

Petoskey Bands Handbook

PETOSKEY HIGH SCHOOL
INSTRUMENTAL MUSIC DEPARTMENT

**Petoskey Band
Handbook
2018-19**

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FORWARD

Petoskey Bands Handbook

In the years that we have taught, we have found that it is best to have a clear understanding about policies and procedures. Petoskey Bands have always been proud of their skill and accomplishments. The policies and procedures outlined in this handbook are designed to continue the future success of Petoskey's band program.

This handbook has been prepared for the understanding of the parent and student as to what we expect from their behavior and performance. It is hoped that both parent and student will go over this booklet together.

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THE PHILOSOPHY OF THE INSTRUMENTAL MUSIC DEPARTMENT OF PETOSKEY PUBLIC SCHOOLS

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It shall be the goal of this department to further the artistic musical experiences of all students and faculty of this school and citizens of this community, state, and country who come within its influence. Through artistic performance and study, we shall attempt to pass along our great musical heritage and offer a means to further the aesthetic experiences of those with whom we come in contact.

Any student attending this public supported institution shall be eligible to be given instruction and audition for entrance into any instrumental organization supported by or affiliated directly with the school. Rules and regulations concerning membership in any instrumental music organization shall be in the best interest of the student, the group in question, the instrumental music department, the school, the community and the art of music itself.

GENERAL PROCEDURES OF THE PETOSKEY HIGH SCHOOL BANDS

Participation in High School Band- High School Bands shall be considered advanced classes of instrumental music instruction, the prerequisites being satisfactory completion of the middle school band program of a degree of proficiency on an instrument, which will allow the student to perform the caliber of music studied by these organizations.

Any student in the High School may begin instruction on a musical instrument, with the understanding that a certain prescribed degree of proficiency must be met for entrance into Band and maintained for continued eligibility.

Dismissal will result for any of the following reasons:

1. Aggressive behavior distracting the group consistently from the combined effort.
2. Passive behavior in which the student belligerently contributes nothing to the well being of the group.
3. Any questionable behavior, which is not in the best interests of the Band- alcohol, smoking, drugs, etc.

Any time the actions of a Band student are not in keeping with the procedures and regulations herein set down, or if for any reason he/she is being considered for removal from band or to another group, the student's parent(s) or guardian(s) will be consulted in a conference with the director(s) before any direct action will be taken.

SPECIAL REHEARSALS

The following special rehearsals will be held:

- A. Sectional rehearsals before band camp
- B. Band camp check-in, Practice and Parent Meeting (the Monday before camp)
- C. Band Camp- Usually the last week of July, first week of August. Every attempt is made to avoid conflicts with sports camps, etc. This is a required camp for participation in marching band in the fall.

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- D. 10 night rehearsals in the month of August following band camp.
- E. One sectional (1 hour) per week and one **Monday** night rehearsal (from 6:30-9:00pm) a week during school.

SPECIAL SECTIONAL REHEARSALS

Squad leaders, section leaders, flag captains and/or band director(s) may request a sectional rehearsal to work out special playing and/or marching problems, in addition to regularly scheduled sectionals.

CODE OF CONDUCT

All Petoskey Band members are to exhibit an extra-ordinarily high degree of behavior. We expect this, the school expects this, and therefore, you should expect this of yourself and your peers. When we travel, the entire reputation of the school and community is on the line.

1. All school policies regarding drinking, smoking, etc. will be strictly enforced.
2. Clear adherence to rehearsal and performance times is a **MUST**. Tardiness and absences will be dealt with by the attendance policy.
3. On away trips: Students are responsible for loading and unloading their own equipment. There is also a need to properly mark your equipment and personal items. We are not responsible for any lost or stolen equipment on away trips.
 - a. All buses are to be left in the same condition they were found. No one will be allowed off the bus until the chaperons attend to this function.
 - b. Chaperons are to be listened to and followed. They are to be respected. If there is any problem, do not take matters into your own hands. Contact one of the directors, and we will settle the problem calmly and in a diplomatic way.
 - c. No obscene language or behavior will be tolerated. Failure to comply may result in dismissal from band.
 - d. Displays of affection are to be limited to holding hands.

