

CENTRAL DAUPHIN HIGH SCHOOL BANDS

Handbook 2011-2012

THIS BOOK BELONGS TO

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WELCOME LETTER

Parents and Students:

Please allow me to welcome you to what is sure to be another fabulous year in the Central Dauphin High School Band Program. This handbook is designed to be a guide and reference to the ins and outs of the band program at CDHS. 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 am very excited to begin another year with the band program, which will be my sixth. 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 the opportunity to experience great art and music makes working at CDHS very enjoyable.

Please remember 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 entertain you at every event this year—depending 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 Charms www.charmsoffice.com or to the band boosters website www.cdramband.org for any dates, times, or information you may need. 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
and on the forms page of the CHARMS website www.charmsoffice.com

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, plan for future events, and by considering the outcomes of the choices that are in front of them.



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 with respect. In return he/she is expected to act in a mature manner 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.



CDHS MUSIC DEPARTMENT ACCOUNTABILITY

The CDHS Music Department has adopted uniform standards 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:

- Be respectful and supportive towards teachers, peers, and themselves in both word and action
- Maintain high moral standards
- Positively accept new challenges and changes in order to grow and improve
- Be focused on making exemplary music that is both beautiful and enjoyable
- Keep a personal calendar with all dates and times of important upcoming events
- 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.
- Be on time for events, be prepared for events and rehearsals, and stay until all duties are completed

PERFORMING ENSEMBLES

The primary mission of each of these ensembles is to further each member's education and understanding about art of music. 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. Students are typically expected to practice their instrument on a consistent basis, 5 or 6 days per week, and be prepared to make awesome music!

MARCHING BAND

The Marching Band is made up of brass, woodwinds, percussion, and bandfront. Performances include football games, pep rallies, parades, and community events as well as several band shows. This ensemble is curricular, students receive a 0.5 credit and a grade, however most rehearsals and performances occur outside of the school day. Marching Band is open to all dedicated students grades 9-12. The first rehearsals will be used as an audition to determine if "cuts" are necessary, however "cuts" typically only occur involving instances of behavior or attitude problems. The marching band meets in the summer and fall semester and once for a spring parade. ATTENDANCE IS MANDATORY FOR ALL REHEARSALS AND PERFORMANCES!!! The school discipline policy remains in effect at all marching band functions. Also, marching band is athletic and requires its members to be in good physical health, students will be asked to perform stretches and exercises.

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. The ensemble performs 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.

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 four major concerts per school year and the students and/or ensemble participate in local, district, regional, state, and national concert festivals and contests.

PERCUSSION ENSEMBLE

The Central Dauphin High School Percussion Ensemble is an in-class ensemble (2nd period) made up of percussionists in grades 9-12. This class presents 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 four major concerts per school year and the students and/or ensemble can participate in local, district, regional, state, and national concert festivals and contests.

JAZZ I ENSEMBLE

The Central Dauphin High School Jazz I Ensemble 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 ensemble 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 within the unique responsibility of the group. The ensemble performs many 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.

JAZZ II ENSEMBLES

The Central Dauphin High School Jazz II Ensembles are in-class ensembles (5th or 6th 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.

INDOOR UNITS: COLOR GUARD, DRUMLINE, AND MAJORETTES

The Central Dauphin School District Indoor Color Guard, Drumline, and Majorettes are three extracurricular activities that begin in November and end in late April/early May. These ensembles are intended to further selected skills and abilities of those learned in marching band. Having a strong marching band helps indoor and having strong indoor units helps marching band. Each unit presents a visual and musical show 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.

Note: Participation in an indoor unit is typically limited to those who have elected marching band and completed the previous season.

Scheduling Conflicts- Lunch/Music

Invariably scheduling conflicts arise when attempting to put band courses into the schedule. Usually these issues can be resolved 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 may 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.



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 ensemble. In addition, the calendar will also be posted on the band boosters' website: <http://www.cdramband.org> and on the CHARMS website. Excuses such as "I didn't know about..." or "you never told me..." will not be acceptable.

Remember that our ensembles 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 and performances. It is the student's responsibility to keep 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.

INDIVIDUAL 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 extra 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 to the band room to practice during study halls, and before or after school. In the past 5 years this options has grown greatly, and there are now many students who individually practice over two hours per week during the school day alone.

