



# BAND HANDBOOK

**SOUND!**

**APPEARANCE!**

**PRECISION!**

**AND Spectrum Band Parents Association Information**

# The Spectrum Community School Band Handbook

## INTRODUCTION

Welcome to the Spectrum Community School Band Program! We began in 2006 with only 17 students and have grown substantially in only a few short years. We continue to dedicate ourselves to quality performance and sharing positive, lifelong experiences.

With the school year now underway, a special welcome is extended to those Band members and their parents who are new to Spectrum or new to the Band Program. As always, a warm “welcome back” goes out to returning students and parents. With your support we are off to a great start. Our fall season is traditionally occupied with start-up activities (course outlines, first band lists, rehearsal schedules and, uniform issue) and fundraisers (bottle drives and “The Great Apple Pie Event”), and a lot of music making! In the spring, our focus shifts more towards performances, festivals, parades, and possible tours. I look forward to working with all of you this year!

**Thank you! – Mr. Jamie Davis, Director of Bands**

## EXPLANATION OF HANDBOOK

The purpose of this handbook is to acquaint all band members, and parents of members, with the policies of the band program. An effort has been made to be as thorough as possible, knowing that it is impossible to cover all situations that may arise.

The policies and information in the handbook are intended to promote fairness and cooperation among the band members, their parents, and staff. All students and parents should read the handbook thoroughly in order to understand what is expected, and to avoid any conflict or misunderstanding.

Any suggestions for improvement of this handbook can be made to the Band Director and will be considered for future editions. I look forward to the many positive contributions you will all make to our growing traditions, and hope that you will find your experience in this program rewarding!



# SPEC-WHAT?

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### PHILOSOPHY

The goal of the Spectrum Band Program is for students to develop a lasting appreciation for the value of music in their lives. Students are challenged to become the most proficient musician and performer that they are personally capable of. Through rehearsal and performance practices, we strive to develop a sense of self-confidence, self-discipline, motivation, and an inner drive for EXCELLENCE in EVERYTHING we do.

Through their social relationships within the band, students will develop lifelong memories and friendships that are bonded by the challenges they will face and overcome together. Above all, we hope students are able to view their time with the Spectrum Band as an experience that had a positive effect on their lives for years to come.

### REQUIREMENTS FOR MEMBERSHIP

*IT MUST BE UNDERSTOOD BY ALL MEMBERS AND PARENTS THAT ALL DECISIONS CONCERNING MEMBERSHIP, BAND MEMBERS, PLACEMENT IN THE BAND PROGRAM, PERFORMANCE, AND MUSIC WILL BE MADE BY THE DIRECTOR/TEACHER. THOSE DECISIONS ARE FINAL.*

**“SUCCESS IN MUSIC,  
SUCCESS IN LIFE,  
IT’S NO COINCIDENCE!”**



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### BAND CLASSES

The primary goal in these classes is education in music through learning how to play a musical instrument. During these classes students develop skills and abilities through technical/musical studies, music theory, and performance technique, making them better/independent musicians. All band classes are linear (all year) courses offered in the regular timetable in Period 1 and 2 that alternate with another linear subject. The class schedule is as follows.

**Band 9** - Band 9 is a linear (all year) course offered in Period 1 on Monday, Wednesday, and alternating Fridays. It is backed with PE 9.

**Band 10** - Band 10 is a linear (all year) course offered in Period 1 on Tuesday, Thursday, and alternating Fridays. It is backed with PE 10.

**Band 11 & 12** – Band 11/12 is a linear (all-year) course offered in Period 2 on Tuesday, Thursday and alternating Fridays.

**\*Band classes do not have public concerts, however, from these classes students must take part in one of the two Performing Concert Bands - the Junior and Senior Concert Bands. See below.**

### PERFORMING BANDS

At Spectrum, there is a distinction made between the in-school classes (Band 9 – 12) and the performing bands. The performing bands rehearse outside of the timetable, applying the class learned skills and knowledge to the preparation of music for public performance. **Spectrum students receive dual credits toward graduation for their participation in performing bands and band classes (4 credits each).**

The **CONCERT BANDS** are core performance ensembles at Spectrum Community School.

