Boulder Creek



Band Syllabus

Includes documents for the 2026 - 2027 school year for all Band Ensembles

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Boulder Creek Band Mission Statement

DRIVE: Discipline. Responsibility. Improvement. Vision. Excellence.
Discipline in Preparation.
Responsibility for yourself, your instrument, and the ensemble.
Improvement in all we do.
Vision for continuous growth.
Excellence in performance and character.

Welcome to the 2026 – 2027 school year! Band classes are designed for future musicians and music appreciators that enjoy playing wind and percussion instruments. A heavy focus is placed on music theory, technique, and performance. Proper tone, intonation, rhythm, and technique are heavily stressed. You are participating in a program which stresses individual effort and strong focus towards a common goal: performing together. The progress of the program depends upon your personal desire and effort. When students leave us their senior year, they will be prepared to participate competitively in a community or collegiate band if they should choose.

PURPOSE OF THIS DOCUMENT

This handbook was written by the director following school and district guidelines to create a set of rules and goals set forth to be followed throughout the year. By reading and signing the agreement at the end of this handbook, you are agreeing to follow everything in this book. The director may use her discretion when something occurs that is not covered in this handbook. If you have any concerns with this handbook, please contact Mrs. Broderick before signing the handbook. Once you have signed it, everything is final. Also keep in mind that participation in this band program is severely limited without signing this handbook.

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CLASSES/ENSEMBLE OFFERED THROUGH THE BAND DEPARTMENT

All large ensemble classes offered through the BCHS Band Department are co-curricular meaning that there are elements of the class graded both in and out of the scheduled school day. Small ensembles are extracurricular (unless otherwise defined) meaning that they are additional, usually not graded, and do not take precedence over graded activities on campus. Marching Band is a mandatory graded part of our curriculum for all percussion and band classes. Any exceptions to this requirement is only made through Mrs. Broderick.

Classes and Ensembles are will be defined the following way:

Concert Classes: This is the overall title of classes that meet during the regular school day and participate in evening concerts and state festivals (determined by director). These classes are entitled Concert Percussion (1st hour), Concert Band (2nd hour), Symphonic Band (3rd hour), and Wind Ensemble (4th hour). These classes are yearlong courses. Students must be registered to these classes in order to participate in any other ensembles throughout the year unless the student receives permission directly from the Director of Bands.

Marching Band: This is a large ensemble made up of all students from the Concert Classes unless the student receives excusal from the Director of Bands. This ensemble typically meets in the evenings and on some Saturdays. Colorguard is an additional portion of this ensemble not registered in Concert Classes at this time. This group meets regularly as a performance ensemble in the Fall semester, but the students will continue to be be available for our school and community in performances such as (but not limited to) pep assemblies, parades, community outreach, pep band, and other opportunities for performance for the remainder of the year.

Winter Season: There are activities that take place second semester as after school activities that are part of the winter competitive season. These are Winterguard and Winter Drumline. These groups are optional and will be made available based upon student interest, staff availability, facility availability, and schedule allowance. These groups are extracurricular, meaning that they do not take precedence over any graded performances or activities. If these groups occur, there will be a cost associated with them.

Extracurricular Ensembles: We are fortunate enough to have qualified staff and students interest in outside ensembles after school. These groups include, but are not limited to: Brass Choir, Clarinet Choir, Jazz Band, Saxophone Orchestra, Trumpet Ensemble, and small ensembles such as brass quintet or woodwind quintet. These are not graded ensemble, but once committed, consistent attendance

determines the success of the group. Fair share contributes to the cost of the staffing of these ensemble, but additional costs may be requested to assist with the purchase of music, equipment, or registration fees. These ensembles participate in the December and April concerts on their own "Small Ensemble Concert" as well as a few additional activities provided at the discretion of of their directors.

ATTENDANCE, PARTICIPATION, & PREPARATION

ATTENDANCE:

Unless stated otherwise, all rehearsals, performances, sectionals, and activities require mandatory attendance and are likely to receive a grade (Unless an extracurricular ensemble). Band is a cooperative activity that requires the ensemble to be present in full in order to improve. Please minimize absences and tardies as much as possible. Do all you can to schedule appointments and other conflicts outside of the class and rehearsal time as it can affect the entire ensemble.

If a student has an unavoidable absence, here is the protocol they need to follow:

MARCHING BAND/SMALL ENSEMBLES– There are two protocols for absences.

(1) For sectionals and rehearsals (single incident), the student must communicate with their section leader about the absence. If it is an excused absence, nothing further is necessary. If it is unexcused or you are unsure, please email Broderick as soon as you know about it. (See next section about excused/unexcused absences for more details)

(2) For rehearsals (multiple rehearsals in a row), this could be due to long term illness or travel, the student must send an email to Mrs. Broderick to document the reason and length of the absence. They must ***also*** contact their section leader to help reminder Mrs. Broderic at the time of attendance.

(3) Concerts, Football Games, and Festivals are the equivalent to assessments in your other classes. Football Games are Formative Assessments that allow the director and students to see how we perform in front of an audience (in preparation for a festival). These should not be missed if it can be helped. If they are, students will need to complete a make up assignment to earn the points (see Make up Assignment Section). Concerts and Competitions should not be missed as they are the equivalent of a Unit Exam or Final Exam for Band. If something unforeseeable occurs and is excusable, students will be given a make up assignment for the points. For these you ***must*** send an email to Mrs. Broderick as soon as you know for documentation purposes. Make sure to communicate with a section leader to help remind Mrs. Broderick on the day of attendance. You are required to request the makeup assignment. All end of semester deadlines will still apply to these assignments.

Attendance for Marching Band is different from other classes since we will be meeting outside of the school hours. Rehearsal for all members takes place beginning at 5 PM and ending at 8 PM Tuesdays and Thursdays. Percussion and Colorguard may additionally have sectionals with staff from time to time. We also have some mini camps on Wednesday (wind choreo) and Fridays.These times could change throughout the semester as determined by the Director of Bands and will be shared via email, website, and calendar when known. Attendance for Marching Rehearsals will be marked as follows:

- On time if in attendance block by rehearsal start time (5 PM unless otherwise noted)
- Students are counted tardy up to 15 minutes after the start time (unless excused prior)
- Student is counted absent for rehearsal after the 15 minutes for tardy unless excused in advance by director
- Exception to this rule – West MEC students will be given their timeline directly from Director

Please know that start and end times are for class. NOT when students should be walking into rehearsal. Buildings will usually be open 15-30 minutes prior for students to arrive and take care of their set up. ALL STUDENTS SHOULD HAVE RIDES READY TO GO NO LATER THAN 15 MINUTES AFTER DISMISSAL.

