



STUDENT HANDBOOK

GRADING FORMAT

CLASSROOM PARTICIPATION

20%

Three minutes after the tardy bell will be allotted for preparation for class. Rehearsal preparation means always having a working instrument, all appropriate related materials (reeds, mallets, sticks, mutes and/or oil), music, and general responsibility. All students should be seated and ready to participate in rehearsal following the first three minutes of class. This portion of the grade is added on the final day of the marking period.

WRITTEN WORK

25%

Written work may consist of, but not be limited to, worksheets relating to performance music, reviewing rating sheets, journals or portfolios, reports, and individual or group assessment assignments. Quizzes, while infrequent, will test student's individual theoretical knowledge and musical abilities.

PERFORMANCE SKILLS

25%

While a great deal of growth occurs during class, it is the structured experiences outside the classroom that will truly enhance a musician's growth. Frequent in-class performance checks will determine the adequate amount of preparation for performance and ascertain the acquired skills needed for performance. Pep band and community performances at the high school level will additionally show growth musically as well as a community engagement that is important to program and school identity.

PERFORMANCES

30%

Our performances are our tests. They are a natural outgrowth of our music classroom. All performance related dates can be found online at cpsbands.weebly.com and have been distributed to families via their students in class.

Absences

While an infrequent occurrence, absences occur for a variety of reasons. Let Mr. Lowe know as far ahead as possible if you are unable to be present at a scheduled event. Evening rehearsals are crucial to the performance of the Pioneer Marching Band. It is expected, once the band calendar is posted, that these dates will be written in planners, posted at home or some other reminder to ensure the students' attendance and participation at rehearsals, concerts, and performances.

Students must fill out an Absence Form (found online or in the band room) giving two (2) weeks notice for a make-up assignment. It is the responsibility of the student to retrieve the form.

Upon completion of the make-up assignment, the student may recoup up to 75% of the credit for the missed event. Even if you are injured or unable to play your instrument, there are ways to help the smooth running of a performance. In these cases, please talk to Mr. Lowe. **Due to the limited number of concerts in contrast to the number of games, athletic contests are not considered excused absences for concerts.**

Late Work

Students are given a window to submit work. Assignments are normally due on Monday will be accepted through the following Friday for full credit; anecdotal assignments are given until the end of the week for full credit. Beyond that time, they will receive no more than 50% of possible credit. Late assignments cannot carry over grade marking periods.

Extra Credit

Participating in youth, community or state level ensembles, unassigned reports on a musical topic, music composition or arranging, assisting Mr. Lowe with music, instrument or uniform inventory or any other mutually approved project by Mr. Lowe and the student will be considered extra credit. Extra credit is not offered in lieu of missed assignments.

CLASSROOM EXPECTATIONS

The classroom guidelines for the band classroom are simple and are distilled down to four BE statements: **Be Polite, Be Prompt, Be Prepared, Be Productive**

BE POLITE

- Act appropriately at all times
- Be responsible to and for each other
- Care for all band equipment properly
- Constructive criticism instead of put-downs
- Help others in need
- Keep rehearsal & equipment rooms orderly
- Respect each other and your director
- Respect school & others' property
- Respect when others are talking or teaching
- Treat others as you wish to be treated

BE PROMPT

- Arrive on time for class and performances
- Ready to participate three minutes after the bell
- Live up to your commitments
- Turn in any assignments on time

BE PREPARED

- Arrive for class and performances on time
- Bring all needed equipment to class (Instrument, Music, and a Pencil)
- Play your part – not just your music, but your larger role in our band

BE PRODUCTIVE

- Help set-up & take down as you are asked
- Live up to your commitments
- Participate to the fullest of your ability
- Play your part – not just your music, but your larger role in our band

RESPECT OF OTHERS MEANS RESPECT FOR YOURSELF!

EACH OF YOU IS A TREMENDOUS PERSON – SHOW THAT EACH DAY!

These guidelines extend outside our classroom when on trips or excursions away from school. Remember, at all times, you represent our program, school and community.

