



Amended 8-11-19

John Burroughs High School Instrumental Music Association

2019-2020 Parent/Student Handbook

CONTACT INFORMATION:
John Burroughs High School
1920 W Clark Ave
Burbank, CA 91506

Website: www.jbhsima.org

Director of Bands: Taylor Arakelian
taylorarakelian@burbankusd.org

Dear Students and Parents,

It is my pleasure to welcome you to the John Burroughs High School Instrumental Music Program. You are in store for an excellent education, great memories, and a lot of fun. I am so excited to have the opportunity to teach you this upcoming year.

We have plenty of exciting opportunities for this 2019-2020 school year, so I hope you are ready for a great experience. With hard work, dedication, and a good attitude, each student will develop musicianship and citizenship in this program. As a teacher, seeing this growth and development is what makes my job truly fulfilling.

You are fortunate to participate in such a special music program, and I am fortunate to have such an amazing parent group (JBHSIMA Booster Club) to help make sure this program is supported to give your children the individualized education each student deserves.

I am also very lucky to have such an exceptional staff by my side to make sure each student gets valuable and relevant instruction and training; you would be hard-pressed to find such an amazing, dedicated, and experienced staff anywhere else.

Every student and parent will need to get involved as much as they possibly can. The more you are actively involved in this program, the more fun you'll have. We are a big family here at John Burroughs High School, and we rely on each other to make sure that each student gets the best possible musical experience.

I look forward to having a great year. I'm excited to meet every parent and student involved in the JBHS Instrument Music Association. Welcome!!!

Sincerely,



Mr. Arakelian

Director of Bands

taylorarakelian@burbankusd.org

Ensembles

Wind Ensemble

Members of the Wind Ensemble are selected by audition only for extremely limited seating. Wind Ensemble students perform at local concerts and festivals annually. This course is designed to provide the highest level of performance opportunity available to high school students. As such, students can expect additional practice time outside of class in the form of personal practice and sectionals. All students enrolled in the Wind Ensemble are encouraged to audition for the fall semester of Marching Band.

Symphonic Band

The Symphonic Band performs at an intermediate level, usually with two or more years of participation at the high school level. Typically, the Symphonic Band consists of sophomores and juniors. Students in the Symphonic Band will perform at local concerts and festivals annually. Students should be prepared to practice outside of class individually and in sectionals with occasional night rehearsals leading up to concerts/festivals. All students enrolled in the Symphonic Band are encouraged to participate for the fall semester of Marching Band.

Concert Band

Concert Band typically consists of freshmen and sophomores. Students in Concert Band play music appropriate to their level of study. They explore a variety of literature for concert band while concentrating on musicianship with a focus on technical facility and fundamentals. Students in the concert band will perform at local concerts and festivals annually. Students should be prepared to practice outside of class individually and in sectionals with occasional night rehearsals leading up to concerts/festivals. All students enrolled in the Concert Band are encouraged to participate for the fall semester of Marching Band.

Jazz Ensemble (A+B)

Jazz Ensemble explores the rich heritage of Jazz music from all time periods through regular rehearsals and performances aspiring to the highest standards. It provides students a unique opportunity to learn, rehearse, and perform repertoire of the greatest musical and historical significant in a full big band setting. It also teaches students about the importance of Jazz as an American art form. Jazz Ensemble A will play at basketball games, community events, and pep rallies on campus. Jazz Ensemble A+B will respectively perform at festivals during the spring semester. Students in the Jazz Ensemble must concurrently be enrolled in either Concert Band, Symphonic Band, and Wind Ensemble (unless student plays an instrument that isn't offered in the concert program), which is at the discretion of the teacher.

Marching Band

During the fall semester, members of the Marching Band perform at home football games and field show competitions. Participation in marching band relies on participating during Band Camp (2 weeks before school starts) and Marching Band Workshops (see schedule). Fall semester Marching Band rehearses outside of the regular school day to ensure adequate use of facilities. Students in the Marching Band must concurrently be enrolled in either Concert Band, Symphonic Band, and Wind Ensemble (except color guard members). Marching Band students receive P.E. credit.

Color Guard

During the spring semester, Marching Band will be limited to members of the Winter Color Guard and Winter Percussion. Interested students will audition in December to determine placement. Members of the Winter Color Guard will perform at 5 competitions. Spring semester Marching Band rehearses outside of the regular school day to ensure adequate use of facilities. Winter Color Guard students receive P.E credit.

