

# Coventry High School



## Band Handbook

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# Coventry Bands

Dear Coventry Band Students, Parents, and Families:

Congratulations on your decision to be a member of the Coventry Band family! The decision to play an instrument and be a member of the Coventry Band program is one that will be enjoyable and rewarding for many years to come. Through developing the skills to be a successful musician, you will learn valuable life lessons, make long-lasting friendships, and gain a thorough knowledge and deep appreciation of music.

The primary goal of the Coventry Band Program is to provide opportunities for students to develop into independent musicians, problem solvers, and positively contributing young people in society. Through being a member of the Coventry Band program, students will gain the skills to communicate musical ideas to others, and to appreciate musical performance. Music is a wonderful entity of human existence, and making a choice to learn about it and practice it is one that will have a profound change on your life.

The purpose of this handbook/packet is to provide you with as much information as possible about all things Coventry High School Band. This includes the marching, symphonic, and jazz bands. Within this handbook you will find the expectations, procedures, and policies of the Coventry Band. Please read through it carefully so that you are aware of what it means to be a member of the Coventry High School Band program.

The student, parents or guardians, and the teacher all must work together to ensure that the students receive the highest quality education possible and are set up for success. With that said, communication between students, parents, and myself is key. Please do not hesitate to contact me at any time throughout the year. My contact information is listed below. I am incredibly excited to begin this school year and the unforgettable adventures that come along with being a member of the Coventry Band Program!

Sincerely,



Brandon Cummings  
Director of Bands  
Coventry High School  
[bcummings@coventryschools.org](mailto:bcummings@coventryschools.org)  
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## **Handbook Policy**

It is the responsibility of the student and the student's parent(s)/guardian(s) to know and understand the policies in this handbook. The purpose of the handbook is to outline the policies and expectations the Coventry Band Program has for its members. If you have questions or concerns about the handbook or any of the policies within it, please contact Mr. Cummings at [bcummings@coventryschools.org](mailto:bcummings@coventryschools.org).

## **Program Objectives**

- To help students develop into independent musicians that can leave Coventry High School with the skills and abilities to continue their musical journey.
- To offer an opportunity for young musicians to perform literature of an appropriate difficulty, as part of a student ensemble.
- To help students learn good character traits such as responsibility, self-discipline, respect, and service through music and performance.
- To help students learn cooperation with others and to work as a "team" player to achieve group goals.
- To provide musical service to the community.
- To promote, build, and educate future audiences and supporters of music through performance attendance and/or participation.

## **Overall Expectations**

- Be respectful of everyone and everything.
- Arrive every day prepared and ready to learn.
- Follow directions when they are given.
- Follow all school rules, including those outlined in the student handbook.
- Leave it better than you found it!

## **Coventry Band Program Ensembles**

### **Symphonic Band**

The Coventry High School Symphonic Band is a large wind or concert band ensemble. This ensemble performs a varied repertoire of music. Students in this ensemble are expected to practice outside of class time so the ensemble can be successful as a whole. Individual parts should not be learned in class – but at home. Students will be pushed to their highest potential in this ensemble. Symphonic Band meets daily and performs several concerts outside of the school day. If a student misses multiple rehearsals they may be asked to sit out of a performance.

Symphonic Band rehearses during the 5th period of the school day (5A & 5B). We may also have additional Symphonic Band rehearsals in preparation for performances. These rehearsals will be announced well in advance and students are expected to be there for the rehearsals. Participation at Solo and Ensemble Contest and private lessons are highly encouraged.

### **Marching Band**

The Coventry High School Marching Band is the largest student organization at Coventry High School with 60 members. The Coventry High School Marching Band performs at football games, community events, local band showcases and/or Ohio Music Education Association's Marching Band Adjudicated Events. In its history, the Coventry Marching Band has qualified for OMEA State Marching Band Finals six times, most recently in 2022. The Coventry Marching Band also takes a trip every four years. Most recently, the CHSMS marched down Main Street in Disney's Magic Kingdom in March of 2023.

