

CENTRAL DAUPHIN HIGH SCHOOL BANDS



Band Handbook

2010-2011

THIS BOOK BELONGS TO

Name: _____

Instrument: _____

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Parents and Students:

Welcome to another year with the Central Dauphin High School band program. In this handbook you will find many things you need to know about how to be successful in the band program at CDHS. There is a wealth of information contained in this handbook. Please read it and then also refer back to it throughout the year as questions arise. Also understand that this handbook is not meant to be all-inclusive or comprehensive. If you happen to think of anything else that is pertinent but not included, please get in touch with me.

I would like to tell you how excited I am about beginning another school year with the CDHS Band Program. Last year was such a huge success and I hope we can duplicate it and even go beyond what was accomplished. There is great potential in this program and community, and this makes working at CDHS very enjoyable.

Please remember though that our goals cannot be met without hard work and persistence. Everyone needs to give a great effort to make this program an even better success than before and an organization that is viewed with respect and honor. Please expect a few changes this year that I believe will benefit this program even more; and please expect to be asked to volunteer for certain activities. We can ALWAYS use help!

Lastly, I would like to encourage the parents to attend as many band functions and performances as possible. We would love to have you at every event this year—dependant on your schedule of course. Through the eyes of a student, there is nothing like seeing a large audience, with their parents included, coming to support them. It's very inspiring! Please take time to visit as many band functions as possible; you will not be disappointed.

Thank you for your time and attention. I'm sure you will find this handbook to be very informative. Please refer to the website for any dates, times, or information you may need- www.cdramband.org . Good luck this year!

Musically Yours,
Matthew Ceresini

Director of Bands- Central Dauphin High School

A copy of this handbook can be found at www.cdramband.org/handbook

IV. SUCCESS IN SCHOOL

Students involved in the CDHS band program are expected to achieve academic success within the courses they are studying and to follow the school discipline policy. No band student should miss an event because of problems with grades or behavior. Students can control their grades and behavior by using their intelligence to accomplish the tasks that are given to them and by considering the outcomes of the choices that are in front of them.

V. CODE OF CONDUCT

The Central Dauphin High School Band Program carries a great deal of Pride and History. Each member is here by choice and will be treated as an adult. In return he/she is expected to act as an adult at all times and to avoid those situations that would cause one to compromise himself/herself or the school. Inability to follow the school rules and those procedures in this handbook will result in discipline as outlined in the general CDHS code of student conduct. It is advisable for all band members to realize that they are members of one of the most visible organizations on campus and serve as liaisons for CDHS. Any conduct which is not exemplary or which reflects poorly on CDHS will result in reprimand or dismissal from the organization. If this kind of behavior occurs while on an off-campus trip, the student(s) will be sent home at their own expense.

VI. CDHS MUSIC DEPARTMENT ACCOUNTABILITY POLICY

The Central Dauphin High School Music Department has adopted a uniform policy concerning student accountability:

Before students feel the need to be accountable for grades, test scores, assignments, music, etc. they must learn to be accountable for their actions. Students who have no self-discipline cause most classroom discipline problems and limit the potential of the group. In order to learn to be accountable, students must first learn responsibility and to be responsible for their own actions and time. In accordance with these ideals, all students involved in the CDHS music department are expected to:

1. Be respectful and supportive to teachers, peers, and themselves in both word and action
2. Maintain high moral standards
3. Positively accept new challenges and changes in order to grow and improve
4. Be focused on making exemplary music that is both beautiful and enjoyable
5. Keep a personal calendar with all dates and times of important upcoming events
6. Be attentive to all announcements and information posted for general knowledge. If a student misses class it is his or her responsibility to seek information distributed during the absence.
7. Be on time for events, be prepared for events and rehearsals, and stay until all duties are completed

VII. Performing Ensembles

The primary mission of each of these ensembles is to further the music education of its members. This is accomplished through: performance of quality band literature, regardless of level; constant development and periodic assessment of each member's personal musicianship; and expansion of each member's awareness of the power music and performance has on our lives.

MARCHING BAND

The Marching Band is made up of brass, woodwinds, percussion, and bandfront. They perform at football games, pep rallies, parades, and community events as well as several band shows. This ensemble is both curricular, students receive a 0.5 credit and a grade, and extracurricular, rehearsing and performing outside of the school day. Marching Band is open to all dedicated students grades 9-12. The marching band meets only in the fall semester. ATTENDANCE IS MANDATORY FOR ALL REHEARSALS AND PERFORMANCES!!!

Since the marching band is curricular the school discipline policy remains in effect at all marching band functions. Also, since marching band is athletic and requires its members to be in good physical health, students will be asked to perform stretches and exercises. This is mandatory for all members able to perform such tasks.

WIND ENSEMBLE

The Central Dauphin High School Wind Ensemble is an in-class ensemble (9th period) made up of brass, woodwind, and percussion students in grades 10-12. This is a high achieving band and members are selected in the preceding spring by audition. They perform an average of five major concerts per school year and the students and/or ensemble can participate in local, district, regional, state, and national concert festivals and contests. Students are expected to practice their instrument on a consistent basis (5 or 6 days per week) and be prepared to make awesome music!

SYMPHONIC BAND

The Central Dauphin High School Symphonic Band is an in-class ensemble (7th period) made up of brass and woodwind students in grades 9-12. They perform an average of three major concerts per school year and the students and/or ensemble participate in local, district, regional, state, and national concert festivals and contests. Students are expected to practice their instrument on a consistent basis (5 or 6 days per week) and be prepared to make awesome music!

PERCUSSION ENSEMBLE

The Central Dauphin High School Percussion Ensemble is an in-class ensemble (2nd period) made up of all percussionists in grades 9-12. This class deals with the specific aspects of music that apply to playing all types of percussion instruments. Students in this ensemble will learn idiomatic music for the percussion ensemble as well as the music to perform with the symphonic band. The percussion ensemble plays an average of three major concerts per school year and the students and/or ensemble can participate in local, district, regional, state, and national concert festivals and contests. Students are expected to practice their instrument on a consistent basis (5 or 6 days per week) and be prepared to make awesome music!