Winter Percussion

Winter Percussion is a second semester activity. Winter Percussion participates in a competitive circuit specifically for Winter Percussion. The ensemble is comprised of drumline and front ensemble (pit). Auditions are open to any interested student in the IMA and will be held during the fall semester by our percussion staff. Winter Percussion students receive P.E credit.

Chamber Ensembles

Each member of the Concert Band, Symphonic Band, and Wind Ensemble is placed in a chamber ensemble for the Solo and Ensemble Season. Students learn to perform in small groups including (but not limited to) brass quintets, woodwind quintets, saxophone quartets, clarinet choirs, or flute choirs. Students are also challenged with the responsibility to coordinate weekly rehearsals outside of class with their section.

Honor Groups

Students who clearly excel in performance are strongly encouraged to audition for various regional and state honor bands. More information is available on request.

Syllabus Marching Band

During the fall semester, members of the Marching Band perform at home football games and field show competitions. Auditions for Marching Band will be held during the summer prior to school starting. Fall semester Marching Band rehearses outside of the regular school day to ensure adequate use of facilities. Students who aren't in the marching band are still able to participate in Concert Band, Symphonic Band, or Wind Ensemble.

During the spring semester, Marching Band will be limited to members of the Winter Guard and Winter Percussion. Interested students will audition in December to determine placement. Members of the Winter Guard and Winter Percussion will perform at 3-5 competitions. Spring semester Marching Band rehearses outside of the regular school day to ensure adequate use of facilities. The Marching Band is supported by BUSD and IMA.

Rehearsal/Performance Schedule

During the Fall Semester, the Marching Band typically rehearses Mondays (3:30pm-6pm), Wednesdays (5pm-7:30pm), and most Fridays (3:30pm-6pm). Marching Band is considered a seventh-period class. There are also scheduled sectionals for Drumline and Color Guard each rehearsal day. Please check Charms, class schedule located in band room, or www.ibhsima.org for more detailed information (times and events are subject to change). Participation in band camp and workshops will help to reserve a spot in the Marching Band.

During the Spring Semester, the Winter Percussion typically rehearses from 3:30pm-7pm on Mondays, Wednesdays, and Fridays before competitions. The Winter Guard rehearses from 4:15pm-7:15pm on Mondays, Wednesday, Fridays before competitions, and several Saturdays (9am-3pm). Please check Charms, class schedule located in band room, or www.ibhsima.org for more detailed information (times and events are subject to change).

Eligibility

Academic success is expected of all band members. Students are required by BUSD to maintain academic eligibility to perform. A student with a GPA under 2.0 GPA will be placed on probation. If the student remains below 2.0 for the subsequent grading period, the student becomes ineligible. If a student is not passing at least 4 classes (D or better), that student is automatically ineligible. Once a student becomes academically ineligible, he/she may not be able to perform for the remainder of the year. Students who are not eligible by the end of each semester or who do not earn a minimum of 2.0 on their final report card may not be eligible to return to band.

Concurrent enrollment in Wind Ensemble, Symphonic Band, or Concert Band is required for all musicians in Marching Band (excludes color guard).

Grading Policy

Participation: 100% - Since marching band is strictly a team activity (and not a lecture), attendance and proper participation are the only factors for grading. Students will lose points for unexcused tardies/absences from rehearsals, football games, and/or competitions. Students will also lose 20 points for each of the following infractions: Cell Phone Use, Defiance, Unprepared (not having supplies and materials needed for class), and Disrupting the Learning Environment.

Semester Grading Scale (Grading periods will be adjusted accordingly):

90%-100%	80%-89.99%	70%-79.99%	60-69.99%	0-59.99%
A	B	C	D	F
0-300 points	301-600 points	601-900 points	901-1200 points	1200+ points

Unexcused Tardy/Absence Marching Band Rehearsal = 1 point for every minute of rehearsal

Unexcused Football Game (Fall Semester Only) = 300 points each

Unexcused Competition = 400 points each

Excused Absence

Excused absences would include illness (if chronic, provide a doctor's note), bereavement, or prior approval by teacher (see "Absent/Tardy Assignment Form" below). For absences that are approved as excused, late work must be completed in place of absence to ensure the student does not lose points. Loss of points, however, accrued from unexcused absences are FINAL!

