

Circleville High School Band Syllabus & Handbook 2018-2019



Director: Doug Espie

Introduction

The purpose of this handbook is to eliminate student/parent confusion and misconduct by providing a reference for band policies and procedures. It is imperative that every student and parent read this handbook and understand all of the policies and procedures. With a band program involving over 200 students, chaos would result without clearly defined rules and procedures. Following the rules set forth in this handbook will help everyone have a positive and exciting band experience. Thank you for the tremendous amount of time and effort you put into our band program.

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I. Description of Students' Roles

Band Member

A Circleville High School Band Member (Guard Member) is a student who has by choice committed to and dedicated themselves to the objectives and goals of the CHS band program. Band Members must be enrolled in band (marching/festival and concert) for the entire school year. A Band Member should always strive to become a successful part of the band and help others achieve these same goals. A Circleville High School Band Member should be synonymous with hard work, pride, and excellence.

Leadership Team (Section Leaders)

The CHS Band Leadership Team is made up of outstanding musicians and leaders who have demonstrated a high level of achievement and enthusiasm. They are responsible for assisting band members in learning music, drill, and marching fundamentals. They are also responsible for supervising loading/unloading of equipment, uniform inspections, and other duties as needed. In addition, the leadership team will assist the directors with music checks.

The leadership team is directly responsible for the success of our performances on the field, and for creating an atmosphere where all band members can have a great time at rehearsals and band social activities. It is imperative that all members of the leadership team:

- **Be on time and be prepared for all rehearsals (arrive early, know your music, and know your marching drill)**
- **Help other band members learn music and drill**
- **Make sure all members of the band are included in activities**
- **Lead by example**

*The most powerful form of leadership is to lead by example.
Prepare Fully, Rehearse with Intensity & Purpose,
and Perform with Pride!*

II. Student Behavior

The Circleville City School District Band Program has a long tradition of excellence. It has proudly represented the City of Circleville and the Circleville City Schools throughout the State of Ohio and the United States. The band has qualified for the OMEA State Marching Band Finals for eight consecutive years. Bands from Circleville have also performed at Walt Disney World on numerous occasions. These events have occurred because of the outstanding behavior and work ethic of students in the Circleville City School District Band Program. The following policies are in place for the protection of the students and will be enforced while students are participating in band activities.

Smoking, consumption of alcohol, use of illegal substances, profanity, and insubordination are strictly forbidden at all times in accordance with Circleville High School and CVCSD Board policy. Violation of these rules will result in disciplinary action as set forth by the Circleville City School District. The band directors, in conjunction with CVCSD administration, may take additional disciplinary action including dismissal from the Circleville High School Band Program.

Students will be expected to follow all rules and regulations as defined in the Circleville High School Student Handbook and the Circleville High School Band Handbook. Please be familiar with your CHS Student Handbook and the CHS Band handbook.

Think before you act and strive to represent the band program, the community of Circleville, and most importantly yourself with dignity, class, and excellence.

III. Attendance Policies

A. Rehearsals

Absences from rehearsals will be excused for the following reasons: family emergency, personal illness, or extenuating circumstances as deemed acceptable by the Directors. An unexcused absence from any rehearsal may result in one of the following:

1. Deduction in grade.
2. Loss of performance opportunities.
3. Removal from leadership responsibilities.
4. Assignment to a shared spot.
5. Dismissal from CHS Band Program.

Perfect attendance is the mark of an outstanding band! Your attendance affects everyone!

B. Pre-Camp, Band Camp and Post-Band Camp

Attendance at pre-camp, band camp and post-band camp rehearsals are mandatory. These rehearsals are crucial to the band's success at marching band contests. Failure to attend these rehearsals may result in the student being placed on shared spot status or other disciplinary action. Please do not plan vacations or other activities when these events are scheduled. We learn the bulk of our contest show during these events.

C. Performances

All band members are required to attend all band performances. Absences from performances will be excused for the following reasons: family emergency, personal illness, or extenuating circumstances* as deemed by a Director. Any absence from a performance may result in one of the following:

1. Deduction in grade and/or additional assignments
2. Loss of performance opportunities.
3. Removal from leadership responsibilities.
4. Assignment to a shared spot.
5. Dismissal from CHS Band Program.