To be eligible to march in a game, concert, or competition, students must be present for the last night rehearsal prior (unless excused by Broderick). To be eligible to perform in an after school performance, sectional, or event, the student MUST be present for their band class of the day (unless school excused or excused by Broderick)

CONCERT BAND – Absences from rehearsals during the school day should just follow school protocols. No need to message the director for regular absences unless they are long term or affect major rehearsals before festivals or concerts. Absences for out of class rehearsals will need to follow the same protocol as Marching Band. Concerts and Festivals should avoid being missed if at all possible as these are similar to a unit exam or final exam for Band. If something unforeseeable occurs and is excusable, students will be given a make up assignment for the points. To be eligible to perform in an after school performance, sectional, or event, the student MUST be present for their band class of the day. Please refer back to page 4 for how to address concert absences.

> **EVENING ABODA REHEARSALS IN THE SPRING:** In the spring we have stage rehearsals that are not scheduled until later in the year. These rehearsals allow us to get outside clinicians for feedback in preparation of adjudication as well as much needed stage practice before we travel to our Area or State Concert Band Festival location. Please see page 4 and treat this absence as if it were a concert. These are mandatory and graded. These missed rehearsals will require a make up assignment for the grade. If a student has Spring sport or activity conflicts, they must prepare their conflict schedule in advance and present it in completion to Mrs. Broderick to be worked out. Missed rehearsals worked out in this manner may not require a make up assignment if all agreed terms are met.

EXCUSED ABSENCES – Some absences are unavoidable and out of your control; we call these excused absences. Excused absences include (but are not limited to) severe illness/injury, death of family member or close family friend, or extreme emergency. Anything outside of this list is at the discretion of the director or campus administration. Illnesses could be subject to request of doctor's note or appropriate paperwork. Excused absences could also include school functions for another organization. If an absence is known in advance, students must give the director a minimum of one week's written notice (email). If notice is not given and it is determined that it was a known absence, it is at the director's discretion whether or not to excuse the absence. All other absences are considered unexcused (including work, homework, lack of transportation for known activities, vacation, etc.) and are at the discretion of the director. If an absence is deemed unexcused, the director will not be obligated to provide a make up assignment.

PROTOCOL FOR ABSENCE – if you have been absent or are facing an upcoming absence, you need to do the following:

- ★ Is this for Marching Band?
  - (1) Contact Section Leader first. If it is for a regular Tuesday/Thursday rehearsal, that is all that you need to do. If it is a mini-camp, game, festival, or other important event, go to next step.
  - (2) If needed, contact Mrs. Broderick via email as soon as you know and she will schedule a meeting to determine how to handle the conflict and what to do for the makeup if needed.
- ★ Is the for Concert Classes during the school day?
  - (1) Is it a regular school day? Is it a one or two day absence? Just go through the the normal school absence procedures. No contact to Broderick is needed. Letting a section mate know you'll be absent is appropriate for part coverage.
  - (2) Is it the day of a performance or after school rehearsal where you need to be present for the class to be eligible for the event? Email Broderick and notify her the reason for your absence so it can be determined if it is excused or unexcused and if you are still eligible to attend or if you need to request a make up assignment.
- ★ Is this for a Mini-Camp, ABODA Area/State Concert Band rehearsal, concert, performance, or festival?
  - (1) Notify your section leader or a section/band mate so arrangements can be made.
  - (2) Email Mrs. Broderick immediately with the reason so it can be determined if it is workable. If not, you will need to see her for a makeup assignment.
- ★ UPON YOUR RETURN FROM AN ABSENCE
  - (1) Ask a section leader, section mate, or band mate for what was missed and if anything needs to be completed that you missed. If you have that answer, you can request the class librarian, drum major, or TA to help get the items you missed. If none of them are able to help, then you can ask Mrs. Broderick.

Absences are taken seriously as they affect the entire ensemble. Please notify the director if an absence is going to occur or as soon as you return from an absence. It is crucial that students attend class regularly in order to receive materials necessary to grow as an individual

performer. If a student misses class often, they will fall behind on their individual growth which will in turn affect the growth of the ensemble.

ELIGIBILITY

Band is a co-curricular class and we expect students to sign the BC Band Code of Conduct. While we foster an environment where we want students to be passing their classes, students may not be withheld from a graded performance or rehearsal for grades in another class. If a student misses a performance, their band grade will be affected. With that said, if you are failing or are in danger of failing, please get assistance. Talk to a friend, student leader, a teacher of that subject, or Mrs. Broderick. Help is available, all you need is ask. We want everyone to succeed, not fail, so please seek help before you get into trouble with a class.

ELIGIBILITY TO PERFORM BASED ON ATTENDANCE

- All attendance based requirements are due to the fact that there may have been a modification in the rehearsal prior to the performance and if missed, it could impact the integrity of the performance or even injure another student (more so in marching band).
- To be eligible to march in a game, concert, or competition, students must be present for the prior night rehearsal (unless excused by Broderick).
- To be eligible to perform in an after school performance or event, the student MUST be present for their band class of the day. To be eligible to attend after school rehearsal, sectional, or extracurricular ensemble (i.e. Jazz Band, Choirs, etc) students must be in band class on the day or have a school Excused Absence on record.
- If a student misses class often, they will fall behind on their individual growth which will in turn affect the growth of the ensemble. Excessive absences could make a student ineligible to perform and is at the discretion of the Director. This ineligibility will be communicated to families and students by the Director and alternate assignments will be provided if a graded event.
- Students that are deemed ineligible to perform will be provided an alternate assignment for the points if they follow the correct protocol.

ELIGIBILITY TO PERFORM & ATTEND ACTIVITIES BASED ON PARTICIPATION

- To be eligible to be a part of any of the Band Ensembles, students need to be registered to and participate in a daytime concert band if they play a wind or percussion instrument. Eligible classes include Concert Percussion, Concert Band, Symphonic Band , and Wind Ensemble. This class should be attended yearlong to be eligible for spring activities including (but not limited to): assemblies, school performances, band banquet, etc. This is to ensure that students are practicing fundamental skills for healthy and safe playing are practiced on a daily basis.
- To be eligible for small ensembles and activities wind and percussion students must stay registered in a Concert Class. If they leave at the semester mark, they forfeit their ability to participate in extracurricular or co-curricular ensembles and activities such as (but not limited to) choirs, jazz band, pit orchestra, state sponsored ensembles, assemblies, rallies, banquets, booster sponsored events, etc.
- For Colorguard to be eligible for activities listed above if they are not registered to a Concert Class, students will need to assist with concerts, attend chop shops, or participate in Winter Guard to maintain Spring eligibility to participate.

MISSING/MAKE-UP WORK POLICY

We will be following district policy for missing and late policies outlined at the end of this handbook.

Students are welcome to turn in any assignment after the due date for late credit through the end of the semester. Late credit will be 10-20% off the assignment. For work to receive any credit, it is due within a week before the grading period ends. Nothing will be accepted past that date for credit. The final date to accept late work will be announced to students at the beginning of December and beginning of May.

