

**DUBLIN
COFFMAN HIGH
SCHOOL BAND**

**STUDENT
HANDBOOK**

2014 - 2015

Introduction

The purpose of this handbook is to eliminate student misunderstanding and/or misconduct by providing a reference for many band policies. It is imperative that **every** student read this document and understands these procedures. With a band program of over 200+ students, *we must all follow the same procedures to ensure that the quality and the integrity of the band remains high.*

Jeremy Bradstreet
Director of Bands

Ivan De La Cruz
Assistant Director

Kevin Wallick
Assistant Director

I. STUDENT BEHAVIOR

The Dublin Coffman High School Band has a long history of excellence. It has proudly represented our city and school throughout the state of Ohio, surrounding states and 8 times in Disney World. These trips have taken place because of the exemplary behavior displayed by the students of this outstanding band program. The following policy has always been and will continue to be enforced while students are participating in ALL band activities:

All School Rules apply and are outlined in the Student Code of Conduct.

II. ATTENDANCE POLICIES

A. Rehearsals

There are two excuses outside of sickness that we allow to retain full participation. When a student needs to attend a funeral that conflicts with a band event or if a student's immediate family member (parent, brother or sister) is getting married, we excuse these two events. Exceptions are considered case-by-case. This does not include routine doctors/dentist/eye doctor visits or college visits. We have always encouraged our students to attend these types of visits on a Wednesday when they do not have marching band or concert band rehearsals.

The two most important factors that make our band great are daily attendance and having kids interested in learning. Once we have students that do not attend rehearsal, we have lost the learning environment.

The band is 200 + members strong - missing any musician decreases/minimizes our possible progress during rehearsal. College visits are important and necessary but with the size of our junior and senior classes, excusing college visits during marching season could have a huge impact on our overall progress. We are well aware of the sacrifices that are made by our students and their families and we do appreciate your support.

Any unexcused absences from rehearsals may result in one or more of the following:

1. Loss of performance opportunities.
2. Deduction of Grade
3. Removal from leadership responsibilities.
4. Dismissal from band.

A band is only as strong as its weakest members. Attendance at band rehearsal is extremely vital to the band's success.

B. Summer Rehearsals

Due to family vacations, summer rehearsals and performances are not required as long as the directors are notified in of the student's absence in advance. This applies only to summer parade rehearsals and summer parade performances.

C. Pre-Band Camp, Band Camp, and Post-Band Camp

Attendance at pre-band camp, band camp, and post-band camp rehearsals are mandatory. These rehearsals are **crucial** to the band's success at marching band contests. Failure to attend these rehearsals will result in the student being placed in a shared status. Dates for these rehearsals are announced since they change on a yearly basis.

D. Performances

All band members are required to attend all band performances. The only excuses for missing performances are as follows: funerals, weddings of immediate family members or extenuating circumstances as deemed by Mr. Bradstreet. Any unexcused absences from rehearsals may result in one or more of the following:

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

*There are only a few "extenuating circumstances" that will be deemed by Mr. Bradstreet as an excused absence from a performance. If an extenuating circumstance is in conflict with the band calendar, the directors must be notified **no later than one month before any performance**. This allows the directors time to have another student learn the spot in Marching Band or cover a part in Concert Band.

After school concerts, District Concert Band Contest and State Concert Band Contest (held in the Spring of each year, consult the Band Calendar) are a **major** portion of the course curriculum. Attendance is **mandatory** of all students! It is a large portion of the student's grade.

An unexcused absence by one band member has a negative effect on the performance level of the entire band. The high level of performance that the Dublin Coffman Band has achieved has been due to the pride and dedication of its students. Attendance is an important part of this pride and dedication.

E. Requirements for Excused Absences

What is an Excused Absence? These are only for appointments or other school related activities that cannot be scheduled at any time other than during the band activity. Work, routine doctor or dental appointments do not qualify and should be schedule on a day the student does not have practice. Please also understand that by missing a practice might limit someone's ability to participate in a performance.

If a student has an excused absence (outside of sickness) the student may be asked to write an assignment. See below.

For anyone that is sick, there is no make-up assignment. However, if a student attends class all day and then goes home sick after school, these students will be asked to follow the "daily practice" excused absence make-up assignment. See below.

All papers must be HAND-WRITTEN in sentence form.

