

# **Cedar Springs High School Band Handbook**



[www.cedarspringsbands.org](http://www.cedarspringsbands.org)

**Directors**  
**Mr. Adam Borst**  
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# CEDAR SPRINGS BAND HANDBOOK

Every year there are numerous questions relating to the policies of the band department regarding rehearsals, performances, uniforms, and grades. The purpose of this handbook is to inform you of these policies to avoid any misunderstandings or problems. The support of a fine band program is a commitment shared by administrators, teachers, parents and students. Working together will insure a rewarding musical education.

Students and parents are encouraged to read and discuss this handbook together.

## GRADING POLICY

Since band is a performance-based class, the grade earned will be determined by **ATTENDANCE, ASSESSMENTS, BEHAVIOR, and EFFORT**. In a performance-oriented class, it is extremely important for ALL to be present, to exhibit proper behavior, and put forth 100% effort.

1. Performance Attendance – This includes all scheduled performances for an ensemble including all concerts and marching band performances.  
**50% of final grade**
2. Assessments – This includes playing tests for chair placement. If practice charts are instituted, they will fall under this category for grading. (Please see below)  
**25% of final grade**
3. Daily Work & Rehearsals – This includes behavior, attitude, effort, improvement, and preparation of parts. Each student will start out with 100 points for their participation grade at the beginning of each trimester. If the student comes unprepared to class (missing an instrument or their music) they will risk forfeiting 5 points of their participation grade for each occurrence. Students will be required to have their own pencil at all times. Daily school attendance is required (as defined by the school's student handbook) and any necessary after-school rehearsals.  
**25% of final grade**

Practice Charts – Practice charts are mostly used for middle school students to make sure they are progressing on their instrument. \*\*If it is felt that the High School students are not preparing their parts, the director reserves the right to use either objective-based or time-based practice reports which will be turned in and recorded for an assessment grade.

## NOTIFICATION OF ABSENCES FROM A PERFORMANCE

Concerts, festivals, and marching band performances are required. Since band is a performance-based class, performances are the equivalent of a test. **It is VERY IMPORTANT for all members to be at rehearsals and sectionals so that the directors can balance sound, correct marching errors, have complete forms etc.** An absence from one of these events requires a TELEPHONE CALL from a parent or legal guardian. It is the parent and student's responsibility not to schedule other events that conflict with any performance or rehearsal. Any known conflicts with these performances require a phone call to a director at least one week before the event. Any emergency situation also requires a phone call. If no one is available at the time of the call and a message must be left, the reason for absence must be given.

(616) 696-1200 ext 6224 High School Band Office  
(616) 696-9100 ext 6062 Middle School Band Office

**Excused Absences** – Excused absences from a performance or rehearsal will be granted based upon one of the following events, and thus will be automatically granted.

1. **Death in the Immediate Family** – Parents/legal guardians please contact the director as soon as possible **before** the absence.
2. **Student Illness** – Parents must contact the director **before** the absence. For evening events, if the student is ill during the school day, a phone call to the director is still necessary.
3. Any other reason for absence will be handled on a case-by-case basis. Please contact the director if a situation arises that you are unsure about.

**\*\*Note:** If there is a conflict with a sporting event, both the students and parents/legal guardians should communicate with the director and the coach(es). All persons involved will reach a decision that will be in the best interest of the student, ensemble, and athletic team.

**Unexcused Absences** – Unexcused absences from a performance or rehearsal are as follows:

1. **Work conflicts / Babysitting** – Work conflicts are unexcused. It is the responsibility of the student to communicate their schedule with their employers.
2. **Special Parties/Dinners** – Surprise birthday parties and other such events will not be excused.
3. **Visiting Relatives** – The visiting of relatives from out of town will not be excused.

**An unexcused absence from a marching performance, concert performance, or district festival will result in a reduction of one full letter grade per occurrence. For example, final trimester grades would go from a “B” to a “C.”**

## **NOTIFICATION OF ABSENCES FROM A REHEARSAL OR SECTIONAL**

Parents or legal guardians, not students, **MUST** call or present a written notice **stating the specific reason** for any absences (or tardies) from a rehearsal or sectional. Illness, school functions, or special problems can be excused, provided you do not take advantage of the system. Excessive absences or tardies will affect your grade. Work and/or babysitting is unexcused.

