



**Churchill Band and Orchestra Handbook  
2021-2022  
Director: Matt Van Ham  
Email: [mvanham@livoniapublicschools.org](mailto:mvanham@livoniapublicschools.org)**

**Objective:**

To prepare students to be successful lifelong musicians in both community and professional settings through the performance and study of diverse music in multiple performance venues.

**Rules:**

1. Absolutely no talking while the teacher is working
2. Students will only play/touch/handle their own instrument
3. Class is dismissed by the teacher
4. All chairs, stands, music, and instruments must be stored properly at the end of rehearsal

**Expectations:**

Students are expected to follow professional rehearsal etiquette, preparing their music prior to rehearsal, possessing all required materials at every rehearsal, observing punctuality, and communicating in advance with the director about scheduling conflicts. Continued disregard for rehearsal etiquette and lack of preparation may be grounds for removal from the band and/or orchestra program.

**Communication:**

Mr. Van Ham: [mvanham@livoniapublicschools.org](mailto:mvanham@livoniapublicschools.org)

Website - [chsbands.weebly.com](http://chsbands.weebly.com)

Google Calendar - Subscribe on the website.

Email List - Subscribe on the website.

Facebook - "Livonia Churchill Bands" page; please do not send Mr. Van Ham Facebook messages

**Practice Hall/Large Ensemble Room Hours:**

Practice rooms are generally available after school at least four days a week, and the large ensemble room may be checked out as needed. Practice rooms will not be available before school for the 21/22 school year as Mr. Van Ham will be at Emerson in the mornings. Check the classroom schedule for specific practice room times each day.

## **Attendance:**

**Attendance of all concerts and outside of school rehearsals is mandatory.** Lack of attendance of rehearsals affects the participation grade, while lack of attendance of a concert affects both the performance and participation grade. **A rehearsal absence may be excused with written notification two weeks prior to the rehearsal. A concert absence will be excused on a case by case basis for emergency situations only.** An excused absence for a concert will result in an additional assignment that must be completed within one week of the day it is assigned. An unexcused absence for any performance will result in the student's grade being reduced by one letter grade.

Students in third hour are expected to be in their seats with their instruments and music at the bell. They should have non-electronic reading material for SSR. Phones, laptops, tablets, pens, pencils, are not permitted. A kindle paperwhite is the only electronic device allowed during SSR. **Students will not be permitted to go to instrument lockers after SSR**, so bring everything with you!

Students are expected to attend band class. If a student is absent from class they will not receive the participation points for the rehearsal. Occasional absences will not heavily impact the student's overall grade, however consistent absences will result in a lower grade due to the accumulating lost participation points. Participation points may not be made up unless the student is on a medical waiver through an administrator or has an extended planned absence.

## **Grading Policy:**

- 35% - performances
- 25% - tests/quizzes
- 25% - participation/preparedness
- 15% - additional assignments

**Performances:** All performances are mandatory and typically take place outside of the school day. In order to receive full credit for a performance, students must be on time, in the right uniform and have all of the proper materials (instrument, reeds, music, etc.) and be a respectful audience member. After most concerts, students also need to stay to clean up and sign out to maintain their "A" for the concert.

**Tests/quizzes:** Playing, written and aural tests/quizzes will be given throughout the year and include topics such as scales, a music excerpt, music theory, music history, rhythmic dictation, tonal dictation, rhythm patterns, and tonal patterns.

**Additional assignments:** Additional assignments such as listening logs, practice logs, composition assignments, written assignments, and attending a performance will be given throughout the year.

**Participation/Preparedness:** Students are expected to bring their instrument (in working condition), music, handouts, a pencil, and any other instrument specific materials to every rehearsal. Random

preparedness checks will happen throughout the year to make sure students have the required materials. Students WILL NOT receive a loaner instrument if they forget their instrument at home and WILL lose participation/preparedness points. Parents are discouraged from bringing forgotten instruments to school once the school day has started.

