

## BAND MANUAL\* CLARK J.H. BAND

NAME \_\_\_\_\_  
YEAR \_\_\_\_\_

I would like to welcome you to the Clark Junior High Band Department. We are very excited about the upcoming year and we expect great things from our program. This manual has been prepared as a guide through which you will become better equipped in the basic fundamentals of being an outstanding bandsman. READ IT CAREFULLY and keep it for reference throughout your career in the CLARK JUNIOR HIGH SCHOOL BAND. "In accepting this hand handbook, I accept the privileges and responsibilities as a member in the CLARK JUNIOR HIGH SCHOOL BAND, and promise to uphold my actions and attitudes, those qualities which will honor the band and school."

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### 100 - COURSE OVERVIEW

**101 - Symphonic Band:** This band meets 2<sup>nd</sup> period and is under the direction of Elmer Schenk. Most of the students in this band are in 8<sup>th</sup> grade; however a few of the more advanced 7<sup>th</sup> graders auditioned and are to be a part of this experience. The band will play 4 concerts during the year and participate in 2 Concert Contests as well as making their annual trip to six flags. In addition the Symphonic will play the pep rallies, as well as other special events throughout the year.

**102 - Concert Band:** This band meets 1<sup>st</sup> period and is under the direction of David Herring. Most of the students in this band are in the 7<sup>th</sup> grade however they may be a few 8<sup>th</sup> grade students who might benefit more from being in this band. The band will play 4 concerts during the year and participate in 2 concert contests, as well as playing at Sandy Lake in April. In addition the concert band will participate in the last pep rally.

**104 - Jazz Band:** This band meets 3<sup>rd</sup> Period and is under the direction of Elmer Schenk. This band will consist of both 7<sup>th</sup> and 8<sup>th</sup> graders who are also in one of the other bands. The band will play at 3 concerts as well as competing in the Sandy Lake Contest.

**105 – Cadet Band:** This band meets 8<sup>th</sup> Period and is under the direction of David Herring. This band will perform in 3-4 concerts and compete in two contests in the spring.

### 200 - BAND EVENTS

**All FULL BAND events (concerts and contests) are required and graded. Every individual must attend each event to be a band member. The only excuses accepted for absence are either death in the immediate family, contagious illness, or a doctor's note. See the calendar at the end manual.**

**201 - Pep-Rallies:** Held in the fall. Everyone will wear his/her official band shirt for the pep rallies. Pep rallies (4) are usually scheduled at 2:45 p.m. on Thursdays, so please do not schedule an appointment for that time. Symphonic plays for all and the concert band will play with the symphonic band for the last pep rally.

**202 - Fall Concert:** Is held in November. Those that are trying out for All-Region will be recognized.

**203 - Christmas Concert:** Is generally held the last school day (before tests) of December. Those that made the All-Region band will be recognized.

**204-206 Contest Season:** A Concert, a Pre-contest, and a UIL Concert and Sight-reading contest are done late March and early April. See schedule below for exact dates of these three events. This is the ultimate TEKS testing for band and is a good way to check how Princeton bands are doing in comparison to other bands in the area.

**207 - Recruiting Concerts:** Groups will play for Huddleston Intermediate School during the school day. This should happen before 5<sup>th</sup> and 6<sup>th</sup> grade sign ups.

**208 - Spring Concert:** Is held late Spring. The purpose is to present ourselves to the public with a wide variety of entertaining music and give a public display of individual and group progress and achievements.

**210 – Sandy Lake:** We will take the concert band, cadet band, and the jazz band to Sandy Lake, usually in April. **Students must qualify to go to Sandy Lake and play at all previous full band concerts and contests.**

**211 – Six Flags:** We will take the Symphonic Band to Six Flags. **Students must qualify to go on the Six Flags trip and play at all previous full band concerts and contests.**

**215 - Band T Shirts:** We will again hold a design contest this year for our band t-shirts. The shirts will be worn at pep rallies, Sandy Lake, and Band night. All 7<sup>th</sup> graders will need to purchase a shirt to participate in these events. The shirt can be used for two years. 8<sup>th</sup> graders are not required to purchase a new shirt however they may if they wish.