During the fall, all students in Symphonic Band will be members of the marching band. All members are required to attend band camp, summer rehearsals, and all performances. A performance schedule for the marching band will be released by the end of March each year. Students are encouraged to participate in multiple activities as a student at Coventry. It is always possible to split time between activities.

### **Jazz Band**

The jazz band meets on alternating days of the week and offers a unique musical experience. The jazz band performs music for various styles including pop, rock, swing, latin, funk, etcetera. This ensemble is open to all wind instruments in the high school instrumental music department. Students wishing to obtain a spot in the rhythm section must perform an audition on that specific instrument. Vocalists must also perform an audition.

As a performance focused course, these groups play at a variety of events and attendance at these events is mandatory. If a student misses multiple rehearsals they may be asked to sit out of a performance.

## **Instrumental Workshop**

Instrumental Workshop is open to students who wish to continue to expand their music horizons at the high school level. This ensemble rehearses a variety of music and spends time working on fundamentals such as: rhythmic development, tone production, pitch, and overall musicianship. Additionally, Instrumental Workshop focuses on work and experience in smaller ensembles and solo playing.

As a performance focused course, Instrumental Workshop ensembles and soloists play at a variety of events and attendance at these events is mandatory. At home and outside of class time individual practice is expected as a member of this class. This class is not a replacement for symphonic band. It is intended for the remediation and enhancement of instrumental skills for the benefit of the concert, marching, and jazz program.

## **Middle School Bands**

The Coventry Band Program features middle school band ensembles in the 5th, 6th, 7th, and 8th grades. The 5th Grade Band is the beginning band class and the focus is on learning the basics of music and instrumental performance. Each grade focuses on building the basic skills of musicianship and performance needed to become a member of the CHS Band program. We take great pride in the MS band program as those students are the future of the Coventry Band.

## **General Policies**

### **Attendance Policies**

Participation at the scheduled rehearsals, football games, band shows, concerts, etcetera is mandatory and often a portion of the student's grade. Please write/save all dates and times of band events in your/your families calendar. I will also send reminders and updates as events get closer.

#### **Procedure to Report an Absence**

Absences at rehearsals and performances affect the entire band. **All absences must be reported through the [Coventry Band Absence Request Form](#).** Reporting an absence does not necessarily mean the absence will be counted as "excused".

#### **Rehearsals**

The only excuses for missing rehearsals are as follows: family emergency, personal illness, or extenuating circumstances as deemed by Mr. Cummings. Any unexcused absences from rehearsals will result in one or more of the following:

- Deduction in grade
- Loss of performance eligibility
- Loss of 3rd Quarter privilege (Marching Band)
- Not able to attend trips
- Removal from leadership responsibilities
- Dismissal from band

#### **Performances**

All band members are required to attend all band performances. The only excuses for missing performances are:

- a personal illness severe enough that the student can not perform
- a death in the family.
- Other extenuating circumstances are at the discretion of Mr. Cummings. An example of an extenuating circumstance is a wedding of a close relative that takes place during the performance.

**District Band Contest and State Band Contest** (held in the Spring of each year) are a major portion of the course curriculum. Attendance is mandatory for all students. Pieces are studied for almost 8 weeks in preparation for this performance. Evaluation is made on that day by 4 judges on the students' collective work. An unexcused absence by one band member has a negative effect on the performance level of the entire band. Thus, the grade for District and State Contest is the largest part of the student's grade for that 9 weeks.

The high level of performance that the Coventry High School Bands have achieved is due to the pride and dedication of its members. Attendance is an important part of this pride and dedication.

### **Tardiness**

Students are expected to be punctual for all band events. If a rehearsal is scheduled for 8AM, the student should arrive **BEFORE** 8AM to allow adequate time to warm up and prepare for the day's activities.

Tardiness at a rehearsal may result in alternate status, suspension of 3rd quarter privileges, and/or could result in an ineligibility to perform.