### **Instrument Policy:**

#### **All students:**

- Instrument in working order
- Standard accessories (oils, reeds, rosin, neck strap, chin rest, etc.)
- Metronome or metronome app
- \$10 deposit for instrument locker (returning students have already paid this deposit).
- Electronic tuner or tuner app - highly recommended but not required

#### **Trumpet and Trombone Players:**

- Straight Mute (trumpets in Wind Ensemble must have a **metal** mute),
- Cup mute

#### **Percussionists:**

- Concert Drum Sticks: Vic Firth SD1's or Innovative IP1's
- Timpani Mallets: Vic Firth T1 Generals
- Staccato Timpani Mallets: Vic Firth T3 Generals (Wind Ensemble)
- Marimba/Vibes Mallets: Innovative Alberts 3106 or Encore NZ3R
- Xylophone/Bell Mallets: Musser M214
- Cymbal Mallets: Balter SC2
- Stick bag
- Pitch pipe
- Practice pad
- Triangle beater(s) (can be purchased from Mrs. Hering for \$5)
- Snare/pad and bell kit for home practice

Steve Weiss Percussion online generally has low prices and if you order with a friend you can split the shipping costs. By the time you play in high school you should own most of these mallets and should only need to purchase a few items. If you already own comparable equipment of a different brand, you may use it. As you add or replace equipment, please purchase the recommended brands.

**Percussion provided by the boosters:** All instruments, bass drum beaters, gong mallets, chimes mallets, brake drum hammers, etc. No other mallets or sticks will be provided! Your initials must be written in permanent marker on your mallets. Your personal mallets and music needs to be stored in lockers, *not* in the drumline room or percussion cages. You must have all materials in class each day to receive credit.

**DO NOT LEAVE EQUIPMENT IN AN UNLOCKED LOCKER!**

Please note that the school does not provide reeds, strings, oils, waxes, sticks, or any other standard care equipment. Students using a school instrument must provide their own mouthpiece, neckstrap, reeds and will be expected to replace strings as needed. In return, no maintenance fee is charged for the use of a school instrument. If a student leaves a school instrument in an unlocked locker, he/she risks losing the privilege of using a school instrument.

### **Principal Player Placement:**

Auditions for Principal Player for each section will take place in the Fall (Semester 1) and may take place again in the Winter (Semester 2) if determined necessary by the director.

### **Clinics**

Sometimes guest conductors visit Churchill and work with our students in rehearsal either during class or (rarely) outside of the school day. The guest clinician will provide the students with an opportunity to gain a new perspective on their music and enrich their musical growth. The attendance and grading policy for the clinic is the same as a performance.

### **Music Department Tour**

Tours are scheduled for “even” years for Wind Ensemble and Orchestra so the students will have the opportunity to travel together and compete in a festival with other bands and orchestras in the nation. Some recent destinations have been Florida, Washington DC, St. Louis, New York, Chicago, and Toronto. These tours usually cost \$1000-\$1700 per student, so if you expect to have financial difficulties it is a good idea to participate in the scrip fundraiser.

### **Fundraising**

The CHS Music Boosters are a Federal Non-Profit organization. To comply with federal regulation, students can keep 50% of the profits from the Scrip sales in student accounts and other fundraisers are applied to program needs. Scrip profits may be used towards tour, band camp, instrument repairs or purchase, Blue Lake, Interlochen or other summer festivals. To be reimbursed for non-CHS purchases or expenditures an original receipt must be presented with the request to withdraw funds. Please include your name and address when you submit the receipt. A check can not be issued without proof of purchase. A student’s personal money will stay in the account until he/she leaves the music department or graduates. If a student graduates and a younger sibling is in the CHS band/orchestra program, money can be transferred. Any money unspent by the last day of classes of a student’s last semester in an ensemble will be absorbed into to the general music account.