Practicing and Practice Logs

- The purpose of practice logs is to help students monitor and evaluate progress.
- All students in a concert band or a jazz band must complete practice logs, which are a portion of the total grade. You should consider p-logs an assignment like any other class would have. Get into the habit of filling out your log immediately after every practice session. Make a routine so that you don't forget.
- Practice Logs are due every Sunday by 11:59PM for the preceding week (Monday-Sunday), however it is advisable that you do not wait until then to complete each log. You can update the log at any time during the week. It is recommended you make updating the log your final 3 minutes of every practice session.
- Practice Logs will be submitted online through the CHARMS program (log-in information to follow)
- Each student is responsible to practice for 100 minutes per week plus 20 minutes for an additional daily ensemble. (i.e. Symphonic Band only- 100 minutes; Symphonic Band and Jazz II Ensemble- 120 minutes).
- Points will be earned for time of practice per quarter. Each quarter is approximately 8 weeks (45) days long. 800 minutes over 45 days is 18 minutes per day, but if every member of the band committed to that practice plan for a year, the total would achieve approximately 750,000 minutes!
- Simply playing through a piece will not help you that much. You must learn to how to practice well. 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. Ceresini for some fresh ideas!
- If you have a special circumstance (e.g. wisdom teeth out) that will prevent you from practicing, please advise Mr. Ceresini ASAP.

PART A-to encourage volume of practice within a quarter

Total minutes per quarter (45day /8 weeks). Points will be calculated to nearest 1 point.

Students in 2 Band Ensemble Classes

960 Minutes = 100 points
864 Minutes = 90 points
768 Minutes = 80 points
672 Minutes = 70 points
576 Minutes = 60 points
480 Minutes = 50 points

Students in 1 Band Ensemble Class

800 Minutes = 100 points
720 Minutes = 90 points
640 Minutes = 80 points
560 Minutes = 70 points
480 Minutes = 60 points
400 Minutes = 50 points

PART B- to encourage consist practice from week to week

Total number of weeks with at least 100 minutes practiced

8 Weeks of 100 minutes practiced = 100%
7 Weeks of 100 minutes practiced = 92.5%
6 Weeks of 100 minutes practiced = 85.0%
5 Weeks of 100 minutes practiced = 77.5%
4 Weeks of 100 minutes practiced = 70.0%
3 Weeks of 100 minutes practiced = 62.5%
2 Weeks of 100 minutes practiced = 55.0%
1 Weeks of 100 minutes practiced = 47.5%
0 Weeks of 100 minutes practiced = 40.0%

Practice Grade

Average Parts A & B to determine practice portion of final grade (which is 20% of total grade)

Extra Credit

Extra points will be given for practicing above the highest listed in Part A level of minutes.
Points will be given in proportion to extra time (100 minutes = 5 points).

AUDITIONS, PLACEMENT, AND SEATING

Auditions will be held in the Spring (usually 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 participation in a particular ensemble include time management, attendance, general attitude, and behavior.

Ensembles are tiered to allow students to have significant growth in performance and leadership no matter the level at which they currently perform. 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.



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 CDSB. Make sure that your actions prove that the band is a class act in every way.

- Always achieve at the highest level you can!
- 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.)
- Be ready, in your seat or proper location, with all equipment prior to the beginning of rehearsal (3 minutes after the first 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.
- Discuss or fix any instrument readiness issues before the beginning of rehearsal: repair problems, reed problems, sticking valves or other issues.
- No gum in the band room, on stage, or at rehearsals.
- Conductor on podium = No talking; study your part when not being worked with; Raise your hand if you need ask a question or otherwise speak. Stay involved and focused.
- Conductor off podium = Quiet talking, relax and be ready to refocus at a moment's notice.
- Enjoy our time of making music and musical art together.
- Follow Mr. Ceresini and staff instructions during rehearsals. Rudeness, disrespect, disorderly behavior, and abusive or inappropriate language will not be tolerated.
- You will be given time to 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! Always leave the room cleaner than when you entered.
- The band is like a family. Treat others in the way in which you would like them to treat you. No one is better than anyone else, but if we are all in it together, we can be great!

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 then 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)

- Contact the band office at (717) 703-5360 ext 428 or CDBandCeresini@gmail.com
- 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.
- A staff member will follow up to confirm absence if necessary. A doctor's or parent note may be asked for in some situations.

Anticipated Absence

Submit a *Request for Excused Absence, Tardy, or Early Departure* form (copy at end of document) 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 events 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 responsibility.
- 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 can 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)

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 2013. 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, 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 approval. 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



SHEET 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. All pencil marks should be erased before music is returned.

When music is turned in each person should have his or her own copy; therefore if you do not get a copy when music first distributed 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.



