

SECTION I – Marching Unit

MARCHING BAND ATTENDANCE/GRADING POLICY

The keys to success of any organization are its members. Without regular attendance at rehearsals and performances any band, no matter how talented it's individual members may be, will lack cohesiveness and quality. It is also understood that each individual in the band has other commitments, which may include important responsibilities relating to family, religion, other school activities, jobs or sports. **We must therefore balance our lives** so that participation in any group benefits us and the other members of the groups to which we belong.

It is with this attitude that the following policy was designed. It insures that the band will continue to be a high quality organization of which any student would take pride in being a part. It also allows for occasional absences from rehearsal and/or performance in order to fulfill other obligations.

The following points will be assigned to each absence beginning with the first September rehearsal:

LATE TO REHEARSAL/PERFORMANCE	1 POINT
ABSENT FROM REHEARSAL	2 POINTS
ABSENT FROM PERFORMANCE (ADVANCE NOTICE)	3 POINTS
ABSENT FROM PERFORMANCE (NO ADVANCE NOTICE)	4 POINTS

Attendance will be taken at each event. **It is your responsibility to make sure your presence is recorded.** Concluding each event, a phone call will be made to parents of those students absent without advance notice.

The following penalties will be applied to those students with excessive absences:

7 POINTS	WARNING
14 POINTS*	LOSS OF 1 LETTER GRADE
16 POINTS*	LOSS OF 2 LETTER GRADES
18 POINTS*	LOSS OF 3 LETTER GRADES
20 POINTS*	AUTOMATIC FAILURE FOR THE MARKING PERIOD

THIS POLICY COVERS THE 50% PARTICIPATION FOR THE FIRST MARKING PERIOD. THE OTHER 50% IS DETERMINED BY MUSIC TESTING. THE SECOND, THIRD, AND FOURTH MARKING PERIOD GRADES ARE DETERMINED BY 50% CLASSROOM PARTICIPATION AND 50% MUSIC TESTING AND LESSONS

REHEARSAL GUIDELINES

2:45 PM Students report directly to the band room. At this time, obtain appropriate equipment for the afternoon's rehearsal (instrument, flag, drill card, music, etc.). Report immediately thereafter to the practice field (the auditorium in inclement weather). Attendance will be taken by designated staff or student leaders.

3:00 PM Rehearsal begins. Students reporting after this time will be recorded as late with appropriate points assigned.

3:15 PM No student will be permitted to participate after this time. Emergency exceptions to this rule must be cleared with the director. Abusive lateness will not be tolerated.

Students needing to use bathroom facilities must sign out with a director.

Bathrooms in the gym lobby are to be used. **Any student absent longer than 10 minutes from rehearsal will lose credit for that rehearsal.**

5:30 PM Rehearsal ends. Students are responsible for returning all equipment to the band room. Students are to leave school grounds immediately. No physical or any other type of abuse of another student or staff member will be tolerated.

Rehearsal Absence: Any student who is absent from two rehearsals in the same week **WILL NOT** be permitted to march the field show that weekend. However, they will still need to participate in the stands to receive credit for the day.

Rehearsal Dismissal: Any student who is asked to leave a rehearsal by a staff member for any reason, will automatically lose credit for that day. Also, the student will not be permitted to participate in the weekend's performance, resulting in loss of credit for that performance. Below is the procedure that will be followed for multiple dismissals:

1st Dismissal - Call made home to inform parent of the incident.

2nd Dismissal - A Parent/Student/Teacher conference will be held to rectify the problem.

3rd Dismissal - Student will no longer be eligible to participate in rehearsals/performances and will receive failing marks for the attendance portion of their first marking period grade

*****DISRESEPECTFUL BEHAVIOR WILL NOT BE TOLERATED*****

EMERGENCY ATTENDANCE POLICY GUIDELINES

Students that arrive late to a performance.

1. If a student must arrive late to a performance, that student must be cleared to do so by the directors prior to the event.
2. A note signed by a parent must be presented to the directors prior to the event.
3. Students are responsible for arriving with a parent (for away games) to the event fully prepared for the day's activities, i.e.. complete uniform, instrument.
4. Student must make the return trip with the band (for away games) and complete his/her responsibility in regards to equipment storage.

Students that must leave an event early (not return to school on bus).

1. If a student **must** leave early from a performance, the student must be cleared to do so by the directors prior to the event.
2. A note signed and dated by a parent must be presented to the directors prior to the event.

SHS MARCHING UNIT DRESS GUIDELINES

In the past, several situations involving students that do not come prepared for the performances have prompted clarification of the dress code requirements. Students that participate in the Marching Band are responsible for the proper dress for all performances:

UNIFORM JACKET: Zipped at all times. In warm weather, instructions will be given to remove the jacket. Anyone without the official Band Shirt will need to keep his or her jacket on! In cold weather, every effort should be made to dress appropriately under the uniform. Instructions will be given to allow over uniform accessories in extreme cold.

