the activity.
- Complete observance of all activity rules and school policies.
- Realize it is an honor and a privilege to represent Mundelein High School.





# BAND HANDBOOK 2017-2018

## RULE 1- CONDUCT UNBECOMING A PARTICIPANT

Participants will not display behavior during or outside the activity which, in the opinion of the sponsor, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship.

Punishment is handled by the sponsor and Administration

## RULE 2- TOBACCO/ALCOHOL/DRUGS IN ANY FORM

Participants will refrain from the use or possession of tobacco, alcohol, and/or illegal drugs, including steroids.

**First Offense:** Participant is out for **one calendar year**; in the activity of music education, the participant may not travel with the group for one calendar year. This may be reduced to one month from the date of the infraction, if the participant successfully completes the Student Assistance Program or outside clinical assessment, and fulfills the recommendations of that assessment; this may come at parent's expense.

**Second Offense:** Participant is removed from activities/traveling with the music program for **one calendar year** from the time of the offense; a second assessment with the Student Assistance program (or outside drug/alcohol clinician) is also mandated for one calendar year from the time of the offense. If the second infraction occurs during a suspension for a first infraction, the second suspension will not begin until the first suspension has been served in full.

**Third Offense:** The participant is no longer allowed to participate and/or compete in activities at Mundelein H.S.

## SELF-ADMITTANCE

A participant or his/her parents may self-admit a substance abuse problem to the Activity Department and face no penalty. This is a one-time offer only and may **not** be used to avert a penalty that has been or will be discovered through "normal" occurrences, i.e. the police have already made an arrest.

Once the participant or his/her parents have come forward, the participant will have to go through an assessment through the Student Assistance Program or outside clinical assessment, and complete the recommendations of that assessment. During this time the participant is not under any activity code penalty and will be allowed to practice and compete as normal. Also, the activity department will treat this with great confidentiality.

While facing consequences for inappropriate behavior is a valuable lesson, the activity department is also very concerned with the development of all participants well beyond their high school years. The self-admittance program is designed to offer to the participants and their parents a tool with which to help foster good decision making throughout their lives.







# BAND HANDBOOK 2017-2018

## Sign-Off Page for MHS Activity Code of Conduct and MHS Band Handbook

Student name \_\_\_\_\_

### **Band Handbook**

We have read and understand the MHS Band Handbook, and we agree to the policies and rules contained therein. We understand that failure to comply with these rules may result in the student being disciplined, suspended, or removed from the program, and may have a negative impact on their band grade.

### **Code of Conduct**

We have read the Activity Code of Conduct (contained in the Band Handbook) and will abide by the rules contained therein. I understand that a failure to abide by these rules will result in sanctions by the coach or sponsor and/or the Assistant Principal of Mundelein High School.

\_\_\_\_\_  
MHS Bands  
Activity's Name (Please Print)

Print Student Name \_\_\_\_\_

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

Print Parent Name \_\_\_\_\_

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

*Please detach this page, complete all requested information, and return it to the Band Office.*

**Due on Wednesday, August 16<sup>th</sup>, 2017**

