



**WHITE STATION**

*Excellence For All*

# **SPARTAN BAND HANDBOOK**

**Policies and Traditions**

**Brian Sims**

**514 S. Perkins Rd.**

**Memphis, TN 38117**

**Phone: 901-416-3103**

**Fax: 901-416-8910**

**2016-2017**

## **Table of Contents**

Letter from the Director	2
Band Program	3
Scheduling and Curricular Course Offerings	3
Extra-Curricular Activities	3
Organization	4
Band Policies	5
Student Expectations	5
Band Room Rules	5
Rehearsal Procedures	6
Attendance	6
Conduct	7
School Owned Instruments	7
Band Director's Office	8
Conflicts with Athletic Activities	8
Transportation Guidelines	8
Band Uniform Information	8
Concert Ensembles	9
Marching Band	10
Color Guard	11
Majorettes	11
Attendance	11
Football Game Procedures	11
Discipline	12
Inspection	13
Jazz Band	13
Color Guard Try-out Information	13
Leadership and Officer Training	14
Becoming a Leader	14
Marching Band Officer Positions	15
Officer Responsibilities	16
Officer Guidelines	17
Officer Audition Process	18
Grading	19
Fundraising, Student Accounts	20
Cost	20
Scholarships	21
Handbook Agreement Form	22
Program Absence Form	23



White Station High School  
**SpartanBands**

---

514 S. Perkins Rd. Memphis, TN 38117 Phone 901-416-3103 Fax 901-416-8910

To: White Station High School Spartan Band

From: Brian Sims

Dear Parents and Students,

Welcome to another year of music making with the White Station High School Spartan Bands. We want to congratulate you on your decision to continue the study of music. We feel you will be pleased to find new and exciting educational opportunities awaiting you this year.

Students, it is our goal to offer educational experiences in music that each of you will find fun and rewarding. We know you will grow a great deal this year as individuals and as a group. Parents, we encourage you to lead an active role in your child's musical development. Music is a crucial part of a student's development and the full involvement of both students and parents alike will further the development of each child.

We look forward to meeting all of you to continue the *Excellence, Innovation, Tradition*, and *Esprit de Corps* that exemplify the Bands of White Station. We are always available for your guidance and encouragement!

We look forward to a great year together!

Sincerely,

Brian Sims

# Band Program

## Purpose

The White Station Spartan High School Band Program is a total music program that reflects self-discipline, maturity, pride, positive attitude(s) and responsibility. This organization strives for high standards and ideals for both the school and community.

Participation in the White Station Spartan High School Band Program will develop personal responsibility, commitment, and a sense of community. Each member must know they are vitally important to the program. Furthermore, as each member increases his/her musical ability while learning skillful routines, we will be able to successfully entertain our audiences while developing both individually and collectively as musicians.

## Scheduling and Curricular Course Offerings

Any scheduling questions or concerns should be addressed directly to the Band Directors. The Directors often have creative ways of working out scheduling problems. However, it is up to the student to be aware of all other school activities they participate in which may create scheduling conflicts. Any last minute notifications of scheduling issues affects the entire group, becoming much more difficult to address. Every student plays an essential part in each ensemble and to suddenly not have that available to the ensemble creates problems musically.

The band directors set the instrumentation of the bands. The curricular courses include the Wind Ensemble, Symphonic Band, Concert Band, Marching Band, Jazz Band, and AP Theory--integrated Orchestra potentially on the horizon. Placement in one of the aforementioned ensembles will be done by audition only. Every student is required to audition for chair and ensemble placement. Placements may be different from one year to the next, but are determined solely on the practice of the student—the director does not place the student based upon teacher preference. Placement for AP Theory will also be required with the student being able to demonstrate a basic foundation of music theory.

## Extra-Curricular Activities

The White Station Spartan High School Band Program offers several extra-curricular activities. Extra-curricular activities have practices/rehearsals after school hours and are as follows:

- **Marching Band-** The White Station Spartan Marching Band is a performance organization whose purpose is to perform during football games (including half-

time shows), marching band competitions/shows, pep rallies, parades and other community activities. Its main focus is to support the varsity football team during games. This ensemble is a requirement for all band members.

- **Chamber Ensemble-** Chamber Ensemble(s) will consist of small ensembles that work to refine musical proficiency on their instrument. These groups will function primarily as self-guided activities with the oversight of the director. These ensembles may consist of, but are not limited to: Brass/Woodwind Quartets, Quintets, and mixed ensembles. This is dependent upon the availability of the music and musicians desired. Students wishing to participate in one of these ensembles are encouraged to look at [imslp.org](http://imslp.org) for music relating to their particular instrumentation. In addition, the University of Memphis also has a wealth of music that is available for use. White Station also has a newly acquired library of chamber music available to those wishing to perform in this medium. These Chamber Ensembles will perform on normal concerts and a separate concert of their own.

At various times throughout the year, students will also be asked to stay after school to work within their instrumental sections with the aid of the directors. Examples of this include, but are not limited to: Theatre pit orchestra rehearsals, band trip ensemble rehearsals, chamber ensembles, Eclectic Soul ensemble (based upon student interest), All-West/All-State rehearsals, Solo/Ensemble practice.