PARTICIPATION

Students should always participate 100% of any assigned activity to the best of their ability. If a student comes to class ill or injured, they will still need to perform their instrument as best as they are able. Marching Band and Colorguard are physically demanding activities and students should take care of themselves. This means they need to be eating healthy food for dinner before rehearsals, they need to be drinking a minimum of a gallon of water a day, and getting a full night's sleep whenever possible. It is expected a student may only sit out of a rehearsal/performance with a doctor's note or if they are visibly, physically ill (i.e. vomiting). If a student is unwell enough that they need to sit out of rehearsal time for more than 15 minutes, they will be sent home. If sent home, a student's performance eligibility will need to be discussed with the director. If the director sends a sick student home, their rehearsal/performance grade will not be affected for **that** event. If they are not eligible to perform at the next event, they are still needing to attend and will not need to complete the makeup assignment. If a student that is ineligible for a performance does not attend the performance, they will need to complete a makeup assignment for the points.

This policy is not to force students to perform if they are ill, but rather deter them from taking advantage of sitting out of important class time or push themselves to the limit and make themselves worse.

PREPARATION

We are fortunate enough to have a schedule that allows our ensembles to meet every day of the week. It is important that students come to school with their required materials and having finished their given assignments in order for the ensemble to progress. **"Practice is for learning your part. Rehearsal is for learning everybody else's parts."** All classes receive points daily for having the materials necessary to be successful in rehearsal. Small infractions may simply result in points being removed for that day. If it is a continued issue, families will be contacted and participation may be restricted in activities due to lack of preparation. Larger infractions can result in a zero for the day and an alternate assignment may be given.

Each ensemble and section has independent expectations in regards to what needs to be brought to school each day. However, there are a few things that all music ensembles require for growth:

- ➔ Binders for Concert Band, Concert Percussion (separate from Marching Percussion), Symphonic Band, and Wind Ensemble must have the following. They are required to obtain this for a grade no later than the Wednesday, August 5th for Binder Checks and Set up.
    - ***1" black binder (please no colors)***, (Please do not go bigger as it affects our stands and smaller will not hold the capacity for our needs). Black is required because they will most likely be on their stand for performances.
    - ***Sheet protectors*** (I encourage purchasing a 100 pack).
    - ***5-Tab section dividers*** This is how our music will be organized for the school year.
- ➔ Music: Students will receive sheets of music for warm-ups, exercises, and performance repertoire that will be required on a daily basis in class. It is imperative that students bring their music in the assigned form to every class in order to be successful. Points will be detracted from a student's daily score should they not bring it to school.
- ➔ Pencil: On top of worksheets, students will need to make marks in their music to remember changes made during ensemble rehearsal. Should a student come unprepared, they will lose points from their daily grade. It should be on their stand when rehearsal begins. It is encouraged that they have a few purchased early in the year and keep them in either their binder or case so as not to ever be without. Students are also encouraged to bring dry/wet erase markers to write on the sheet protectors.
- ➔ Instrument: We are fortunate to have lockers to store instruments during the day rather than carrying them from class to class. Students will receive an assigned locker, lock, and locker contract. If instruments remain in the lockers overnight on a regular basis then practice cannot occur. If practice outside of the classroom does not occur, individual student growth will stagnate and the ensemble will cease to continue to grow to its full potential. It is expected that students take their instruments home at the end of every day. Students found not taking their instruments home regularly will lose the privilege of utilizing the school lockers for daytime storage. Students wishing to use the instrument room storage will be required to submit a signed contract with protocols. Students are not permitted to use the space without that contract.

- ➔ Tonal Energy App OR a Tuner and a Metronome: Students should already be in the habit of using tuners and metronomes from middle school, but if they are not they will need to invest in them for weekly assessments in high school. We suggest Tonal Energy because it is only $5.99 for permanent use, is very accurate and includes both items in one app. Other free apps are not always accurate or don't allow for our needs in class (tempo modification, hertz adjustment for tuning, etc). If you do not have a phone or ability to get Tonal Energy, you are welcome to invest in a tuner and metronome separately. These can range $10-$50 a piece.
- ➔ Good Attitude and Hard Work Ethic: These two elements are proven to be contributing factors to successful programs. Students need to be prepared to work hard on a regular basis. We have many fun and exciting opportunities for performances, but we must work hard to get there. We are a team working towards a common goal of musical excellence.

PRACTICE & PRIVATE LESSONS

PRACTICE

While we understand that it may be a challenge for students to practice regularly, it is expected that students put ample time into growing on their instrument. The Director will provide adequate time during class for students to work together as well as separately. If students only rely on this time to practice, they will fall behind in assignments and in their ability level. It is highly encouraged that every student has a daily practice time built into their homework schedule at home even as short as 10-15 minutes a day. Since practice is a personal thing that can look different for each person, please feel free to approach your child's director about what you should be seeing at home in regards to practice for your child. Directors will teach techniques and strategies in class to help with this. Remember, Practice is for learning your own part and rehearsal is for learning everyone else's part.

PRIVATE LESSONS

As with any skill or activity, individualized professional instruction on a weekly basis will assist with a student's growth. See this as the equivalent to a private tutor for math or reading. It doesn't mean they are struggling, it helps them to do better and achieve things that may not be possible to work in a full ensemble setting. Students with the hopes of making it to Regionals, All-State, or any other prestigious performance opportunities will be more successful if they get a private instructor. For further information on how to get a private teacher for your student, please reach out by email to Broderick or your local music store.

REHEARSAL EXPECTATIONS

Whether rehearsing in the band room, outside on the field, or at a guest host site for a concert/festival, there are expectations that everyone must follow. These expectations should be followed no matter what when we are together. All students must remember that we are ambassadors for our School, our District, our Program, as well as ourselves. We are to follow all school and district outlined rules and expectations whenever we are representing. Remember our Broderick-isms: "Everything we do, we do it with class", "Leave it cleaner than you found it", and "Early is on time, on time is late, and late should never happen."

Students and parents/guardians will need to review and sign the BC Band Code of Conduct and the Family/Coach Agreement outlining these expectations.

ELECTRONIC DEVICES

School policy is that students may not use their electronics on campus for personal use. There are some applications we will be using for class that students will need to access. Most subscriptions will be provided for students. Here are the approved apps/sites that will be used and registered for students on a regular basis: Band App, Tonal Energy, Music First, SightReadingFactory.com (SRF), and Ultimate Drill Book (UDB). Electronic devices will be permitted to be used in class, ONLY when the teacher requests their use or gives permission to do so. Broderick's tech policies are posted in the room. Students lacking electronic devices with wifi access will be using their school issued Chromebook during assigned hours. They are not to be used for personal use during rehearsals or other class functions. They may not be used for recording unless it is for an assignment due to copyright law infringements. *Broderick does not give permission for her image or audio to be shared on personal media sites without individual situations requested*. Electronic devices include (but are not limited to) smart

phones, tablets, smart glasses, smart watches, airpods/earbuds/headphones, computers, and MP3 devices. If a device is seen when it is not permitted, district policies will be adhered to.

PERFORMANCES

All performances are required for a grade unless otherwise stated. If there are conflicts with a performance, the director **must** be notified in advance to determine if accommodations may be made (see Attendance section). A calendar of dates will be provided and modified throughout the year. ***Please plan family events, vacations, and other activities within your control, around this calendar.*** However, we do understand that things conflict from time to time that are out of your control. Communication is vital when this occurs. See Excused Absence Section for protocols on this.

