

September 2009

Dear Cardinal Band Members,

Welcome back to school! I hope everyone had an enjoyable, fun-filled summer. I am excited to get back in action as your band director/teacher. I look forward to a GREAT year full of successes, improvement and pride in our program.

Success and pride in our program begins with each individual band member. Commitment to improve your playing skills leads to a higher level of performance for both yourself and the Cardinal band. Achieving or mastering a new scale, higher note, difficult rhythm passage, etc. may seem like just a small step in your playing skills. ***Each small step*** you make individually, however, leads to one **GIANT** step in the success of our band!

Improving your playing skills is a huge commitment. Home practice and giving 100% effort during rehearsals is imperative for your individual learning and progress. Setting goals during home practice and rehearsals leads to the small steps mentioned above. Everyone can achieve great success when small accomplishments in playing skills lead to confidence and pride!

I look forward to helping you achieve and succeed this year. Attached to this letter is the band handbook for the 2009-10 school year. Please sit down with your parents and review the requirements and grading procedures for band. Write performance dates on your household calendar as soon as possible to avoid conflicts through the year. If you or your parents have questions, please feel free to contact me. Stop in at any time, you are always welcome in the band room.

Musically yours,

Mrs. Kathy Nieman  
H.S. ext. 226

.....  
(PLEASE SIGN AND RETURN BY SEPTEMBER 11)

We have read over the 2009-10 handbook. We understand the requirements and grading procedures for band members and have written the performance dates on our household calendar. At this time we have no questions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ***Johannesburg-Lewiston H.S. Band*** ***2009-10 Performance/Rehearsal Dates***

Aug. 30 –Sept. 3	5-6:00 p.m. 6-8:30 p.m.	Percussion/Flag Corp FULL Marching Band Rehearsals	JLHS
Sept. 18	7:00 p.m.	Cardinal Marching Band Home Game	JLHS
Sept. 25	7:00 p.m.	Cardinal Marching Band Home Game	JLHS
Oct. 12	eve-TBA	Marching Band Expo-Northern MI Dist. II	TravCity
Oct. 16	7:00 p.m.	Cardinal Marching Band Home Game	JLHS
Oct. 23	7:00 p.m.	Cardinal Marching Band Home Game	JLHS
Nov. 4	eve-TBA	HS Honor Band Auditions	Charlevoix
Dec. 5-6	All weekend	HS Honor Band Weekend	?
Dec. 10	7:00 p.m.	J-L All Bands CHRISTMAS Concert	JLHS
Feb. 6	All Day-TBA	HS District Solo & Ensemble	Grayling
Feb. 21	4:00 p.m.	Pre-Festival Concert/Chili Dinner	JLHS
March 6	TBA	HS District Band Festival	Petoskey
March 27	All Day-TBA	HS State Solo & Ensemble	TBA
May 19	7:00 p.m.	J-L All Bands SPRING Concert	JLHS
May 29	A.M.-TBA	MS/HS Band Memorial Parade	Lewiston
June 4	7:00 p.m.	MS/HS Band at Graduation	JLHS
July 4	A.M.-TBA	Fourth of July Parade	Joburg

## **FOREWORD**

Every fine band has high standards in performance and in behavior. Johannesburg-Lewiston Bands take pride in meeting these high standards. This handbook of rules, regulations and procedures is prepared to inform both band members and parents of the obligations which must be accepted by members of the Johannesburg-Lewiston Bands.

Read this handbook carefully. This handbook will help prepare you, as a band member, for the responsibilities that are yours as a member of this organization. When questions arise, consult the handbook. If you do not find the answer, consult with Mrs. Nieman.

The requirements outlined on the following pages are simple, sound and easy to abide by. Meeting these requirements means you are meeting an obligation to your school, your fellow musicians, your family and yourself.

## **I. OBJECTIVES**

To provide a rewarding performance and learning experience for all interested and qualified students.

To help the student mature as an individual in responsibility, work-ethic, self-respect and respect for others.

