

Springfield Spartan Marching Band **Handbook**

Class Procedures

Each band member will be expected to follow these class procedures.

1. Springfield High School's code of conduct applies to all instrumental music ensembles on and off school grounds.
2. Be on time to class/rehearsals/performances. We permit you extra time to get your instrument out and to begin warming up. Please do not abuse it.
3. Be ready to begin when the director signals the start of class.
4. Do not loiter in the storage areas or hallways between classes.
5. No food, non-bottled beverages, candy, gum, etc. during any rehearsals. We would like to keep our band room clean. If you have food for after rehearsal, it needs to be eaten in the cafeteria or outside.
6. Bring a pencil to class and use it to mark your music.
7. Keep your music in the appropriate storage area.
8. Keep your instrument in the appropriate storage area and keep this area clean.
9. DO NOT PLAY SOMEBODY ELSE'S INSTRUMENT!!!!
10. Do not treat your instrument as a majorette baton.
11. No horseplay in the band room area. Your behavior can and will affect those around you. It will also affect your grade.
12. Listen carefully in class and participate in rehearsals. Come to class prepared. You will enjoy your band experience more by being prepared.

Grades

Each student will receive grades during each 9 week period. Marching band grade will be given to represent the band member's progress through their practice attendance and effort. Concert band/symphonic band grade will reflect the student's progress in their music memorization, performance attendance, and effort.

Our main concern is that each student strives to become the best he or she can be. How hard a person tries is often more important than how much a person knows. Keeping this in mind will help each person strive to be his or her very best.

Band Supplies

Each band member should have a flip folder and a music lyre for their instrument. Depending on your instrument's needs, each band member should maintain an adequate supply of reeds, valve oil, slide oil, etc.

For every rehearsal proper marching shoes are required (tennis shoes or marching band shoes). The following will NOT be permitted: sandals, flip flops, high heels, boots, water shoes, and untied shoes. Skater shoes are permitted but must be tightly tied. The heel of your foot must be able to stay in the shoe while marching.

Instrument Cases and Equipment

All band members must have a name tag on their instrument. Name tags are available through the librarian.

School-Owned Equipment

There will be a \$25 rental fee for the following school-owned instruments:

1. All percussion
2. Sousaphones/Tubas
3. Baritones
4. Mellophones/French Horns
5. Tenor Saxes (school-owned)
6. Bass Clarinet
7. Bari Sax
8. Bassoon
9. Oboe
10. Any school-owned instrument used but not listed.

The rental fee will be deposited in the band booster account to maintain and repair our school-owned equipment. This fee is very inexpensive compared to music store rentals and repair bills.

Each student has been assigned an instrument. Once the instrument is in your hands, it becomes your responsibility for the duration of the school year. Please take extreme care of your instrument. If there is continued neglect or a lack of care for the school-owned equipment, the student may be responsible for the repair costs and/or the instrument returned to the directors.

Music

All band members will be given the music to be played throughout the marching season.

1. Mark your name on each piece of music.
2. If you need extra music, see our librarians. If the librarians feel that you are taken advantage of getting more music (forgetting music or losing it all the time) a charge will be set up for you to get new music.
3. Keep your music in good condition. Do not leave it laying around.

Pre-game, first show, and the second show, will be required to be memorized during the season. If you seem to struggle with this, please ask your squad leader, section leader, or band officers. They will be glad to help.

Check-Offs

In order for our students to be tested, we must have a system to hear each band member play their music. Section leaders will check their music off to the directors. They will then be permitted to hear the band members in their section play individually. These will then be reported to the directors or the band secretary. It is the responsibility of the student to get their music checked off by the section leader. They will not come find you.

1. Music check-offs are a way for us to determine who is working and/or who needs the most help. Do not panic if you do not know all of your music. We want to help you raise your level of music memorization.
2. Section leaders, squad leaders, officers, and seniors should set the example for the rest of the band and strive to have pre-game and the first halftime show checked off prior to leaving for band camp.
3. Each year, we require each student to check off at least 8 songs to be able to perform with the marching band at Turkey Festival.
4. NEVER GIVE UP!! We are more interested in how much you try rather than how much you know. We want you to do your very best.

Squad Leaders, Section Leaders, and Assistant Section Leaders

Each band member has been assigned a specific unit on the field.

1. Each squad has been assigned a squad leader. Squad leaders will march on the end of their squad. These students will help each of you march.
2. Each section has been assigned a section leader and an assistant section leader. These leaders will help rehearse their sections during specific times designated by the directors.
3. Please respect those students assigned to specific duties within our organization. The more cooperation everyone shows towards each other, the better the organization.
4. Squad leaders are responsible for reporting their squad's attendance to the section leader and they are also responsible to report to the assistant section leader those members of their squad that are not prepared for rehearsal (for example, doesn't have proper marching shoes, music, drill charts, flip folder, lyre, instrument, etc.)

Band Officers

Each Spring, the band holds elections to determine the following offices:

1. President (Senior Representative)
2. Vice-President
3. Secretary
4. Treasurer
5. Chaplain
6. Librarian/Librarian Assistant
7. Sergeant-At-Arms
8. Historian
9. Junior Class Representative
10. Sophomore Class Representative
11. Freshman Class Representative (Selected at band camp)

Discipline

Each student will be warned of a potential discipline violation. Detentions will be issued to repeat offenders. Referral to the high school office will be made for those students who repeatedly ignore our policies. A student may forfeit a performance and/or be suspended from all band activities depending on the number of violations. Parents will be contacted for those repeat offenders. A student's grade will be lowered due to the class participation section of our grading policy for misbehavior during rehearsal or performance.

