

# **Litchfield Band Handbook**

## **2011-12**



**[www.litchfieldband.com](http://www.litchfieldband.com)**

# ***Litchfield High School Band Handbook***

## ***Table of Contents***

<u>Topic</u>	<u>Page</u>
Calendar	12 & 13
Attendance at Performances	4, 5
Band Officers	9
Characteristics of Band Members	3
Concert Attire	5 & 11
Concert Band	1
Conduct Expectations	2
Daily Attendance	4
Fund Raising	10
Grading Criteria for Band	7
Instrument Storage	10
Jazz Ensemble 1 & 2	1
Jazz Combo	1
Lessons	6 & 7
Lettering Policy	8
Marching Band	1
Music and Band Folders	10
Pep Band	1 & 5
Pep Band Schedule	15
Practice Rooms	6
Repair	11
School Owned Instruments & Equipment	10 & 11
Section Leaders	9
Solo and Ensemble	1
Lettering & Special Band Awards	7 -10
Winter Drumline	1

# ***Band Courses and Performance Groups***

## **Varsity Band -Grades 10.11.12**

The Varsity Band is for intermediate students or students with limited schedule time. Music chosen for the Varsity Band will include traditional, popular and contemporary styles for high school band. This band performs in three concerts during the school year and participates in the Region Music Festival in the Spring. Varsity Band meets 8<sup>th</sup> Hour and rotates days with Varsity Choir.

## **Concert Band -Grades 11.12**

The Concert Band is the highest level performing band at Litchfield High School. Music will be selected from the best of the traditional and contemporary literature written for wind band. The Concert Band performs 3 to 4 concerts during the school year and participates in the Central Lakes Conference Music Festival in the Spring.. All students will audition for placement in the group and are encouraged to take lessons with a private teacher. Concert Band meets daily hour 4.

## **Jazz Ensemble 1- Grades 9-12**

The Jazz Ensemble 1 is a select group and will be open to members of the band program who are either invited by the instructor or make the group by audition. Instrumentation includes: alto, tenor and baritone saxophones; trumpets; trombones; bass guitar; guitar; piano; auxiliary percussion; and drum set. This group will perform in at least 4 concerts during the school year, festivals and the Solo and Ensemble Contest. The Jazz Ensemble 1 will rehearse one morning a week from 7:15- 8:10.

## **10<sup>th</sup> Ave Winds – Select Students**

The **10<sup>th</sup> Ave Winds** are a small group of musicians who wish to further their skills in Public Performances. This group will consist of a few Woodwind Instruments. Rehearsals are to be determined by the players and will perform in local venues in and out of the community.

## **Pep~ Band -All band students participate**

The Pep Band performs for a number of school athletic events, pep fests, and possible community events. A schedule of sports events is provided in this handbook. Students are graded on attendance and may earn letter points for their participation. Double reed players will have a secondary instrument or role to play in the Pep Band. Attendance policies, as well as expected behavior and appropriate attire will be expected.

## **Percussion – 9.10.11.12**

This group is designed to develop and strengthen percussion skills by playing as an ensemble. The music chosen for this group will be non-traditional world drumming. **“We Play on Anything”** is the motto for this group.

## **Solo and Ensemble - 10.11.12**

Solos, percussion ensemble and other ensembles are required for all students and everyone is expected to be apart of these groups. Solos will be given to each student at the beginning of the year to worked on independently as well as in lessons. The Recording Studio is open to those who wish to record and practice their solo with accompaniment.

## **Marching Band**

Marching Band has an excellent tradition here at Litchfield High School. The band has consistently been a number one contender for the last 35 years. Information about this year’s marching band will be available later in the year.

# Conduct Expectations

Whenever and wherever the band appears in public, we are representatives of the entire music program at Litchfield High School, the school itself, and the community. Whether at a performance or practice, on the road or at home, in an official capacity or in a social setting, members of the Litchfield High School Band must always conduct themselves in a mature, responsible, courteous, respectful and professional manner.

