



# **Pinconning Band Handbook**

## **2023-2024**

**Director of Bands: Ms. Megan Corkey**

### **Contact**

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**Phone: 989-308-0500 x 1102**

This handbook is full of important information regarding the Pinconning Spartan Band Program. Please take the time to read this carefully.

If you have any questions, do not hesitate to contact me! Email and messages through the BAND app are the easiest and quickest ways to reach me; however, I will respond to phone calls as quickly as possible.

## **COMMUNICATION**

If you haven't yet joined the "Band" app, please follow this link: [tinyurl.com/pinnybandapp](https://tinyurl.com/pinnybandapp)

We use this app as a way to communicate with all our band families about upcoming events or special announcements. If you have any problems joining the group, you may contact Ms. Corkey to send you a personal link to the app. Please keep in mind that in order not to overwhelm all the users of the app, we are asking that you ONLY post comments if you have a question or are responding to a question from another user. You can private chat with any member on the site if you need to.

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Students are also encouraged to download the "Remind" app to stay up to date with important reminders and updates. Remind is used to send announcements to students, and functions similar to many messaging apps.

To join your Remind app class, enter the following codes into the app or text the appropriate code to 810-10.

- Freshmen: @phsband27
- Sophomores: @phsband26
- Juniors: @phsband25
- Seniors: @phsband24

## **REQUIRED EQUIPMENT/MATERIALS**

Students are required to have the following items:

- Instrument and appropriate equipment
- Pencil
- Essential Elements 2000: Book 1 (Beginning Band)
- Essential Elements 2000: Book 2 (7th/8th Grade Band)
- Sheet Music (when given)
- Band Folder (provided in class)
- 3 Reeds/Cork Grease (woodwinds)
- Valve Oil/Slide Oil/Tuning Slide Grease (brass)
- Instrument Cleaning Supplies
- School Chromebook (as needed)

Music stands are provided in class, but it is advised to have an at-home stand for practice. The above items are required for daily rehearsal, as they are key to successful performance. All materials can be found online or from a music retailer.

## REHEARSAL EXPECTATIONS

Members of musical performing groups are required to observe the following rehearsal rules:

1. Each rehearsal bring your:

- Instrument
- Music
- Reeds (at least 3 good ones), mouthpiece
- Valve oil, cork grease, slide oil, etc.
- A PENCIL!!!!!!!!!!!!

2. When you arrive at the rehearsal room:

- There is no gum, food, or beverages other than water permitted.
- You must be in the room by the bell and in your seat by FIVE minutes after the bell.
- Restroom passes will be given for emergencies only. The restrooms are to be used during passing periods. No passes will be given during the final fifteen minutes of a class period.
- Books, purses, and instrument cases should be kept either in your band locker or under your seat so that it is out of the way.
- Warm Up on scales, long tones, rudiments, or lip slurs.
  - After you have warmed up with the above materials, then you may begin looking through your concert music.
  - Put your music in order - check the board.

**3. When the conductor steps on the podium all playing and talking stops!**

- There is no talking or playing out of turn, especially when the teacher is working with other students in the rehearsal setting.

4. Remain seated until the teacher dismisses you. When rehearsal ends, place your instrument and music where they belong. Enter and exit politely and in a walking fashion.

5. Play only ***your instrument***.

- Students may not play, touch, or handle instruments that do not belong to them.

It is expected that students will have their instrument at class for each rehearsal. If it becomes necessary for a student's instrument to need repairs, please provide written notice to the director as soon as possible. Road representatives from Herter Music Center visit the school every week and can bring your instrument into the shop for repairs. If available, a school instrument will be made available to you in the meantime.