## Organization

### Staff:

The White Station Band program has many people involved in its everyday activities:

- **Director of Bands** — Oversees the entire program, as well as, being responsible for each student's development. The Director of Bands is in charge of administrative policies and actions.
- **Sponsors** — Responsible for the color guard, majorette and other activities deemed necessary by the directors. The sponsor reports to the directors. This is normally a volunteer who is donating their time.
- **Instructors** — Responsible for aiding the directors in rehearsal of marching band and other after school activities. They report to the directors, collaborating and coordinating on the routines and music. Instructors are normally volunteers who are donating their time.

# Band Policies

## Student Expectations

*The success of the band depends solely on the successes of its members.*

Please keep these three things in mind at all times:

- RESPONSIBILITY- **I am responsible for myself.** No one can make me practice and improve. Leaders, directors, and clinicians can only point me in the right direction. I must do my own work. I must make sure that that I am progressing. I must be responsible for all the little things that can make me great. No one can make me do these things. I do them to make my band, my school, and myself better.
- RESPECT- I am a part of a SUPERIOR band. I will respect its traditions, and the members who have gone before me. As a result, my band will continue to be superior. I owe it to myself, my school, my community, and those who have gone before me to continue to be superior. I will treat my fellow students with respect. I will treat parents, sponsors, instructors, and my band director with respect. A culture of respect is the only way to success. Disrespect only harbors resentment, hostility and failure.
- RESULTS- If I am responsible for myself the band will succeed. If I respect myself, my group, my peers, and my leaders, the band will succeed. We will achieve all our goals together.

## Band Room Rules

1. **Food, drinks and gum are not allowed in the band room at any time.** The only exception is water. Flavored water is not allowed. These items can cause critters to visit our band room. In the past, ants (the main culprit) and cockroaches have shown up in various instruments due to food left in the locker area. Please help us all keep the band room clear of such pests.
2. Once the bell has rung for the beginning of class, you have three minutes to have your music and instrument ready and be in your seat or you will be counted as tardy. Technically, the school sees all students as tardy once the bell has rung and the student is not in their seat. Due to the nature of our class, three extra minutes is more than enough time to be prepared to play. Do not attempt to abuse this as you will be sent for an admit with the proper procedures to follow.
3. Hats are not to be worn in the band room, or hoodies with the hood up.
4. Take proper care in storing your instrument. Any lockers left undone and open run the

- risk of losing the ability to use that provided instrument. Locks are to be closed at all times to ensure the safety of the District's property.
5. Put away anything you get out, and put back anything you move.
  6. **Do not play other people's instruments—EVER.**
  7. Help keep the band room clean. Do not store things in lockers or inappropriate places. Items left in the band room or your lockers other than your instrument **will be** discarded.
  8. All school loaned instruments are the responsibility of the student. Make sure all things kept in your locker is kept locked up or you will risk the possibility of losing the option of using one of our instruments.
  9. All Reed players must supply their own reeds and cork grease. Reeds in the band room are for emergencies only, not because a student forgot to bring them or let their parents know they are out.
  10. All Brass players must supply their own mouthpiece, valve oil, and slide grease. The supplies in the band room are for emergencies only, not due to student neglect or forgetfulness. All valves and slides should be addressed every week to keep the instrument in proper working order.

## **Rehearsal Procedures**

1. Do not carry on a conversation when anyone is addressing the group or any part of the group, nor listen to music on your phone, or do homework for another class.
2. Rehearsal will begin at the scheduled time. Being tardy to rehearsals will impact your grade as it will cause the rehearsal to run over the scheduled end time. All students need to be in the room once the tardy bell rings. 3-5 minutes will be granted to gather your music, instrument, and begin warming up. At this point, notes will be given and the rehearsal will begin. Anyone not in their seat will be counted tardy or absent depending on the duration not seen in your seat ready to rehearse.
3. Warm-up in an appropriate manner.
  - Long tones
  - Lip Slurs and Pedal tones
  - Tune your instrument
  - Scales
  - Don't play your favorite songs or licks when you enter the band room, as it is counter-productive and disruptive. The latter definitely includes practicing Marching Band music which needs to take place after school or at home.
4. Pay attention to the director's comments to other sections.
5. Use down time in rehearsals to finger through difficult passages.
6. Be prepared for all rehearsals (i.e. bring a PENCIL, music, accessories, etc.).  
**Percussionists - you must have your own snare sticks, and mallets at every rehearsal.** Failure to do so will result in a lowering of your daily grade.
7. If you have an emergency situation, please leave the room as you need. Do not ask for permission to leave if you are going to be sick.

8. Use the restroom prior to rehearsals; no passes will be given once rehearsal starts.
9. Make the best possible tone each time you play.

## Attendance

- The attendance of every member of the band is paramount. When one person misses rehearsal, everyone suffers. Please attend all scheduled rehearsals, or notify the directors beforehand of your absence.
- PLEASE KEEP THE BAND CALENDAR CLOSE AT HAND. **IGNORANCE OF REHEARSALS IS NOT AN EXCUSE.** All dates are posted on the band website and classroom calendar and will be updated regularly.
- Unexcused or unarranged absences from a concert or performance will result in the loss of major points which **will** affect your grade. Any absences have to be approved by the director both in verbal and written form. Ask the director for the appropriate forms needed, making sure to have a note from your parent or legal guardian stating your reason for your absence.
- Chronic Absence from rehearsals may result in dismissal from the band program. Any student who misses the dress rehearsal after school practice may not be allowed to perform, or may only perform in a limited manner.
- We fully understand the importance of students who work; however, you are expected to be at every practice. Students will know about all rehearsals/performance at least two weeks ahead of time. Any rehearsal/performance with less than two weeks notice will be asked of the band of conflicts before it is scheduled. Before they are scheduled, the band will be asked to address any conflicts with rehearsal(s)/performance(s) occurring with less than two weeks notice. Once you commit to these rehearsals/performance the attendance policy will be in effect. The Absence Request form **MUST** be filled out and turned in at the appropriate time in order for the absence to be considered excused.