**For information on the Scrip gift card sales, please refer to the fundraising section of the band website. It's an easy and effective way to raise needed funds without selling products.**

### **Boosters and Volunteers**

We have a very supportive, enthusiastic, dedicated team of parent volunteers and booster officers. The boosters will serve to support our young musicians by organizing events and fundraisers along with a team of committee members and volunteers. A board is elected each spring, but we will need parents that can serve on various committees throughout the year. Meetings are held quarterly and are open to all parents and students in the music program. Web-based volunteer sign ups will be sent out as volunteers are needed. Consider getting involved as an officer, committee member or event volunteer!

### **Co-curricular Ensembles:**

#### **Marching Band:**

There is a separate Marching Band Handbook that outlines the policies and schedules of the Marching Band.

#### **Full Orchestra:**

The Full Orchestra rehearses outside of the school day in order to perform at the Spring Concert. Full Orchestra will only run if enough individuals agree to participate.

#### **Chamber Ensembles:**

Chamber Ensembles are sometimes offered as an extra curricular performance opportunity November – March when there is enough interest. These non-audition chamber groups include Brass, Flutes, Saxophones, and Clarinets. In addition to our coached chamber ensembles that meet November-March (percussion, flute, clarinet, saxophone, brass) a variety of student directed chamber ensembles perform all year round.

#### **Jazz Band:**

Jazz Band is offered after school and performs on the Holiday concert and on one of the festival preview concerts. The schedule is light so that students can participate in other activities and still play in the Jazz Band. Students sign up in late October and if there is more interest than available spots, students will be selected based on band placement and chair placement.

### **Festivals:**

#### **MSBOA District Band and Orchestra Festival:**

Each March the CHS ensembles perform in the MSBOA District 12 band and orchestra festival. The students perform a prepared program and sight-read new music in front of a panel of judges and are

given comments for improvement in musicianship. Churchill High School competes in a challenging division and therefore intense preparation is required. The preparation process includes a clinic with a guest conductor/adjudicator for some classes and sectionals may be scheduled as well. The attendance policy for Festival is the same as for other performances.

**Please note:** your calendar lists several dates for festival (Thursday, Friday and Saturday) we are not notified of the final date and time for our ensembles until 2-3 weeks prior to the festival so it is important that you avoid planning personal events for both dates until our time is announced.

**Festival Hosting Duties:** Churchill applies to host band festival each year. If we are selected as a host site, band students are expected to donate at least two hours of their time to help out.

#### **MSBOA State Band and Orchestra Festival:**

Churchill regularly hosts MSBOA State Band and Orchestra festival in the Spring. Groups that earn a 1 at Districts will qualify for state festival. Multiple volunteers are needed to host this event.

#### **Lockers:**

Each band and orchestra student will receive an instrument locker with a provided padlock. A \$10 damage/loss deposit paid upon entry of the music program is returned to the student upon exiting the music program if the lock is not lost and the locker sustains no damage other than normal wear and tear. In some cases there are not enough lockers or one large enough for certain instruments. These students will either have to share a locker or will be given another area in which to store their instruments. Unless students have special permission to store their instrument in a space other than a locker, no instruments should be left in the band room or practice hall. Please read the guidelines below for the lockers:

1. Lockers are assigned and if a student needs more space for additional instruments he/she must see the director, do not switch lockers without permission.
2. CHS is not responsible for lost or stolen items out of unlocked band lockers, including the lock itself. Keep your locker locked!
3. Do not leave valuables in your unlocked locker during class. Lockers are in a hallway that is used by the entire student body, **keep your lockers locked even during class time.**
4. Items should never be stored on top of the lockers.
5. Students leaving food, drinks, wet swimsuits, or anything that smells or damages their locker can lose the privilege of having a locker in the band room.
6. Do not put tape or anything permanent inside or outside your locker.
7. Damage to you locker will result in the loss of your deposit and potential loss of locker privileges.