Concerts and performances are extremely important parts of musical ensembles. They are like final and midterm exams for performance classes. They are also a way for us to show off our hard work for everyone to see. That is why it is required that every student attend the required performances for a grade unless otherwise noted by the director. Not only will it affect your child's personal grade, but it could affect the ensemble's overall performance. We spend the year practicing as a group to create music. When even one of us is missing, our ensemble's sound can be changed as well as the student's confidence when the ensemble is smaller.

- Acceptable reasons for missing a performance (not limited to): throwing up, fever, contagious illness, student/family member in the hospital, car accident, unexpected travel issues (not known in advance), death in the family, funeral, wedding, graduation, etc.
- Unacceptable reasons (not limited to): being nervous, birthdays, anniversaries, parent works (since schedule is typically provided well in advance, transportation needs to be arranged), "not feeling like it", student job, homework, etc.
- All others absences are to follow school guidelines or at the discretion of the Director.
- If absence is deemed excusable, a note or email from parents or doctor is required. If no note is received prior to for known absences or up to ten school days after unknown absences, the Director is not obligated to provide an alternate assignment.

ARTS & SPORTS OR MULTIPLE PERFORMING ARTS

Students involved with other Arts and Sports ***are*** able to do both! To be able to do this, it is the student's (not parent's) responsibility to communicate rehearsal/performance schedules as soon as they are known. The directors on campus are all willing to work with students to help them be involved in multiple activities. The student will not be the one to pick and choose which they go to when. The director, coaches, and the student will come up with a plan that works for everyone to succeed. **The rule of thumb will be: Grades over Extracurriculars, Performance over Rehearsal, Dress Rehearsal over Practice.**

When the conflict regards sports or extracurricular activities both in and out of school, here is what we generally follow:

- Graded Rehearsals over Extracurricular practice
- Games over rehearsal (with the exception of Dress Rehearsals or limited rehearsals. Please discuss these with the Director).
- Graded Performance over Game
    - *Oftentimes the Director will request a half and half. Leave early from one and arrive late to the other.*

It is strongly encouraged that at least one family member attends each performance, particularly those in the concert setting. Transportation home will be required by the families. If you are unable to provide a family member to do so, it is an expectation that the family designates a ride home for their child rather than making staff stay with a student waiting for a ride. If this is a continuous issue with a particular family, it could be cause for dismissal from the program.

GRADES

Students receive points for the following:

- ★ Daily Preparation Grade that incorporates being prepared with all materials required for class and that they perform all assigned tasks to the best of their ability. (5 points a rehearsal/day)
- ★ Check Tests/Scale Tests/SRF Assignments (10-50 points)

- ★ Dress Rehearsals/Football Games/Assemblies (25-50 points)
- ★ Performances/Concerts/Festivals (50 - 100 points)

It is the responsibility of the student to follow up with the teacher on missed assignments. At the high school level, parents should not be the main point of communication for assignments. It is the teacher's responsibility to keep students notified of their grade in the class so they have the ability to fix or make up missing assignments through Canvas and Powerschools. Certain times of the year will take longer for grades to get out due to competitive and performance schedules.

Submitted assignments may be redone as many times as you'd like on Canvas Makeups or Late Submissions will be done on the teacher schedule and will usually be in by the next grading period. Please do not email the teacher to get it graded. If it is important to have the grade in the grade book, please do your best to submit on time.

If an assignment was not done by the due date, it can still be done for a late penalty (10-20% off). Any points are better than no points. If you submitted a completed assignment by the deadline, but think you can do better, you will get full points on the make up.

BAND APP

All band ensembles will be utilizing the BAND App to communicate with students and parents throughout the school year as well as (mostly) weekly emails. This can be viewed both on the phone and on the computer. Phone numbers will remain private through this app. If you or your students have cell phones, please set this up together for communication purposes throughout the year. The links for the BAND groups are available through Mrs.Broderick and our Band Boosters.

Please know that due to state regulations, teachers are not permitted to have one on one direct text messaging with students. If your student has questions, please have them reach out to their section leaders. If it is an issue that needs to be addressed directly with Broderick, we will schedule a meeting to do so.

SHARED DRIVE

This year we will be utilizing a Google Shared Drive for all documents so families have access to them throughout the year. This is additional to Canvas so families can easily access them. This will be more populated as the year progresses. Please locate the drive at https://drive.google.com/drive/folders/1MubJQbjvG_1ngDhmWpWIE91emk6oxFOQ?usp=drive_link (I know it's long, but a link will also be in Canvas) and save a shortcut to it.

INDIVIDUAL CLASS EXPECTATIONS

All Band classes are considered a co-curricular activity. The required work for this course includes both "in-class" and "out-of-class" activities that will be counted for a grade.

CLASS EXPECTATIONS: MARCHING BAND

Marching Band is a part of the Boulder Creek Band Program. It contains graded activities. All marching band students will be evaluated on the basis of work completed both in school and after school. Students will be required to attend after school rehearsals and performances as a part of their grade in their registered Concert Band Class.

Example assignments (include, but are not limited to):

- Music Memorization Checks, Playing Tests, Scale Tests, Daily Preparation Grades
- Drill Check or Flip Folder Check
- Performances for school, assemblies, football games, festivals, etc.
- October Concert
- Final Exam

BAND FAIR SHARE

There is a band fair share set up through the book store. This fee is $900 per student. For up to date payment details and timelines, please go to our website at https://bchs.band/fairshare/. If a family has more than one student, the first will be $900 and the remaining will be $450. We understand that this is a large amount of money for an expensive activity. We ask that if you have any financial concerns with paying the amounts requested or meeting the timelines requested, please contact Mrs. Broderick by email as soon as you are able. We can offer delayed timelines if needed. If the amounts need to be discussed, we are offering sponsorships as available through the Creek Crew (Band Boosters) and certain fundraisers to help offset the cost. These fundraisers will be labeled as "Fair Share Eligible" versus the "Whole Group Fundraisers". See the Fundraising section later in this document for more information. **We never want funding to be a reason why a student is unable to participate in the Marching Band portion of our group.**

DVUSD also has a transportation fee that goes on all band student accounts $100 annually to help with the cost of buses throughout the year. We ask you to pay your fair share as early as you are able as we are unable to purchase things for the program without the money in the accounts.

While fair share is a lot, it does not cover the full cost of the Band Program throughout the year. ***We request that all students participate in all designated fundraisers to the best of their ability to offset the costs of the year.***

PLAYING TESTS

Throughout the semester, there will be several playing tests designed to demonstrate appropriate mastery for field performance. Students must pass these playing tests with an 80% or higher in order to be eligible to perform on the field. Since Marching requires moving and playing at the same time, it can be very dangerous for students to move while reading music both for themselves and for those around them. Students can take makeup tests if they do not perform at or above a passing grade. If a student has not passed off their playing test within the window for assessing before a performance, they will still be expected to participate in the performance for their grade, but will perform from the sideline. All students will be able to perform in the stands regardless of playing test status.