*Failure to be prepared for class with any of the items listed above will result in a loss of points. The first offense, you will only lose daily participation points. The second offense will result in a loss of points and a note home. Third and future offenses will be met with an added classroom referral submitted to Skyward.*

### **CHAIR PLACEMENTS**

Chair placements in band class are usually done each marking period. It is only one small component of the student's grade in the class. Depending upon repertoire and section size, part rotation is encouraged so everyone has a chance to expand their ability level. This policy is used at Ms. Corkey's discretion. *Beginning Band will not have chair placements.*

### **CHAIR CHALLENGES**

Chair Challenges usually occur within seven school days of the posting/announcing/updating of chair placements. Students may only challenge up one chair placement. Ms. Corkey will select the etude or excerpt that will be performed for the challenge. Students participating in the challenge will perform for the class. Ms. Corkey will notify students participating in the challenge of the results within two school days after the challenge has taken place.

1. Proper Notice - Students wishing to challenge must give the person to be challenged no less than five school days of preparation.
2. Refusal of Challenge - When a challenge is refused, that student forfeits their chair and the challenger is awarded the higher chair.
3. Win in Case of Tie - If the result of the voting is tied, the higher chair retains their chair placement.

### **MUSIC POLICY**

Each student will receive one copy of their performance music. It is the responsibility of the student to bring their music to every rehearsal. Additional copies may be available for 10 cents.

### **STUDENT OFFICERS - LEADERSHIP TEAM**

Students in the Pinconning High School Symphonic/Marching Band will have the opportunity to be a part of the leadership team. The selection process will include a written application, an in-person interview, and a conducting audition (for those who wish to apply to be one of our drum majors). Positions on the leadership team include drum major, assistant drum major, section leaders, social chair, and spirit committee. Positions may be created or left open at the director's discretion based on the needs of the band at that time.

### **PINCONNING BAND BOOSTERS**

The Pinconning Band Boosters are parents of students just like you that meet to find ways to assist the directors in providing the very best musical opportunities possible for their students. We invite you, and hope you will take the opportunity to join us to enhance the educational experiences available to your student. The Band Boosters meet monthly in the Pinconning Band Room. Meeting dates and times are posted on the "Band" app one month in advance. Email our Band Booster President, Ginger Stoneback, at [pinnybandboosters@gmail.com](mailto:pinnybandboosters@gmail.com) for more information.

## ATTENDANCE POLICY

Students are expected to attend all performances. Failure to attend a required event (performance, concert, dress rehearsal, festival, etc.) without a valid, written excuse via the Absence Request Form, fully explaining the absence will result in the lowering of a student's grade. Punctuality also impacts grades. Absence Request Forms can be found on the band website (pinconningbands.weebly.com), Google Classroom, or printed in the band room.

A written note via the Absence Request Form, fully explaining the absence must be received **at least two weeks prior** to the event in order for the excuse to be considered excused. Phone and email messages to the director regarding student absences do not suffice as written communication or request for excusal. For an absence request to be considered, it must be submitted via the Absence Request Form. Submitting the Absence Request Form does not automatically excuse a student.

Upon notification of an absence via the Absence Request Form, the director will acknowledge on the form that the absence is either Excused or Unexcused. An excused absence allows the student to make up the form of an alternative assignment. In the case of an unexcused absence, the student is not given the opportunity to make up the event, and the student will receive a "0" for the performance. In the case of an excused absence, failure to successfully fulfill the make-up assignment will cause the absence to be graded as unexcused.

**Conflicts and Absences:** Students who have a conflict with a required event must present the director with an Absence Request Form at least two weeks before the event. **(Notification of emergency conflicts will be received up to one week following the event.)** The director and, when appropriate, with collaboration from the PASD Administration, will determine if an absence is excused or unexcused based on the validity and legitimacy of the conflict. Students with an excused absence may be given a make-up assignment. School policy regarding school day attendance applies to all music events.

Rehearsals scheduled outside of the school day (Marching Band and Pep Band) are mandatory for participation in the associated ensemble. Written notice via the Absence Request Form must be given to the director for a rehearsal absence to be considered excused. *In the event that a rehearsal conflicts with a PASD event, then the Absence Request Form is not needed - an email to the director will suffice.*

An unexcused absence from a required event will result in a lowered grade. Please be respectful of your director and do not offer excuses at the last minute. Open communication is essential, and last minute excuses may not be greeted with high degrees of cooperation or assistance. If there is zero communication regarding an absence, then it will automatically be unexcused.