### Excused Absences

1. Personal illness
2. Emergency doctor appointments
3. Close family weddings
4. Other school acknowledged reasons
5. Funerals
6. Other absences **with approval from director**

### Unexcused Absences

1. Doctor or Dentist appointments
2. Work Schedule conflicts
3. School club meeting without advance notice
4. Too busy or forgetful
5. Too much homework or activity for another class
6. Sleeping through the concert.

## Conduct

Students must follow the White Station High School rules at all times when participating in any band activity. WE MUST SET A HIGH STANDARD; WE ARE

AMBASSADORS AND REPRESENTATIVES OF OUR SCHOOL AND COMMUNITY. The directors will use their best discretion, following established precedents, when assigning consequences. Violation of conduct or attendance policies may result in any of the following consequences, but are not limited to:

- Student conference
- Contacting parents
- Parent conference
- Detention – Band room/school clean-up
- Referral to administration
- Behavioral contract
  - Saturday school

#### ***Cell Phones:***

While the district and school policy maintains that no cell phones shall be on a student's person during school hours, we are aware that the majority of students keep their cell phones on them as they enter our classroom. Any student that does not keep their phone out of sight will be subject to the director's paying more attention to them should their phone be pulled out during class. If the phone is seen in a student's hand or on the stand, one of the director's will take the phone and turn it in to the office. If this happens more than once, the previous misconduct consequences will take place eventually ending in dismissal from the ensemble. There will be NO EXCEPTIONS to this! No cell phones means absolutely no phone. If it is seen, it will be taken or the appropriate office will be notified and they will confiscate the phone and parents will be notified.

*If you simply use common sense, you will avoid many problems.  
Simply, if any action you consider is questionable – DON'T DO IT.  
If you have any doubt – DON'T DO IT.*

### **School Owned Instruments**

Before taking instruments home, students must check them out with the director. You are responsible for the care of any school owned instrument you use. You will be held responsible for any damage to your horn that is not deemed normal wear and tear. Your instrument should be returned in the same condition that it was received. Instruments, as well as metronomes, are available to all students. However, they have to be assigned to you at which point they become your responsibility once you sign the contract for them. As many of the instruments available from the school are beginner or lower intermediate instruments, it may be in your best interest to rent an instrument from AMRO or Lane Music. Also, many of the instruments the program has available are marching instruments and are not truly effective for Concert rehearsal and performance.

As per SCS policy, all students are to assume responsibility for the instrument should it become damaged. SCS and the directors will be responsible for normal wear and tear (old pads, brass cleaning, etc.), but the student is to be held financially responsible

should they, at any time, damage an instrument. Please ask for local repair technicians who may assist you should this occur.

For all instruments other than percussion, students need to notify the director the moment they notice an issue with the horn. Do not wait to address an issue as doing so may only make the issue worse. Percussionists, especially those in marching band, the heads to the drums are your responsibility. If you break a head, **You** are responsible for replacing it as soon as possible. This is particularly important for snare, quad, and tenor heads in the marching band. The directors will provide initial heads for all drums. Brass performers should see the directors about proper maintenance of their horn and correct procedures on washing the instruments (excluding baritones and tubas/sousaphones). Woodwind players need to be swabbing their instrument our daily, at the end of every time they are played. Failure to do so may result in a retraction of the instrument if it is school owned as it damages the instrument and the program can no longer sustain the number of damaged instruments.

### **Band Director's Office**

- Students are always welcome in the band director's office, *but it is not a hang out.*
- The office is a place of business. When you are in it, treat it as such.
- Personal calls are not allowed from the office phone except in emergencies.
- Always knock before entering the office.
- Do not enter the office unless you ask.

### **Conflicts with School Athletic Activities**

Students in the band program are also involved in many other school sponsored after school activities. The director and coaches cooperate well to work out conflicts. It is the responsibility of the student to work out such conflicts with the coach and the band director. The director's philosophy is Performances/Games/Festivals come first. Any conflicts with practices/rehearsals shall be worked out by dividing the overlapping time in half with each activity. Also, any issues with any other teachers needs to be addressed with the directors as there may be a solution that only the teachers are able to arrange. We are here to help in any manner we are able.

### **Transportation Guidelines**

- All students must ride on school provided transportation whenever offered. This is for each student's safety.
- Students will sign up for buses at the beginning of the year. This busing list will remain the same for the year. The directors must approve any changes to the list.
- Students may ride home from performances with parents. To do so they must **provide the director with the Bus Exemption Form signed by the parents, principal, and**

**director 24 hours in advance.** Students are only allowed to ride with parents. This policy is for the student's protection and is provided to ensure that students are not leaving with persons other than those of whom their parents would approve.

- Follow all rules as set forth by the district's policy regarding busing.
- ALWAYS BE SILENT WHEN SOMEONE IS ADDRESSING THE BUS.
- The bus driver is always right. His or her rules are the rules we will follow. This may change from driver to driver. Please accept the driver's rules without question or complaint.