Unexcused absences from rehearsals and sectionals will result in grade reduction. Five points will be deducted from the attendance grade for each occurrence.

If a sectional or rehearsal is missed before a performance, the director reserves the right to sideline the student for that performance while still requiring their attendance.

Communication is the key to success.

## **GUARD AND DRUMLINE / PIT REHEARSALS**

Three (3) unexcused absences for outside rehearsals or sectionals will result in being sidelined for one performance and a loss of 5 points per unexcused absence from your participation grade. Two tardies will equal one unexcused absence.

## **TARDINESS**

In accordance with your Student Handbook, students are expected to be in their seats or on the field at the designated time. If a student is tardy more than ten minutes, they will be marked absent for the entire class period, unless a pass is presented from the office or another teacher. The student will be assigned a detention for every tardy after the first.

## **NO INSTRUMENT / MUSIC DURING CLASS**

Since band is a performance-based class, it is imperative that the students have their instrument and music for class. If the student does not have their materials for class, their participation grade will be lowered by five points for each occurrence. This includes not having a mouthpiece or playable reeds, drumsticks or mallets, or a pencil.

If a student's instrument is in for repair, it is still necessary for them to bring their music and be actively involved in class. Students may not do work for other classes or be excused to the library.

## **GENERAL RULES AND DISCIPLINE**

Performing in a musical ensemble takes a very disciplined person. Listed below are rules and student expectations that help achieve this goal.

1. Respect others and their property.
2. Keep the music room and instrument storage areas neat and clean at all times. Do not leave trash in the rooms or lockers. Please use the trash receptacles provided by the school.

3. Throwing of objects and running in the music room is prohibited.
4. Gum, pop, food, candy are not allowed in the music room. Only water in plastic bottles or containers with secure tops is allowed.
5. Be in your seat, with all materials (including chair and stand), and ready for warm-up, at the beginning of rehearsal.
6. Instruments, when not taken home for practice, belong in the appropriate assigned storage areas. Name tags must be on the outside of each case.
7. Do not leave your instrument case open or sitting out in places where it does not belong. Keep your music in a folder when not in use and stored with your instrument or the provided music slots.
8. Backpacks and other bags do not belong in the band setup. Keep them toward the perimeter of the room during class.
9. When the director gives a cut-off, refrain from talking and listen carefully.
10. Excessive unexcused absences/tardies, mistreatment of school music, or misuse of equipment will not be tolerated, and will be handled on a case-by-case basis.
11. In accordance with the Cedar Springs Student Handbook, stealing, smoking, drinking, use of drugs and all other student behavior expectations, as outlined in the handbook, will be in full force.
12. If the student is being disruptive, the director reserves the right to send the student to the office (or the SRC room) for the remainder of the period.

### **REHEARSAL EXPECTATIONS**

1. Please be on time for every rehearsal and ready to perform at the appropriate time. Students should not be wandering around the room during warm-ups.
2. Do not leave the rehearsal, band room, or start to pack up your instrument or materials until dismissed by the director.
3. Have music on your stand, **in order and ready to go** when the rehearsal begins.
4. Music must have the student's name on it and measures numbered.
5. You must have a sharpened pencil at each rehearsal.
6. Use the restroom prior to rehearsal. Excessive requests to use the restroom during class time may be denied.
7. If you are unable to participate because of an injury or other health-related reason, you must have a medical excuse signed by a physician. You will still be expected to have all required equipment and materials. Wind players should have their instruments assembled and in their hands to follow the music during the rehearsal. If there is an injury that prevents you from participating an alternate responsibility will be assigned.
8. No talking during rehearsals when the conductor is on the podium or offering instruction.