Calendars

All calendars will be available online at the SHS Band website for the entire school year. Please give a copy of these calendars to your employers. It will be necessary to work around many hours and the calendar is YOUR responsibility.

Band Attendance and Performances

All band rehearsals and performances are required of all band members. However, there are circumstances, which we understand, when it will become necessary for a student to miss a rehearsal or performance.

1. Please document all absences with the excuse form (available on the band website), dated and signed by your parent or guardian. You must turn in this excuse form 1 week prior to the absence unless an emergency occurs. If you have an excused absence from school that will be an excused absence for a

rehearsal or performance, we will need you to turn in an excuse form (the following day) so we may document it properly. Please do not explain the absence verbally. We will not remember. No excuse form = unexcused absence.

2. Since our attendance record is our method of determining who marches every week, you must attend at least half of the after school rehearsals and the missed rehearsals must be because of an excused absence or other school related extra-curricular activity. Otherwise, all members of the band are expected to be at all rehearsals.
3. These excuse forms must be turned in to Mr. Cole or Ms. McCleaster.

Generally, our attendance is not a problem, however, the band directors will determine if a student should or should not march for any particular event due to the absences or whether the student is prepared.

Performance Times and Departures

All practice and performance times will be on the calendar. There may be times when a scheduled practice is cancelled or a performance time has been altered. We will notify all band members through FaceBook, Celly, and the SHS Band website.

If you are not at the high school by the time the buses leave, do not expect us to wait for you. We will leave the high school parking lot on time.

Transportation

1. All band members are required to ride school buses provided by our district.
2. Students are not to drive themselves to performances. If students are picked up at a performance, they must be driven by a member of their immediate family with a note stating who you will be going home with, before we leave SHS. The director must see the person taking you home before you leave.

All band members shall observe the following rules while riding school buses:

1. All school rules apply, on and off the bus.
2. Abide by any special rules given by the bus driver or chaperones.
3. Keep hand/arms inside the windows.
4. Remain seated while the bus is moving.
5. Any music device must have headphones.
6. Do not trash your bus or everyone will fully clean the bus before exiting.
7. If you lower the window, please put it back up when getting off the bus.
8. During an away performance, you must be in FULL uniform before stepping off the bus. While on the bus, you may take your jacket off but it needs to be neatly placed in your garment bag with a coat hanger.
9. Anytime we travel and it is dark out, couples are not to be sitting together. Please plan accordingly.
10. On the return trip to SHS, please be respectful when singing the Alma Mater.

Loading and Unloading Procedures

All of our instruments will be transported on our band's equipment bus and truck. All band members are responsible for taking their own instrument to the equipment and truck for loading. After the bus returns to school, all band members will be responsible for returning their instrument to the proper storage area.

1. All instruments should be taken to the bus/truck and be loaded by you. The equipment managers will load the larger equipment, as long as it is brought over to them.
2. Listen for special instructions given for loading and unloading by the equipment managers.

Football Games

1. You are representing the Springfield High School Band Department at EVERY rehearsal and performance.
2. Everyone stands and plays while we are playing a song.
3. Stay in full uniform unless you are told differently.
4. Sit with your section in the stands.
5. Stay out of the aisles, do not walk on the seats, and do not hang over the railings.
6. If you have an emergency, you will need to be escorted by a chaperone.
7. No gophers to the concession stand during the 1st, 2nd, or 4th quarter unless your gopher is bringing something back for everyone.
8. You must be back to the band stands with 2 minutes left in the 3rd quarter unless the chaperones have informed the directors that the concession stand lines are preventing this from happening.
9. Only members affiliated with the marching band will be permitted in our seating area.
10. NO PDA (Public Display of Affection).

Arriving to School for Performances

On performance day, please use the chain of command to get answers to questions you may have. First look at the board or projector screen. Next, ask a friend, your squad leader, section leader/assistant section leader, officer, or chaperone before coming to the directors. Please do not ask the directors any questions that can be answered by somebody else. The directors have a lot to prepare for on performance days and do not have time to answer questions that could be answered by somebody else.

When getting dressed for the performance, please do NOT hang your uniform on the instrument cages. These cage doors were not made to withstand this type of weight. We do not want them to be damaged in any way.

If there is a problem with your uniform, please see the chaperone in charge of uniforms and she/he will help you.

If there is a chance of rain, please check the board or projector screen to see if you need to grab a raincoat before leaving the band room.

Cell Phone Policy

Cell phones are NOT permitted to be used during rehearsals or performances. Students are to leave cell phones in a secure location. Cell phones ARE permitted to be used on the bus and are encouraged to be used to contact parents/guardians as soon as we get on the bus to notify them that we are on our way home.

Band Camp Requirement

Band Camp is required for all students marching in the band. If a student is not able to participate in band camp for some reason, they must sit out the first show and may not participate until we start working on the second show. They must begin to learn pregame as soon as possible. Beginning to perform pregame will be at the directors' discretion.