## **Marching Band Uniform**

1. Uniforms should be neat and clean at each performance.
2. Uniforms are to be worn as specified by the directors.
3. The entire uniform must be worn at all times. There may be times when the directors will allow you to remove your jackets. In this case, all students must wear the band shirt in order to keep a uniform look throughout the ensemble.
4. Uniforms should be hung correctly after each performance and stored properly.
5. Students are responsible for keeping track of the uniform and its accessories.
6. Shoes are to be clean and polished for each performance.
7. Uniform inspection will commence prior to leaving for the performance.
8. **No jewelry may be worn while in uniform.** This is for safety and to make sure we look uniform.
9. **Each student is responsible for the care and maintenance of his/her uniform.**
10. At the end of the last game, students will be required to turn in their uniform on the hanger in which it came. Within the next couple of days, a dry-cleaning service will pick up all uniforms. The cost for this has already been adjusted in your band fees and will eliminate any issues towards the end of the year.
11. Failure to turn in the uniform will result in students having to dry-clean the uniform themselves within the following week so the inventory of uniforms may be kept updated.
12. Punishment for further failure to take care of the uniform will be at the discretion of the directors.
13. Failure to turn in the uniform in a timely manner (after the last game played) will result in your report card, or progress report being held until the uniform is turned in and logged by one of the directors.

## **Concert Band, Symphonic Band & Wind Ensemble Uniform**

Gentlemen:    Black Tuxedo including Jacket  
                    White Tuxedo Shirt  
                    Solid Black Dress Sock  
                    Black Dress Shoes  
                    Black bow tie

[http://www.concertattire.com/3004\\_Evan\\_Polyester\\_Tuxedo\\_Package\\_p/3004.htm](http://www.concertattire.com/3004_Evan_Polyester_Tuxedo_Package_p/3004.htm)

Ladies:        Solid, long black dress (everyone must purchase the same dress)

<http://www.formalwear-outlet.com/d673.html>

[http://www.concertattire.com/103 Sweetheart Neckline p/103.htm](http://www.concertattire.com/103_Sweetheart_Neckline_p/103.htm)

---

Hose, Black Dress Shoes

Simple jewelry

## **Jazz Band**

### Ladies and Gentlemen:

Solid Black Pants

Solid Black Collar, Long Sleeve Shirt (this may be the Jazz Band shirt if asked for by the director)

Black Socks and Black Dress Shoes

## **Concert Ensembles**

**Wind Ensemble** - This group is the top instrumental ensemble at White Station HS comprised of the most exceptional students, usually of grades 10-12. Upon occasion, however, Freshman are able to earn a position in this ensemble based upon their audition. The goal of this ensemble is to deliver the highest caliber music (typically grades 4-6), meticulously prepared, with the grace that can only be achieved through the careful preparation and practice of the students to meet this demand. Students of this group are also expected to perform in smaller ensembles that will perform at concerts and other various venues when possible. It is expected that all students of this ensemble audition for All-West. This ensemble always performs at Concert Festival.

**Symphonic Band** - This ensemble is typically the largest of the ensembles on campus with the goal of pushing themselves to play the highest caliber music the ensemble is collectively able to perform (typically grades 3-5). This group is comprised of students grades 9-12. The varied repertoire this ensemble strives to perform demonstrates the potential of upcoming musicians as they bring music to the audience from all periods, cultures, and styles. The goal of this ensemble is to push the limits of the students through this literature. It is expected that all students of this ensemble audition for All-West. This ensemble always performs at Concert Festival.

**Concert Band** - This band is typically comprised of incoming Freshman. However, several older, more experienced students may be placed within the ensemble to act as aides, helping the directors facilitate learning. The goal of this ensemble is to play the highest caliber music (typically grades 1.5-3.5) while learning the rudiments of the instrument and fundamentals of music. All students of this ensemble should move on to one of the other two ensembles at the end of the year after placement auditions take place. This ensemble is projected to, but is not forced to participate at Concert Festival.

# Marching Band

## White Station Marching Spartans

The White Station Spartan Marching Band is an extra curricular performance organization whose purpose is to perform during football games (including half-time shows), marching band competitions/shows, pep rallies, parades and other community activities. One of the main activities is to support the varsity football team during games. This is a requirement for all students of the band program. This is a graded activity and participation will be reflected in the classroom grade as no student is able to perform in the ensemble without first being enrolled in one of the concert ensembles.

In July, the band begins a schedule of practices. This includes a week of Freshman Orientation and Drum Line rehearsals. Later, the rest of the ensembles will join for two weeks of full day band camp to prepare for the marching season. This organization is the largest and most visible portion of the band program offering students the chance to participate in an exciting element of White Station High School. This organization is offered to those students in the band classes and by audition (color guard). A student must be very dedicated to the marching band because of the hours it takes to make this organization superior—and we **WILL BE SUPERIOR!** The marching band also offers many opportunities to develop student leadership.

