

**SWARTZ CREEK HIGH SCHOOL  
INSTRUMENTAL MUSIC DEPARTMENT  
HANDBOOK**

(REVISED 08-31-2014)



**I. Course Description**

**II. Attendance Policy**

**III. Grading Procedure**

**IV. Uniform Policy**

**V. Classroom Rules**

**VI. Sample Grade Sheet**

**VII. Course Agreement**

## ATTENDANCE POLICY

Students are expected to attend all regularly scheduled rehearsals and performances through the school year. A master schedule of all performances should be received within the first few weeks of school in the fall. This should include all known performance dates and times. It might also include expected performances with dates and times T.B.A. Excused absences are few, but include; Personal illness: **(Please include Doctors excuse or at the least, a note from a parent or guardian explaining the absence.)** Death of family member or close personal friend; Please bring me a note explaining the circumstances. ) Personal injury, as well as severe injury to an immediate family member; **(Again, please bring me a note explaining the circumstances.)** All notes should be in to the director no later than ten days after the missed absence. School related events that conflict with scheduled performances will be worked out by staff members involved without any penalty to the student regardless of the decision made by the staff members.

Students receive points for each performance they attend. These points are part of the grading system for each marking period. Students that have an excused absence receive half of the possible points for the performance missed. They also have an opportunity to do a report due one week after the missed performance to make up the remaining points for that performance. Students who have unexcused absences from a performance receive no points for that performance. They may not do a report to make up points for the missed event. **(Please see GRADING SYSTEM.)**

**It is vital to the success of the organization that we have full attendance for all performances and rehearsals.**

## GRADING PROCEDURE

Each marking period students earn points for doing many different activities. Each successfully completed activity is worth a certain number of points. These points are accumulated throughout the marking period and are totaled to compute the students' grade. Each grade is determined by the total points accumulated and correspond with points on the grading scale. **Example :**

110 - + = A  
101 - 109 = A-  
91 - 100 = B+  
81 - 90 = B  
71 - 80 = B-  
61 - 70 = C+ etc.

## UNIFORM POLICY

The Wind Ensemble and Concert Bands uniform consists of the following items:

**Gentlemen** - Tuxedo jackets and pants, white tuxedo shirts, a black cummerbund and bow tie that the school supplies. Student must purchase any replacement Tuxedo shirts. The student also supplies his own black dress shoes.

**Ladies** – Formal black gowns provided by the school with proper hosiery. Ladies must provide their own black dress shoes. Absolutely no flip flop sandals will be permitted.

**This uniform is to be worn at all performances and treated with respect. Students must remember that when in uniform they are representatives not only of the band and school, but also the community of Swartz Creek. All uniforms will be stored in the high school uniform storage area and are to be checked out before and returned after each performance.** When performing as the “Dragon Marching Band”, please refer to the Marching Band Uniform Policy handed out at “Band Camp.”

## CLASSROOM RULES

1. Students must be in their seats with their instrument assembled TWO minutes after the tardy bell rings. Students must have a sharpened pencil and folder as well as any accessories they might need for class including: extra reeds, mutes, valve and slide oils, etc.
2. Once class has started all talking stops. When the director speaks, no one else does! Raise your hand and wait for the director to call on you if you have a question or comment.
3. No gum, candy, pop or any other food or beverage allowed in the band room. Students needing a drink of water may quietly step outside the room for a drink.
4. All instruments and music should be placed in its proper storage place at the end of each rehearsal.
5. Only handle your own instrument. Only percussionists may even be near percussion equipment! The same goes for tubas and tuba players!
6. Do not mess with chairs and stands once they are set up for rehearsal.
7. No foul or vulgar language allowed in the classroom.
8. No homework from other classes allowed during band.
9. All four legs of your chair stay on the floor at all times.
10. Stay in your seat at all times. Always ask to leave your seat.



FALL 3482 - FIRST MARKING PERIOD

Monday Rehearsals (20 pts. Each)

09/09\_\_\_ 09/16\_\_\_ 09/23 \_\_\_ 10/01\_\_\_ 10/07\_\_\_ 10/14\_\_\_

Performances (50 pts. Each)

Game #1\_\_\_ Game #2\_\_\_ Game #3\_\_\_ Pride & Spirit\_\_\_\_\_

Game #4\_\_\_ Festival\_\_\_ Brandon Invitational Game #5\_\_\_ Play Off Game\_\_\_\_\_

Participation (5 pts. Each Class Period)

Wk. #1\_\_\_ Wk. #2\_\_\_ Wk. #3\_\_\_ Wk. #5\_\_\_

Wk. #6\_\_\_ Wk. #7\_\_\_ Wk. #8\_\_\_ Wk. #9\_\_\_

**PLEASE RETURN BY FRIDAY SEPTEMBER 12, 2014**

We have read and understand the policies within this handbook. The student agrees to follow all instructions and obey all rules when participating in all band functions. We understand that the director has the final decision authority in all matters concerning the band program and any support organizations affiliated with the Swartz Creek Bands under the authority of the Swartz Creek Public Schools Board of Education.

Parent signature\_\_\_\_\_ Dated\_\_\_\_\_

Student signature\_\_\_\_\_ Dated\_\_\_\_\_