JAZZ ENSEMBLE I

The Central Dauphin High School Jazz Ensemble I is an in-class ensemble (4th period) made up of students playing saxophone, trombone, trumpet, piano, guitar, bass, and drums in grades 10-12. This is a high achieving band and members are selected in the preceding spring by audition. There will typically be only 1 (sometimes 2) people per part to allow students to grow as individual players and grow with a unique responsibility to the group. They perform many concerts throughout the year both in school and in the community. Because of the limited number of students in this group and the scheduled performances throughout the year, the highest level of dedication is expected from each member. The students and/or ensemble also participate in district, state, and national concert festivals and contests. Students are expected to practice their instrument on a consistent basis (5 or 6 days per week) and be prepared to make awesome music!

JAZZ ENSEMBLE II

The Central Dauphin High School Jazz Ensemble II is an in-class ensemble (4th or 5th period) made up of students playing saxophone, trombone, trumpet, piano, guitar, bass, and drums in grades 9-12. Members are selected in the preceding spring by audition or by director placement. They perform at concerts throughout the year both in school and in the community. The students and/or ensemble also participate in district, state, and national concert festivals and contests. Students are expected to practice their instrument on a consistent basis (5 or 6 days per week) and be prepared to make awesome music!

Indoor Color Guard, Drumline, and Majorettes (3 Groups)

The Central Dauphin High School Indoor Color Guard, Drumline, and Majorettes are extracurricular activities that begin in November and end in late April/early May. All three groups are open to all interested CDHS students. They rehearse and present visual and musical shows in a gymnasium for audiences and judges at competitions in the spring. There are typically 2 rehearsals per week and competitions on most Saturdays, beginning in mid-February. Listen for more information as November approaches.

Scheduling Conflicts- Lunch/Music

Invariably scheduling conflicts arise when attempting to put band courses into the schedule. Usually these issues can be worked out by the students, parents, music faculty, and guidance staff. In some cases students will want to take more classes than the school day will allow. In this situation students must petition Mr. Ceresini to be in lunch/music. Lunch/music allows a student to have lunch and band at the same time on their schedule and they play for part of the period and eat for part of the period. This is a courtesy extended to high achieving students that are interested in having more opportunities to play during the school day and abuse of this privilege will result in removal from the group.

Note: The idea behind lunch/music is to be able to be in more music ensembles and enjoy playing. Students should eat quickly and then get their instruments out as soon as possible.

VII. BAND CALENDAR & ANNOUNCEMENTS

For long-term planned activities, a band calendar will be issued to all students participating in any ensemble. This calendar will be distributed at the beginning of the year or season depending on the group. In addition, the calendar will also be posted on the band boosters' website: <http://www.cdramband.org> Do not be caught saying "I didn't know about..." or "you never told me..."

Remember that our bands and groups are constantly in high demand for performances and we sometimes get asked to do events after the original calendar has been posted. Students will be informed of these additions or any changes ASAP and should then add them to their personal calendars to avoid any conflicts. If at the time of an addition a student has a conflict they should inform Mr. Ceresini with 24 hours so that the conflict can be resolved or an absence can be excused. If a student does not notify Mr. Ceresini of any conflict then the "gig" will be booked and attendance is expected. After a student commits to an event they will not be excused later.

Announcements will be read before or after rehearsals/performances. It is the student's responsibility to keep him or herself aware of all information. Announcements will also be posted on the dry-erase board in the band room. It is the student's responsibility to read these announcements and check for changes.

IX. Practice

"To be in the Central Dauphin Band is to practice!"

Students must practice outside of rehearsal on a consistent basis. This means every student must take his/her instrument or equipment home regularly (if they do not have extras at home). Students who consistently leave their instruments at school will not improve at the same rate as the rest of the band and will be holding the group back. Students that obtain prior permission from Mr. Ceresini can come down to the band room to practice during study halls, and before and after school.

Practicing and Practice Logs

- Practice Logs are a portion of your grade HOWEVER, in a departure from the past, they will not be due weekly.
- Each student, regardless of if a practice log is to be turned in or not, is responsible to practice for a minimum of 90 minutes per week plus 20 minutes for any additional ensemble they are in.
- All students in a concert band or a jazz band must complete practice logs periodically. Mr. Ceresini will specify times and due dates.
- Practice Logs will be submitted online through the CHARMS program (see if on later pages)
- You must learn to how to practice well. Simply playing through a piece will not help you much.
- If you need suggestions for more music to practice, see Mr. Ceresini.
- Practice can and should be fun. If you find its not, trying playing in a small group, giving a mini-concert, playing something new, improvising, or see Mr. C for some fresh ideas.

X. AUDITIONS, PLACEMENT, AND SEATING

Auditions will be held in May each year for placement into ensembles for the following year. Students will play selected music, scales, and/or sight reading. Auditions will be evaluated by Mr. Ceresini. Students are then placed in ensembles based upon the score that they achieve. Other factors that can influence a student's membership in a particular group include time management, attendance, general attitude, and behavior.

Ensembles are tiered to allow students to have significant growth in performance and leadership no matter what level they are currently playing at. Mr. Ceresini does not pre-select students to be in any ensemble and everyone is given a fair chance to make a new ensemble. Members already in an ensemble will be given preference over those students that are not currently members, but are not automatically guaranteed a spot.

Additionally throughout the year students will have playing assessments that will be used to seat students within sections. Remember, 3rd trumpet is not any better or worse than 1st trumpet. It is simply a harmony part that is typically lower in pitch. Strong players are needed on all parts in order to achieve a quality balance in overall group sound.

XI. GENERAL BAND REHEARSAL GUIDELINES AND PROCEDURES

Students enrolled in the band program are expected to display exemplary behavior at all times. As a band member you represent yourself, your family, CDHS, and CDSD. Make sure that your actions prove that the band is a class act in every way.

