

# Handbook of Policies and Procedures 2019-2020



**Sand Creek High School Instrumental Music**  
**Daniel Evans, Director**

## **Sand Creek Instrumental Music Mission Statement**

It is the philosophy of the Sand Creek Music Program that all students should have the opportunity to be involved in music. Our goal is to instill a life-long love of music in students by offering the highest level of music education which provides performance and classroom opportunities that help students become more well-rounded adults, and empowers them with the ability to reach their full potential in the art of music.

### **Introduction & Rationale**

The Sand Creek Instrumental Music Handbook was compiled for the benefit of all instrumental music students. The handbook outlines in detail virtually all organizational and performance aspects of the program. This handbook is also intended to provide information regarding established policies and traditions for promoting pride, spirit, and unity within the ensembles.

The standard rules and policies of Sand Creek High School and School District 49 will always apply as well as guidelines and requirements specific to the needs of an outstanding music program. Band/orchestra by its nature is a performance-based class requiring at-home practicing and performance participation by all members. This is certainly one of the inherent differences of a “performing organization” which requires special expectations of each individual member. Much like a chain, which is only as strong as its weakest link, an ensemble is only as good as its weakest **member**, and it takes a team effort to have an outstanding band/orchestra.

The following policies and procedures are designed to foster student achievement and establish high standards for participating in the Sand Creek Instrumental Music Program.

### **Enrollment in the Program**

Instrumental Music at Sand Creek is a school-year long commitment, and, with the exception of the Color guard in marching band, students must be registered for both Fall and Spring semesters to participate. Admittance to a band/orchestra is by audition only and all Marching Band students except for Color guard must be registered for a concert band, percussion or orchestra. With the exception of guitarists and pianists, it is required that all students who are in the jazz ensemble be concurrently enrolled in either Orchestra, Wind Ensemble or Symphonic Band. Percussion and Color guard Class(future offering) is open by audition to all students with a background in percussion/guard from band or otherwise. Exceptions can be made on a case by case basis.

## **I. Attendance and Grading Procedures**

Students are expected to be at all rehearsals and performances and to be on time (early). The following attendance and grading procedures have been set up by the director.

### **Instrumental Music Department Performance Attendance Policy**

Sand Creek Instrumental Music requires all students be present for every performance. Students who are excused from school the day of the concert may be permitted to “make up” the concert in the manner detailed below. However, nothing can replace the value and experience of a concert, so concessions will be made only when unavoidable circumstances arise. Students who have an unexcused absence from school and miss the concert may not make up the grade (see unexcused absences below). If a conflict exists between our concert and another school event (sports or activity), please notify all sponsors (teacher, coach, advisor, etc) as soon as you realize that a conflict exists. The sponsors will attempt to reschedule in order to eliminate the conflict. However, when a conflict is unavoidable the student will be expected to attend any activity that is curricular in nature and part of the students overall performance grade for a class.

*Exception: If the conflict occurs during playoff or state competition the absence will be considered excused from the performance / activity and an alternative assignment will be afforded to the student.*

## ATTENDANCE PROCEDURE

Excused absences are possible. Examples are severe personal illness, death in immediate family or extreme family emergency. Examples of unexcused absences include: "I forgot," no transportation, dance class, piano lessons, studying for test, work.

Attendance will be taken every day at the beginning of rehearsal. Students must be seated with their instrument ready to play when the bell rings or they will be counted tardy! Marching Band: Students must be standing on the field in attendance block at the designated time or they will be counted tardy!

### Excused Absences

1. Pre-Excused Absences - All requests to be excused from band functions must be submitted in writing, in advance with an Absence Request Form of the activity for which the excuse is made. Absences can only be excused by the Director, and are dealt with on an individual basis.
2. Illness/Emergency - If a rehearsal or performance is missed due to illness, emergency, report to the Director of Instrumental Music immediately. There must be a written excuse following the absence (same as school policy).
3. After-school academic conflicts, such as make-ups, labs, etc. A teacher's note is required.

### Unexcused Absences

1. Absences from rehearsals will result in a "0" participation grade for that day. Unexcused absences cannot be made-up.
2. Excessive unexcused absences/tardies will drastically harm the student's grade and may cause their standing in the ensemble to be re-evaluated.

## GRADING POLICY

### Attendance

1. Coming to rehearsal with all necessary materials and musical preparedness are 50% of the student's grade. Students earn 20 points/day for block days, and 10 points/day for all-8 days for being prepared and participating in rehearsal. Students must have their instrument and any necessary accessories (reeds/valve oil/etc), a pencil (visible on the stand), music and method books (out and open on the stand) to earn participation points for each rehearsal.
2. A student's final grade will be severely penalized for the first **unexcused** absence from a performance; in addition, that individual may be assigned as an alternate for future performances.
3. A student will fail the course if they accumulate 2 or more **unexcused** absences from performances.
4. A student's grade will be lowered for any absences from scheduled rehearsals (Absence=20/10 points, Tardy=50% of daily points), and if absences/tardies become chronic, that individual may be assigned as an alternate for future performances.
5. A student's grade will be lowered for not having necessary materials during rehearsal (instrument, pencil, music, method books, etc).
6. Students must not have any unexcused absences and must attend the "dress rehearsal" during the week of a performance to be eligible to perform. This policy can be waived due to extenuating circumstances at the discretion of the Director of Instrumental Music.
7. Students can make-up any rehearsal time missed, if the absence was excused, and recover the participation points lost via after school practice sessions with the director. 30min = 10 points.
8. In the instance of an excused absence from a performance, a written assignment with equal weight will be assigned to the student. Football/Basketball Game performances are each worth 40-45 point test grades. An excused absence from one of these performances will result in a 1-page, 40-45 point research paper assignment.

*Performing athletes and cheer/dance members are exempt from this requirement.* A quarterly concert is worth a 150 point test grade. An excused absence from a quarterly concert will result in a 3-page, 150 point research paper assignment. A contest/festival is worth a 150 point test grade. An unexcused absence from a contest/festival will result in a 3-page, 150 point research paper assignment.

WHEN ABSENCES ARE DEEMED EXCESSIVE BY THE DIRECTOR, THE STUDENT'S STANDING AS A MEMBER WILL BE RE-EVALUATED.

### **Sectionals**

Periodically, after-school sectionals will be required of all students. This is necessary to unify section tone quality, intonation and articulations. Attendance at sectionals is required (graded) and will follow the normal attendance policy.

### **Playing Tests**

Students should expect frequent playing tests on daily exercises and/or difficult excerpts from music. Students will also perform a graded chair audition at least once each semester. Playing tests may be administered live in front of the class (Stand-Ups) or recorded on the Band App, on SmartMusic computer software or by recorded submissions of music excerpts. All chair auditions will either be performed live for a judge or recorded for anonymous playback.

### **Participation**

1. Materials
2. Participating in Rehearsal
3. Maintaining a Positive Attitude

### **Testing**

1. Performances – Performances function as the primary means of assessment for all ensembles. However, all performances do not receive the same weighting.
2. Playing Tests – Will be comprised of daily technical studies or difficult passages in music. If students fail the test, a zero will be entered in the gradebook and they will have an opportunity to retake the test. The retake grade will be entered into the gradebook as an additional grade.
3. Written Tests
4. Final Exam

### **Academic Integrity**

Academic integrity includes: cheating, copying, providing answers, plagiarism, forgery, libel, slander, lying or giving false information to a school official. Students must be held accountable for violations of academic integrity through lack of credit, loss of privileges and disciplinary actions. Students guilty of infractions should be referred to the appropriate administrator. Clear guidelines with regards to policy are outlined in the student handbook.

## Communication/Responsibility

High school students should be held accountable for their education and are expected to advocate for themselves in regards to absences, make up work, grades and other problems/concerns they may have. While parent involvement at school is an important facet of education, we also need to ensure that students learn to take ownership and responsibility for their education.

“Timely” communication=the sooner the better.

## Student Responsibility

- Students are expected to keep their instruments clean and in working order. If repairs are needed, take your instrument to the *CIOMIT, Graner or Meeker* music store in the area. Clarinets and saxophones should have at least four good working reeds at all times (preferably 7 or 8) and a case to protect them. Saxophone and Clarinet students should use mouthpiece caps AT ALL TIMES! Double reeds should have at least two good working reeds at all times (preferably 4-6) and a case to protect them.
- Students using school owned instruments are responsible for repairs due to carelessness. All other issues should be immediately brought to the attention of Mr. Emory or the Equipment Manager.
- Students should practice each night for at least 30 minutes (preferably 60min).

### ***Attendance at all performances is mandatory!***

- All performance dates are set-up well in advance to allow family scheduling. Extra rehearsals are also scheduled in advance and are mandatory.
- Every attempt is made to have a perfectly accurate calendar at the beginning of the year, but due to the fact that many of our festivals/performances haven't been scheduled yet, there will inevitably be a few changes/additions.  
Any performances that are scheduled last minute will be considered optional and will count as extra credit. However, *any performances that are scheduled at least 2 weeks in advance are mandatory, graded performances.*
- Student athletes must make arrangements with their coaches to be sure that they are able to attend performances and practices. Varsity football, varsity basketball-girls and boys, will be excused from performing with the band while playing at those respective athletic events (pep-band, marching band).
- The important thing is to remember to plan ahead and arrange transportation well in advance.
- Having a job is not an acceptable excuse. Make sure the employer is aware you are an important part of the band/orchestra and your schedule. GIVE THEM A COPY!

## Private Lessons

Taking private lessons is highly encouraged and is by far the most helpful thing a student can do on their path to mastering an instrument. A list of highly qualified teachers for every instrument is available on the SCIM webpage. Every effort will be made to help ensure that every Scorpion musician has access to private lessons, and private teachers are welcome to use the fine arts wing for after-school lessons with the approval of the Director of Instrumental Music.

## Responsibility for Personal Items

Leave all personal items of value at HOME. SCHS staff are not responsible for your personal items lost or stolen at school or on school-sponsored trips.

## Academic Eligibility

Participation in the SCIM Program offers many on and off-campus performance opportunities. It is not acceptable for students who are failing or almost failing classes to have the same activity

privileges as those who are doing well academically. Therefore, any student who is performing poorly in one or more academic areas may not be permitted to perform or may be assigned as an alternate for performances at the discretion of the Director of Instrumental Music. Any student who is deemed ineligible will be unable to perform at any scheduled performances the following week/eligibility period.

No student is obligated to take part in band/orchestra, nor is this participation required for graduation. It is stressed that participation is a privilege, not a right.

When performing with the band/orchestra, each student proudly represents their own family, their school and their community.  
People do notice...

## II. Rehearsal Policy

### Mr. Evans' Rehearsal Philosophy

I believe that rehearsals are a place where you learn other people's parts and how all the parts fit together to form a cohesive musical and artistic statement. We delve into what the composer's intent is, and how we, as performing musicians, translate the written music into an audible work. With the guidance of the conductor and the score, we work together to agree upon a musical interpretation that we wish to communicate to the listener audience.

If most of our available mental capacity is used up trying to play our own part, then we have very little left to explore the higher level musical realm that makes playing music so wonderful

The more prepared we are individually, the more comfortable we are with our own part, the more we can focus in rehearsals, then the more we can contribute to the artistic whole by moving into the realm of higher level music making.

**TL:DR Practice you do alone, rehearsal we do together, but only if the practice part comes first!**

ALWAYS HAVE A PENCIL!!!!

ALWAYS HAVE A PENCIL!!!!

### General

1. Rehearsals begin and end at designated times. Students should plan on arriving early to ensure that rehearsals begin on time and schedule rides for a few minutes after the rehearsal ends. If a rehearsal ends at a designated time, that doesn't mean the student is ready for pick-up at that time. Students need 5-10min after each rehearsal to put their instrument away and make it outside the building to be picked up. It is suggested that rides arrive 10-15min after the rehearsal end time to ensure that no one wastes time waiting in the parking lot.
2. Attendance will be taken promptly at the start of rehearsal.
3. Tardies are unacceptable. \*\*\*\*\*
4. All students are asked to display a professional attitude toward rehearsals.
5. Due to the number of students in band/orchestra, talking will not be tolerated.
6. Students will play their instrument only when asked.
7. Disruptive/Vulgar/Obscene behavior in any form will not be tolerated.
8. Abusive/Vulgar/Obscene language in any form will not be tolerated.
9. Hats will not be worn in the band room.
10. Food/gum or beverage (accept bottled water) are not permitted in the band room.
11. Cell Phones/iPods and other electronic devices should be turned-OFF and kept away (in lockers) during rehearsals unless directed otherwise.
12. Students should not play each other's instruments.

Students are required to take their instruments home every day - instruments should not be left in the band room/lockers over night!!!

ALWAYS HAVE A PENCIL!!!!

ALWAYS HAVE A PENCIL!!!!

### Rehearsal Discipline

Because of the nature of the organization, ensemble discipline must be strict! Students and parents must believe in the ideals, principles, and philosophy of the organization or all efforts will be futile. Each member must always be aware of good behavior and think for him/herself. Any misconduct casts a negative light on the school, community, and music program. Any member who causes discredit to the organization by his/her conduct or action in band/orchestra, in another class, or on a trip, shall be subject to dismissal from the music program or may lose a privilege within the program, at the director's discretion.

ALWAYS HAVE A PENCIL!!!!

ALWAYS HAVE A PENCIL!!!!

### **III. Drop Outs**

First, come and talk with Mr. Evans about what is wrong. Sometimes it is best to work it out than to lose out on the opportunities found within the band program.

Students must complete a SCIM Drop Form if they wish to drop out of the program for any reason. Those who drop out of band/orchestra are not allowed re-entry into the music program, unless they meet the following criteria:

- Drop out was due to schedule conflict with an academic class required for graduation.
- Drop out was due to medical reasons

*In the event of special circumstances, the director may readmit students to the program at his discretion.*

### **IV. Group Travel**

#### **Long (overnight)**

The Director will give the students a complete agenda, which includes telephone numbers and directions for interested parents. This will include special apparel requirements. Usually normal school attire is appropriate to wear while traveling on the bus. Because of the number of students traveling together there is usually a limit of one suitcase/bag per student. Remember each has to carry their items.

Seating on buses is at the discretion of the director and may change at ANY TIME!

The Director of Bands will assign rooms at his discretion. Usually four students will be assigned to a room. Each night there will be a curfew and there will be a security guard on duty in the hall. ALL CELL PHONES MAY BE COLLECTED FROM CURFEW UNTIL WAKE-UP EACH NIGHT depending on the nature of the trip at the discretion of the Sand Creek Athletic Director. For longer (multi-day) trips, a full complement of chaperones will each be assigned a set of specific students which are their responsibility during the trip. Chaperones are not there to guard, but to help. They will not be responsible for students' money or possessions.

Most important is the impression students from SCHS leave with the area they visited; therefore, all school rules continue to apply. The Director of Instrumental Music is in charge of discipline. It is not unusual for parents to be called and students sent home at the parents' expense if he/she does not follow the rules. Students will not be allowed to leave the group to visit friends or relatives in the area. They may come to visit the student during free time.

Many of the major expenses will be included in a long trip, however, some food expenses and spending money are the students' responsibility. Therefore these trips are planned well in advance. Each will be informed of the approximate cost. If the costs are high, a system of

installment payments will be worked out. Also the students will be given fundraising projects to work on to earn student credits to offset some of the costs.

Students must obey all School District 49 rules/policies while participating with the band/orchestra on or off campus.

**\*\*Students may be dismissed and/or placed on probation from the music program for participating in illegal activities. Any students who are suspended from school during the academic year will automatically forfeit their right to travel with the band/orchestra.\*\***

## **Trips-Short**

The SCHS Band Booster Organization will recruit chaperons for the trips. Many parents enjoy this experience. Here are some of the tasks of a chaperone: giving minor first aid; quick uniform repairing; helping with loading and unloading; passing out food, blankets and cushions; and being the loudest applauder.

The band carries a first aid kit with it where ever it goes. However, it is against Colorado Department of Education policy for school staff to administer any medication to a student unless prescribed by a doctor. They may carry only the exact number of prescription medication dosages required for the time period traveling, and it is suggested that students carry any over-the-counter medications they might require.

If students have any special physical problems, please be sure the director is aware of the circumstances.

In general, all students must use school provided transportation to all events. However, in special situations students may drive or ride with parents/guardians to/from an event. Specific paperwork must be completed BEFORE the event in order for students to drive or ride with parents/guardians. The school district provides transportation home from these events and it is highly stressed that all band students travel with the band home. In the event that there must be a deviation from this rule (ex. testing, illness, family emergency. . .) the student must present a request in writing from a legal guardian at least one day in advance.

Under no circumstances will a student be allowed to travel home from an event without written notification. Students will not be allowed to travel with siblings, friends or girlfriends/boyfriends to or from an event.

Students will be informed of departure times and receive a written agenda at least one week in advance of the trip. All day trips do have meal times planned into them and students will not be expected to pay for more than one (1) meal on any given trip. Often, lines are very long and some concessions are high priced, so a sack lunch may be taken and is encouraged.

Departure for one-day contests will usually be early on Saturday mornings, or during the early afternoon from school. At times, the band may arrive home from contests late at night. (After 11 p.m.). The Director will give you an estimated time of arrival before the trip. Students will be allowed into the band room to make telephone calls however, since most students have cell phones, you will probably already know. If there will be an unexpected delay, the parent organization or student advisory board phone chain will go into effect and notify you of the approximate time of arrival.

All trips require the wearing of Band Tee-Shirts! Blankets and jackets need to be brought along because school buses can get cold late at night. However, **at no time may blankets be shared among students!** Students should be aware that schools may not provide changing areas for dressing. All trips are school functions, therefore, all the school rules and regulations apply. In addition, bus rules involve staying seated while the buses are moving, wearing seatbelts, and only using music players or handheld videogames with headphones. Students must obey all School District 49 rules/policies while participating with the band/orchestra on campus or off campus.

Seating on buses is at the discretion of the director and may change at ANY TIME!

## **Instrument Insurance**

According to state law, public school districts are not liable for personal property that is stolen at school. I strongly encourage you to include your son/daughter's instrument on your homeowner's/renter's insurance policy.

## **V. Primary Instrumental Ensembles**

### **Wind Ensemble**

Prerequisite: Admission to the Wind Ensemble is by audition only, and at least 3 years prior playing experience is recommended.

The Wind Ensemble is the premier performing ensemble in the SCHS Instrumental Music Department. This ensemble plays quality literature and hold the highest standards of performance. The ensemble will participate in the Colorado Bandmaster's Association regional festival each year where the ensemble will be rated on musicality and technical accuracy. The SCHS Symphonic Band frequently performs well enough at the regional festival to advance to the Colorado Bandmaster's Association State Concert Band Festival.

Band members are expected and encouraged to participate in chamber music and/or perform solos in addition to ensemble performances. Opportunities to perform in standard instrumental chamber ensembles such as brass and woodwind quintets and percussion ensembles will be provided to all students.

Also, auditioning and volunteering for Honor Bands is highly encouraged. Students will receive multiple opportunities to audition for one of these ensembles each school year.

### **Symphonic Band**

Prerequisite: Admission to the Symphonic Band is with director permission/audition only, and at least 2 years prior playing experience is recommended.

The SCHS Symphonic Band is intended for Freshman/Transfer students who are new to the music program. However, the class is open to students 9-12 by audition. The ensemble curriculum focuses on fundamentals of playing and correcting deficiencies in fundamental technique. Students will gain playing experience by performing quality band literature with an emphasis in instrumental technique and musicianship skills. Students who successfully complete this course with a "B" or higher are welcome to audition for the Scorpion Marching Band and SCHS Wind Ensemble. The ensemble will participate in the C.H.S.A.A. Large Group Festival each year where the ensemble will be rated on musicality and technical accuracy.

Band members are expected and encouraged to participate in chamber music and/or perform solos in addition to ensemble performances. Opportunities to perform in standard instrumental chamber ensembles such as brass and woodwind quintets and percussion ensembles will be provided to all students. Also, auditioning for Honor Bands is highly encouraged. Students will receive multiple opportunities to audition for one of these ensembles each school year.

### **Orchestra**

Prerequisite: Admission to the Orchestra is by audition only, and at least 3 years prior playing experience is recommended.

The SCHS Orchestra is the premier string ensemble in the SCHS Instrumental Music Department. This ensemble plays quality literature and hold the highest standards of performance. The ensemble will participate in a C.H.S.A.A. regional festival each year where the ensemble will be rated on musicality and technical accuracy. Orchestra members are expected and encouraged to participate in chamber music and/or perform solos in addition to ensemble performances. Opportunities to perform in standard instrumental chamber ensembles such as string quartets will be

provided to all students. Also, auditioning and volunteering for Honor Orchestras is highly encouraged. Students will receive multiple opportunities to audition for one of these ensembles each school year.

### **Solo and Ensemble**

Band and orchestra students have the opportunity to participate in a Solo and Ensemble festival each year. The students form traditional chamber ensembles such as string quartets, brass quintets, woodwind quintets and a saxophone quartet as well as duets, trios, and instrumental choirs (clarinet choir, etc.), and/or prepare a solo piece usually with piano accompaniment. This event bolsters musicianship and self-confidence and is usually an enjoyable performance for both the student and parents. Solo and Ensemble participation is required for all instrumental music students.

### **Jazz Ensemble**

Prerequisite: Admission to this ensemble is by audition only. It is required that students are concurrently enrolled in Wind Ensemble, Orchestra, Symphonic Band or Percussion Class with the exception of guitar and piano players.

The Scorpion Jazz Ensemble performs the highest caliber literature available including many modern works along with standard big-band literature. The performing aspect of the ensemble exposes students to literature of the big band genre, and teaches the performance practices that the diverse styles and influences of the music demands. There will be many performance opportunities including several community outreach performances, a district jazz tour and participation in at least one jazz festival.

The other primary focus for the class is improvisation. Improvisation is the heart of any definition of jazz, and it will be heavily emphasized. Multiple instructional strategies including (but not limited to): transcriptions, weekly or bi-weekly listening assignments, keyboarding assignments, lecture and class combo/large group improvisation will be utilized regularly. An intensive study of improvisation and participation in small combos is expected for all members of this ensemble.

Students are welcome to join the ensemble, and the instrumentation of the group will be kept to a standard big band including: 2 alto saxophones, 2 tenor saxophones, 1 baritone saxophone, 3 tenor trombones, 1 bass trombone, 5 trumpets, 2 drumset, 1 percussion, 1 string bass, 1 piano, 1 guitar. Preference will be given to saxophonists who can double on another instrument (e.g. flute, clarinet).

### **Percussion Class**

Percussion Class is a course is designed for high school percussion students and intended to provide them with the opportunity to study percussion intensively and participate in a percussion ensemble. Students will have the opportunity to learn proper performance techniques on percussion instruments ranging from drumline and orchestral instruments (triangle) to ethnic percussion (hand drumming). The class will also perform as a percussion ensemble and explore the diverse music in this genre. The Percussion Class is also the percussion sections for the Wind Ensemble and Symphonic Band and the drum line and Front Ensemble for the Scorpion Marching Band. Students will be required to attend all the performances for their respective ensembles.

## VI. Secondary Instrumental Ensembles

### Scorpion Marching Band

Prerequisite: Admission to the Marching Band is with director permission/audition only, and at least 2 years prior playing experience is recommended. It is required that students are concurrently enrolled in Wind Ensemble, Orchestra, Symphonic Band or Percussion Class with the exception of Colorguard students.

The Scorpion Marching Band is the most visible ensemble in SCIM. Participation in marching band is highly recommended and is a life-changing experience. There are participation fees associated with marching band. Please consult the Scorpion Marching Band Handbook for more information

### Pit Orchestra (School Musical)

The Scorpion Pit Orchestra meets on a regular basis after school in the fall to prepare professional level music alongside the Drama Departments fall Musical. There will auditions in early September.

### Scorpion Pep-Band

To help promote school spirit and support our athletic teams during the Spring semester, the SCHS Music Program provides a Pep-Band at home basketball games. Pep-Band performances will be limited a few performances throughout the winter season. Participation in pep band is mandatory for all Wind Ensemble and Marching Band and encouraged Symphonic Band students. Each student will receive a game schedule for the entire season well ahead of the first performance to allow time for scheduling.

### Winter Percussion

The D49 Winter Percussion Ensemble is an extracurricular performing opportunity designed to continue the development of marching percussion students and program during the Winter season. There are participation fees associated with Winter Percussion. More information will be provided as it is made available.

### Winter Colorguard

The D49 Winter Colorguard is a performing opportunity designed to continue the development of colorguard students and program during the Winter season. There are participation fees associated with Winter Colorguard. More information will be provided as it is made available.

## VII. Concert Apparel

### Concert Bands and Orchestra

We are currently working on acquiring a full set of both suits and dresses for all students in the Sand Creek High School Instrumental Music Program. Until then please refer to the following uniform requirements.

Men – REQUIRED: Black Long-Sleeved Button-up Dress Shirt, Black Dress Slacks, Black Socks, Black Dress Shoes

Women – REQUIRED: Option 1: Long Black Skirt (ankle length) or Black Dress Slacks, Conservative Black Blouse – MUST COVER SHOULDERS and HAVE HIGH NECK LINE! Black nylons or socks. Option 2: Long black dress (ankle length) that covers shoulders with a high neck line. Black Dress Shoes (please no heels!)

## Scorpion Jazz Ensemble

Men and Women should wear all black for jazz performances. Black slacks, socks, dress shoes, and collared dress shirt with a red tie. Red ties will be provided by SCIM.

Crew (long) black socks must be worn for all band uniforms! Ankle/no show socks will not be permitted.

## VIII. SCIM Lockers

Lockers will be assigned to students free of charge. The lockers will include a padlock issued by the music department. These locks are to be kept on the locker at all times. If the lock is missing or changed out at check in time the student will be assessed a \$25.00 lock replacement fee. You are encouraged to lock and close your locker at all times! SCHS is NOT responsible for any missing items from your locker. The lockers are school property and you are not to put your own lock on the locker, it will be removed. You must use the combination lock you are issued.

## IX. Recognition and Rewards

Performing in the local community provides many opportunities for your family, friends and neighbors to see you with the band/orchestra. Traveling to competitions and festivals, being on TV/radio, and traveling to special places to perform make all the practice worth even more.

- Recognition among their peers is possible by continuing to improve their standing. Challenges for chair positions go on all the time. A challenge up may be made only one time per week. No challenges are possible for two weeks before a contest or performance.
- Chair/Part auditions are held each Fall and Spring.
- Auditions are held each spring for the positions of drum major(s), drumline and color guard. The final choices are based upon audition scores and the judges' decision. The decisions are FINAL.
- Leadership can also be earned by running for the instrumental music advisory board or applying for a section leader position in the Scorpion Marching Band. Advisory Board Elections are held at the end of each academic year.
- An Awards Banquet will be held at the end of each year to recognize student achievement during the school year.
- Free food and lasting friendships.

## X. Music Library

Please note that the music library is for staff only. The music librarian(s) will supply each student with one copy of each piece of music to be learned. If music is lost, the band librarian will furnish and new copy for a charge of \$1.00. All music must be returned at the end of the season/concert cycle. Students who fail to do so will be charged the price of the music. All original Solo and Ensemble music MUST be returned after the festival or students will be held liable for replacing the lost parts/books.

## **XI. SCHS Band Booster Organization**

### **Who We Are**

The Band Boosters is a 501c3 parent organization consisting of band alumni, parents/guardians of current music students, the Director of Instrumental Music and any assistants or other persons interested in the progress and development of the Sand Creek High School Instrumental Music program.

### **Mission Statement**

The mission of the Sand Creek High School Band Booster Organization is to provide support and resources to the Sand Creek High School Instrumental Music program in the form of operating funds, volunteer services and organizational coordination in order to provide students with the best possible educational experiences in music.

### **Function**

The key functions of the group are communications, chaperones, logistics and fundraising / financial support. You may be contacted to be reminded of something, asked to volunteer, informed of something, or notified of what time to expect the return of the buses on trips (this avoids having to sit in the school parking lot for hours, especially if they are delayed). The Band Boosters also hope to publish a periodic newsletter informing parents, school staff and the community of department news.

### **Meetings**

The Band Boosters meet monthly to discuss upcoming events, fundraising strategies and ongoing projects. The time and dates of monthly meetings are set at the first meeting of the school year (currently every 2<sup>nd</sup> Tuesday). This is a time for idea sharing, discussions and decisions. This is also a time of interaction with the Director.

*All parents, high school and middle school, are welcome!*

*The program also needs parents to help haul and move equipment, provide food and drinks for the students, and to cheer loudly at games and contests.*

## **XI. Advisory Board of SCIM**

The SCIM Advisory Board is a representative body of student leaders whose purpose is to set the standard and provide support for, advise and assist all instrumental music students. Besides acting as exemplars for the ensembles, each member of the board also performs specific duties that make the music program stronger and function more smoothly and efficiently. Here is a brief description of each officer's duties:

*Head Drum Major/Chairperson* – Responsible for conducting the band, serving as the board spokesperson and liaison, calling and leading advisory board meetings efficiently.

*Assistant Drum Major/Freshman Assistant* – Responsible for conducting the band and acclimating new students

*Librarian* – Responsible for keeping the music library organized, catalogued and current.

*Treasurer* – Responsible for assisting in distribution and record keeping of fundraisers, collection of band fines and lost items, and providing financial student input.

*Historian* – Responsible for accurately recording all program events, taking minutes at meetings and creating photo, DVD, and sound recording archives of the program.

*Recruiter/Equipment Manager* – Responsible for recruiting students from the district to join ensembles throughout the year, & maintaining the instrument/equipment inventory.

*Producer* – Responsible for publicizing department events and advertising performances via print, radio, and television, and updating the department website and district calendar.

*Uniform Manager* – Responsible for overseeing the repair of uniforms, making sure uniforms only leave the uniform room for band/orchestra functions, and being the only person to check-in or check-out uniforms for performances.

*Orchestra Member at Large* – Responsible for representing the string program and communicating needs of students and ensembles.

### XIII. Fundraising

All students will be required to participate in fundraiser activities. SCIM raises a significant portion of our budget annually through group fundraising. It is expected that ***all students*** will assist in earning that money. We will attempt to go with only the most profitable fundraising plans to help keep student involvement at a minimum. However, you can expect to be included in at least 2 major fundraisers each semester.

### XIV. Supplies Needed

1. All students need to have their own music folder (supplied), flip folder, lyre, and a working pencil.
2. General Supplies: Music Stand, Tuner, Metronome. (Many very good tuner and metronome apps are now available for smart phones, however the Korg TM50 is highly recommended).
3. All band members need a method book. The book used at Sand Creek is Foundations for Superior Performance- Warm-Ups and Technique for Band by R. Williams and Jeff King.
4. Reed instruments:
  - a. *AT LEAST* 4 good working reeds (rotate each day) Vandoren are the most consistent – Standard or V16(jazz), Rico Reserve(blue box), Mitchell Lurie(clarinet only)
  - b. Some type of reed protecting device (Tupperware, sponge, and mirror works great!) and a mouthpiece cap.
  - c. Cork Grease
  - d. A good ligature – Vandoren Omni, Rovner Covered(dark)
  - e. A good mouthpiece – Clarinet – James Pyne Polycrystal, Vandoren B45 or Better, Rico Reserve / Alto Sax – James Pyne Polycrystal or Selmer S90 or Soloist C-Star facing / Tenor Sax – Selmer Soloist w/ D facing, Meyer-medium, Ottolink or other metal mouthpiece for jazz / Bari Sax – Berg Larsen Hard rubber or similar
4. Brass Instruments:
  - a. Valve oil (Dennis Wick preferred) – NO SYNTHETIC
  - b. Tuning Slide Grease – Schilke or other Lanolin product
  - c. Appropriate Mouthpiece – Trumpet: Bach 3C or 1½C - Horn: Laskey 75G, Yamaha Thomas Bacon Replica, Schilke 30 or 31B or Holton MC / Trombone/Euphonium: Bach 6½AL / Tuba: Conn Helleberg Mouthpiece \$70 – **All tuba players need to have their own mouthpiece!**
  - f. Trombone Slide grease - Yamaha Synthetic for trombones with spray bottle

5. String Instruments
  - a. Ample supplies of rosin
  - b. Tuner
  - c. Extra Strings
  - d. Bow, in good working condition
  - e. Rosin Cloth
6. Percussion: All items available at very reasonable prices at Steve Weiss Music (215) 659-0100, [www.steveweissmusic.com](http://www.steveweissmusic.com), or [www.percussionsource.com](http://www.percussionsource.com). You are encouraged to order with each other to save on shipping costs.
  - a. 1 Pair Vic Firth SD1/Innovative Chris Lamb (concert SD sticks)
  - b. 1 Pair Vic Firth SD4 (drumset sticks)
  - c. 2 Pair Med Hard Yarn Mallets (birch) – Mike Balter, Robert Van Sice M114, etc.
  - d. 1 Pair Cord (Vibraphone) Mallets (rattan) – Freidman Med. Hard, Good Vibes, Burton, etc.
  - e. 1 Pair Black Swamp Timpani Mallets - General
  - f. 1 Pair Malletech OR39R Xylophone Mallets
  - g. 1 Pair Malletech OR45R Orchestra Bell Mallets
  - h. Stick bag or other protective device.

OPTIONAL: Triangle Beaters, Tambourine (Black Swamp), B.D. Beaters

## XV. Requirements for Band/Orchestra Letter

The following standards are necessary for fulfillment of letter requirements:

1. Students must complete the full school year as a member in good standing of the ensemble. Action resulting in suspension, either in-school or out-of-school, at any time during the school year may disqualify a student from being eligible for a letter.
2. Students cannot have an unexcused absence from any required performance (concerts, football/basketball games, festivals, chamber ensemble, etc.) or have excessive absences from sectionals and rehearsals.
3. A grade of C (70%) or better in each ensemble.
4. Any student found using drugs, alcohol and/or tobacco during school or a band/orchestra function (rehearsal, performance, trip, game, etc.) will automatically forfeit their letter for the current school year.
5. Any student who is out-of-school suspended for any reason will automatically forfeit their letter for the current school year.
6. Students must audition for at least one (1) honor band/orchestra to be eligible for a letter.
7. Students must participate in a judged Solo and Ensemble festival to be eligible for a letter.
8. Wind and percussion students must participate in marching band to be eligible for a letter.
9. Students are expected to be active participants in the music program in order to earn a letter. This includes things such as participating in the pit orchestra, auditioning for multiple honor band auditions, performing multiple times at the solo and ensemble festival, volunteering at fundraising events or simply volunteering to help out in the band room.
10. Any student who has participated in the program for four (4) years, including his or her senior year, without earning a letter may be awarded a letter.

*In a case where an outstanding student has contributed greatly to the music program, but has not met the specific requirements for a letter, he/she may be awarded a letter upon the recommendation of the Director of Instrumental Music with approval of the SCHS Athletics Director.*



## XVI. Important Information

The following forms are required for participation in instrumental music at SCHS. ***If you have already completed them for Marching Band, please only return the Sign of Agreement.*** In the event that a student is injured or otherwise needs medical attention, these forms can often provide lifesaving information to a healthcare provider, and they give them permission to treat your child. These forms travel everywhere the students go. Please return the forms immediately to the band room, or the student will not be permitted to participate. I believe it is necessary to take every precaution concerning the safety of the students.

### Contact Info:

I welcome you to contact me anytime, and it is my goal to respond to all inquiries within 24 hours. Please remember that most problems, questions and concerns can be resolved through effective communication!

Mr. Evans – (719) 495-1149 x2131 (Office)  
devans@d49.org  
<http://www.schsinstrumentalmusic.com>

---

Please detach and return with the other forms.

## **Sign of Agreement**

*I have read **the entire** Sand Creek High School Instrumental Music Handbook and I understand the rules and expectations therein. I agree to follow these procedures as an active participant of the Music Program. I have also received a performance calendar for the 2019-2020 school year.*

*Student* \_\_\_\_\_ *Date* \_\_\_\_\_

Print Name \_\_\_\_\_

*Parent* \_\_\_\_\_ *Date* \_\_\_\_\_

Print Name \_\_\_\_\_