

*Centralia High School  
Band Handbook*



Ms. Stephanie Aarons, Director  
Phone: 618-532-7392 ext.1146  
Email: [saarons@centraliahs.org](mailto:saarons@centraliahs.org)

# *Rules and Expectations*

## Our Mission

The Centralia High School Band department is dedicated to providing outstanding musical experiences and opportunities to its students while helping them grow into responsible, mature adults. To make these experiences successful, we require discipline, organization and commitment to the program. Being part of the band is to be seen as an honor and students will be expected to help serve as role models for the school and other organizations within it. As a result of our high expectations, discipline, leadership and social opportunities, the students have the opportunity to develop valuable life skills such as a positive self-image, time management skills, confidence, poise, responsibility, and loyalty as well as the musical abilities needed to be a successful musician.

## Our Goals

- To provide a comprehensive knowledge of music through the performance, creation, and promotion of music.
- To provide an environment that promotes and encourages life-long learning, personal growth and professional growth.
- To create an environment that provides all students with a sense of community and loyalty to an organization bigger than themselves.
  - To provide an opportunity for students to develop as disciplined, organized and mature adults.
  - To allow students to express themselves in a different, creative manner through the means of music.
- To reach full potential in all aspects of students' lives through the use of music.

## Rules

All members of the CHS Band Department must adhere to the following rules:

1. Follow all rules and guidelines in the CHS Student Handbook.
2. Have the appropriate classroom materials every day.
3. Show proper respect to classmates, visitors, equipment, and director.
4. If "it" is not yours, leave "it" alone.
5. Be on time to class, prepared to play.
6. Food or beverage is not allowed in the band room  
(Except water and special occasions)

Why these rules exist:

1. Without the appropriate materials, a student cannot function to the best of his/her ability. Each of the Centralia High School Bands rely on the efforts of each member. If even one member of the band cannot fully participate, the band suffers.
2. Like any class, learning cannot occur without the mutual respect of teacher and students.
3. Instruments, music and equipment are expensive. Instrument *repairs* are expensive.
4. Class time is very valuable and very short. Every minute will be used to help achieve our musical and personal goals.
5. The messes caused by food and beverages can be very expensive and can damage the musical instruments beyond repair. Crumbs and spills also lead to insect invasions of the facilities.

## Consequences

*Steps in this hierarchy can be passed over as a result of extreme behavior*

**First offense** Warning that future actions of the same nature will result in punishment.

**Second offense** Student will be written up and sent to the office.

**Third offense** Student will be written up and sent to the office. A phone call home will also occur.

**Fourth offense** Student will be written up and sent to the office, plus a conference with parents regarding an evaluation of student's continued involvement in the class.

### **Justification of consequences:**

The hierarchy of consequences allows the students to make a mistake before being penalized. This hierarchy is constructed so the students and parents understand the rules, consequences, and rewards for the Centralia High School Band program.

## Further Clarifications

- Appropriate classroom material includes any item the student may need to function properly for the course of the entire class period/rehearsal. This includes functioning instruments, proper music, pencils, mutes, valve oil, cork grease, extra reeds, sticks or mallets, etc.
- Proper respect includes not talking when the director or another student has “the floor.”
- It does not matter if someone told you that you could borrow “it.” Unless you own “it” or have an agreement with the teacher concerning “it”, you are responsible for any damages to “it.”

## Rehearsal Expectations

*To help you achieve the high standards of excellence expected of every CHS musician, here is a list of Rehearsal Expectations that apply to all rehearsals regardless of the ensemble, time of day, or location. The director will evaluate your efforts and progress towards achieving the standard of excellence by observing the following behaviors:*

### PRIOR TO REHEARSAL

- Daily Rehearsals: Musician is inside the rehearsal room or instrument room when the bell rings. You will have 5 minutes to get all of your materials in place prior to the downbeat. Before/After School Rehearsals: Musician arrives a minimum of 5 minutes prior to the announced rehearsal time.
- Musician attends rehearsal with instrument in good working condition and all necessary accessories (i.e. quality reeds, mutes, sticks/mallets, valve oil, clean mouthpiece, etc.) including a useable pencil with an eraser.
- Musician prepares for rehearsal by demonstrating proper instrument assembly/set-up and maintenance techniques, as well as music folder organization.
- Musician prepares for rehearsal by demonstrating proper individual warm-up techniques (i.e. long tones, lip slurs, scales & arpeggios, sticking patterns, etc.)
- Musician demonstrates proper rehearsal decorum by concluding all rehearsal preparations when the conductor steps to the podium.