To provide each band member with a workable knowledge of music, so he/she may enjoy, understand and participate in the aesthetic experience relayed through music making.

To provide the highest degree of music performance at school or community functions and special events.

To promote school spirit.

## **II. MAINTENANCE FOR THE BAND ROOM**

Students in the band program must take pride in their equipment and band room. A few guidelines will be strictly enforced concerning the band room:

1. No food, drinks or gum will be allowed in the band room.
2. Respect and treat with care all band room property including stands, chairs, walls, and lockers.
3. Practice rooms and walls are to be kept clean at all times for everyone to use as needed.
4. Band lockers will contain instruments, music and instrument accessories only. Use school hallway lockers for books, etc. and the trash cans for old papers, tissues, etc.
5. Music stands are to be used for music ONLY! Do not use as desks or to hold instruments.
6. ALWAYS place music in your assigned band locker. Do not leave music on stands or laying around the band room.
7. No one will be allowed to use the band room without the presence or permission of Mrs. Nieman.
8. The band room is your room. Keep it clean and care for it. Keep all of your equipment in it's place.

### III. MAINTENANCE OF EQUIPMENT

All instruments used by band members, both personal and school owned, will be well maintained by the student using it. Mrs. Nieman will check instruments periodically and a grade will be given to the student based on the working condition of his/her instrument.

Only students who have filled out and signed an instrument contract may use a school instrument. They will be responsible for any UNNECESSARY DAMAGE done to the instrument. Repairs needed due to age of the horn will be covered by the school.

No student will play an instrument that does not belong to her/him. Only percussionists will be allowed to use the percussion equipment. Students are expected to provide their own accessories for their instrument. (Example: Oil, Reeds, Grease, Swabs, Snakes, etc.) You may purchase these items in the band office.

### IV. MUSIC

Music is costly and should never be treated as a cheap piece of paper. Students will pay for lost or damaged parts. ALWAYS mark music with a PENCIL, never mark music with ink. Payment for lost music will be:

- (a) \$1.25 - large concert music
- (b) \$ .75 - march size music
- (c) \$.25 – Xerox music

Every band member will be given a FREE music folder the start of each semester. She/he is responsible for keeping the folder in good condition so it will protect the music properly. If a folder becomes damaged and risks the chance of damaging music, the student will be required to purchase a new folder for \$.50. The music folder MUST BE PRESENT at every school rehearsal and performance.

Band members are encouraged to and responsible for taking music home to practice. Music must be brought back to school the next day for rehearsal.

### V. REHEARSAL PROCEDURES

The success of a band depends on how it rehearses. How a band rehearses depends on the conduct and cooperation of the students, and the knowledge and management of the director. Rehearsal time is very valuable and every moment must be used to its fullest advantage.

1. All band members must be in the band room when the tardy bell rings. Attendance will be taken two minutes after the tardy bell rings. Members must be in their seats with instruments, music, pencils and their or they will be marked tardy. Leaving your seat at any time during a rehearsal for pencils, paper, etc. will also result in a tardy. An accumulation of three tardies in a marking period will result in **a lunch detention**. An additional detention will be given for each tardy after the third tardy in a marking period.
2. Check the board once you are seated to find the rehearsal order. Organize your music in this order BEFORE rehearsal starts. Percussionists will use the rehearsal order to set up all equipment needed BEFORE rehearsal begins.
3. Warm-up your instrument softly by playing long tones/lip slurs and scales. Percussionists will warm-up on rolls, rudiments and excerpts from music about to be rehearsed. All warm-ups will be no louder than a **mp** to **mf** dynamic level.
4. Rehearsal will begin when Mrs. Nieman steps on to the podium. All playing and talking must stop at once. The podium has a special purpose and one purpose only. It signals to the group that their

full attention is requested. Never stand on the podium unless you have permission from Mrs. Nieman. Do not abuse our podium, walk around rather than walk over.