### **RULES AND GUIDELINES FOR FOOTBALL GAMES**

1. Report time is 5:30 p.m. and rehearsal starts at 6 p.m. Double check to make sure you have all uniform parts.
2. No eating or drinking during the first half while the band is assembled in the stands. Refreshments are allowed after the halftime performance, during the third quarter. Water is okay and will be provided on warmer days.
3. Band members may not leave after halftime unless they have prior permission from the band director. Members are expected to be back in the stands by the end of the third quarter and ready to play. Consequence for violating this policy will

result in a loss of privileges to be determined by the director. Progressive discipline will be used if necessary.

4. Stay with the band in the athletic stadium. Friends, boyfriends/ girlfriends, and relatives are **not allowed** to sit in the band section.
5. The band stays for the entire game, plays the school song after the game, and marches back to the band room.
6. Be ready to play in the stands at any time. Sit with your instrument and equipment.
7. The uniform is to be worn correctly at all times. Uniforms can be very warm, and also very cold. Plan ahead for proper comfort.
8. Hair must be off the collar. This regulation is for both boys and girls.
9. No jewelry should be worn with the uniform.
10. There will be an inspection of the uniform before each game.
11. Uniforms should be properly stored when not in use. Store uniforms on a hanger in the school-issued garment bag provided.

### **UNIFORM CARE GUIDE**

1. You are required to leave your band uniform, hat, and shoes in your assigned locker in the band room after each performance. If you are not returning to the band room after a performance, please make sure that your uniform is returned within two school days.
2. Correctly hang up your uniform after each performance. If your uniform is wet, please allow it to dry before placing it in the garment bag. Raincoats will be available to reduce this risk. Hats and shoes need to be placed back in their assigned box.
3. Please bring any tears, broken straps, and/or broken zippers to the attention of a band booster so the necessary repairs can be made. Any other questions you have regarding your uniform should also be directed to a band booster.
4. If you are missing a piece of your uniform and need to borrow one, please ask a band booster for help. They will assist you in fitting and signing out your borrowed piece of uniform. Please return all pieces after your performance. Remember you are responsible for any pieces that you borrow and you will be expected to pay for the lost part.

### **Replacement Cost:**

#### **Marching Band**

Hat	\$ 45.00
Plume	\$ 15.00
Coat	\$205.00
Jumpsuit	\$ 95.00
Front Sash	\$ 38.00
Raincoat	\$ 70.00
Hat Box	\$ 10.00

#### **Concert Band**

Boy's Coat	\$110.00
Boy's Pants	\$ 70.00
Girl's Coat	\$ 95.00
Girl's Skirt	\$ 64.00
Tux Shirt	\$ 25.00
Ties	\$ 10.00
Concert Shoes	\$ 25.00

## **INSTRUMENTS**

School-owned instruments (including percussion instruments and equipment), as well as student-owned instruments, must be kept in good playing condition at all times. The school owns several instruments for students to use. If a student has a problem with an instrument, they should immediately bring it to the attention of the director so that it can be sent in for repairs if needed.

1. Do not leave instruments unattended at any time.
2. Insure all privately owned instruments with your home owners or renters insurance policy. (please record instrument serial numbers for your information)
3. Wind players should own a metronome (or you can use a free metronome online at <http://www.metronomeonline.com>) and tuner, along with an instrument cleaning kit. Woodwind players should own reed cases to protect their reeds when not being played.
4. Percussionists should own a metronome (or you can use a free online metronome at <http://www.metronomeonline.com>), and a stick/mallet bag. Percussionists will be required to purchase some of their own sticks and mallets.
5. Keep your instrument in top condition. Regular oiling, greasing, cleaning, and polishing is a must. CHECK WITH THE DIRECTOR BEFORE USING ANY SPECIAL CLEANERS. For school-owned instruments, ask the director for cleaning materials. You must provide your own accessories such as valve oil, slide grease, etc.
6. Students must sign a contract for the use of any school-owned instruments or equipment. Students are expected to replace any instrument or instrument part that is maliciously or carelessly damaged.
7. When not in use, instruments must be placed in the proper case, which should be closed and latched.
8. All instruments, if stored in the band areas must be locked up in the school lockers in the storage room. Students will be provided with a school owned combination lock. Students are responsible for replacing locks that are lost or stolen.

