

# **Coventry High School**



## **Band Handbook**

2015 - 2016

Dear Students and Parents:

**CONGRATULATIONS** on your decision to be a part of the Coventry High School Band Program. It is with great excitement and anticipation that we welcome you to the Coventry High School Bands. The band program at Coventry has an outstanding reputation of excellence, and the staff is looking forward to working with all of you in another successful year.

This booklet is designed as a guide for both parents and students to give specific details concerning all aspects of the Coventry High School Marching and Concert Band Programs. In reading this, we hope to eliminate student misunderstanding and/or misconduct by providing a reference for all band policies. It is **imperative** that every student/parent read this document and understands our procedures.

The goals of our program are to: **develop musical performance skills, demonstrate and apply these skills in a marching and concert band setting, develop leadership skills, learn to work together toward a common goal, foster a positive attitude, to conduct ourselves as a 1<sup>st</sup> class organization, and finally, to enjoy ourselves and have fun in the process.**

Musically Yours,

Mr. Aaron Welker – Director of Bands

Mrs. Beth Lewis – Assistant Director of Bands

Mr. Patrick Wagner – Percussion Instructor

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CHS Band Website – [www.coventrybands.com](http://www.coventrybands.com)  
CHS Band Email Address – [coventryhsbands@gmail.com](mailto:coventryhsbands@gmail.com)  
CHS Band Phone Number – 234-738-3805

## **Description of Student Leadership Roles**

### **Band Members**

A Coventry High School Band Member is a student who has, by choice, committed and dedicated himself/herself to the objectives of the Band program. A Band Member should always strive to be a successful part of the band.

### **Field Commanders**

Field Commanders, because of their position, should serve as role models to all members of the band. In many instances, their standards must be set higher to achieve the goals of leadership and respect. Once leadership and respect are earned, the Field Commanders should not hesitate to assume authority in the absence of the directors.

### **Leadership Team Members**

The Leadership Team and Field Commanders are a group of students who are VITAL to the success of the Coventry Band Program. Primary responsibilities include: helping to teach the halftime show to members of their section, being a role model for the entire band, calling sectionals, and judging music checks. The Leadership Team is also responsible for making sure every member of the Coventry High School Marching Band comes to rehearsals with flip folders, charts, and coordinate sheets.

## **General Information**

**Music:** Every wind and percussion player is issued all music per show. Music is expected to be memorized and a memorization check will take place during scheduled times. Failure to prepare music will result in a lowering of your grade, and alternate status until music is learned.

You will be given **ONE** copy of your music, coordinate sheets, and drill charts. These items are to be kept in flip folders at all times. Should you lose your music, coordinate sheets, and/or drill charts, a charge of \$1 will be charged per copy. However, if any of these items are damaged due to weather (rain, wind, snow, etc.) we will provide replacement copies.

All students (excluding percussion and flutes) are required to bring a flip folder and lyre to every rehearsal and performance. Flip folders can be purchased at any local music store.

**School owned instruments** should be treated as if they are you own. **Students using school owned instruments will be responsible for any damage due to negligence.**

**Marching Uniforms:** All members must provide their own marching band shoes, a **TWO Coventry Marching Band T-Shirts, white socks, and white gloves.**

The Coventry Marching Band also uses **WHITE Dinkles** marching band shoes. You will need be given a pair of these shoes. They are expected to be clean at all times!

**Concert Uniforms:** Information regarding Concert Band and Symphonic Band uniforms will go home in the near future. Be on the lookout for this information!

## Attendance/Grading Policy

### A. Procedure for missing a rehearsal or performance due to illness

Absences at rehearsals and performances affect the entire band. **All absences must be reported with an email or letter (signed by parent) ahead of time.** Reporting an absence does not necessarily mean the absence will be counted as “excused”.

### B. Rehearsals

The only excuses for missing rehearsals are as follows: family emergency, personal illness, or extenuating circumstances as deemed by Mr. Welker. Any unexcused absences from rehearsals will result in one or more of the following:

1. Deduction in grade
2. Loss of performance
3. Removal from leadership responsibilities
4. Dismissal from band

### C. Performances

All band members are required to attend all band performances. The only excuses for missing performances are:

- a. a court or legal proceeding that can not be changed
- b. a personal illness severe enough that the student can not perform
- c. a death in the family.
- d. Other extenuating circumstances are at the discretion of Mr. Welker. An example of an extenuating circumstance is a wedding of a close relative that takes place during the performance. **We must be notified of an extenuating circumstance 1 month prior to any performance. This allows another student time to learn the new spot(Marching Band) or Concert Band/Symphonic Band part so the entire group is not penalized.**