## **220 - BAND CAMP:**

**221 - Dates and Costs:** The rates have not been set for the camp but the dates for Band Camp II are June 28<sup>th</sup> – July 2<sup>nd</sup>.

**222 – Band Camp Day:** We will send material concerning band camp home with the students usually in late January.

**223 - Camp Scholarships:** To help offset some of the cost of band camp we do offer some scholarships.

**224 - Scholarship Letters:** Those intending on applying for a scholarship need to write a short letter on why you believe that you should get a band camp scholarship. Scholarship letters are due April 1<sup>st</sup>

**225 - Scholarship Criteria:** Scholarships are awarded on the following basis.

- 125A An audition over the camp music.
- 125B Attitude during band
- 126C Financial Need

## **250 - INDIVIDUAL PERFORMANCE CONTESTS:**

**251 - All Region Tryout Music:** Clark J.H. band students are expected to learn the Middle School All-Region Band (ATSSB) music for the Fall Semester. The tryout music is the MASTER song to be learned for the Fall. To tryout is then expected for Symphonic Band members and encouraged for Concert Band. The student must register first 45 days before the tryout, which is \$5 to the receipt book and sign the list. Check the wall copy 37 days before to make sure you got listed on the computer. The \$5 will be given back as meal money the day of the tryout.

**252 - Solo Contest Music:** All Clark J.H. band students are expected to learn a solo for the Spring Semester. A solo is like a term paper in English and is used to evaluate essential knowledge (TEKS). To go to solo contest is then encouraged. The student must register first 45 days before the contest, which is \$5 to the receipt book and sign the list. Check the wall copy 37 days before to make sure you got listed on the computer. The \$5 will be given back as meal money the day of the contest.

**253 - Ensembles and Ensemble Contest:** Ensemble participation is encouraged. Small Ensembles (ex. Trios, Quartets, mixed instruments numbering less than 7) can go to contest, which is usually in April. All small ensembles will practice after school. Medium Ensembles (ex. Large Brass or Woodwind, Percussion) may play at concerts and will be done during the school day.

**260 - Private Lessons:** Private lessons are a great way for students to improve as players. They are not merely for those students who are behind or ahead but for everyone. Teachers are hired, who are experts on their instrument and provide excellent one on one instruction, which will speed up the student's progress. Lessons are given generally after school at the High School, although we have had some lessons given during the day. Lessons are \$12 and they last 30 minutes or half the band period. Included in the handbook is a form concerning the lessons.

**290 - Playoffs:** Playoffs must be done to attend any concert or contest. Each concert or contest song must be played individually for the director before student may attend the event. This can usually be done in about 20 minutes each month. Sign for playoff times. Playoff times are usually done after school, but can also be done before school, some evenings, during lunch, or occasionally during some afternoon time that the student can get out of another class. Please sign for a time that works for your parent's and/or the person giving the ride.

**295 - Failing grades:** To participate at a contest, a student must also be passing all subjects. A student who fails a class (at the 6 weeks grade) will not be allowed to miss a day for an extracurricular contest activity during the next grading period. They may return if passing **all** subjects at the 3 week thereafter. However the Fall, Christmas and Spring concerts do not fall under that rule because they are part of the TEKS for the class (like a semester exam) and happen at the school.

## **300 - RULES, POLICIES, & PROCEDURES:**

**GENERAL CONDUCT STATEMENT:** Because of the many contacts a bandsman makes in public, he must act as a goodwill ambassador for the school. It is expected and requested that each student act like a lady or gentleman at all times. Polite and courteous behavior is a credit to the organization and the school. Loud and boisterous conversations do not convey to the public an image that we would like to represent, and thus is discouraged. All bandsmen are obligated to note any act of misconduct and call it to the attention of the person involved immediately. If it is still a problem go to the nearest director for immediate action. Bandsmen are encouraged to cultivate an attitude of good discipline and attention during rehearsal. Each rehearsal should be a musical learning experience for each student. Each performance can be only as good as its best rehearsal. Constant disturbances by any bandsman show lack of interest and respect to the band, and therefore he/she should find another place or activity to hold their attention and respect.