## 1. Respect others.

- use appropriate and courteous language
- be sincere, fair, and nice
- look out for the private property of others
- no misc. talking during rehearsals. No talking when anyone is **"on the podium"** working with the group
- you are held accountable for any information presented in a rehearsal or posted on the board
- Rehearsals will start 2 minutes after they are scheduled to begin, and being late will affect the entire group
- the Band Office is off limits to all students unless you receive an invitation or you knock on the door and are asked to enter

## 2. Respect your Instrument and the Facilities we use. .

- treat the building with care
- pick up trash
- take good care of equipment
- bring instruments, music, pencil, and proper equipment to every rehearsal or performance
- No gum, candy, food, or pop is allowed in the band room! **WATER is allowed and encouraged....**

## 3. Respect yourself.

- be positive about your improvement
- **be prepared for every rehearsal and performance (PRACTICE!) Students should practice a minimum of 30 minutes a day. A regular schedule of quality practice is essential to development on any musical instrument. Consistent practice is much more effective than long sessions one day a week.**
- be responsible!

Think positive and have a good attitude

*A positive approach to band is the right one. The work can get hard, and there will be frustrations, but those people who are willing to work as a team, and get things done, are the kind of people we want. People who make a habit of complaining, criticizing, and causing general unrest put a great deal of stress on the other members of the band and create a negative learning environment.*

*"You don't get what you wish for, you get what you work for!"*

## **Daily Attendance**

You must attend all class meetings as they appear on your schedule. You will lose points for and un-excused absence. An excused absence from the office will be the only excuse accepted if you are in school on the day in question. **Un-excused absences cannot be made up.** You must be in school the day of a performance in order to play in the concert.

## ***Attendance at Concerts/Pep Band Performances***

Attendance at concerts/performances is required and is part of the grading criteria in band classes. This is a fundamental and integral part of your membership in band. Concerts and performances are a public demonstration of what has been learned in band. *Music is meant to be heard.* Each performer in the ensemble is dependent on each band member being present and prepared to perform their specific and integral part. Because the band is more than just a collection of individual performers, it is necessary that we rehearse and perform as a unified group. Problems with individual performers attendance seriously limits our ability to be consistent and strive for excellence. Every attempt has been made to structure a performance calendar that includes a reasonable number of performances.

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit. "*

The **only** excused absences from a concert performance are:

- You are ill the day of the performance, and are absent from school. Please call the Band Office, 693-2424 ext. 4318, in advance to report your illness/absence.
- A family emergency occurs. Please call the Band Office, 693-2424 ext. 4318.

**An Unexcused absence from a concert performance will drop a students grade two letters, and may lead to the loss of band membership. Unexcused absences cannot be made up!**

*Performance schedules will be given to you well in advance of the actual performance. Read and share this information with your parents, employer, coaches, etc. and check for possible conflicts. In the event of a conflict, **Communication is Key!!!** Talk to Mr. Ceasar or Mr. Twernbold, **We support you!** Every attempt will be made to be fair and understanding in the event of unusual circumstances.*

## Pep Band

All members of the band program make up the Pep Band. We do not play for all home events of all sports but try to perform at least one or two times per week. Athletes and cheerleaders can work out a flexible schedule so that they can do both.

- All students should be ready to play 5 or 10 minutes prior to the start time listed on the schedule.
- Members of the varsity team and cheerleading squad that are in competition that evening of the performance are excused.
- Junior varsity members and cheerleaders **are not** excused from Pep Band performances, nor athletes from other sports, unless your team is in competition at the same time.
- Unexcused absences carry point deductions from your participation grade. Remember **Communication is Key!**

**Pep Band Attire** – Your attire for pep band is school labeled clothes or Green and Black. Most nights we will have a theme for the night. To make it fun, let's make sure we all do a good job of it. A good solution would be to wear school labeled shirts, sweats, etc.