ATTENDANCE

You are to be in your warm-up position on the field or in your chair ready to begin rehearsal by the time the second bell rings for school to begin. If you are not, you will be marked tardy or absent. If you are more than five minutes tardy (unexcused), it will be an unexcused absence.

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Once the director steps on the podium, or assumes the rehearsal, there will be no talking of any kind.

Attendance during the regular school day shall be handled entirely through the office.

In addition to the regularly scheduled band class during school hours, extra rehearsals and performances shall be expected of each student participating in band.

Attendance records for outside rehearsals and performances will be kept on all bands and excused absences will be defined as the following:

1. Sudden illness or injury
2. Family emergencies
3. Unavoidable conflict, which has been previously approved by the director, **at least** three weeks in advance.

A note or email from the parent(s) or guardian(s), which will be filed in the director's personal files in case any question should be raised at a later date, must verify each of the above listed absences. Any unavoidable conflict must be brought to the director's attention **at least** three weeks ahead of time in the form of a note from parent(s) or guardian(s). Failure to do so will lower your grade by one letter grade for that marking period.

PRACTICE STUDY:

Since this is a full credit course, it may be logically assumed that there will be some outside work involving the individual. Testing (written and playing) will be done at the discretion of the director(s). There will be semester tests given and periodic tryouts.

AFTER PRACTICE STUDY:

Starting one month before a scheduled performance, any individual who is absent more than three days must make up rehearsal time with the section leader.

BAND BOOSTERS

Each band member's parent(s)/guardian(s) are urged to attend the Petoskey Band Booster meetings. This group supports YOU!!! This band program cannot function in the same capacity without you and your parent(s)/guardian(s) support!

BAND LETTER REQUIREMENTS

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Four complete years of successfully fulfilling the requirements of high school band.

PROCEDURES FOR THE USE AND CARE OF UNIFORMS

The band uniforms were purchased by the community and are not the property of any individual. Each uniform when new is worth approximately \$350.00 and is expected to last, with normal use, 15 years. The wearer of this uniform is a member of a select group and should wear and handle this article of clothing with care and pride. It is with this in mind that the following rules were conceived:

1. The uniform chairman will issue uniform numbers at an announced time.
2. Complete uniform and accessories are to be properly worn and in clean, pressed condition for performances.
3. All members are required to stay in full uniform while in the public eye. While on the bus you may take off your jacket, loosen your tie or whatever. But, while off the bus, you must stay in full uniform.
 - A. The concert uniform must include a white tux shirt, black dress shoes, black socks, bowtie, cummerbund, coat (men) and black dress/pants. It should be properly worn any time a person outside our own immediate organization will see it. No tennis shoes will be accepted.
 - B. The marching uniform must include a hat, plume, black gloves, **TALL** black socks, gauntlets, black marching shoes, coat, and black pair of pants. When you will be seen by anyone other than a person someone of our immediate group, the uniform must be complete and properly worn.
4. When the uniform is not being worn it must be properly placed and clamped on **the hanger that was issued with the uniform** so that the creases are even. The coat should be hung with the coat zipped, so that it will hold its shape. The hat must be stored in the box provided and in a plastic sack. It then should be returned to the uniform helpers to be checked!!!
5. It has been proven in other bands that with proper care and cleaning, these uniforms will be bright and good looking 10-15 years if they received the proper care.
6. No medals are to be worn on the uniform!!
7. Band members will be charged for any parts of the uniform that are lost or damaged in accordance with prices determined by the band director(s).
8. Concert and marching uniforms will be returned at the time designated by the uniform chairman.
9. Hats should be worn so that two fingers are able to fit between the hat bill and your nose.
- 10. You are financially responsible for all parts of the uniform.**

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CONCERT PROCEDURE

SECTION LEADERS:

The person occupying first chair in each section will assume responsibility of helping tune the section; standardize fingerings, stickings, etc. They will also take attendance of their section and turn it in to the band directors daily during the marching band season.

EQUIPMENT:

All playing equipment must be in first class condition at all times. Students will be graded down if equipment is found in bad condition. Equipment will be inspected periodically.

