

St. Patrick Catholic
School

♪ **Band Department** ♪

Handbook

2011-2012



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Materials

1. Instrument (the school has a very limited amount of instruments for rent – first come first serve – at \$10/month or \$50/year. You may also rent/buy one from a local music store, or buy from a trusted website. See Mrs. Lynch for recommendations. **DO NOT** purchase instruments from places such as Walmart, Best Buy, Costco, etc. Poor quality instruments lead to costly repairs, frustration, and often loss of interest in band. If you have a financial concern, please see Mrs. Lynch for alternatives.)
2. Instrument accessories:
 - a. **Flutes:** Cleaning rod and swab, polishing cloth.
 - b. **Oboes and Bassoons:** At least 2-3 new reeds available at all times, cleaning swab. Seat or neck strap for Bassoons.
 - c. **Clarinets and Saxophones:** At least 3-4 new reeds available at all times, cleaning swab, mouthpiece cleaning brush. Neck strap and polishing cloth for Saxophones and cork grease for Clarinets.
 - d. **Trumpets, Horns, Baritones, Tubas:** Valve oil, tuning slide grease, mouthpiece cleaning brush, cleaning snake.
 - e. **Trombones:** Mouthpiece, slide oil or cream, small spray bottle filled with water, mouthpiece cleaning brush, cleaning snake.
 - f. **Percussion:** 2B Drum sticks and a *either* a drum pad (or full snare drum) or a bell kit (comes with mallets and drum pad) for practicing.
3. 2-pocket Folder (folders/music/books may not be kept in instrument cases)
4. Method Book: Accent on Achievement Book 1 by By John O'Reilly and Mark Williams
 - a. Note: Baritone Players will use the “Baritone T.C.” books and Percussionists will use the “Combined Percussion” books.
5. Plain Music Staff Paper (keep at least 3 new sheets in your folder at all times)
 - a. <http://www.blanksheetmusic.net/> (open the page and click the “print” icon in the lower right corner, do not add any clefs or symbols)
6. Music Handbook (provided)
7. Pencil with an eraser

Grading Policies

1. Participation and Materials

Participation includes bringing all materials to each class and putting forth the best effort. If an instrument is forgotten, practicing fingerings and “sizzling” along with the band will be expected.

2. Written and/or Performance Tests

Written tests focus on musical theory, history, and concepts taught in class. Playing tests may include exercises in the books, scales, and testing of current concert music.

3. Practicing

See “Band Practicing” below.

4. Performances

Participation and attendance is expected in all band performances throughout the year:

Punctuality: Student arrives on time and ready to play

Behavior on and off stage: See concert etiquette on page 5 for more details about behavior

Preparedness: Student has music well prepared and arrives with all needed materials including instrument, accessories, music, and correct uniform/dress

Effort: Student works hard to produce results to the best of their ability

Band Practicing

Students will keep track of how often and how many minutes they practice each week. Parents are encouraged to monitor their child’s practice sessions and *a parent or guardian signature is required for each week of practice.*

A minimum of 4 times a week is expected (on separate days). In addition, any student who logs more than 120 minutes during the week will receive extra credit.

Private lessons are also strongly encouraged and can be counted as practice time.

Practice Techniques

1. Check your instrument thoroughly to make sure it is in proper working order.
2. Begin with a warm-up. Some good warm-up techniques are as follows:
 - a. Long tones are the best way to develop embouchure, proper tone, and centered pitch. Brass and Flute players should also include lip slurs on the mouthpiece during their warm-ups.
 - b. Warm-up your fingers by playing exercises in your book or scales; slowly at first and then increase the tempo.
3. Practice your lesson or band parts. Be sure to work on specific sections that are troublesome for you. Playing through an entire piece and then putting it away is very unproductive. Work out problem spots slowly. Repetition is the key. Work one section at a time. If you are having trouble with a specific section, talk to your band director or private instructor for help.
4. After practicing, clean your instrument and wipe any fingerprints off the outside lacquered areas with a polish cloth. Cleaning your instrument daily or after every use is the best way to ensure that it is always in proper working order.

Rehearsal /Performance Requirements and Procedures (Class Rules)

1. Be prepared. Bring all materials to your seat except instrument cases. Once class has begun, students may not leave their seats for any reason without permission.
2. No gum chewing, eating, or drinking will be allowed. The only exception is water. If you need to have water, it must be in a clear closed container such as a water bottle.
3. No talking or disturbance of any kind during rehearsals. As soon as the director approaches the podium, students must be quiet and ready to begin class. Shouting or horseplay is never allowed.
4. Students are responsible for their own music and instruments. Instruments should never be left unattended on a chair or on the floor. Music should never be left out after class. Students may not handle anyone else's music or instrument without permission from Mrs. Lynch (this includes all percussion instruments/equipment in the room).
5. Band students should always sit with correct posture when playing their instruments. Percussionists must stand when playing any percussion instrument.
6. Do not lean on music stands or tip/lean back in chairs!

Concert Etiquette (Behavior)

Students are required to stay for each entire performance. When not performing, the utmost respect must be shown while sitting in the audience.