GROUP NOTIFICATIONS: REMIND

Mr. Lowe uses Remind as an effective method of communication between the school and home in addition to email, telephone, Facebook page and the Clare Bands website. Please use the following codes when enrolling:

Jazz Band: @105jazz

Band 8: @105band8

Symphonic Band: @105symph

Band 7: @105band7

Pioneer Marching Band: @105pmb

Band 6: @105band6

BEHAVIOR CODE OF ETHICS

Response to a behavior violation is solely to modify behavior by deducting from the classroom participation grade or by the assignment of a short task to benefit the band program. It is hoped that an impression will be made and the student will follow rules in the future. To insure that standards are maintained, Mr. Lowe will take the following actions when problems occur, usually in these steps:

1. Verbal Warning – Student is addressed in class and behavior is expected to cease.
2. Student Conference – Student is spoken to in private. Incident is documented for future reference. Optional – Parent contact, report to counselor or principal.

3. Student Conference with Parent Contact - Student is spoken to in private. Incident is documented for future reference. Parent contacted immediately, as time allows. Documentation copied to counselor or principal.
4. Intervention Meeting – Student, parent, Mr. Lowe, principal and/or counselor meet to determine best course of action for corrective behavior. This may result in removal from program.

Students accruing a suspension, either academic or behavioral, during the school year shall forfeit the privilege of participating in any non-graded off-campus performance opportunities. This may be appealed by the student's parent through an Intervention Meeting as previously described.

Additionally, students who engage in illegal activities outside of the school day, either on or off-campus, will forfeit their privilege in participating in non-graded extended or overnight trips for the academic year. These illegal activities include, but are not limited to, minors in possession of illegal or controlled substances, destruction of property, selling or possessing look-alike drugs and sexual criminal conduct code violations. If the illegal violation occurs after fundraising has begun and/or deposits have been made, all funds will be forfeited. These performance opportunities are a privilege extended by Mr. Lowe on behalf of the District. Students participating on extended overnight trips are still subject to the Clare Public Schools' Student Code of Conduct and applicable disciplinary action there within.

CHAIR PLACEMENTS

Chair placements in band class are usually done each marking period. It is only one small component of the student's grade in the Performance Skills category. Depending upon repertoire and section size, part rotation is encouraged so everyone has a chance to expand their ability level. This policy is used at Mr. Lowe's discretion.

CHAIR CHALLENGES

Chair Challenges usually occur within seven school days of the posting or announcing or updating of chair placements. Students may only challenge up one chair placement. Mr. Lowe will select the etude or excerpt that will be performed for the challenge. Students participating in the challenge will perform anonymously with the remaining students voting in class on each performance. The student holding the higher chair has following rights:

1. Proper Notice – Students wishing to challenge must give the person to be challenged no less than five school days of preparation.
2. Refusal of Challenge – When a challenge is refused, that student forfeits their chair and the challenger is awarded the higher chair.
3. Win in Case of Tie – If the result of the voting is tied, the higher chair retains his/her chair placement.

STUDENT OFFICERS - LEADERSHIP TEAM

PRESIDENT/DRUM MAJOR(S): The President will assist Mr. Lowe in taking attendance, and may conduct band class or designate another responsible student in the absence of Mr. Lowe. He/she will be responsible for assisting the substitute teacher in any way possible. He/she will be responsible for the purchase (from band funds) or creation of "Get Well" or "Sympathy" cards when needed. The President will serve as a representative of the ensemble in the case of planning trips or excursions away from the school building. Presidents of all ensembles will be asked to serve on Band Council that will meet monthly. Other duties may be assigned by Mr. Lowe.

VICE-PRESIDENT/ASSISTANT DRUM MAJOR(S): The Vice-President will assist the President in an appropriate manner and will act as such in the absence of the President. He/she supervises the maintenance of the room, ensuring that instruments and music are properly stowed and replaced in appropriate areas before the end of class. The Vice-President will also be responsible maintaining records and handling student monies with regard to the supply cabinet and will notify Mr. Lowe when supplies are in need of reorder. He/she will serve as a representative of the ensemble in the case of planning trips or excursions away from the school building. Vice-Presidents of all ensembles will be asked to serve on Band Council that will meet monthly. Other duties may be assigned by Mr. Lowe.

LIBRARIAN: The Librarian will assist Mr. Lowe in the inventory and maintenance of the music library and its records and /or database. He/she will also assist in the distribution and collection of music, replace tattered folders appropriately, and suggest additional policies regarding sheet music care. Librarians may be asked to serve on Band Council in place of absent President or Vice-President. Other duties may be assigned by Mr. Lowe.

UNIFORMS

Each individual represents the entire group. Because of this, we will attempt to look uniform at all times when representing the Clare Bands. When wearing the uniform, wear the entire uniform unless instructed otherwise. It is never appropriate to be seen in public wearing our uniform in an individual or inappropriate manner.

