

Bremen High School Band



Band Handbook

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Director of Bands

Mr. Ben Salgado

bsalgado@bhsd228.com

bremenmusic.org

15203 South Pulaski Road | Midlothian, IL 60445 | (708) 371-3600 ext. 5267

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Introduction

Welcome to the ***Bremen High School Band!***

The purpose of this handbook is to provide valuable information about the band program at Bremen High School. To consistently achieve and maintain the high standard of excellence desired by this organization, each member and his/her parent/guardian should familiarize themselves with the policies, procedures, and expectations associated with the band program.

Any student who is enrolled in Intermediate Band, Concert Band, Symphonic Band, Honors Symphonic Band, Jazz Ensemble, or Honors Jazz Ensemble is a member of the Bremen High School Band.

Many questions that always arise with a band will be answered in this handbook. If a problem or question is not covered in this handbook should arise Mr. Salgado should be contacted for an explanation.

Any exceptions to the policies, procedures, and expectations found in this handbook will be at the sole discretion of Mr. Salgado and will be handled on an individual basis. Policies, procedures, and expectations are subject to change if a situation arises that warrants a need for change. If such a change occurs, Mr. Salgado will notify all members and their parent/guardians of the change, if necessary. It is Mr. Salgado's intent to treat each student fairly and with respect.

Responsibilities of a Band Member

The band program at Bremen High School forms a vital and important part of the high school experience. The band's appearances at sporting events, concerts, parades, contests, as well as community and civic events add a great deal of life to the community.

The focus of the band program is on musicianship, citizenship, respect, academics, morale, spirit, and responsibility. Members will have a highly successful band and academic career if they are dedicated, willing to work, and have the support they need. Members learn valuable organizational and social skills that will help them to achieve their goals now as well as after high school. The success of the band program will lead to the success of the individual and vice versa.

As band members we represent our family, our band, our school, our community, and ourselves. We must hold ourselves to high standards in order to achieve high goals. In order to do this we must take on several responsibilities.

Responsibilities To Ourselves

We have a responsibility to ourselves to be dedicated individuals who are willing to work hard and put the time and effort into our chosen craft of music. We owe ourselves time to practice, time to rehearse, time to do homework, time with our families, time with our friends and time to ourselves. We can fulfill each of these responsibilities by being organized and planning ahead.

Responsibility To Our School And Our Community

The school district provides the setting and facilities for many of our performances, as well as some larger and more expensive equipment. We have the obligation to provide the best possible performances for our school and our community. This also includes giving up some of our free time on holidays, vacations, evenings, and weekends to perform. It also means that if the school owns the instrument you play you are willing to take proper care of it, having it repaired or replaced if necessary.

Responsibility To Each Other

Getting along with each other in our complex and ever-changing society can be a difficult task in itself. You have the obligation and responsibility to respect the rights of others. Antisocial behavior will only breed the same from others. Always treat others with respect and dignity, as you wish others to treat you.

Responsibility To Music As An Art Form

The performing arts have always been a vital part of humanity. YOU possess a very special talent. You now have the obligation and responsibility to use that talent for the betterment of your community.

Responsibility To The Band Program

To meet any goals that we set we must be on time to all rehearsals and performances. We must remain focused while rehearsing. We must be willing to play a different instrument if it will help the band. We must be willing to fundraise. We must be willing to have fun. We must be willing to be ourselves, yet conform to the ensemble when necessary. We must be willing to be a part of the band. We must be willing to participate!

Band Character Expectations

Each band member is expected to adhere to the following at all times.

Respect Yourself

Respect Others

Respect the Band Polices and the School Rules

Students who fail to meet these character expectations will have the following consequences:

1st Offense Warning

2nd Offense Parent/Guardian Contact/Student Conference

3rd Offense Parent/Guardian Contact and Detention

Offenses beyond the 3rd offense will result in another detention or a disciplinary referral based on the severity of the offense.

Any step in the above process may be skipped at Mr. Salgado's discretion. Severe or blatant disrespect of the character expectations may result in a disciplinary referral, removal from a rehearsal/performance (without credit), or other appropriate disciplinary action, in order to maintain the safety of all band members.

Respect – To feel and show a high regard for
To avoid violation of and interference with
Willingness to show appreciation of and consideration for

Rehearsal Procedures

Each student should follow the guidelines below. When all band members follow these procedures it makes for a productive and positive rehearsal experience.