Absent/Tardy Assignment Form

This form will be used for students to request an excused absence/tardy for any potential scheduling conflicts with our rehearsal/game/competition schedule. Do everything in your power to plan around Marching Band. Please communicate any potential conflicts as soon as possible to Mr. Arakelian. Approval for any conflicts are at the discretion of Mr. Arakelian. If deemed appropriate, a student's future absence may be partially excused or fully excused. Absent/Tardy Assignment Forms are located outside Mr. Arakelian's office and online at www.ibhsima.org under forms.

Syllabus

Wind Ensemble/Symphonic Band/Concert Band

Students in Wind Ensemble/Symphonic Band/Concert Band will explore and internalize concepts pertaining to musicianship and technique.

Course Objectives

- To improve each student's musicianship by developing the highest possible performance standards
- To improve each student's perception of teaching, rehearsing, and conducting techniques through direction, implementation, and modeling of a variety of available methods
- To improve each student's awareness of composers by programming works that are recognized as repertoire of serious artistic merit

Grading Policy

Performances 40%

- To receive full credit, one must properly follow all directions and perform to the best of their ability. Observe the call time punctually and follow the dress code appropriate to the performance. **An unexcused absence will result in a 0 for said performance.** A tardy to a performance will result in 30% off of performance grade. During the Spring Semester, 10% of the weighted 40% will be designated for festival scores. Written assignments will be assigned for students who are academically ineligible.

Practice Logs 10%

- Practice logs are to be turned in every week. It is the responsibility of every student in the program to practice regularly.

Performance Exams/Scale Tests 30%

- 2 Performance exams and 12 scale tests will be based off performance rubrics. Students will be tested on concert music as well as scales throughout the semester. Results of the performance exams and scale tests for the full school year will determine ensemble placement for the following school year.

Assignments/Extra Rehearsals 20%

- Classwork, Homework, and Quizzes (10%)
- Extra Rehearsals/Sectionals (10%)

Make-up Assignments

Any homework missed due to an excused absence can be made up within two days' time of a student's return to class. It is the student's responsibility to turn in make-up assignments within that 2-day window. Performances, however cannot be made up due to the nature of the assessment. If a performance must be missed for a legitimate reason (severe illness, death of a family member, or equally severe emergency), exceptions will be made. Mr. Arakelian will reach a reasonable conclusion for a make-up assignment or assessment.

*Students must be in their assigned seat with all music, folder, pencil, necessary equipment for their instrument (please see supply list), and instruments assembled and ready to play 3 minutes after the bell rings. For dress rehearsals, they must have all of the following by call time. If not, he or she will be marked down as tardy.

Absent/Tardy Assignment Form

This form will be used for students to request an excused absence/tardy for any potential scheduling conflicts with our performance/rehearsal/sectional schedule. Do everything in your power to plan around band. Please communicate any potential conflicts as soon as possible to Mr. Arakelian. Approval for any conflicts are at the discretion of Mr. Arakelian. If deemed appropriate, a student's future absence may be partially excused or fully excused. Absent/Tardy Assignment Forms are located outside Mr. Arakelian's office and online at www.jbhsima.org under forms.

Eligibility

Academic success is expected of all band members. Students are required by BUSD to maintain academic eligibility to perform. A student with a GPA under 2.0 GPA will be placed on probation. If the student remains below 2.0 for the subsequent grading period, the student becomes ineligible. If a student is not passing at least 4 classes (D or better), that student is automatically ineligible. **If a student becomes academically ineligible at any point, that student will not be allowed to perform for the remainder of the year. Students will be requested to switch classes at the semester if they have been ineligible at any point during the first semester. Students will not be able to return to band the following year if they have been ineligible at any point during the fall or spring semesters. Academic contracts will be provided for students on probation.**

Syllabus Jazz Ensemble (A+B)

Students in Jazz Ensemble will study jazz theory, jazz history, and many styles of commercial music.

Course Objectives

- To improve each student's musicianship by developing the highest possible performance standards
- To improve each student's understanding of varying jazz styles.
- To improve each student's awareness of composers and performers.
- To improve each student's aural perception and understanding of music theory as it pertains to improvisation.

