

# Circleville High School Band Handbook 2019-2020



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 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 (Color 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 and concert) for the entire school year, with the exception of color guard members with approval. 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 nine 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 all band-related 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 CVCS 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 CVCS administration, may take additional disciplinary action as necessary, 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 both the 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**

#### 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. Dismissal from CHS Band Program.

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

#### Pre-Camp, Band Camp and Post-Band Camp

Attendance at pre-camp, band camp, and post-band camp rehearsals are required. These rehearsals are crucial to the band's success at marching band contests. Failure to attend these rehearsals may result in 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 rehearsals.

#### 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. 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:

1. Student admitted to hospital or emergency room for an unexpected illness
2. Doctor's note excusing you from performance for a severe illness or injury
3. 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 1st, 2019 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 and District Concert Band Contests are a major portion of the course curriculum. Attendance is required of all students!

**OMEA Solo & Ensemble: January 25, 2020**

**OMEA District 15 Band Contest: March 6 or 7, 2020**

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 critical!

### Unexcused Absences

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. The following procedures may be used for students with unexcused absences as deemed appropriate by the Director:

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, 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 5:30p, a student should arrive at 5:15p giving them enough time to be in their seat or on the practice field in time to start promptly at 5:30p. 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 and/or loss of leadership position.

## **V. Football Season**

The band will perform at all home and away varsity football games (including OHSAA playoff games). Typical 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.

### 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 (except water) is allowed in the band-stand/area at any time during the course of the game.

6. Take 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 all parts of your uniform at all times, unless otherwise directed by a Director. 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 CVCS D 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, your Directors, Circleville High School, and the community of Circleville. *Think before you act and leave a positive impression!*

### Third Quarter Procedure

1. All band members must have passed off all assigned 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 band-stand.
4. Do not leave the stadium.
5. Stay in all parts of your 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. Pay careful attention if there is a running clock!

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

## 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, vaping, profanity, and use of alcohol or illegal drugs and substances are strictly forbidden **at all times** in accordance with CHS and CVCS D 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. Remain quiet and respond clearly during attendance roll call. Excessive noise during attendance slows the process and creates confusion.
7. 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.
8. Maintain silence at railroad crossing.
9. Hands, arms, feet, and the rest of you must remain inside the bus and out of the aisle at all times.
10. Remain in your seat at all times. Do not switch seats on the bus between going to and coming from an event. This creates confusion and conflict.
11. Reserve the front seats for directors. Chaperones may reserve additional seats throughout the bus.
12. Do not board or load equipment onto the bus until instructed to do so by one of the Directors.

13. Remain on the bus and in your seat until instructed to disembark by one of the Directors.
14. Always take care of your uniform. Be sure it is properly stored and safe from tears, dirt, and wrinkling. Garment bags and hangers cannot be hung from the windows or seat cushions.
15. Be on time for bus departures. You will be left behind if you miss your departure time. Violation of this policy may result in suspension of future traveling privileges.
16. Electronic device screens need to be dimmed as low as possible at night to avoid distractions for the driver. This is for your safety.
17. Any music or sounds being played on an individual device needs to remain at a low level of volume at all times.
18. Never yell or sing loudly on the bus or out the bus windows.
19. Do not draw on the windows or throw anything out of the windows.
20. Remember to use the restroom before the buses depart.
21. 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.
22. Thank all drivers and chaperones for sharing their time and efforts. Without them our trips would not be possible.

### Bus Excuses

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 signed *written request* to transport their student to or from an event *at least one week* prior to the band event.
2. The Parent or Guardian is responsible for knowing the expected arrival time and route to the event.

3. A Parent or Guardian must drive the 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 and has checked in with a Director.
6. These rules are in place to protect our students from potential problems and to keep them safe.