*There are very few "extenuating circumstances" that will be approved by a Director as an excused absence from a performance. Examples of an extenuating circumstance:

- Student admitted to hospital or emergency room for an unexpected illness
- Doctor's note excusing you from performance for a severe illness or injury
- Death in the family

College visits, SAT, & ACT are not deemed extenuating circumstances. However, if you feel there is a preplanned extenuating circumstance that is in conflict with the band calendar, the directors must be notified, via email, **no later than August 6th, 2018 for any Fall Marching Band performance, and no later than six weeks prior to the date of any other performance during the year. The directors will then review and approve or not approve the request. Do not assume your request has been approved because it has been submitted. Attendance at performances is very important to all students.**

OMEA Solo & Ensemble, District, and State Concert Band Contests are a major portion of the course curriculum. Attendance is mandatory of all students!

OMEA Solo & Ensemble: TBA

OMEA District 15 Band Contest: TBA

OMEA State Band Contest: TBA

An unexcused absence by even one band member has a negative effect on the performance level of the entire band. The high level of performance, a trademark of the Circleville High School Band, is due to the pride and dedication of its students. Attendance is crucial!

D. Unexcused Absences

There is no reason for an unexcused absence from a performance or rehearsal. Missing a rehearsal or performance negatively affects all band members. The following procedures may be used for students with unexcused absences:

1. Student may be required to make up the time missed (supervised practice time, special projects, etc.)
2. Student's grade may be lowered.
3. Director may require a written make-up assignment.
4. Student may lose their leadership position, be assigned to a shared spot, or be suspended from performances.
5. Student may be removed from the band program.

IV. Tardiness Policies

To be early is to be on time, to be on time is to be late, and to be late is to be left!

Students are expected to be punctual for all band events. For example, if a rehearsal begins at 5:30pm, a student should arrive at 5:15pm giving them enough time to be in his/her seat or on the practice field in time to start promptly at 5:30pm. Students should leave enough time to warm up, stretch, and have all materials ready at the designated start time.

Tardiness to rehearsals and performances may result in (but not limited to) deduction of grade, assignment to shared spot status, loss of leadership position.

V. Football Season

The band will perform at all home and away varsity football games (including OHSAA playoff games). Games are held on Friday (Saturday for playoffs) evenings throughout the fall athletic season. Band Members are required to participate regardless of weather conditions and should dress appropriately.

A. Band-Stand Conduct

1. Good bands are organized at all times! Your conduct in the band-stand during football games is important to the public's general impression of our band program. Poor discipline presents a negative image and good discipline presents a positive image. You must always strive for and maintain good discipline.
2. Be alert! Events happen quickly at football games. Watch the directors and field commanders. Be ready to play at all times!
3. Do not play your instrument unless the entire band is playing.
4. Only instructors and current members of the Circleville High School Marching Band are allowed in the band-stand and surrounding areas during football games.
5. No food or drink is allowed in the band-stand/area at any time during the course of the game. Band Members are permitted to get refreshments during the third quarter but may not bring them into the band-stand/area.

6. Take good care of your instrument. The school is not responsible for instruments damaged as a result of neglect and poor care. The only sure way to keep your instrument safe is to keep it with you at all times!
7. Stay in your uniform at all times. Never place any part of your uniform on the ground.
8. Remain in assigned seats for the duration of the game. *Seating assignments are used to gain maximum performance quality.*
9. Smoking, profanity, and use of alcohol or illegal drugs and substances are strictly forbidden at all times in accordance with CHS and CVCSD Board Policy. Violation of this will result in disciplinary action.
10. Never leave the band-stand without the permission of a director.
11. When you are in uniform you represent the band program, Circleville High School, and the community of Circleville. *Think before you act and leave a positive impression!*

B. Third Quarter Procedure (Privilege)

1. All band members must have passed off all music/routines before they are allowed to have third quarter break.
2. Make sure your instrument is secure and safe when leaving the band-stand. The only sure way to keep your instrument safe is to keep it with you at all times. You are responsible for your instrument at all times!
3. Do not bring food or drink back into the bandstand.
4. Do not leave the stadium.
5. Stay in uniform at all times.
6. Public display of affection is not permitted at any time.
- 7. You are expected to be in your seat ready to play with *one minute left* on the third quarter game clock.**

Violation of these rules may result in loss of third quarter privileges!