### **Home Practice Expectations**

Band students are urged to practice their instruments at home to reinforce the learning that is taking place at school. Similarly to homework, if done on a regular basis, practicing helps advance learning dramatically. Learning an instrument is like learning any new skill, it requires a lot of practice. Only practicing in class is not enough to truly learn an instrument. Additionally, while a difference would be noticed, hours and hours of extra practice time outside of school is not required. A simple 30-40 minute practice session, a couple of times a week will quickly increase the students ability on their instrument.

When practicing at home, find a quiet place to practice with a music stand and a chair. The quiet location is to reduce distraction, and the stand and chair are to enable correct posture while playing the instrument. Correct posture is incredibly important and something we will spend a lot of time learning. Sitting on a bed or couch and playing from music placed on the floor or a table will destroy the habit of correct posture that we build during the school day. Finally, finding a scheduled practice time is beneficial in establishing a routine and making it a habit.

### **Band Room Policies**

- Instrument lockers need to have a name tag. If it falls off or is missing, it is your job to replace it.
- Keep the instrument locker clean; there should be no trash or old clothes in the lockers.
- Instruments and equipment should be stored in the proper places. **NOTHING** should be left on the floor or out of its case/locker.
- Music folders are to be stored in the music folder cabinets.
- Percussionists – store equipment in the percussion cabinets.
- Stay out of lockers or cabinets that are not yours/assigned to you.
- The lockers in the band room are property of the Coventry Local School District and may be searched at any time.

### **Rehearsal Procedures**

#### **Daily Requirements for Marching Band Rehearsals**

- Flip folder with **ALL** music/Pencil
- Coordinate sheets and/or drill charts attached to lanyard or flip folder
- **ATHLETIC SHOES** (no sandals/flip flops)
- Drill coordinates and charts
- Instrument in good working condition

## **Daily Requirements for Symphonic and Concert Band**

- Instrument in good working condition
- Music - including warm-up materials and any other provided materials
- Pencil
- Desire to be the best

### **Arrival to rehearsals**

- Put all books and non-band materials into your assigned locker, assemble your instrument (leave your case at your locker), and go to your seat or rehearsal location.
- Look at the board for the rehearsal order and arrange the music. Students should have all music ready and in order when the director steps on the podium to begin warm up exercises..
- Once rehearsal begins, keep talking and distractions to a minimum. Rehearsal is a time for focus and learning.
- If your instrument is broken, or you need supplies, please take care of that outside of band class and before the period. If you are not playing because your instrument is broken, you will lose points for not participating for the day.
- Gum chewing and eating candy is not permitted in the band room at any time.
- Doing homework or anything not related to the learning of music is not permitted during rehearsals.
- At the end of each rehearsal, return your instrument to its case and place the music in the folder. Return your instrument and music to your assigned locker or folder slot. Percussionists are responsible for setting up and tearing down their music, instruments, and mallets.

Each band member is responsible for the appearance of the room in his/her area. Your chair, music stand, and locker should be clean at the end of each rehearsal.

## **Instrument Policies**

Having an instrument that is: 1. of good quality and 2. in good condition is incredibly important. Playing on a broken instrument makes the learning process frustrating, and oftentimes much more difficult. Proper care and maintenance of an instrument is very important and ensures a long life for the instrument.

- Instruments must always be maintained in top playing condition. Always show the director your instrument before taking it to the shop for repairs. (I might be able to fix it.) It is always a good idea to keep a record of your instrument (Make, Model, Serial Number, etc.).
- All instruments and music are to be stored in your designated locker. This includes latching the instrument case. Percussionists, this means covering the percussion instruments and making sure all of your sticks and mallets are put away in your assigned locker.
- Most instruments will go on the bus with the band members.
- Instruments placed on the trailer should be cased properly and loaded/unloaded by the band member and/or loading crew.
- Make sure your name is on your instrument case.
- Never lay your instrument on the ground.

- Clean your instrument frequently. Use cork grease, slide grease, and valve oil as needed.
- Make sure the mouthpiece is securely packed in your case to avoid damage during transport.
- Clean your mouthpiece WEEKLY.
- Never leave your instrument laying uncased in the band room.
- Do not play, touch, and/or carry another's instrument.