### 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 CVCSD and the band directors are not responsible for keeping records on personally owned instruments.
6. Never lay your instrument on wet ground or dirt/mud, 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 out in the band room.
11. Do not play other students' instruments at any time.
12. *If a school-owned instrument is damaged due to student negligence, poor treatment, and/or improper storage, the student and/or students' parent or guardian is financially responsible for the repair of that instrument.*

### 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 music is being performed accurately. Music checks are part of your band grade. The following criteria are used to evaluate music checks:

1. Student uses characteristic tone quality when performing music.
2. Student plays music with correct articulation and style.
3. Student plays music at the correct dynamic levels.
4. Student plays music at correct performance tempi.
5. Student plays 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 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.

## VI. Rehearsal & Performance Conduct

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

### 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
  - d. Suspension or loss of performance privileges
3. No food, drink (except water), or candy is permitted during rehearsals.
4. Never chew gum during a rehearsal or performance. It is a personal health hazard, and it is bad for your instrument.
5. When performing and traveling with the band, you are representing the band program, Circleville High School, the Directors, and most importantly yourself. Destruction of property, insubordination, and inappropriate and unacceptable behavior at any time will not be tolerated.
6. Prepare all of your music and materials before rehearsal. Practicing individually outside of rehearsal time is essential.
7. All cases should remain in their lockers during rehearsal.

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

## Daily Requirements for Marching Band

1. Have all charts, coordinate sheets, and marking chips.
2. Wear proper apparel.
  - a. Students must wear athletic shoes (no sandals, heals, 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)
3. Instrument must be in working condition.
4. Students must have all music.
5. Pride, enthusiasm, and focus!

## Daily Requirements for Concert Band

1. Instrument must be in good working condition.
2. 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. Pride, enthusiasm, and focus!

## **VII. Concert & Jazz Band**

### Ensembles

At Circleville High School, we have the opportunity to offer 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.

## 1. Concert Band

The 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.

## 2. Jazz Band

The 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.

## After-School Rehearsals

In preparation for OMEA District and State Band Contests, it may be necessary to have after-school rehearsals. The exact number of rehearsals/sectionals will be determined by the Director. 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 required and part of a student's band grade. An exact schedule of sectionals will be determined by each section and finalized by the director.

**OMEA District Band Contest, held in the spring of each year, is a major portion of our course curriculum. Attendance is required of all students. It is a significant portion of a student's grade.**

## **VIII. Band Dropout Policy**

Music is an integral part of the curriculum and the curricular aspects of band should be considered along with the social aspects of band. The Band Department's goal is to foster a lifelong 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.

## **IX. Use of Rehearsal Hall Facilities**

### **Rehearsal Hall**

We have very limited space in the entire music department! Due to the large volume of traffic that passes through the entire music department each day (over 300 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. 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. No food or drink is permitted anywhere in the rehearsal hall at any time without prior permission from a Director.

## Practice Rooms

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

## Storage Room

Instruments and music should be kept neatly on the shelving in the storage rooms. Make sure that all instruments are in their cases, and 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.

## Main Room Storage

Percussion instruments need to be properly recovered and auxiliary percussion, sticks, and mallets need stored away daily. All percussion section members need to help prior to leaving. Pathways around the room and to choir storage areas needs to remain clear once finished with rehearsal for the day.

Stands and chairs, along with their respective racks, need to be orderly and organized following each rehearsal. The room is utilized by numerous students and ensembles, and the room should be left clean and in order for ease of access and use for all ensembles.

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 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.

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 and their parent/guardian are financially responsible for the repair of that instrument.**

## **XI. Band Grading Policies**

Students will be evaluated on their rehearsal participation/attitude, work habits, musicianship, and attendance. Students will also be evaluated on music checks, class work, performance assessments, quizzes, and tests. Attendance at all performances, rehearsals, and sectionals is required; 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, in part, goes toward upkeep and daily/yearly maintenance of marching and concert uniforms, as well as goes toward the purchase of new uniforms. The fee also goes toward improving the students day to day experience in band such as rehearsal supplies, and occasional food/water, drill design, music arrangements, and more. 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.