

## Welcome to The Bethany Broncho Band Program!

Dear Broncho Band Members and Parents:

I hope that everyone had a great summer! My summer was filled with finishing my Master's Degree in Music Education at the University of Oklahoma! It has been a very busy summer and I am looking forward to another fantastic year at Bethany!

I would like to welcome back all returning members and welcome new members to the program. Our calendar of events has been set and we are going to have a busy but highly rewarding year!

Please take the time to read the handbook carefully as it is designed to give you an overview of the entire Bethany Band program. High School (9-12) performing ensembles include marching, pep, jazz, and concert band. Middle School (6-8) performing ensembles include concert band and pep band, (8<sup>th</sup> grade), as well as a host of other exciting opportunities for you to participate in!

I highly recommend visiting our website frequently to view upcoming events. A detailed monthly calendar and an annual calendar will be posted and updated regularly to the band website, <http://bronchoband.weebly.com>.

As always, if you have any questions please feel free to contact Mrs. Rhodes ([krhodes@bps.k12.ok.us](mailto:krhodes@bps.k12.ok.us); 789-6370) or Ms. Garcia ([rgarcia@bps.k12.ok.us](mailto:rgarcia@bps.k12.ok.us)). Ms. Garcia and I look forward to a year of continued excellence in all that the Broncho Ensembles undertake.

Welcome to the Bethany Broncho Band Program!

Sincerely,

Kara Rhodes, Director of Bands

Rocio Garcia, Assistant Director

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# Bethany Broncho Bands

## Daily Schedule

First Period	(8:00-8:50)	High School Band
Second Period	(8:55-9:45)	6 <sup>th</sup> Grade Band
Third Period	(9:50-10:40)	Music Appreciation
Fourth Period	(10:45-11:35)	Planning Period
	(11:40-12:20)	Lunch
Fifth Period	(12:25-1:15)	High School Jazz
Sixth Period	(1:20-2:10)	General Music
Seventh Period	(2:15-3:00)	7 <sup>th</sup> & 8 <sup>th</sup> Grade Band

# Bethany Broncho Bands

## Flex Friday Schedule

First Period	(8:30-9:10)	High School Band
Second Period	(9:14-9:54)	6 <sup>th</sup> Grade Band
Third Period	(9:58-10:38)	Music Appreciation
Fourth Period	(10:42-11:22)	Planning Period
	(11:22-12:07)	Lunch
Fifth Period	(12:07-12:47)	High School Jazz
Sixth Period	(12:51-1:31)	General Music
Seventh Period	(2:15-3:00)	7 <sup>th</sup> & 8 <sup>th</sup> Grade Band

## Expectations of Excellence...

*Be respectful.*

*Be prepared.*

*Be on time.*

These three guiding principles establish the foundation upon which excellence is achieved in the performing arts ensembles of Bethany Public Schools.

*We will always  
strive for excellence  
in everything that we do.*

# Marching Band

**BETHANY'S OWN MARCHING BAND** performs at all home and away varsity football games, contests, parades, and special events. The marching band is composed of all students enrolled in the high school band program. It is extremely important that EVERY MEMBER participate in EVERY performance. An absence by an individual hurts the entire group.

## REHEARSAL AND PERFORMANCE EXPECTATIONS

- Early morning rehearsals will run daily from 7:00am-8:30am and once weekly in the afternoon (3:30-5:30pm) or evening (6:00-8:00pm).
- All rehearsals are mandatory and will be graded.
- Students are required to wear tennis shoes and proper clothing for all marching rehearsals.
- Pre-game, Halftime, and a majority of pep music will be memorized
- Students are responsible for their music. Students will receive one (1) copy of each piece of music. If the music is lost or misplaced, it is the responsibility of the student to find a replacement copy.

## FOOTBALL GAMES

- No one but band personnel is allowed in the band section.
- There is to be no individual indiscriminate playing. Do not play your instrument in the stands unless the entire band plays together. This is very distracting to the football audience and other band members and also makes the band look (and sound) unprofessional.
- Do not leave your instrument out in the open or unattended. There is great potential for damage of expensive personal and school instruments while in the stands. Also, moving from seat to seat can cause damages so stay in your assigned place in the stands.
- There is to be NO food or drink in the band section AT ANY TIME. Water will be provided.
- The band will play during all quarters of home varsity games. Students will typically be dismissed for a break during the third quarter following away halftime performances. Students not back in place ready to play at the end of the third quarter will cause further restrictions to be instituted.

