

Miller City - New Cleveland Bands Department

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Miller City – New Cleveland Local School District
High School Band Handbook

Go Wildcats!

Approved for the 2018-2019 School Year

I. Introduction

Welcome to the Miller City Wildcat Band program. As with any organization, your individual commitment and dedication will determine our success as a group. As your director, I am fully committed to the betterment of the Miller City Band. I am confident you will find membership to be a satisfying and rewarding experience.

As we continue to strive for excellence, we are reminded that the band experience is an exercise in cooperation. Band is a team effort and success comes from commitment and dedication to a common goal.

This handbook has been written for the Miller City band members and their parents with the intention of giving information regarding the various policies, regulations, and activities of the MCNC Board of Education and band program.

Whenever the band travels, its members are representatives of the school, the community, and alumni who support this great institution. Whether in uniform or out, at a performance or rehearsal, band members must conduct themselves in a mature, responsible, and professional manner. Anything done by a band member reflects (either positively or negatively) upon the band, its leaders, and the school. Just as musicianship must never falter, so must the manner in which a Wildcat band members conduct themselves.

Spirit and loyalty are important ingredients in the success of the Wildcat Band. Spirit provides the rationale for the concentrated efforts, and loyalty provides the motivating, unifying force for band members during the year.

II. Purpose

It is an honor and privilege to be a member of the Miller City Wildcat Band. As a member of our organization, each individual must assume responsibility to maintain our reputation for reliability, efficiency, and the highest standards of musical performance. You should take pride in our accomplishments and seek to improve yourself, and thus contribute to the success of the bands.

III. Objectives

1. To help students learn about the content of musical works through discussion, analysis, and performance with a goal of developing aesthetic responses to music.
2. To increase aesthetic sensitivity to music by using music of varying forms and styles.
3. To develop high standards of music performance and to maintain a well-organized band program.
4. To encourage the student to continue his or her music experiences in post-school years.
5. To provide opportunities for development for those who may make music a profession.
6. Students should find satisfaction and enjoyment in their participation in band.
7. To encourage parents participation and support in musical activities and to encourage fine music in the home.

IV. The Band Program

As a member of the Miller City Band, you will have the opportunity to participate in a number of diverse musical activities.

MARCHING BAND

The Marching Band is an integral part of the pageantry and excitement generated at Miller City. The band participates in a number of parades, which are announced well in advance. The band may also participate in a limited number of special events, such as band festivals or competitions.

A band camp is held at Miller City High School in June, usually for two and ½ weeks before the Putnam County Fair. These very important rehearsals are where we learn the marching fundamentals and musical skills needed to present our schedule of performances. Attendance at band camp is **MANDATORY**. The fair show is on a Monday so we will have eight full band practices 2.5 weeks before the show and three percussion practices. At the conclusion of band camp, following the fair performance, we will take a trip to Cedar Point or Kings Island amusement parks. This reward trip will be open to students who have had only **one** or fewer excused absences during the 2.5 week long band camp. Excused absences will be approved on a case by case situation by Mr. Lucas and must include a written parent note at least one day prior to the absence where possible. Please do your best to refrain from scheduling driver's ed classes, work, babysitting, doctor/dentist appointments around this time as they will likely be considered unexcused. **If you will not be able to attend the yearly fair show you are encouraged to withdraw from band for the year.** Not only does this performance require a lot of planning and work but it is also one of our most important performances of the year.

Students are expected to have appropriate clothing and tennis shoes to march in. No flip-flops, sandals, or bare feet will be permitted on the practice field.

CONCERT BAND

Emphasis will be on basic musicianship, fundamental skills, and performance techniques. The selection of music will be varied throughout the year. Concert Band will present a number of formal concerts each year, including a fall, holiday and spring concert. Each school year quarter will contain at least one concert or contest grade.

PEP BAND

The Pep Band provides spirit and support for the Miller City Boys Basketball team at all home games. The Pep Band is strictly extra-curricular. All rehearsals will be conducted after school. Students must attend rehearsals in order to be permitted to play with the Pep Band and get into the game for free. A Signup sheet will be posted which students will be required to sign in order to enter games with free admission.

SOLO & ENSEMBLE ADJUDICATED EVENT

Students in grades 7-12 are required to participate in the annual Ohio Music Education Association Solo & Ensemble Adjudicated Event. The purpose of this event is to promote and encourage students to improve musicianship through solo or small ensemble performance. Music performed must be selected from a list published by OMEA. This event is equal to the third quarter concert grade.

V. Organizational Structure

In “Chain-of-Command” order:

DIRECTOR OF BAND ACTIVITIES

-in charge of the total band program at Miller City.

ADULT ADVISORS/INSTRUCTORS

-including Color Guard Instructors, Percussion Instructors, and any other adults hired by the Board of Education or the Music Boosters.