District Concert Band Contest and State Band Contest (held in the Spring of each year) are a **major portion** of the course curriculum. Attendance is **mandatory** for all students. Pieces are studied for almost 8 weeks in preparation for this performance. Evaluation is made on that day by 4 judges on the students' collective work. An unexcused absence by one band member has a negative effect on the performance level of the entire band. Thus, the grade for District and State Contest is the largest part of the student's grade for that 9 weeks. The high level of performance that the Coventry High School Bands have

achieved is due to the pride and dedication of its members. Attendance is an important part of this pride and dedication.

#### **F. Tardiness**

Students are expected to be punctual for all band events. If a rehearsal is scheduled for 8AM, the student should arrive **BEFORE** 8 to allow adequate time to warm up and prepare for the day's activities.

Tardiness at a rehearsal may result in alternate status, suspension of 3<sup>rd</sup> quarter privileges. Tardiness at a performance may result in the student not participating in the performance.

# Football Game Policy

## **A. In Game Conduct**

Football games are fun, and we are there to perform and support the team. However, we must maintain a class act at all times. Band members may stand up and YELL/SCREAM in support of the game, but should always remain in his/her "spot". It is important to remain alert with all of the expensive equipment around you, as well as the need to play at a moment's notice.

1. Good bands look organized at all times! Your conduct in the stands during football games is important to the impression we leave with the general public. Poor discipline presents a negative impression and good discipline presents a positive impression. A part of that impression is showing school spirit and supporting the team.
2. **Be alert!** Events happen quickly at football games. Watch the directors and be prepared to play the fight song after each touchdown or field goal. DO NOT play your instrument unless the entire band is playing.
3. Do not invite your friends/family to sit with you in the band stands. **Only band students are allowed in the band section.**
4. Do not bring food to the band stands (this includes candy and snacks). You may get refreshments during the third quarter, but you must eat away from the stands.
5. Keep your instrument with you at all times. This will prevent it from getting damaged.
6. Stay in your uniform at ALL times. Never place any part of your uniform or instrument on the ground.
7. Never leave the stands without permission from the directors.
8. When you are in uniform, you represent the Coventry Band, Coventry High School, and Coventry Township. Always leave a positive impression!

## **B. Third Quarter Procedure**

1. Make sure your instrument is secured and safe when leaving the band stand. You are responsible for your instrument AT ALL TIMES.
2. Do not bring food/friends back to the band stands.

3. Do not leave the stadium.
4. Stay in uniform at all times (including your hat).
5. Public display of affection will not be tolerated.
6. You are expected to be in your seat, ready to play, at the end of the 3<sup>rd</sup> quarter.
7. Remember, Third Quart Break is a priveledge, NOT a right!

**Violation of these rules will result in the 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 games and marching band shows/contests, but these rules apply to ALL bus trips, no matter what time of year

1. The bus driver is in control of the bus at ALL times. Also, the chaperone is in control of the bus. Insubordinate behavior to these people will result in disciplinary action by the directors and/or administration
2. Use moderation when talking.
3. Use of profanity is not tolerated.
4. Maintain silence at railroad crossings
5. Your uniform must be kept on during the entire trip, unless permission to do otherwise is given by the directors. (you may take your hat off)
6. Remain in your seat at all times
7. Remain on the bus until instructed to disembark.
8. Do not ask to change busses. Do not change busses.
9. Do not yell/scream out of bus windows.
10. When returning to school, leave the bus in better condition than you found it.

11. Do not forget to thank the drivers and chaperones for their assistance in making the trip safe and enjoyable.

#### **D. Bus Excuses**

Band members are NEVER permitted to drive themselves to band events. In the event there is a conflict, **PARENTS** must ask for permission to drive their son/daughter to the band event.

Band members may **NOT** be excused from riding home **unless the parent has:**

1. Talked to Mr. Welker
2. Turned in a note
3. Talked to the bus chaperone before leaving with their son/daughter

**All 3 of these must be done before the student is excused from returning on the bus.**

#### **E. Instrument Transportation and Care**

1. Small instruments (flutes, clarinets, trumpets) will go on the bus with the band member.
2. Instruments placed on the trailer/truck should be cased properly and loaded/unloaded by the band member.
3. Make sure your name is on your instrument case.
4. Never lay your instrument on the ground when wet.
5. Clean your instrument frequently. Use cork grease, slide grease, and valve oil as needed.
6. Make sure the mouthpiece is securely packed in your case to avoid damage during transport.
7. Clean your mouthpiece WEEKLY.
8. Never leave your instrument lying uncased in the band room.
9. Do not play, touch, and/or carry other student's instruments.
10. If a school owned instrument is damaged due to student negligence, the student is financially responsible for the repair of the instrument.