1. During the school day each student should be in the classroom before the bell rings. If a student arrives late they will be marked tardy unless they have a valid pass from another staff member. During the school day the following tardy policy is followed.
 - 1st time: warning
 - 2nd time: detention and parent contact
 - 3rd time: detention, counselor referral, parent contact by teacher
 - 4th time (and subsequent tardies): referral to dean

Tardies start over 2nd Semester
2. Each band member should check the board for any special directions and for the order of music. Students should place their music in the proper order.
3. Students should promptly take their seats with the proper equipment at the beginning of rehearsal, including instrument, music, pencil, and accessories (mutes, valve oil, cork grease, flipbook, lyre, etc.) This also includes getting a stand from the rack. If rehearsal is outside students should promptly make their way to the field after they have what they need. During the school day each student is to be in their seat promptly. This is true for after-school rehearsals also. For evening marching band rehearsals on the field, this means the door is closed and locked at 6 p.m. and all band members are ready to move to the field promptly at the beginning of the rehearsal.
4. All rehearsals begin with a warm-up. Have the designated warm-up prepared and ready to go. During marching band be dressed appropriately for physical warm-ups. Athletic shoes are required. No flip flops, sandals, bare feet, boots, etc.
5. When Mr. Salgado takes the podium all band members are to silently put their focus on him and listen/watch for directions. This is true for when the drum major takes the podium also.
6. Students who wish to ask a question are to raise their hand and wait to be called on.
7. Before students leave rehearsal they are to put all equipment in the proper place. This includes your instrument, chair, stand, music, and anything else used during rehearsal.
8. Band members will be dismissed from rehearsal. No member is to leave rehearsal without Mr. Salgado's permission. The bell does not dismiss the band. Mr. Salgado dismisses the band.

Condensed Rehearsal Procedures

1. Be in room before bell rings
2. Check board – follow instructions
3. Take seat with needed equipment promptly
4. Be ready for warm-ups
5. Be silent when Mr. Salgado is on the podium
6. Raise hand to ask a question
7. Clean up at end of rehearsal
8. Mr. Salgado dismisses the band

Rehearsal/Classroom Policies

1. Students who are tardy should not disturb Mr. Salgado or the band. Place any passes in the designated pass area.
2. Individual p-mp warming up is allowed until Mr. Salgado takes the podium.
3. If there is an announcement over the school speaker everyone should be silent.
4. Every band member is responsible for his/her instrument, music, and other equipment.
5. Every band member should have their instrument, music, a pencil, and accessories at every rehearsal.
6. There is to be no talking or disturbances during rehearsals. Subdued talking to improve the music is only permitted with Mr. Salgado's permission.
7. Gum chewing or eating is not permitted at any time during rehearsal. Exceptions due to no-lunch schedules are reviewed on a case by case basis. Please see Mr. Salgado with questions.
8. Water is the only beverage allowed during rehearsals. This is true for marching band also. During breaks students may have another appropriate drink and/or a snack. All drinks and snacks must be sealed. (no food should be left unwrapped/drinks need closeable lids)
9. Posture is very important. Students should avoid crossed legs or ankles and slumping while seated in chairs.
10. Students are not allowed to write on the board.
11. Students are not to remove or alter anything that is posted in the room.
12. Loud talking, shouting, yelling, foul language, or horseplay is not allowed in the band room, on the field, in the hallways, or anywhere else coming to, during, or after a rehearsal/performance.
13. Music folders, instruments and equipment should be kept in their proper storage places when not in use. Music and folders should not be left on the music stands or cabinets.
14. The band is not the only group that uses the band room. Do not leave valuables lying around. Mr. Salgado assumes no responsibility for any personal items of students. Once the school year starts students will be assigned a locker. They may use their own combination lock to secure the locker, but must give Mr. Salgado the combination.
15. Books and personal items should not be left in the band room or in any storage area. Students may put schoolbooks/book bags under their seats during rehearsal.
16. All trash should be thrown in the waste container.
17. Students are to bring their music/materials to their seats each day, unless going outside.
18. Cell phones, tablets, and other similar devices are not allowed during any rehearsals. They should be put away and not seen. The consequences listed in the Band Character Expectations will be followed. They may be used during breaks at evening rehearsals. iPads should be brought to class each day, but are to only be taken out if Mr. Salgado gives permission to use them for class.
19. Rehearsals will end when they are scheduled to end, or on occasion a little bit sooner. They will not end late. All students should have transportation arranged prior to each rehearsal and each performance. Please arrange reliable transportation for your child.
20. Students are to be picked up in the parking lot by the band room doors for all after school rehearsals and performances. This is door #4. It is currently not officially labeled.