Color Guard Instructor specific duties include running clinics in the spring to teach candidates proper technique, choreographing routines for the guard to perform for all Marching Band performances, conducting rehearsals for the guard, and assisting in total marching fundamentals.

FIELD COMMANDERS

-conduct the Marching Band at all performances and is the field officer in charge of the Marching Band. Help maintain student focus during rehearsals and performances. Run large sectionals and music checks. Must be well versed in all marching fundamental skills and must be thoroughly familiar with the execution of all maneuvers and with the verbal or parade commands for each. Will assist the Band Director in rehearsing the band and will assist members of the band having special difficulty. Field Commanders are required to attend band camp. Each spring a new field commander/s will be

chosen by audition for the upcoming marching season.

WILDCAT BAND MEMBERS

-the largest and most important group of the lot. Without the efforts of each and every member, particularly upperclassmen, the traditions and standards of the group are in serious jeopardy. The Wildcat Band is comprised of students from grades 9-12 with individual invitations given to select 8th grade students.

VI. Band Council Officers

Each year student officers will be elected by the band members or appointed by the director and will assist the director in the operation of the band program. However, service to the band is not exclusive. All are invited and expected to help when needed. Find a way to serve the bands! It is your band, and your efforts shape its current image and future development. Offices and their responsibilities are as follows:

PRESIDENT (at least a 3rd year member)

- student representative of the band
- help supervise the activities of the band
- be a musical and moral inspiration to the entire organization
- heads and appoints committees as needed
- coordinates student officers
- stay after performances until all equipment is properly put away

VICE-PRESIDENT (at least a 3rd year member)

- in charge of publicity for concerts (signs, invitations, etc.)
- assist president with all activities
- assume responsibilities of the president when necessary
- stay after performances until all equipment is properly put away

SECRETARY (at least a 2nd year member)

- arrange to send invitations, thank yous, etc., and other correspondence from the band
- take minutes at Band Officer meetings
- take attendance at performances
- stay after performances until all equipment is properly put away

CLASS REPRESENTATIVES

- securing ushers for all concerts
- supervise loading and unloading of band equipment and instruments on band trips
- organize special activities as necessary
- plan and organize the social activities of the band
- stay after performances until all equipment is properly put away

LIBRARIANS (appointed by the band director)

- distribute and collect all band music, folders, and other music-related items
- help director to keep music files and records complete and organized
- must be able to come in during a study hall or outside school on occasion to complete duties

HISTORIAN (position voted upon by the members but final decision given by the director)

- takes pictures throughout the year of band events and activities
- puts together and organizes the slideshow at the end of year awards banquet
- records any notable events and happenings throughout the year.

VII. Rules and Regulations

ATTENDANCE POLICY

Band members must attend all rehearsals and performances. Members who are not in their places at the designated time with the proper equipment will be marked tardy, absent, excused or unexcused as the case may be.

Daily Rehearsals

Students should remember that their attendance and performance is important to everyone else in the group and affects the total success of the band. There are no bench seats in band! Any unexcused absence from class *may* result in the lowering of the quarter participation grade for that student in addition to any disciplinary action taken by the school office.

Performances

ATTENDANCE AT ALL REQUIRED BAND PERFORMANCES IS MANDATORY! Any unexcused absence from a required performance WILL result in the lowering of a student's letter grade and could lead to dismissal from band. Consider these your final exam or semester test for a grading period.

Excused Absences

The few exceptions to the rule of the mandatory attendance at all performances are:

1. a personal illness or injury
2. a family emergency
3. a religious holiday

Occasionally conflicts may arise between band activities and other school-sponsored activities. When students/parents become aware of potential conflicts, they have a responsibility to inform the coaches/directors of the problem as soon as possible. Great care is taken by the music directors to avoid such scheduling conflicts. When there is a conflict between a co-curricular activity and an extra-curricular activity, the **co-curricular** activity has priority. When a band practice is in conflict with a Miller City athletic contest (of which the student is a member), the band student will be excused from band rehearsal. If it is a conflict between an athletic practice and a band practice, the student

will be expected to be at band rehearsal (unless permission has been granted by the director).

In order to be excused for the above reasons, a note, written by the parent/guardian, must be presented to the director at least 7 days in advance of the absence. Notices coming within the 7-day time limit will be handled on a case-by-case basis. Phone calls from parents/guardians are acceptable but need to be followed by a note. **Failure to present a valid excuse will result in an unexcused absence.** Upon being properly excused from a performance, the student must perform all music being played in the performance privately with Mr. Lucas to receive a comparable grade to the performance grade. The student/parent is expected to set up this time with Mr. Lucas outside of the band period or outside the school day if needed. Mr. Lucas will not schedule this time for you. If this make up performance is not completed within 7 school days after the scheduled performance missed, the absence will be changed to unexcused.

If the director determines that an individual student is not prepared enough to perform at a specific event (due to illness or missed rehearsals), the student is still required to attend the event with the band and be in full uniform unless personally excused by the director.