## DURING REHEARSAL

- Musician demonstrates professional level playing posture, proper hand position, and an embouchure appropriate to the instrument throughout the rehearsal.
- Musician demonstrates frequent eye contact with the conductor during musical performance, as well as during verbal instructions.
- Musician demonstrates proper rehearsal decorum by remaining focused and on task for the entire rehearsal, including periods when the conductor is working with another section or giving verbal instructions to the ensemble as a whole. Homework from other classes is not permitted in rehearsal.
- Musician demonstrates proper rehearsal decorum by not eating food or candy, including chewing gum, or drinking beverages, with the exception of water, during rehearsal.

## AFTER REHEARSAL

- Musician demonstrates proper instruments, equipment, music folder, and/or uniform care and storage after each rehearsal or performance. Instruments are to be disassembled, swabbed (if necessary), and stored in cases.
- Musician adequately prepares performance music outside of rehearsal.

The student is rewarded for good behavior both intrinsically and extrinsically. The cooperative and industrious student:

- Cultivates habits promoting excellence
- Receives verbal recognition/praise
- Develops a high level of self confidence
- Becomes a better musician
- Improves his or her grade in band
- Is eligible for end-of-the-year awards

## Attendance Policy

The success of our band program is in direct relationship to students' attendance and effort during rehearsals.

**As member of the CHS Band Department, students are expected to:**

- Place attendance at all band performances as of equal, if not greater, priority to any other activities in which you are involved.
- Show a sense of responsibility by informing your parents of performance dates.
- Show a sense responsibility by informing a director of potential conflicts well in advance.

**Students involved in other CHS athletics or activities should adhere to the following guidelines when dealing with conflicts:**

- Performances/games come before rehearsals/practices
- If conflict is between a performance and a game, the band performance should come first.  
We have fewer performances than most athletic teams/activities have games.

**Attendance Credit Breakdown**

Performance attendance with proper uniform, materials and preparation = Full Credit  
*Musicians who are tardy for the call time, display improper concert etiquette or leave before the time stipulated by a director will receive less than full credit.*

Excused absence from performance requires the written assignment to be completed.  
*Notice of absence should be given no less than a week prior to the performance.*

Unexcused absence from a rehearsal = Will not be able to fully participate in the following performance or other consequences deemed acceptable by the director.

An absence from a scheduled performance or rehearsal shall be considered excused if the absence is due to serious illness or accident. Family emergencies for health reasons will also be excused if the student's parent notifies the director of the emergency situation as soon as possible. An absence from a scheduled performance shall be considered unexcused if the absence is for any reason other than those mentioned, or the absence has not been discussed with the director prior to the performance.

A request for an excused absence from a performance for reasons other than those stated above must be discussed with the director no less than a week prior to the performance. A request, regardless of reason, received after that time can be listed as unexcused. Specific arrangements must be made in advance with the director in the event of conflicts with other school, community, or family activities. If a possible schedule conflict can be foreseen, a note should be given to the director when the conflict is discovered. **Excused absence requests as a result of conflicts between performance events and part-time jobs will not be accepted.**

**Penalties for unexcused tardiness and poor behavior:**

1. School rules: Third tardy result in contact with parent/guardian. On the fourth tardy and every tardy thereafter during the semester, the student will be referred to the Attendance Office.
2. Lowering of participation points.
3. If the behavior persists, then the student will be removed from the program at the earliest opportunity.

## Extracurricular Rehearsals and Performances

Throughout the school year there are various rehearsals and performances outside of the regular school day. These are considered to be extracurricular and cannot affect your letter grade, but will affect your performance opportunity.

During the marching season, the band rehearses from 5-8pm every Tuesday and Thursday once school begins. Attendance at these events is mandatory to participate in the football game and competition performances. Furthermore, there is a pre-season camp in May/June and a summer camp beginning in July/August that are mandatory for participation in the football game and competition performances.

During concert season, there will be one/two after school rehearsals prior to each concert. Attendance at this rehearsal is mandatory to participate in the concert.

Performances (football games, basketballs games, competitions, and concerts) are graded performances. However, there are periodic essay assignments that relate to the music we are performing for excused absences. Students who are excused will be given credit for the essay assignment.

Extracurricular rehearsals and performances are similar to that of a CHS athlete. All negative actions will have consequences. They will range from physical (push-ups, jumping jacks, laps) to being pulled from performances during the marching season.

The goal of music education is to not only teach the students, but to share their talents and accomplishments with our community. The only way to do this is by performing concerts. Students who do not participate in the concerts will not feel the gratification of showcasing their hard work during the year. It would be like an athlete training and practicing all of the time without being able to compete in a game or match.

## Instruments, Materials, & Maintenance

In order to be able to play your best, there are certain materials that you should have in your possession. These materials will insure that your instrument stays in the best shape possible between yearly cleanings.

Halpin Music in downtown Centralia has access to many of the items on this list. They also have a great rental program that includes no extra cost on repairs during the time of the rental!