You must choose a composer and write the required number of facts in your own handwriting. If you cannot find enough facts on your composer, you may choose more than one composer. These are due one week after the absence.

Marching Band

Daily Practice	(First Ex Practice)	List 25 Facts in sentence form in your own handwriting
	(Second Ex Practice)	List 50 facts in sentence form in your own handwriting
	(Third Ex Practice)	List 75 facts in sentence form in your own handwriting
Football Game/Parade		List 100 facts in sentence form in your own handwriting.
Local Competition		List 200 facts in sentence form in your own handwriting.
State Competition		List 300 facts in sentence form in your own handwriting.

Marching Band Music Checks

A student must keep up with their music checks. Music checks are conducted during sectional rehearsals. Since this is a performance-based class, there is no hand-written paper that can fulfill this requirement as a make-up assignment.

Concert Band

Sectional Rehearsal*	One hour of personal practice at DCHS with intermittent instruction from director. This must be completed to a director before District or State Competition.
After-School Rehearsal*	An hour and a half of personal practice at DCHS with intermittent instruction from director. This must be completed to a director before District or State Competition.
Music Checks	Since this is a performance-based class, there is no make-up assignment. This must be completed to a director before District or State Competition.
Concert at DCHS	List 110 facts in sentence form in your own handwriting.
District Competition	List 200 facts in sentence form in your own handwriting.
State Competition	List 300 facts in sentence form in your own handwriting.

*Sectional and After-School rehearsals are meant to work out specific problems (technical passages, intonation tendencies, balance and blend) within the section and cannot be made up with a paper. Lost instruction with these two types of rehearsals causes the director to re-teach sections when everyone is present. This of course takes away from the focus of the group and full band rehearsal time.

III. TARDINESS and RELEASE POLICIES

To be early is to be on time, to be on time is to be late.

Students are expected to be punctual for all band events. For example, if the rehearsal is scheduled for 7:00 P.M., the student should arrive with adequate time to warm-up and prepare for the rehearsal to begin at 7:00 P.M.

Tardiness at a rehearsal may result in temporary suspension from future band activities and/or loss of third quarter privileges. Tardiness at a performance may result in the student not participating in the performance.

PLEASE READ THE FOLLOWING:

During the summer schedule, all rehearsals end at the scheduled time and students are dismissed accordingly due to parents work schedules. However during the school year, all rehearsals end at the scheduled time (5:30pm) and then the students and directors make their announcements. **It is advised that parents do not pick up their students before 5:50p.m. after a listed after-school FULL rehearsal.** Some days there are no announcements and some days there are 15 minutes of announcements. Usually there are about 7 minutes of announcements and then the students have to walk back to the band room and pick up their books.

Please pick up your student no later than 30 minutes after the arrival after a game or contest. We have a Twitter account set up to help with knowing when the band will arrive or you can have you student contact you by cell phone. Information for this is sent out by email in the fall. The director's take great care in setting up a safe environment for your son or daughter. Please help the directors by not abusing the time that they can return home to be with their families.

IV. FOOTBALL SEASON

The band will perform at all home and away football games. Football games are held on Friday evenings through the months of September, October, and part of November. If the football team qualifies for play-offs, games will be held on Saturdays, possibly lasting through November into December. Band members are required to attend regardless of weather conditions and if they have been assigned a shared position for the week.

A. BAND STAND CONDUCT

1. Good bands look organized at all times!! Your conduct on the band stand 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. You must always strive for good discipline. A part of that discipline is showing school spirit and supporting the football 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 whole band is playing.
3. Do not invite your friends to sit with you at the band stand.
4. Do not bring food to the band stand. You may get refreshments during the third quarter, but you must eat away from the band stand.
5. Keep good care of your instrument. This will prevent it from being damaged.
6. Stay in your uniforms at ALL times. Never place any part of your uniform or instrument on the wet ground.
7. Never leave the band-stand without permission from a director. (Third quarter is the only exception to this rule.)
8. When you are in uniform, you represent the Band Department, Dublin Coffman High School, and the community of Dublin. Always leave a positive impression!!!!

B. THIRD QUARTER PROCEDURE

1. Make sure your instrument is secure and safe when leaving the band stand. **YOU ARE RESPONSIBLE FOR YOUR INSTRUMENT AT ALL TIMES!!!**
2. Do not bring food back to the band-stand.
3. Do not leave the stadium.
4. Stay in uniform at all times!
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 third quarter.
7. Only alumni who completed their senior year with the band are allowed on the track during 3rd quarter.
8. Students should be prepared to play as the clock expires at the end of the 3rd quarter.

