



Band
Handbook
Normal Community High School
Music Department

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Welcome to the Normal Community High School Band program!

This handbook will give you an overview of the program, goals and objectives, and specific responsibilities of membership.

The Normal Community High School Band program challenges students in the areas of musicianship and personal growth. Student musicianship is encouraged and challenged through continued development of technical skills and aesthetic values that will lead to a lifetime of music performance and appreciation. Personal growth is encouraged and challenged through the development of the personal and interpersonal skills necessary to produce a successful cooperative group effort. Personal growth is further enhanced by the opportunity to meet new people and make new friends as the bands perform at various venues around the Midwest.

Curricular Bands

Pep Band - All students in the band program will participate in the Pep Band. The students will be divided equally into 2 groups and each group will perform at 3/4 basketball games. We will try to have each band play at two men's games and two women's games. Some variation may occur due to special games (senior night, "pack the place", etc...). Students who have conflicts will be expected to find their own replacement for the date in question. The replacement must play the same instrument and the same part as the student with the conflict. The students involved in a substitution for a game must fill out a substitution form (see Meadows or Masterman for a form) at least **one week** in advance and give the form to Mr. Meadows or Mr. Masterman. You must perform on an alternate date to make up the points from your absence.

Symphonic Band – Students placed in Symphonic Winds display a moderate level of musical maturity. Their rhythmic and technical skills need continued development along with their skills in musicianship. These skills are further developed through daily rehearsal, the use of worksheets and quizzes covering concepts discussed in class, and performance quizzes directly related to the music rehearsed in class.

Concert Winds – Students placed in Concert Winds display a moderate level of musical maturity. Their rhythmic and technical skills need continued development along with their skills in musicianship. These skills are further developed through daily rehearsal, the use of worksheets and quizzes covering concepts discussed in class, and performance quizzes directly related to the music rehearsed in class.

Symphonic Winds – Students who are placed in Symphonic Winds display an intermediate level of musical maturity. Their rhythmic and technical skills and musicianship are well developed and are more homogenized from student to student. These skills will be developed further through daily rehearsal, the use of worksheets and written quizzes covering concepts discussed in class, and performance quizzes directly related to the music rehearsed in class.

Wind Ensemble – Students who are placed in the Wind Ensemble display an advanced level of musical maturity. Their rhythmic and technical skills are at an advanced level and the level of musicianship is very expressive. These skills will continue to be developed through daily rehearsal,

the use of worksheets and written quizzes covering concepts discussed in class as well as performance quizzes directly related to the music rehearsed in class.

Extra-curricular Bands/Organizations

Marching Band – The marching band is a competitive activity that includes performing at home football games, parades (both local and national) and field show competitions. Members of the Marching Ironmen are required to attend two separate camps. The first is in June after the completion of the school year. The remaining camp occurs the last week of July and the first week of August. In addition the band rehearses three evenings each week. The competitive schedule begins in September and ends in late October.

Jazz Ensemble - Membership in the NCHS Jazz Ensemble is determined by auditions which are held when there are vacancies. The band performs a diverse repertoire of music, ranging from swing and bebop to more contemporary Latin and fusion styles. The Jazz Ensemble performs at various school and local community events, which include the annual NCHS Jazz Night held in May, and participates in high school and college jazz festivals throughout the Midwest.

Musical Orchestra – The Musical Orchestra is an important part of the Music Department’s annual musical performances in April. The orchestra personnel are made up of students in the Band and Orchestra departments and instrumentation is dependent on the requirements of the musical being performed. Rehearsals begin in late January / early February, or as soon as the orchestral score and part books arrive. The rehearsal schedule is arranged once the personnel are determined.

Images Winter Guard – Winter Guard is open to all students when staff and funding are available. The NCHS Winter Guard or “Images” is an extension of the marching band program designed specifically for the Color Guard. It incorporates all the elements of the Color Guard – flags, weapons, and dance - but to a higher degree. Images begin auditions / rehearsals in November. The competitive season begins in January and continues until April. The group performs indoors on gym floors to music and drill design with only the Guard in mind. Images competes in competitions around the Midwest, and when possible, at national competitions.