*Students are encouraged to perform at ALL of the Pep Band events.*

***Pep Band Trips-*** The following guidelines are in effect when the Pep Band travels.

**\*All students must travel by school bus unless:**

- You are riding with your parents (must give written permission to Mr. Ceasar in advance of performance).
- You have special permission from the school administration.

*For liability reasons, students must not ride with another student when they are on a school-sponsored activity.*

***Pep Band Performance Schedules for the entire year is provided for you at our website: [www.litchfieldband.com](http://www.litchfieldband.com) and will be posted in the band rooms.***

# Lessons

**A lesson assignment will be given at each lesson with me and should be practiced and prepared before the next time you come to your lesson. I feel so strongly about the importance of lessons that a substantial part of your final grade for the quarter will reflect your success at these lessons.**

- You will be assigned a lesson time. **Missed lessons are to be made up within two weeks of the missed lesson.** A missed lesson is made up by logging time into the practice rooms located in the band room or signing up for an empty time on the schedule. The time that must be made up is one (1/2) hour for every missed lesson. This time in the practice room must be made up when Mr. Ceasar is in the band room either before school, during study time, or after school. Each missed lesson will represent 5% of your quarter grade.

- Lessons are 15 minutes in length. Every student will have four/five lesson times each quarter. Additional lesson times will be given for groups and section work. If you are not initially assigned a lesson time at the beginning of the quarter, immediately check with your instructors to try and arrange a lesson time. You will miss approximately 20 minutes of any class once every quarter. Please do not abuse this privilege. A list of students who had lessons will be distributed to the other school teachers. Be prompt in returning to your classroom in order to receive credit for your class.

- ***Lesson grades will be based on the preparation quality of a lesson in relation to the student's ability.***

***Any student, regardless of ability may earn an "A" if they are prepared.***

- You are responsible for purchasing lesson books and various lesson materials.

Students may also be asked to purchase such things as: mouthpieces, reeds, oil, mutes, etc...

- Students who are taking additional private lessons from other music specialists can check with me about credit given for those lessons. Permission for lesson credit must be arranged with me in advance.

*Lessons are an opportunity for you to receive individual help in developing your instrumental music skills. Band class is an opportunity for you to apply those skills in an ensemble setting. **Practicing is your homework for band.** You are responsible for being able to perform your assigned lesson material and band music to the best of your ability. You decide how much practicing is necessary for you to accomplish this. Don't sell yourself short, you are capable of much more than you probably realize.*

**We have the great opportunity of having some very fine colleges and universities in the area who have qualified private teachers. It is my belief that we do not have enough students studying with these fine professionals. All effort should be made to take private lessons! This effort will be rewarded in the difficulty and quality of the literature we play and the satisfaction that the student feels about his/her performances. A list of private teachers will be given to the students at the end of September.**

## **Practice Rooms**

Practice rooms are available for individual or small group practice. Students are encouraged to use these rooms during their independent study time to practice assigned lesson material or music. Food and drink is allowed in the practice rooms with permission from Mr. Ceasar. In addition, one practice room is dedicated to the art of recording. Equipment is furnished for you to use in recording yourself and/or group. This room is a privilege and must be respected. Please check with Mr. Ceasar before booking the room.

***Great people talk about ideas. Average people talk about things. Small people talk about people***

# **Grading Criteria for Litchfield H.S. Music**

## **Participation: 40% of total Grade**

- Demonstrates punctuality and preparedness. Daily attendance is taken. **20%**  
\*If you are more than two minutes late from the tardy bell you will not be allowed into the room without a pass from the office and it will be considered an absence.  
**Plan to be here for rehearsal; each day is worth 5 points in the grade book and absences do add up quickly.**
- Demonstration of Effort. (Exhibits proper posture, preparation, care of instrument, equipment and materials) **20%**

## **Performance: 20% of total Grade**

- 10% Formal Performances (attends scheduled concerts for Varsity, Concert, Jazz, Drumline, Colorguard)
- 10% Informal Performances (attends Pep Band, Pep-Fest, Playoff Games, Etc.)