When performing:

1. **Stay serious and calm.** Adapt an attitude that is more serious and professional than your everyday, casual attitude. You must remain focused in case there are sudden changes that the director must communicate to you.
2. **Do not attempt to communicate with friends or family in the audience.** It is usually okay to smile if you make eye contact with a friend/ family member in the audience, but it is *never* appropriate to wave, point, laugh, or speak out to them.
3. **Exhibit good posture and sit/stand up straight even when not playing/singing.** Part of a good performance includes a positive visual image. If the audience sees that you have integrity and respect for music and your instrument, they will enjoy the concert even more.
4. **Remain quiet throughout the concert.** Do not engage in any conversation while the concert is underway, even if you think you are just whispering.

5. **Be careful with your materials and stay after the concert to help.** Be careful to not damage or lose any of your materials. There is always other equipment that needs to be put away immediately following the concert. Please offer a few minutes of your time after the concert to help.
6. **Keep your concert dress/uniform looking neat at all times.** Shirts tucked in, shoes tied, etc. Your performance really begins from the time you leave your car and lasts until you return to your car. Stay professional and look sharp from “door to door”!

When in the audience:

1. **Silence all cell phones and beepers.** Students may not have cell phones or electronic devices with them during a performance. If a parent/other audience member must take an emergency call, please go outside to use your cell phone.
2. **If possible, leave infants and very young children with a sitter.** In many cases this is not possible, so if a child or infant becomes disruptive or continuously loud, it is appropriate for the parent to take the child outside until they have calmed down.
3. **Once the concert has begun, stay in your seat.** Students may not leave during a performance. If parents or other audience members need to leave, please wait until the end of a piece of music and then wait until the next break to return.
4. **Do not communicate with the performers immediately before or during the concert.** While it is tempting to wave, point, or shout out, it is better to wait until the end to congratulate that performer on their good work!
5. **Applaud appropriately.** Yelling or “Whooping” is great for athletic events, comedy shows, or popular music concerts, but that type of behavior detracts from the professional atmosphere that a school band/chorus concert tries to invoke. In addition, applause should always be held until a piece is completed.

Chair Placement and Challenges

The director will assign students to chairs or parts in order to achieve proper balance throughout the band. Students who feel they are deserving of advancement in their section may challenge the person sitting ahead of them:

1. Let the director know you would like to challenge. You and the person ahead of you will be given a piece of music to compete with.
2. You will both be given the same amount of time to prepare before the challenge takes place. Challenges will be done in class, or at lunch recess time. Both students must be present.
3. The director’s decision for the result of the challenge is final. In case of a tie, the players will remain in their original order.

Leadership Positions

1. President

The Band President will be the primary leadership role within the band. They will oversee all other leadership positions and be ready to help with any position if needed. They will also be the director's assistant helping with any tasks that the director needs during class. They must be hard-working, trustworthy, and reliable as well as a strong musician and leader.

2. Vice-President

The Vice-President is considered second in command and must have all the qualities of the President. They will assist the President in carrying out his/her duties and must be ready to step in and take over for the President in situations where the President is absent. Like the President, they will also need to be a strong musician and leader as well as hard-working, trustworthy, and reliable.

3. Secretary

The Secretary is in charge of distribution and collection of music and handouts. They will keep the music library in order and help organize/prepare music for various performances and events. It will also be their responsibility to report any carelessness or misuses of music to the director.

4. Equipment Manager

The Equipment Manager will be in charge of assisting the director with the equipment used in band. This includes helping others with their instruments (oiling keys, cork grease, mouthpiece cleaner, etc), making sure the band members get their instruments and stands put away correctly and in a timely manner, and helping keep the percussion equipment organized and in a safe set-up.

Property Use and Care

Music

All music (with the exception of your own books) that is given out to students is the property of St. Patrick Catholic School. Music must be kept in your music folders and will be collected after use. Students may write on music with pencil only. Music is expensive; lost or damaged music may result in a fee charged to the student.

Equipment and Instruments

It is every ensemble member's responsibility to show the utmost respect and care for all equipment/instruments. Percussion players are expected to take care of all percussion equipment and keep the percussion area clean and organized. Equipment manager may help with this. **NEVER** place your instrument or case on top of another. There should never be any instruments out of their cases on the floor. If any instrument is found incorrectly placed, it will be collected by the director and the student must see the director to retrieve their instrument. Disciplinary action may be taken.

Agreement Form

Please complete this form, detach, and return to Mrs. Lynch by Wednesday, September 14, 2011.

I have read with my child and understand the policies and guidelines laid out for the St. Patrick Catholic School Band Program in the handbook provided. I understand what is expected of both parents and students and agree to live up to those expectations and abide by the rules and regulations and insure that my child does also.

Student Name (please print): _____

Student Signature: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Parents and other volunteers (Band Boosters) may be needed in the following areas. Please check any area for which you would like to be contacted.

_____ Performances (planning/organizing, props/decorations, set-up, transportation, etc)

_____ Sectionals/lessons during class (knowledge and background with an instrument past high school is required)

_____ Fundraising

_____ Field Trips (planning/organizing, chaperoning, transportation, etc)

_____ Other (please list) _____

Best way to contact me: _____