Madrival Brass – Madrival Brass is an auditioned brass quintet and part of the Choir Department’s annual Madrival Dinner performances in December. Mr. Gabe Myers is the director of the group. Auditions will take place in early fall. Madrival Brass rehearses once weekly beginning in September and continues through December.

Responsibilities of Members

As members of the Band program, we have earned various rights and titles through effective performances and musical contributions to the community. We must temper these rights and privileges with several areas of responsibility.

Responsibility for Stewardship: Many of the rights and titles that the band program now enjoys were earned by students and directors who were part of the Band program prior to you. YOU now

have the responsibility to make sure that those rights and titles are maintained and passed on to future band members so that they may enjoy those same opportunities.

Responsibilities to Ourselves: We owe ourselves the benefit of proper equipment and proper lessons. Whenever possible, you should avail yourselves of the highest quality instrument you can afford and endeavor to take private lessons. Daily rehearsals at school can only teach at a moderate level. YOU have the primary responsibility for learning and contributing your talent to the group. A list of recommended instructors can be obtained from the directors.

Responsibility to the School and Community: The school district provides the necessary setting and facilities for our performances and most of the larger, more expensive equipment. In addition, the Music Parents/Band Boosters are responsible for other large purchases. WE then, have the obligation to provide the best possible performances for the school, community, and citizens of our area. THIS MEANS THAT YOU AGREE TO GIVE UP SOME OF YOUR FREE TIME ON HOLIDAYS AND VACATIONS FOR THE ENTERTAINMENT OF OTHERS. IT ALSO MEANS THAT IF THE SCHOOL OWNS YOUR INSTRUMENT, YOU ARE WILLING TO TAKE PROPER CARE OF IT – INCLUDING REPAIR DUE TO LACK OF CARE OR MAINTENANCE, OR REPLACEMENT DUE TO LOSS OR NEGLIGENCE.

Responsibility to each other: You have the obligation and responsibility to respect the rights of others. Antisocial behavior will only breed the same from others. Excessive talking, rumor, bad manners, are just a few examples of antisocial behavior. Both in and out of uniform, on stage or off stage – treat others as you wish to be treated.

Responsibility for Promptness and Commitment to the Program: These are two essential facets vital to the success of the organization. YOU MUST arrange your schedule so you are able to honor your commitment to the performing groups. Attendance at scheduled rehearsals and performances is **required** for membership in the program. Absences are permitted in the event of **personal illness or death in the family**. Unexcused absences from a scheduled rehearsal or performance will result in suspension from the performing group (extra-curricular groups only) or a "0" for that rehearsal or performance. It is impossible to "make up" a performance, and causes other members to carry an extra burden because of someone else's inconsiderate behavior. *As a member of the NCHS **Performing Arts Department**, you understand that the **performance** culminates everything we work so hard at during rehearsal. It is therefore essential to your fine arts education that you experience the **performance** of your art.*

In case of emergency or sudden illness before any after school rehearsal or performance, please call/email your director **before** the rehearsal/performance and leave a message:

309-824-9582 – Mr. Meadows – meadowld@unit5.org
mastermj@unit5.org – Mr. Masterman

Fundraising

The cost of operating our program continues to rise each year and the budgets supplied by Unit 5 are simply unable to keep up with those costs. Due to these rising costs, fundraising is an essential part of the band's activities. All students are encouraged to participate in the efforts to generate additional funds for the band program as well as individual trip accounts.

- **Fundraising for the general band account.** The funds generated from these fundraisers are used for the benefit of the *entire* band program. These funds help with the purchase of new music, pay for

clinicians, major new instrument purchases (that are not funded by the district), and other needs of the program that may arise.

- **Fundraising for individual trip accounts.** In the past these have primarily been for the marching band program. *However, in the future the concert bands will begin traveling as well.* The majority of the profits generated from this type of fundraiser are designated for individual student accounts to defray the cost of upcoming trips. Students seeking financial assistance for a trip are required to participate in all fundraising activities.