Students must have all uniforms parts clean and presentable at all times. Students that appear with wrinkled, soiled or incomplete uniforms may not perform. Items not furnished by the school will be furnished by the student. If this creates a financial hardship, the program will assist with the purchase of these items. It is the responsibility of the student or parent to notify Mr. Lowe well in advance of any performance if a uniform problem should exist.

Solid black shoes and black socks are required for performances.

Unobtrusive jewelry is acceptable – distracting or cumbersome accessories may need to be removed for performance. Limit the use of cologne or perfume for performance settings. Note: The use of deodorant is highly recommended – anti-perspirant actually hinders the body's ability to cool itself.

CONCERT UNIFORMS –

High School: Tuxedo shirt, black dress pants, bow tie and cummerbund. A clean, white, unlettered, unprinted t-shirt/camisole should be worn beneath the tuxedo shirt. Pants should not touch the floor. Fittings will occur at the beginning of the school year. **Shirts must be tucked in by all members of the ensemble.**

Middle School: Clare Bands polo shirt and black dress pants (no denim, athletic pants leggings or skirts). A clean, white, unlettered, unprinted t-shirt/camisole should be worn beneath the tuxedo shirt. Pants should not touch the floor. **Shirts must be tucked in by all members of the ensemble.**

JAZZ UNIFORMS -

- **Concert attire:** Tuxedo shirt, black pants, black shoes, black socks (bowties optional)
- **Community attire:** Black shirt, long necktie, black pants, black shoes, black socks

Black shirts and neckties will be provided through the Clare Band Boosters. **Tuxedo shirts can be purchased through the Clare Band Boosters. Students should provide their own black socks and shoes.** Amendments to this dress code may be made during the school year with consultation with students. **Shirts must be tucked in by all members of the ensemble. Black dress pants are appropriate.** Pants should not touch the floor.

MARCHING BAND UNIFORMS -

Full marching band uniforms are made available from the school. All parts of the uniform must be worn during performance. These parts are:

- Uniform jacket
- Uniform pants
- Hat
- White gloves
- Black shoes
- Gauntlets

Hats may be removed in the stands. Jackets may be partially unzipped in the stands, but not removed.

CHAPERONE GUIDELINES

The purpose of chaperones is to function as parents of all students away from home by maintaining order mostly by their presence. Occasionally, students have to be reminded to behave properly. Horseplay, including running, building pyramids or any other dangerous activity is not permitted.

Students are expected to follow instructions and respond with a positive attitude. Use discretion when dealing with a problem – if there appears to be an easy decision, act on it. If there is a major problem, let Mr. Lowe take the responsibility of handling the matter. If a student needs to be disciplined, let them be mad at Mr. Lowe, not at you.

Personal radios or CD players are allowed when used with earphones. All passengers must be seated when a bus is in motion – most drivers interpret this as sitting correctly, not on one's knees, half-standing or any other variation. Try to keep noise at a reasonable level – if it bothers you or the driver, it is too loud.

Appropriate behavior is expected of chaperones and students at all times. Students are not allowed to smoke, drink or engage in any behavior unbecoming to the Clare Bands. Chaperones are expected to follow the same rules.

Mr. Lowe will keep a copy of the Clare Public Schools' Student Code of Conduct with him. It gives a more complete description of expected behavior and possible penalties for infractions. If you feel the need review the reference, please feel free to ask for it.

BAND PARENT GUIDELINES

1. Your student is probably more capable than you realize.

Even if you have all the time in the world, you will start to feel like a personal servant if you don't ask your kids to take some responsibility for their own stuff. Your student can make a sandwich, fill a water jug, and set out their 'stuff'. If you are inclined, help them create checklists so that they remember everything they need to bring. It will be a lot of stuff, so be ready.

2. Get out of the car - get out of your comfort zone - and come join us.

Adults can enter the rehearsals without ill effect, just be respectful of the teaching happening! If you are in the building during the school day, please come and see the exciting things that are happening. If you arrive early at Wednesday evening marching band rehearsals, come see the important work your student is engaged in. An unexpected, friendly audience always propels our students to reach a new level of achievement!

3. Teach your student how to manage his/her time.

You WILL be busy - especially high school parents - from August through October. Our band calendar is rarely added to and events rarely change dates. Most events are planned over a year in advance; many on corresponding dates from previous years. Our band kids are honor students, and the time management skills they learn will help throughout their life.