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. The music faculty has noted improved quality of performance in band, orchestra, and/or choir from previous CDHS student's who have received private music instruction.

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 finding a teacher see Mr. Ceresini. Remember that funds in the student band account can be used to pay for lessons.

INSTRUMENTS AND 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, reed cases, mouthpieces, valve oil, cork grease, etc.

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 the school address as well in case it gets lost.

Moving Equipment

"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. Please move all equipment carefully, keeping in mind that many items need to last for 20+ years.

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 MAINTENCE

If your instrument has not been in the shop in over a year, it is likely in need of some professional repair. 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 progress as quickly. 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. Many repair shops will give you a "loaner" to use while yours is being repaired. Make sure to ask.

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
<i>All Instrumental Students</i>	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	Purchasing high quality reeds such as Vandoren or Rico Royals will result in a dramatically improved sound.
	Reeds	
	Cleaning Swab or Snake	
	Neck Strap (if needed)	
Brass	Cork Grease (if needed)	It is also recommend that sax and clarinet players use a high quality mouthpiece. See Mr. C for more information.
	Value or Rotary Oil	
	Slide Grease	
	Mutes (as necessary)	
	Water Bottle (trombones)	
Percussion	Stick/Mallet Bag	
	Sticks (specific to ensemble)	
	Mallets (specific to ensemble)	

THE BAND ROOM AND MUSIC AREAS

The band room and nearby rooms (practice, locker, uniform, stage) 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 "spot". 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

- 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.
- The computer may only be used for academic work or band room assistance.
- You may not play games, "surf", or check personal email (non school related).
- All school computer and internet usage rules apply.
- Inability to comply with these rules will result in permanent loss of computer privileges.



LOCKERS

- 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.
- 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.
- 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.
- Your instrument should be stored inside a shut and latched case in the locker.
- 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.
- Inability to properly use the locker or keep it clean can result in the loss of the privilege of locker use.



BUS INFORMATION AND RULES

- There are many great opportunities provided to the students in the CDHS band and they often involve a bus ride.
- Only CSDS 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 prior director permission. 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 student-guardian connection 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.

LEADERSHIP

Each year the band director and band staff may select drum majors, student leaders, and other offices to provide student leadership to the band. Student leadership is a valuable asset to a successful band program. 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

Section leaders are 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 of the performing groups at CDHS.

Student Band Officers

Band Officers assist with the creation and implementation of procedures 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
- Officers at Large

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. They work with the Central Dauphin High School Administration and Band Director for the improvement of the band programs. Our school's premier program includes many fantastic performing ensembles, and 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 an officer (listed below):

<u>2011 - 2012 Band Booster Officers</u>		
<u>Office</u>	<u>Name</u>	<u>Phone</u>
President	Diane Baker	671-7164
Vice -President	Cathy Sangillo	545-6362
Recording Secretary	Laurie Kissinger	541-0466
Financial Secretaries	Maki and Ryan Traynor	919-7402
Treasurer	Cindy Case	652-0867
<u>Postal address</u> 437 Piketown Road, Harrisburg PA, 17112		
E-mail address: boosters@cdrband.org		

What We Do

We provide support for all of the performing ensembles that come under the umbrella of the CDHS band program. Tasks including moving equipment on and off the field/stage; assisting with travel, uniforms, and repairs; fundraising; offering enthusiastic support; providing logistic support, and otherwise doing what we can to enhance the students' band experience.

Band activities include the following: Concert Band concerts, Jazz Band concerts, Band Fair, Band-A-RAMA, Christmas Dance, St. Valentine's Day Dessert Dance, Indoor-Rama, marching band shows and parades. In addition the marching band offers musical support and spirit to the Central Dauphin football games and the concert and jazz bands perform 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 to 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 fundraising, showing band newcomers the ropes, etc.
10. Take advantage of the opportunities for development that the band experience offers.

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.

Our Success to Date

Because of the active participation of so many of the CDHS band parents the band students have been provided with many opportunities that might not otherwise be provided. Similarly, because of high levels of involvement, we have been able to move away from mandatory fundraising and required "buyouts". Fundraisers are optional, yet still very successful. This gives individual families more flexibility and helps create a positive environment in which we can support the band program. Please consider helping out so that we can continue this great tradition.

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.

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 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/orchestra 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 located at www.cdramband.org. 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.