5. Rehearsal time is for rehearsing only. Students will not be allowed to do other work or reading during rehearsal. All cases, books and other paraphernalia will be kept in the instrument locker or in your school locker.
6. Gum, food, and/or beverages will not be allowed in ANY rehearsal.
7. Idle conversation or chatter is prohibited during rehearsal time. If you are not required to play at any point in a rehearsal, you should either be counting rests or fingering over difficult passages.
8. The main goal of each rehearsal is to improve upon or better understand the music being rehearsed. If students come to rehearsals with unprepared parts, it may become necessary to hear individuals play and change chair assignments. Come to rehearsal ready to rehearse. Practice at home.
9. Rehearsal is over when Mrs. Nieman dismisses the band. Students are not to leave their chairs until they are dismissed. Ample time will be given to put away music and instruments so that students can make their next class.

## **VI. EXTRA REHEARSALS AND SECTIONALS**

Students enrolled in band may be asked to attend a few extra rehearsals or sectionals, which are called by Mrs. Nieman or section leader. All extra rehearsals/sectionals will be announced at least one week in advance and will count as extra credit points towards the Attendance/Participation grade. Attendance at a sectional is worth 5 extra credit points and a rehearsal is worth 10 extra credit points.

Section leaders are responsible for arranging whatever sectionals are necessary to assure the section's parts are prepared (no more than 4/marking period). It is the responsibility of each student in the section to attend these sectionals. Section leaders will announce sectionals one week in advance to the section and to Mrs. Nieman.

If a student has a conflict and cannot attend an extra rehearsal or sectional, she/he must notify Mrs. Nieman 24 hours after the rehearsal is announced. The student may be asked to make-up this time in a private lesson with Mrs. Nieman to go over music that was covered in the missed rehearsal.

## **VII. PERFORMANCES**

One of the main functions of the band is to perform. A performance is defined as any time the band is scheduled to perform for a public audience. **THIS INCLUDES GRADUATION, FOOTBALL GAMES AND PARADES.** Since performances are the culmination of preparation, they are **REQUIRED** activities.

Students will be notified of performance dates the first week of school or at least one month prior to the performance. NO excuses will be accepted unless there is a trauma in the family or severe illness. In such cases, the parent(s) must notify Mrs. Nieman as soon as possible.

Parents must notify Mrs. Nieman when an absence is unavoidable. The student will be offered another performance option (ex. performing a solo/duet for an elementary class, etc.) to make up for 80% of lost performance points. If the performance option is not completed during the given marking period, the student will lose points in his/her Attendance/Participation grade as stated in Section X.

## VIII. AUDITIONS, CHALLENGES AND CHAIRING

**AUDITIONS:** Every student will audition for Mrs. Nieman at the beginning of the school year to determine where they will sit in their section. Music will be passed out to each student at least one week before the audition. Students with like instruments will prepare the same music. Auditions will be held blind, meaning; the student will play out of view of Mrs. Nieman. This way, audition results will be based solely on the student's playing ability.

**CHALLENGES:** After the audition placements, students will have the chance to challenge for a higher chair. Challenges will take place approximately every two weeks (ending three weeks before a concert).

On the week of challenges, Mrs. Nieman will post the piece(s) of music students may challenge on. A student who wishes to challenge for a higher chair must sign-up on the challenge sheet by Tuesday for Friday's challenge. All students must check the sign-up sheet to see if they are being challenged. It will be possible for the challenging student to challenge up three chairs if they wish to do so.

**CHAIRING:** Chairing will not be held blind and may occur at any time during a regular rehearsal. If Mrs. Nieman feels that a certain section of person is not coming to rehearsals prepared, she holds the right to spot chair. Please come to rehearsals prepared. **\*\*Chairing will not take place at extra rehearsals or sectionals.\*\***

## IX. UNIFORMS

Each band member will receive a marching and concert uniform at the beginning of the school year. Students are responsible for the care of their uniform through out the school year. Students are to be in full uniform for all performances, and often are required to stay in full uniform from the time they arrive at and leave from the performance site. On trips where stops are taken with the entire band, students will enter restaurants, etc. in uniform. Students who arrive at performances with missing uniform parts (including **BLACK SOCKS**) will lose points from their Attendance/Participation grade. All uniforms will be collected at the end of the school year. Students will be responsible for the cost of dry cleaning, and any lost or damaged uniform parts.