**Junior Concert Band** - This ensemble is made up of Grade 9 and 10 class band students. This ensemble further develops practical music skills and introduces students to high school music performance practices.

Schedule: Friday Mornings from 7:30am - 8:25am.

**Senior Concert Band** - This ensemble is made up of Grade 11 and 12 students (plus invited Grade 9s & 10s) and has a busy performance schedule - in the community, at school events, at festivals, and at local schools. A major emphasis is placed on traditions, teamwork, performance practices, and excellence.

Schedule: Monday and Wednesday mornings from 7:30am - 8:25am.

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The **JAZZ BANDS** are optional extensions of Band Classes and the Concert Bands. **All jazz band members must be enrolled in a Band 9-12 class (or have special permission).**

**Junior Jazz Band** - This band rehearses three times a week outside of the timetable. Students are introduced to a wide variety of music associated with the term “jazz.” Students also learn about performance practices, style, and improvisation/soloing. Junior Jazz is made up of Grade 9 and 10 students.

Schedule: Mondays at Lunch, Tuesdays at Lunch, Thursday 7:30am – 8:25am.

**Senior Jazz Band** - This band rehearses three times a week outside of the timetable. This group performs/studies a variety of music styles including: jazz, swing, latin, rock and funk. Senior Jazz is made up of Grade 11 and 12 students plus invited Grade 10 students.

Schedule: Tuesday 7:30am – 8:25am, Wednesdays at Lunch, Thursdays at Lunch.

The **MARCHING BAND** typically performs in 2-3 local parades per year – a winter parades, the Victoria Day Parade, etc. We regularly receive invitations to parades in Canada and the United States. The Band is made up of all students in Band 9 -12. Practices are in the mornings before school. An altered morning band schedule will be used for marching band practices and students/parents will be notified of when practices will be.

**WEATHER:** Practices typically occur outside on the school fields and all-weather field. Members need to dress appropriately for band practice – a change of clothes/shoes is advised, as this is a physical activity. If there is inclement weather, we will practice in the school’s gyms!

**COLOUR PARTY:** The Colour Party is a group of female band members that carries flags in front of the band in parades. Flags represent our school colours, places the band has traveled, and other local flags. Students will be notified when they can sign up for colour party.

Other **SPECIALTY GROUPS** come online throughout the year as needed. These groups include our Christmas “Carol Band”, our Musical Theatre Pit Orchestra, Pep Band, and various student led combos.

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### CLASS & PERFORMING BAND POLICIES

- 1.) When the bell rings for your BAND CLASS periods, each student will come directly to the band room, retrieve their instrument, music etc. and be in their seat before the second bell rings.
- 2.) All morning Band Rehearsals start promptly at 7:30am. This means you must be physically in the room at least 5 min early to get set up.
- 3.) The “order” for the classes/rehearsals is always posted on the white board. Please put **your music and method books in order at the beginning of a class/rehearsal.**

Note the following white board abbreviations:

<b>W/T</b>	Warm-up and Tuning
<b>I RECC. PG 5 #1-4</b>	Method book names (plus page/study numbers) (Titles vary depending on your grade etc.)
<b>R</b>	Requirements
<b>RMO</b>	Reverse Morning Order (Use the morning band order, go backwards)
<b>MO</b>	Morning Order (Use the same order as this morning’s band rehearsal)
<b>SR</b>	Sight-read the following music
<b>*NEW</b>	New music will be handed out today
<b>BRASS QUEST... etc.</b>	(Music to be looked at in class will be abbreviated and listed. Put your music in this order.)

- 4.) Students are considered LATE if they are not in their proper seat with instrument, music, and all necessary equipment at the appointed time.
- 5.) You can warm-up SOFTLY on long tones and scales before we warm up as a group.
- 6.) Conversation in a normal voice will be allowed until the director steps on the podium.
- 7.) BE RESPECTFUL. Make quick changes to the next piece after we finish with a piece of music. This is not the time to talk and play.
- 8.) Members should bring the following materials and equipment to classes/rehearsals: (a) instrument, (b) pencil, (c) ALL music, (d) reeds, valve oil, sticks/mallets, supplies etc.
- 9.) You are to perform instrument maintenance on YOUR OWN TIME. NOT DURING CLASS TIME (maintenance beyond things like cork grease, reasonable valve oiling etc.).

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10.) The band room will be kept clean and orderly. Store your instrument in the proper place provided (the cubbies). Do not leave it anywhere else in the room. Books and other personal belongings will be KEPT TO A MINIMUM. Keep your cubbies free from trash, waste, and excessive personal belongings. Failing to do so will see your storage privileges revoked and you will use your school locker to store instruments.

### **GENERAL PROGRAM POLICIES**

The following regulations will govern the operation of all performing bands at the school.

#### **I. PARTICIPATION**

**Each unexcused absence from a performing band rehearsal or section practice will cost a band member 3% of his/her mark.**

Unexcused lates result in the following percentage deductions.

- 1% during first five minutes
- 2% after first five minutes
- 3% for further lateness (after 10 minutes)

Notes: **Lateness is in effect after 7:30am for morning rehearsals, 11:40am for lunch rehearsals, and 3:15pm for afterschool rehearsals.**

Any percentage loss (combination of absences or lates) over 20% will result in automatic termination of one's membership in the performing bands, and may further result in a letter grade of 'F' (Fail) for your performing band mark..

Attendance policies are monitored for **EACH** school reporting period.

#### **II. REQUIRED FUNCTIONS**

**All members of the band program will attend all required functions involving their performing band(s) unless excused beforehand by the director.** Required functions include: school assemblies, evening concerts, festival competitions/performances, community concerts, and any other event agreed upon by the band program.

**If any dates conflict with work, contact your employer early so that you can get the time off. The band director DOES NOT ACCEPT "I have to work" as a legitimate reason for missing a concert. *This will be treated as an unexcused absence and dealt with accordingly. Please consult the Band Regulations for further information on attendance.***



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### III. CONCERT/PARADE ATTENDANCE

#### Unexcused absence from a concert or parade

- immediate loss of membership in the performing bands.

#### Unexcused lateness for a concert or parade

- first time (warning); second time (loss of membership)

**ALL REASONS FOR LATES AND ABSENCES (to classes, rehearsals, performances and parades) MUST BE IN THE FORM OF A SIGNED NOTE, AN EMAIL, OR A PHONE CALL FROM A PARENT TO THE BAND DIRECTOR.** It will be reviewed and assessed accordingly. If a problem arises such as illness, please let the director know as soon as possible. Please bring note for extended absences, family trips etc.

### IV. CONDUCT

Please respect each other and all efforts in the band room. When we perform please respect the audience by acting responsibly and putting on a strong show from beginning to end. We represent the school and we would like our band program to be respected.

Serious violations of the following will be given 2 warnings, a third resulting in loss of membership:

- lack of adequate preparation of music
- misbehaviour in a class/rehearsal, concert, or parade

### V. UNIFORMS

Failure to be in full uniform (before, during, and after a concert or parade), will see two warnings, followed by loss of membership.

**Students who fail to be in full uniform before a concert will NOT be allowed to perform with their bands.**

### VI. EQUIPMENT

Please respect and treat with care all the equipment that you find in the band room and keep the room tidy. Misuse of school owned equipment will also see two warnings, followed by loss of membership.

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Students are expected to pay for all damaged or lost school owned instruments, music, and music folders (due to neglect or improper care).

You are required to have all appropriate accessories with your instrument at all times (reeds, valve oil, cork grease, cleaning supplies, mutes etc). **Reed players are to have at least 3 working reeds at all times. Percussionists at this level must have their own sticks and mallets (a percussion stick bag is highly recommended).** All band students must have a pencil with them at rehearsal.

**PLEASE CO-OPERATE! THE BANDS EXIST TO MAKE QUALITY MUSIC!**

### **BAND UNIFORMS**

The Spectrum Bands have quickly gained a reputation of being one of the best-dressed bands in Victoria! It is crucial that your uniform be in good repair, clean, and intact (NO parts missing, NO exceptions). It is important when wearing your band uniform that you **wear all of it and be proud of what it represents. Uniforms are the property of the Band Program.**

**Junior Concert Band** – the uniforms consist of a green pullover sweater, white dress shirt, yellow tie, black tuxedo pants, and black band shoes.

**Junior Jazz Band** – the uniforms consist of a blue vest, blue windsor tie, white dress shirt, black tuxedo pants, and black band shoes..

**Senior Concert Band** – this traditional Canadian Band style uniform consists of a black tuxedo/blazer with crest, black tuxedo pants, white dress shirt, orange necktie, black band shoes (and one garment bag). *Each student is to provide black socks.*

**Senior Jazz Band** – the uniforms consist of a red vest, red windsor tie, white dress shirt, black tuxedo pants, and black band shoes. *Each student is to provide black socks.*

**Marching Band** – the same as the Senior Concert Band uniform, and worn by all members (Grades 9 -12) on parade. Junior members will not receive a marching band uniform during fall uniform issue; it will be issued to you just before parades. *Each student is to provide black socks.*

### **UNIFORM POLICIES**

Band members will arrive at performances/parades in FULL uniform.

- White dress shirts and ties are to be clean, ironed and wrinkle free
- ALL undergarments/undershirts are to be PLAIN WHITE (boys AND girls)

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- Sweaters, vests, pants, and blazers are to have no lint on them
- Black shoes are to be clean, scuff-free and “super-black” (HINT: use black shoe polish, black paint, electricians tape, or a sharpee to cover scuffs etc.)
- ALL student will wear FULL-LENGTH, BLACK SOCKS

STUDENTS WHO ARE MISSING UNIFORM PARTS (IE. FULL-LENGTH BLACK SOCKS) WILL NOT BE PERMITTED TO PERFORM IN CONCERT/ON PARADE.

### MUSIC/MUSIC FOLDERS

Music is to be kept in your assigned, numbered folder. Treat music with care as it is extremely expensive to replace (if it can be replaced at all) and photocopies of parts are considered illegal under copyright law.

a.) All playing members will be assigned a numbered, coloured music folder for their respective band(s).

Junior Concert Band	Green or Black with a 'JR' by the number
Junior Jazz Band	Blue
Senior Concert Band	Black
Senior Jazz Band	Red

\*\*Folders are the property of the Band Program and are to be treated with care and respect at all times (ex. Do not write on them, stick stickers on them, bend them etc.) You will be assessed a replacement cost (\$25 per folder) for any damage to, or loss of a folder. Folders can be taken home for practice, but must be stored in the numbered folder carts in the band room during school.

b.) Folders and music are numbered and assigned to each member of the bands based on the playing of Requirements and the Director's observations. Check the band lists at the front of the room to find which folder number you are to use.

c.) **DO NOT** trade, share, or change the part(s) that you have been assigned. Every part is important! Second and third parts are often MORE difficult in some respects than first (or principal) parts and bands NEED all parts to be covered to be strong musically. IF YOU WOULD LIKE TO TRADE PARTS WITH ANOTHER MEMBER, YOU MUST SPEAK WITH THE DIRECTOR BEFORE DOING SO.

d.) The charge for lost or damaged music is \$5 per page due to the high cost of ordering single sheets from publishers.

e.) Students who do not turn in music on the day that it is taken up, will not receive new packages of music until old music is returned

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### INSTRUMENT RENTALS

The Band Program owns a limited amount of instruments that can be loaned to students for a school year. **Families that are able to rent their own instruments from a local music store are asked to do so.** With the growth of the band program, we cannot provide instruments for every student.

1. Families/students that have a financial situation that prohibits them from renting an instrument will be given first priority.
2. Students who are asked to “double” on a secondary instrument in one of the bands (while still renting their main instrument) will be given second priority.
3. All other rental requests will be given third priority.

**NOTE: NO STUDENT WILL BE DENIED PARTICIPATION IN BAND DUE TO A FINANCIAL CIRCUMSTANCE. PLEASE EMAIL OR CALL THE BAND DIRECTOR AS SOON AS POSSIBLE (250-479-8271 ext. 512).**

### TRAVEL POLICIES

Under normal circumstances, students involved with the program will have at least four opportunities to travel with the bands. Due to the many hours involved in planning and funding musical tours, travel will only take place under the following conditions:

1. Bands will not travel unless the Director's performance standards are met.
2. Bands will not travel if insufficient students are able to take part, or costs are prohibitive.
3. STUDENTS WITH FAILING GRADES OR POOR CITIZENSHIP (i.e. truancy, suspension, etc.) ARE NOT ELIGIBLE TO TRAVEL.
4. STUDENTS ARE RESPONSIBLE FOR ALL SCHOOL WORK MISSED WHILE ON TOUR.

Trip dates are selected to minimize major conflicts with school events and student studies. All Spectrum musical tours are fully structured and supervised, with a member of the school's administration requested to accompany us on each excursion. Parents will be advised when formal trip proposals are presented. Travel is a proven, important component of the music education process. Since 1976, Spectrum musicians have been excellent ambassadors to the communities, and locations they have visited.

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### AWARDS

Each year, at our year-end concert, students are eligible to receive a number of awards for performance, citizenship, service, and improvement in the performing bands. Students can be selected for Fine Arts Department medals that are awarded at the Year End Awards evening. The Keith Fraser Music Award is presented to the top, all-around senior student in the program.

### BAND PARENTS ASSOCIATION

The Spectrum Band Parents Association supports Spectrum's Bands with Mr. Jamie Davis and is a registered BC Non-Profit Society. Members assist with communication with families, help supervise students at events, provide and maintain uniforms, and fundraise to support the program. ***Any parents and/or guardians of active band students are welcome to participate and volunteer!***

Funds raised are used for yearly band tours, instruments, music and uniform purchases, student music awards, and trip expenses that are not covered by school district funds.

Monthly meetings are held in the school library and all parents are encouraged to attend. Minutes from past meetings can be found on the Spectrum Band Website.

Visit [www.spectrumband.ca](http://www.spectrumband.ca) to download the band parent association constitution. Lots of important information!

### FUNDRAISING POLICIES

Spectrum's Band Parent Association sponsors a range of fundraisers each year that raise money for the band and/or enable students to earn money for their future band trips. All funds allocated to Student or Band Accounts will be done so after operating costs are deducted.

Any monies returned following an fundraising event or payments made to the Band Parents Association must be in an envelope, clearly marked with the student's name, the amount of money and the reason (i.e. tour payment, pie orders etc).

Students who bring parents or family members (age appropriate) to assist with bottle drives get credits for all who participate.

\*The Spectrum Band Parents Association uses the funds identified as "Band Account" for the purchase of musical instruments and equipment, uniforms for the band students, as well as other items identified by the Band Director to assist in the delivery of his music program.

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How profits are divided between the association (Band Account) and Student Account is identified below:

### **FUNDRAISING ACTIVITIES:**

Thrifty's Smile Card Program - 100% Band Account

Great Apple Pie Event Sales - \$1 per pie sold to Student Accounts  
– profits 70% Student Accounts/30% Band Account

Poinsettia Orders - 100% Student Account

Concert DVDs – 100% Band Account

Mother's Day Baskets – 100% Student Account

New Orleans Jazz Night – 100% Band Account

September - May Bottle Drives - 70% Student Accounts/30% Band Account

June Bottle Drive – 100% Band Account

The Spectrum Band Parents Association uses the funds identified as "Band Account" for the purchase of musical instruments, equipment, uniforms for the band students, as well as other items identified by the Band Director to assist in the delivery of his music program.

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## BAND WEBSITE

More information, as well as news, photos, calendars, tour information, fundraising information, Band Parents Association news, and MORE can be found at the Spectrum

Band Website: [www.spectrumband.ca](http://www.spectrumband.ca)

## FACEBOOK PAGE

Weekly updates, concert information, photos, and links are always being updated on the band's Facebook Page. Search for "Spectrum Community School Band" or scan the QR Code below.



## CONTACT

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