## PARTICIPATION REQUIREMENTS

*All high school band students* are permitted and expected to participate in school concerts, parades, pep assemblies, sports events, or other school functions in which their respective organization takes part throughout the school year. *All middle school band students* are permitted and expected to participate in school concerts, rehearsals, festivals, and other school functions in which their respective organization takes part throughout the school year.

The appearance of your organization in a public performance is to be considered the most important obligation of each student involved. Performance dates will be announced well in advance so that individual plans can be made accordingly. Should a conflict arise, see Mrs. Rhodes promptly so that

arrangements may be made. Failure to meet this requirement will impair the academic achievement of the student and eligibility within the organization.

## ATTENDANCE

- All high school band students are expected to attend all rehearsals and performances
- Early morning rehearsals begin at 7:00am and afternoon/evening rehearsals begin at 3:30pm/6pm, respectively. Attendance will be taken promptly. If you are not in your place in the block when the drum major calls the band to attention, you are late. Likewise leaving early will also result in a tardy.
- Evening rehearsals will be held at the SNU football practice field. Parents must drop off and pick up students for these rehearsals.

If you are on time, you are late. It is your responsibility to your band to show respect to all members by being on time. Remember to leave this program better than you found it!

## ELIGIBILITY

Students involved in band will be affected by the following Oklahoma Secondary School Activities Association's rules governing participation.

1. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
2. A student must be passing all enrolled subjects. If failing, the student will be placed on probation for the next one week period. If the student is still failing at the end of the probationary one week period, he/she will be ineligible to participate during the next one week period.
3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.

**If a band student is ineligible, he/she may not accompany the group on any out of town trips/contests/festivals. If ineligible, he/she will sit in uniform with the band at home football games but will not be allowed to perform at halftime. If a student misses a performance because of ineligibility, he/she will have to complete a make up assignment.**

## TRAVEL

Since the band is a part of the school system, we will operate with the rules mandated by the school district. All band members will travel TO out-of-town games and other events on the band bus. A student may return from an event with his/her parents/guardians (NOT with other relatives or other student's parents). If desired, at the END of the game or event the parent/guardian must come to the director personally and take the child. A note from the parent/guardian requesting that release must also be presented to the director. Students are expected to act as positive ambassadors of Bethany Public Schools at all times including bus travel and through their behavior, words, actions, attitude, and uniform attire.

## RAIN POLICY

If rainfall is forecasted you still need to be ready to rehearse at 7:00am. If weather does not permit outside practice, we will practice inside. Either way, rehearsal begins at 7:00am during marching band season.

## UNIFORM CODE

It should be considered the highest honor to be allowed to wear the uniform of your organization. When in uniform, you are no longer an individual; you are a representative of your community and your school. No contest medals are to be worn on the jacket or concert dress. No pins or jewelry are to be worn with the uniform. When traveling on a trip, provide yourself with a hanger to dispose of your uniform while not wearing it. The complete uniform is to be worn at appearances unless specific instructions are made otherwise. Shirt tails are to be worn inside of trousers. It is everyone's responsibility to see that all members respect, care, and wear the uniform properly at all times. There will be occasional uniform inspections by the director on performance dates when it seems appropriate.

## MARCHING UNIFORM

You must furnish black socks, black marching shoes \*(\$38), gloves \*(\$4), polo shirt (\$30)

[\* shoes and gloves will be purchased during band camp]

- Your uniform is to be complete at all times when in public.
- Uniforms are to be transported in a uniform (garment) bag...ALWAYS. Shoes should NOT be placed in the bag with the uniform.
- Uniforms are not to be laundered. They MUST be dry cleaned. Only the collar liner should be hand washed.

**HAT-** The hat should be worn straight on top of the head. Hair extending below the hat will be worn inside the hat. Clear straps go beneath the chin to secure the hat. Keep your hat in the box when not in use. Plumes are very delicate and damage easily. Plumes will be distributed and collected for every performance.

**COAT-** The coat should be worn completely buttoned and fastened at all times when in public unless otherwise specified by the director. In hot weather we will take off the coat. The designated shirt (either band polo or band t-shirt) must be worn under the coat without exception.