C. Bus Conduct

The band takes many trips during the school year. The majority of these trips are to away football games and marching band contests, but these rules apply to all bus trips. The rules are designed to ensure that all students have a safe and comfortable trip.

1. Smoking, profanity, and use of alcohol or illegal drugs and substances are strictly forbidden at all times in accordance with CHS and CVCSD Board Policy. Violation of this will result in disciplinary action.
2. No food, drink, candy, and/or gum is permitted on the bus at any time.
3. Boys will sit with boys and girls will sit with girls. Boys and girls will not be permitted to sit in the same seat at any time.
4. The bus driver and chaperones are in control of the bus at all times. Follow all chaperone and driver instructions. Failure to do so will result in disciplinary action. This is for your safety.
5. Students must ride their assigned bus to and from all band performances.
6. Keep your voices and conversations down. Instructions may need to be given at any point during the trip. At times drivers and chaperones may need your complete attention and silence.
7. Maintain silence at railroad crossing.
8. Hands, arms, feet, and the rest of you must remain inside the bus and out of the aisle at all times.
9. Remain in your seat at all times.
10. Reserve the front seats for directors. Chaperones may reserve additional seats throughout the bus.
11. Do not board or load equipment until instructed to do so.
12. Remain on bus and in your seat until instructed to disembark.
13. Always take care of your uniform. Be sure it is properly stored and safe from tears, dirt, and wrinkling.

14. Be on time for bus departures (Remember: To be early is to be on time, to be on time is to be late, to be late is to be left!). You will be left behind if you miss your departure time. Violation of this policy may result in suspension of future traveling privileges.

15. Never yell on the bus or out the bus windows.

16. Remember to use the restroom before the buses depart.

17. When arriving back at school be sure to leave the bus in better condition than you found it, picking up all trash and ensuring you have all of your personal belongings with you.

18. Thank all drivers and chaperones for sharing their time and efforts. Without them our trips would not be possible.

D. Important---Important---Bus Excuses---Important---Important

Band members are never permitted to drive themselves to and from band events that are not being held at CHS. In the instances where there is a conflict with a band event and another school related event (Sports, ACT/SAT, etc...) making it necessary for you to transport your student the following procedure should be followed:

1. PARENTS must submit a *written request* to transport their student *at least one week* prior to the band event.
2. Parent or Guardian is responsible for knowing arrival time and route to event.
3. Parent or Guardian must drive student to and/or from event. Students are never permitted to drive themselves to and/or from or drive with another student to and/or from an event off school grounds.
4. When transporting a student home from a band event a parent or guardian must “check out” with a director. You must be able to pick up your student in person at the conclusion of the event.
5. Students will not be permitted to leave until a parent or guardian is present.
6. These rules are in place to protect our students from potential problems and to keep them safe.

E. Instrument Transportation and Care

1. All instruments must be transported to and from events in their cases.
2. Small instruments (flutes, clarinets, and any instrument with a soft “gig bag”) will be transported on the bus with the band member.
3. Instruments placed on the instrument van must be properly stored/secured in its case with all latches/zippers closed. Students should assist with the loading and unloading of the instrument van whenever possible.
4. Make sure your instrument case is properly identified with your name and any other pertinent information.
5. Make sure you have all of your vital information for your personal instrument on file at home (Make, Model, Serial #, Value, etc....). The CVCS and the band directors are not responsible for keeping records on personally owned instruments.
6. Never lay your instrument on wet ground and avoid rough surfaces when possible.
7. Make sure you clean your instrument frequently. Keep corks and slides greased, valves oiled, and swab daily.
8. Make sure your mouthpiece(s) and accessories are packed securely in their case. Failure to do so can result in unnecessary damage to instruments.
9. Clean your mouthpiece weekly. Warm soapy water will kill most germs and remove any food particles.
10. Always store your instrument in the designated storage areas. Never leave your instrument lying out in the band room.
11. Do not play other students’ instruments.
12. **If a school-owned instrument is damaged due to student negligence, poor treatment, and/or improper storage, the student is financially responsible for the repair of that instrument.**

F. Music Checks

All band members are required to play music checks. Music checks are used during marching and concert band season in preparation for performances. They ensure that all marching band music has been correctly memorized and all other music is being performed accurately. Music checks are part of your band grade. The following criteria are used to evaluate music checks:

- a. Student uses characteristic tone quality when performing music.
- b. Student is able to play music with correct articulation and style.
- c. Student is able to play music at the correct dynamic levels.
- d. Student is able to play music at correct performance tempi.
- f. Student is able to play all music from memory (when applicable).