### Required Materials

Each student is required to have the following equipment for their instrument (even if they are using a school instrument):

- Flutes: Cleaning/Tuning Rod and a polishing cloth
- Oboes/Bassoon: Two good medium cane reeds, a small prescription/pill bottle (to soak reeds), and an instrument swab.
- All Clarinets, All Saxes: A minimum of four good reeds strength 3 (Vandoren preferred, Juno acceptable for younger players), reed guard (holds 4 reeds), mouthpiece cap, cork grease, and a cleaning swab.
- Trumpets, Baritones, and Tubas: Al Cass or Blue Juice valve oil, mouthpiece brush, and tuning slide grease. A straight and cup mute may be used during the concert season.
- French Horns: Rotary oil, a mouthpiece brush, and tuning slide grease
- Trombones: SuperSlick Cream, a mouthpiece brush, tuning slide grease, and a small spray bottle

\*These items are crucial to the sound, maintenance, and cleanliness of the instrument\*

- Percussion: Suggested sticks and mallets to have on hand:
  - SD1 General Concert Snare Drum Sticks (1 pair)
  - General Timpani Mallets (1 pair)
  - Medium-Hard Yarn Marimba Mallets (1 or 2 pair)
  - Medium-Hard Xylophone Mallets (1 pair)
  - Stick bag

This list is by no-means comprehensive, but serves as a starting point of materials for all percussionists. A short list of recommended brands include: Innovative Percussion, Vic Firth, Promark, Mike Balter, etc.

\*Neither Centralia High School nor the Directors provide these items\*

### Recommended Materials

These items are not required; however, they are strongly encouraged and are invaluable practice tools.

- Metronome – Two important features should be considered: 1) Size (will it fit in my case?) 2)



Volume-the louder the better. There are many good metronome apps for smart phones as well.  
-Tuner - These are available for as little as \$20 and are an invaluable practice tool. There are many good tuner apps for smart phones as well.

There are apps available for smart phones, however please remember that phones are not allowed in school. They may be used during summer camps for rehearsal purposes only.

### **Equipment**

Parents and students are urged to carefully and continually evaluate your instrument throughout the year. In order to be successful at producing quality music, all students must be utilizing equipment that is of acceptable quality and in good working order.

Besides condition, many students are still playing on "beginner" instruments that hold a student back once they have reached a more advanced playing level. Regardless of the talents of the student, most beginner line instruments are incapable of producing the mature tone and intonation control expected of a high school musician.

Woodwind instruments require regular maintenance. Even the best instruments need new pads every couple of years, and should be checked for key and rod adjustments annually. Daily cleaning is a must. Chipped mouthpieces should be thrown out and replaced immediately. Every reed player should have at least four good spare reeds at all times, and should never play on a worn out, chipped, or cracked reed.

Brass instruments should be free of dents in any area directly behind the bell. All slides should move freely and easily (this requires owning and using slide grease). Cleaning the inside of brass instruments should be a monthly ritual.

Please contact the director if you have any questions about your instrument or instrument maintenance/repair.

### **Recommended Instrument Brands**

-Flute: Yamaha, Gemeinhardt, Armstrong, Jupiter, Artley, Emerson, Selmer, Pearl

-Oboe: Yamaha, Selmer, Fox, Loree

-Bassoon: Fox, Renard, Amati

-Clarinet: Buffet, Selmer, Yamaha, Vito, LeBlanc, Noblet

-Bass Clarinet: Yamaha, Accent, Selmer

-Saxophones: Yamaha, Selmer, Conn, Keilwerth, Blessing, Amati, Jupiter, Yanagisawa

-Trumpet: Yamaha, Bach, Holton, Blessing, Conn, B&S, Kanstul, King, Getzen

-French Horn: Holton, Bach, Yamaha, Jupiter, Hoyer

-Trombone: Blessing, Yamaha, King, Bach, Conn, Jupiter, Getzen,

-Baritone/Euphonium: Bach, Yamaha, Holton, Blessing, Conn, King, Jupiter

-Tuba: Conn, Yamaha, Carnegie XL, Bach, Jupiter

## Conclusion

This handbook is designed to ensure that all members of the CHS Band program understand the rules and expectations they will be held accountable for. It is imperative that each student commits to the program so we can work together to achieve our goals and reach a high standard of excellence.

# Handbook Agreement

After reading through the entire handbook, please fill out this agreement form and return it to Ms. Aarons.

I, \_\_\_\_\_ (student name), have read the entire Centralia High School Band Handbook. I understand and agree to adhere to all of the rules and expectations stated in the handbook. Furthermore, I understand that failure to do so will lead to consequences as listed in the handbook. I commit to being a hard-working, productive member of the CHS Band program and will maintain a positive attitude and help the program achieve a high standard of excellence.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date