#### **Band Room and Practice Hall:**

1. Students caught vandalizing the band room, storage rooms, or practice rooms will be referred to their assistant principal, receive an E for the marking period and may be permanently dropped from band or orchestra. This includes damaging the walls, ceiling, lockers, or any equipment in the band room. Vandalism is disrespectful and not tolerated!

2. Students are not to use the band room or practice hall; as a personal holding pen for their belongings unless directed to do so. Use your lockers!
3. Food, gum, and drinks other than water are not allowed in the band room during rehearsal time
4. Food and drink is allowed in the band room during lunch and after school with these rules in mind:
  - a. Every wrapper, plate/fork/spoon, container, spill, and crumb must be completely and totally cleaned up when you are finished.
  - b. If you spill, even just crumbs, use the paper towel and spray at the front of the room to clean up after yourself.
  - c. If you see a wrapper, container, spill, clean it up immediately even if it is not yours!
  - d. There should never be any evidence that food and drink has been in the band room. You must leave the area as clean or cleaner than you found it.
  - e. The first time any evidence of food or drink is found in the band room, the entire band will lose food/drink privileges for a day.
  - f. The second time any evidence of food or drink is found in the band room, the entire band will lose food/drink privileges for a week.
  - g. The third time any evidence of food or drink is found in the band room, the entire band will have food/drink privileges suspended for the remainder of the school year.
5. Pre-marching band food should be consumed by the cafeteria. Always clean up after yourselves, regardless of whether you eat in the band room, hallway, or commons area! Do not leave a mess for someone else to take care of.

### **School instruments:**

A limited number instruments are available for check out through Churchill. Students may check out an instrument on a first come, first served basis. A school instrument checked out to a student is expected to be returned in the same condition in which it was checked out. Any damage other than normal wear and tear will be charged to the student (i.e. dents, cracks, bent keys or rods, will be charged to the student, but normal adjustments or sticky valve repairs will not). Students with school instruments are expected to take care of them as if they were their own.

### **Percussion instruments:**

There is a large amount of expensive percussion instruments stored in the band room. Only percussionists enrolled in a performance class are allowed to play them. Auxiliary instruments used during rehearsal need to be placed back into the storage cubicles after each rehearsal. The section leader needs to double check the section before leaving the classroom.

Percussionists are expected to move their own equipment to and from the stage before and after concerts. All percussionists need to help, not just the ones from the last group to perform. It is expected

that the drum captain ensure that marching percussion is put away after each practice and game, it is not to be left on the floor.

## **Uniforms:**

### Wind Ensemble:

*Boys:* Black slacks, black shirt, black shoes, black socks. Red bowtie and cummerbund (provided).

Should your bow tie or cummerbund be lost, replacement costs are \$10.00 and \$15.00 respectively.

*Girls:* Black slacks or ankle length black skirt, black hose, black shoes, black long sleeved blouse. Red sash (provided). Should your sash be lost or damaged, replacement cost is \$15.00.

The goal for both girls and boys should be to look professional and conservative. We aren't interested in seeing knees, shoulders, cleavage, or anything else that would distract from the reverence of a formal concert. Do NOT wear above-the-knee skirts, or sleeveless blouses/dresses, or jeans!!

### Symphony Band/Concert Band:

*Boys:* Black slacks, white dress shirt, black long tie, black shoes, black socks.

*Girls:* Black slacks or ankle length skirt, white long-sleeved blouse, black shoes, black hose. Do NOT wear above-the-knee skirts or sleeveless or spaghetti strap dresses/blouses!

The goal for both girls and boys should be to look professional and conservative. We aren't interested in seeing knees, shoulders, cleavage, or anything else that would distract from the reverence of a formal concert. Do NOT wear above-the-knee skirts, or sleeveless blouses/dresses, or jeans!!

### Orchestra:

*Boys:* Black slacks, black dress shirt, black shoes, black socks.

*Girls:* Black slacks or ankle length black skirt, black hose, black shoes, black long sleeved blouse. Do NOT wear above-the-knee skirts, or sleeveless blouses/dresses, or jeans!!