Music check procedures for marching band are as follows:

1. Section Leaders, will play their music checks for the directors.
2. Band members will play their music checks for the student leadership and/or directors.
3. If a band member does not pass a music check for their student leader, the band member may appeal their score to a director at the immediate conclusion of the rehearsal the music check was conducted.
4. If a band member does not pass their music check they may be placed on shared spot status and/or held out of marching performances.
5. Failure of music check will result in a grade deduction, may result in loss of chair, and/or result in a student's performance privileges being suspended.

G. Shared Spot/Alternate Policies & Procedures

Shared spots/alternates will be initially determined by the CHS band audition held the previous school year. Students in shared spots are full members of the band program and are required to participate in all band activities even if they are not scheduled to perform at a given event. Students who share spots will have the opportunity to challenge for a regular band position each week. This ensures that we have the best product on the field each time we perform while allowing more students to participate in the band program. The directors will evaluate shared spots/alternates throughout the course of the season.

The following criteria may be used to evaluate and determine shared spots:

1. Attendance at all rehearsals and performances (including band camp)
2. Music Check scores
3. Ability to perform marching routines
4. Rehearsal attitude and discipline
5. Academic eligibility and overall department

The directors have the authority to determine which positions are shared/alternates and which students shall be assigned to shared/alternate spots. A student with a non-shared spot could have their position changed to a shared/alternate spot at the discretion of the directors based on the criteria above.

VI. Rehearsal & Performance Conduct

Well-disciplined and efficient rehearsals are critical to our continued success.

A. Guidelines

1. Be prompt and ready to start at the designated time. During school time a pass from a teacher, counselor, or administrator is required to excuse tardiness (CHS Handbook).
2. **Inattentive behavior, disrespect to peers and/or directors, and excessive talking during rehearsals contribute to negative results and wasted time.** These actions may result in one or more of the following consequences:
 - a. Grade deduction
 - b. Removal from rehearsal
 - c. After-school detention
 - e. Placed on shared spot status
 - d. Suspension or loss of performance privileges
3. No food, drink, or candy is permitted during rehearsals.
4. Never chew gum. It is a personal health hazard and bad for your instrument.
5. When performing/traveling with the band, you are representing the band program, Circleville High School, and most importantly yourself. Destruction of property, insubordination, and inappropriate behavior will not be tolerated.

6. Prepare all of your music before rehearsal. Practicing individually outside of rehearsal time is essential if we are to continue our tradition of excellence.

7. All cases should remain in their lockers during rehearsal.

*You are a member of an outstanding band program.
Make positive contributions towards our present and future success!*

B. Daily Requirements for Marching Band

1. Have all charts and coordinate books.
2. Wear proper apparel.
 - a. Students must wear athletic shoes (no sandals, pumps, etc.)
 - b. Do not wear clothing that restricts athletic movement.
 - c. Students must have rain gear and other weather-related clothing. (We practice in all weather conditions; remember, it could be worse tomorrow!)
3. Instrument must be in working condition.
4. Students must have all music.
5. **Tiger Pride!**

C. Daily Requirements for Concert Band

1. Instrument must be in good working condition.
2. Reeds, mutes, and all accessories necessary to perform the music being rehearsed.
3. Proper storage of all equipment (including percussion) and music at the conclusion of the rehearsal.
4. Music
5. Pencil
6. Desire to be the best musician you can be!

VII. Concert Band

A. Ensembles

At Circleville High School, we have the exciting opportunity of offering concert band and a jazz band. These ensembles are open to students who enrolled in the band program and are in grades 9-12. Students are placed into jazz band by audition. Auditions for seating are normally held immediately following marching band season.