INFORMATION SPECIFIC TO MEMBERS OF THE MARCHING RAM BAND

Statement of Purpose about Football Games

The purpose of the band's presence at football games is to represent CD High School's 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. We will never boo, taunt, harass, or negatively interact with members of the other team or their fans. We 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 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>

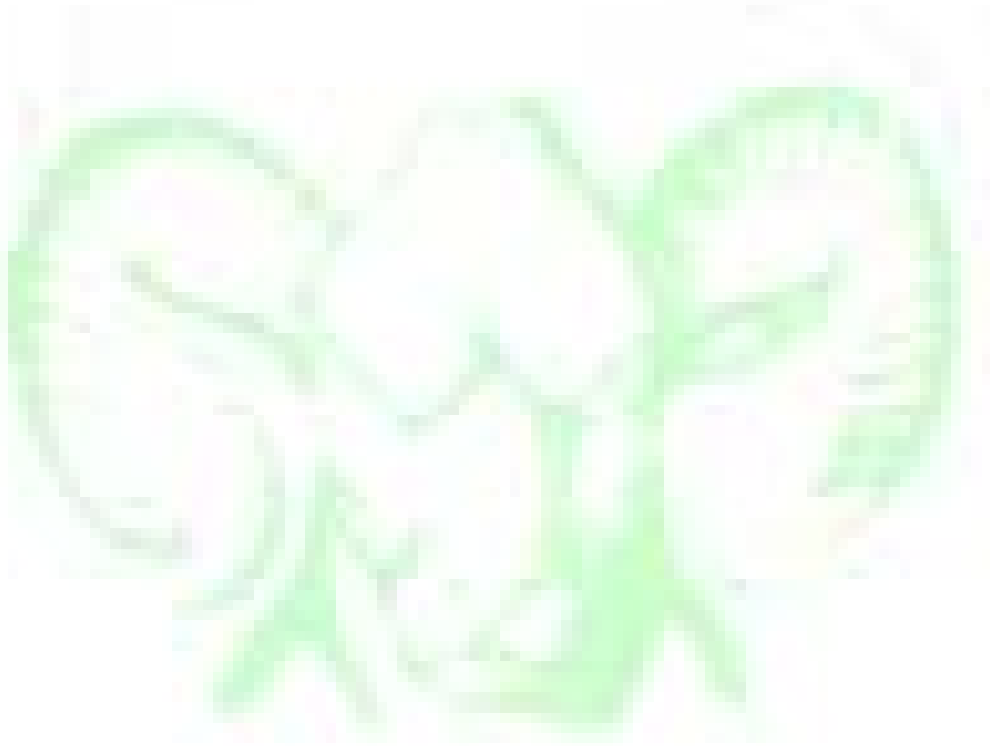
The Parent/Student Area of Charms will be a great resource to you. You will find the following links:

- School Calendar
- Event List
- Volunteer Needs and Signups for Band & Booster Events
- Teachers' Email
- Handouts
- Website
- Financial Information (what fees you owe; your fundraising 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 5th, 2011

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2011-2012 HANDBOOK/BEHAVIOR FORM

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

I have read this 2011-2012 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 acknowledge and agree to abide by all the policies, practices, and procedures outlined in this handbook; understanding that failure to do so can result in lowering of grade, suspension or removal from group, limited future participation, and other penalties.

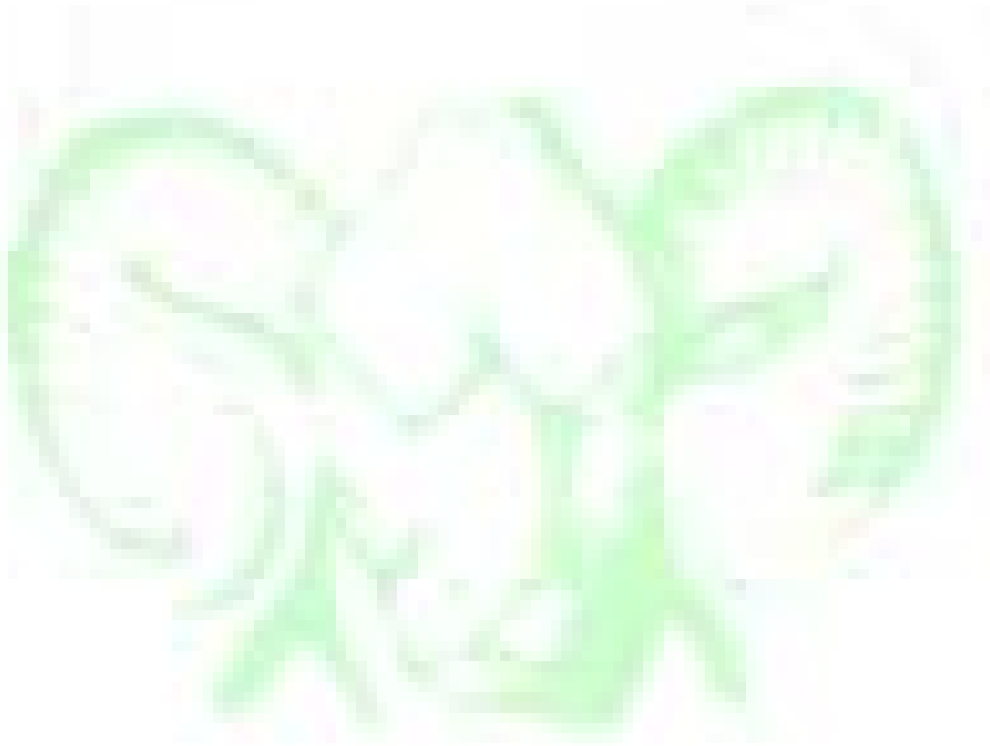
Student Name (print): _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