The goal for both girls and boys should be to look professional and conservative. We aren't interested in seeing knees, shoulders, cleavage, or anything else that would distract from the reverence of a formal concert.

## **Marching Band**

The following parts will be checked out to the students. Replacement costs for lost or damaged parts are included. There are some small uniform parts that students purchase and keep.

**Jacket: \$350, Pants: \$50, Hat: \$50, Belt: \$6 Belt Buckle \$30**

## Private Lessons

Private Lessons are a great way to be challenged and work on advance technique. Solos, etudes and technique are studied in private lessons and personal attention is paid to characteristics that are necessary for improving individual tone and skill level. It's important to study with a teacher that compliments the personality of the student and also has a reputation for quality instruction. Often the best instructors teach from their home studios and maintain their clientele through word-of-mouth recommendations. Some recommended teachers are below, others can be found on the band webpage.

### Flute:

Cathy Feldman (734) 330-6946 [www.cathyfeldman.com](http://www.cathyfeldman.com)

Amy King (734) 657-3735

Flute Specialists 1-888-590-5722 [info@flutespecialists.com](mailto:info@flutespecialists.com)

### Oboe:

Marianne Hooker 734-261-3080

Lynn Marie Flegg 248-471-3532

### Bassoon:

Tim Abbott [www.timothyabbott.net](http://www.timothyabbott.net)

### Clarinet:

Rob Wilson: 313-330-6013

Lauren Staniszewski 248-7970467

Curtis Noborikawa [curtisnm@umich.edu](mailto:curtisnm@umich.edu)

### Saxophone:

Danny Hawthorne-Foss (415) 596-3573

Adam Taylor (248)302-3726

### Trumpet:

Jean Moorehead-Libs: 734-677-8313 [Jean88Jim@aol.com](mailto:Jean88Jim@aol.com)

Becky Bloomer [bagaro@umich.edu](mailto:bagaro@umich.edu)

### Horn:

Eric Grunkemeyer [Grunkemeyhorn@gmail.com](mailto:Grunkemeyhorn@gmail.com), 248-819-2467

Crystal Rumbell [cmrumbell@gmail.com](mailto:cmrumbell@gmail.com)

**Trombone:**

Eric Bottorff p.eric.bottorff@gmail.com

**Euphonium:**

Eric Bottorff p.eric.bottorff@gmail.com

John Leahy 847-373-4642

**Tuba:**

Eric Bottorff p.eric.bottorff@gmail.com

Neal Campbell 248-646-7870 neal2ba@aol.com

**Pecussion:**

Chuck Ricotta cricotta@umich.edu

Andy Wade wadea1355@gmail.com

Daniel McDonald [www.percussionistdaniel.com](http://www.percussionistdaniel.com)

**Violin:**

Delia Turner 734.276.8385 [missdeliaviolin@gmail.com](mailto:missdeliaviolin@gmail.com)

Lisa Tarzia 734-358-3505 lisa.tarzia@gmail.com

David Lamse a2violinlessons@gmail.com [www.davidlamse.com](http://www.davidlamse.com)

Rebecca Hunter 203-969-4915 a2hunterstudios@gmail.com [www.a2hunterstudios.com](http://www.a2hunterstudios.com)

**Viola:**

Julie Zinn 734-213-2764 juliezinn@aol.com

Carolyn Tarzia 734- 429-9340

**Cello:**

Susan Nye 734-462-4234

Daniel Thomas danielpaulthomas@yahoo.com <http://www.annarborcellocamp.com/contact.html>

Suzanne Smith 662-2325 cellochan3b@gmail.com

**Bass:**

Andrew Monefeldt 255-5494 AndyM@sharmusic.com

Larry Hutchinson cz5427@wayne.edu

**Parent Signature Google Form**

**Parents, please fill out the google form on the Churchill Bands website by the first Friday of the school year. This is an assignment worth 10 points for your student.**