*"I believe that we are solely responsible for our choices, and we have to accept the consequences of every deed, word, and thought throughout our lifetime." .....\_Elisabeth Kübler-Ross*

## **301 - CLASS RULES:**

301A - Allow teaching/learning to happen.

301B - No gum - while playing an instrument, or in the band room  
301C - No throwing at anytime in the band room, bus, or near any instrument.  
302D - Follow the director's instructions.

**302 – Automatic Office Referrals:** Extreme behavior such as but not only: Fighting, hitting, horseplay, cursing, and insubordination will result in an immediate office referral.

**303 – Band Room Condition:** Do not drop trash on the floor, or leave it on your stand.

**304 – Boundaries:** Only directors and authorized persons will be allowed in the office, music files, cabinets, cases, rooms E & F, even to use the phone. Any persons without permission in the office or other director only areas will be disciplined. Students needing to use the phone or to turn in stuff will wait by the office door.

**305 - Designated Playing Times:** No sub-tone practicing at any time before, during class or rehearsal.

**306 – Horseplay:** A note about horseplay; here in the Princeton ISD band program we have very valuable instruments owned by both the district and individuals. We are often in close quarters so sudden movements can harm both people and instruments. Because of these facts we can not allow any horseplay at all.

**307 – Instrument Repairs:** Instruments that need any repair must be repaired at the soonest available time. A loaner must be obtained if lasting for more than one day. Some school loaners are available upon request.

**308 – Instrument Tags:** Name and Princeton on all cases. Your name must be on all other items also.

**309 - Leaving Your Seat:** Do not get up once seated for a class, rehearsal, or performance unless acknowledged by the director or in case of an emergency.

**310 – Music:** Music (even if just a Xerox copy) and folders are the property of the band and must be turned back in at the end of the season as you got it except for numbering of measures and correcting of any misprints. Only normal wear and tear will be accepted. No ink or any on any copy of music. You must pay for lost music.

**311 – Personal Equipment:** No one is allowed to use anyone else's property without written permission of that person, their parents, your parents and the director.

**312 – School Equipment:** No one shall use school equipment unless it is checked out to that person or unless the director is present and has given temporary permission.

### **315 - BUS RULES:**

315A - No glass containers on the bus  
315B - Nothing out of the window (hands, arms, or trash)  
315C - No climbing over seats  
315D - No sitting on the back of the seat or in the aisle  
315E - No loitering or standing in the aisle  
315F - Earphones are OK for portable stereos  
315G - Drinks are usually not allowed

### **320- POLICIES:**

#### **321 - CONSEQUENCES:**

321 - Failure to follow the directors' instruction will result in the following  
321A - 1<sup>st</sup> Time: Warning, student is allowed to solve the problem on his/her own  
321B - 2<sup>nd</sup> Time: One or more of the following: before/after school service detention, lunch detention, or written assignment. This is to be determined after class.  
321C - 3<sup>rd</sup> Time: Call Parents  
321D - 4<sup>th</sup> Time: Parent/Teacher Conference  
321E - 5<sup>th</sup> Time: Office Referral

**322 - Personal Responsibility:** Anything left in the band hall is left at your own risk. In addition to your instrument, the band will assume no responsibility for personal items such as combs, curling irons, sweaters, books, etc left in the band hall. The school board policy is such, that lost instruments are the responsibility of the student's parents and/or guardians

**323 – Drug Use:** Any use of tobacco, alcohol, drugs, or profanity is not permitted. Using, or being under the influence of, the above during class, rehearsal, performance, in band hall will leave that person subject to expulsion from the band program along with school disciplinary action.

**324 – Stealing:** Anyone found stealing will be dismissed from the band.

**325 – Practice Rooms:** Practice rooms are for practicing, ace/music theory, lessons, recording, and playoffs.

**326 – School Property:** Any abuse of property (school, other, your own) must be repaired, replaced, or reimbursed immediately. Fines will be collected for partial damage or repair that would be best done at a later date.