## **F. Music Checks**

All band members are required to do music checks. Music checks are done to insure that the music has been memorized and is being performed correctly.

1. Leadership Team will play their music checks to the directors.
2. Band members will play their music checks to the Leadership Team or to the directors (this will be at the discretion of the director).
3. If a band member cannot pass his/her music check, the band member loses 3<sup>rd</sup> quarter privileges and will be made an alternate. The band member will be required to check off again no more than 3 days later.
4. If a band member cannot pass music checks to his/her Leadership Team member on a consistent basis, they will be required to check off to one of the directors.
5. Failure of music checks will result in grade reduction and loss of marching privileges.

# Rehearsal and Performance Conduct

## A. Guidelines

1. Be prompt and ready to start rehearsals on time. During the school day, passes are required for excused tardiness.
2. Inattentive behavior, disrespect, and excessive talking during rehearsals contribute to negative results and wasted time. Therefore, these actions will result in one or more of the following:
  - A. Removal from rehearsal
  - B. Detention
  - C. Grade reduction
  - D. Alternate status
  - E. Removal from band
3. Never chew gum! No food or drink is permitted in the band room at any time! (Water is allowed)
4. When performing with the band, you are a reflection of the band, high school, and community. Poor behavior will not be tolerated.
5. Learn your part in each musical composition thoroughly. Practice outside band rehearsal is essential to your being adequately prepared.
6. Keep the rehearsal rooms clean and free of litter. Your storage area is not a litter box. Instruments should be kept in cases and put away properly.

**You are a member of an outstanding band program. Try to make a positive contribution toward the present and future success of our program.**

## B. Daily requirements for Marching Band

1. Flip folder with ALL music/Pencil
2. Coordinate sheets and/or drill charts attached to lanyard or flip folder
3. TENNIS SHOES (no sandals/flip flops)
4. Leadership Team should have charts
5. Instrument in working condition

### **C. Daily requirements for Symphonic Band**

- 1.** Instrument in good working condition
- 2.** Music
- 3.** Pencil
- 4.** Desire to be the best

# Coventry High School Concert Bands

## A. Ensembles

The Coventry High School Band is a yearlong course consisting of Marching Band and Symphonic Band. One of the strengths of the Coventry Band is generated from its well rounded approach, and the equal emphasis on the concert and marching program. For this reason, students who make the band are expected to participate in both the Marching and Symphonic Bands.

**Symphonic Band** – Symphonic Band takes place during 7<sup>th</sup> period of the school day. We may also have additional Symphonic Band rehearsals in preparation for performances. This rehearsals will be announced well in advance and students are expected to be there for the rehearsals. Participation at Solo and Ensemble Contest and private lessons are expected. Competition for chairs is also highly encouraged! Symphonic Band will rehearse every Wednesday until 3:15pm (these rehearsals will begin after marching band season). Yes, this means there is an after-school rehearsal that is required! Participating in an elite group such as Symphonic Band comes with it's certain responsibilities.

**Concert Band** – Concert Band meets during 4<sup>th</sup> period of the school day. This ensemble performs quality literature suited to the ability of the students. Private study and participation at Solo and Ensemble is encouraged. Competition for chairs is encouraged and the top chairs of this ensemble may challenge into Symphonic Band.

**Marching Band** – All members of the Coventry High School Band are required to participate in Marching Band. If a student is involved in other extra-curricular activities we will work with the student, parents, club advisor, or coaches to accommodate the student. It is important to remember that Marching Band is a graded class. After school rehearsals for Marching Band are always on Tuesdays and Thursdays until 4:00pm. Again, we will work with the students who are in multiple activities.

## B. Challenge Procedure

Challenges give the students the opportunity to obtain higher chairs during the concert band season. Only students who sit in the top chairs may challenge into another band. There are two types of challenges:

1. **Open Challenges** - Students may challenge into a higher band. This type of challenge is usually done only twice a year.

2. **Closed Challenges** - Students may only challenge students who sit directly above them. This type of challenge is done as often as time allows during the year.