Grading Policy

Grades will be determined by assessing student performance, listening skills, performance assessments, attendance and punctuality, effort and participation, preparedness and organization, cooperation, proper dress and appearance, care of equipment, written assignments and exams, listening assignments and exams, playing assignments and exams, and other assessments.

The following grading scale will apply to all band classes.

- A 90% and above
 - B 80% - 89%
 - C 70% - 79%
 - D 60% - 69%
- 59% and below is a failing grade

Final semester grades will be determined by the following weighting system:

Semester	80%
Final Exam	20%

Performances - Students will receive full credit for each performance provided they meet the expectations listed in this handbook, those given by the director, and performs at a high level. Students who have an unexcused tardy to a performance will not receive all of the credit offered for the performance. A student who has an unexcused absence from a performance will earn no credit for that performance.

Rehearsals - Students will receive full credit for each rehearsal provided they meet the expectations listed in this handbook, those given by the director, and performs at a high level. Students who have an unexcused tardy to a rehearsal will not receive all of the credit offered for the rehearsal. A student who has an unexcused absence from a rehearsal will earn no credit for that rehearsal.

Performance Assessments - Each student's progress will be assessed periodically throughout the school year. Playing assessments include, but are not limited to memorization, scales, arpeggios, sight reading, solo and ensemble music, marching band drill, and all music being studied.

Written/Listening Assessments – Students will be given written assessments to assess their progress in their band class. They will also be given listening assessments.

Make-Up Work – Students will only be allowed to make-up work if their absence is excused per the Bremen Band Attendance Policy.

Attendance Policy

Band members are expected to attend all rehearsals, events, and performances. Students are expected to be on time for all rehearsals, events, and performances. Every time the band meets, credit for the student's band course is given. Every rehearsal, event, and performance is to be considered an assignment for credit. There will be some events that are optional. Mr. Salgado will let the band know what events are optional. If you are ever in doubt, assume the event is mandatory. Grading will begin when classes start. However, please keep in mind that many assessments will be heavily based on music and marching drill that is learned over the summer and at camp. Therefore attendance at summer rehearsals and especially at camp is not only mandatory, but will affect your grade. Performance assessments begin the first week of school and will include both music and marching drill.

Excused Absences

Except in cases of emergencies, band members will not be excused from rehearsals, sectionals, events, or performances. In the case of an emergency, such as a death in the family or an extreme illness, a phone call to the band office should be made to inform the director of the absence, prior to the absence, if possible. Only phone calls from a parent/guardian to the band office will be accepted. (no emails) Work is not an excused absence.

A student will be given an alternative assignment to earn credit for an excused absence.

Unexcused Absences

Any student receiving an unexcused absence from a rehearsal will not earn credit for that rehearsal. Alternative assignments will not be given for unexcused absences.

Tardiness

Attendance is taken at every rehearsal. Students need to be in the room when the bell rings. If a student fails to meet this requirement they will be marked tardy. Students must be in their seats set up, warmed up, and ready to play by : 05. If a student fails to meet this requirement they will not receive full credit for the rehearsal.

Students arriving late to a band rehearsal from a Bremen H.S. athletic practice/performance or Bremen H.S. competitive activity will not be penalized for arriving late, up to 30 minutes. After 30 minutes they will have to complete an alternative assignment for the time they missed. The alternative assignment will be directly related to the content the student missed.

Students will not be allowed to make up unexcused tardiness.

Exceptions To Attendance Policy

Planned Absence

There are times that the band schedule may conflict with other important events in a student's life. When a conflict is unavoidable the student and parent should fill out a planned absence form. The form needs to be submitted to Mr. Salgado as soon as possible, but at least 45 days before the planned absence. This form should only be used for unavoidable conflicts with major events. The student still needs to complete any make up assignments given in order to receive credit. This form is not to be used for work, babysitting, picnics, game tickets, concert tickets, etc. Every effort should be made to avoid conflicts. Each student is allowed one planned absence from a performance a semester.

