

# JENISON HIGH SCHOOL BAND HANDBOOK

## GRADING POLICIES

In a performance-oriented class, it is extremely important for all students to be present, to exhibit proper behavior, and to put forth 100% effort. Grades in all band classes will be determined using the following categories:

**Daily work:** This category includes daily rehearsal attendance, preparation, effort, discipline, attitude, cooperation, improvement, and practice record grades (if used). Home or school practice is very important for maintaining a high level of playing excellence. Students are held responsible for their parts. Students may use practice rooms before, during and after school. The minimum recommended practice time per week is two and one half hours. Practice records will be used if the directors feel band members are not preparing their parts. The following table would be used every week.

150 minutes or more A

90-149 minutes B

45-89 minutes C

1-44 minutes D

0 minutes E

**Performances:** This category includes attendance, punctuality, proper attire, and appropriate behavior at all concerts, marching band performances, and any other performances as noted in the band calendars.

**Playing Tests/Auditions:** This category includes playing or memorization tests of marching band and concert season music, written tests, and auditions (playing tests for chair or ensemble placement). The grading scale for playing tests varies for each band class.

## **NOTIFICATION OF ABSENCES FOR A PERFORMANCE**

All concerts, festivals and marching band performances are required. These performances are equivalent to major tests in band. An absence from a performance requires a telephone call from the **parent(s)**. A calendar of all known events for the school year has been made available to students and parents, and is ALWAYS available on our website, [www.jenisonbands.org](http://www.jenisonbands.org). Any changes to the schedule will always be announced in class, posted in the band room, and published on the website. It is the responsibility of both the student and parents not to schedule other events that conflict with band performances or rehearsals. Any known conflicts with these performances require a phone call from a parent to Mr. Zamborsky or Mr. York at least one week before the event, but preferably as soon as a conflict is found. Any emergency situation

also requires a phone call. When leaving a message regarding an absence on the Band Office phone, **the reason for the absence must be given**. A director will call back if there is a question.  
616-667-3369 High School Band Office

**Excused absences** will not receive a penalty; the student will receive full credit. Excused absences will be granted as follows:

Death in the Immediate Family - Parents contact the director by phone or in person as soon as possible **before** the absence.

Student Illness - Parents contact the director by phone or in person **before** the absence. *Even if a student is sick during the school day, the parent must call.*

Other reasons for absence will be handled on an individual basis. Parents, please contact the directors when problems arise. The band directors will decide if any conflict will be excused or unexcused.

*Students and/or parents should communicate with directors and coaches well in advance when there is a conflict between a performance and a Jenison High School sporting event. All persons involved i.e. coach, director, and administrator (as well as parent and/or student if necessary), will reach a decision that will be in the best interest of the student, performing ensemble, and athletic team.*

**Unexcused absences** will be counted as a "0" in the performance category of a student's grade. Unexcused absences from performances include the following:

Work conflicts – Students with jobs **MUST** communicate with their employers in advance so proper scheduling can take place. (This includes babysitting.)

Special events such as parties, dinners for birthdays, etc.

Visiting relatives

In all circumstances, written notes will not excuse an absence. A phone call from a parent to the band directors is required.

#### **NOTIFICATION OF ABSENCES FOR A REHEARSAL OR SECTIONAL**

Parents must call the Band Office to **state the specific reason** for any absences (or tardies) from a rehearsal or sectional. Illness, school functions or special problems may be excused. Excessive absences or tardies from rehearsals and sectionals will affect the student's grade. Work, babysitting, or heavy homework/studying loads will **NOT** be excused absences.

#### **TARDINESS**

Be on time for all rehearsals and other commitments. Students are expected to be in their seats (or standing at attention in the basics block for Marching Band), ready to play and with all necessary materials at the designated time. Students will be allowed two unexcused tardies per semester. The third offense will result in an hour detention after school. The fourth offense will result in a phone call to the parents. A fifth offense will result in the student's grade being lowered by one letter. Repeated tardiness thereafter will result in a conference with the student, parent and administrator.

## **NO INSTRUMENT DURING CLASS**

Students who do not have a playable instrument for rehearsal (forgotten horn at home, no playable reeds, missing mouthpiece, etc.) will receive zero daily points for each occurrence. Repeated offenses will result in detentions and phone calls and/or conferences with parents.

## **BAND PROCEDURES AND RULES**

### **DISCIPLINE**

Participating in band requires organization and discipline. Cooperation is needed from everyone in band before great teaching and learning can occur.

Keep the band room and instrument room neat and clean.

Throwing of objects and running in the band room is prohibited.

Gum is not allowed in the band room.

At the beginning of each rehearsal get your instrument, chair, stand and music ready and begin to warm up until the director begins the ensemble's warm-up.

Before class starts, do not congregate by the door or in the instrument storage rooms.

When the director gives a cutoff during practice, please refrain from talking.

Use correct posture and instrument carriage in both marching and concert bands.

Instruments, when not taken home to practice, belong in the appropriate area in the instrument storage rooms. Instruments must be in cases with the case closed and latched, and the locker locked. DO NOT leave cases open or sitting out where they do not belong. Nametags must be on the outside of the case.

The following offenses will be reported to the High School Administration: excessive unexcused performances or rehearsals, smoking when associated with the band, stealing, drinking, drugs, or misuse of equipment.

### **INSTRUMENTS**

School-owned, as well as student-owned instruments, must be kept in good playing condition at all times. You are personally held responsible for your instrument, whether school or privately owned. If you are having a problem with your instrument, please bring it to the attention of the director so it may be sent in if repairs are needed.

Do not leave instruments unattended where they might be stolen or damaged. Instruments should be stored locked in the instrument locker rooms.

Insure all privately owned instruments with your parents' homeowner's or renter's insurance policy.

Keep a record of the serial number, model and make of your instrument.

Be sure your name appears on the outside and the inside of your case. Ask your director for a nametag if needed.

Keep your instrument in top condition. Regular oiling, cleaning and polishing is necessary. Check with the director, however, before using any special cleaners. A damp cloth will work well in most cases. You must supply your own valve oil, slide or cork grease, etc.

Students will be expected to replace, or pay to repair, any part of a school instrument that is broken by careless use or is deliberately defaced.

Percussionists are required to supply their own concert snare sticks, hard and yarn mallets, and timpani mallets.

## **MUSIC**

Except for Solo & Ensemble music, band music will be issued by the school. (Files of Solo & Ensemble music are maintained for reference.) It is assumed that all students will respect and maintain the condition of sheet music they receive for band. Folders are provided and must be used. Music stuffed in instrument cases can damage an instrument and ruin sheet music. Music should be returned in the same condition in which it was issued. Students will be charged \$2.00 per part for lost music. Mark your music with pencil only when putting in notes or fingerings.

## **AUDITIONS**

Auditions for chair placement will be held as the first semester exam in January and early in the spring. Marching band auditions are based on spring ensemble/chair placements.

Students will be asked to perform prepared etudes, rhythm patterns on one note, and listed scales. All auditions will be performed in private for a band director. Performances will be judged on tone, intonation, rhythm, technique, articulation, accuracy, and musical style.

After auditions have been completed, a student may challenge for a higher chair. The challenge procedure will be announced by the director.

Students who drop out of marching band and wish to return a year later will be required to audition for admittance back into the marching band.

## **STUDENT CREDITS**

Credits earned through various sales and the Scrip Program may be used for trips, marching band fees, marching and concert band uniform needs, gloves, reeds, oils and other band director approved items.

## **MEDALS AND TROPHIES**

JHS bands participate in the Michigan School Band and Orchestra Association concert festivals. Individual students can obtain a medal for \$3.00. Students may also earn medals at the Solo and Ensemble Festivals. Marching Band Seniors receive a plaque and Juniors will receive a letter or pin at the Marching Band Banquet. All Marching Band members receive BOA patches and certificates. At the Spring Awards Concert all seniors receive a plaque. The John Philip Sousa Award and the Director's Award are presented to outstanding seniors, and the Louis Armstrong Award is presented to the outstanding senior Jazz Band member.

## **CONCERT ATTIRE/GENERAL UNIFORM INFORMATION**

### **MALE CONCERT UNIFORM**

#### **Tuxedo jacket**

The tuxedo jacket is worn for all concert performances. Do not button the jacket for performances. Please transport your tuxedo in your garment bag when necessary to keep it clean and neat. The jacket is to be dry cleaned.

#### **Tuxedo trousers**

The trousers should be tailored so that the front crease falls naturally to the shoe without a break in the crease and the back of the hem is one to one and a half inches up from the floor to the back of the heel of the shoe. The trousers are to be kept clean and pressed at all times. Be careful that

your iron is not too hot and make sure to use a press cloth. The tuxedo trousers are to be dry cleaned only.

All **hems** on trousers are strictly two layers. No three or four or five thickness hems. No uniform article may be cut anywhere. All hems must be one to one and one half inches up from the floor to the back of the heel of the shoe. This is enforced by the uniform helpers and you will be asked to pay \$5.00 for the hemming if you have not adhered to this rule.

### **Cummerbund**

The black cummerbund is to be worn with the pleats up. The cummerbund adjusts to fit your waist and should be worn snugly but comfortably.

### **Tuxedo shirt**

All males must purchase their own white tuxedo shirt to be worn with the issued tuxedo. The uniform committee will provide a supplier and order shirts for students. Shirts should be clean and neat for all performances.

### **Tuxedo shirt studs**

The four black plastic studs are to be worn in the tuxedo shirt small end out. If one should break, please see a uniform helper for a replacement. The studs must be returned when your uniform is collected in the spring.

### **Bow tie**

All male concert band students must purchase a black bow tie for \$3.00 from the uniform committee. This may be purchased in November when the concert uniforms are issued. The bow tie adjusts to fit each individual neck. The adjustable strap on the bow ties goes through the loop on the back of the white shirt. This loop keeps the bow tie from slipping.

## **CONCERT TUXEDO RETURN PROCEDURES**

**Seniors and Concert Band members:** to the band room the day after the Awards Concert in May.

**Symphonic Band and Wind Symphony members:** The school-issued tuxedo parts must be turned in immediately after graduation. Bring a change of clothing with you.

## **FEMALE CONCERT DRESS**

All females shall provide their own attire for the concert season. They must wear **black dress slacks** ONLY. Black nylons must be worn for all concerts. Formal black blouses must be 3/4 length or long sleeve, and may not have plunging neck line, spaghetti straps, backless halter tops or any midriff exposure. Blouses must cover the waist line at all times. Inspections will be made

prior to each performance. Students who do not dress appropriately will receive a grade reduction to an "E" for the performance.

### **GARMENT BAG (Concert Season)**

The garment bag will be used to carry your entire uniform. Only the hanger provided by the school or a suitable sturdy hanger may be used in the garment bag. **NO PLASTIC-ONLY HANGERS!** Please do not overload your garment bag with personal clothing and other items. Unnecessary wear caused by improper use will be charged to the student. The zippers break very easily. See the uniform committee if the garment bag zipper breaks.

### **HANGERS**

All students receive one to three hangers. They are black plastic hangers with a sturdy wire hook with "Band" written on them. They must be returned in June. If a hanger breaks during the year, please see the uniform committee.

### **CLEANING AND MAINTENANCE**

A \$15.00/Male - \$8.00/Female **CLEANING AND MAINTENANCE FEE WILL BE CHARGED TO EACH STUDENT WHEN THE UNIFORM IS ISSUED.** For students not in Marching Band, the Concert Uniform Cleaning & Maintenance Fee for males is \$10.00. (Female non-marchers have no uniform cleaning fee.) The cleaning fee covers the cost of cleaning the Concert and Marching uniforms at the end of the year. Additional cleanings are the responsibility of the student. Uniforms should be cleaned when soiled with perspiration, mud, dirt, etc. The uniform must look nice. It will not be necessary to have any uniform cleaned before it is turned in at the end of the school year.

### **LOST UNIFORM PARTS**

Each part of the uniform is numbered. You should know the numbers of your uniform parts. If a uniform part is lost, you will have to pay the replacement costs.

If you leave your uniform, garment bag, or shoes, etc., in the band room, instrument room, restrooms, or on the bus after a performance, the uniform will be picked up and stored by the uniform committee. You will receive a 7th hour or extra duties assigned by the directors. You may pick up the uniform at the next performance.

**Please contact the uniform committee if you have any problems with any of the uniform parts.**

## **BAND TRIP RULES AND REGULATIONS**

The following rules and procedures apply any time an off-campus band trip takes place. Any student violating these rules will be reported to the band directors. Penalties will be given which could include reporting the problem to school authorities and serving the appropriate school penalties according to the Jenison High School Handbook.

### **GENERAL**

Be certain you understand the trip itinerary and follow it at all times. Promptness is a must. The entire band should not have to wait for students who are late.

The chaperones will be responsible for the students. Be sure you know who your chaperone is. **Be considerate** of your chaperones at all times. They are there to help you. Please do not argue with the chaperones. Bring your concerns to the band directors, head chaperone, or trip chairpersons.

Card playing is permitted. **Gambling of any nature is not permitted.**

Use of bad language shows a lack of self-control. Please refrain from using profanity.

Refrain from displays of affection deemed to be excessive, disruptive, indecent or inappropriate for the school environment, as defined in the Jenison High School Handbook.

**Smoking or the possession of tobacco is not allowed.** If caught, you will serve the appropriate school penalties. You will be sent home for a first offense.

**Drinking, possession of alcoholic beverages or drugs, or the misuse of prescription or nonprescription drugs** will constitute a severe breach of discipline. Any student involved will be immediately sent home. **No foolishness will be tolerated on this point!** Students will also serve the appropriate school penalties according to the Jenison High School Handbook.

**You should not leave any money in your room or on the bus when you are at a rehearsal or an event.** Do not take any excessive amounts of money with you. Girls, please keep purses with you at all times.

Respect the rights and feelings of other band members. Do not ask or force another band member to do ridiculous things.

Any damage to property will be paid for by the person or persons involved.

ALL students are to help with loading and unloading.

Every student will abide by the rules set forth by the Jenison High School Handbook. **All school rules are in effect for the entire trip.**

Jenison High School rules forbid the use of any electronic communication devices, such as Walkie-Talkie, pagers, and cell phones except as deemed appropriate by the directors and chaperones.

## **BUS RULES**

**Whenever boarding the bus, go directly to your assigned seat** so that roll may be quickly checked. Chaperones on each bus will be responsible for checking the roll. You may change seats after the roll call. You may not change buses.

A note from your parent(s)/guardian is required for you to ride home with them or another parent. Notes should be given to the band directors by the Friday prior to leaving for any event. If you and your parent(s) decide at the event that you **are not riding the bus home**, your parent(s) **must** see your bus chaperone on your bus before leaving.

Radios with earphones or headsets are acceptable on the bus.  
Please use the seats as they are intended to be used! Sitting on the arms or putting feet on the seats is not allowed.

Articles such as clothing, hands, feet, heads, etc. are to be kept **inside** the bus windows.  
Throwing of food or trash on the bus will not be tolerated. **Trash bags will be provided and are expected to be used. It is your responsibility to keep your seat and area neat and clean!!!**  
Please keep upper luggage racks, when available, clean and orderly.

Glass bottles are not permitted on any bus.

Students are not permitted to open the rear door of a school bus. This is an emergency exit only.

**Students who cannot follow these rules will have their seats changed at the discretion of the chaperones.**

## **ARRIVAL PROCEDURES**

Upon arrival at the destination, please stay on the bus to receive your instructions. Stay with the group at all times; especially when away from the buses or hotel. While en route, the entire group will eat together at designated restaurants.

## **ADDITIONAL PLAYING/PERFORMANCE OPPORTUNITIES**

### **PRIVATE LESSONS**

Many students take private lessons on their instruments both in the summer and during the school year. Private lessons are highly encouraged as they can help students understand advanced rhythms, develop better technique and tone, and enhance music enjoyment. Ask the band directors for assistance in getting started. Some upperclassmen who qualify may give lessons to Beginning Band students. Students who take private lessons usually develop into some of Jenison's most proficient performers and leaders.

The **private lesson reimbursement program** is a financial incentive for taking lessons. Private lesson teachers will determine if students are prepared for each lesson. For every well-prepared lesson that costs a minimum of \$10.00, the Band Boosters will deposit \$3.00 into the student's credit account. This does not apply for lessons given by upperclassmen.

### **MSBOA SOLO AND ENSEMBLE FESTIVAL**

The High School Solo & Ensemble Festival is held in January or February each year. Students who receive a 'I' (Superior) rating at the District Festival have the opportunity to perform again in the State Solo & Ensemble Festival in the spring.

This festival is optional, but highly recommended. Students who are not taking private lessons should consult with their director for help in selecting a piece of music. Students are responsible for acquiring their own accompanists.

Advanced freshmen are encouraged to enter the High School Solo & Ensemble Festival. Freshmen also have the option of entering the Junior High Festival held in April of each year. Both festivals have entry deadlines. Please ask the band directors for more information.

### **JAZZ BAND**

Membership in the Jazz Band is based on sign-ups and concert season auditions. Beginning after the fall marching band season, the Jazz Band rehearses on Thursday afternoons from 3:15 to 5:30. The Jazz Band participates in MSBOA District X Jazz Festival, and performs in concert in

the spring. Jazz Band is a "Pay to Participate" activity as determined by the Jenison Public School Board. The fee to participate is \$35.00 per student.

## **PEP BAND**

Pep Band is an elective activity. After a few initial rehearsals before the basketball season begins, rehearsals will only be held from 6:00-7:00 p.m. on game nights. The Pep Band plays band favorites and popular music.

As long as there are enough members on each instrument, Pep Band will remain an elective band. If there are instrumentation problems, Pep Band will be required of all band members. Students would be assigned to the Green Pep Band or the White Pep Band. Each band would play for four home basketball games.

## **ORCHESTRA**

Full Symphony Orchestra is open to Wind Symphony members only by chair order. The orchestra generally meets third hour once a week during the concert season. They perform at the Christmas, Winter and Spring Orchestra Concerts and may also perform in the District Orchestra Festival. Students selected to participate in the Symphony Orchestra are required to be at all concerts. The same guidelines and grade requirements established for band concerts apply to Full orchestra concerts.

## **MUSICAL**

The Pit Orchestra used in the musical theater production held in March is composed of a limited number of members from the band and orchestra. Chair position, and possibly seniority or previous experience, will determine a student's participation. Many of the top players look forward to being a part of this experience.

## **WINTER GUARD**

Students from the fall Color Guard program have the opportunity to compete in their own activity as part of the Winter Guard. Auditions are held shortly after the conclusion of the marching band season. Students new to the guard activity are also encouraged to audition. The student fee (determined prior to the beginning of the season) helps cover uniform, equipment, travel, and staffing needs.

## **MARCHING BAND INFORMATION**

### **SUMMER MARCHING BAND ACTIVITIES**

In April and May, the color guard and percussion start their rehearsals for the fall show. Full band rehearsals begin the third Monday in June and continue throughout the summer as indicated on the summer band calendars.

During pre-camp all band members learn the music in sectionals and refine the music during full ensemble rehearsals. Marching basics are taught and/or reinforced from summer rehearsals. The color guard learns routines and field placement and the percussion section learns most of their music. The full band works on drill.

Band camp will be held at a University campus. The band learns a portion of the drill for the upcoming season and performs the show on Saturday. A detailed camp letter, including the schedule and a list of items needed for camp, is given to the students in May. Visitors at Band Camp are asked to limit their visitations to the final run through of the evening rehearsal (approximately 8:30 p.m. each evening).

Post camp is a continuation of band camp with more emphasis on details and completing the drill.

The schedule for pre-camp, camp, and post-camp is partially determined by factors outside the band organization, including the JPS school calendar and camp facility availability.

### **WEEKLY BULLETIN FROM THE DIRECTORS**

Marching Band students will receive a bulletin from the band directors each week during the marching season. The bulletin will also be available online at [www.jenisonbands.org](http://www.jenisonbands.org). The bulletin will contain all necessary information for football games and/or performances. It will tell students whether they are to come to school in full uniform or to bring their uniform in the garment bag.

### **MARCHING BAND RULES AND GUIDELINES FOR FOOTBALL GAMES**

Report time is 5:00 p.m. unless otherwise noted. Double check to make sure you have all uniform parts.

No eating or drinking (except water) during the first half while the band is assembled in the stands. Refreshments are allowed after the halftime performance, during the third quarter.

Band members may not leave after halftime unless they have prior permission from one of the band directors. Members are expected to be back in the stands during the fourth quarter and ready to play.

Stay with the band in the football stadium. Friends are **not allowed** to sit in the band section.

The band stays for the entire game, plays the school song after the game and marches back to the school.

Be ready to play in the stands at any time. Sit with your instrument and equipment in your section.

The uniform is to be worn correctly at all times.

There will be an inspection of uniforms before each game.

## **MARCHING BAND BANQUET**

Following the marching band season, there is a potluck awards banquet for the marching band where special recognition is given to all Marching Band Members. This is a fun evening for parents and students and it gives us a chance to reflect on the band's recent accomplishments.

## **TRYOUTS FOR COLOR GUARD, PERCUSSION AND DRUM MAJORS**

Annual tryouts are held in the spring for color guard, percussion and drum majors. Candidates in each area attend a series of sessions to learn the basic fundamentals before being selected by the directors and/or staff for the various positions.

## **HOTEL RULES**

Upon arrival at the hotel, a chaperone or trip chairperson will hand out keys to the room captains only. The room captain will be the first person's name listed when signing up for rooms. It is the room captain's responsibility to distribute and return the keys to his/her chaperone after room checks have been completed.

Courtesy for hotel staff and other guests is a must at all times. Loud, obnoxious or otherwise offensive behavior will be reported for disciplinary action. If the behavior is not corrected, you could be sent home.

**Curfew times** are clearly noted on the itinerary. Do not leave your room for any reason after this time. Contact your chaperone if you have an emergency. Your chaperones are there to help you.

Lights out will be enforced. Students need their rest. **Be considerate.**

**Absolutely** no boys will be allowed in the girls' rooms, nor will girls be allowed in the boys' rooms, or on each others' floors. (This includes boys and girls not from our band!) Students will be sent home if they break this rule.

Room checks will be made to insure that students are where they belong. Each person must be identified. If chaperones knock on your door and identify themselves, **open the door at once.**

You must get approval before renting movies. Additional charges, i.e. phone calls, movies, etc. must be paid for in advance at the hotel desk.

Making random acquaintances is not recommended.

A meeting area will be designated at each hotel. Certain areas of the hotel may be off limits.

### **MARCHING BAND UNIFORM INFORMATION**

The Jenison High School Marching Band has received much acclaim for its musicianship, performance standards, and discipline. It is also recognized for its attention to uniform selection and usage, making it possible to present the Jenison Marching Band in the best possible image. One person who is not wearing the uniform in the correct manner or who is misusing the uniform can destroy this positive image. Just one spectator seeing one of our band members wearing their uniform disrespectfully will give a negative impression of our band. It is the responsibility and hopefully the desire of every band member to present the best possible uniform standards to our audience and the public.

The uniforms need to be taken care of properly. **Show respect for the uniform at ALL times.** Air out uniforms at home and keep them clean and pressed. You must be in full uniform when in public. In addition, please follow the guidelines below.

Marching band jackets are to be zipped up.

When the temperature is high in early fall, the directors will decide when you will be allowed to take certain uniform parts off.

**No jewelry** is to be worn while in uniform. Visible piercings which can not be removed for any reason must be covered by a band-aid.

Shakos will be put on or removed as a group, so everyone looks the same.

Caps or hats of any kind may not be worn in uniform.

Clean and polish black shoes after every performance.

Students who do not have solid black socks for any performance will have to buy them from the uniform helpers for \$3.00 a pair.

## UNIFORM PARTS

### Jacket

The jacket is to be worn completely zipped. When the jacket is not worn it must be transported in the garment bag and on the provided hanger. Any time the jacket is worn, one of the two band t-shirts are to be worn under it. The band directors will instruct students as to which t-shirt should be worn. Plan ahead. The jacket may be machine washed in warm to cool water & dried for about 10 minutes on the low setting. Make sure the **baldric (sash) is removed** and the **wings are up** for washing. Hang the jacket overnight to dry completely.

### Trousers

The trousers should be tailored so that the front crease falls naturally to the shoe without a break in the crease and the back of the hem is 1 to 1 1/2 inches up from the floor to the back of the heel of the shoe. **No adhesive or machine hems.** The trousers are to be kept clean and neat at all times. The pants may be machine washed in warm to cool water & dried for about **5 minutes on the low setting**. Hang to dry completely. In cold weather, students may wish to wear long underwear under the trousers for warmth. No extra pants, sweats, or shorts, etc. may be worn under the black pants.

### Shako

The shako is to be worn on the head so that it sets squarely with the visor down over the eyes. The shako should be straight up and down relative to the frontal plate. If the plume wire is straight, the plume should extend perfectly vertically. At no time should it lay back over your head. The chin strap must be worn snugly but comfortably under the chin, not in the mouth. The student name should be found on the label inside the shako.

Hair (boys and girls) should be pinned or tucked up into the shako. Hair may not hang over the collar.

The shako is to be stored in the student's personal shako box and taken on the bus with the student when traveling.

### Plume

Plumes may not be carried in the garment bag. No exceptions! They must be returned after each performance. The plume is to be worn so that it extends from the hat perfectly vertically. Please handle the plume with extreme care. All plumes will be stored in large plume boxes after each performance. These boxes will be transported to all marching band performances and upon instruction you will take a plume from the box and place it into your shako. Plumes will be collected by the uniform helpers either immediately after a performance or when reloading. Please watch for members of the uniform committee to be collecting plumes.

### Gloves

White marching gloves are to be purchased for \$4.00 per pair by the individual band student and are to be kept clean at all times. The gloves can be machine washed and line dried and should be washed after every performance. Most students purchase two pairs of white gloves. Percussionists do not wear gloves.

### **Gauntlets**

The gauntlets will be worn for all performances unless otherwise stated by the band directors. They must be washed almost weekly. They can be machine washed in cool water and machine dried on the permanent cycle. Do not use bleach! The gauntlets will grow mildew if not properly taken care of.

### **Baldric (Sash)**

Never wash the baldric! The baldric will be worn for all performances unless otherwise stated by the band directors. If you have a cleaning concern with the baldric, please take it to the uniform chair.

### **Shoes**

Marching band students will need to purchase a pair of black marching shoes. Shoes need to be cleaned and polished for every performance.

### **Socks**

Marching band students will need two pairs of comfortable black dress socks. Ankle socks are not permitted.

## **UNIFORM INSPECTION**

The uniform committee will inspect marching uniforms prior to performances. Students who do not pass inspection will be required to purchase any necessary small items like socks or gloves. If pants are not properly hemmed, the uniform committee will hem them and the student will be billed.

**Make sure ALL hems are in properly!!** Hemming instructions are given out when the uniforms are issued.

## **UNIFORMS AND GARMENT BAGS**

Garment bags are for uniform parts only, not food or beverages, books, extra clothes, etc. Please do not drag the garment bags on the ground. This causes excessive wear and tears the bag.

Uniforms and garment bags may **not** be left in the band room after any performance. After football games, you must take the garment bag with you. The band room is not open after the dances. If you are going to the dance, check your uniform in with your coat.

If you leave your garment bag or any uniform parts in the band room, the uniform committee will collect them and you will receive a 7th hour. Please see uniform helpers to claim your garment bag or uniform parts.

Only the hanger provided by the school or a similarly suitable sturdy hanger may be used in the garment bag. **NO PLASTIC-ONLY HANGERS!**

## **RETURNING YOUR UNIFORM**

The marching uniform is turned in immediately after the Memorial Day Parade. All students, including color guard, are expected to turn in all school issued parts of the marching uniform.

## **BAND WEARABLES**

A number of apparel items such as hats, sweatshirts, band jackets, etc. can be purchased for students and parents. You can get more information about band apparel at fall Band Booster meetings or by calling a member of the Wearables Committee. Students are not required to purchase these band apparel items.

## **GENERAL JENISON BAND BOOSTER INFORMATION**

### **PHILOSOPHY OF JENISON BAND BOOSTERS**

The booster group was organized to give financial and moral support to all bands in the Jenison Public Schools. Financial support is provided so the bands can have the equipment, uniforms and staffing necessary to ensure a strong program. These funds are generated by various fund raising projects. The boosters give moral support by volunteering for any of several committees, chaperoning trips, or helping with any booster project. The booster group was organized under the premise that parents would give freely of their time and effort so that students involved in instrumental music could gain the best possible musical experience while in school.

### **MONTHLY MEETING**

The Band Boosters meetings are held in the High School Media Center at 7:00 p.m. usually on the third Tuesday of each month. No meetings are held in July or December.

## **JENISON BAND BOOSTER OFFICERS**

### **President**

The president presides over the monthly meetings, delegates responsibility to the committee chairpersons, and works closely with the band directors.

### **Vice-President**

The vice-president assists the president in all areas and presides over meetings in the absence of the president. The vice-president automatically becomes the president the following year.

### **Secretary**

The secretary keeps accurate minutes of each meeting. These minutes are copied by the secretary and brought to the following meeting. The secretary also handles any correspondence required by the booster group.

### **Treasurer**

The treasurer keeps all the financial records and reports the financial status of the organization at each meeting. The treasurer completes and submits to the district a monthly sales tax report/ payment and the required annual fiscal year report. Additionally, the treasurer oversees all bank accounts, verifies month-end student credit summary accounts with the assistant treasurer, and reviews ending Scrip inventory balances.

### **Assistant Treasurer**

The assistant treasurer shall assume all duties involving the financial management of Scrip and Student Credits accounts. This job includes: monthly reconciliation of Scrip band account, up-to-date postings of Student Credits (at least one credit list printed per month), and timely conveyance of monthly posting summaries to the treasurer. The monthly Student Credit sheets will be posted in the Junior High and Senior High band rooms.