1. Always achieve at the highest level you can!
2. Leave all backpacks and cases in the lockers. Nothing should be in the band room except your instrument, music folder, pencil, and supplies (mutes, etc.)
3. Be ready, in your seat, with all equipment prior to 3 minutes after the late bell rings. During this time get your reeds wet, oil valves, and prepare all needed percussion instruments and warm-up properly. This is a time for personal tuning. At exactly three-minutes after the late bell rings, the principal clarinetist will give the concert F tuning note to begin rehearsal. Anyone out of his or her seat at this time without the director's consent will be marked tardy. After being marked tardy two times you will be referred to the office for detention.
4. Discuss or fix any instrument readiness issues before the beginning of rehearsal: repair problems, reed problems, sticking valves or other issues.
5. No gum during rehearsal.
6. Mr. Ceresini (conductor) on podium = No talking; study your part when not being worked with; Raise you hand if you need ask a question or otherwise speak
Mr. Ceresini (conductor) off podium = Quiet talking, relax and be ready to refocus at a moments notice
7. Enjoy our time of making music together.
8. Follow Mr. C's instructions during class. Rudeness, disorderly behavior, and abusive or inappropriate language will not be tolerated.
9. You will be given time put your equipment away. At the end of class, put all instruments and folders (with music) in your assigned cabinet or locker. Instruments belong in locked cases!
10. The band is a family. Treat others in the way in which you would like them to treat to. If you see people not treating others well, kindly ask them to do so.

XII. ATTENDANCE REQUIREMENTS AND PROCEDURES FOR ABSENCES

Each CDHS band member needs to understand that the success of these ensembles depends upon each member being in attendance! We cannot have members missing or being tardy and expect to be successful. Having every person makes us strong; even one person missing makes us weaker. For each ensemble there are certain requirements, however attendance for all rehearsals (both in-class and after-school) and performances is mandatory. Note that an unexcused absence will result in the lowering of the final grade and in some cases expulsion from the group.

ABSENCE PROCEDURE FOR A REHEARSAL OR CONCERT:

Attendance is required for each rehearsal. For necessary absences, leniency will be granted on an individual basis. The procedure for being excused from a rehearsal is as follows:

Sudden Unanticipated Absence (Extreme illness and family emergency)

1. Contact the band office at (717) 703-5360 ext 428 or mceresini@cdschools.org.
2. Leave a message with the band staff, a voice mail, or an email stating your name, reason for absence, and number where you can be reached.
3. Bring a note describing the reason for absence and signed by your parents/guardians (or in the case of illness from school, a school pink slip) on the day you return.

Anticipated Absence

1. Submit a "request to miss performance form" to the Director for consideration at least two (2) weeks in advance of the performance (also signed by parents). Mr. Ceresini will return a copy of this form to you to let you know if this absence will be excused. Please note that unless you have extenuating circumstances, are ill, have a religious event, or have a family emergency almost all absences will not be excused. You are given the band calendar very early and are expected to plan around it. If you are involved with another school activity that conflicts with a band event see Mr. Ceresini right away so that something can be worked out. DO NOT expect any type of compromise if you come to Mr. Ceresini with less than two weeks before any event.

Notes:

- No requests for absence will be excused if they occur inside the 2 week window before an event. This includes event which might otherwise be excused (i.e. religious event). Plan ahead!!!
- Do not tell someone else to tell Mr. Ceresini or your instructor. It is your job to take responsibility for yourself.
- Failure to give proper notice will be considered unexcused and will result in the lowering of your grade. Failure to give notice for a missed concert can result in expulsion from the group.
- Excused absences from a performance or after school rehearsal absences will require make-up work. See Mr. Ceresini for this work.

EXAMPLES OF UNEXCUSED ABSENCES/TARDIES:

- Work
- Going out of town
- Non-emergency doctor or dentist appointments. These should be scheduled around band events!
- Shopping or hair appointments
- Beauty contests/talent shows outside of school
- Claiming someone "made you late"
- Concerts
- SATs (please plan ahead for this. It is recommended you take SATs in the spring of your junior year so as to avoid conflicts in the fall of your senior year)
- Other school and after school activities (unless arrangements have already been made between the band director and coach/sponsor)

EXAMPLES OF EXCUSED ABSENCES:

- Extreme illness
- Sudden emergencies
- Religious Observances
- Death in the family

*Unforeseen events may arise; these will be dealt with on an individual basis by the director.

TARDINESS:

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

Tardiness should be avoided at all costs. Being on time means being ready to begin at the time given. If you are to report at 6:00PM, you need to be ready to play/work with all of your equipment in proper working order before 6:00PM so we can start at 6:00PM. Equipment repair and maintenance issues should be dealt with outside of rehearsal time. Each band member is expected to arrive at every rehearsal and performance with music, instrument/equipment, pencil, notepad, and any other special item that might be called upon for the event. Tardiness will negatively affect a student's grade.

LEAVING EVENTS EARLY AND DRIVING POLICIES

Because of concerns dealing with insurance and liability students are not permitted to drive themselves to off-site events unless given specific expressed permission from Mr. Ceresini. In the same vein, students are not permitted to leave events early except when outstanding circumstances have been brought to Mr. Ceresini's attention by the student's parents at least 24 hours before the event. Only a compelling reason (as deemed by Mr. Ceresini) at least 24 hours before an event will result in excusal early. If excusal is granted a student must report with their parent to Mr. Ceresini before leaving to insure safety.

XIII. ASSESSMENT AND GRADING

Students will be assessed each marking period on a variety of criteria which is derived from the work performed that marking period. Some performance assessments will be recorded; some will be live. Some will be objective paper and pencil work. It is important that you prepare yourself for these assessments to the best of your ability.

Students will be asked to work with journals and to prepare other written projects to enhance those aspects of music education that are not measured by performance, especially those dealing with higher order thinking skills.

All band rehearsals are laboratory classes; active student participation is necessary at all rehearsals and the level and quality of that participation over the course of a marking period will figure heavily in the grade that the student earns.

Criteria will be stated at the outset of each marking period. Emphasis will be placed on effort and improvement, as well as an objective standard. Your effort is the key here.

Student will also be graded for practice logs completed (see below) and attendance (see above).

Grading Breakdown for in-school ensembles

Attendance at Rehearsals and Performances	30%
Testing	25%
Practice Logs and Assignments	20%
Behavior and Participation	15%
Preparedness for class	10%

On-line Assessment Program

In order to reduce the amount of paper used and to increase efficiency in delivery, many of the assessments and assignments for band will now be submitted through CHARMS (including practice logs). If you do not have computer access at home you will be given time to submit assignments on the computer in the band room either before school, after school, or during study hall. Look for more information about this new and exciting process as the year begins.

XIV. UNIFORMS AND ATTIRE

Uniform Requirements:

It is important to realize that a concert performance is a formal event, which creates both an aural and a visual impression. In light of this, we will continue to observe rigorous concert dress guidelines. Anytime a band group is in public the students must be in full uniform unless otherwise told by the director.