**TROUSERS-** Trousers should be worn loose and without a break in the crease, not touching the shoe. Black shorts should be worn beneath the trousers. Long pants may not be worn beneath the trousers.

**SHOES-** Shoes should be black and clean. **Solid black socks** will be worn.

**GLOVES-** Gloves must be kept black and should fit.

**JEWELRY-** Only posts or studs which are absolutely necessary are allowed. No watches, earrings, finger rings, etc.



## Pep Band

Pep Band is another important visible ensemble in our school community. Eighth Grade Band members will participate in one (1) pep band game during the school year with the Bethany High School Marching Band! *This is a required performance for all 8<sup>th</sup> grade band students.* The 8<sup>th</sup> graders will play stand tunes during the game and then they will get a taste of marching during halftime with the BHS Band! It is an experience they will never forget!

Later in the fall, all high school band members will perform at all home varsity basketball games. Please see the Band Calendar for specific dates and times.

## Concert Band

The concert bands are the primary focus at Bethany. All students will learn fundamental individual and ensemble skills that include pulse, body of sound, balance, and musicality. All students will participate in two (2) main performance events: *Winter Concert and Spring Concert.*

Please mark your calendars to attend! All of the students put in hours of practicing to prepare for their concerts and they want to show you all that they have learned! Please consult the Band Calendar for other events and performing opportunities.

**6<sup>th</sup> Grade Band:** 6<sup>th</sup> Grade Band is a performance class that introduces students to instrumental music. This class emphasizes student development of proper technique on their instruments. Students will learn how to read, play, and notate music. Students will also learn basic music theory and be exposed to music of various genres and styles.

**7<sup>th</sup> & 8<sup>th</sup> Grade Band:** 7<sup>th</sup> & 8<sup>th</sup> Grade Band is a performance class that is a continuation of what was learned during the first year of band. Students will learn and improve individual technical facility, instrument specifics, continue to build in their knowledge of music theory, and be exposed to more challenging and varied repertoire.

**High School Band:** High School Band is a performance class available to all eighth, ninth, tenth, eleventh and twelfth grade students who have completed the previous school year of band instruction and have the approval of the high school band directors. All high school band students will be enrolled in one class and will meet daily during the regular school day. Extra rehearsals for marching band, concert band and instrumental sectionals will be conducted as deemed necessary by the director. Ensemble skills, balance and blend, intonation, and ensemble precision will be of focus. Students will continue to improve their technical facility, learn more advanced music theory, music history, and play advanced repertoire.

### **Concert Band Expectations:**

- Respect and appreciate the opinions and abilities of everyone-we all have something positive to contribute
- Arrive on time for class
- Have your instrument at school daily
- Have all music with you at all times- you are responsible for your own music
- Warm-up in appropriate fashion until Mrs. Rhodes/Ms. Garcia steps in front of the ensemble
- No food, gum, soda, or lunch in the band room
- Be prepared to rehearse every class period
- Have a pencil to mark your music at every class

## **Jazz Band, CODA, & Solo/Ensemble**

### **Jazz!**

This is an ensemble open to any high school band student. Even though the typical Jazz Band instrumentation includes saxophone, trombone, trumpet, piano, guitar, bass and drum set, students who play flute, clarinet, tuba, or any other instrument are also welcome! We will focus on jazz fundamentals and concepts. Students will be able to demonstrate proficiency of various styles through two (2) performances (Winter and Spring Concerts).

Rehearsals take place during the school day as a class. Each band member will be required to become proficient on his or her music in a short period of time. Extra practice will be necessary. Concert attire is the same as concert band attire.

### **CODA**

All 7<sup>th</sup>-12<sup>th</sup> grade band members are encouraged to audition for CODA Honor Bands. These auditions will take place on Saturday, November 8 at Santa Fe High School in Edmond, Oklahoma. There will be one (1) 7<sup>th</sup> Grade Honor Band, one (1) 8<sup>th</sup>/9<sup>th</sup> Grade Honor Band and two (2) High School Honor Bands. The clinic and concert will be at Catlett Music Center, University of Oklahoma on January 9<sup>th</sup> and 10<sup>th</sup>. Being a member of a CODA is an unforgettable experience. Students should start practicing NOW in order to be best prepared for their audition. Private lessons are recommended to help students prepare for auditions. See Mrs. Rhodes or Ms. Garcia for additional information.