## **MUSIC**

Music issued by the school must be returned in the same condition that it was issued. Folders are provided and are expected to be used. Music stuffed in instrument cases can damage not only the music, but also the instrument. Any item not returned in acceptable condition must be replaced at the cost of the student. Lost music must be replaced at a cost of \$2 per piece of music, and books must be replaced at cost. Music will be provided for large ensembles only. Some solo and ensemble music is kept on file and may be checked out by any student. Any other pieces for solo and ensemble performances must be provided by the student(s). Music should be marked with pencil only, and should be erased prior to returning the music.

## GENERAL INFORMATION

### SUMMER BAND ACTIVITIES

In May, after the Collage Concert, the color guard and percussion start rehearsals and auditions for the next year's show. Full band rehearsals begin the first Monday after the 4<sup>th</sup> of July and continue throughout the summer. Band camp will be held during the same week every year which usually falls at the end of July and first part of August. Band camp is **REQUIRED** for any student who expects to be a member of the marching band in the fall. **If a student does not attend band camp, they will be designated as an alternate.** The band learns the drill and music for the upcoming season and performs the show on Friday of band camp. A detailed camp letter, schedule, and items needed for camp will be given to students in May.

### TRYOUTS FOR COLOR GUARD, PERCUSSION, AND DRUM MAJOR

Annual tryouts will be held each Spring for color guard, percussion, and drum major. Candidates in each area attend a series of sessions to learn the basic fundamentals. Information about tryouts will be posted on bulletin boards in Middle and High School and also listed on our website at [www.cedarspringsbands.org](http://www.cedarspringsbands.org)

### AUDITIONS FOR CHAIR PLACEMENT

Annual tryouts will be held at the beginning of concert season and any other time the director deems necessary. The procedure will be as follows:

1. Students will be asked to perform a prepared etude, play rhythm patterns on one note, and play announced scales. This will also include sight-reading.
2. All auditions will be performed either in class or on tape.
3. Performances will be judged on tone, intonation, rhythm, technique, articulation, accuracy, fluency, and musical style, etc.
4. After auditions have been completed, a student may challenge for a higher chair. The challenge procedure will be announced by the director.

### MEDALS AND TROPHIES

Cedar Springs band members participate in the Michigan School Band and Orchestra Association for concerts and festivals. Students can earn medals and letter points at these events, which include the Solo and Ensemble festivals, usually held on a Saturday in January or February.

## **ADDITIONAL PERFORMANCE OPPORTUNITIES**

### **PRIVATE LESSONS**

Many students take private lessons both in the summer and during the school year. Private lessons are highly encouraged as they can help students understand advanced rhythms, develop technique, and enhance musical enjoyment. Ask the director for assistance in getting started. Some upperclassmen that qualify may give lessons to some of the beginning students. Persons who take private lessons usually develop into Cedar Springs' most proficient performers and leaders. Please contact a director for more information about lessons or if a student needs extra help.

### **SOLO AND ENSEMBLE**

These festivals are optional, but highly recommended for all students. Please ask your director for help in selecting a piece of music. Students are responsible for getting their own accompanists. Because this activity represents not only the individual, but the music program, the school, and the community, the director has the right to cancel a performance should that performance not be fully prepared. More information will be given out as it becomes available. Payment will be provided by the band and the student will ONLY reimburse the cost if they don't perform at their scheduled performance time.

### **MUSICAL**

The Cast and Pit Orchestra used in the all-school musical held during the school year and is composed of members from the band and choir. Chair position will determine a person's participation in the pit.

### **PEP BAND**

Pep Band is held during the Varsity Basketball season and is usually one of the student's favorite parts of band. Only band members may take part in pep band, with some exceptions based on instrumentation. Rehearsals are at 6:00 p.m. on game nights. The Pep Band plays band favorites and arrangements of popular music. All High School band students will be encouraged to play at basketball games, which they will sign up for during the basketball season. The director reserves the right to make these games required based on poor attendance. The number of games will vary from season to season.

### **LETTER POINTS**

Students will receive their Varsity letters and pins based upon the number of volunteer hours and extra duties they perform during the school year. Points will be awarded on letter point sheets, held in the band office and may be requested by a student at any time. Awards are handed out at our annual awards dessert held in May.