Marching Band

-Students will be responsible for purchasing their own black band shoes, black socks, gloves, tour t-shirt, and green polo shirt. These are all specific items that are designed for marching band that need to be purchased through the band boosters before marching season begins. Mr. Ceresini has details.

-Drum Majors and Bandfront members are required to obtain a special kind of shoe and uniform. Please see Mr. Ceresini for the correct style.

-All marching band members are responsible for dry-cleaning/repairs during the season. The school will only cover cleaning the uniforms at the end of the season. You must leave your uniform at the school unless Mr. Ceresini or a staff member tells you to take it home to be dry-cleaned.

-All students will be given instruction in how to wear, care for, and store the uniform. Any damage caused by the students will be assessed to the student in a fee that must be paid to avoid an obligation card.

Your uniforms are the result of a considerable financial investment by the school district and the band boosters. It is expected that these uniforms will last us until at least the year 2011. Think about that as you treat your uniform with care.

-DO NOT CLEAN THE UNIFORM IN A WASHING MACHINE. THE UNIFORMS ARE DRY-CLEAN ONLY. IF YOU ARE TOLD TO DRY-CLEAN YOUR UNIFORM BECAUSE YOU MESSED IT UP, YOU WILL BE TOLD WHERE YOU MUST TAKE IT AND A RECEIPT WILL BE REQUIRED. IF THIS POLICY IS NOT ADHERED TO, YOU MAY BE LIABLE FOR THE ENTIRE COST OF THE UNIFORM (OVER \$350.00)!!!!

Uniform Rules (applicable to wind, percussion, and guard uniforms)

-All parts of the uniform must be worn in the intended manner at all times.

-No jeans or pants with rivets may be worn under the uniform.

-Do not wear clothing that bleeds colors under the uniform.

-Any clothing worn under the uniform must not be visible when the uniform is on. This includes turtlenecks. The band tour shirt must be worn under the uniform. **NO HOODIES!**

-Clothing other than undergarments **MUST** be worn under the uniform.

-No jewelry or watches may be visible. The only acceptable earrings are small, plain studs.

-All Hair must be tucked inside the hat. No Exceptions!

-No face paint or other decorative makeup (including temporary hair color that may run or bleed).

-No alteration to the uniform (i.e. similar visible hair ribbons) is permitted.

-All shoes should be cleaned and polished for **EACH PERFORMANCE**. Make sure you have an old toothbrush and polish to accomplish this task.

Concert Band

Concert band uniforms are not provided by the school. Students are required to acquire these items on their own. If you find you need financial help to acquire these items see Mr. Ceresini privately to make arrangements. Failure to wear the proper uniform will result in the student not being allowed to participate in the concert and will be considered an unexcused absence in regards to grading. If you are unsure of whether your clothes meet the specified requirements bring them in for Mr. Ceresini to approve. DON'T get caught not knowing at the last minute. Please note:

Both Males and Females should be dressed very conservatively; you will be sitting on a stage that is high up and at eye-level with the audience.

Males

Black Dress Shoes
Black Socks
Black Dress Slacks
White Dress Shirt with Collar
PLAIN black tie

Females

Black Dress Shoes
Black Slacks or LONG Black Dress
Modest White Dress Shirt (no colors)

Jazz Bands

Jazz band uniforms are not provided by the school. Students are required to acquire these items on their own. If you find you need financial help to acquire these items see Mr. Ceresini privately to make arrangements. Failure to wear the proper uniform will result in the student not being allowed to participate in the concert and will be considered an unexcused absence in regards to grading. If you are unsure of whether your clothes meet the specified requirements bring them in for Mr. Ceresini to approve. DON'T get caught not knowing at the last minute. Note: the concert band uniform will work well as a jazz uniform.

Please note: Both Males and Females should be dressed very conservatively.

Males

Dress Shoes
Dress Socks
Dress Slacks
Dress Shirt with Collar
Tie
Jacket (optional)

Females

Dress Shoes (no flip-flops)
Slacks or LONG Dress
Modest Dress Shirt

XV. MUSIC

All music given to the students is expected to be returned upon request of the band director. Students should keep their music in the folders provided to them. These folders can be stored in the slots in the band room or in the student's band locker.

Sharing music during band class is fine, but all students must have a folder with music so that they can practice at home and mark changes in their own part.

Please only write on the music with a lead pencil and do not make heavy markings. Students will be charged for any music that is lost or damaged.

When music is turned in everyone should have their own copy; therefore if you do not get a copy at first please see Mr. Ceresini to obtain one.

Each student is responsible for his or her music at all times. When out of school on an event each student should have possession of their music so that changes to set lists or edits can be made.

XVI. PRIVATE MUSICAL INSTRUCTION

The music department feels very strongly about the importance of private study as an integral part of developing the student's progress as a musician. The one-on-one relationship available in a private lesson allows for more individual attention than is permitted in a large group rehearsal. Students can concentrate on their own unique playing strengths and weaknesses. They can improve more easily on areas in which they are weak and can progress at their own rate. Individualized instruction can improve the quality of the student's performance in band, orchestra, and/or choir very rapidly.

When investing in private lessons, it is important to study with a qualified teacher. There are many, many fine teachers in the Harrisburg area. For assistance with this see a Mr. Ceresini. Remember that funds in the student band account can be used to pay for lessons.

XVII. DIRECTOR/STAFF INFORMATION 2010-2011

Band Director	Mr. Matthew Ceresini	717-703-5360 ext 428	mceresini@cdschools.org
Assistant Band Director	Amy Dedrick		
Wind and Marching Techs	Scott Fields Jodie Kratz Steve Hannaford Heather Ceresini Amanda Raup		
Band Front Instructors	Gina Moyer Valarie Vovakes Samantha George Shana Frentz		
Drumline Instructors	Steve Gugoff James Wilson Mike Feher Steve Spotts Bria Rose Taylor Baldwin Dave Rosenberger		
Middle School Band Directors	Kevin Shellhammer Michelle Nelson		

XVIII. INSTRUMENTS & EQUIPMENT

Instrument/Equipment Requirements

Percussion instruments will be provided by the school to percussion students. Percussionists are required to provide their own mallets and sticks as appropriate for the ensemble they are in. Some large mallets will be provided (i.e. bass drum beater). Band wind instruments will only be distributed to students based on cost of item or need of student (i.e. tubas, French horns, etc.). Unless requests are made to Mr. Ceresini all wind instruments and supplies are to be provided by the student. This includes all reeds, mouthpieces, valve oil, etc.