TUESDAY/THURSDAY NIGHT REHEARSALS

Students must be in attendance during night rehearsals to be eligible to march the show for the Friday night game and the Saturday Competitions for that week. (Refer to the Attendance section for absence policy). Please schedule any appointments or activities outside of this time whenever possible. These rehearsals are used for setting new drill and visual moves as well as refining and cleaning what we know, and should not be missed if it can be helped.. Unexcused absences will result in a zero for that DPG grade and possible sidelining in a performance at the Director's discretion for student safety.

MINICAMP FRIDAYS

Some of our Fridays, we have minicamps throughout the season. These are some of our most important rehearsals because they allow us to achieve more than we would in a regular 3 hour school night rehearsal. Meals will occasionally be provided by the boosters on these and others will need the students to bring their own meal. We will communicate this during the week so you can prepare. Some of these will be used for uniform fitting, media day, prop usage, visual design, clinician work, and more. These are some of our only times in the stadium where we can clean drill with staff from the adjudicators viewpoint. Please keep Mini Camp weeks free.

GAMES: EXPECTATIONS WHEN IN THE STANDS (TRUE FOR PEP BAND IN THE SPRING)

While at games, the band will play music during the game to bring enthusiasm and school spirit to the crowd as well as the team and the cheerleaders. It is our job to bring energy as well as be the "soundtrack" for the game. While in the stands, there are also expectations to follow.

1. There is assigned seating in sections, your section will sit together, where it is assigned, at all times. No outside persons may sit within the band, they will be asked to sit somewhere else. This includes alumni and family members. Only performers, band staff, and approved chaperones for that designated evening. Others are welcome to sit alongside the ensemble.

2. You need to stay in your area unless you go to the bathroom. Please notify the assigned Drum Major if and when you need to go. No more than 8 people in different sections may be out at the restroom at a time as it will affect the sound of the ensemble. There will be appropriate times to use the restroom and inappropriate times.
3. If there is a visiting band, we may use the 3rd quarter to meet some of their members. Who is allowed to go will be determined closer to the first game. At no time will the whole band take off the entire 3rd quarter from playing.
4. The Director and drum majors can call tunes. If there is something a section wants to play, it must be first approved by the director. Do not dispute a tune when called.
5. Students should not distract the Drum Majors throughout the game as they have a job to do. They will be watching the game and keeping the band up with what is going on. The following rules apply in the stands: Play on offense, cheer on defense
6. You are expected to be playing your instrument in the stands at the appropriate times. It is your responsibility to check that you have all the stand tunes and have practiced them on your own time. All other times you will be standing, actively engaging in the game and cheering on the team; not socializing with those around you.
7. Students should be standing the whole time, engaging the crowd, and supporting our team and pom/cheer. At no point should students be sitting unless injured, ill, and excused. If they are not feeling well and need to sit for a long period of time, they will be asked to contact their family and sent home. Students sent home from a Friday night game will not be eligible for a festival that takes place the next day.
8. You are representing the school and the ensemble at all times at a game. A uniform makes it clear that you are a part of the band. Whether you are sitting with the band or in the restroom, you are expected to represent us well. Follow school expectations at all times. Watch what language you are using, what you are specifically saying, and what you are doing. Remember, whether you realize it or not, someone is always watching you and often looking up to you.
9. There is no eating in uniform (whatever that means for that game). Students will have an opportunity to eat before the game and often go out afterwards. No money will be needed for the snack bar as they cannot eat while playing or in uniform. The exception to this is any snacks handed out by staff/chaperones.
10. Students are responsible for going home (or somewhere off campus) after school, getting a healthy meal, drinking water, and returning by call time.

Breaking of these rules could result in loss of the privilege to participate in Friday night games or other uniformed performances and lowering of your grade. Members of the Marching Band represent Boulder Creek High School every time the uniform is put on and until it is taken off, members must do their best to represent the school with pride.

UNIFORMS

The Marching Band Uniform is the symbol of pride for Boulder Creek High School. Members of the Marching Band represent Boulder Creek High School every time the uniform is put on and until it is taken off, members must do their best to represent the school with pride. These are not easily replaced, are limited supply, and will need to be maintained well throughout the year. There are certain rules to follow when wearing this uniform in order to properly and effectively represent Boulder Creek High School and the Deer Valley Unified School District. With this in mind, here are some simple rules to follow:

1. The uniform is to be worn properly at all times unless instructed by the Director of Bands to do otherwise. This means having black shoes and black calf length socks on your feet, pants to proper length which is just touching the top of your shoes, suspenders on both shoulders snugly, jacket on and closed all the way, all buttons fastened, shako with plume, black gloves on hands, and hair is to be pulled up if it is longer than the collar.
2. While in the stands for football games and competitions, the shako may be removed when indicated by the DMs or the Director. Everything else will stay on and be properly buttoned until told otherwise. Typically the band will be allowed to remove jackets if they are folded and stored correctly.
3. There will be no roughhousing, disruptive behavior, disrespect, or misconduct while in uniform.
4. All Band and School Tech policies will be adhered to during games and performances as they are in the classroom. Please remember that due to copyright laws, students are not permitted to record and post recordings of the ensemble performance on public platforms. Also, Mrs. Broderick requests not to be recorded without permission.

5. Please keep the uniform clean. The uniform will not be dry-cleaned throughout the season, but it is your responsibility to ensure it stays clean when in use. Please do not clean the uniform unless directed by Mrs. Broderick to do so. It can age the uniforms faster and cause them to fade or tear.
6. The uniform will be checked in and out for each event or activity by the Uniform Committee. When checked in the uniform must be placed in the uniform bag correctly. The uniform dry-cleaning will be done at the end of the season, students are NOT to take the uniform to get cleaned.
7. NO eating or drinking while in uniform except for water
8. Do NOT touch the plume. Allow the parents assigned to plume duty retrieve them the proper way so they last a long time and remain in good condition. Plumes should never be handled with bare hands.

Breaking of these policies will result in loss of the privilege to participate in Friday night games or other uniformed performances.

PARTS OF THE UNIFORM

With your fees, you will receive most items if not all of the items needed for your uniform. Below is a list of items students need to have.

- Show shirt (All)
- Marching Shoes – black Drillmasters (Winds/Percussion)
- Black Jazz Shoes (Guard) – Students provide
- Black Calf-Length Socks (Winds/Percussion) – Students provide - we recommend you buy a pack of these
- Makeup (Guard) - Students provide
- Ever-Dri Gloves (Guard) - Students provide
- Black Gloves (Winds) – Each student should have 2 pairs at least
- Bibbers, Jacket, Gauntlets, Shako, Plumes (Winds/Percussion)
- Costume (Guard)

ATHLETIC PLAYOFFS

Football playoffs are always a possibility if our team does well. The Marching Band needs to plan as if these events will happen. Play-offs could happen during Thanksgiving break. If there is a problem, please notify the director before the game so the director can plan accordingly. These schedules are not available until towards the end of the season. Once it has been determined that this event is occurring and if transportation is budgeted, it will be added to our schedule and considered mandatory. The director will deal with absences from these events on an individual basis

CLASS EXPECTATIONS: WIND ENSEMBLE, SYMPHONIC, CONCERT BAND & PERC

Though not as time-intensive as the Marching Band, the Concert Bands and Jazz Band are still considered co-curricular activities. Therefore, students will be graded on both in-class and out-of-class assignments and participation. Students will be required to attend inschool practices, and also some after-school or weekend performances.