Grading Policy

Performances	40%
<ul style="list-style-type: none">• To receive full credit, one must properly follow all directions and perform to the best of their ability. Observe the call time punctually and follow the dress code appropriate to the performance. An unexcused absence will result in a 0 for said performance. A tardy to a performance will result in 30% off of performance grade. During the Spring Semester, 10% of the weighted 40% will be designated for festival scores. Written assignments will be assigned for students who are academically ineligible.	
Practice Logs	10%
<ul style="list-style-type: none">• Practice logs are to be turned in every week. It is the responsibility of every student in the program to practice regularly.	
Performance Exams/Scale Tests	30%
<ul style="list-style-type: none">• 2 Performance exams and 12 scale tests will be based off performance rubrics. Students will be tested on concert music as well as scales throughout the semester.	
Assignments/Extra Rehearsals	20%
<ul style="list-style-type: none">• Classwork, Homework, and Quizzes (10%)• Extra Rehearsals/Sectionals (10%)	

Make-up Assignments

Any homework missed due to an excused absence can be made up within two days' time of a student's return to class. It is the student's responsibility to turn in make-up assignments within that 2-day window. Performances, however cannot be made up due to the nature of the assessment. If a performance must be missed for a legitimate reason (severe illness, death of a family member, or equally severe emergency), exceptions will be made. Mr. Arakelian will reach a reasonable conclusion for a make-up assignment or assessment.

*Students must be in their assigned seat with all music, folder, pencil, necessary equipment for their instrument (please see supply list), and instruments assembled and ready to play 3 minutes after the bell rings. For dress rehearsals, they must have all of the following by call time. If not, he or she will be marked down as tardy.

Absent/Tardy Assignment Form

This form will be used for students to request an excused absence/tardy for any potential scheduling conflicts with our performance/rehearsal/sectional schedule. Do everything in your power to plan around band. Please communicate any potential conflicts as soon as possible to Mr. Arakelian. Approval for any conflicts are at the discretion of Mr. Arakelian. If deemed appropriate, a student's future absence may be partially excused or fully excused. Absent/Tardy Assignment Forms are located outside Mr. Arakelian's office and online at www.jbhshima.org under forms.

Eligibility

Academic success is expected of all band members. Students are required by BUSD to maintain academic eligibility to perform. A student with a GPA under 2.0 GPA will be placed on probation. If the student remains below 2.0 for the subsequent grading period, the student becomes ineligible. If a student is not passing at least 4 classes (D or better), that student is automatically ineligible. **If a student becomes academically ineligible at any point, that student will not be allowed to perform for the remainder of the year.** Students will be requested to switch classes at the semester if they have been ineligible at any point during the first semester. **Students will not be able to return to band the following year if they have been ineligible at any point during the fall or spring semesters.** Academic contracts will be provided for students on probation.

SUPPLIES

ALL STUDENTS

- Metronome
- Tuner
- Pencil

FLUTES	cleaning rod, cleaning cloth
OBOE	two extra (working) reeds, small cup to fill with water to soak reeds
CLARINET	adequate mouthpiece, four extra reeds
BASSOON	two extra reeds, small cup to fill with water to soak reeds, seat strap
SAXOPHONES	adequate mouthpiece, four extra reeds
TRUMPET	adequate mouthpiece, valve oil, cleaning snake, slide grease,
F HORN	adequate mouthpiece, slide grease
TROMBONE	adequate mouthpiece, cleaning snake, slide grease, slide oil, small spray bottle for slide
EUPHONIUM	adequate mouthpiece, valve oil, slide grease
TUBA	adequate mouthpiece, valve oil, slide grease
PERCUSSION	See percussion handbook
COLOR GUARD	See color guard handbook

IMPORTANT FOR EVERY WIND STUDENT

A quality mouthpiece (or barrel) can make a BIG difference in your sound. It is strongly suggested to purchase one for use this year. If you are unsure what to purchase, ask your director, private teacher, or helpful music store salesperson. **EVERY STUDENT, *EVEN STUDENTS WHO BORROW AN INSTRUMENT FROM THE SCHOOL*, IS STRONGLY SUGGESTED TO BUY HIS OR HER OWN MOUTHPIECE.**

These supplies can be found on a variety of websites and at your local music stores.

Highly recommended is, Bertrand's Band and Orchestra (Burbank), Interstate music (www.interstatemusic.com), or Woodwind and Brasswind (www.wwwbw.com).