Concert Band

The Circleville Concert Band is comprised of students in grades 9-12. Students must have a characteristic tone quality, good technical foundation, and an outstanding work ethic. This ensemble performs high school literature and a high level of performance is expected. It is highly recommended that students participating in this ensemble study privately.

Jazz Band

The Circleville Jazz Band is comprised of students in grades 9-12. Students must have a characteristic tone quality, good technical foundation, and an outstanding work ethic. This ensemble performs high school jazz literature and a high level of performance is expected. It is highly recommended that students participating in this ensemble study privately.

C. After-School Rehearsals

In preparation for OMEA District and State Band Contests, it is necessary to have after- school rehearsals. It is required that each band member attends at least three after- school sectionals and four after-school full band rehearsals in preparation for OMEA District Band Contest. (The exact number of rehearsals/sectionals will be determined by the director.) The same number of rehearsals (4) and sectionals (3) will be required in preparation for OMEA State Band Contest. At sectionals, the student needs to have concert band music prepared and ready to play individually for the director. This would be comparable to a marching band music check. Attendance at rehearsals and sectionals is mandatory and part of a student's band grade. An exact schedule of sectionals will be determined by each section and finalized by the director. A schedule of full band rehearsals is on the yearly band calendar. (Please note some full band rehearsals may be moved due to winter and spring OHSAA athletic playoffs. Please be flexible as we try to accommodate all students.)

OMEA District and State Concert Band Contests (held in the spring of each year) is a major portion of our course curriculum. Attendance is mandatory of all students. It is a significant portion of a student's grade.

VIII. Important---Band Dropout Policy---Important

Music is an integral part of the curriculum and the curricular aspects of band should be considered along with the social aspects of band. Contrary to some beliefs band is not a two-part program: (1) Marching Band Season, (2) Concert Band Season. Band is a full-year course. The Band Department's goal is to foster a life-long appreciation of music, teach leadership skills, and teach musicianship. Band is a year-long program that continually stresses excellence and the appreciation of music.

Students who drop band during the school year (including dropping at the conclusion of marching band season) will be handled as follows:

1. All Circleville High School rules and procedures for dropping a course apply (please review them in your student handbook and with your guidance counselor).
2. Students will receive no credit for band.
3. Students will not receive any band awards or recognition for their participation in band.
4. Students will be placed in a quiet study hall during the band period they dropped.
5. Students will not be permitted to audition for band the next school year without the permission of Mr. Espie.

Prior to scheduling, I hope every parent takes the time to discuss how band will fit into the student's class and extra curricular schedule..

IX. Use of Band Rehearsal Hall Facilities

Rehearsal Hall:

We have very limited space in the music department! Due to the large volume of traffic that passes through the music department each day (over 200 students), it can be very difficult to keep the band room neat and clean. Every effort should be taken to keep the rehearsal hall, practice rooms, storage rooms, and instrument cases clean. Personal belongings such as books, jackets, shoes, etc. may not be stored in the band hall. There is no room for them and must be stored in student lockers. No book bags or athletic equipment bags will be permitted in the band hall (please refer to CHS Student Handbook). Items left in the band room at the end of the day will be placed in the band room lost and found. Every Friday the band room lost and found will be placed with the CHS lost and found.

Practice Rooms:

Practice rooms have been provided for those students who wish to practice their music at school. They are not to be used for non-music study without permission of the director.

Storage Room:

Instruments and music should be kept neatly on the shelving in the storage rooms. Make sure that all cases are latched, zipped, and properly secured. This reduces the chance that instruments will be damaged while being stored. This storage should not to be considered lockers for books, school supplies, and/or athletic equipment.

No student is permitted in the band room without a director supervising the activity. Do not assume that you can hang out in the band room after school. Please check with a director first. Although we are willing to give up our time so you can practice, on occasion (very few) we have lives outside the rehearsal hall!

X. Instrument Loan Agreement

Circleville High School is very fortunate to have a large inventory of school-owned instruments and equipment available for students to use during the school year. Yearly maintenance on these instruments is a tremendous cost in both time and finances. By taking some simple steps, using care and good judgment, we can continue to provide these instruments at minimal cost to our students (*An ounce of prevention is worth a pound of cure*).