INDIVIDUAL ACCOUNT GUIDELINES

1. Profits gained from individual fundraising projects are deposited into the general band account in the student's name.
2. A student's individual account is not transferable to another student with the exception of a sibling. The sibling must be a student in the band program at the time the transferring student graduates or drops out of the band program. Students that are removed from the band program through disciplinary action forfeit all money in their individual account and are not transferrable to a sibling.
3. If a band student drops from the band program (and does not have a sibling), moves, or is removed from the band program, all fundraising monies in his/her individual account revert to the general band account SINCE THE MONEY WAS RAISED IN THE NAME OF THE BAND. This is in accordance with state and federal laws governing not-for-profit organizations like the Unit 5 Music Parents Association.
4. Funds raised in the current school year can be carried over from year to year until the student graduates or passes the funds on to a sibling (see 2 above).

Grading Policy

Your band grade has seven parts: rehearsal participation and preparation, written homework, performance quizzes, written quizzes, concert attendance, pep band participation, and semester exams.

- Rehearsal Participation and Preparation (25 pts. / week): You must follow all band rules, meet all expectations, and display evidence of home practice to receive full credit for participation.
- Written Homework (25 pts. / assignment): There will be short written assignments assigned throughout each semester. Late assignments will not be accepted. Turn in assignments on time, and be sure to write neatly!
- Performance Quizzes (75 pts. / quiz): For a performance quiz, you will be asked to play a scale, a short technical exercise, or an excerpt from the concert music.
- Written Quizzes (50 pts. / quiz): Written quizzes will cover ideas and concepts covered during class. Please write legibly!
- Concert Attendance (100 pts. / concert): Concert attendance is mandatory for all band students. Please put the performance dates on your family's calendar NOW and plan ahead!
- Pep Band Participation (25 pts. / game): Each student will perform at 3 – 4 home basketball games.

- Semester Exams (10% of semester grade): Semester exams will cover musical terms, history, theory, rhythm (counting), and other material covered in class. One exam will be given at the end of each semester. For the second semester, seniors with an "A" average are exempt from taking the semester exam (per NCHS student handbook).

Grading scale: 92-99.99 = A
 83-91.99 = B
 74-82.99 = C
 65-73.99 = D
 0-64.99 = F

BONUS POINTS

There are many opportunities for you to earn bonus points in band. Here are some of the ways you can earn extra credit:

- Evaluation from private teacher (up to 75 points possible, once per quarter, see a director for an evaluation form)
- Audition for the IMEA District Band (25 points)
- Attend a high school, or college band concert (25 points – You must bring in a program signed by one of your parents)
- Perform a scale on the full range of your instrument (50 points)
- Perform an approved solo in class in front of the band (75 points)
- Perform at Solo and Ensemble Contest (25 points for an ensemble, 75 points for a solo)
- Once selected to participate in the IMEA District Festival / All State band, attend all rehearsals and the performance (100 points)

Unexcused absence from a performance will lower a student's grade significantly and the grade cannot be made up! Extreme special circumstances for missing a performance should be discussed with Mr. Meadows or Mr. Masterman on an individual basis **at least one month** before a scheduled performance. *If a student cannot make the commitment to attend performances, he or she should consider dropping these **Performing Arts** courses.*

It is the student's responsibility to make up missed tests or assignments due to illness or excused absences in a timely fashion. The Director(s) will not seek you out or remind you to make up a test.

Auditions

All Band students are required to audition for placement into one of the concert bands each school year. All of the auditions will take place during one evening of the regular school week in January. The date for the auditions will be announced late November/early December so that students have time to adjust schedules.

Auditions will consist of:

- Scales (Concert C, F, B flat, E Flat, A flat, D flat, G flat). All notes should be tongued, no slurs. Scales should be played as quickly and cleanly as possible. Specific information on which scales should be played one octave or two octaves will be given to students when the audition materials are handed out.

- Excerpts from band literature or etudes. Each student will prepare two or three excerpts/etudes for their audition (supplied by the director).

Students will be evaluated on the following criteria:

- Tone quality
- Intonation
- Musicality
- Technique
- Rhythm

Scale sheets and music excerpts/etudes will be handed out to all students on the same date. Students absent on the date that the music is handed out are responsible for obtaining the materials from the directors. Additional procedures will be explained to the students when the music is handed out. *It is the student's responsibility to ask for clarification on any part of the audition process that they do not understand.*

Each student will audition individually for one of the Unit 5 band directors or any professional musician deemed suitable by the Director. Failure to audition on the scheduled date will result in a student's grade being lowered by one letter and band placement will be at the Director's discretion.

