

2024-2025

Case Western Reserve High School



Band Handbook

Dear Students, Parents, and Guardians,

Welcome to the 2024-25 school year! To our new folks, my name is Emma Bentley, and I am the Band Director here at Case Western Reserve High School. I am looking forward to a fantastic year full of fulfilling experiences and quality music making!

This handbook is full of information that will help us to succeed and operate smoothly throughout the year. I ask that you please read through the entirety of this handbook so that you are adequately informed of our policies and procedures. Most of your questions will be answered by consulting this handbook. At the end of this document, there is a page for both students and guardians to sign, which states you have read the entire handbook, are familiar with all the information communicated, and asks you to give contact information. Please complete, sign and return that form to me as soon as possible.

To best have another successful year, I ask that you communicate with both your student and myself to not only avoid conflicts, but to keep up with what we do in our class. I encourage you to ask your students what we are up to at school, and to communicate with me if there is anything I should know.

I am looking forward to yet another rewarding year full of learning, composing, arranging, performing, and having fun. I am truly honored to know each and every one of the CWRHS Wind Ensemble members, and am looking forward to yet another successful year!

Emma Bentley  
Director of Bands  
Case Western Reserve High School  
[emma.bentley@case.edu](mailto:emma.bentley@case.edu)

## Philosophy

The primary goal of the CWRHS Band Program is to provide a safe environment for students to express themselves through music. The development of life-long musical skills rooted from a deep appreciation for music is one of the ways we achieve this. In every student, we work to foster self-efficacy, optimism, confidence, self-esteem, leadership, and self-discipline. It is important that each student feels accomplished through their efforts both individually and as an ensemble. In our program we strive for excellence, and that is accomplished through genuine effort, participation, and cooperation both inside and outside of the classroom.

## Expectations

- Students are expected to be on time for all rehearsals, performances, and events.
  - Being on time means being present, with all necessary materials (such as your instrument) out and ready to go by the start time.
- Respect yourself, others and everything in the classroom!
  - Treat everyone the way you would like to be treated, only handle materials that you have been trained to use, take care of instruments and class materials correctly, and put everything back where it belongs.
- Bring all materials (including your instrument and music) to every rehearsal unless otherwise stated.
- Participate, and put forth your best effort in all activities.
- Be kind to everyone.
- Do not disrupt others in the learning process.

Any behavior that negatively impacts the learning environment is unacceptable. A first offense will result in a warning (verbal or non-verbal). A second offense will result in a meeting with the teacher. A third offense will result in communication home and to administration, along with any appropriate consequences such as detention or community service. Any behavior that creates a dangerous environment will immediately be escalated to administration and consequences will be more severe. As members of the CWRHS band, all students are expected to represent our community positively at all times.

## **Procedures and Policies**

- At the start of each rehearsal, students should check the board for any announcements.
- Students are expected to set up their instrument and begin to warm up at the start of class.
- Gum, food, and drinks other than water are not permitted to be chewed/consumed during band rehearsals.
- Drinking, smoking, and drug usage is strictly prohibited.
- All CWRHS policies are in effect during all band activities.
- Vandalism and damage to band property is unacceptable and will be reported to administration to be dealt with.
- Students are expected to sign in and out when leaving the classroom.
  - 2 students are allowed in the bathrooms at one time and should use the bathrooms in the band hallway unless otherwise communicated with Ms. Bentley.

## **Attendance Policy**

All absences must be communicated with Ms. Bentley before the conflict arises—the sooner the better. For quickest communication, please email me at [emma.bentley@case.edu](mailto:emma.bentley@case.edu).

### **Excused Absences**

The following are considered excused absences: Illness (with parent or doctor's note as communicated through the main office and/or to Ms. Bentley), death in the family, and pre-arranged conflicts communicated and worked out with Ms. Bentley. All special circumstances must be arranged with the director prior to the absence or it will be considered unexcused. 3 unexcused tardies (those without a pink pass during school) will equal one unexcused absence.

### **Make Ups for Unexcused Absences**

Make ups for unexcused absences may occur during activity period by sign-ups only. During this time, students will be expected to either practice or take a lesson with Ms. Bentley.

### **Performances**

Performances are considered mandatory events. Since performances occur outside of the regular school day, I understand in rare extreme circumstances there may be unavoidable conflicts—these must be communicated with the director as soon as possible to work out possible solutions.

## **Grading Policy**

Participation–20%: Students who are prepared and actively try their best to play everyday with all materials unless excused for a reason communicated with the director will receive full credit in this area.

Attendance–40%

- Rehearsals–30% of attendance percentage: Students who miss no classes or have only excused absences will receive full credit in this area. Making up unexcused absences can bring students back to full credit.
- Performances–10% of attendance percentage: All performances are mandatory. Prior communication between guardian and the director to find an alternative may allow for full credit. Unexcused absence from performances will result in zero credit. Conduct at performances will factor into the grade, and any disrespectful behavior will result in a lower grade.

Playing Tests/Homework/Mid-Year Evaluation–40%: Playing tests will occur throughout the semester either in person or online. Rubrics will be provided at the time of assignment.

Homework for band is primarily practicing your instrument. Additional homework assignments are rare but will be included in this category. The mid-year evaluation will include scales and two excerpts chosen for each instrument.