All band students who use a school-owned instrument must complete an instrument loan agreement for each school instrument they are using. **If a school-owned instrument is damaged due to student negligence, abuse, or neglect, the student is financially responsible for the repair of that instrument.**

XI. Band Grading Policies

Evaluation: Students will be evaluated on their participation/attitude, work habits, musicianship, and attendance. Students will also be evaluated on music checks, class work, written homework, quizzes, and tests. Attendance at all performances, rehearsals, and sectionals is mandatory; unexcused absences from these events will result in a grade deduction (An unexcused absence from a performance will result in a zero in the performance category).

Grading: A student's nine weeks grade will be determined by the following:

- 80% Summative
(Including Competitions, Concerts, Football Games, Playing Tests, etc...)
- 20% Formative
(Attitude, Work Habits, Weekly Performance in Rehearsal, etc...)

Students are evaluated in all of these areas on a daily basis. It is important that students understand that only consistent effort will result in superior performances. It is impossible to “cram” or do “last minute study” for band performances. Superior performances begin with home practice and the first rehearsal of the year!

XII. General Band Fees

To participate in band students must pay a booster fee of **\$100**. This fee goes towards upkeep and yearly/daily maintenance of uniforms as well as goes towards the purchase of new uniforms. The fee also goes towards improving the students day to day experience in band such as supplies, and occasional food/water. We believe no student should be denied participation in the band program due to financial concerns. Please contact Mr Espie directly ASAP so accommodations can be made.

Band Handbook Contract

Thank you for reading the handbook! We want all to be aware and understand how we are organized and operate. We sincerely hope your musical experiences and related activities provide you with many terrific moments at CHS. **Contracts are due by the last day of Band Camp, July 27th!**

Please review and add these important dates to your calendar!

We have received the 2018-2019 Circleville High School Band Handbook and will strive to maintain the standards of the CHS Band. Together, we agree to abide by the stated rules and policies set forth by the Instrumental Music Staff at Circleville High School. We agree to accept these policies and subsequent provisions for any needed disciplinary action.

Student Name _____

Student Signature _____

Parent Signature _____

Parent Email Address _____

If you have any questions or concerns, please call or email before signing. Thank you for your help and support!

Doug Espie
Band Director
doug.espie@cvcsd.com
CirclevilleBands.com

Attention Band Parents

Please complete the following:

Student's Name _____

Parents' Name _____

Best time to be called _____

Best number to call _____

Email Address _____

One of the reasons for any success of our bands is the *terrific* support of the parents! Listed below are some of the major areas where assistance is needed each year. Please fill out the form below to assist us in knowing when to call you and in what areas you are interested!

I would be willing to help in the following areas:

_____ Band Camp

_____ Band Preview

_____ Concession Stands

_____ Pumpkin Show

If needed, I would be willing to chair or co-chair a fundraiser or committee:

_____ **Yes**

_____ **No**

I am interested in being involved with the Band Boosters:

_____ **Yes**

_____ **No**

Circleville High School
Instrument Loan Agreement

All band students who use a school-owned instrument must complete an instrument loan agreement and pay a **fee of \$25**, which covers general maintenance of the instrument. All instrument fees are due by the last day of band camp on **Friday, July 27th, 2018**. Make check payable to "Circleville Band Boosters". If a school-owned instrument is damaged due to student negligence, abuse, or neglect, the student is financially responsible for the repair of that instrument.

Description of Property _____

Make _____ Value _____

Serial Number _____ Model Number _____

Condition Issued (Be specific as to dents, scratches, stuck slides, etc)

Instrument was issued with the following accessories:

Mouthpiece _____ Ligature _____ Slide Grease _____

Cork Grease _____ Neck Strap _____

Other _____

Comments:

I hereby agree to be responsible for any damage to the instrument and/or accessories while this instrument is on loan to me. I further agree that no person other than myself will be allowed to use the instrument and that I am responsible for the instrument at all times. I will return this instrument to Circleville High School when requested by a director and/or at the end of the academic school year.

Student Name (Please Print) _____

Student Signature _____

Parent Signature _____