Every effort will be made to place each individual in the appropriate Band. The decision of the Director is final.

Concert Attire and Band Uniforms

Concert Bands

Wind Ensemble Men: Gentlemen of the Wind Ensemble are required to wear a black tuxedo supplied by the district. Students must supply their own tux shirt, black bow tie, black shoes and socks.

Wind Ensemble Ladies: Ladies of the Wind Ensemble are required to wear black dress slacks, black blouse with sleeves, black shoes (no flip flops). A black skirt/dress may be worn but the bottom of the skirt **must** cover the knees when seated. No "low rider" slacks are allowed. No low cut blouses or dresses are allowed. "Low rider" and low cut shall be determined by the band directors. If you have questions about a specific item of apparel, please contact Mr. Meadows.

Symphonic Winds Men: Gentlemen of Symphonic Winds are required to wear black dress pants, socks and shoes. An all black dress shirt is also required. It can be short or long sleeved. A black polo is not acceptable.

Symphonic Winds Ladies: Ladies of the Symphonic Winds are required to wear black dress slacks, black blouse with sleeves (can be short or long), black shoes (no flip flops). A black skirt/dress may be worn but the bottom of the skirt **must** cover the knees when seated. No "low rider" slacks are allowed. No low cut blouses or dresses are allowed. "Low rider" and low cut shall be determined by the band directors. If you have questions about a specific item of apparel, please contact Mr. Masterman.

Concert Winds Men: Gentlemen of the Concert Winds are required to wear black dress pants, socks and shoes. A white dress shirt, long or short sleeve, and tie is also required.

Concert Winds Ladies: Ladies of the Concert Winds are required to wear black dress slacks, white blouse with sleeves (may be short or long), black shoes (no flip flops). A black skirt/dress may be worn but the bottom of the skirt **must** cover the knees when seated. No "low rider" slacks are allowed. No low cut blouses or dresses are allowed. "Low rider" and low cut shall be determined by the band directors. If you have questions about a specific item of apparel, please contact Mr. Meadows.

Marching Band

The Marching Ironmen will be fitted for a uniform during Band Camp. Each student will be issued a uniform consisting of a jacket, bibbers (trousers or jumpsuit) and shako (hat). Students will provide their own T-shirt (must have sleeves) and appropriate undergarments to be worn under the uniform, black socks, and black band shoes. Uniforms are worn at all parade and field show competitions and at most home football games.

It is the student's responsibility to maintain their uniform properly. Students and/or parents are financially responsible for any damage to the uniform due to negligence or misuse. Uniforms will be stored at school.

Students will return uniforms, properly hung on the hangar, to the uniform Moms at the conclusion of each Band activity.

WITH THE EXCEPTION OF WATER, NO FOOD OR BEVERAGE IS ALLOWED WHILE IN UNIFORM.

Additional information:

The Marching Ironmen occasionally wear a "summer" uniform for home football games. This uniform consists of a white Band polo shirt (issued once, at the beginning of freshman year). The student must supply black "docker" style pants or dress pants, black belt, black socks, and black band shoes.

Shoes

Black shoes for marching band may be ordered through the Music Shoppe. The salesperson at the Music Shoppe knows which brand/style to order. Please do not wait until the last minute to order them. It can take several weeks to get orders of popular sizes. Shoes should be cleaned before each performance. All shoes look alike, so please label shoes with the student's name on the inside.

Hair

While in uniform, hair length for Marching Band students will be worn above the collar. Hair longer than this should be worn so that it can be easily tucked up under the hat. Unnatural hair colors are not permitted during competitive activities.

Make-up

Make-up, nail polish, and jewelry of any type are not allowed while in uniform. Please remember to leave your jewelry at home. Chaperones will not be responsible for lost items.