Policy on School-Owned Equipment:

School owned properties, instruments, and equipment can be distributed for use with school band personnel only; however, certain obligations must be accepted by the lendeer before a loan can be given.

1. The lendeer will follow proper procedures in securing property:

-Sign an Agreement form and Check-Out form

-Return property at the end of each year (instruments cannot be taken over the summer unless approved by the Director)

2. The lendeer will accept full responsibility for the property while in their possession.

This will include:

-Repair of any damage from the result of negligence or misuse. Please note all school instruments must be repaired at an approved shop. See Mr. Ceresini for a list, do NOT take a school instrument to be repaired without first speaking with Mr. Ceresini.

-Replacement of lost or stolen articles of property or instruments while in the lendeer's possession.

-Compensating the school for any lost or stolen property at the current price as established by the Director.

All school owned equipment stored in and around the band room must be taken care of and treated with respect. Students are financially responsible for any damage to any school property (instruments, equipment, music stands) that is caused by misuse or "horse play".

Personal Instruments

You should record the Make, Model and Serial Number of privately owned instruments and keep these records at home. Most instruments are covered under your homeowner/renter's insurance. If this does not apply to you, consider purchasing insurance for the instrument. The school district is not responsible for any damage caused to your instrument, even if the damage is inflicted at school. Please also make sure your case has tag with your name on it. You may want to consider putting your address as well in case it gets lost.

Moving Equipment (aka "many hands make light work")

Groups within the band program require the transportation and set up of equipment. Everyone is expected to help move, set-up, load, unload, and put away equipment. If you are unsure of how to help with this ask Mr. Ceresini or another staff member. Upon returning from an event, everything should be returned to its "spot" in such a way that it can be used immediately at the next rehearsal.

Instrument Condition and Quality

A high quality band program requires quality musical instruments. By the time a student is in high school he or she should be playing on a high quality instrument. If you are playing the same instrument you received in 4th grade you should strongly consider purchasing new or finding a high level used. See Mr. Ceresini for a list of recommended instruments and dealers.

Student should also be using high quality accessories such as reeds, mouthpieces, etc. Again see Mr. Ceresini for a list of recommended products.

INSTRUMENT MAINTENANCE

If your instrument has not been in the shop in over a year, it doesn't work. Period. Wind instruments are delicate mechanisms that go out of adjustment regularly. If this adjustment is not corrected, you will learn bad habits; you won't play in tune, and you will not achieve. Adjustments are inexpensive (unless we're talking about a flute that hasn't been adjusted since the 4th grade, this may be a little more...) and I can recommend some fine craftsmen to do the work. If a local music store is not recommended as a source for repairs, you should assume that I have seen their work and have found that this aspect of their service is inadequate. Go there for small items etc., but don't take your repairs. The state attorney general's office has stated that it is the director's right and responsibility to make this type of recommendation to you. I recommend Menchey Music, Bob Woodbridge (a local craftsman and music teacher), and the Horn Hospital for repairs. I receive nothing for this recommendation other than the satisfaction of knowing that you will get good work at a fair price.

If your instrument starts to respond poorly or some notes won't play, it would be wise to get it taken care of right away.

School instruments under your care are maintained by the district EXCEPT IN CASES OF OBVIOUS NEGLIGENCE. In these cases, the student is responsible for paying for the repairs. DO NOT TAKE A SCHOOL INSTRUMENT TO THE SHOP ON YOUR OWN, EVEN IF YOU DAMAGED IT. YOU WILL NOT BE REIMBURSED FOR REPAIRS AND WOULD BE LIABLE FOR ADDITIONAL DAMAGE. MAKE THE DIRECTOR AWARE OF THE PROBLEM AND IT WILL BE TAKEN CARE OF THROUGH THE SCHOOL.

You should be aware that instrument maintenance is not an excuse from performing or being assessed. Plan maintenance visits so that they do not conflict with concerts or tests. Emergency repairs will be considered on an individual basis.

Students without instruments at rehearsal, for any reason, will be asked to perform other tasks. These tasks will count toward the participation grade for that rehearsal.

Required Equipment

Who?	What?	Notes
<u>All Instrumental Students:</u>	Metronome	High quality two-in-one combo tuner/metronomes are available. Korg-TM40 or Boss-TU80 for about \$30.
	Tuner	
Woodwinds	Reed Case or Reed Holder	
	Reeds	Purchasing high quality reeds such as Vandoren or Rico Royals will result in a dramatically improved sound.
	Cleaning Swab or Snake	
	Neck Strap (if needed)	It is also recommend that sax and clarinet players use a high quality mouthpiece. See Mr. C for more information.
	Cork Grease (if needed)	
Brass	Value or Rotary Oil	
	Slide Grease	
	Mutes (as necessary)	
	Water Bottle (trombones)	
Percussion	Stick/Mallet Bag	
	Sticks (specific to ensemble)	
	Mallets (specific to ensemble)	

XIX. THE BAND ROOM

The band room and attached rooms (practice, locker, uniform) becomes like a second home to many of the students involved in the band program. It is a place where students should feel comfortable and supported. We are very lucky to have a fairly new and beautiful area to be in. We must make sure to take proper care of our home so that is usable and clean. Please always leave the room or area in a better condition than how you found it. There is not a lot of extra space and everything must be in its "place". Trash should not accumulate, stands and chairs should be organized neatly, instruments should be put away etc. Students are expected to take pride in the band area and put forward the initiative to keep it in great shape.

Band students are granted the privilege of being in the band room before and after school. This is a privilege that comes with being in the band program and acting in a mature manner. Please do not disturb if there is a class or sectional in progress. Show every courtesy to the director and students involved. If you are asked to help with something please do so.

The Band Room Computer

1. You must have prior permission from Mr. Ceresini to use the computer. This rule applies before and after school as well. If Mr. C is not available to ask then do not use the computer.
2. The computer may only be used for academic work or band room assistance.
3. You may not play games, "surf", or check personal email (non school related).
4. All school computer and internet usage rules apply.
5. Inability to comply with these rules will result in permanent loss of computer privileges.