INSTRUMENTS & LOCKERS

John Burroughs High School owns a limited number of instruments in varying levels of quality. Students are expected to maintain school instruments with regular care and cleaning and will be billed for lost or damaged instruments. If you wish to borrow one of the school owned instruments, students and parents are expected to fill out and return the Instrument Agreement. Students planning on playing throughout their high school experience are highly encouraged to purchase their own instrument.

Instrument Storage

Each student will be assigned a locker and a lock. Students are welcome to use their lockers for both their instruments and books, but there are a few rules for locker use that must be followed:

- 1) No food may be stored in lockers at any time.
- 2) Only school provided locks may be used.
- 3) Locks are not to be removed by students.
- 4) Lockers are assigned to one person only. Do not allow others to access your locker.
- 5) Lockers are school property and therefore subject to search at any time.

Locker checks will happen regularly. The lockers are located in the band room, and while students are welcome to use them at any time, the band room may not always be open for students to pick up or drop off instruments. Students are encouraged to pick up instruments at lunch if they want to take them home for the day.

STUDENT CONDUCT

General

All BUSD and John Burroughs High School rules apply to students during class time, rehearsal, performance, field trips, and fundraising events.

Parents are financially responsible for any property damage or theft done by their students during any band class or event.

Any consumption or use of alcohol, cigarettes, vape pens, or drugs before or during a band related event or school event will automatically result in removal from the JBHSIMA. This will also result in student not being able to participate in performances/activities/trips for the remainder of the semester and make-up assignments will be in place of performances. If a student is found with any form of these substances, an administrator will also be notified immediately. Consequences from the school may also include (but are not limited to) detention, suspension, or expulsion. Please notify the director via email if student needs any prescription/non-prescription medications prior to any trips or off campus activity.

District rules and regulations regarding controlled substances, sexual harassment, and bullying will be strictly enforced.

Criminal activities during any band activity will be reported to the proper authorities immediately. Per Education Code 48900, all disciplinary actions will be determined by the BUSD administration.

Good manners, common courtesy, positive attitude, and proper hygiene are expected of all students at all band classes, rehearsals, and activities. Disruptive or defiant students will be given behavior contracts, office referrals, and/or may be removed from the program by the end of the semester.

Travel

Prior to departure, all belongings are subject to search.

As representatives of this program, all students and adults are expected to exhibit good manners and excellent sportsmanship. Students and adults must treat other performing groups and their directors with respect. At competitions, students are expected to show appreciation for other groups, extend congratulations, and avoid any negative comments or sounds. Student leaders and adults are expected to lead by example by being consistently prepared and treating others with respect and appreciation.

Students and adults must treat facilities with a high standard of respect and are expected to leave all facilities visited or used as clean as or cleaner than they found them.

Student musicians are expected to stay in groups of at least three at all times. For early release from a trip or competition, parents must obtain written approval from a school administrator and submit it to the director at least one week prior to the field trip or competition.

Students are to abide by all bus rules, which are read before departure on each trip. Failure to heed bus driver directions while aboard the buses is grounds for bus cleanup or dismissal from the event.

If a student is sent home due to an infraction of the aforementioned rules, it will be at the parents' expense. If an adult must accompany a student home, that adult's transportation will also be at the parents' expense.

Letters

Band seniors will earn their letter at the end of their senior year.

Outdoor Rehearsals

Students must be in the block or arc wearing appropriate clothing and with necessary equipment at the call time for rehearsal. All necessary preparations or repairs need to be completed before the call time. If a student misses the rehearsal prior to a performance, they may not be eligible to perform (at the discretion of the teacher).

Band classes at John Burroughs High School are electives. Being in the band at Burroughs is a privilege, not a right. If a student is unwilling or incapable of following the guidelines for participation or the basic tenets outlined above, the student will cease to perform with the JBHSIMA and will be removed from the program in the following semester. Removal from the program is at the discretion of the teacher.

AUDITIONS & CHAIR PLACEMENT

Concert Band/Symphonic Band/Wind Ensemble

Placement for the following year's Wind Ensemble, Symphonic Band, and Concert Band will be determined by scale tests and performance exams throughout the year (not including incoming 9th graders, transfer students, or students who have taken a year off from band). This is the fairest and most representative way to evaluate a student's performance, as it gives the student multiple opportunities throughout the whole school year to showcase his/her ability and progress. Seniority, attitude, and work ethic will determine appropriate placement for the following year if scores are close between students by the end of the year. Chair Placement can be adjusted throughout the year at the discretion of the teacher based on performance exams and scale tests. More information, including testing dates, testing materials, and rubrics will be provided in class. Transfer students (10th-12th grade) or students who have taken a year off from band must contact Mr. Arakelian to schedule an audition.