Attendance & Participation: All rehearsals and performances are required. Students who are consistently making an effort to participate at their maximum ability will have no problem. Students who misbehave, disrupt rehearsals, or are consistently tardy will lose some or all of their DPG points on that day. Students are expected to come prepared to class with their music, binder, instrument and equipment, a pencil, and any other required materials for the day.

Music Preparation: As the goal of the ensemble is to perform at the highest possible level, each individual student must prepare themselves for rehearsals. Students are expected to practice outside of class independently and in sectionals (when applicable). Students may be frequently tested on their ability to perform their part in the music and will also be expected to perform appropriate scales (depending on the ensemble) by the end of the year. Remember, practice is for learning your independent part; rehearsal is for learning everyone else's parts.

SRF & Music First: This year, all Concert Band Class students will receive an account for Music First. This is a website that will be used throughout the year for assessments to assist with reading comprehension and sight reading basics and for preparing their music. Students will be able to access this from their phone or their computers. All assignments will be given through Canvas and returned through Music First.

Other Work: Throughout the semester, various other assignments may be given to supplement our knowledge of the music we are performing. These will focus may be around composers and performers, periods of music history, music theory, or other topics relevant to class.

Midterm/Final Exam: Students will perform a randomized scale assessment for both midterm and final. These will take place in class. Midterm is for proficiency so students may perform while reading the music. Finals are for mastery and should be memorized. Since instruments can't be in on the last days of the semester or need to be turned in before the summer, all playing finals will occur the days leading up to the district designated final exam days. On final exam day students will receive their exit survey for the semester for a grade as well.

Wind Ensemble: This ensemble is an ability based ensemble where it is expected that students will perform at a higher level. These students will be held to a higher expectation than those in other ensembles. This includes performing more challenging music, more challenging exams, going deeper into theoretical and historical content, and performing in competitions at the state and regional level. Students in this ensemble are expected to participate in private lessons, small ensembles, and Regional/All State Auditions. Regionals is a graded audition for these students. If finances are a concern, please complete the financial aid request leading up to the event. If students qualify for Regionals, it is expected that they will audition for All State.

> **Pit Orchestra:** This year the Band Program is participating in spring musical with the Pit Orchestra. This is part of the expectation from Wind Ensemble and may or may not be a graded activity. Rehearsals are likely to be a part of the class, but also after school hours and flex. The Requirements for this is Tech Week, Dress Rehearsals, and all Performances. We will be selecting our students from that ensemble. Students not in the musical will be completing alternate work during that time.

Outside of School Commitments (Concert Bands): While Concert Classes will be primarily during the school day, they still remain a co-curricular class with commitments outside of school. Concerts all take place in the evening hours. All ensembles will be participating in the ABODA Area Concert Festival and (if they qualify) the ABODA State Concert Festival. These events are an opportunity for the students to perform for a panel of highly qualified adjudicators that will provide them feedback on our playing as an ensemble and counts as a type of "standardized assessment" for our classes. Following these events will be a clinic to help them better themselves as musicians (Area) or a sight-reading clinic (State) to demonstrate their growth as musicians. For these events, the students may perform in one or both of the ensembles just as we do for concerts. In order to help students be successful, ensembles may be merged outside of their regularly scheduled band class, the students will be required up to 4 graded after school rehearsals in the weeks leading up to each event (up to 8 total). The teacher will send home a note that gives these dates as soon as we know our festival performance dates. The students will need to ensure that they are present for the duration of these rehearsals. This may be true for our DVUSD Band Assessment as well.

Uniform: There is currently no school provided uniform for Concert Classes or Jazz Band. Students must purchase "Concert Black" unless otherwise outlined. All attire must meet school dress code. Students will need to purchase either black slacks (Dickies/dress pants acceptable – jeans and leggings are not), black skirt (should go to knees or longer for stage etiquette), black dress shirt (buttons/collar, lace, blouse, etc.), and black dress shoes/socks. Students may wear a tuxedo (only acceptable white shirt is in this form), suit, tie, or dress (hem should go to the knees). As performances are formal events, they should always be in professional or formal attire. This performance attire should be modest (think "Sunday Best"). Failure to comply with concert attire for any ensemble may result in students being sent home and their grade for that event forfeited or lowered.

Honor Ensembles: One of the assignments for this year will be learning how to prepare for an honor ensemble. All students within the Wind Ensemble will learn the ABODA Regional and All State Festival audition etudes and Symphonic Band and Wind Ensemble will learn the District Honor Band Etudes. We would like a representation of Boulder Creek students at the state level if possible. Students

will be encouraged to audition based on their performance on these in class. Any student in any ensemble will have the opportunity to audition if they choose to. See Mrs. Broderick for details.

1. **Regional Band/Orchestra Festival:** One of the assignments for this year in Wind Ensemble will be learning how to prepare for an honor ensemble. This event allows students to audition to perform in a group comprised of the top musicians in the region. The audition consists of playing three etudes, the chromatic scale full range, and a couple of scales full range on their instrument. Being selected for this group is an amazing experience. You get to perform with the top musicians and be taught by a renowned educator in the field (occasionally even a university professor). The concert usually happens three weeks after the audition and there are two days of rehearsal to prepare for the concert. All students within the Wind Ensemble will be expected to participate in the ABODA Regional Honor Band Auditions in January. This audition does have an extra fee.There is a graded component for participating in this audition. If a student misses this, they will need to follow up with the Director to make up that assignment. Any student in any ensemble will have the opportunity to audition if they choose to see Mrs. Broderick for details without a grade, but for the challenge.
2. **All-State Band/Orchestra Festival:** From those who made it into the Regional Band and Orchestra, another audition takes place with all the regions to select the top students in the state. Another amazing experience, you would rehearse with the group for two solid days with a well-known educator, watch concerts from the host university, see the Solo & Ensemble Tier III winners, and perform a concert on the third day. Aside from making new friends, you get to see how you fare in the state and what you need to do to make yourself a better musician.
3. For students that are involved in our Jazz Band, there is the All State Jazz Band Audition. This consists of Tier I auditions that are recorded and submitted for adjudication. If students continue past that, they will attend the Tier II audition in person. Students that wish to participate in this event will need to communicate this with the Director and be able to pay the audition fee.

All of these events are HIGHLY encouraged by the director. There is so much to be learned from any or all of these events. They often have strong and highly respected educators and conductors run the ensembles. Things that are learned from these events can be brought back to the school to help us grow as an ensemble.

