

# Plymouth-Canton Educational Park Band Guidelines



WELCOME TO THE BAND!!!

You are about to embark on one of the most life-changing adventures possible and we are VERY excited about your dedication to your instrument, love of music, and your commitment to be a part of this experience with us. The Plymouth-Canton Educational Park band program has been a model of excellence in both concert and marching programs for more than forty years. Being a member of an organization with such a great tradition of excellence can be fun, challenging, and very rewarding. Please read through the handbook thoroughly. It is designed to help you understand the policies, procedures, and philosophy of the PCEP band program. These guidelines are very important and help in making our goals of excellence a reality.

If there is any information you feel is not covered in this guidebook, please ask either of the directors for guidance and assistance. We would like to help you in any way possible.

**For grade information, please see the course syllabus.**

## An Open Letter to Band Parents

Dear Parents,

While much of this handbook is designed to keep students "in the know", it was also developed to inform you of PCEP Band policies and of what will be expected of your sons and daughters throughout our time together.

Thank you so much for allowing us this wonderful opportunity to share with them our love for music and to teach them how to utilize their natural musical talents as an outlet for artistic expression, a friendly atmosphere, and as a way to learn lessons for life.

As parents/guardians, you are an integral part of your son or daughter's band experience. It is true that the students' musical ability, hard work, and dedication is the vehicle by which we will achieve success. Without your encouragement, transportation, and your generous support and volunteerism, this program would not function, much less maintain its national reputation.

We ask that you continue in the support of your child and the band program by attending as many performances as you can, encourage home practice, consider seeking private instruction for your child, volunteering for events, and by being a general advocate of the ideals the PCEP band program is attempting to establish.

Please read through this handbook with your band student and familiarize yourselves with the information it contains. We ask that you *sign and return the attached form* stating that you have read the policies within and agree to support them.

We are confident that you will enjoy being a part of this organization and we are VERY happy to have you and your child(ren) with us!

Sincerely,

Mr. Marc Whitlock  
Director of Bands, PCEP

Mrs. Amy Boerma  
Associate Director of Bands, PCEP

# Facility Care

1. ABSOLUTELY **NO FOOD, GUM, OR DRINK** (with the exception of water) ALLOWED IN THE BAND FACILITIES (**This includes band lockers**)! *Only by permission of the band directors may there be an exception to this guideline.*
2. Students and adults may only enter the band office with the permission of the band staff. Students may not be in the band office unless an adult is present.
3. Large instrument cases are to be kept in lockers during rehearsal. Other personal items must be kept out of "traffic areas" of the band room at all times. Place these items against the wall. This includes backpacks being "thrown" in front of lockers. Items left in "traffic areas" of the band room are subject to removal and/or disposal.
4. PLEASE KEEP LOCKERS NEAT and ORGANIZED. Marching shoes, shorts, etc., may be kept in the lockers during marching season if kept in a tote or bag. Music folders may be kept in your locker.
5. Items left in the band room overnight are subject to removal, disposal, and/or placement in "lost and found" areas of school.

# Attendance Policy

As a member of the PCEP Bands, students have an obligation to other members of the band to be at all rehearsals, to be on time, to be prepared, and to have all necessary equipment.

## 1. PCEP Daily Attendance:

Daily Attendance is essential to perform well, since this is a group activity where we must match style, tone, tuning and balance with each other. Please see the PCEP student handbook for details and see Attendance Guideline #6 for reference to for clarification of activities, both during the day and after school.

2. Sectionals and after-school rehearsals are a required extension of the school day to be part of the band program. Sectionals are held on an as-needed basis and attendance at them will be mandatory. Students will be given at least two weeks time from the day the schedule is given out in order to make appropriate plans to be there.

3. Absences and tardies from rehearsals outside of the school day may be excused for the following situations:

- a. Medical emergency or personal injury  
(with note from doctor or parent AND parental phone call.)
- b. Death in the family
- c. Religious holiday\*
- d. Special Circumstance\*

\* These must be approved by Mr. Whitlock or Mrs. Boerma, at least TWO WEEKS in advance. Students should fill out a *Request for Excused Absence Form*, turn it in, and have it approved by the director of the ensemble from which they are requesting to be absent. This form is available at [www.pcepbands.net](http://www.pcepbands.net), (click on Handouts) or in the hall leading to the band room. Failure to notify and receive approval from the director will result in an unexcused absence, which will affect the student's grade and participation privileges. Please understand there can be no deviation from this requirement.

4. **Unexcused** absences from after-school rehearsals and performances may include, but are not limited to:

- a. **Work** (excused ONLY if there was less than two weeks advance notice for a "called" rehearsal not on the official band calendar)
- b. **Oversleeping**
- c. **Failure to arrange transportation**
- d. **Sporting events or concerts** (non-school related or school-related conflicts in which there was not sufficient communication. Subject to director's discretion.
- e. Appointments, non-emergency in nature (dentist, orthodontist, hair, babysitting, and anything that can be scheduled at a different time)

Parents must communicate all absences and tardies to the directors prior to the event when possible. *Communication* should occur **through telephone conversation first**, and e-mail, second. **We need as much advanced notice as possible so that we can resolve conflicts before they occur.** Please make every effort to communicate with us and we will reciprocate.