## Drum Major

The directors will decide upon Drum Majors at the end of the previous year. The Drum Major(s) is in charge of leading the band into and out of the stadium for all games. While the directors may lead music when the band is in the stands, the Drum Major(s) is charged with leading all music in the stands and on the field. It is the responsibility of the Drum Major(s) to make sure the Marching Band is acting responsibly and respectfully at all points from the time everyone leaves the school until the time they return. The Drum Major(s) has full command of the Marching Band with the exception of the Band Directors and occasional added information coming from the Band President. Appointment of the Drum Major(s) will be ultimately done by the director, although, the band body will have a vote based upon the information they are provided. All prospective candidates will need to submit a video and written statement of what they have to offer, and why they want to be a leader of the ensembles. Guidelines for this will be presented before the end of the school year so all positions are filled and active by before the new school year.

## Attendance

The marching band will also use the following attendance guidelines as stated in the Band Policies section:

1. Please refer to the “Band Policies” section of this handbook for description and information about excused and unexcused absences.
2. All performance and rehearsal requirements for marching band last until the football game ends. The football season lasts until the last football game has been played. **THIS INCLUDES ALL PLAYOFF GAMES.**
3. The rehearsal before any performance is considered a “dress rehearsal”, where specific items to the performance (logistics, musicality, etc) are covered. It is imperative that all members are present. Any student not in attendance may not be allowed to perform, or may only perform in a limited manner.

## Football Game Procedures

- All school rules, policies and regulations apply at all times when with the band.
- Students are not permitted to “hang out” at school after school ends and before call time. The directors need to eat and **WILL NOT** be on campus to monitor students.
- **Check In**—Every week you will be given a check in time. Check in time means you are ready to warm up and have begun preparations for the game, not walking in the door. Attendance will be taken promptly at check in time. Tardiness may result in a limited performance time at the game or the inability to perform at the game depending upon the decision of the directors.
- **Percussion and Sousaphone** loading will take place as the band lines up before boarding the buses. All percussionists and sousaphone performers have to load and unload all equipment before being allowed to both play and leave after the game. The directors will not do this for you!
- **Uniform Inspections**- Before departure, the band lines up in the “block.” The directors and section leaders will inspect their sections to make sure that everyone is ready to go. Failure to pass inspection, and/or if disrespectful interactions take place with the Drum Majors or Directors, at any time, may result in dismissal from the current game. If such activity persists, permanent dismissal from the Marching Band may result.
  - Black Marching Shoes
  - Black Socks
  - Clean White Gloves (this will vary from year to year)
  - Clean White Spats (this will vary from year to year)
  - Band Uniform
  - Warm ups (depending upon the weather)
  - Current Band Shirt
  - Backpack
  - **No Jewelry!**

- Bus
  - The bus driver's rules are always correct. Never argue with the bus driver.
  - Remain silent when someone is addressing the bus.
  - Music cannot be heard by anyone but you – headphones only.
- Game
  - *Students are expected to stay in the block for the **entire time** we are in the stands.*
  - Students **may not leave their sections** to socialize with friends.
  - No one other than band students are allowed in the band block--**NO EXCEPTIONS.**
  - No food or drink may be purchased by a parent/friend from the concession stand. Each student will have a backpack to bring snacks or drinks. Any snacks to be consumed will occur after half time. Once the directors indicate all food should be gone, no food should be consumed.
  - All students play every time the group plays.
  - **NEVER PLAY UNLESS INSTRUCTED TO DO SO BY THE DIRECTORS OR DRUM MAJOR.**
  - Pay close attention to know what song is about to be played. Watch the game, and always be ready to play. **SUPPORT THE TEAM!**
  - Pay attention while playing! Sometimes a song may be cut short or you will be asked to play softer.
  - Students must go to the restroom in two's, or with a parent.
  - Always stay in uniform unless told otherwise by the director.
  - **NO CELL PHONES.** School policy will be in effect during performances.
- After the Game
  - No one should leave until dismissed by the directors.
  - Be sure to pick up any and all trash before leaving.
  - Everyone must leave the stadium with the ensemble unless previous written permission has been given.
- Uniform
  - You are responsible for the care of your own uniform while you are wearing it.
  - Lost or damaged uniform parts must be replaced at your expense.
- Consequences
  - Violating these policies may result in one or more of the following consequences:
    - Loading/unloading equipment duty
    - Band room clean up duty
    - School mandated punishments
    - Dismissal from the ensemble

## Discipline

Each rehearsal and performance will have specific objectives. Any disruption (major or minor) causes every student to fall short of the goals. For each rehearsal to run efficiently, the rehearsal must maintain a high level of self-discipline. **Discipline is a state**

**of mind!** Consequences result when self-discipline breaks down. It is extremely important that rehearsals and performances are efficient and well disciplined.

- Discipline will be handled as needed within the ensemble. The directors will deal with all discipline issues.
- Possible consequences for poor discipline in rehearsal are the same as listed above.

## **Inspection**

The student's appearance will be inspected prior to each performance to ensure that the band presentation is of the highest standard possible. Failure at inspection (which includes being tardy) for the first offense will result in a warning. Continued offenses will be handed in a manner as mentioned in earlier sections of discipline. Do not attend any performance without the proper attire. There is always some manner of obtaining the proper clothing, especially if there are financial issues. Forgetting to obtain the correct attire will result in the inability to perform with the rest of the ensemble, as not everyone will then be uniform. It is up to you to keep track of all dates, clothing items, and instrument(s) in order to contribute to the program effectively.