**327 – Speaking During Class:** Raise your hand to be acknowledged in class. No question will be answered however while anyone else is talking or not paying attention.

**328 – Instrument Cases:** During rehearsal all cases must be put back into your cubby. Flutes, Clarinets, and Oboe cases may be kept at your seat.

**329 – Reeds:** Reed players must have 3-5 playable reeds, marked and rotated daily.

**330 - Brass:** Brass players do not disassemble horns in class even to oil valves.

**331 – Lyres:** Symphonic band members are required to own a lyre for their instrument. Concert band is encouraged to get one.

**332 – Percussion:** Percussionists are expected to put away all percussion equipment at the end of class. For your own protection please label personal percussion equipment (i.e. sticks) Sticks should be kept in the band room, during the school day.

**333 – Tardy Policy:** You are late if you are not through the door when the tardy bell begins to ring. Detention will be given a minute after that if you are not seated, also at two-minute mark if not playing.

**334 – Handout Responsibility:** Don't throw away any sheet of paper in your chair that has your name or any date on it. Keep any bulletin until the next bulletin is passed out. If dated material keep until the last date happens.

### **350 - PROCEDURES:**

**351 – Instruments over the break:** All horns go home during school holidays.

**352 – Instrument Care:** No student is to leave a horn on the floor, especially in walkways.

**353 – Grade Discrepancies:** You have the right to appeal a mark or your grade, or any deemed injustice by any band teacher. All appeals must be written and handed to whom you wish to appeal to within 24 hours of the time given. That also means that any class grade may be replayed, but it would have to be after class hour.

**354 – Away Trip Attendance:** Everyone must ride to a **group** performance with the group transportation. Special permission may be obtained for extenuating circumstances for a different form of transportation home. Permission will be granted after personal contact with a parent the day of the event. The request should be in the presence of you, your parent, and a director.

**355 – Music:** Do not put music or other items in an instrument case unless it has a special compartment. This is to prevent costly repair.

**357 – End of rehearsal responsibility:** After rehearsals put everything away in its designated spot. Each music folder and instrument has a designated spot.

**358 – Repairs and Sales:** Repairs and sales will not be held during class time. Take care of individual business after a rehearsal such as sales, repairs, etc. or at conference times (passing periods, lunch, after school - 1<sup>st</sup> 10 min).

**359 - Individual concerns during rehearsal:** Do not use class time for individual problems, concerns, comments, etc. - But if it would apply to everyone, in class would be appropriate.

**360 – Punctuality:** Always be at least five minutes early to a set time before a performance to take in consideration clock differences and possible problems along route.

**361 - Mama/Daddy Rule:** Don't ask one director then go ask the same to another question hoping for a better answer, unless that director asks you to ask another director.

**362 – No Horn Policy:** If you have no horn for the day, you will do the written work.

**363 – Lost Music:** The procedure for getting a second copy of music is: Write your name, date, and title of the song you need on a band form and clip it to the band office door. A band form is a quarter size piece of paper next to the band office door.

*“Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime”*

### **400 – GRADING**

**400A – Rehearsal Grade:** 60 % daily attendance with horn and music and appropriate behavior.

**400B – Performance Grades:** 40% attendance at concerts & contests, playoffs, pass offs, assignments, and practice reports.

**401 – Rehearsal Materials:** Students must have all necessary materials each day in class.

401A - Instrument

401B - Music

401C - Pencil

**403 – Band Service Grade:** During the final six weeks there will be a grade for the years total service credit.

**404 – Written Tests:** Written test questions will come from class discussions, fact sheets, and observable information.

**405 – Criteria for performance grade:**

405A - Have their instrument and music

405B - Dressed appropriately, be there in time for 1<sup>st</sup> call. Unless otherwise specified uniform for band concerts will be a white top (Shirt for the boys, blouse for the girls) and black pants or skirt. It is highly desirable for the boys to also wear a tie.

405C - Listening **to the other bands** is part of our TEKS that students hear live performances. Also, it is important that we stay and support each other. Music is much for enjoyable for the performer and the audience if there is a large appreciative audience there to listen.