Call Mr. Whitlock (Varsity Band / Wind Ensemble/ Marching Band and Percussion class) at: 734/582-5666 ([pcepbandman@aol.com](mailto:pcepbandman@aol.com))

Call Mrs. Boerma (Concert Band/Symphony Band) at: 734/582-5665 ([boermaa@pccs.k12.mi.us](mailto:boermaa@pccs.k12.mi.us))

Call Mr. Ovalle (Percussion class/Percussion Ensemble/Jazz Band) at: 734/582-5663 ([jonathanovalle@hotmail.com](mailto:jonathanovalle@hotmail.com))

Call Ms. Jennifer Leseth (Colorguard/Winterguard) at: 734/582-5666 ([pcmbguard@aol.com](mailto:pcmbguard@aol.com))

- 5. In case of illness or family emergency, a telephone call by the parent to the directors is requested **prior to the rehearsal/performance.**
- 6. **In accordance with PCCS policy, students absent from school all day are not allowed to rehearse or perform with the band outside of school hours.** All students must be present in school at least half of the day to be eligible for extra-curricular activities. (performances, rehearsals, etc.)
- 7. An absence from a rehearsal must be made up after consultation with the directors. Participation at all rehearsals is required and is part of the student's grade.

# Student Conduct

1. Students are expected to exhibit behaviors that are conducive to optimum TEAM achievement. These behaviors can include, but are not limited to: performing to the best of your ability at all times, supporting other members and their efforts, and showing respect for the goals of the organization.

2. Students will be expected to exhibit behaviors of self-discipline during rehearsals. These behaviors can include, but are not limited to: not talking during rehearsals, not disturbing instruction in any fashion, and maintaining the interest and focus toward the goals of the organization.

3. Students will be expected to exhibit courteous behavior at all times. Please refrain from being loud, boisterous, and rude in your communication with or around others. Please review the Standards for Student Conduct in the PCEP Student Handbook.

4. Public Displays of Affection (PDA) are inappropriate in the Fine Arts Wing, on busses, or official band/school functions **at any time.** Please see Code of Conduct pg. 19 in PCEP Student Handbook.

5. If you can't say it in a G-rated movie, you shouldn't say it while representing the band in ANY manner (i.e. rehearsal, performance, in uniform, in band shirts, etc.) Please be mature enough and respectful enough to consider your surroundings and your audience when you are alone or with others. We want only to portray a classy organization at all times.

6. Harassment, hazing, bullying, or abuse of students, staff, or parents will not be tolerated. An infraction of this nature may subject that student to dismissal from the band. Please review page 17 of the PCEP Student Handbook.

7. Any infraction of conduct, attitude, or responsibility may result in one or more of the following consequences:

- a. conference with student
- b. conference with parent
- c. loss of performance status
- d. conference with appropriate administrator
- e. dismissal from the band program

**Dismissal  
Procedure:**

Prior to removing a member from the band for the remainder of the year or permanently, the band director and the administration will review all circumstances. The student's parents/guardians will be contacted and advised. Reinstatement to the band program is subject to review by the band department and school administration.

**Appeal  
Procedure:**

- Step 1) Appeal in writing to the Assistant Principal for the music department (Plymouth High School).
- Step 2) Appeal to the Principal in writing (Plymouth High School).

8. All rules and guidelines of the Student Code of Conduct in the PCEP Student Handbook also apply.

# Band Relations

## **Internet:**

As many of you know, there are internet newsgroups, chat rooms, and forums that pertain to high school band, color guard / winter guard, drum corps, etc. Please be respectful of other organizations during any communication you may encounter when visiting one of these sites. Please refer to the "Student Conduct" section in the Park Student Handbook, as this applies to internet representation as well.

## **Festival / Games:**

Please be respectful and appreciative of the time and effort other bands have put into presenting their program. They, like you, have spent countless hours practicing their instruments or sweating in the sun to prepare their programs. They deserve a great audience just for that.

PCEP band students and parents should be the first students and parents to congratulate members of other ensembles, regardless of their placement in a competition or festival. Good sportsmanship will ALWAYS be the rule.

## **Other Bands**

Members and parents of other band organizations do not necessarily live by the same code of conduct as the PCEP Band program. Although it may be difficult at times, please ignore any rude or degrading comments made by students or parents from other bands. Please report any questionable comments to the PCEP Directors.

## **Representation**

While in uniform, in band shirts or jackets, at band functions, grouped with other band students, or otherwise identifiable as a PCEP Band student, please be polite and courteous to everyone you come in contact with. Never underestimate the power of "word of mouth."

**The PCEP Band program is filled with rich history and tradition. Let's all do our part to maintain and build upon our wonderful reputation!**

*"You are the music while the music lasts."*

T.S. Eliot

I have read, understand, and will abide by the policies set forth in this packet.

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Print Name

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Student Signature

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Print Parent Name

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Parent Signature

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Date

**\*Signatures of students and parents are required for participation in the band program\***

# PCEP Band Guidelines

## Addendum #1

### **Band Camp**

For those members in the marching band, going to band camp at an off-campus location is required. All school policies, band guidelines, and district policies apply.

### **Leadership**

For those members in the marching band, all upperclassmen will be expected to participate in leadership training with Mr. Whitlock, the band staff, and guest clinicians. Leadership training may be available for concert program upperclassmen as well.