XX. LOCKERS

- o Having a locker in the band room is a privilege extended to band member so that they do not have to carry their instruments in the halls during the day.
- o A locker and lock will be provided to each band student. The lock is owned by the school and is to remain locked on the locker at all times when the student is not directly accessing the locker. Students may not use their own locks.
- o Lockers are to be kept clean and the locker room is likewise. No food or drink is to ever be kept in the locker overnight.
- o Your instrument should be stored inside a shut and latched case in the locker.
- o While a locker can be a defense against valuables going missing, things still disappear every year. Do not bring valuables or large sums of money to school.
- o Inability to properly use the locker or keep it clean can result in the loss of the privilege of locker use.

XXI. BUS RULES

- There are many great opportunities provided to the students in the CDHS band and they often involve a bus ride.
- Only our students, school personnel, and designated chaperones/parents approved by Mr. Ceresini are allowed to ride on the buses. No friends, relatives, or previous band alumni/parents are allowed to ride the bus.
- Students will return on the same bus they arrive on. Adhere to bus lists!
- On rare occasion a student may return home with a parent IF they have arranged to do so. A note from the parent is required at least 1 day prior to the trip. This type of excusal must be approved by the band director and should be only for something that is a necessity (not a convenience). The band director must see the guardian before releasing the student.
- There are to be absolutely no displays of affection (this goes when we are not on the bus as well).
- All school rules apply, especially those pertaining to bus riding.

XXII. LEADERSHIP

Each year the band director may select drum majors, student leaders, and other offices to provide student leadership to the band. Student leadership is a valuable asset, which can make or break a band program. Leadership should not be abused by any means. Always remember that respect is not demanded, it is earned. Being in a leadership position does not give one the right to degrade another member of the band. In addition, leadership is often seen as serving, not giving orders. Think about it!

Drum Majors

The drum majors are chosen by the director and a panel of judges after an audition process and interview. The drum majors act as the field leaders of the marching band. In addition, the drum majors will have these primary responsibilities:

- Help maintain discipline during rehearsal
- Leads stretching exercises at beginning of rehearsals
- Help instruct basic marching fundamentals
- Responsible for coordinating the movement of equipment for rehearsals
- Acts as the link between the band director and the band on the field
- Conduct the entire field show from memory with a coherent routine
- Distribute and manage materials such as music, flip folders, dot papers, and handouts
- Perform duties for the program (i.e. make copies, help line off the field, etc.)

Student/Section Leaders

A section leader is chosen by the director and a panel of judges after a series of interviews. The section leader's primary responsibility is to keep up the morale and attitude of their individual section while also being an inspiration and role model to the rest of the band. In addition, the section leaders will also carry out these duties:

- Help their sections in the memorization of music and drill
- Call extra sectionals
- Run sectionals
- Lead marching fundamentals
- Check equipment and uniforms of sections before each performance to ensure they look/work properly
- Make sure each member has all equipment (instrument, music, uniform) on the bus or loaded onto the truck

In addition to leadership in marching band, throughout the year students will be asked to take on leadership and responsibility as is necessary and productive for all ten of the performing groups at CDHS.

Student Band Officers

Band Officers assist with the creation and implementation of policies as well as help to run the day-to-day operations of the band program. Students are selected by audition involving an essay and an interview. The band officers are expected to maintain a positive attitude, be encouraging to others, maintain good grades, give extra time to help with organizational tasks, and have a strong record of attendance and commitment.

Offices include:

- President
- Vice-President
- Treasurer
- Secretary
- Historians
- Librarians
- Other Officers at Large

XXII. BAND BOOSTERS

The Central Dauphin Band Boosters Association is an organization of parents, alumni, and friends who support music education at Central Dauphin High School. We work with the Central Dauphin High School Administration and Band Director for the improvement of the band programs. Our school's premier program includes two levels of concert bands (Symphonic Band and Wind Ensemble), and two levels of jazz bands (Jazz II, and Jazz I), as well as a Marching Band, a Pit Orchestra for the school musical, and three indoor units (Percussion, Majorettes, and Guard). Central Dauphin boasts an outstanding team of instructors to lead these bands.

The Central Dauphin Band Boosters Association is a registered Non-Profit Charitable Organization (IRS § 501(c)(3)). The Central Dauphin Band Boosters sponsors events and activities not only to raise funds for the Central Dauphin High School Band Programs but also to assist with the growth opportunities of the students and to further the common good and general welfare of the people of the community.

We look forward to another exceptional year with the Central Dauphin band program this year. We urge you to become a Central Dauphin Band Booster and to assist this excellent program.

Who We Are

Our band booster organization is ready and willing to help you at any time. If you have any questions about any band-related activity for the upcoming year, please feel free to contact one of our officers (listed below) at any time:

<u>2010 - 2011 Band Booster Officers</u>		
<u>Office</u>	<u>Name</u>	<u>Phone</u>
President	Eric Bloom	540-9849
Vice -President	Diane Baker	671-7164
Recording Secretary	Laurie Kissinger	541-0466
Financial Secretary	Crystal Richard	652-6737
Treasurer	Cindy Case	652-0867
<u>Telephone</u> 717-703-5360		
<u>Postal address</u> 437 Piketown Road, Harrisburg PA, 17112		
<u>e-mail address</u> boosters@cdramband.org		

What We Do

We provide support to the marching band unit, including moving equipment on and off the field; assisting with travel, uniforms, and repairs; fundraising; offering enthusiastic support; and otherwise doing what we can to enhance the students' band experience.

Band activities include the following: concerts, Band-A-RAMA, Christmas Dance, St. Valentine's Day Dessert Dance, Jazz Picnic, and parades. The band offers musical support and spirit to the Central Dauphin football games and for a variety of school events including graduation. The band provides a support group and haven for those who love music.

How You Can Help

Lots of ways: It takes a group of dedicated students parents to keep the Ram Band program great! The Central Dauphin High School Band Boosters Association is dedicated to the support and advancement of the Central Dauphin Band program. With increasing numbers comes the obligation for new uniforms, music, and more instruments. These items frequently are not funded by the Central Dauphin School District. As a band booster or parent of a Central Dauphin band student, you have the unique opportunity to help promote a band program with a proud legacy in our area. To continue and expand on our 50-year tradition of excellence, your Band Boosters Association needs every parent to become involved! Whether it's fundraising, chaperoning, event organization, volunteering, or just showing up for monthly meetings, all that we ask is that you share with us your ideas and a little of your time and energy. Everyone has something to contribute and we need each and every one of you!

