

*SAUGATUCK
MIDDLE SCHOOL BANDS*

A Tradition of Excellence!



**Band Handbook
2022-2023**

Andrew C. Holtz, Director of Bands

401 Elizabeth St
Saugatuck, MI 49453
(269) 857-2133 ext. 1111

Dear Parents and Students:

It feels a lot better writing this opening than it has the last two years! Could I be so bold as to say that this year may **finally** be a normal school year?!

Thank you for your participation in the Saugatuck Public Schools Band Program. At Saugatuck, our goal is to continue building a tradition of excellence and pride that will be a central pillar to our local community. I am thankful to serve as your band director and am looking forward to getting to know each one of you better throughout the coming school year.

Due to the last two and a half years, our Boosters program has had a lot of its officers age out as their children have graduated, and covid has not allowed us to recruit new members like we normally would! We are **very much** in need of YOUR help over the course of this year, as we look to return all of our events and programming to pre-pandemic levels. As this new year begins, please be sure to keep your contact information up to date with the school and Schoology, as it is through that program that I will be communicating with you. Also, please consider coming to our Music Boosters meetings to see how you can get involved. Information on those will be communicated soon.

If ever you feel the need to contact me, the best way to do so is through my school email, aholtz@saugatuckps.com. If the need is urgent, please contact my cell phone at (616)550-4672. Please understand that I have four children of my own at home and may be unable to answer your call immediately.

If there is ever anything I can do for you as your band director, please do not hesitate to let me know.

Sincerely,
Andrew C. Holtz
Director of Bands, Saugatuck Middle and High School

PURPOSE OF THE BAND PROGRAM

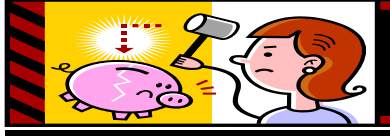
The purpose of the band program at SMS & SHS is to serve as a creative outlet for all students who might wish to participate, while at the same time serve the music department, the school and its community, and the student body through its public performances.



OBJECTIVES OF THE BAND PROGRAM

- 1. To inspire students in the enjoyment and enthusiasm of music and performing.**
- 2. To set obtainable goals and accomplish these goals.**
- 3. To perform at the highest possible level at all times and attain the absolute best out of each individual.**
- 4. To promote healthy relationships between other bands, schools, and musicians.**
- 5. To project a positive image for Saugatuck Public Schools.**
- 6. To support the school and community through performances at athletic events and other public events such as parades, homecoming, and local community functions.**

FUNDRAISING



Fundraising is one of the many activities the band participates in to pay for its expenses; from trips to bringing in guest conductors. Your child will be asked to participate in fundraisers throughout the year. Although fundraising is not mandatory, it is strongly encouraged because it enhances the activities available to each band student. Funds raised this year will help your student as we prepare for future trips and opportunities.

When turning in fundraised money, please make all checks payable to: “Saugatuck Public Schools”. Paying by check is the preferred method of payment, as the canceled check becomes your receipt. Please place all payments in a sealed envelope with the student’s name clearly marked on it.

As much as possible, payments should be handed to the director outside of class time!

Funds may also be mailed to the following address: **Saugatuck High School Music Boosters: 401 Elizabeth St. Saugatuck, MI 49453**



Discipline & Grading Policy

GRADING POLICY: ****Since Band is a performing ensemble that requires student participation for success, ATTENDANCE IS MANDATORY; and it will play an important role in the grading policy.*** See below for details:*

Evaluation for Band (each trimester) will be determined on a total points basis with these criterion:

1. Weekly Effort.

2. Preparation for Class (Having materials, etc.)
3. Attendance and Tardy Grade for Rehearsals
4. Written Evaluations (including Semester Exams and tests)
5. Level of Musicianship and Improvement
6. Playing evaluations (at least 6 major scales + chromatic are required for Middle School ensembles)
7. Care of Equipment
8. Performance Attendance

Band is graded using the "Total Point" system, so that each assignment weighs equally toward the final grade. Please note that bigger assignments such as concerts and parades will be worth more total points than daily preparation grades or playing quizzes.

Performance Attendance Grading Policy:

Each performance is a summation of what the student has learned in class to that point. In missing a performance, the student has missed their chance to demonstrate what they have learned as an individual and as a group. In other words, missing a performance is like missing a test in another class. There will be no chance for a makeup, as there is no way to recreate the performance missed; we won't reassemble the band to perform again just for one student who missed, and it is virtually impossible to bring back all members of the audience!

As missing a test in another class would adversely affect your grade, the same holds true for band. An unexcused performance absence results in a score of zero for that assessment. This will have a significant impact on your overall grade. ***Just don't miss! Clear your schedules now!!!***

***THE KEY WORD IN THIS POLICY IS UNEXCUSED!!!** As in most relationships, communication is the big key. A student will be excused from a performance if there is a death in the family, a marriage, or personal illness (as documented by a physician). Work will not be considered an excusable absence, as the performance schedule has been handed out well in advance and as band is part of a child's school day, a student's education needs to take priority over work.

Performance Dress Code

Dress for 7/8 band students is student-owned white undershirt, black pants, (fully) black shoes, and black socks. Students are responsible for these items. A blue long-sleeve MS band shirt completes the uniform. These are available both in school-owned and ordered/paid for per family options.