Violation of these rules may result in loss of third quarter privileges for the next game.

C. Notes for Absence

1. Upon return to practice, please provide Mr. Wallick with a hand written note (not email), of the excuse for missing rehearsal. The band department needs a note to help parents and teachers know the whereabouts of all students for after school practices. The school also asks for a separate hand written note that should be delivered to the attendance office. After marching band season, notes are not necessary for missing band.
2. See "Attendance Policy" for discussion of excused and un-excused absence.

D. Student Transportation "to and from" Events

1. All students must take school transportation "to and from" an event with the exception of the July 4th parade and band camp. Only in extreme cases will parents be able to transport a student to or from an event. In the event that a parent needs to transport their child to an event, the parents must communicate with the directors 24 hours in advance of their needs. With approval, a hand written note should be delivered to the band department and a visual check out needs to take place to insure the custody of the student has been transferred to the parents. Every year parents make requests on the date of the event or at the event. Without giving the staff 24 hours notice, we cannot provide the support needed to move 225+kids "to and from" an event. These requests, not given in advance, may be denied.
2. With the exception of seniors traveling to band camp, no student may transport themselves "to or from" a school sponsored event. Seniors need to present Mr. Bradstreet with a hand written note or permission slip giving consent from the parents for seniors to drive to band camp and the surrounding areas.

E. STUDENT PICK UP AND COMMUNICATION HOME

1. Students and parents should set up a line of communication with regards to the return time to school after away football games and contest. Please utilize the Twitter account and Facebook page for return times provided by directors.
2. Upon returning to the high school, all students should be picked up within 20 to 25 minutes from the time the band arrives back at the high school. Some students will be able to leave upon arrival, however percussionist and loading crew members will have 15 minutes of unloading after a designated arrival time.

F. INSTRUMENT TRANSPORTATION AND CARE

1. Small instruments will go on the bus with the band member.
2. Instruments placed on the equipment bus should be cased properly and load/unloaded by the band member.
3. Make sure your instrument case is properly identified.
4. Never lay your instrument on the ground when wet.
5. Make sure you clean your instrument frequently. Make good use of cork grease, slide lubricant, and valve oil.
6. Make sure the mouthpiece is securely packed in your case. If not, it can cause damage to the instrument during transport.
7. Clean your mouthpiece weekly. Warm soapy water will kill most germs and remove food particles.
8. Never leave your instrument laying in the band room, especially before and after school and/or rehearsals.
9. Do not play other student's instruments.
10. During marching band rehearsals, never leave your instrument on the school parking lot. Place it on the grass or take it with you during breaks.
11. **If a school owned instrument is damaged due to student negligence, the student is financially responsible for the repair of the instrument. Normal maintenance will be handled through the band department.**

V. REHEARSAL CONDUCT

B. DAILY REQUIREMENTS FOR MARCHING BAND

1. Note cards with coordinates.
2. Squad leaders should have charts.
3. White socks and tennis shoes.
4. Music
5. Instrument in working condition
6. **PRIDE, HUSTLE, AND DESIRE!!!**

Anyone not meeting the above requirements is subject to loss of third quarter privileges and/or a deduction in grade.

C. DAILY REQUIREMENTS FOR SYMPHONIC/CONCERT BAND

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

VI. CONCERT BAND SEASON

AFTER-SCHOOL REHEARSALS and PERFORMANCES

In preparation for District and State Concert Band Contests, it is necessary to have after-school rehearsals. It is required that all band members attend at least two after-school sectionals and two after-school full band rehearsals for each event. (The director will determine the exact number of rehearsals.) At sectionals, the band member needs to have the concert band music prepared and ready to play individually in front of the director. This would be comparable to the Marching Band music check. Attendance at these rehearsals and the "music checks" are a part of your grade. The director will give an exact schedule of after-school sectionals. The schedule of after-school full band rehearsals will be given to you at the beginning of concert band season. Please note that all sectionals can be moved to ensure the entire sections participation if given notice to the band director. The goal is to find a time that works for everyone in the section.