Conflicts that are not valid may include: club athletics (school athletics are excused), family vacations, booked airline flights, community activities, work schedules, babysitting, lack of transportation, forgetting, etc. Absences for these reasons will not be excused and will result in a lowered grade. Make-up work for such excuses may not be available.

### **TEST/QUIZZES**

Playing, written, and aural tests/quizzes will be given throughout the year and include topics such as scales, musical excerpts, music theory, music history, rhythmic dictation, tonal dictation, rhythm patterns, and tonal patterns.

### **ADDITIONAL ASSIGNMENTS**

Additional assignments such as listening logs, practice logs, composition assignments, and written assignments will be given throughout the year.

### **WEEKLY GRADES**

Weekly Grade: 25 points (5 points per day)

- Weekly Grades are based on attitude, respect, effort, preparedness, and individual growth.
  - Attitude: We are here to work hard, make music, and have fun! Everyone has rough days, but try to leave that at the door.
  - Respect: The director will always show respect and students should, too. Students are expected to respect each other, the school, the director, and their instruments.
  - Effort: Everyone has to be putting in a solid effort, not just letting their neighbor do all the work.
  - Preparedness: This has multiple parts. 1) Students are expected to come to class with all instruments, music, pencils, etc. 2) Students are expected to have practiced what is asked of them. 3) Students are expected to be set up and ready to go five minutes after the bell has rung.
  - Individual Growth: No two people are alike and we all learn at different rates. By checking individual growth, the director is paying attention to each student's musical growth and *not* comparing them to other students. This way, every student has an honest and fair chance to learn at their own pace and demonstrate growth and improvement over time.

### **GRADES BY POINTS**

- Weekly Grades: 25 points per week (5 points per day)
- Scales/Playing Tests: 25-50 points each
- Concerts: 150 points each
- Other Performances: 50-150 points each (depending on event)
- Written Quizzes/Tests/Assignments: 10-100 points each
- Random Pencil Checks: 5 points each

### **GRADING SCALE**

A	94-100%	C	73-76%
A-	90-93%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	E	0-59%

### **CONCERT ATTIRE**

Beginning Band, 7th/8th Grade Band: The uniform is the school-owned green Pinconning band polo, with black trousers/slacks, black socks, and black shoes. Shoes must be approved by the band director beforehand.

Marching Band: The school owns marching band uniforms for students to wear at parades, football games, and other marching band engagements. Students are responsible for providing black marching shoes and black socks. Shoes must be approved by the band director beforehand.

Symphonic Band: The school owns tuxes and concert dresses for students to wear at the concert. Fittings for uniforms will occur during marching band camp. Those wearing tuxes will be able to purchase their own tux shirt. Students are responsible for providing black concert shoes, and black socks or stockings. Shoes must be approved by the band director beforehand.

### **INSTRUMENT POLICY**

It is the responsibility of the student to provide their own primary instrument through purchase or rental. Certain instruments are provided by the school for all students (i.e. piccolo, bass clarinet, bassoon, baritone saxophone, tuba) although students may choose to purchase their own. Additionally, limited school instruments are available for those with financial concerns regarding purchasing or renting an instrument. Please contact Ms. Corkey with financial concerns.

### **SCHOOL INSTRUMENT POLICY**

Students using an instrument provided by the school must complete a school instrument contract before using the instrument and submit a \$20 fee per instrument used. Students using school instruments are responsible for the care and maintenance of the instrument during the school year. Damage fitting within the scope of normal wear and tear will be repaired by the school. Damage due to neglect or intent to damage the instrument will be billed to the student.

## **FIELD TRIPS**

Periodically throughout the school year students will have the opportunity to perform and visit various destinations. These will help to act as culminating experiences to the learning that has taken place in the classroom. A permission slip will be sent home for each individual trip.