UNIFORM PANTS: Worn at all times with suspenders in place (especially when jackets are allowed to be removed). Pants should not drag on the ground.

HAT: Worn as instructed for performance which include the following:

- A. Chinstraps must be worn at all times.
- B. Head coverings such as hair wraps, scarves, doo-rags, wave caps, and headbands may not be worn while the band is dressed in uniform. Religious head coverings must be cleared with the director at the beginning of the season.
- C. Long hair must be contained up in the helmet.

SOCKS: Black only.

SHOES: Each student must purchase the approved Marching Band Shoe at the beginning of the season.

GLOVES: Worn as instructed for performance.

RAINCOATS: The Directors will inform the Band weather(!) a raincoat is need for the day. It is the responsibility of the student to retrieve their coat and to make sure that it is properly returned to the rack at the end of the day.

Students who are not properly dressed for an event will not be permitted to perform with the group for that day. Thus, they will not receive credit for the performance. These students will be asked to:

(1) **Rectify the problem.** That is, try to obtain or borrow needed equipment. Students will be allowed to call home, if time allows.

(2) **Asked to call home to let parents know they will not participate that day.** No credit.

When traveling to a performance, a student may find when they arrive that they do not have what they need to perform. That is, uniform, equipment etc.. These students will not be able to participate in the performance and will in turn not receive credit for it.

The student will be asked to sit in the stands during the actual performance. Otherwise the students must remain with the directors and/or chaperones.

PERFORMANCE GUIDELINES

1. All school policies are in effect as set forth by the Hamilton Twp. Board of Education.
2. Chaperones are essential to the life of this band. Without the chaperones, we would not be able to do what we do. It is understood that the chaperones are there to help you and that you need to respect and listen to them when they ask you to do anything.
3. Our first objective at football games is to support the football team through music. Students are expected to play every piece of music when the director or drum major calls a tune.
4. Students are expected to remain with the band and sit with their section during the entire football game. Guests are not permitted to sit with the unit during games.
5. The following are the rules about uniforms:
 - A. Uniforms will be worn properly at all times.
 - B. The directors will make the decision to remove uniform jackets.
If uniform jackets remain on during the game, the jacket must remain zipped.
 - C. If jackets are to be removed, you may only take your jacket off if you are wearing the proper Marching Band T-shirt. Also, suspenders remain on your shoulders the entire time the Jacket is off.
 - D. Helmet Straps are worn during all performances, NO EXECPTIONS
6. Having third quarter off is a privilege! You **must** be in your seat when the third quarter clock reads 0.00. Failure to return to your seat on time will result in loss of third quarter at the next football game.
7. Food or drink of any kind is **not** allowed in the stands during the game. On warm days water will be provided by the band parents.
8. Personal items such as purses, bags, cell phones (see #9) etc. are not allowed with you in the stands. All personal items should be left in the bandroom or on the bus. One of the Staff Members carries a bag with various emergency items. If you need something of importance carried, see that Staff Member. Money may be kept in the pocket of your jacket, but the staff is not responsible for any lost money or valuables.
9. The use of a cell phone during a game is **strictly prohibited**. Because our objective is to support the football team, outside distractions, such as cell phones are not allowed. If you are found with a cell phone, it will be taken from you for the remainder of the trip and returned to your parent upon arrival to SHS.
10. Each student is responsible for the highest standards of character, especially when visiting other schools. Appreciating the work of other students is just as much a part of this class as our own finished performances.

TRAVEL GUIDELINES

1. Students will travel on the bus for which they have signed up for. Since attendance is taken by bus, switching busses is prohibited the day of travel.
2. For the comfort of all passengers, the playing of music, singing, and/or verbal games should be kept at a reasonable level. The telling of good clean jokes is strongly encouraged! Please respect the wishes of band staff or parent chaperones if they ask you to cease any singing/music etc.
3. Upon arrival at the performance site, students must exit the bus in full uniform – **NO EXCEPTIONS!**
4. **There will be NO changing into regular clothes at any time during a trip.** All non-uniform clothing and personal belongings are to remain at school where they will be safely locked in the band room
 - * Extra jackets will be allowed, weather permitting.*
 - ** In the event that we have a competition, you may change into regular clothes at the conclusion of the evening's event: after the awards ceremony**
5. At no time is any student allowed to leave the performance site. Whether we are at a game or competition, the host school has adequate facilities to fulfill all of our needs.
6. In the event of cold weather, students should dress warmly **UNDER** the uniform. The directors will make the decision to allow an extra jacket, hat, gloves, etc. Under no circumstances are hooded sweatshirts, jeans, sweatpants, and any other type of bulky clothing allowed underneath the uniform.
7. Students are responsible for bringing their instrument out to be loaded on the equipment truck or carry it on the bus. Upon the return to school students are responsible for the return of their instrument and any other equipment to the proper storage area in the band room. Failure to do so will result in a disciplinary action (see below).

DISCIPLINARY PROCEDURES

1. All school policies are in effect as set forth by the Hamilton Twp. Board of Education.
2. If a student is suspended from school, they will not be permitted to participate in any rehearsals or performances during the length of their suspension and will in turn lose credit for each rehearsal/performance they miss.
3. Failure to return equipment (uniform, instrument, etc.) to the proper place will result in the following:
 - 1st offense – Teacher Detention after school
 - 2nd offense – Performance suspension
4. Any type of verbal or physical harm to any student, chaperone, or staff member will not be tolerated. Each incident will be handled on an individual basis through the Main Office

**Section II - Concert Bands - Wind Ensemble, Symphonic Bands,
Concert Band**

Important Dates and Information

Playing Test Dates

There will be playing tests at the end of each marking period. (See Test requirements page for the requirements for each marking period)

- 1st Marking Period: Testing begins on Wed. November 5. Marking period ends November 12.
- 2nd Marking Period: Testing begins on Mon. January 12. Marking period ends January 29. (Testing is early due to midterm exams)
- 3rd Marking Period: Testing begins on Mon. March 30. Marking period ends April 3.
- 4th Marking Period: Testing begins on Mon. June 1. Marking period ends June 17.

Mandatory Concert performances and rehearsals

- Winter Concert Dress rehearsal: **December 15, 2008, After school-5pm**
- Winter Concert: **December 17, 2008, 7:30 pm** (Report time: 7 pm)
- Music in Our Schools Concert and dress rehearsal: TBA
- Spring Concert Dress rehearsal: **May 19, 2009, After school-5 pm**
- Spring Concert: **May 20, 2009, 7:30 pm** (Report time: 7 pm)

All concerts and dress rehearsals are mandatory for ALL band members. Failure to attend a dress rehearsal will result in your grade being lowered one letter. Failure to attend a concert will result in your grade dropping two letters.

Concert performances are the major part of what we work on in this course. The only acceptable excuse for missing any of the above commitments is personal illness or death in your family. A letter must accompany any concert absence from your parent/guardian.

Concert Dress

- Boys: White dress shirt, black dress pants, dress shoes and socks and a neck tie.
- Girls: Black dress or black blouse and black skirt or pants, dress shoes

Please note that concerts are special evenings, you are expected to be dressed up for this event. There will be NO jeans or sneakers. Boys must have dress shirts tucked in (you may wear short or long sleeved dress shirts). Girls must have dresses or skirts that are **BELOW THE KNEE WHEN YOU SIT DOWN!!**

SECTION III - TESTING and GRADING REQUIREMENTS

Steinert High School Bands

Stephanie Giunta & Michael Anzuini, Directors

Concert Band I, II, III, and IV are the wind and percussion performance classes for the instrumentalist that enjoys studying a moderate quantity of moderate to difficult literature. In class the students will learn the basic fundamentals of music on their individual instrument and as an ensemble. Emphasis is placed on performance, but the enhancement of music reading skills, instrument technique, and performance technique is the true goal of the course.

M.P.	Grading Criteria
1st	Marching Band Music
	Bb, Eb, F Major Scales/Arpeggios
	Marching Band Attendance
	Athletes only: Show Theme Paper
	Classroom Attitude
2nd	Winter Concert Music
	Winter Concert Attendance
	C, Ab Major Scales/Arpeggios
	Sight Reading
	Classroom Attitude
3rd	Spring Concert Music
	G, Db Scales/Arpeggios
	Chromatic Scales
	Sight Reading
	Classroom Attitude
4th	Spring Concert Attendance
	Memorial Day Parade/Rehearsal
	Marching Unit 2009 Rehearsal
	Scale Challenge
	Sight Reading
	Classroom Attitude

Steinert High School Bands

Stephanie Giunta & Michael Anzuini, Directors

SHS INSTRUMENTAL MUSIC CONTRACT

The undersigned student and parent hereby agree to the policies set forth in this Handbook and the following regulations of care and maintenance of any borrowed school equipment including but not limited to uniforms, instruments, music, and books:

- 1) **Student and parent have read and understand the policies set forth in the SHS Instrumental Music Hand Book.**
- 2) All equipment is the property of the Hamilton Twp. Board of Education and will be **returned upon request.**
- 3) Failure to return this equipment will result in the student's responsibility for **replacement or cash value in lieu thereof.**
- 4) The student will be held responsible for any **damage beyond normal wear and tear.**
- 5) **Maintenance** of instruments and care of sheet music, folders, etc. is the responsibility of all students. When possible, the directors will assist students in technical maintenance.
- 6) As necessary, the student will be responsible for **appropriate cleaning** of uniforms.
- 7) While in uniform, Marching Unit Members agree to **uphold the standards, principles, and discipline code** of Steinert High School and its bands, both written and implied.
- 8) The student will participate in all concert rehearsals and performances as stated in Section II of this Handbook.

STUDENT NAME

DATE

STUDENT SIGNATURE

PARENT SIGNATURE

This contract must be signed and returned to the directors prior to the first performance

Steinert High School

INSTRUMENTAL MUSIC HANDBOOK