SMALL ENSEMBLES - EXTRACURRICULAR AFTER SCHOOL

These ensembles are held under our hired staff. They are opportunities for students to get advanced training from specialists and try new things. These are not required, but participation in these ensembles are a factor when selecting students to move up to Wind Ensemble for the following year. If you commit to one of these ensembles, you are committing to participating weekly and keeping your schedule free to attend, to perform in 2 concerts, to perform in solo/ensemble or Area Jazz Band Festival, and to participate in any extra performance opportunities provided by the coaches.

Jazz Band Auditions: Jazz Band will begin after Labor Day and will be run by Mr. Warner. Details for this ensemble will be available at a later date and further communication will be provided to those involved. This is an extracurricular ensemble and does not receive a grade.

MUSIC & EQUIPMENT

1. Members are responsible for all equipment, lockers, and music assigned to them.
2. Members and parents must read and sign the DVUSD rental agreement if they are using school owned instruments or equipment. There may be a $50 cleaning fee attached to your rental as per the agreement.
3. Members should always have an instrument in good working condition.
4. When receiving copies of music, this music is to be treated as the only copy you'll receive. You will be checked regularly for your Daily Preparation Grade or Binder Check Grades ensuring you have what you need for class. Please make sure you communicate misplaced music with the class librarian. If copies aren't currently available, they will be given as soon as Mrs. Broderick is able. Most of the time, music scans will be made available in Canvas for students to print on their own at home or in the library. Points will be deducted from the time the music is lost until the student requests a new copy.

5. Members are responsible for all personal instruments and property. The school provides a locker room to be used at your own risk and may not be held liable. Students should not be leaving their instruments every day of the week. Instruments should not be left over the weekend.

PARENT/VOLUNTEER PARTICIPATION & EXPECTATIONS

Parents wishing to help with the ensembles at any point throughout the year must submit a volunteer application through the Deer Valley website. After receiving your approval, please sign up for assistance throughout the year. To be approved for volunteer work, please go to https://www.dvusd.org/a-z-guide/volunteering. Below are the expectations of parents and/or volunteers throughout the year:

- Parents must sign and adhere to the Family/Coach Agreement.
- Volunteers must be approved after following the guidelines. We go through Veronica See to confirm this.
- Sign up for available Volunteer Shifts at https://bchs.band/signup/
- Any adult not on staff with BC Band must get Director approval to be at any band activities, including but not limited to, being in or with the ensemble at festivals/concerts/games, attending any rehearsals, attending any volunteer committees with or without students present, or chaperoning any trips regardless of Volunteer Badge status. This is policy going forward with all parents/volunteers. This approval can only come from the Director of Bands at BC.
    - Parents are welcome to attend any performance on or off campus in a spectator capacity. They are not welcome to sit in or with the band or be in chaperone/volunteer approved spaces unless approved by the Director. They may sit alongside or near the ensemble as appropriate.
- To maintain an optimal learning environment and ensure the safety of our students, the band room, all accompanying indoor or outdoor spaces, and rehearsal fields are critical areas dedicated to the education, practice, and development of our band members that will remain exclusive to band members and designated staff only. They will be off-limits to anyone who is not a current member of the band or designated staff member. This policy applies to before, after, and during rehearsals, classes, performances, and any other band related activities conducted in these areas. This is policy going forward with all parents, volunteers, and guests. Exceptions to this rule can only come from the Director of Bands at BC and must be received prior to entry of the facility. We understand that your involvement is born out of love for your children and a desire to support their musical journey. However, to maintain a focused and productive atmosphere, it is crucial that parents and guardians refrain from entering restricted spaces during band activities unless invited to do otherwise. We kindly request your cooperation in upholding this policy. Failure to comply with this expectation may result in consequences for the involved student or parent. Our primary goal is to provide a positive and enriching experience for every student and your cooperation is vital in achieving this objective

SCHOOL INSTRUMENT CHECK OUT

There are a select number of instruments that the school can provide. Contracts will be sent home before a student is allowed to use the equipment. Once it is signed and returned students will have an instrument assigned to them for the duration of the year. All policies outlined by the district will be upheld. It is strongly encouraged that all students provide their own instrument whenever possible. School provided instruments do not always include extra materials (reeds, neck straps, mouthpieces, etc) and it may be documented on the rental forms what was provided. Students will be responsible for purchasing and maintaining anything that was not provided.

SUBSTITUTE TEACHER EXPECTATIONS

While not many, there will be times when Mrs. Broderick will be out for a day or class period. Most of the time these absences are planned and (if at all possible) a music substitute will be hired who can rehearse the groups. Occasionally our Assistants Mr. Kuhns and Mr. Warner will come in to work with a class on these days. There will be times that these are unplanned and another sub will be used. On any day that there is a substitute teacher, every student is expected to be on their best behavior and help the sub in any way possible. If there are any reports from the sub that are negative, those students listed will have consequences as outlined by the director upon her return.

TOLERANCE & SCHOOL/DISTRICT POLICIES

The Band Program will refer to the all School and District Handbooks, but also the BC Performing Arts Code of Conduct. We do ask that if you know someone that is struggling with any of these dangerous or addictive habits, please reach out. We would like to help students that are unable to currently help themselves. The behavior of band students is monitored at all times, whether at Boulder Creek or away. When in doubt, members should ask themselves, "Would I do this if Mrs. Broderick were standing right here?" Utilize the Golden Rule: Treat others as you'd like to be treated. Make good decisions and smart choices both before, during, and after school hours. Remember Broderick-isms: "Everything we do, we do it with class." "Be safe, be smart, and make good choices." "Leave it cleaner than you found it."

TRAVEL

We will follow the same expectations outlined by the school and district for traveling. School buses or District Partner Charter Buses will be provided by the district for many events. All school rules apply when on a bus. We will always leave a bus and facilities cleaner than when we found it and will follow school and district policies wherever we are.

We are planning on traveling out of state this year. This may be a limited spacing trip or it may be open to the full group. If it is a limited spacing trip and you are interested in attending, please make sure you pay attention to the emails that come out and the qualifiers for the trip.

CREEK CREW - BAND BOOSTERS

We are so grateful to the Creek Crew for their time and dedication provided to support the Boulder Creek Band Program. It is because of them that we are able to get extra fundraising in, volunteers organized, and a second form of communication when the Director cannot get on the computer to send email updates. While all of this is important, please know that the Band Boosters (also known as the Creek Crew) are not an authority figure for the Band Program. They do not decide policy, finances, or grades. They are a great resource when you have questions and will usually direct you to the Director when there is something that goes through the Director.

This wonderful group is a huge help to how we function as an organization for your students. Please consider getting involved to the best of your ability and help our program continue to grow!

FUNDRAISERS

Band is one of those activities that requires money to function outside of what the school provides. We use these funds for instruments, equipment, supplies, transportation, registration fees, and so much more. While Fair Share is a lot, it does not cover the overall encompassing costs of a full band program (not just marching). It is an expectation that students in the band program participate in all full group fundraisers to the minimum request. Fundraisers fall under one of these categories:

- Booster Fundraisers: These are fundraisers set up by the Boosters to help raise funds for the program.
- Club Fundraisers: These are fundraisers that are set up by the Band Council (Students) to raise funds for the program.
- Fair Share Helpers: For students that fill out financial aid paperwork, there will be a few fundraisers set up through both the Boosters and the Club that can be set up to help students in need of funds. When announced, proceeds earned (percentage shared up front) will credit towards that student's fair share account.
- Whole group: These are the fundraisers that go to the general use of the band program. Most fundraisers fall in this category.
- Sponsorships: Instead of raising money, families are welcome to help find businesses that want to donate funds to the program to offset student costs or whole group costs. Please contact the Band Boosters (Creek Crew) for more information on this topic.

