

University of Hawai'i "Rainbow" Band Policies and Procedures

Grading Policy

Attendance Procedures and Grading

Attendance will be taken at all rehearsals and performances by the Attendance Monitors. All students begin each semester with an "A". Final grades are determined by the number of infraction points accumulated over the course of the semester. Points are accumulated for attendance infractions and for discipline problems. Attendance infractions are itemized on the Infraction-Points Table. All disciplinary infractions will be kept in a journal and acted upon should they become a problem. Positive attitude and cooperation are vital to the success of the program. Therefore they are also significant factors in determining final grades.

Absences & Tardies

An Excuse Card must be completed for all tardies and absences and deposited in the Band Mailbox (the black mailbox next to the Band Bulletin Board outside of room MB-108). Because of the number of students involved, verbal excuses are not feasible. Whenever possible, an Excuse Card should be completed before the absence or tardy. If it is not possible to clear the tardy or absence beforehand, an excuse card must be turned in *within two weeks* of your return to school. Failure to absolve infractions within two weeks will result the infraction being considered "unexcused." It is your responsibility to clear all attendance problems.

The Band Director(s) will determine the legitimacy of the excuse. All applicable points will be recorded in your attendance record. You should periodically check with the Attendance Monitors regarding the status of your record.

If a member is tardy, he/she must first report to the attendance staff or he/she will be counted absent. An unexcused absence from a scheduled major performance (Spring/Aloha Concert, etc...) will result in an automatic failure or the course. Absence from the other scheduled performances could lower your grade by at least one grade level if not cleared.

**Requests for an excused absence from a performance for any reason other than illness or an emergency must be made at least 4 weeks in advance. Such requests must be submitted verbally and in writing only to the conductor of the group (NOT attendance staff, field staff, etc.). Excuses will be granted only for unavoidable conflicts that are acceptable to the conductor of that group.*

Performance Level

Concert Band - Performance level on your instrument may count toward your grade with the understanding that the level of the performance varies with each band. Improvement in your playing ability, years on your instrument, and other factors will be taken into consideration. Your performance level will be determined by a seating audition and by your performance in class, sectionals, etc.

Infraction - Points Table

Infraction	Points
Excused Absence	2
Unexcused Absence	5
Excused Tardy/Leave Early	1
Unexcused Tardy/Leave Early	2

Points - Grade Table

Points	Grade
00 - 10	A
11 - 20	B
21 - 30	C
31 - 40	D
41 and below	F

For example:

3 Unexcused Absences (3 x 5) =	15
2 Excused Absences (2 x 2) =	4
1 Unexcused Tardy (1 x 2) =	2

21 (for a grade of "C")

Fundraiser / Concert Ticket Sales

The University of Hawai'i Band conducts at least one fundraiser every semester. These funds may be credited to individual accounts for use by the student for various events such as: banquet, shirts, shoes, trips. If the funds are not used when the student leaves the program, the account then reverts to the UH Band. Funds are not transferable to other students, except siblings.

When signing out fundraiser and concert tickets the student is responsible for the items. If the tickets and/or money are not turned in by the due date then a financial obligation will be turned in to the University.

Concert Band Uniform (Formal Concerts)

Women	Dark long dress, dark shoes or sandals (or if formal, pants are acceptable)
Men	Dark Coat, dark pants, light collared shirt, dark dress shoes, dark socks, black bow tie.

University of Hawai'i "Rainbow" Band Tuition Waiver - General Information

The University of Hawai'i Band tuition waiver has been granted to promote the spirit of the University, its athletic programs, and the University Band program. BY accepting the band tuition waiver, you are under obligation to fulfill the requirements and expectations of the University of Hawai'i Band program and its directors.

The Band Tuition Waiver covers only UH Manoa tuition. General fees, applied music fees, activity fees, housing, and books are not included.

It is extremely important that you do not refuse a scholarship or grant from the Financial Aid Office because of the availability of the Band Tuition Waiver. If you have been awarded any kind of financial aid, please contact the Director of Bands immediately.

UH Band tuition waiver recipients are required to pay all applicable fees (tuition, general fee, applied music, student activity fee, etc.) by the published University of Hawai'i payment deadlines. The Band Tuition Waiver will be awarded in the form of a refund check later in the semester.

In the event your Band Tuition Waiver is withdrawn after the refund check is sent, you will be responsible for reimbursing the University for the full amount of the waiver. Should your waiver be decreased after the refund check is sent, you will be responsible for reimbursing the University the amount of the difference. Failure to reimburse the University will result in a financial obligation.

General Requirements

1. By state law, UH Band Tuition Waivers are available only to UH Manoa students. Community College students are not eligible.
2. At the beginning of each semester you must complete a UH Band Tuition Waiver Application Form and submit it to the Band Office. Failure to submit this application will disqualify you from any rights to a tuition waiver.
3. You are responsible for the preparation (including the notation of marching cues), practice, and playing of all assigned music.
4. You must bring all applicable equipment and supplies to each rehearsal, including your instrument, mutes, music, and pencil.
5. You must perform in your assigned Pep Band for U.H. basketball games, commencements, and other engagements are required. In the event that you cannot attend one of your Pep Band's performances, you are responsible for finding your own substitute. You must find a player of the same instrument and part (i.e. a 1st trumpet player must find another 1st trumpet player). If you are unable to find your own substitute, you must inform the band director(s) at least two (2) full working days in advance before the

scheduled performance. You might be assessed a \$20.00 service charge for the band staff to find a replacement for you.

6. Attendance will be stressed at rehearsals and performances, including Commencements. Those who are diligent in attendance and effort will receive their full allotment. Those who show poor attendance and effort will not.

Spring Semester Requirements

1. You must audition for placement within one of the three concert bands: Symphonic Wind Ensemble (MUS 419B), Symphonic Band (MUS 419C), or Concert Band (MUS 419D) to receive your fully allotted tuition waiver. You must then register for and perform in your assigned Concert Band section.
2. You must perform for Spring Commencement, if assigned.
3. You must actively participate in the activities, rehearsals, and performances of your assigned Concert Band, and maintain a passing level of attendance to these activities (a grade of "C" or better - see Grading Policy). Your scholarship will be withdrawn should you get a "D" or "F" for the course.
4. You must bring all applicable equipment and supplies to each rehearsal including your instrument, mutes, music, and pencil.

Scholarship Allocation

Scholarship awards are based on:

- 1) Number of years membership in the Band Program
- 2) Official University of Hawai'i registration status
- 3) Adherence to policies of the Band Program
- 4) Attendance at all band performances and rehearsals