4. Bring cash, warm clothes, and something to sit on.

Most school functions require that you bring cash. Festivals do not charge admission. Concessions are usually cash only, as are some souvenir vendors. Weather can change rapidly; be prepared!

5. Take care of your Band Booster Volunteers.

If you would make a drawing of the perfect Band Booster, she/he would have six arms, three heads, and a heart of pure gold. Our Band Boosters volunteers accomplish amazing things without the extra appendages. These are the people who take care of your student, feed them, polish their shoes, clean their uniforms, and so much more. They dispense wisdom, meals, and encouragement, with generosity. They are the people who make sure your student is ready to go! This job deserves more recognition than most understand. Please ask how you can assist.

6. Band Directors are people, too.

But they are *BUSY* people. Mr Lowe works long hours and his main focus is *your kids*. If you have a specific concern about your child and/or the band program, set up a time to discuss it with him. If you need general information, Mr Lowe is not your best resource. Encourage your students to ask the Leadership Team (LT) before approaching Mr. Lowe.

7. We can't do it without you—volunteer and come to Band Booster meetings.

You will be asked to commit time, energy, donations, and the band fees to the band program. Our Clare Bands must have parent volunteers for the program to run smoothly. It is the best way to get to know others. Plan to attend as many events as you can so that you can get updates from Band Boosters and Mr. Lowe. About volunteering... no experience necessary! There are tasks that require specific skills, but most opportunities do not. If you can hand out a cookie, ride a bus, use scissors, sew, or build props - you have all the skills you need.

8. Discover the website and read your e-mail.

Three steps to find information regarding the band program: your student, your e-mail, our website. If it's not there, contact a Band Booster, then Mr Lowe. If you follow these steps, you'll probably save yourself some time!

9. Above all: Yes, it's worth it!

All of the rides, time, and effort that you put in will be worth it; you may not be able to appreciate that in the beginning. Your student may get discouraged at first. There is a lot of repetition, hot days, failures, and disappointments. Then things start to come together and everything changes. There is a new energy, a new excitement. This is the point where they will either LOVE band, or plan a different activity next year. Most of the kids LOVE band after the first year, so make them honor their commitment. It will be worth it.

COMPREHENSIVE CONDUCT & ACTIVITY CONSENT CONTRACT

To Be Completed by Parent or Guardian

SECTION ONE – ACTIVITY CONSENT

Since there are many rehearsal and performance activities throughout the year for students in the Clare Bands, you are being asked to sign this all-inclusive consent form for participation. An annual schedule has been provided; additional activities may be scheduled, but will be given as much notice in advance as possible.

I grant permission for _____
Student name – Please Print

to attend all Clare Bands activities as scheduled by the Director. Students will be supervised by the Director and designated adult chaperones. Transportation will be provided by CPS school buses, unless otherwise notified. If I cannot be contacted, the school's representative is authorized to take appropriate action on behalf of my student in the case of an emergency. I acknowledge that such action is made in the best interest of my student and absolve any liability from the school's representative from repercussions from such emergency action.

SECTION TWO – CONDUCT CONTRACT

We have an obligation to be responsible for our individual behavior and to promote appropriate behavior of each other. It is a team concept – it is a matter of pride! Those who would harm the group must be controlled and, if necessary, separated from the organization. Poor behavior brings negative consequences to the individual, to the group, and to our school, resulting in penalties to everyone by cancelled and restricted activities.

The Clare Public Schools' Student Code of Conduct remains in effect for all students every minute of a school sponsored activity including recreation time, traveling time, etc. If someone reports a behavior issue or problem to the Director, anonymity, when legally possible, will be assured if requested. Please review the section from the Clare Bands handbook (found online at cpsbands.weebly.com) and the CPS Code of Conduct.

I agree to follow the policies of the CPS Student Code of Conduct and understand the obligations to the Clare Bands to influence others to do the same.

Student Signature _____ Date _____

Our family acknowledges the policies of the Clare Bands as stated online at cpsbands.weebly.com. Our family will make our best effort to uphold the standards and guidelines outlined within. In the case of serious violations on a trip or activity away from school, parents will be notified and may be requested to provide immediate return transportation.

Parent or Guardian Signature _____ Date _____

Street Address _____

City, State & ZIP _____

Home Phone _____ Work or Cell Phone _____

Parent E-Mail _____