Students are expected to follow all school rules. Violations of school policy will result in the same disciplinary reprimands as if the student were sitting in school. In addition, the student can look forward to the loss of future travel opportunities.

When a large group of students travel together, it is necessary to have a set of standardized rules to help the trip run smoothly, safely, and enjoyably. Remember when you travel with the Pinconning Band Program you represent not only yourself, but your group, school, and the community. Listed below are a few key guidelines explaining what is expected:

1. You will be told when to board the buses.
2. Never leave a bus until told to do so by your director.
3. Only go in the building or area where you have been told to.
4. Leave areas where we have visited cleaner than we found them.
5. Treat the chaperones with the utmost respect!!!
6. As each place we visit is unique, listen carefully for specific instructions.

## **TRANSPORTATION**

For most trips with the Pinconning Spartan Bands, students will be assigned a bus and must ride on their assigned bus only, unless a permission slip is filled out by a parent/guardian and cleared through the director. This may be to allow a student to ride with a parent/guardian or for a student to drive themselves. Certain events may require that students have a prearranged ride.

## **MSBOA DISTRICT IX BAND FESTIVAL**

The MSBOA District IX Band Festival is an opportunity for ensembles within our district to perform a program of three pieces for adjudication. The 2023 District IX Festival will be held at Standish-Sterling HS in early March. Both the 7th/8th grade Band and the HS Band participate in this competition every year. The Festival takes place during the school day, and students will be bussed to and from the festival.



### **SOLO & ENSEMBLE**

Solo & Ensemble Festival is held on a Saturday outside of school. The 2024 HS Festival will be on Saturday, February 3rd, 2024 in Ogemaw Heights. The 2024 MS Festival will be held on Saturday, April 20th, 2024 in Tawas. Both host schools are within our MSBOA district. Participation is voluntary; however, extra credit will be given to those who compete! Students are *encouraged* to participate. Students are responsible for festival fees and transportation. Pinconning Band Boosters will pay for accompanist fees for any student that needs one. Students that move on to the state festival will have entry fees and accompanist fees paid for by the Pinconning Band Boosters.

### **PRIVATE LESSONS**

*Private lessons are encouraged for all instrumental music students!* Studies have shown that private lessons are the most effective way for each student to reach their musical potential. The ability to go into great depth and solve individual playing problems is characteristic of what private lessons are all about. To learn more about private lessons and local qualified teachers, contact Ms. Corkey at any time.

### **ALL STAR BAND**

All Star Band is an auditioned honors band hosted by MSBOA District 9 and held in January. The Junior All Star Band consists of students from grades 7 through 9. The Senior All Star Band consists of students from grades 10 through 12. 9th graders may audition for both groups if they wish to do so. Auditions are pre-recorded and must be submitted to Ms. Corkey by 5p on the last day of school before Winter Break. Audition materials can be found at [dist9msboa.weebly.com](http://dist9msboa.weebly.com). Registration costs will be covered by the Pinconning Band Boosters. Students are responsible for their own transportation.

### **ALL-STATE BAND**

The MSBOA All-State program was established in the 2005-06 school year. The All State Band is an auditioned ensemble made up of top players from across the state of Michigan. Students in the 7th through 12th grades are able to audition for the All State Band. Auditions take place in October and are recorded at AuGres-Sims HS. Students are responsible for the audition fee and transportation to the audition. The performance for the All-State Band is held in Grand Rapids at the end of January, during the Michigan Music Conference. Students interested in auditioning for the All State Band are encouraged to see Ms. Corkey for audition materials ASAP and consider taking private lessons in order to adequately prepare for the rigorous audition process.

### **FUNDRAISING**

Fundraising is done to purchase items for YOU. They are optional; however, it is a benefit for you to participate. You are responsible for all money due, and we ask you to be prompt when it is time to turn it in.