Bremen H.S. Sports/Competitive Activities

There are times when the band schedule may conflict with the athletic schedule of a Bremen H.S. sports team. In general, if the student has a band rehearsal and an athletic contest, they should attend the athletic contest. In general, if the student has a band performance and an athletic practice, they should attend the band performance. In general, if the student has a band performance and an athletic contest, they should attend the band performance (band is not only an activity, but a class for which credit is earned). If any conflict occurs in the schedule, the student and parent should fill out and submit a planned absence form listing the date of the conflict (45 days before the conflict). If the conflict arises due to a change in the sports schedule (rain-outs, etc.), then Mr. Salgado should be made aware of such a change as soon as possible. Please be aware that every member of the band plays an important role in each performance and if insufficient notice is given, Mr. Salgado may deny a planned absence request. The 45 day policy will be adjusted if Mr. Salgado feels it is necessary.

The same policies apply to competitive Bremen H.S. activities.

Please keep in mind that each student is still only allowed 1 planned absence from a performance a semester.

Communication

There is the possibility that situations will arise that do not fit into the stated attendance policies of the band. Communicate all possible conflicts with Mr. Salgado as soon as possible. It is Mr. Salgado's intent to include all students that have the desire to be in band, in the band, while maintaining a level of excellence that is expected and desired. Please communicate all possible conflicts with Mr. Salgado to help avoid situations that place individual students, or the band, in a position that hinders success.

Mr. Salgado encourages all students to experience as many sports and activities as possible while in high school. However, to maintain a high level of performance, and in order for the members of the band to have a meaningful experience, we must follow these policies.

Please speak with Mr. Salgado if you have any questions or concerns. It is Mr. Salgado's intent to treat each student fairly and with respect.

Performing Ensembles

Marching Band – The Bremen Marching Brigade

All members of the Band are in Marching Band. The Marching Band performs at football games, pep rallies, parades, contests, concerts, and other special events throughout the year. Attendance at summer rehearsals and at camp are required. The camp is held at Bremen H.S. The Marching Band rehearses after school/in the evenings several times a week. Special rehearsals may be called during the marching season or after the marching season to prepare for an event.

Pep Band

The Pep Band consists of all students who are enrolled in Symphonic Band and Honors Symphonic Band, Jazz Band, and Honors Jazz Band. The Pep Band performs at basketball games, pep rallies, and other special events. The Pep Band may hold a few rehearsals in the evenings when necessary.

Symphonic Band

The Symphonic Band consists of all students who are enrolled in Symphonic Band, Honors Symphonic Band, and Concert Band. The Symphonic Band performs at concerts, graduation, contests and festivals, and other special events. Students receive instruction in music theory, music terminology, instrument care, musical time periods, composers, music history, and musical styles. Students also review/analyze performances. All students will prepare solo or ensemble music. Students have the option of performing the music at a solo and ensemble contest. The Symphonic Band rehearses during the school day and has some evening rehearsals.

All students enrolled in Honors Symphonic Band are also required to audition for an ILMEA ensemble (or complete an alternate assignment) and participate if accepted, participate in a SSC All-Conference Ensemble if selected, and participate in the District 228 Fine Arts Festival if selected. Honors Symphonic Band members may have additional requirements that Symphonic Band members do not have.

Jazz Ensemble

The Jazz Ensemble consists of all students enrolled in Jazz Band and Honors Jazz Band. The director selects the members of this ensemble. The Jazz Band performs at concerts, contests and festivals, and other special events. Traditional and contemporary scores including swing, blues, rock and Latin are researched, studied, and performed. The Jazz Ensemble rehearses during the school day. Some rehearsals may be scheduled in the evening. It is imperative that Jazz Ensemble members frequently listen to jazz.

All students enrolled in Honors Jazz Ensemble are also required to audition for an ILMEA ensemble (or complete an alternate assignment) and participate if accepted, participate in a SSC All-Conference Ensemble if selected, and participate in the District 228 Fine Arts Festival if selected. Honors Jazz Ensemble members may have additional requirements that Jazz Ensemble members do not have.

Jazz Combo

The jazz combo is a small improvisational group. Mr. Salgado selects the combo. The Jazz Combo may perform at select band concerts, contests, and special events. Rehearsal time is decided upon once the combo has been selected. Refer to the online calendar for specific rehearsal and performance dates.