Jazz Ensemble (A+B)

Auditions will be held in the middle of the spring semester for Jazz Ensemble A+B. Instrumentation is limited to saxophones, trumpets, trombones, drum set, electric bass, electric guitar, and piano. More information, including audition dates, testing materials, and rubrics will be provided during the 2nd semester.

UNIFORMS & CONCERT ATTIRE

Marching Uniform Components

All students participating in the marching band will be issued the main pieces of the marching band uniform. IMA uniform volunteers see to the care of each of the following pieces, provided students put them away in their proper place. Each student is responsible to make sure he or she is performance ready.

Provided by IMA:

- Bibbers (black suspender pants)
- Jacket
- Shako (marching hat)
- Plume
- Gloves
- Braids (silver, to be worn on the shoulder)

Students' Responsibility:

- Tuxedo - purchase at Tuxedo Junction
- Concert Dress - ordered by IMA
- Dinkles (marching shoes) - ordered by IMA
- Black Socks (calf length (NO 'short socks'))
- Shorts (underneath the uniform)

Estimated Costs

\$125.00
\$85.00
\$30.00
\$5.00
\$10.00

Special Directions:

- All jewelry must be removed before games.
- Hair must be worn off the shoulder and neck and pulled/pinned completely under the shako. Bring your own hair ties, pins, etc. No exceptions.

Plumes must be returned to the Uniform Coordinators after use.

The student must wear marching shoes called Dinkles, which are ordered through the IMA Uniform Coordinators. Students keep their shoes and bring them to every game. **We strongly suggest student purchase their own band shirt.** We strongly recommend writing the student's name inside the shoes. Shoes must be cleaned and polished before every game.

Marching Uniform Care:

- Uniforms must be hung up neatly on hanger after every use. Additional costumes must be stored as directed by the Uniform Coordinator.
- Report anything that needs repair or cleaning immediately to a uniform mom.

Students are encouraged to be responsible for having the necessary items.

Concert Attire for All Ensembles (Concert Band, Symphonic Band, and Wind Ensemble)

If your student needs a new tuxedo or is new to the program, the IMA has arranged for a discount at Tuxedo Junction located at the Burbank Towne Center. Once fitting dates are arranged, an email will be sent out and then students are expected to make an appointment for their fitting and mention that they are from JBHS. A tuxedo includes a properly fitting coat, pants, shirt, tie, cummerbund, and studs/cuff links set, plus black dress shoes and black socks.

The designated black concert dress will be fitted when fitted for Marching Band uniform. Dresses are ordered through the IMA Uniform Coordinator. In addition, black dress shoes will accompany black concert dress, and jewelry worn should be conservative. Students who currently have the designated black dress do not need to order another one, unless necessary.

Uniforms and Costumes are band property. Uniforms are to be kept in the assigned place in the uniform room. Uniforms are not to be removed unless directed by the uniform coordinator. Families have the option of renting a tuxedo, dress, Dinkles, or color guard shoes from the IMA. At the end of the school year, however, attire (Dinkles, concert attire, color guard shoes) that is not paid for must be returned, cleaned and undamaged, to the IMA uniform coordinators. Unreturned or damaged attire will be invoiced at full cost to the parent (and submitted to in-debt if necessary).