No one may challenge from band to band three weeks prior to a performance. No one may challenge within the same band two weeks prior to performance. Challenge music will be selected from scales and any/all band music.

In order to challenge, you must do two things:

1. Sign up to challenge when challenges are announced
2. Inform the person you intend to challenge BEFORE you sign up

### **C. After School Rehearsals**

In order to maintain a high level of performance, it is necessary to have after school rehearsals. These rehearsals are required. **Symphonic Band** will rehearse every Wednesday after-school until 3:15pm. These rehearsals will start after Marching Band Season!

There are no regularly scheduled after school rehearsals for Symphonic Band. However, students are expected to be at the ones that are scheduled throughout the year! Grades will be given for all after school rehearsals (Symphonic/Concert/Marching Band). Students grades will be a reflection of their attendance.

**District Band and State Band Contest (held in the Spring of each year, consult the Band Calendar) are a MAJOR portion of the course curriculum. Attendance is mandatory and is a large part of the student's grade.**

## **Drop-Out Policy**

It should be noted that music is an integral part of the curriculum and that the academics of Band should be considered along with the social aspects of Band. If a student drops Band after the scheduled time, that student will receive an “F” for the entire year, in accordance with school policy. Contrary to some beliefs, Band is NOT a two-part program: 1. Marching Season and 2. Concert Season. Band is a yearlong program that continually stresses the appreciation and performance of music.

It is a proven fact that in our curriculum, the Concert Band program drives students to excel in other academic subject areas. Performing music is scientifically proven to enhance brain activity and raise IQ levels. On the other hand, there are students who love the social aspects of Marching Band, but are less than enchanted when we learn the important musical concepts taught in the concert rehearsal (sight reading, tone production, breath support, etc.) which comes from the concert season. The balanced approach we have had here at Coventry has for years helped our musicians excel at the highest level.

As music educators, our objections to offering “one or the other” are as follows:

1. The student reflects an attitude of only being interested in the social aspects of Band.
2. When a person drops after Marching Band, there is no way to replace that vacancy. Consequently, the students in the Concert Bands suffer.
3. When students sign up for Band, they are making a commitment to the **total** program.

Prior to scheduling, we hope every parent takes the time to discuss how band will fit into the student’s class schedule. A final decision on whether a student plans to stay with band needs to be made prior to July.

## Use of Band Room Facilities

**Band Room:** Every effort should be taken to keep the rehearsal rooms, practice rooms, storage rooms, and individual instrument areas neat and clean. Instruments should be kept in closed cases at all times. Students are NOT permitted to keep any “non-band” items in their lockers. Non-band students are NOT permitted in the band room at any time. Any non-band student in the band room will be asked to leave.

**Storage:** Instruments and music should be kept neatly in designated areas. These areas are not to be considered storage for books and school supplies.

## Uniform Care and Code

Tens of thousands of dollars have been spent on uniforms to give the band the best appearance possible. The following rules are in place to ensure that every member is in uniform when part of the Coventry Band.

**Hair Length:** In preparation for football games, parades, and other performances, hair must be pinned up off of the collar and inside of the hat/beret.

**Face Paint:** Students are not permitted to wear face paint for any football games. The whole reason a band wears a uniform is to look uniform. If members have face paint or jewelry it will take away from the uniformity of the ensemble.

**Jewelry:** NO jewelry is permitted with any band uniform. We strive for uniformity and that is broken when people wear jewelry that is not the same amongst the band members. Earrings that cannot be removed must be covered with flesh-tone material.

**All or None:** In public, members should never be seen wearing a partial uniform. You must be wearing your full uniform, or regular clothes. (the only exception is the marching band hat)

**Uniforms are to be worn for Band performances only:** Any group that would like to wear their school uniform for any school related function must receive permission from a director. It disgraces our uniform and what it stands for if an individual wears it for individual purposes. (I.E. as a Halloween costume, etc.) At no time may a band member allow a non-band member to wear any part of their uniform.

**Uniform Care:** About \$700 is invested in each student’s uniform. Please refer to the handout from the uniform department regarding the care and alteration of the uniform. Students will be responsible for replacing a uniform that has been damaged.

# Coventry High School Band Acknowledgement Form

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By signing and completing this form, we acknowledge that we have read ALL pages of the 2015 - 2016 Coventry High School Band Handbook.

Please fill out this form and return it to Mr. Welker no later than Tuesday – September 1, 2015.

**Student Name:** \_\_\_\_\_

**Marching Band Instrument:** \_\_\_\_\_

**Concert Band Instrument:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_