## **Lessons: 20% of Total Grade**

- Lessons are extremely important to you as a developing musician and to the group and a prepared performer.
- **Assignments will/can be given during the lessons to prepare for the next lesson. The lesson grade will be given according to this preparation.**
- **5% will be lost for each lesson missed.**
- You may make up a missed lesson by logging in one (1) hour of practice time into a band room practice room either before school, during study time, or after school when Mr. Cesar or Mr. Twernbold is in the room.

## **Playing Tests: 20% of Total Grade**

- Tests will be given every two weeks on level sheets. These tests will be scored by Mr. Cesar or Mr. Twernbold and the section being tested. The grade will be applied to the playing test grade. 5 tests will be given through out the quarter. Each test will be worth 4% of the total grade.

## ***Extra Credit***

- Concert Report – You can add 1% back to your grade for every concert you attend and write a ½ page summary of how the concert affected you musically.

*(more extra credit may be available throughout the year)*

Litchfield High School Students who participate in Band Classes receive Full Academic credit on their transcript. Those who choose to participate in Extra Activities may also earn points that count toward an official "Letter Award" presented by Litchfield High School.

# LETTERING

## **Band Letter**

To be a "Letter Award" winner, you must participate in the band program for 2 years. Students must also be in "Good Standing" with the rules and regulations of the Litchfield High School Handbook, Litchfield High School Band Handbook, and of the Minnesota State High School League.

*-a bar or chevron may be earned each year, after earning the first letter.*

## **Marching Band Letter**

To be a "Letter Award" winner, you must participate in the marching band program for 2 years. Students must also be in "Good Standing" with the rules and regulations of the Litchfield High School Handbook, Litchfield High School Band Handbook, and of the Minnesota State High School League.

-a bar or chevron may be earned each year, after earning the first letter.

## **Colorguard Letter**

To be a "Letter Award" winner, you must participate in the colorguard program for 2 years. Students must also be in "Good Standing" with the rules and regulations of the Litchfield High School Handbook, Litchfield High School Band Handbook, and of the Minnesota State High School League.

## **Sports Band**

To be a "Letter Award" winner, you must be a member of the Sports Band and participate in the program for 1 year. The requirements for Sports Band members are to attend 90% of all PepBand Events. Students must also be in "Good Standing" with the rules and regulations of the Litchfield High School Handbook, Litchfield High School Band Handbook, and of the Minnesota State High School League.

## **Jazz Band**

To be a "Letter Award" winner, you must be a member of the Jazz Band and participate in the program for 2 years. The requirements for Jazz Band members are to attend 100% of all Jazz Band Events. Students must also be in "Good Standing" with the rules and regulations of the Litchfield High School Handbook, Litchfield High School Band Handbook, and of the Minnesota State High School League.

## Special Band Awards

### Outstanding Sophomore, & Junior Band Member Award

These awards are presented to students, in each class listed above, who have shown a consistent commitment to musical excellence and leadership in the band program.

### Litchfield Director's Award

Awarded by the Band Director to a senior band member for outstanding and unique achievement and service in band through exemplary leadership, musicianship, attitude, and dedication.

### John Philip Sousa Award



*Voted by the membership of the entire band program and director, and awarded to a senior band member for outstanding musicianship, achievement, leadership and dedication to music and the band organization. This is the highest award in the Litchfield band program. The recipient of this award will have their name inscribed on a plaque which is displayed in the instrumental rehearsal room.*

### Louis Armstrong Award



*Voted by the director of the band program, and awarded to a senior band member for outstanding musicianship, achievement, leadership and dedication to the Litchfield Jazz Program. This is the highest award for Jazz in the Litchfield band program. The recipient of this award will have their name inscribed on a plaque which is displayed in the instrumental rehearsal room.*

## **Band Officers**

Officers will be elected and/or appointed at the beginning of the school year in the Concert Band. They will serve one full school year and assist the director in implementing the band program.