District Concert Band Contest and State Concert Band Contest (held in the Spring of each year, consult the Band Calendar) are a major portion of the course curriculum. Attendance is mandatory of all students! It is a large portion of the student's grade.

The band staff encourages participation in the other great opportunities at Dublin Coffman High School. The concert band season creates a few logistical concerns that need to be addressed at the beginning of concert band season. Any student that is playing a school sponsored sport (WINTER OR SPRING) will be excused from practices and performances after every attempt has been made to see if the student can participate in both. It is the student's responsibility to communicate 1 month in advance of any conflicts. Any communication less than 1 month prior to a conflict may jeopardize the entire organizations participation or musical presentation.

All concert band students are not required to perform in bands that attend the OMEA adjudicated events. These students not interested in performing need to make these intentions known at the beginning of concert band season (Second week of November). They will be placed in the band that does not perform at these events.

VII. INSTRUMENT CHECK-OUT FORMS

All band students who use school owned instruments must complete two things to use the instrument: Both of these items must be completed before an instrument will be issued to that student.

1. Fill out an instrument check out form. One form must be filled out for **each** school owned instrument used. (For some band students this will require three forms: marching band practice horn, marching band performance horn, and concert band horn.)
2. If a school owned instrument is damaged due to student negligence, the student is financially responsible for the repair of the instrument.
3. Under no circumstances should anyone take a school owned instrument for repair without receiving a written consent form from Mr. De La Cruz. This form will state where it should be taken and whether or not the school will be paying for the repair.

VIII. Grading Procedures for Marching Band and Concert Band

Written tests and playing tests based on our fundamentals will be taken within the school day. Some Playing tests that cover the marching/concert music may happen after the school day and require a student to perform for 5 minutes after school. All marching/concert music playing tests will be conducted three weeks before the concert date. Make-ups need to be scheduled before the concert date. The student must communicate any excused absence that requires a make-up exam and it is his/her responsibility to set up a make-up exam.

A student has the option of retaking any test. This may be done on any playing test or written test except for the semester exams. Any retakes must be taken before the end of the grading period, or before a designated concert.

Grading Category Weights

40% Daily Participation
30% Playing Tests
10% Written Tests
20% Combination of Performance Participation and Playing Test on the concert music (Concert)*

*20% Performance Participation (Marching)

DUBLIN COFFMAN MARCHING BAND GRADING SCALE

Participation Grade Deductions

Un-Ex AB (daily)	5 points Participation
Un-Ex AB (game/concert)	10 points Participation
Un-Ex AB (contest)	15 points Participation
Late to Band	1 point Participation
Uniform Infraction	1 point for minor infractions Participation 2 points for major infractions Participation
Forgot Shirt	1 point from Participation
No Instrument	2 point from Participation
Instrument left out	1 point from Participation
No Music	1 point from Participation
No Coordinate Cards	1 point from Participation

Written Grade Deductions

Signed Forms -	1 point for late forms (per day) 2 points for late and reissued forms 3 points for late and forms reissued twice
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Playing Grade Deductions

100 – Mastery of all technical and musical concepts
96 - All notes, excellent rhythms, excellent balance, excellent tone, excellent intonation
90 – All notes, good rhythms, good tone, slight tempo flux, good intonation
85 – Problems with notes and rhythms, fair tempo, fair tone, fair intonation
(This could also be for a person with all notes, rhythms, balance, tone, good intonation but not up to tempo.)
75 – Major problems with rhythm, pitches, tempo, and intonation
65 – Song attempted but not close to above criteria
0 – Song not attempted

September 19, 2014

Dear Dublin Coffman Band Parent,

Please take the time to read the Dublin Coffman High School Band Handbook with your son or daughter. This document contains vital information that will help make your son or daughter's band experience a positive experience. If you have any questions regarding the Band, do not hesitate to email one of the directors.

Jeremy Bradstreet

Ivan De La Cruz

Kevin Wallick

Lastname_firstname@dublinschools.net

Please review the entire handbook.

I have read and I also understand the band policies explained in the Dublin Coffman High School Band Student Handbook. Furthermore, I agree to abide by the policies set forth in the Band Handbook.

Student (Print Name)

Parent (Print Name)

Student Signature

Parent Signature

Date: _____

***Please return this completed form to the
Band Department by
Thursday, September 30th, 2014.***

This form is considered a "written assignment" under the grading scale.