## **Jazz Band**

This class is an honors course and the expectations will be higher than other ensembles as it is a culmination of traditional music performance skills combined with improvisational elements. Students will learn the basics of music structures so they will be able to spontaneously create musical ideas. The most basic requirement for this ensemble is a strong working knowledge and functional performance ability of major scales. Improvisation is based on several different types of scales that will be taught during this course. However, if major scales are an issue then the class will become more difficult. The most important attribute for this course is being willing to be open to a lot of new information throughout the year, while demonstrating a consistent personal practice regimen that allows the ensemble to excel.

At various times, aside from practicing the given music, students will be given listening assignments which may include a written synopsis of the music. This activity will aid in the development of the ear, enabling the student to have a greater understanding of the differences in the performance practices between the classical and jazz ensembles. Students will be highly encouraged to listen to lists of various jazz musicians and ensembles to help facilitate a broader aural sense of the jazz idiom. All lists will be given to the sections throughout the year.

Another portion of the listening portion of this course will be for the students to transcribe professional solos. This activity will aid in the retention of ideas for future improvisation, broadening the musical vocabulary jazz musicians have to obtain to play the music properly; it will enhance the aural and performance abilities of the student through ear training; and, will aid the student in identifying stylistic differences within the jazz idiom.

Finally, all Jazz Band members will be required to learn and be able to sing back at the end of every week the opening portion of a vocal jazz recording. This helps facilitate phrasing and a strong sense of musical independence and collaboration to aid in ensemble playing. As the year progresses, students will be graded upon the correct singing of the nuances provided by the vocalist in the recording. This will also aid the band should they have a vocalist in the ensemble.

# Leadership and Officer Training

## Becoming a Leader

It is important to realize that every student in this program has an influence--positive or negative. The goal of an officer should be to go beyond that of the average band member. When you accomplish this, you have become a leader. Leadership goes beyond a rehearsal; it is more than a full time job – it is a lifestyle.

The aspects of a leader cannot be manufactured. Genuine leadership comes from within a person. The foundation is **maturity and a good attitude**. Successful leadership only results from respecting others and having their respect. The following is a list of ways to gain the respect of your peers:

- Competency – the ability to do your job WELL
- Lead by example and set high standards
- Be energetic and enthusiastic – it's contagious!
- Be responsible and stay informed
- Be consistent!!
- Inspire action
- Be optimistic
- Have integrity
- Support and facilitate your team
- Have confidence
- Communicate

Furthermore, you must respect other leaders. If the leaders of an organization cannot communicate and work together, there is no hope. Commit to being a team player, not a hero. Finally, lead from within the band, not from above the band; you are still a student who has to go to class with these individuals.

As you seek to be an officer of this band, be sure to walk the walk before you talk the talk. If you are not selected as an officer, do not be angry. If you have predetermined that you will quit band if you do not get a position, you are not a leader. As an officer, you will now be in the most important part of the group. When all members are operating under the appropriate authority, the band will improve. Thank you again for your faithful

participation in this organization.

---

### **Marching Band Officer Positions**

\* President   \* Vice President   \* Secretary   \* Reporter-Historian  
\* Drum Major   \* Color Guard Captain   \* Section Leader

---

**Replace “Instant gratification” with “Delayed gratification.”**

**You must do what needs to be done, when it needs to be done, whether you want to or not.**

**Dr. Tim Lautzenheiser**

**There are no get rich quick methods for a band member; through hard work and commitment, you will appreciate what you have accomplished.**

**Every action has a consequence, good or bad.**

**Even if it means walking through a brick wall, a genuine leader will get the job done.**

**Mr. Jeff Foster**

#### **Senior Band President (always a senior)**

1. Commanding officer of the entire band.
2. Represents the band at various school government functions.
3. Serves as student conductor when needed.
4. Coordinates loading and stage crews.
5. Helps with the organization of the annual Band Banquet.
6. Leads by example and sets high standards for themselves and all other aspects of the band program.
7. Exhibits and demands self-discipline within the band.
8. Remains Positive!

#### **Senior Vice President (typically a junior)**

1. The student must take over in the absence of the president.
2. Assists the president with loading and stage crews.
3. Reports the condition of the band inventory (with assistance from the director).
4. Responsible for the storage areas to see that they are kept in order.
5. Leads by example and sets high standards for themselves and all other aspects of the band program.
6. Exhibits and demands self-discipline within the band.
7. Remains Positive!

#### **Junior President (Junior or Sophomore)**

1. Aids the Senior officers by monitoring and organizing the lower classmen.

2. Assists the Senior officers in any duties.
3. Assists the Senior Vice President with the band inventory.
4. Leads by example and sets high standards for themselves and all other aspects of the band program.
5. Exhibits and demands self-discipline within the band.
6. Remains Positive!

#### Junior Vice President (Sophomore or incoming Freshman)

1. Aids the Senior officers by monitoring and organizing the lower classmen.
2. Assists the Senior officers in any duties.
3. Assists the Senior Vice President with the band inventory.
4. Leads by example and sets high standards for themselves and all other aspects of the band program.
5. Exhibits and demands self-discipline within the band.
6. Remains Positive!

#### **Secretary**

1. Checks attendance and helps keep band records.
2. Helps organize, collect and disperse all band music.
3. Does assigned secretarial work.
4. Leads by example and sets high standards for themselves and all other aspects of the band program.
5. Exhibits and demands self-discipline in the band.
6. Remains Positive!