### **School Owned Instruments**

School owned instruments should be treated as if they are your own. **Students using school owned instruments will be responsible for any damage due to negligence, misuse, or abuse.** All School instruments must be signed out through the band office and students must sign a CLSD Instrument Use Agreement.

### **Bus Conduct Policies**

The band takes many trips during the school year. The majority of these trips are to away games and marching band shows/contests, but these rules apply to ALL bus trips, no matter what time of year.

- Always listen to the bus driver and bus chaperones
- Absolutely **NO** PDA!!!
- Scream, profanity, and inappropriate conversations will not be tolerated.
- Maintain silence at railroad crossings.
- Your uniform must be kept on during the entire trip (you may take your hat off), unless permission to do otherwise is given by the directors.
- Remain in your seat at all times.
- All students should remain on buses until dismissed by a director.
- You may not change buses, don't ask.
- Students should always remain seated while the bus is in motion.
- When returning to school, leave the bus in better condition than you found it.
- Do not forget to thank the drivers and chaperones for their assistance in making the trip safe and enjoyable.

### **Alternative Travel Requests**

In the event there is a conflict that prevents a student from traveling on the band bus to an event, **PARENTS** must request alternate travel arrangements be made. Below is the process for requesting permission for alternative transportation to or from a band event.

- Communicate the need for alternate transportation to Mr. Cummings
- Complete the necessary paperwork shared by Mr. Cummings
- Submit the paperwork to Mr. Cummings prior to the event where alternate transportation is needed.
- Prior to being released from the Band Director's supervision, the approved parent (specified on the paperwork mentioned above), and the student must check in with Mr. Cummings before leaving.

**All of these must be completed before the student will be excused from the band bus.**

## **Social Media Policy**

As a member of the Coventry High School Bands, you represent the group at all times, including on social media platforms. It is expected that you hold yourself and the group to the highest of standards. Any instances of slander, hate speech, cyber bullying, or other inappropriate comments directed toward individual members or sections of the band, the band as a whole, or its directors and staff will not be tolerated and may result in dismissal from the band program.

**In an effort to guide social media practices, including group chats, we suggest the following:**

- Understand that freedom of speech is not unlimited. Social media websites are not a place where you can say and do whatever you want without consequences.
- Think twice before posting. If you would not want your parents, family, teachers, or boss to see your post, do not post it!
- The internet is permanent. Even if you delete something, it still exists somewhere.
- Remember many different audiences will see your posts, including fans, alumni, band members, parents, staff, etc.
- Do not post comments that you would not speak about openly person to person.
- Remember that directors and staff are aware of what you post on social media.
- Keep in mind that potential employers and colleges use social media websites to screen candidates. Your career path can be directly impacted by your actions on social media websites.
- Protect yourself by maintaining a self-image that you can be proud of years from now.

## **Discipline**

Band classes are often larger than most curriculum classes. Because of this, student's best behavior is expected. Many of the expected behaviors have been outlined in this packet. If those behaviours are not followed the Coventry High School Handbook discipline process will be followed. The [CHS Student Handbook](#) can be found by following the link.

## **Marching Band Specific Policies**

### **Schedule of Events**

The official calendar/schedule of the events for the Coventry Band can be found on the [Schedule of Events](#) page on the Coventry Band Website. The Google Calendar can be synced to your own device by clicking the “+” symbol on the calendar.

### **Communication**

The [Coventry Band Website](#) is the official source of communication and information from the Coventry Band Department and Marching Band.

Information is also shared through the Remind App. It is highly recommended all students and parents of the Coventry Marching Band join the ParentSquare group for the season. The ParentSquare group information will always be posted on the [Marching Band](#) page of the Coventry Band website.

The Coventry Band also has pages on Facebook, Instagram, and TikTok. Please follow these pages for updates and news from the Coventry Band Program.

### **CHSMB Band Fees**

#### **Coventry Band Parent Association Fees**

Please follow this link to see the Coventry Band Parent Association fees that will be invoiced in August of each season.