Chamber Ensembles

Students have the opportunity to be a member of ensembles that perform at special events during the year. These ensembles are chosen when the need arises.

Chair Placement

Chair placement will be decided by chair placement auditions. Auditions, as well as several other assessments, will be submitted via YouTube videos. Students must use their district issued Gmail/YouTube accounts. They may choose to make the videos only viewable by people with the link. Mr. Salgado will set the instrument and part assignments based upon reliability, preparedness, and individual musicianship. Auditions for chair placement in Jazz Band will be done during rehearsal.

Every effort will be made to have each student perform on an instrument of their choice. However, instrumentation must be balanced and there may be times when a student is asked to play a secondary instrument or learn a new one. This is especially true for percussionists. Percussionists may have a specialty, but all percussionists should be able to play all percussion instruments, including mallets, snare, timpani, etc.

Private Instruction

Private lessons are a tremendous aid in the development of a student's musical knowledge and improve the overall quality of the student's performances as well as the band's. Private instruction is highly encouraged. Students interested in private lessons should ask Mr. Salgado for information and recommendations.

Music

Printed music is expensive. It is the band member's responsibility to take care of any music temporarily issued to the student. Music is collected at the end of each season or at the end of the year. If any music is lost, the student will pay a lost music fine. The fine is \$3 per song.

Flip Books & Lyres

Every band member is required to provide their own flip book and lyre. Additional flip book pages/windows will be provided by the band.

Instruments

The band may provide instruments for students who do not own their own, if the school has a suitable instrument available. An Instrument Loan and Care Agreement should be filled out and signed by the student and parent/guardian. There is no fee to borrow an instrument, provided the instrument is properly cared for and returned in the same condition as when it was checked out. Each band member is responsible for the proper care, condition and repairs of the instrument for the time he/she borrows it. Any damages or malfunctions should be reported to Mr. Salgado immediately. The student is responsible for the proper care and maintenance of the instrument and will be charged for any damage that occurs while checked out to the student.

A privately owned instrument is the responsibility of the student who owns it. Before purchasing or renting an instrument it is wise to consult with Mr. Salgado.

All instruments should be kept in excellent playing condition and should be cleaned regularly and polished before every performance. Inspections of all instruments will be held.

Fees & Fundraisers

The following lists the current known costs associated with the band this year.

New members total: \$132

Returning members total: \$100 (if new shoes are not needed)

For each additional sibling subtract the \$10 Booster fee. That fee is per family. So, if you have two children in the Bremen Band, subtract \$10 from the total. If you have three children in the Bremen Band, subtract \$20 from the total.

The fee includes, among other incidentals throughout the year, a Bremen Marching Brigade show shirt, a Bremen Band shirt, a supplementary uniform cleaning/maintenance fee, a pair of marching band gloves, a supplementary music fee, awards, band provided meals, supplementary equipment fee, extra marching band windows, and the Bremen Band Booster fee. The new member fee also includes the marching band shoe cost.

Required items to donate. (per family)

1 case of water (24 count or more)

1 case of name brand soda (24 count or more)

Please do not donate the water and soda until Mr. Salgado gives the okay. We do not have storage for the items until after band camp begins. Also, we do not want all of one kind of soda. We will send out a sign up form as we get closer to band camp to be sure we have a variety of soda donated.

Students have one fundraising opportunity to raise money for their fees. We will be selling tickets to a Windy City Thunderbolts game. More information will be provided outside of this handbook. The game is Friday, August 2, 2019. We will be performing on the field before the game begins. Any amount not raised through the ticket sale fundraiser will be due Friday, August 2, 2019.

Students are expected to participate in all fundraisers. We will have other fundraisers during the year. There will be a minimum requirement for each fundraiser. They will not count towards the fee. Fundraising is needed in order to provide the band with what they need.

Uniforms

Uniforms are not to be taken home. They must stay at the school. Under no circumstance is anyone to make any alterations to a uniform. If an alteration is needed, please bring it to Mr. Salgado's attention. Do not take a uniform in to be cleaned. The band will arrange for the uniforms to be cleaned when necessary.

Any student who damages/or does not return any part of the uniform will be assessed a repair/replacement fee. Uniforms, especially marching band uniforms, are expensive. Take great care of the uniform you are assigned and other uniforms you are around.