#### **Reporter-Historian**

1. Publicity officer for all functions.
2. Writes news releases and newsletters (with director approval).
3. Keeps band scrapbook.
4. Keeps up-to-date bulletin boards.
5. Keeps the trophy case and other display areas neat at all times.
6. Leads by example and sets high standards for themselves and all other aspects of the band program.
7. Exhibits and demands self-discipline in the band.
8. Remains Positive!

#### **Drum Major**

1. Demonstrates leadership in both marching and concert activities.
2. One or two may be selected depending on the size of the organization.
3. Directs the marching band at games and performances.
4. Conducts basic fundamentals at the beginning of each marching rehearsal.
5. Conducts proper warm-ups (including stretching).
6. Directs and assists the directors at all marching band rehearsals.
7. Prepares band for inspections before all performances.

8. Maintains the marching band music crate.
9. Remain with the directors as the last one to leave after rehearsals and performances.
10. Leads by example and sets high standards for themselves and all other aspects of the band program.
11. Exhibits and demands self-discipline in the band.
12. Remains Positive!

### **Section Leaders**

**Each section will maintain a section leader. During Marching season, there will be one leader for each of the following: Woodwinds, Brass, Percussion. These three people will continue to lead throughout the year, but only report to the directors.**

1. Assist in teaching music/routines and drill as instructed.
2. Run sectionals when instructed.
3. Call extra sectionals and individual help time as needed.
4. Work to maintain discipline within your section.
5. Assist the drum major after rehearsals and performances.
6. Leads by example and sets high standards for themselves and all other aspects of the band program.
7. Exhibits and demands self-discipline in the band.
8. Remains Positive!

You are responsible for doing all duties to the best of your ability. If discipline is a problem in your section, you will be held accountable. If discipline is a problem with you personally, you will be replaced with another officer.

ALL POTENTIAL OFFICERS MUST PARTICIPATE IN OFFICER TRAINING CLASSES.  
THESE CLASSES WILL BE SCHEDULED DURING THE SUMMER AFTER REHEARSAL.

## **Officer Guidelines**

**Please read the entire section on leadership before you consider auditioning.**

Officer candidates are expected to:

- Have been in the marching band the previous marching season.
- Have been enrolled in band class for the entire previous school year.
- Place band as a top priority.
- Be positive. You are to serve the ensemble, not order them around.
- Be the first to arrive and the last to leave.
- Be superior marchers.
- Be superior musicians (first to have music memorized).
- Work harder and longer than the rest.
- Have the highest standards for themselves.

## **Officer Audition Process**

1. Complete and return the following by the chosen due date:
  - a. Officer application.
  - b. Written resume' and cover letter.
  - c. Teacher evaluation.
2. Attend all officer candidate meetings and clinics as specified by the director.
3. Help during Freshman Camp.
4. Complete band improvement project.
5. Lead by example from now through the end of the year—in class and out.
6. Complete jobs as assigned by the director.
7. Audition – Wind and Percussion Candidates – usually in early May.
  - a. Vocal commands will be judged on confidence, volume, clarity, tempo, preparation and flow.
  - b. Marching execution with instruments.
  - c. Interview
  - d. Drum Major
    - i. Salute, judge on originality, presentation and general effect.
    - ii. Conducting
      1. Patterns
      2. Fight Song
      3. Alma Mater
      4. Prepared piece
        - a. Candidate's choice, conduct a recorded excerpt approximately two minutes in length.
        - b. Judging will be based on difficulty, confidence, cueing, cut offs, musicality and general effect.

## **Officer Resume' and Cover Letter**

Handle this as though you were applying for a job of your dreams. The resume' and cover letter should be typed and include:

- Name, address, phone number(s), etc.
- How long have you been in the band and what awards have you received?
- Your qualification for the position.
- What you have done for the band above and beyond the average member?

The cover letter should include:

- The position(s) you are trying out for.
- The strengths and WEAKNESSES that you would bring to the position.
- Why you want the position?
- How will you make the band better?

# Grading

## Earning your Grade

Your grade will consist of rehearsal, performance, improvement, practice, after school practices and homework points. In addition to these grades, students will be given a weekly participation grade. Students may lose points for any of the following, but not limited to:

### Event

- 1) Unexcused absence from full band rehearsal
- 2) Unexcused absence from special rehearsal
- 3) Unexcused absence from performance
- 4) Tardy for special rehearsal
- 5) Tardy for band class
- 6) Tardy for performance
- 7) Not paying attention
- 8) Improper appearances for performances
- 9) Failure of music and pencil checks
- 10) Talking out of turn or profanity
- 11) Improper care of instrument
- 12) Poor posture (when seated)
- 13) Chewing gum, eating, and drinking soda during rehearsals in the band room
- 14) Leaning on stands, littering, or knocking down stands or chairs
- 15) Poor participation (not playing, or faking)
- 16) Disturbing rehearsal, disobeying director
- 17) Failure to bring instrument, music, equipment to rehearsal
- 18) Music, instrument, or personal materials out of place
- 19) Entering the band director's office without permission
- 20) Intentionally damaging school property, instruments, uniforms or other equipment along with the facility
- 21) Stealing, fighting or moral misconduct
- 22) Not in seat when rehearsal starts

## Fund Raisers – Student Accounts

Fund raising activities may be undertaken to help the student and their parents defray some of the cost of band. The profit earned from such fundraisers shall be kept in a special account for the benefit of the student and will be kept for his or her use in connection with activities of the band. This money may be used to pay for the student's band fees, trips, clinics and other approved band expenses. This account will be kept for the student's benefit throughout the time he/she is enrolled in the band program. If the

student drops out of the program, the amount will be forfeited to the band program and will be used to fund the budget of the band. Upon graduating, if any money remains in his/her account, the money may be passed on to a brother/sister in the band program. If no sibling is in band, the money will be transferred to the general fund of the band. No fundraiser money may be refunded to a student.