Top 10 Ways You Can Show Support and Interest

1. Attend performances.
2. Be an active Band Booster: seek out ways to help.
3. Attend meetings.
4. Encourage home practice.
5. Provide lessons when possible.
6. Get involved with all the band programs, not just the band in which your student participates.
7. Ask your student to play for you.
8. Enthusiastically support your student and your bands!
9. Encourage your student's involvement in helping out with fundraising, showing band newcomers the ropes, etc.
10. Take advantage of the opportunities for development the band experience offers.

Join Us

We look forward to another exceptional year with the Central Dauphin band program this year. We urge you to become a Central Dauphin Band Booster and to assist this excellent program. To join, just fill out the membership form. [Click here for the membership form.](#)

Donate

Your monetary donations this year will help us support the faculty's efforts, meet the challenge of growth, and replace out-dated equipment and music. All Central Dauphin music students will benefit by your donation.

Donations to the Central Dauphin Band Boosters are tax deductible and help fund essential music department expenses such as:

Purchase and repair of instruments
Purchase of music
Transportation to musical events
Support all band activities
Concert programs
Publicity and special events

Contact one of the Board Members for information on how to make a tax deductible contribution to help the CD Ram Bands.

XXIV. STUDENT ACCOUNTS

What is the purpose of Student Account?

Student Accounts are the Band Boosters' plan to accumulate funds for the students' use at a later date. A portion of the proceeds from designated fundraisers will be placed in an account in those students' names and held for their use. A common misconception is that all our fundraising supports the Marching Band program; in fact, we provide supplemental funds for all band members in all programs. Many expenses associated with maintaining a good music program are not covered by the school district budget. A major function of the Central Dauphin Band Booster organization is to provide for those needs for our students. Click [here](#) for more information on our fundraising efforts.

Q: How does money get into my Student Account?

Money is placed into student accounts from fundraisers, from overpays, and from direct deposits to this account. For fundraisers, the amount that will be credited to the student account per item sold will be announced with each sale. It may vary from sale to sale.

Q: For what expenses may I use my Student Account?

These funds can be used to pay for lessons, for instrument repairs, for band shoes and other equipment, and for trips. Funds also may be used to pay for tickets to band events such as the Holiday Dinner Dance or fundraising concerts. Note that funds in the account may also be used to pay for other family members for the band banquet or for trips. These funds are also available for transfer to the same student's choir account.

Q: How do I access the funds in my Student Account?

You can request money from your Student Account by filling out an "[Application for Student Account Withdrawal](#)" form. Click the hyperlink you just passed over for a form. Once the form is completed (and signed by a parent), turn it in, just like you would turn in a check (in the envelope in the band room for that activity). If you are requesting reimbursement for a repair or lessons, give your completed form to Mr. Ceresini or the Band Boosters Treasurer along with a receipt

Q: How do I find out how much money's in my Student Account?

Student account information can be checked using "Charms." See the Charms page below for more information on how to access this online software.

Q: What happens to my student account balance if I quit the band or transfer to another school? How about if I have money left over when I graduate?

Any money remaining in the Student Account when you leave the band-- for any reason-- reverts to the Band Boosters. The only exception: the balance will roll over to a sibling who is actively participating in a band or in Band Front.

XXV. CONCERT ETIQUETTE

Concert etiquette is the set of accepted rules and behaviors that we, as audience members and performers, adhere to at formal concerts. Of course we must realize that all concert events in our lives are not the same and neither are their rules. There is no “mosh” pit at a band concert and there are no tuxedos at a Green Day concert.

Guidelines for formal concerts apply to all audience members and performers and would include:

1. Do not talk during the performance for any reason
2. The audience is present to observe the performance, not become a part of it
3. Do not eat or drink during the performance (unwrap cough drops etc., in advance.)
4. Except in the case of an emergency, do not enter or exit the auditorium during the performance of a piece, enter or exit only between pieces or between movements, in the case of emergency (illness, etc.,) be as discreet and quiet as possible.
5. Applaud. Your applause (for a reasonable length of time) is your acknowledgement of the performance and does not designate like or dislike. You may measure the length and volume of your applause to show the level of your enthusiasm. Whooping is not appropriate for a concert band performance.
6. It is appropriate to clap when the conductor or a guest artist enters the stage
7. Do not clap between movements of multi-movement works (the movements are usually indicated in the program)
8. On stage, all movements are discreet and subtle. Make sure mutes, etc. are secure and away from moving feet etc. Do not attempt to wave at Mom, Dad, girlfriend, etc.; this is unacceptable

Remember: Band Concerts are usually formal, use common sense and discretion and you'll be fine.

XXVI. MEDICAL INFORMATION

Students are required to have a medical form and an insurance form properly filled out and signed by the parents and/or guardians before he/she will be allowed to participate in band activities. If you have questions about this contact Mr. Ceresini.

Personal Health and Wellness

Students should be aware of their own personal health. If a student does not feel well they should immediately inform a staff member and sit down. The most common problems that band students experience are 1) dehydration from lack of water and 2) dizziness or passing-out because lack of nourishment or improper breathing. It is imperative that students eat breakfast and consume water during long rehearsals while outside. Remember that perspiring heavily is a sign that your body is working well. Lack of perspiration is a sign of dehydration. Every effort will be made to schedule rehearsal to minimize the effects of heat during rehearsals.

XXVII. STUDENT OF THE MONTH

Each month an outstanding student from the band program will be recognized as the student of the month and invited to come to the band boosters meeting. Students that are selected for this honor are those that are working the hardest towards improving themselves and the group while maintaining a positive attitude. They show respect to everyone and are well prepared to achieve and perform well.

XXVIII. HANDBOOK MATERIAL SPECIFIC TO MEMBERS OF THE MARCHING RAM BAND

Statement of Purpose at Football Games

The purpose of the band's presence at football games is to represent CD High school spirit, involve the crowd, and support of the football team. The spotlight is on us when performing the field show, stand tunes, and cheering with the cheerleaders. At all other times, the focus of the evening is the game. The band will always demonstrate good sportsmanship and be a model for others in this respect. You will never boo, taunt, harass, or negatively interact with members of the other team or their fans. You will support CD, whether they are ahead or behind in scoring. They are high school kids just like you, and they don't drop a pass any more intentionally than you miss a note or get out of step.