### **Solo and Ensemble Festival**

All 7<sup>th</sup>-12<sup>th</sup> grade band members are highly encouraged to participate in the annual OSSAA Regional Solo and Ensemble Festival. Upon receiving a Division I rating, high school students are eligible to compete at State Solo/Ensemble Festival. Preparation for this event will begin first semester with the actual event taking place in March/April at Deer Creek (7,8) or PCWest (9-12). Students may choose to prepare a solo and/or ensemble (with like instruments). Extra preparation outside of daily class work is required and private lessons are recommended.

# Grading and Attendance Policies

Student grades are determined by:

- Daily Grades
- Test Average
- Mid term/Semester Tests

## I. Daily Grades (Rehearsals, Objective Sheet) 40%

This portion of each student's grade will consist of rehearsals (7am, 3:30pm/6pm for High School Band), homework = home practice, in-class playing quizzes, daily participation, and bringing supplies to class everyday (instrument, binder, cleaning supplies, reeds, valve oil, pencil, music, sticks, etc.).

Students will receive one (1) objective sheet every 9 weeks. Each objective must be passed off by the end of the 9 weeks. Each student will have the opportunity to pass off each objective in class one (1) time. If the objective is not passed off then it will be the student's responsibility to pass their objective off on their own time. One of the band directors must initial each objective once it is completed. Objectives will be passed when 90% mastery or higher is achieved. Completing this sheet is a major part of their grade. If the student loses the sheet then they must get a new sheet and start over on the objectives.

## II. Test Average (Concerts & Performances) 40%

Attendance is required for both school concerts (Winter and Spring). Performances also include Football & Basketball Games (9-12), Pep Game (8<sup>th</sup> Grade), Jazz venues, and in-class performances. In case of illness, parents should notify Mrs. Rhodes **before** the performance. Students will be given a make-up assignment when they return to school. **WHEN ANY MUSIC ENSEMBLE PERFORMS, IT MUST HAVE THE ATTENDANCE OF ALL BAND STUDENTS TO BE SUCCESSFUL!**

## III. Mid Term/Semester Tests 20%

### Attendance Policy

Band members are expected to be present for ALL performances, rehearsals, and band events. Only a death in the family or a serious illness will constitute an "allowed" absence for a performance. This includes excuses such as: minor sickness, family situations/emergencies, school associated trip, and athletic events.

This *DOES NOT* include excuses such as: work conflicts, weekend trips, forgetting, or transportation issues. Please use the Band Calendar to make arrangements now in order to avoid any future scheduling conflicts.

## Classroom Rules: Bronchos ROCK!

Ready for class! This includes all of your supplies (instrument, reeds, oil, book, pencil, notebook, music) {No warning!!}

On time and in your assigned chair working on your bell work before the second (tardy) bell rings. {No warning!!}

Conduct yourselves as ladies and gentlemen. This includes entering the band room, being nice to others with your words and actions. {No warning!!}

KeeP food, drinks, candy and gum OUT! {No warning!!}

*Breaking school and/or band rules will result in following the school step sequence or appropriate consequence. See student handbook for more specific information.*

# Classroom Procedures/Expectations

1. Enter the classroom quietly and in an orderly manner.
2. You will be assigned a seat. This will be your permanent seat unless I move you.
3. The day's date can always be found in the same place everyday: the top-right corner of the dry-erase board.
4. Our attention getter will be the "count up". Expectations are for you to stop what you are doing (talking, group activities, visitors, etc.) and give me active listening once I am in front of you and begin counting up.
5. Please raise your hand and sit quietly to ask/answer a question, to comment, sharpen your pencil, or get permission to leave your seat. Do not blurt out answers or questions.
6. When someone is in front of the class there is to be no talking. When I leave to work with a section/individual, you may whisper to the person(s) sitting directly next to you.
7. Please take care of restroom/water breaks between classes. You will be given 2 restroom passes for each 9 weeks for use in an emergency. Use them wisely! If you do not use them, you will receive two homework grades of 50 points each. If you do need to go to the restroom after you have used both of your passes, you will be allowed to go, but you will receive a tardy/demerit on your discipline plan.
8. Make sure you have 2 sharpened pencils everyday. "Pop pencil checks" will be conducted throughout the year.
9. Before you begin your bell work, gather all band supplies and get ready for class (sharpen pencils, Kleenex). This means getting out your instrument, wetting your reed, oiling valves, and getting your music/band book out and ready to go.
10. Middle School: You will have an assignment (5 min theory, theory, Bell Activity, in-class writing, etc.) on the smart board frequently. Immediately begin this assignment as soon as you are seated. If you had homework the previous night, have it out and ready to check. There should be no talking during this time.
11. You are responsible for keeping your work area clean. You may not get up during class to throw things in the garbage can. You may do this on your way out the door at the end of class.
12. Please do not write on the music stands. I will check each stand after each class. If you write on your stand, you will clean every stand in the classroom.
13. If you are caught cheating on an assignment/test, you will receive a zero. If you use someone else's homework, you and the other person will both receive a zero.