#### [Coventry Band Parent Association Band Fees](#)

These fees are separate from the CLSD Class Fee. They are not related and the Band Parent Association cannot answer questions or take payment for the Class Fee assessed by the school district.

#### **Coventry Local Schools Band Class Fee**

The Coventry Local School District charges students enrolled in the band classes during the school day a class fee.

This fee is separate from the Band Parent Association fees. The two are not related and the CLSD cannot answer questions or take payment for the Band Fees assessed by the Band Parent Association.

### **Physical Evaluations Requirement**

All marching band students are required to have a physical evaluation completed by a doctor and up to date within the last 13 months throughout the entirety of the marching season (Through November of each season, at the latest). This physical form should be submitted on “Final Forms” prior to the students first day of summer band.

## Student Leadership Position Descriptions

### Field Captain(s)

- A liaison between all of the other leadership and the directors. A student that represents the band to the highest degree. A leader by example who supports the directors in any decisions made, and will be an advocate for the band program and the students in it. Leads the band on the field during rehearsals and performances. The Field Captain's responsibilities will also include helping band members learn and refine fundamental marching skills. Field Captains are members of the Coventry Band Leadership Team.

### Senior, Junior, Sophomore, and Freshmen Representatives

- A representative voted on by their peers who will represent his or her class in the band leadership team. Is a member of the Coventry Band Leadership Team.

### Secretary

- The Secretary will be in charge of passing out any paperwork that needs to be dispersed to the band, as well as keeping track of attendance for all band functions.

### Equipment Manager(s)

- The Equipment Manager will be in charge of leading the loading and unloading of the band trailer.

### Section Leaders

- The Section Leader will run music rehearsals or sectionals, help with drill, and help organize and communicate with their section.

**Responsibilities of all leadership team members will include:** organizing band social events, planning spirit week and activities during band camp, serving as the first stop for student concerns, assisting the directors as needed, representing the band program positively throughout the school, and brainstorming and implementing new ideas to continue to create a positive, hard-working culture in the Coventry Band Program.

### Colorguard

Any student may audition in the spring prior to entering grades 9 - 12. Guard members must audition each year; returning members are not guaranteed membership. The Band Director and/or Colorguard Instructor will announce when auditions will occur. For a full explanation of the audition process and requirements, see the directors. All rules of the Coventry Band apply to members of the Color Guard.

### Majorettes

Any student may audition in the spring prior to entering grades 9 – 12. Majorettes must audition each year; returning members are not guaranteed membership. The band director

will announce auditions. For a full explanation of the audition process and requirements see the director. All rules of the Coventry Band apply to members of the Majorette section.

Anyone who earns a position as a majorette with the Coventry Band will be required to be taking private twirling lessons throughout the season. Majorettes will be required to purchase their uniform since it is measured specifically for them. The uniform will be the majorettes to keep when they are no longer a majorette with the band. The director will have final approval on any majorette uniforms.

## **Marching Band Specific Uniform Policies**

**Hair Length:** In preparation for football games, parades, and other performances, hair must be pinned up off of the collar and inside of the hat/beret. A high braid is preferred for hair that needs to be put up.

**Jewelry/Make-up:** No jewelry is permitted with any band uniform. Piercings that cannot be removed must be covered with flesh-tone material. Make-up should also be kept to an absolute minimum when in a band uniform. Stick to light applications of natural tones. Facepaint is not allowed in uniform.

**All or None:** In public, members should never be seen wearing a partial uniform. You must be wearing your full uniform, or regular clothes. The only exceptions to this are the hat and if the director's tell you something different.

**Uniforms are to be worn for Band performances only:** Any group that would like to wear their school uniform for any school related function must receive permission from a director. It disgraces our uniform and what it stands for if an individual wears it for individual purposes. (I.E. as a Halloween costume, etc.) At no time may a band member allow a non-band member to wear any part of their uniform.