Again: ***We request that all students participate in all designated fundraisers to the best of their ability to offset the costs of the year.***

COMMUNICATIONS

The director will be communicating with families in the following way

- Email from Director
- Email from Boosters
- Booster website
- Canvas and Power Schools
- Phone calls home as necessary

CLOSING

This handbook was designed to help create a positive and safe learning environment for everyone. By agreeing to the expectations and terms of this handbook, you are aiding in creating such an environment. Please understand that the following of the expectations and procedures set forth in this handbook is vital to the success of every ensemble and every band student at Boulder Creek High School. Take the time to re-read this document before signing if you need to. I will be holding firm to everything in this handbook and I expect you to do the same. The director reserves the right to add addendums to this at any point throughout the school year and will do so via email, Booster Communications, or Canvas..

Sincerely,

Mrs. Mandi Broderick, MMEd, NBCT
Director of Bands
Boulder Creek High School

DISTRICT SYLLABUS STATEMENTS

Academic Integrity Statement

To be college-, career-, and community-ready, students in the Deer Valley Unified School District are expected to demonstrate academic integrity. Academic integrity is all about being honest and fair in your schoolwork. It means doing work that is entirely your own and giving credit to others (including generative Artificial Intelligence tools) through proper citation when you use their ideas or words. If you have questions about the guidelines for academic integrity, you should discuss them with your teacher.

Academic Dishonesty Statement

Academic dishonesty refers to any action that compromises the integrity of academic work or evaluation processes. This includes but is not limited to:

- Copying or stealing another person's work or data (plagiarism);
- Allowing another person to copy one's work;
- Doing another person's classwork;
- Creating more than one copy of one's work for distribution;
- Providing another person with the answers on tests or quizzes;
- Noncompliance with teachers' test-taking procedures;
- Unauthorized copying or development of software; and
- Unauthorized use of generative Artificial Intelligence.

Consequences for instances of academic dishonesty range from a conference and loss of credit (student will be given another opportunity to show mastery of learning) up to a 5-day suspension and loss of credit.

Artificial Intelligence

In the Deer Valley Unified School District, we are committed to providing our students with an extraordinary education while ensuring their safety, privacy, and well-being. As part of our ongoing efforts to enhance learning experiences, teachers may incorporate generative Artificial Intelligence (AI) in the classroom for use by students.
Students must adhere to the specific guidelines provided in the assignment details. If no explicit guidance is provided regarding the use of generative AI, students are expected to follow the "restrictive" level outlined in the **Student Use of Generative AI chart**. If a student is unsure whether a tool or website is permitted, they should contact the teacher before using the resource or submitting their work.



Student Use of Generative AI

Level	Description	Example Instruction
Restrictive **No!**	AI tools are prohibited for the assignment, and all work must be the student's original creation.	"Do not use AI tools for this assignment. All content must be original, and any use of AI will be treated as plagiarism."
Moderate **Whoa!**	Students can use teacher-approved AI tools from the district list for specific parts of their assignments, such as brainstorming or initial research, but the core content and conclusions should be original. Proper citation is required for any AI-generated content.	"You can employ AI tools to assist brainstorming or initial research, however the main content, arguments, and conclusions should be your own."
Permissive **Go!**	Students can use teacher-approved AI tools from the district list to assist in their assignments, such as generating ideas, proofreading, or organizing content.	"You may use AI tools as you see fit to enhance your assignment and demonstrate your understanding of the topic, however proper citation is required for any AI-generated content."

Adapted From: Code.org, CoSN, Digital Promise, European EdTech Alliance, Larimore, J., and PACE (2023). AI Guidance for Schools Toolkit. Retrieved from teachai.org/toolkit. [2004].

Grade Scales

3-12 Grade Scale

Students in 3rd through 12th grades will receive marks for their proficiency toward the grade level standards using the following scale.

4 = Highly Proficient
3 = Proficient
2 = Partially Proficient
1 = Minimally Proficient

Students in 3rd through 12th grades will receive marks for their overall performance in each course of study using the following letter grade scale.

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 0-59%

Grades of "D" and above are passing marks. A course grade of "F" indicates that the student has failed the course.

For 9th-12th grade levels, no course credit will be awarded for a failing course grade.

Categories (1st-12th Grades Only)
All grade entries in the gradebook will be attributed to one of the following categories.

ASSESSMENT: This category includes all items used to measure a student's proficiency toward the learning standards once the student has had sufficient practice and at a specified point in time. This category can include summative tests, performance assessments, reports, unit or module assessments, quizzes, long-term projects, short-term projects, presentations, capstone projects, research papers, and lab reports.

COURSEWORK: This category includes formative work that provides students with the opportunity to learn content and skills and to receive feedback on their learning. Coursework is assigned to provide meaningful, independent practice, reinforce learning targets, and extend learning. This category can include in-class assignments, exit tickets, checks-for-understanding, and daily activities.

PRACTICE: This category includes formative student work that a student completes while in the process of learning specific skills. Student work that is done inside and outside of the classroom, such as classwork and homework, falls into this category.

Category Weights (3rd-12th Grades Only)
Each category will be weighted as follows:

ASSESSMENT CATEGORY	80%
COURSEWORK CATEGORY	20%
PRACTICE CATEGORY	0%

Missing Work (3rd-12th grades)
An assignment is considered missing work when it is not submitted by the due date.

Missing work will be treated as such:

- The assignment will be marked with the "Missing" special code in the gradebook
- A zero ("0") will be entered as the score for the assignment in the gradebook
- No Evidence (NE) will be entered for the standards attached to the assignment

Late Work
An assignment is considered late work when the assignment is not submitted by the due date that was established but is submitted within the parameters listed below.

For **Late Work** to be accepted, students must meet the following parameters:

- Assignment is not due within the class period
- Assignment is not a timed activity (such as a Quick-Write Essay)
- Assignment is not a Long-Term assignment (over multiple weeks)
- Assignment is turned in within the following time frame
  9-12 Grades: By the end of the unit

Reassessment
Retakes are allowed for assessments for full credit, if reperformance opportunities (another assessment on the same learning target later in the marking period as part of the instructional cycle) will not be available during the marking period or in addition to reperformance opportunities during the marking period.

To earn a retake opportunity, a student must complete all of the following:

- Complete all formative coursework related to the content/skill assessed
- Consult with the teacher
- *Submit a reassessment plan or application, if required by the teacher*

A reassessment plan must be scheduled within the following time frames:

- **9-12th Grades:** Within 5 school days of receiving the assessment score. The student must communicate with the teacher to create a reassessment plan.