14. When completing a homework assignment or Bell Work assignment, always put your name, date, and the topic in the upper right hand corner. Then on the first line of the paper copy down the question/topic listed.
15. If you miss an assignment or test due to an absence, it is your responsibility to arrange time to make up this work. Please discuss this with me before or after school, during break or before class.
16. Make sure you turn in your checked homework at the end of every class. This should be done as you are leaving the classroom. If you did not do your homework, turn in the problems that were discussed/worked in class.
17. Middle School: Make sure you turn in your band practice log every MONDAY at the end of class. This should be done as you are leaving the classroom.
18. We will work from bell to bell in this class and you may not stop to rest or put your head down at anytime. No writing or passing notes in class.
19. If you are allowed to leave the room, please do so quietly and without disturbing other students. Remember we are in a learning environment.
20. When announcements are made, listen carefully. There will be no talking during announcement/morning messages.
21. When the bell rings to end class, wait for me to dismiss you. Then you may gather your belongings, clean your work area and quietly leave the room. To dismiss you, I will say something like: "Have a good day.", "See you tomorrow."
22. In the case of a fire, we will quietly and calmly line up and exit the building to the west/east door. We will remain in a group and students will walk to their designated locations.
23. In case of a tornado, we will quickly and quietly line up and walk to the gymnasium (visitor's locker area).
24. In the case of a lockdown, we will quickly and quietly move into the 2 small rooms on the south side of the band room. All doors will be locked. It is imperative students remain quiet and not use cell phones or other electronic devices.

# Practicing

## Practicing = Homework

Practice is an essential part of learning your instrument. To improve your playing, there is no substitute for consistent, daily practice. Record your practice on the records given to you and turn them in **every Monday** to your class box. Practicing is worth 10% of your overall grade. You will see much more improvement if you practice daily for shorter periods of time than if you try to practice for three hours on one day.

Every week you need to write in the total minutes of practice you have completed and have your parent/guardian sign. You will not receive credit for a practice record that has not been signed by your parent/guardian.

**PARENTS:** Your child's practice records are a great way for us to communicate. Please feel free to write notes on the records and I will respond while grading.

## Grading Scale for Weekly Practice Records

### 6<sup>th</sup> Grade Quarter 1:

45 minutes and above	100
35-44 minutes	90
25-34 minutes	80
Less than 25 minutes	70

### 6<sup>th</sup> Grade Quarter 2:

60 minutes and above	100
50-59 minutes	90
40-49 minutes	80
30-39 minutes	70

### 6<sup>th</sup> Grade Quarter 3:

90 minutes and above	100
80-89 minutes	90
70-79 minutes	80
60-69 minutes	70
50-59 minutes	60
Less than 50 minutes	50

### 6<sup>th</sup> Grade Quarter 4 + 7<sup>th</sup> and 8<sup>th</sup> Grade

120 minutes or more per week	100
100-119 minutes	90
80-99 minutes	80
60-79 minutes	70
50-59 minutes	60
Less than 50 minutes per week	50

## Supplies

All band students are required to have the following supplies:

- Music stand (for home practice)
- Pencil
- 1 inch 3-ring Black binder
  - *if preferred, ONLY HS students may choose to keep music in a music folder*
- clear page protectors (to go into the black binder)
- Spiral notebook or loose-leaf paper (to go into the black binder)
- Method Book
  - 6<sup>th</sup> Grade:
    - BRASS AND WOODWINDS: Essential Elements 2000 Book I – instrument specific (yellow)
    - PERCUSSION: Simple Steps to Successful Beginning Percussion by Kennan Wylie (\*\* be sure your books has the included cds\*\*)
    - Theory Book: 5 Minute Theory by Mark Wessels- instrument specific
  - 7<sup>th</sup> Grade: Essential Elements 2000 Book II- instrument specific (red)
  - 8<sup>th</sup> Grade: Essential Elements 2000 Book II
  
- Instrument
- Misc/Cleaning supplies (reeds, valve oil, cleaning swabs, etc)
- 2 boxes of Kleenex
- medium-sized mirror to place on your music stand

\*\* not required but recommended: Korg TM-40 Digital Tuner/Metronome (\$40.00)

## Curriculum Calendar

First Quarter    August 19-October 16

Second Quarter    October 21-December 19

Third Quarter    January 5-March 13

Fourth Quarter    March 23-May 21



One of the most unique and special aspects of being in music is the formal concert experience. One of the most important aspects of a formal concert is the attire in which one dresses. It speaks volumes about the character of the individual and the group, as well as lets the audience know that what you are going to perform is well worth listening. The definition of formal concert attire is listed below.

#### 6<sup>th</sup> Grade Band Students

##### **Ladies:**

- blouse, sweater, dress/skirt (below the knees), dress pants, dark socks, dress shoes

##### **Gentlemen:**

- collared shirt, (tie) dress pants, dark socks, and dress shoes

#### 7<sup>th</sup> and 8<sup>th</sup> Grade Band Students

##### **Ladies:**

- Black slacks or black skirt (below the knees while sitting) & Black BMS Band Polo
- Black socks or hose and Black dress shoes

##### **Gentlemen:**

- Black dress pants & Black BMS Band Polo
- Black socks and Black dress shoes

#### High School Band Students

##### **Ladies:**

- Black slacks and black dress shirt
- Black flats or heels and hose (sheer natural)

##### **Gentlemen:**

- Black dress pants, black dress shirt (turn down collar), purple tie
- black belt, black socks, and black dress shoes

\* Tennis shoes, sneakers, athletic shoes, or flip flops are not appropriate footwear for concerts\*

#### Pep/Basketball Band, Parades & Other Functions:

- Purple Band Polo, Black Slacks, Black Marching Shoes

Questions regarding attire should be raised well before a concert in order to resolve any issues that may arise. We do not want to exclude anyone from participating due to need. Anyone unable to obtain proper concert attire should speak with Mrs. Rhodes immediately so that assistance can be provided. Each matter will be handled individually and discreetly.

\*\* Earning a chair at OSSBDA or All-OMEA (All-State) will earn you a letter jacket

### **PERFORMANCES**

- \* 1 point for each marching performance (half-time/OSSAA/contest listed on the calendar)
- \* 1 point for each concert performance (OSSAA/concerts/contests listed on the calendar)

### **ELIGIBILITY**

- \* 1 point for each 8 weeks of eligibility (1 point per quarter)
- \* 1 point for every 10 private lessons taken with either a director or private instructor

### **MISCELLANEOUS EVENTS**

- \* 1 point for attendance at other musical concerts/events (students must turn in program)
- \* 1 point for every 3 pep band performances
- \* 2 points for participation in the All-School Musical pit orchestra

### **AUDITIONS**

- \* 1 point for an audition for CODA All-Region/All-OMEA Honor Band
- \* 2 points for passing to the final round auditions for All-OMEA
- \* 3 points for earning a chair in the CODA All-Region Honor Band
- \* 5 points for earning a chair in the All-OMEA Honor Band
- \* 1 point for an audition for OSSBDA Honor Band
- \* 5 points for earning a chair in the OSSBDA Honor Band
- \* 1 point for an audition for the All-State Jazz Band
- \* 5 points for earning a chair in the All-State Jazz Band
- \* 2 points for participation in OSSAA Solo/Ensemble contest
- \* 1 point for earning a 2<sup>nd</sup> division at the OSSAA STATE Solo/Ensemble Contest
- \* 2 points for earning a 1<sup>st</sup> division at the OSSAA STATE Solo/Ensemble Contest

Students are responsible for documenting their point accumulation on the form(s) provided by the director. The director will confirm and authorize the letter/pin presentations each May.