## X. GRADING PROCEDURE

Since the grading in band is highly subjective, the following system has been developed to be as fair as possible for everyone in band.

The band grade will be divided into these areas:

<b><i>1<sup>st</sup> Marking Period</i></b>		<b><i>2<sup>nd</sup>-4<sup>th</sup> Marking Periods</i></b>	
Attendance/Participation	70%	Attendance/Participation	40%
Attitude/Discipline	20%	Assignments/Test/Quizzes	40%
Instrument Maintenance	10%	Attitude/Discipline	10%
		Instrument Maintenance	10%

## **ATTENDANCE/PARTICIPATION**

The success of the Johannesburg-Lewiston Bands is dependent on every person being dedicated to a quest for excellence. Participation in extra rehearsals and performances is imperative. Please understand also that attendance at performances is mandatory as stated in Section VII. A student who makes all performances and is at class regularly will automatically receive 40 points. (70 points for 1<sup>st</sup> Marking Period)

***Every extra sectional or rehearsal attended will add extra-credit points as stated in Section VI.***

A scale is listed below denoting points that will be deducted from a student's grade when problems arise. It should be understood that this would be used when students have been given adequate notification of rehearsals/performances. Adequate notification shall be defined as one week for a rehearsal and the start of the school year or one month for a performance. Band members and parents need to remember that **Graduation, Football Games and Parades** are performances.

### **Reason**

### **Point Deduction**

<i>At a rehearsal without YOUR music or pencil</i>	2
<i>At a rehearsal without YOUR instrument</i>	3
<i>At a rehearsal without proper supplies</i> <i>(WW=2 GOOD reeds, BR=valve oil/slide cream)</i>	2
<i>Instrument/Music left at school (after 12 nights)*</i>	3
<i>Tardy for performance report time</i>	5
<i>At a performance without full uniform</i>	5
<i>Missed Parade or Football Game</i>	15
<i>Missed Concert or Band Festival</i>	30

\* All instruments/music, which are transportable by bus, will be taken home every day of the school week. Each student will be given 12 nights a marking period to leave their horn if homework or games are exceptionally heavy. If a student exceeds these 12 nights, their marking period Attendance/Participation grade will be lowered 3 points for each additional time. NO EXCUSES will be accepted. Please remember that the school is not an "Instrument Motel". (Students who use Seminar time to practice may notify Mrs. Nieman and leaving the instrument that day will not hinder the student's grade.)

## **ASSIGNMENTS**

Up to two SHORT written assignments (2-3 paragraphs) will be given to each student 2<sup>nd</sup> – 4<sup>th</sup> marking periods. Assignments given will need to be completed by the student individually, and turned in for credit by the deadline date. Students will have at least two weeks to complete an assignment. All written assignments must be typed. Assignments turned in one class period after the deadline date will receive 50% grade reduction. Assignments turned in after that or any assignments not typed will NOT receive credit. A successful performance at Solo & Ensemble (first or second division rating) and/or participation in District II Honor Band may be substituted for both written assignments for the marking period in which they occur. If approved by Mrs. Nieman, the student may turn in a typed review of a concert he/she attended as an audience member.