- **President and Vice President:** These students will represent the band program, provide leadership, and do extra duties to help the program run smoothly.
- **Secretary and Librarian(s):** The Secretary will assist with daily attendance and perform other duties as needed. The Librarian(s) shall be in charge of the organization and filing of music.

All Band officers will be asked to attend meetings before or after school.

**Section Leaders:** Each section of the Varsity and Concert band will have a student section leader as determined by the director. These students will help provide leadership and run sectionals.

# Fund raising

All band students are eligible and expected to participate in any fund raising activities.

Fund raising is done to meet needs such as: trips, special needs, clinicians, purchase of awards, etc.

## ***Instrument Storage***

Students will be assigned a storage locker in the rehearsal room for storage of their instruments. These storage units are provided for use during the school days need to be empty after school and weekends. This should not be a problem as home practice is required.

**All cases should be in their designated places of storage after each rehearsal. Do not leave them on the floor. Percussion instruments must be put away and all mallets, music and auxiliary equipment back in the proper place in their storage space.** The storage of instruments in school is the liability of the owner, not the school. All instruments should be listed with your parent's home owner's insurance policy with make, model, serial # and purchase price. If you suspect theft, contact Mr. Ceasar or Mr. Twernbold immediately as we need to file a police report right away and notify other authorities.

## **Music and Band Folders**

Writing on any music must be done with PENCIL only.

- Store all folders, ie: Pep, Jazz, Concert, in the proper storage cabinets. **Do not keep concert, jazz or pep folders in your instrument cases when you are not using them.**
- Any lost folders or music will be subject to replacement costs. (ie. photocopy costs @ .20 cents per page)
- Do not leave music out on stands or on the floor after rehearsals. (you will lose it.)

## ***School Owned Instruments & Equipment***

All instruments must be properly maintained and cleaned on a regular basis. There is a cleaning area in the instrumental room for washing and maintenance.

School owned instruments must receive care and maintenance as if it was your own personal Instrument. All school instruments will be in the same condition as it was when it was checked out to you in the beginning of the year. Normal repair problems will be paid for by the school, however, any damages due to carelessness or lack of responsibility will be assessed to the student. This includes dents. The instrument is the liability of the student and replacement cost is your responsibility in the case of theft or total damage.

- All cases **MUST** have ID tags on them at all times.
- Percussionists are responsible for paying for their own snare sticks. The correct size of sticks and mallets are required at each rehearsal and performance and will be instructed to you in your lessons or in full band.
- Students who are issued a school owned instrument will be asked to fill out an instrument contract.

The cost for school owned instrument is \$50.00 for the year. If you play multiple instruments, you will only pay one fee. Students that own there own instrument and play a different school instrument will not be charged the fee.

## Concert Attire

Public performances are considered times of appropriate attire. Students will be notified as to what the dress code for the event will be.

Pep Band – Litchfield School attire. (shirts, sweats, etc.)

Varsity Band, Concert Band and Jazz Ensembles *formal attire will be as follows*

Black Pants or Black Skirt. White Shirts. Casual BLACK dress shoes and black socks are expected.

### Repair

If you have a problem with your instrument, see Mr. Ceasar immediately. Don't wait. Most repairs can be done very quickly. If I cannot fix it, it will be sent to an instrument repair shop. I do have a few loaner instruments if you need one.

## Supplies

The largest part of learning to be a quality musician is being prepared with the proper materials and supplies needed to perform. The following list is required for all band members:

**Reed Players:** One box of reeds must be in your case ready to replace bad or broken reeds. Two reeds must be with you and ready to play during rehearsals and performances. Reeds are not to be left on your mouthpiece when in case. Cork grease is available for purchase and should be in your case.

OBOE and BASSOON PLAYERS: Two reeds must be with you and ready to play. USE YOUR WATER CASE DURING REHEARSALS AND PERFORMANCES.

**Brass Players:** Valve oil will not be supplied by the school. Purchase Valve oil and have it ready and with you when you play.

**Percussion Players:** You will be responsible for your own sticks and mallets.