Band Rehearsal Expectations

- Look at the menu on the board and put your music in order before rehearsal.
- When a rehearsal schedule is given, it is the student's responsibility to prepare their individual part to the best of their ability for a given section of music BEFORE the day it is to be rehearsed.
- When someone is speaking (teacher or student), stop whatever you're doing and LISTEN.
- Your instrument must be handled and cared for properly and in good working condition at all times. If you have to take your instrument to the shop for repairs and won't have it at rehearsal, your director will need a signed note, a phone call, or an email from one of your parents to confirm.
- Raise your hand if you have a question or comment.
- Have a pencil on your stand at all times during rehearsal.
- Each student must bring their own folder and music to every rehearsal, even if you share a stand with someone else.
- Have all materials for class – folder, music, pencil, instrument, accessories (valve oil, reeds, mutes, etc.), sticks, and mallets.
- Number all measures in all music.
- Care for school-issued music. It is expensive to replace and has to be ordered from the publisher. Waiting for the replacement part to arrive from the publisher wastes valuable rehearsal time.
- Be on time. You should be in your seat with all the required materials by the time the bell rings.
- Use rehearsal time efficiently when the conductor is not working directly with you or your section. Silently count through difficult rhythms, go through tricky fingerings, etc...
- If you have trouble with the music (or anything else), ask a director or another student for help.
- Complete written work legibly.
- Students should be committed to practicing and reviewing their music at home on a DAILY basis.
- For our band to be successful, every student must:
 - Have a positive attitude.
 - Desire to reach his/her musical potential and PUT FORTH THE EFFORT TO IMPROVE.
 - Desire to help others reach their musical potential and offer encouragement.
 - Be respectful and courteous to teachers and other students.
 - Follow the teacher's instructions.

Rehearsal Expectations (Percussion)

In addition to following the expectations for the full band, the percussion section will be expected to know and carry out the following procedures.

Prior to Rehearsal:

- Uncover all mallet instruments and timpani (first band of the day).
- Uncover and prepare timpani for the first piece to be rehearsed (first band of the day).
- Find and set out all mallets and sticks you will need for rehearsal.
- If there is equipment in storage, see a director before rehearsal to obtain access.
- Set out music for the first piece to be rehearsed.
- When everything is ready for rehearsal, you may warm up *musically* on whichever percussion instrument you choose.
- Everything should be set up and ready for the first piece to be rehearsed. There should be no break or need to reset percussion equipment between the full band warm-up and rest of rehearsal.

During Rehearsal:

- All percussionists are required to participate in full band warm-up activities once equipment is set up.
- Percussionists should remain at their instrument at all times, ready to play their part when asked.

After Rehearsal:

- Cover all of the mallet instruments (last band of the day).
- Cover the timpani and lower all pedals (last band of the day).
- Store all mallets, accessories, and auxiliary instruments away neatly in the proper place.
- Gather all of your belongings (music, folder, pencil) and store properly.
- Straighten chairs along the wall and pick up anything left on the floor.
- The band will not be dismissed until the percussion section is in an acceptable state.

The percussion section should function as a TEAM, pitching in to help out whenever possible.

Band Room / Band Locker Rules

- School-owned instruments and music/folders left in the band rooms or hallways will be confiscated and assessed a fine. Folders must be taken by the students to their band locker or put in the appropriate storage rack or a \$5.00 fine will be assessed. School-owned

instruments must be locked inside the assigned band locker with the case closed and fully latched or a \$25.00 fine will be assessed regardless of whether the locker itself is locked. The lock will be removed and the instrument confiscated until the fine is paid. Please take proper care of instruments and music by putting them away in lockers and folder racks.

- Percussion equipment that is damaged due to student negligence or abuse will be paid for by the student(s) responsible for the damage. If the directors cannot determine the responsible party, the entire section will be prorated for the cost of repair/replacement.
- Gum, food, or drinks are not permitted in the Band Rooms or practice rooms.
- Before and after all performances (football games, concerts, etc.) NO ONE other than Band and Color Guard students and Ironcrew are allowed in the Band Rooms. This will help facilitate everyone keeping track of his or her own equipment and personal belongings.
- Please help keep the rehearsal rooms neat and clean. Please pick up trash and dispose of properly.
- Do not lean on, play with, or tamper with the music stands. Please do not put anything other than a folder, pencil, music or tuner on your stand.
- Do not touch any percussion instrument or accessory unless you are a percussionist or you have permission from the director.

Do not touch any instrument that does not belong to you. Don't allow anyone to hold or play your instrument.