**410 - Policy for missing listening portion of the performance grade:**

410A - I will need to be notified by the parent at least 24 hours in advance.

410B - The student must attend another concert approved by the band director.

410C - To get credit for the extra concert the student must have a program along with a two-paragraph paper detailing the event.

**415 - Practice and Practice Reports:**

415A - Students need to try to practice some everyday.

415B - The practice report must include the parent's signature otherwise it is not accepted.

415C - Symphonic Band students should ideally practice 210 minutes a week but can still receive an "A" on their practice report if they practice at least 30 minutes.

415D - Concert Band students should ideally practice 180 minutes a week but can still receive an "A" on their practice report if they practice at least 30 minutes.

**420 - Playoffs:** With the bands as large as they are it is nearly impossible for us to hear everyone on an individual basis during the class period as much as we would like.

420A - We ask that all symphonic and concert band students to come in at least for 20 minutes 5 times over the semester (roughly once a month).

420B - Once you have signed up for a time to play, you are responsible for that time.

420C - If for some reason you cannot make the time I will need to know at least 36 hours in advance so someone else can use the time.

**421 - Zero Time:** Starts at 7:40 and is a time where students can come in and practice with others as a group.

421A - This is an option for concert band students only.

421B - Material will either be, pass offs or concert music

421C - To receive credit for zero time the students must signup prior to 7:40.

421D - After 4 such times the student is awarded one Playoff grade.

**425 - Pass offs:** There are 40 lines of music designated as pass off lines. These are designed to touch on skills specific for each instrument. Pass offs can be used to augment a student's grade and are used to determine end of the year award winners.

**450 - Folder inspection grade - at any time all year long**

450A - No music upside down or backward

450B - No music closed across the middle of a folder or otherwise bent/torn

450C - Folder left in the correct or appropriate place

450D - No one else's music in your folder

450E - No past season or year music in the folder

450F - Nothing else in the folder other than our school/lesson music

450G - The folder belongs to the school - Do not write on it

450H - Any red dot copy in the folder means you immediately fail folder inspection grade.

**499 – No Pass/No Play:** No-pass/no-play rule states that if you fail any course for a six weeks you may not participate in "extra-curricular" performances until passing (which could be achieved in 3 weeks). You are still required to attend rehearsals so that you do not fall behind even further. You can and must attend curricular performances - Check with director to be sure which is which.

**500 - GOALS, HONORS, AND AWARDS**

*"We are what we repeatedly do, therefore excellence is a habit not an act" - Aristotle*

**501 - INDIVIDUAL PERFORMANCE GOALS:**

501A - Each student must be able to play with the sound characteristic of his instrument and show this by a constant demonstration his understanding of this concept.

501B - Each student must understand how to have tone support and show this by a constant demonstration of good supporting ability.

501C - Each bandsman must constantly practice correct posture and hand position - both hands, seated or standing straight - feet on the ground, back away from the back of the chair.

501D - Each individual is expected to know all of his/her music.

501E - Each student must recognize the tuning problems of his/her instrument (in general and specific) and be able to correct his own tuning discrepancies as a soloist or as a member of a group of any size.

**502 – Chair Tests:** The main seating tryout happens at the end of All-Region tryouts.

**503 - Challenges:** Challenges are encouraged after concerts and contest.

**540 - HONORS:**

**542 - ATSSB All-Region:** - Patches are given to the students who make all-region.

**543 - Solo & Ensemble:** Medals are given for solo and ensemble superior performances, ribbons for a 2<sup>nd</sup> division. In addition, students who play well above average can receive outstanding soloist award.

**550 - Year End Awards:** The end of the year awards are to be based on the following, Playing at all concerts and contests, participating in All Region, Solo and Ensemble contests, Aiding in daily band operations, and any other criteria as seen fit by the directors.

**576 - Extra Credit:** This might include students who go to extra concerts, play in church, help around the band room, or do special projects. Other extra credit projects can be done depending approval by the band director

**577 – Fundraiser:** The fundraiser helps us to provide necessary equipment, music, band scholarships, and other pertinent items/services the band might need.