## INSTRUMENTAL MUSIC AWARDS

Awards are announced and distributed at the Spring Band Concert:

### Year in Music Awards

MS - Year 1 Certificate

HS - Year 1 Band Pin

MS - Year 2 Certificate

HS - Year 2 Varsity Letter Patch

MS - Year 3 Certificate/Lyre Pin

HS - Year 3 Lyre Patch

HS - Year 4 Booster/Director Gift

*\*To receive the Year in Music Awards, students must complete 1 full year (2 semesters) at each level and complete all required performances.*

Bandmember of the Year Award: Beginning Band, 7th Grade, 8th Grade, HS Band

- *Elected by students - given to a student who has shown exemplary dedication to the band and its success throughout the school year*

Director's Award: Beginning Band, 7th Grade, 8th Grade, HS Band

- *Chosen by the director - given to a student who has gone above and beyond in musicianship and hard work expectations throughout the school year*

John Philip Sousa Award: Senior Departmental Award

- *Chosen by the director based on predetermined criteria - awarded to a senior who has demonstrated superior musicianship, performance, and dedication to the ensemble during their time in the Pinconning Spartan Bands*

Pep Band Pin: Pep Band Participants

- *Awarded to students who participated in Pep Band during the school year*
  - *Students must have zero unexcused absences for all activities for the pep band season (including rehearsals and scheduled games) to be eligible for the pin.*

# Absence Request Form

Student Name: \_\_\_\_\_

Conflict Date and Event: \_\_\_\_\_

Ensemble (check one):  Beginning Band  7th/8th Grade Band  High School Band  
 Pep Band

## Policy:

- ❖ This form must be submitted to the director at least one month prior to a potential absence in order for the absence to be considered (or, in the case of an emergency, up to one week following an event). Failure to attend a required event without a valid, written excuse fully explaining the absence may result in the lowering of a student's grade.
- ❖ Each request will be evaluated individually, and determination of excuse validity and legitimacy will be made by the music director and when appropriate, in collaboration with Pinconning Area School District administration. The request will be deemed as either "excused" or "unexcused." An excused absence means that the student has an opportunity to make up the grade in the form of an alternative assignment. In the case of an unexcused absence, the student is not given the opportunity to make up the event, and will be graded accordingly.
- ❖ Submitting this form does not automatically excuse a student.
- ❖ Please be respectful of your music director and do not offer excuses at the last minute. Last minute excuses may not be greeted with high degrees of cooperation or assistance.
- ❖ Conflicts that are not valid may include: club athletics (school-related sports are excused), family vacations, booked airline flights, community activities, work schedules, babysitting, lack of transportation, forgetting, etc. Absences for these reasons will not be excused and will result in a lowered grade. Make-up work for such excuses may not be available. Unless otherwise arranged, make-up work is due one week after it is assigned.

## To be completed by student/parent or guardian:

Reason for request:

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## To be completed by director:

Date Received: \_\_\_\_\_

This excuse has been declared (check one):  Excused or  Unexcused

If excused, description of assignment: \_\_\_\_\_

Make-up work: Due \_\_\_\_\_ Submitted on \_\_\_\_\_ Grade \_\_\_\_\_

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**Band Handbook Acceptance Form**

**Return by: Tuesday, September 5th, 2023**

I have read and accept the 2023-24 Pinconning Band Handbook.

**Student:** \_\_\_\_\_  
(print name) (sign name) (date)

**Parent:** \_\_\_\_\_  
(print name) (sign name) (date)

**Parent/Guardian Contact Information:**

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Photo/Video Release (please mark one):**

\_\_\_\_\_: I give permission for video and/or pictures of my child to be used on the Pinconning Bands website, Band bulletin boards, and related Pinconning Area Schools social media sites.

\_\_\_\_\_: I do not give permission for video and/or pictures of my child to be used on the Pinconning Bands website, Band bulletin boards, and related Pinconning Area Schools social media sites.

**Additional Information:**

Please list (or email) anything you would like your child’s teacher to know about your child. Feel free to use the back of this page if necessary.

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