## **BOOSTER PROJECTS AND COMMITTEES**

### **Equipment**

The equipment chairperson is responsible for the band trailers for the instruments, props, and uniforms. Many hands are needed to move the equipment quickly to and from the field. This person is in charge of forming a group of volunteers to move the percussion instruments into the pit area for any marching performance. During the concert season, the committee moves concert band equipment for our concerts held at Fair Haven Ministries and also for District and State Band and Orchestra Festivals.

### **Chaperones**

The head chaperone arranges for enough parents to chaperone every event which requires the band to travel, and organizes the duties of the other chaperones. The head chaperone will be in

charge of the first aid kit and medical release forms. Normally, two chaperones are needed for each bus. This is a great way to interact with students and get close to the action. Most chaperones come home very impressed with the way our students act and represent our school and community.

### **Trips**

Being part of a musical group can mean traveling to various festivals and events in other parts of the country. Our bands have had the opportunity to take a major trip every four years. These trips take an enormous amount of planning and foresight. The marching band travels yearly to Regional and/or National Bands of America events. For all trips, the trip committee works with the directors on planning for transportation, lodging, meals, and making the trip itinerary.

### **Fundraisers**

The boosters organize and run several fundraising projects throughout the year. Each project has its own chairperson who is in charge of running that project, collecting the money, and reporting results to the treasurer and assistant treasurer. The traditional sales include sub sandwiches, World's Finest Chocolate, pizza and Scrip.

In the event that a family has submitted a N.S.F. check for payment of band fees or fundraiser moneys, any N.S.F. bank fee will be assessed to the family. If the repayment is not satisfied, the debt may be reduced by using any available student credits.

### **Uniforms**

The uniform committee helps with fitting the marching and concert uniforms, collecting dry cleaning fees, and collecting the uniforms at the end of the seasons. Many volunteers are needed to help assist the uniform chairperson(s). Occasionally, some sewing is needed for repair or alterations. If you can volunteer in this area, it would be appreciated.

### **Concession Stands**

The Band and Athletic Boosters operate the concession stand which is located near the main entrance of the stadium for all varsity football home games. This is a good source of revenue for the booster club. Ten to fourteen volunteers are needed for each game.

### **Hospitality**

This committee is responsible for planning and providing refreshments for some of the concerts. They also organize the meal plans and seating for the Fall Marching Band Banquet.

### **Publicity**

This is an important committee because of the need to communicate to parents and the community. The Publicity Committee will be responsible for advertising, including photos and press releases for upcoming concerts. The band directors will issue any press releases on competition achievements.

### **Sewing**

This committee makes the new flags for the Color Guard every year. They may also make the Color Guard uniforms.

### **Parent support**

When the marching band travels, it has become a tradition for the parents to sit together and support all participating bands. This is also a good time to meet other band parents.

## **JENISON MARCHING BAND INVITATIONAL**

The Jenison Band Boosters have been hosting our annual Marching Band Invitational since 1985. The competition generally draws 35-45 area bands and has been very successful. The event starts in the morning and ends with our band performing in the evening. This is a wonderful opportunity to see a competition featuring some outstanding bands. Business sponsors can purchase advertising and parents can become donors with their names printed in the program.

This event takes an enormous amount of planning and preparation, and requires many parent volunteers. Parents are needed for tickets, programs, concessions, greeters, parking, guides, trophies, etc.

When it is "Invitational time," get involved and be sure to attend. You will be impressed by the quality of this event and the fine bands that participate.

## **\$CRIP PROGRAM**

\$crip is a great way to support the Jenison Band Program and help yourself at the same time. By using \$crip, you will be able to earn credits to defer the costs of any band expenses that your child accrues (band camp, band equipment, trips, etc.), while the band organization receives vital funds to support band activities. Anyone can participate in the \$crip program; many families are helped significantly by the involvement of relatives and friends. The more people who participate, the more money earned for the students and the band program. For Junior High band members, this is an opportunity to get an account set up to offset future high school band costs. \$crip can be ordered and picked up on Monday evenings from 6:00 - 8:00 p.m. at the Jenison High School Band room. If you would like more information contact a committee member.

## **QUESTIONS**

If there are questions or concerns about any of the material contained in this handbook, or anything that relates to the band program, please feel free to contact the directors. A list of our

Band Booster Executive Board members and Committee chairs may also be found on the band website, [www.jenisonbands.org](http://www.jenisonbands.org).

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