DUE: September 5th, 2011

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INSTRUMENT BORROWING AGREEMENT

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

2011- 2012 School Year

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

_____ for use in 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 immediately 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 _____

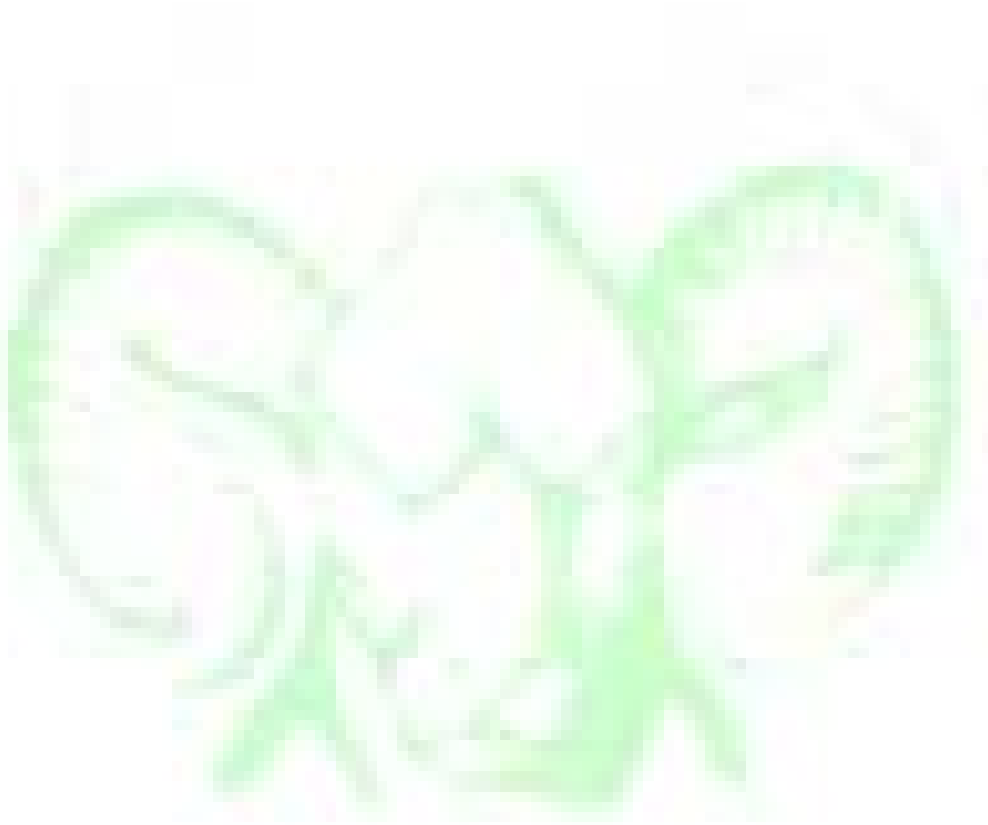
Instrument _____

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:

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Request for Excused Absence, Tardy, or Early Departure

Central Dauphin High School Band Program

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 affect (both positive and negative) on the quality of a performing group. Attendance also weighs heavily 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 15th, 2011. **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. You can also email to CDBandCeresini@gmail.com if phone does not work.

NAME _____ PHONE _____

ADDRESS _____

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

STATE WHY THE REQUEST IS NECESSARY:

PARENT SIGNATURE _____

DATE SUBMITTED _____

FOR OFFICIAL USE ONLY:

ACTION: EXCUSED NOT EXCUSED

ENSEMBLE DIRECTOR _____