## **TESTS AND QUIZZES**

Written quizzes and tests will be given over material discussed in rehearsal and over music vocabulary. "POP" written quizzes **WILL NOT** be given. Students will receive at least one-week notice before a written quiz, and the quiz material will be announced. Playing tests will be given approximately every two weeks

over memorized scales and arpeggios. Playing quizzes on concert music can happen at any moment after music has been in folders for two weeks and generally **will not be announced.**

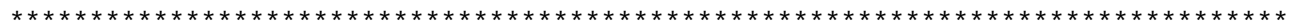
**ATTITUDE/DISCIPLINE**

Students will be awarded 20 points in accordance with how hard they work to improve their individual playing. Students who come to rehearsals with prepared parts will receive all the points possible for the marking period. Each time Mrs. Nieman notices that a student has not prepared their music for rehearsal, one point will be subtracted. If needed, points will also be subtracted from this area for discipline problems.

**INSTRUMENT MAINTENANCE**

Students will automatically receive 10 points each marking period for taking proper care of their instruments whether they are personal or school owned. Mrs. Nieman will teach and distribute "Care Of" sheets so students know how to care for their instruments. Students are responsible to purchase supplies needed to ensure proper instrument care (price list attached). When instrument problems occur due to lack of care, points will be subtracted from this area. Mrs. Nieman will have frequent instrument maintenance checks randomly throughout each marking period.

If an instrument is not working properly due to a loose screw, bent key/slide, etc. please get the instrument to Mrs. Nieman as soon as possible. Do not try to repair a horn at home. Mrs. Nieman will make small repairs for FREE. If the repair is too involved, the parents will make a decision on where to get it fixed.



**INSTRUMENT SUPPLIES - INFORMATION**

Most instrument supplies may be purchased at school. Supplies are priced according to Marshall Music pricing and rounded up to nearest quarter value. Our Marshall rep comes to the HS every Monday afternoon to deliver extra supplies and/or pick-up repairs, etc. Mrs. Nieman will keep a small stock of **bold items** listed for students to purchase. Other items may be ordered for the following week's delivery. Students may pay in cash or bring a check for the amounts listed above made out to Marshall Music.

A student reed account system will be introduced in October. This will be **optional** for **woodwind parents/students** who wish to place a certain amount (\$10 - \$50) in a student's account. Purchasing reeds may happen without the student forgetting to bring in money, or reminding parent 3 min. before school time! ☺ Student accounts will be kept updated weekly by Mrs. N. and a carbon receipt will be handed to student at each reed purchase. Accounts will be for **reed purchase ONLY**, unless a note from parent allows student to purchase a separate supply.

Feel free to purchase supplies at Music Haus or on-line at [www.wbw.com](http://www.wbw.com) or [www.interstatemusic.com](http://www.interstatemusic.com). **Please stick with brand of reeds listed above.** Other reeds priced lots cheaper may also be of much lesser quality, thus leading to more purchasing!

## Marshall Music Instrument Supplies 2009-10 Price List

Bold typed items are required for proper care and maintenance.

### FLUTE

Cleaning Rod \$4.50

### CLARINET

Mitchell Lurie Reeds \$2.00 ea./Box (10) \$20.00  
 Reed Guard \$2.00 holds 2 reeds  
 Cork Grease \$2.00  
 Swab \$2.50

### SAXOPHONE

Rico Royale Alto Sax Reeds \$2.50 ea./Box (10) \$25.00  
 Rico Royale Tenor Sax Reeds \$3.50 ea./Box (10) \$35.00  
 Rico Royale Bari Sax Reeds \$4.50 ea.  
 Reed Guard Alto \$2.00 holds 2 reeds  
                   Tenor \$2.25 holds 2 reeds  
 Cork Grease \$2.00  
 Swab \$4.50  
 Neck Strap \$6.00 basic/\$15.75 cushioned

### OBOE

Leshler or Jones Reeds \$10.00 ea.  
 Swab \$7.00  
 Reed case \$5.00

### BASSOON

Leshler Reeds \$10.00 ea.  
 Reed Case \$5.00

### BRASS

Al Cass Valve Oil (not trombone) \$4.75  
 Trombone Slide Cream \$5.75  
 Cleaning Snakes \$6.25

### PERCUSSION

Vic Firth Snare Drum Sticks \$9.50