**Shoes:** Students will purchase shoes on their own through Taylor Band (if needed). Shoes will be needed for the first time on picture day usually the first week of August). **Needed Shoes: Dinkle Glide Marching Shoes in Black. Dinkles must be wiped clean between each game.**

**Gloves:** Students that need them will receive a pair of uniform gloves at the beginning of the season. If these are lost, worn out, or dirty, new gloves must be purchased from the uniform room. Gloves are \$3 from the uniform room. **Gloves should be washed between performances.**

**Cold Weather Gear:** Cold weather gear is permitted and encouraged. No hoodies may go under the uniform jacket. No jeans under the uniform pants. Any cold gear that is visible from under the uniform needs to be black. Hats and gloves for warmth should be neutral or school colors.

**Travel Bag:** Each band student is provided an over-the-shoulder bag at the beginning of the season. The bag is meant to carry needed items during a game. Gloves, hat, warm gear (in the colder season), water bottles, and flip folders should be the only things in your bag at

performance. Other food, laptops, electronic devices (including headphones) are not permitted in the bags.

The Coventry Marching Band uniforms are approximately \$600 per uniform. If a uniform is damaged because of a student's negligence, mistreatment, or misuse the student will be responsible for paying for the replacement of the uniform. **All uniform parts must be hung up, cared for, and put away correctly following each performance.**

## Music Check-Offs

All band members are required to do music checks. Music checks are done to ensure that the music has been memorized and is being performed correctly.

- The Leadership Team and Section Leaders will play their music checks to the directors.
- Band members will play their music checks to the Leadership Team or to the directors (this will be at the discretion of the director).
- If a band member cannot pass his/her music check, the band member loses third quarter privileges and may lose his or her performance privileges.
- If a band member cannot pass music checks to his/her Leadership Team member on a consistent basis, they will be required to check off to one of the directors.
- Failure of music checks will result in grade reduction and/or the loss of marching privileges.

## Football Game Policy

### In Game Conduct

Football games are fun, and we are there to perform and support the team. However, we must maintain a class act at all times. Band members may stand up and YELL/SCREAM in support of the game, but should always remain in his/her "spot". It is important to remain alert! You will need to be able to play at a moment's notice.

- Good bands look organized at all times! Your conduct in the stands during football games is important to the impression we leave with the general public. A part of that impression is showing school spirit and supporting the team.
- **Be alert!** Events happen quickly at football games. Watch the directors and be prepared to play the fight song after each touchdown or field goal. DO NOT play your instrument unless the entire band is playing.
- Do not invite your friends/family to sit with you in the band stands. **Only band students are allowed in the band section.**
- Absolutely **NO** Public Display of Affection (PDA) will be tolerated.
- Do not bring food to the band stands (this includes candy and snacks). You may get refreshments during the third quarter, but you must eat away from the stands.
- Keep your instrument with you at all times. This will prevent it from getting damaged.
- Stay in your uniform at ALL times. Never place any part of your uniform or instrument on the ground.
- Never leave the stands without permission from the directors.

- When you are in uniform, you represent the Coventry Band, Coventry High School, and Coventry Township. Always leave a positive impression!

### **Third Quarter Procedures**

- Make sure your instrument is secured and safe when leaving the band stand. You are responsible for your instrument AT ALL TIMES.
- Do not bring food/friends back to the band stands.
- Do not leave the stadium.
- Stay in uniform at all times. Directors will tell you what uniform to wear during the 3rd quarter after the halftime performance.
- Public display of affection will not be tolerated.
- You are expected to be in your seat, ready to play, with 1:00 minute remaining in the 3<sup>rd</sup> quarter.
- Remember, Third Quart Break is a privilege, NOT a right!

**Violation of these rules will result in the loss of third quarter privileges.**

## **Conclusion**

Thank you for reading the Coventry Band Handbook. Following these policies and guidelines will ensure that all students have a fun and successful experience in the Coventry Band.

All students and a parent will be required to "sign" an acknowledgement of this handbook at the beginning of each marching season. This acknowledgement form is connected to a contact information collection form for the band parents to use.

Here is the link to the [CHS Marching Band Student/Parent Contact Info and Handbook Acknowledgement](#) form.