Concert Etiquette

Parents

- Please plan to stay for the entire evening's performances. Leaving prior to the end of the concert is disrespectful to the performers. All of the students work hard to prepare for their performances and deserve to be heard. (If you must leave in the middle of a performance, please do so in an orderly and quiet manner in between bands to avoid disturbing the performers or other audience members. Please keep in mind that the "bleacher" section at the back of the auditorium seating area is difficult to traverse quietly.)
- Please silence/turn off all electronic devices.

Students

- Students are required to stay for the entire concert. No exceptions.
- Concerts are formal occasions. Your performance begins the moment you enter the auditorium, whether as the performer or as audience member, and continues until after the last note from the last band has sounded. Please behave accordingly.
- No electronic devices during the concert. These items will be confiscated if seen during a performance, and will be returned only to the student's parents.

- Plan to arrive early enough to get all of your equipment ready. The call time is when you should be in the assigned room ready to warm up so that you can focus your attention on the performance.
- Once you begin moving toward the stage for your portion of the performance, you are the focus of the audience's attention. Be professional.
- Once on stage and your chair, stand, and music are set, focus your attention on the director to signal that you are ready to receive last minute instructions or begin the performance. If something out of the ordinary happens, keep your attention focused on the director rather than bringing the audience's attention to the problem. Remember that the audience will follow your eyes.
- At the conclusion of the concert, if chairs, stands, or percussion equipment is to be returned to the band room, everyone needs to pitch in and do their part.

The Music Department and the Internet!!

The '**website**' for the NCHS Music Department is <http://www.unit5.org/nchs/music/>. The purpose of this site is to describe the Music Department and inform the parents as to what the Music Department is all about. This 'website' is broken into sections: Choir, Orchestra and Band. The Band section contains the subsections Marching Band, Jazz Band and the Concert Bands (Wind Ensemble, Symphonic Winds, Concert Winds). The Website is used to display information that is relatively static from month to month (calendar, forms, music samples, etc).

The biggest section is for the marching band. The marching band section is a collection of pages with information specific to the marching band (Color Guard, Band Camp, Volunteers, Itinerary, Forms, Uniform Care, Alumni Directory & Previous Years Shows) and some pages listed in the marching band section apply to all areas of the department (Calendar, Contacts, Links, BioPage & Media Page).

Each of the various groups in the Music Department has a **Blog**, short for "Web Log". This term refers to a list of journal entries posted on a Web page.

The marching band **blog**, <http://www.nchsmarchingironmen.com/> is a quick means of communicating information from the directors and/or band board to the students and parents. There are also blogs for the Concert Bands, <http://www.nchsconcertbands.com/> and the Jazz Ensemble, <http://www.nchsjazz.com/>. On the blogs we post reminders about fundraising, turning in uniforms, posting information about upcoming competitions, sharing photographs, etc. The blogs are a place a band parent should check regularly to ensure that they know what is currently going on in the group or groups their student is involved in. Please bookmark these pages so that you can access them quickly.

NCHS BANDS PRE-ARRANGED ABSENCE FORM

Please fill out this form if you have a schedule conflict. Non-emergency forms must be turned in at least ONE WEEK PRIOR to the rehearsal date in question. Emergencies (personal illness, death in the family, etc.) will be excused, but still require that a form be completed.

Name: _____ Date: _____
(Please print)

Emergency? Yes No (please circle one)

Date / Time of Conflict: _____

Reason for missing rehearsal: _____

Student Signature: _____

for office use only:

Parent Signature: _____

Date received: _____

HANDBOOK ACKNOWLEDGEMENT FORM

Sign and date this form. Be sure to review all the information with your parents and have one of them sign this form. **Return this form to Mr. Meadows or Mr. Masterman by Friday, September 16, 2011.**

This is your first homework assignment for band and is worth 25 points!

Students:

I have read the 2011-2012 NCHS Band Handbook and understand all of the policies and expectations contained within the Handbook.

Students Name: _____ (please print)

Student Signature: _____ Date: ____/____/____

Parents:

I have read the 2011-2012 NCHS Band Handbook and understand all of the policies and expectations contained within the Handbook.

Parent Signature: _____ Date: ____/____/____