STUDENT LEADERSHIP

Elected Positions

- **Band President (Executive Council)*:** The Band President's primary function is to provide student leadership and direction to all of the IMA ensembles. The Band President will be responsible for organizing, communicating, and leading activities, as well as leading weekly Band Council meetings. The President is a position of service as well as leadership. The President's responsibility is to do whatever needs to be done for the students of the music program to have a successful experience. If interested in running, the President must have a Vice President running mate.
- **Vice President (Executive Council)*:** The primary function of the Vice President is to assist the Band President in providing student leadership and direction to the IMA ensembles. The Vice President should be available to lead and step up in the case of the President's absence. Added responsibilities include going to the Band Booster meeting on a monthly basis and reporting back to band council about what the band boosters have been working towards. Vice President is tasked with being head of fundraising in the Band Council. If interested in running, the Vice President must have a President running mate.
- **Executive Communications Officer (Executive Council)*:** The Executive Communication Officer is responsible for the IMA Communications. They will be the voice of the band council. The Executive Communication Officer will act as the liaison to the ASB and athletics on behalf of the IMA. As our Public Relations Officer, the Executive Communication Officer will also be responsible for on-campus announcements. The Executive Communication Officer will have a team of Ensemble Representatives to make sure there is adequate communication between all three ensembles.
- **Secretary (Executive Council)*:** The Secretary's job is to work with the President and Vice President and create the agenda for the weekly band council meetings. The Secretary is also responsible for keeping meetings on task, recording minutes of the weekly meetings, and keeping meeting attendance. Secretary should be prepared to distribute and make copies of minutes when a copy is requested and to report back to the Director about the meetings.
- **Historian*:** The Historian will preserve the memory of the band by taking pictures and video of important band events. The Historian is also responsible for making slideshow videos and collages for all band recruiting events, community events, concerts, and our yearly band banquet. The Historian is also responsible for creating a scrapbook for the year.
- **Ensemble Representative*:** Three ensemble representatives will be elected [one for each ensemble (Wind Ensemble, Symphonic Band, Concert Band)]. They will be elected by members of their own ensemble. They will be responsible for checking in with their peers to help answer questions and communicate any concerns that should be presented at the Band Council meetings. They will also be responsible for reporting to the Executive Communication Officer and Head Librarian.

Appointed Positions

- **Section Leaders:** Sections Leaders are responsible for running sectional rehearsals. Marching Band sectionals should be focused on marching band related music and marching/maneuvering. Section Leaders will also be responsible for bringing forward any problems (music, behavior, marching, etc...) to the IMA staff or top student leaders to discuss ways to work on those concerns. They will also oversee their section at all band events, rehearsals, performances, and concerts. Section Leader positions include: Flute, Double Reeds, Clarinet, Saxophone, Trumpets, French Horn/Mellophone, Trombone/Baritone, Tuba, Front Ensemble, Drumline, and Percussion.
- **Head Librarian*:** The Head Librarian will utilize Ensemble Representatives and Jazz Band Student Director to take responsibility for the library including (but not limited to) organization of the library, creating inventory, handing out copies, and any other duties needed.
- **Assistant Librarian*:** The Assistant Librarian works under the director of the Head Librarian and alongside Ensemble Representatives to fulfill all of the library needs, as specified in the Head Librarian job description.
- **Equipment Manager (Executive Council)*:** The responsibilities of the Equipment Manager include instrument inventory, transporting and maintaining equipment/lockers, leading equipment team, and working alongside parent volunteers.
- **Equipment Team*:** Job titles include: **Event Coordinator**, **Inventory Coordinator**, and **Prop Coordinator**. **Event Coordinator** will help in organizing events with parents to improve aesthetics and functionality of each event. **Inventory Coordinator** will help assist inputting and maintaining the program's vast inventory (instruments, lockers, uniforms, etc.). **Prop Coordinator** will help with building and maintaining equipment to make sure equipment is in working order.
- **Jazz Band Student Director*:** The Jazz Band Student Director will be in charge of organizing any on-campus events, working alongside the Executive Communications Officer, leading rehearsals/warm ups when teacher is not present, and managing logistics for the ensemble.
- **Color Guard Captain (Executive Council)*:** Color Guard Captain will be in charge of keeping Color Guard room organized. The Color Guard Captain will also act as a liaison between parents and color guard. Responsibilities also include running sectionals.

Auditioned Positions

- **Head Drum Major (Executive Council)*:** Head Drum Major is the candidate with the highest score from Drum Major auditions. Responsibilities include rehearsing the group and maintaining an effective rehearsal atmosphere. On the field, the Head Drum Major is the highest position of student leader.
- **Assistant Drum Major(s)*:** Assistant Drum Major(s) are the candidates with the next highest scores from Drum Major auditions. Responsibilities include assisting the Head Drum Major with any responsibilities needed.

*Band Council Position

Expectations: All students who have earned their spots in Student Leadership are expected to do the following:

1. Any service must be in support of the Director's vision of the program.
2. Follow their job description and ask for help when in need.
3. Attend all band council meetings (except Section Leaders).
4. Actively seek out ways to help other members of the IMA, including, Director, Staff, Band Council members, and Boosters.
5. Communicate openly and respectfully with the Director and other members of band council.
6. Participate in Marching Band (Band Council only)