Rehearsal and storage facilities will be kept neat and tidy. No abuse of the room or equipment will be tolerated.

FOOTBALL GAME PERFORMANCE PROCEDURES

1. The Band section is for **band members only**.
2. During games, no one will be allowed to leave the seating section for refreshments. No food or drink (except the provided water) will be allowed in the stands. **All of these procedures include color guard and percussion.**
3. The Marching Band will sit as a unit until dismissed to the band room at the end of the game. The band must be ready to play at any time.
4. You may be excused from the stands ONLY with the band director's approval.

MUSIC

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1. All band members will be issued “field” folios.
2. Check with your section leader if music omissions or other music problems occur. Check your music over early!!! He/she will in turn consult the director(s) or ask you to do so yourself.
3. Each member is responsible for all issued music to him/her and shall have it at all times.
4. Do not tape on your folios to hold the music; paper clips serve the purpose well.
5. Music is not sacred, and the student is encouraged to properly mark with rehearsal information. However, music is not to be abused. You are to mark the music with No. 2 pencils. **No pen, marker, or any other permanent marking should be used. If this occurs, the student will be charged with replacement of the part. (This does not include hi-liters!)**
6. Any folder left out in the room will be assessed a \$.50 finder’s fee.

PLAYOFF GAMES

- 1. IF THE FOOTBALL TEAM MAKES THE PLAYOFFS THE DECISION TO PERFORM WILL BE MADE BY THE MONDAY BEFORE EACH GAME.**
- 2. ALL MEMBERS OF THE BAND ARE EXPECTED TO PERFORM AT ALL PLAYOFF GAMES.**
- 3. BEING EXCUSED FROM A PLAYOFF GAME WILL BE HANDLED ON AN INDIVIDUAL BASIS AND WILL ONLY BE DONE IF THE STUDENT HAS ANOTHER ENGAGEMENT OR SCHOOL FUNCTION THAT HAS ALREADY BEEN SCHEDULED.**

PARENTS NEED TO CONTACT ONE OF THE DIRECTORS BY WEDNESDAY (BEFORE THE GAME) IN ORDER FOR A STUDENT TO BE EXCUSED. ANY NOTIFICATION AFTER WEDNESDAY WILL RESULT IN AN UNEXCUSED ABSENCE.

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Instrumental Music Instructional Materials 9th-12 grade.

1. Symphonic Warm-Ups by Claude Smith
2. Treasury of Scales by Leonard Smith
3. Selected sheet music and solo ensemble music

(For all grades, 9-12, music is chosen on a yearly basis to individually and collectively challenge each group's respective ability level.)

Assessment tools for grades 9-12 include:

1. Written Tests

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2. Individual Performance Tests

- a. Scales
- b. Assigned Exercise Material
- c. Selected Sheet Music

3. Group Performances

- a. Concerts
- b. Festivals

4. Participation

- a. Absences from class (School attendance policy will be strictly enforced)
- b. Tardies (2 unexcused tardies more than 5 minutes late equal one unexcused absence)

Grading Scale:

A 96-100%

A- 91-95%

B+ 86-90%

B 81-85%

B- 76-80%

C+ 71-75%

C 66-70%

C- 61-65%

D+ 56-60%

D 51-55%

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D- 46-50%

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1. Please be in your seat or on the field ready to perform at the second bell.
2. Please be cooperative with section leaders and instructors.
3. Please be considerate of others.
4. Please do not chew gum in class. 5. Please do your best to extend the best possible effort in your performances, rehearsals, and individual practice.

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HANDBOOK ACKNOWLEDGEMENT

PRINT, SIGN AND RETURN THIS FORM before Band Camp.

The entire Handbook can be found at petoskeybands.org.

Dear Directors and High School Administration:

I have read the policies set forth in this handbook and we will agree to abide by them. I understand that as a member of the band that:

My attendance is required at all public performances.

I also understand that any unexcused absence from any rehearsal, sectional, or performance will negatively affect my grade. Additionally, disregard for any classroom norm or information contained in this handbook/course syllabus can also negatively affect my grade.

Student printed name

Parent printed name

Parent signature

Date: