

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 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 it 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 rehearsal 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 music lyre for their instrument. Depending on your instruments 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 nametag on their instrument. Nametags are available through the band librarian.

School-Owned Equipment

There will be a \$30 rental fee for the following school-owned instruments:

1. All percussion
2. Sousaphones/Tubas
3. Baritones
4. Mellophones/French horns
5. Tenor Saxes
6. Bass Clarinet
7. Bari Sax
8. Bassoon
9. Oboe
10. Any School-owned instruments 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 lack of care for the school-owned equipment, the student may be responsible for the repair costs and/or required to return the instrument 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 band librarians. If the librarians feel that you are taking advantage of getting more music (forgetting music or losing it all the time) a charge will be setup for you to get new music.
3. Keep your music in good condition. Do not leave it lying 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 assessed, 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 member in their section play their music. 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 an 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.

Section Leaders, Assistant Section leader, Squad Leader

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 assistant section leader, these leaders will help you rehearse their section's 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 the members of their squad that are not prepared for rehearsal (for example, doesn't have proper marching shoes, music, drill charts, flip fold, lyre, instrument, ETC.)

Band Officer

Each spring, the band hold election 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. Detention will be issued to repeat offenders. Referrals to the high school office will be made for those who repeatedly ignore our policies. A student may forfeit and/or be suspended from all band activities depending on number/severity of actions. Parent will be contacted for those repeat offenders. A student's grade will be lowered due to 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 Parents/Guardians, coaches and 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. 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 excuse forms (available on band website, dated and signed by parent/guardian). You must turn in this excuse form one 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 a performance. We will need you to turn in an excuse form the following day so we may properly document it. Please do not explain the absence verbally. We will not remember. No excuse form = unexcused absences.
2. Since our attendance record is our method of determining who marches every week, you must attend half of the rehearsals during the week to be able to perform at any performance that week. This goes for summer and after school rehearsals. The missed rehearsals **MUST** be an excused absence or other school related extracurricular activity. Otherwise, all members of the band are expected to be at all rehearsals.
3. Excuse forms must be turned into Mrs. Fraley.

If there is a question about what constitutes an excused absence, please see the directors

Generally, our attendance isn't a problem, however, the band directors will determine if a student should or shouldn't 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 ties when a scheduled practice is cancelled or a performance time is altered. We will notify all band members through Facebook, remind 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 busses provided by our district.
2. Students are not to drive themselves to performances. If students are picked up at a performance, a member of their immediate family must drive them with a note stating whom 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 busses:

1. All school rules apply, on and off the bus.
2. Abide by any special rules given by bus driver or chaperones
3. Keep all body parts inside the window
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 before exiting
7. If you lower the window, please put it back up before exiting 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. Any time 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 truck and bus for loading. After the bus and truck returns to school, all band members will be responsible for returning their instrument to the proper storage area.

Football Games

1. You are representing Springfield High School and the SHS 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. When arriving to the stands, we stand until the director tells you to sit down as a unit.
8. No gophers to the concession stand during 1st, 2nd, or 4th quarter unless your gopher is bringing something back for everyone.
9. 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.

10. Only members affiliated with the marching band will be permitted in our seating area.
11. NO PDA or INAPPROPRIATE LANGUAGE IN UNIFORM.

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/assistant section leader, officer or chaperone before coming to the directors. Please do not ask the directors any questions that can be answered by someone 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 someone 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 our uniform parents. They will help you.

If there is a chance of rain, please check the board or projector screen to see if you should 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 what time to pick you up.

Band Camp Requirement

Band camp is a requirement 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 a minimum of the first 3 performances and may not have the opportunity to ever perform the first halftime show if they're unable to learn the drill and music. They will have to wait until we start performing the second halftime show. They should begin learning pregame immediately and the directors will determine when they feel the student is ready to perform pregame.