## **Materials Needed**

- A pencil (mechanical or sharpened). Pens are not allowed.
- Music and folder.
- Your instrument, sticks/mallets, and all accessories needed to be successful in performing.
  - This means reed players should always have at least 2 reeds, brass players should have slide grease/valve oil, and percussionists should have at least one set of sticks and one set of mallets.

## **Instrument Rental**

Students who are interested in renting instruments should reach out to Mobile Music through the contact information on their websites <https://mblmusic.net/>. Any families with additional financial needs should contact either myself or school administration (if wanting to remain anonymous), and I can help find instruments for your student to use.

## **Use of School Instruments**

Students who use school instruments are completely responsible for their care. Students and guardians will need to sign a contract stating that they are responsible for all damages/service the instrument may need while in a student's care. The full contract will have additional information about expectations and costs that can be read when signing. School instruments are primarily available for use during school hours, however in some circumstances, students may be allowed to bring a school instrument home, but only after communication with the band director.

## **Ensemble Descriptions**

### **Symphonic Band**

The Symphonic Band is a non-auditioned group for students grades 9-12. All 9th grade students are required to participate in Symphonic Band for one year before being allowed to audition for the Wind Ensemble. All students will complete a mid-year evaluation which will act as their audition.

### **Wind Ensemble**

The Wind Ensemble is an auditioned group for students grades 10-12. All students will complete a mid-year evaluation which will act as their audition. Students must complete their mid-year evaluation every year regardless of which ensemble they are in.

## **Performance Expectations**

During all performances, students are expected to be on their best behavior and put forth their best effort. In concerts in which there are multiple groups, students are expected to remain in the audience and support their peers when they are not performing.

## **Dress Code**

Students may choose from one of three options of performance attire:

- 1.) Tuxedo (provided by the school)
- 2.) Black dress (provided by the school)
- 3.) Black dress pants/slacks (no denim) along with black blouse (not provided by the school)

Students should wear black dress shoes along with black socks (if applicable). Students should not wear heels more than 4 inches.

\*\*School dress code applies for students at performances—keep in mind for option #3.

## **Calendar**

All dates below are subject to change at the discretion of the band director and school administration.

### **Rehearsal Times**

Symphonic Band: 4th block (12:45 pm - 2:15 pm) on A/C Days in the band room

Wind Ensemble: 4th block (12:45 pm - 2:15 pm) on B/D Days in the band room

### **Concert Dates and Times**

Symphonic Band and Wind Ensemble both perform at all 3 dates:

**December 13, 2024** at 7:00pm @ CWRHS Performing Arts Center

**March 7th, 2025** at 7:00pm @ CWRHS Performing Arts Center

**June 6th, 2025** at 7:00pm @ CWRHS Performing Arts Center

### **All-County/All-State Auditions and Solo Festival Dates**

All County Auditions: October 12th, 2024 @ Canandaigua Academy (optional)

All State Auditions/Solo Festival: April 4-5th, 2025 @ Victor Senior High School (optional, but highly encouraged)

\*\*More information on All-County, All-State, and Solo Festival will be sent via email during the school year.

### **Middle School “Introduction to Band” Performances**

Symphonic Band: April 28th at 1:00pm @ CWRHS Performing Arts Center

Wind Ensemble April 29th at 1:00pm @ CWRHS Performing Arts Center

## **Student Leadership**

In both the Symphonic Band and Wind Ensemble, section leaders will be appointed for every section. The duties of the section leaders are as follows:

- Get warm up books for everyone in their section at the beginning of every class period.
- Take attendance for their section at the beginning of every class period.
- Assist band director in handing out music to their section.
- Lead sectionals during rehearsals.
- Model CWRHS member expectations during all band activities.

Executive Members of the TRI-M Music Honor Society will serve as leaders in not only the music program, but the band program as well.

Additional student leadership positions are as follows:

- Student Librarian (both ensembles): The student librarian will be responsible for making copies of music if another student forgets their music and will be responsible for organizing the current repertoire for easy access.
- Director Assistants (2-4 for both ensembles): The director assistants will help set up for concerts as well as make announcements at concerts (or find people to speak at concerts if they are uncomfortable doing so). The director assistants will be responsible for making speeches for the concerts and getting them checked with the band director. Lastly, the director assistants will help delegate rehearsal in the event there is a non-musical substitute teacher.

## **Handbook Contract**

I, the band director, understand the policies that I have set in this handbook. I agree to carry out the responsibilities to the best of my ability. As the band director, I will:

- Always be prepared to teach, you, the student.
- Always respect and be kind to you, and the materials in the classroom.
- Commit to improving my musical skills.
- Be fair to every student.
- Ask questions and have fun!

Teacher Signature: Emma Bentley Date: 08/20/2024

I, the student, have read and understand the handbook and all of its policies. I agree to try my best and carry out all of my responsibilities as a CWRHS Band member to the best of my ability. As the student, I will:

- Come to band prepared to learn.
- Always respect and be kind to others and the materials in the classroom.
- Practice as much as I am able.
- Build an appreciation for music.
- Ask questions and have fun!

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, as the parent or guardian, have read and understand the handbook and all of its policies. I grant permission for my student to be a member of the CWRHS band. As the parent or guardian, I agree to participate in my student's academic and musical development.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_