

THE BAND/ORCHESTRA HANDBOOK

Suggested Table of Contents

A student handbook is a valuable resource for students and parents to learn about various aspects of your program, goals, mission/philosophy, and procedures. A printed version should contain the following information:

Letter from the Director
Letter from the Principal
Band/Orchestra Philosophy
Band/Orchestra Mission Statement
Objectives of the Band/Orchestra Program
Band/Orchestra History
Calendar (possible online version)
Course Description (includes description of all courses that meet during the regular school day)
Marching Band (required or voluntary)
Chamber Ensembles
Jazz Band/Combo/Strolling Strings
Pep Band
Pit Orchestra
Attendance policies
Grading Policies
Student Officer Guidelines
Awards System
Classroom Procedures
Home practice requirements
Required Supplies and materials
Proper use of locker
Use of Band/Orchestra office phone
Marching Rehearsal Procedures
Marching Band Camp Procedures
 Attendance policies
 Financial obligations
Audition and Challenge procedures
Concert attire
 Responsibility/Expectations
Marching Band Uniform

Responsibility/Expectations
Procedures for storage
Tips on wearing the uniform properly
Financial obligations: shoes, gloves, etc
School owned instrument rental/responsibility
Lost music
Practice room usage
Band/Orchestra Boosters
Communications: Phone tree, Web site, Buzz Book, Phone Numbers
Fund Raising
Forms:
 Request for excused absence
 Medical
 Practice record

The back page of the handbook should contain a parent and student contract form that is to be signed, turned in and kept on file. If a concern would arise or you are challenged in relation to any of the above policy and procedure you have verification that parents and students were aware of everyone's responsibilities.

Online versions should also include:

A printable practice records, permission forms, excused absence form, medical form(online fillable forms)
Private lesson information
Audition requirements for honor ensembles
Recordings of music being rehearsed and rehearsals for review
Camp scholarships
Travel policies
Program fees and schedule
Calendar of activities, fundraising, deadlines for submission of permission forms and audition forms
Ensemble officers list