6th grade band students will dress nicely for their performances—as if going to a wedding or funeral service.

PERFORMANCE SCHEDULE

Additions or deletions may occur. Notice will be given at least two weeks ahead of time.

Date	Event	Location	Performance Time	Call Time
12/8	Holiday Concert	SHS	7:00pm	5:00pm
2/16	<i>Pre-Festival Concert</i>	<i>SHS</i>	<i>7:00pm</i>	<i>5:00pm</i>
2/23-3/2(TBA)	<i>Festival</i>	<i>TBA</i>	<i>TBA</i>	<i>TBA</i>
5/4	Spring Concert	SHS	7:00pm	5:00pm
5/29	<i>Memorial Parades</i>	<i>Saugatuck/Douglas</i>	<i>TBA (am)</i>	<i>TBA</i>

Italicized performances are 7th/8th grade only. 6th graders will not perform.

PERFORMANCE ABSENCE POLICY



Each SMS band member needs to understand that the success of these ensembles depends upon each members' attendance! We cannot have members missing or being tardy and expect to be successful. *Note that an unexcused absence from a performance will result in a reduction in the student's grade, as detailed in the grading policy!!!*

ABSENCE PROCEDURE FOR A REHEARSAL:

Attendance is required for each rehearsal and every performance. *For necessary absences, students are responsible for following the following procedures:*

The procedure for being excused from a **rehearsal** is as follows:

1. Email the director at aholtz@saugatuckps.com or text 616-550-4672.
2. Include a message stating your reason for absence and a number where you can be reached.
3. Bring a note describing the reason for absence and signed by your parents/guardians on the day you return.

ABSENCE PROCEDURE FOR A PERFORMANCE:

The procedure for being excused from a performance is as follows:

1. Submit a request to miss a performance to the Director for consideration as soon as possible, but at minimum three (3) weeks in advance of the performance (also signed by parents).
2. In case of illness, follow the same procedure for missing a rehearsal, however the student needs a note signed by a doctor as well as the parents.

Note: Failure to give proper notice will be considered unexcused and will result in the forfeiting of your grade for the assignment.

EXAMPLES OF UNEXCUSED ABSENCES:

- Work
- Going out of town
- Church events (schedule is open to accommodate people on Wednesdays and Sundays)
- Non-emergency doctor or dentist appointments. These should be scheduled around required school events
- Shopping or hair appointments
- Beauty contests/talent shows outside of school
- Claiming someone "made you late"
- Attending other ticketed concerts
- Other school and after school related activities (unless arrangements have already been made between the band director and coach/sponsor)

EXAMPLES OF EXCUSED ABSENCES:

- Extreme illness, as documented by a physician
- Sudden emergencies
- Death in the family
- Family weddings

**Unforeseen events may arise, so these will be dealt with on an individual basis by the director.*

TARDINESS:

*"To be early is to be on time . . .
To be on time is to be late . . .
And to be late is to be left!"*

-Dr. Benjamin Caton 

Tardiness should be avoided at all cost. Each band member is expected to arrive at every rehearsal and performance on time with music, instrument/equipment, uniform, pencil, and any other special item that might be called upon for the event. Call times exist to provide ample time for performance preparation. The director will use scheduled rehearsal time efficiently and strives to be a good steward of each student's time. Promptness promotes efficiency. A student failing to arrive by call time will have earned a reduction in their performance grade.

PHILOSOPHY OF PRACTICE

While my methods for ensuring and/or documenting student practice have changed repeatedly over the years, one thing has remained constant: the expectation that students should regularly practice outside the walls of our band room!

While at this time I do not find it necessary to collect written practice records, the expectation is that students will be personally responsible for **all** portions of their music, and need to be able to play each section, regardless of difficulty, with an acceptable to exemplary level of proficiency. Playing an instrument is a skill akin to many athletic endeavors. One may possess a large amount of talent, yet even the most talented must strive to improve. Students who feel they can play all portions of their music with exceptional accuracy should continue to play their instruments at home to further refine their tone and technique. **If you do not hear or see your child's instrument at home on a regular basis, they are not fulfilling the requirements of the course!**

Students will, at least once every 3rd week, have homework requiring them to submit a recording of themselves playing for me via Schoology. I use these recordings to inform and adapt my rehearsal plans. Please help support this mission by encouraging prompt completion of these assignments.

Policy on School-Owned Equipment

School owned properties, instruments, and equipment can be distributed for use with school band personnel only; however, certain obligations must be accepted by the lendeer before a loan can be given.

1. The lendeer will follow proper procedures in securing property:
 - a. Obtain an authorization form (instruments only)
 - b. Sign an Agreement and Check-Out form
 - c. Return property at the end of each trimester or school year (instruments cannot be taken over the summer unless approved by the Director)

2. The lendeer will accept full responsibility for the property while in their possession.
This will include:
 - a. Repair of any damage from the result of negligence or misuse.
 - b. Replacement of lost or stolen articles of property or instruments while in the lendeer's possession.

- c. Compensating the school for any lost or stolen property at the current price as established by the Director.

MEDICAL INFORMATION

Please inform Mr. Holtz by phone call or email of any concern you may have in regards to your child's health in band class. Items such as heart conditions, hearing loss, allergies, and asthma are important for the director to know in order to appropriately teach your child.