Marching Band

The marching band uniform consists of:

Jacket	provided
Pants (bibbers)	provided
Hat (Shako)	provided
Plume	provided
Gauntlets	provided
Gloves	student purchases through band
Black Socks	student provides
Shoes	student purchases through band
Undershirt	band shirt-student purchases through band - worn under uniform for every performance
Shorts	student provides – to be worn under the uniform bibbers

For some parades/performances the entire band will wear the band shirts and khaki shorts.

Symphonic Band

The Symphonic Band uniform consists of:

Male uniform

Tuxedo Jacket	provided
Tuxedo Pants	provided
Cummerbund	provided
Bowtie	provided
Tuxedo Shirt	student provides (may be purchased through the band – orders taken in the fall)
Black Socks	student provides
Black Dress Shoes	student provides – close-toed

Female uniform

Black Formal Dress	provided
Black Dress Shoes	student provides, close-toed
Black Socks	if applicable

Jazz Ensemble

The uniform for the Jazz Band will be the same as the Symphonic Band uniform. Sometimes the Jazz Ensemble uniform may be adjusted for an event.

Jazz Combo

The uniform for the Jazz Combo will be the same as the Jazz Ensemble uniform.

Chamber Ensembles

The uniform for all chamber ensembles will be the same as the Jazz Ensemble uniform.

Pep Band

The Pep Band uniform consists of:

Band Shirt	student purchases though the band (same as marching band)
Blue Jeans	student provides – blue jeans - no tears/holes – no shorts
Shoes	student provides, close-toed

Appearance While In Uniform

Band members are expected to wear band uniforms properly at all times. When the uniform is worn, a band member's personal appearance is to be impeccable. Band members are expected to observe the following items in order to present a neat personal appearance. Items that have (MB) at the end are specifically for marching band.

1. Shoes should be cleaned/shined.
2. Hair should be properly groomed.
3. A band member's hair should not touch the coat collar. Long hair must be worn up under the hat during field/parade performances. If this is not possible the hair should be single braided, neatly, and lie straight down the back of the head. (MB)
4. All buttons should be buttoned, clasps clasped, and zippers zipped. (MB)
5. Bibbers should be worn about two to three inches from the ground. (MB)
6. Never wear an incomplete uniform in public. Sunglasses, medals, rings, earrings, watches and other accessories may not be worn unless permission is given by the director. (MB)
7. Heavy makeup should be avoided. Only the very basics, if absolutely necessary. No lipstick. (MB)
8. Band members shall not eat or drink while in a uniform, except for water. (except for Pep Band)
9. Students are responsible for making sure their uniform is neat.

Before and after all home football games and other performances at school students will use the restrooms nearest the band room to change into their uniforms. No food or drinks are permitted in these rooms. Band members should make sure they do not leave uniform parts, personal belongings, clothing, coat hangers, accessories, or trash in this area.

While in uniform band members are representing themselves, their family, their band, their school, and their community. It is of the utmost importance that band members are respectful, courteous, and well-groomed while in uniform.

Any questions regarding uniforms should be brought to Mr. Salgado prior to a performance. Students not wearing a proper uniform or inappropriately groomed may not be allowed to perform. Students who are not allowed to perform due to their appearance or uniform will not earn credit for the performance. It will be considered an unexcused absence.

Final decisions on uniform matters will be decided on by Mr. Salgado.

Policy Override Statement

If at any time the policies set forth in this handbook come in conflict with Bremen District #228 or Bremen High School's policies, then those policies will supersede the band's policies.

Closing

With the support and encouragement from band members' families and the hard work and dedication from the band members, we can go a long way. We will work hard to make the band a rewarding experience for all its members and their families. When we work together we will reach our goals as a band. The policies and procedures set forth in this handbook will help ensure that our goals are met and that our experience is rewarding.

Mr. Salgado will review any exceptions to the policies stated in this handbook on a case by case basis, in order to treat each student fairly and with respect.

Thank you for taking the time to familiarize yourselves with the Bremen Band Handbook.

Once again, Welcome to the ***Bremen High School Band!!!***

Contact Information

Mr. Ben Salgado
Director of Bands

15203 Pulaski Road
Midlothian, IL 60445

(708) 371-3600 Ext. 5267
bsalgado@bhsd228.com