## **Other Costs**

Annually, it is necessary for participants in the band program to bear individual expenses in addition to that necessary for the student to continue in band. These include but are not limited to: honor bands, concert festivals, uniforms, solo & ensemble, trips, shoes, spats and gloves. At the beginning of the year the director will do his best to provide a detailed listing of anticipated expenses for the school year. This is necessary so that the student and parents will be able to plan for the full financial commitment needed. Students are also individually responsible for the following equipment (per instrument):

- Sticks and mallets (for percussionists)
- Reeds
- Mouthpieces
- Cork grease
- Valve oil, Slide grease
- Neck straps
- Drum straps (Marching Band)
- Drum Heads (Marching Band)

## **Band Trip Cost**

The cost of any trip the band may take is in addition to all other costs. To determine the cost per student of an anticipated trip, the director, with advice and consent of the school board, shall estimate the total cost of the trip. This total amount shall be divided by the number of students taking the trip to arrive at the per student cost.

---

**No student will be denied participation in the band program because of financial inability to make payments. A family in this situation should contact the director to discuss this in confidence. The director will work with the family to restructure the payment, or to arrange participation in additional fund raising activities in lieu of payment. Simply contact the director for assistance. However, unless contact is made with the director, it will be assumed this handbook has been read, understood, and signed accordingly meaning that it is understood that all fees need to be paid by the end of the first semester. Payments can be made in any form/quantity as long as they are agreed upon by the parent(s) and lead director before the Winter Break.**

# Scholarships

Depending on the funds available in the band booster account, students may be allowed to apply for scholarship aid in order to take private lessons. The method of selection for this award would be based upon the following: performance of material the student is able demonstrate to show the judges (myself, the asst. dir., and another party) the student's desire to excel; a written letter from the student explaining why they should be considered for such an opportunity; and finally, the consideration of monetary need as shared by the parental figure governing the student's well-being.

- Any money given to a student will be considered an award entrusted from the boosters so that no money comes from our hands even though we will be the ones mostly in charge of the selection process.
- Money will be given straight to the selected private teacher to avoid non-payment issues, and tardiness or failure to show up to a lesson.
- The gift of monetary award will be split with the student's family. For example, if a student is awarded \$300, the private instructor will be given the money directly in payments corresponding to the months allocation of requested funds.
- However, the cost of the lesson will be split with the family so there is a sense of ownership and responsibility of the lesson material being given.
- For example, if a teacher charges \$40/hr, then the family will be required to pay \$20 with the gift of \$20 coming from the scholarship per lesson. Of course, for those students whose families have serious financial constraints, an altered proportion of funds may be considered. All financial considerations will be known and kept between the Directors and parents of the student. All financial information will be kept private and will not be shared with any person(s) anywhere within the school unless upon approval from the family--this last reason only existing if there is a question from the administration pertaining to a student's behavior or performance in other areas of the school.
- If the teacher, or student, cancel lessons for any reason, the money for the lessons will be retracted and held in the booster account for future use by other students and will have to be re-applied/re-auditioned for.

# White Station High School Band

## Band Handbook Agreement Form

Student's Name (Print)\_\_\_\_\_Date\_\_\_\_\_

I have read the **Band Handbook** and understand its contents. I will follow, to the best of my ability, the rules and regulations contained therein. I understand that infractions of the rules and regulations will result in grade penalties and/or disciplinary action.

Student's Signature \_\_\_\_\_Date\_\_\_\_\_

---

I am aware that my child has received a **Band Handbook**, which explains the policies of the White Station High School Band. I will encourage him or her to follow the rules and regulations in the handbook. I understand that infractions of the rules and regulations will result in grade penalties and/or disciplinary action. I understand that the interpretation of the handbook rests with the band director. I understand that band fees need to be paid in full by the end of the first semester, before Winter Break, unless an arrangement has been made between myself and the directors.

Parent's Signature \_\_\_\_\_Date\_\_\_\_\_

Parent Emergency Contact Information:

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Students will not be given points towards their grade in the class until this Agreement Form is returned and logged by the director(s). Failure to return the Handbook Agreement will be taken as the student not being willing to participate in the program in the manner agreed upon by the director(s) and the student. This ensures that every student fully understands his or her responsibility and involvement within the band program. We are a family and need to support on another - delayed actions affect everyone.



# WHITE STATION

## *Excellence For All*

### **Program Absence Form**

Utilize this form for absences from the following activities: **Band Concerts, Football Games and Practices, Field Trips, Concert Festival, All-West** (Clinic and Audition), plus any other scheduled band performance. Notice must be given verbally accompanied by this completed form **3-5 days prior** to the event. Concert absences require a minimum of **1 week notice**, and Concert Festival absences need to be a minimum of **2 weeks notice** so alterations can be made. Failure to turn this form in completed and on time will result in a lowering of your grade.

Reason for being absent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed makeup assignment as agreed upon between director and student (if one is allowed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_