Game Procedures

-When you are in uniform, any part of the uniform, you represent the CD High Bands. Any inappropriate action will not only reflect poorly on you, but also on the other 100 or so members. Behave appropriately and think before you act!

-Look crisp and professional as you enter the stadium; this first impression is an important one.

-No gum at rehearsal, on the bus, or at the game (no gum from the time you arrive until the time you depart). This goes for winds, percussion and guard.

-All band members will sit together as directed during 1st, 2nd, and 4th quarters of the game. At these times no food or drink is to be consumed. No non-band member may sit in the band section at anytime during the game and it is not appropriate to have someone else bring you something to eat or drink. We are all in the same boat, row together.

-Students have the 3rd quarter of the game off for use of rest rooms, concession stands, etc. Students must be in their seats in the stands ready to play when the game timer expires for the end of the third quarter. Students may remain in the stands during the 3rd quarter but should not bring food or drink in the stands. All instruments should be secured during this time. The 3rd quarter privilege is not a right and can be rescinded for behavior, attendance, failing to report back on time or other such reasons.

-Do not rough-house or fool around during the 3rd quarter or at any other time.

-Do NOT go into other sections of the stands at any time.

-The school policy on tobacco, alcohol, drugs, pornography and other such behavioral issues is in full effect for the entire time you are with us.

-There will be NO public displays of affection during band functions.

-Every musician must have his/her own flip folder (and lyre) at all games.

-Instrumentalists will be ready to play at all times, and will ONLY play with the permission of the director, staff member, or drum major. (i.e. no "noodling")

CHARMS

The addition of the Charms software to the band program is exciting! Charms is an online database and record keeping system that houses information including: contact information, student account information, music, instruments, forms, etc. Charms will make many aspects of the band program more understandable, transparent, efficient, and simple. Every band student is expected to access Charms at different points throughout the year. Additionally, parents are encouraged to use Charms as a resource.

Charms Office Assistant aids music teachers and booster clubs organize student contact information, manage inventory, assign uniforms, track attendance, and work with trips, fees, fundraisers, form collection, and lots more. Charms also can send group email, broadcast phone and text messages, email financial statements and much more.

Because it can unify much of the diverse information needed by Mr. Ceresini and the Central Dauphin Band Boosters Association, we decided to invest in and begin to implement in 2010-2011 this all-encompassing management system, which works on any computer connected to the internet, from anywhere in the world!

More information and tutorials can be found at: <http://www.cdramband.org/charms.htm>

The Parent/Student Area of Charms will be a great resource to you. You will find the following links:

- School Calendar
- Event List
- Volunteer Needs and Signups for Band & Booster Events
- Teachers' Email
- Handouts
- Website
- Financial Information (what fees you owe; your fundraisign proceeds)
- Student Forms
- Practice Log
- **Personal Information (please update this if anything changes)**
- Change Password

The first step to using Charms is making sure that all of your information is accurate and up to date. Please check this and make appropriate changes immediately.

**Information should be updated before
September 6th, 2010**

2010-2011 HANDBOOK/BEHAVIOR FORM

Central Dauphin High School Band
437 Piketown Road
Harrisburg, PA 17112

I have read this 2010-2011 Central Dauphin High School Bands Handbook and I understand all the information given. I have reviewed the provided calendar of band events and understand that all events and rehearsals are mandatory and are a required part of being a member of an ensemble. Furthermore, I agree to abide by all the policies and procedures outlined in this handbook.

Student Name (print): _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

DUE: September 6th, 2010

INSTRUMENT BORROWING AGREEMENT

*Central Dauphin High School Band
437 Piketown Road
Harrisburg, PA 17112*

2010– 2011 School Year

I hereby agree to accept responsibility for the care of the school instrument being loaned to

_____ for use in their music class at
Student's Name

School

I understand that I am to keep the instrument in good playing condition and that if damage or breakage occurs I will contact Mr. Ceresini to have it repaired. I further recognize that I will be responsible for any cost toward repairing damage or breakage.

Parent/Guardian PRINTED Name _____

Parent/Guardian Signature _____

Address _____

Telephone _____

Instrument _____

Serial Number _____

Dates of Rental _____

Please note any original problems with the condition of the instrument here so that you will not be charged for them later: _____

Central Dauphin High School Band
Request for Excused Absence, Tardy, or Early Departure

Unlike sports, there is not a bench player waiting to fill in for you when you are absent from band. Attendance can have a tremendous effect (both positive and negative) on a performing group's quality. It can also have a serious effect on a student's grade. Please do not allow failure to complete this form to cause your grade to be adversely affected. Except in cases of sickness or immediate emergency, all other absences and excusals require advanced approval. Absence forms for rehearsals are due 2 weeks prior to the requested date. Absence forms for a performance already on the calendar are due on September 30th, 2008. Remember: Filling out this form does not guarantee that excusal will be granted from a rehearsal or performance; it simply informs Mr. Ceresini that you would like to discuss the possibility.

In unpredictable situations like sudden illness or car trouble, please make every effort to inform the band office in advance if possible (703-5360 x428). An answering machine is always on for you to leave a message.

NAME _____

ADDRESS _____

PHONE _____

<u>DATE OF OCCURRENCE</u>	<u>REQUEST</u>	<u>ENSEMBLE</u>	<u>TYPE OF FUNCTION</u>
_____	_____ ABSENCE	_____ MARCHING BAND	_____ FULL REHEARSAL
	_____ TARDY	_____ JAZZ ENSEMBLE I	_____ SECTION REHEARSAL
	_____ EARLY	_____ JAZZ ENSEMBLE II	_____ PERFORMANCE
		_____ SYMPHONIC BAND	_____ OTHER (SPECIFY)
		_____ WIND ENSEMBLE	_____
		_____ PERCUSSION ENSEMBLE	
		_____ INDOOR UNIT	

STATE WHY THE REQUEST IS NECESSARY:

PARENT SIGNATURE _____

DATE SUBMITTED _____

FOR OFFICIAL USE ONLY:

ACTION: EXCUSED NOT EXCUSED

ENSEMBLE DIRECTOR _____