BAND REHEARSAL RULES

1. RESPECT OTHERS.
2. Be in the right place at the right time with the right equipment. During school hours, students are expected to be in their seats 3 minutes after the tardy bell rings and ready to play.
3. Absolutely no gum chewing (automatic discipline will be issued if found having gum in class)
4. Always do your best. Attitude is far more important than ability!
5. No talking while the director is on the podium (refer to rule #1) (excessive talking will also constitute disciplinary action).

TRIP AND BUS REGULATIONS

All band members must travel to activities on transportation provided by the school. Only band members, staff, and chaperones are permitted to ride school buses. If a parent wishes to have their child ride home with them after a performance, the parent **must present a signed note to the director one full day before the trip day**, and must personally meet with the director upon leaving with their child. (please plan ahead!)

Be courteous to drivers and chaperones. They are in charge and you are to follow their directions. Remain seated at all times. Keep heads, hands, and arms inside the bus. No screaming, whistles, or other loud noises are permitted. Hair spray or aerosol cans may not be used on the bus. No playing of instruments is allowed on the bus. Upon arrival, you are to remain on the bus until given directions.

ILLEGAL SUBSTANCES

The Board of Education policy regarding drugs, alcohol, and tobacco products will be strictly enforced.

VIII. Grading System

Band is a full-year class that carries one full credit for each year. Band is a **co-curricular** activity. Therefore, every band activity in which a student participates, both inside and outside of the classroom, must be taken into consideration in the grading process.

Grades will be based on the following:

1. Development of musical and marching skills
2. Attendance and behavior at all performances
3. Attendance at daily rehearsals
4. Daily rehearsal grades that are based on behavior, attitude, and cooperation
5. Written/playing quizzes

Students will be expected to perform at a certain level on their band instrument. Students will be periodically tested on their understanding of basic fundamentals of playing their instruments (scales, rhythms, etc.), knowledge of musical terms, and performance of required music. Students need to show evidence of improvement through consistent practice.

Each class period for a student will be worth 3 point

Example first quarter grading:

Performances: 100pts Fair Show Deshler Ottoville Kalida Fall Concert 500pts	Participation: Quarter 1 midterm including summer 111pts Quarter 1 final 66pts	Total points 1st quarter: 677	If one unexcused performance absence: $577/677 = 85\%$ if one unexcused performance and not all participation received: $557/677 = 82\%$
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Example second quarter grading:

Performances: 100pts Ottawa Parade Holiday Concert 200pts	Participation: Quarter 2 midterm 72pts Quarter 2 final 48pts	Total points 2nd quarter: 320pts	If one unexcused performance absence: $220/320 = 68\%$
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The examples above do not take into account any other grades such as a playing test or quiz. These are always worth 20 points and are only used when the director feels necessary. The above examples also do not include any Schoology discussions which are 25 points and assigned only

when the director feels necessary.

IX. The Band Room

The band room is our space for rehearsals, performances and storage of our equipment. It is to be kept clean and organized at all times. Lockers assigned to you must be kept clean. Throw all trash away and respect this space.

No food or drink is allowed in the band room at any time. Water bottles during band camp and other outside school day rehearsals are allowed.

1. Student Locker Room: lockers and locks are the property of MCNC Schools and are subject to search at any time. Your assigned locker in the band room should only be used for your instrument and equipment vital to band activities and events. Keep this space clean, organized and free of trash. Lockers must be cleaned out at the end of each school year of everything except an instrument.
2. Uniform/Equipment Storage Room: This room is off limits unless you have been given permission to enter this room.
3. Practice Rooms & Sheet Music Files: These areas are to be used with permission by the director. Great care is taken by the director and bands librarian to organize the music files. Do not remove or place items in any filing cabinets unless instructed to do so.
4. Band Director's Office: This space is to be used only by Mr. Lucas. Students will not enter unless directed to do so. If you would like to speak to Mr. Lucas please knock before entering no matter if the door is open or closed. At times officer meetings may be held in the office.
5. Main Rehearsal Room/Backstage Area: The band room is also the stage area. Keep in mind that more things go on in this room than just your band period. Percussion sticks and 'beaters' must be put away after each period of use. No instruments should be left out. Sheet music is kept in folders and stored in the folder holder at the end of each period of use. The percussion equipment stored open in the room is to be used only by percussion students.
6. Sheet music and folders are the property of MCNC School. These items cost the bands department considerable money each year. Please treat these items as you would a textbook and do not deface this property. Only pencil should be used to make note of items in music. Students in grades 7-12 are given original copies of the music and are expected to take care of them as best possible. The cost of defaced music will be applied to the student's band account if they are returned in poor condition.

X. Band Uniforms & Equipment

The **CONCERT UNIFORM** will be black on the bottom and white on the top. Students will need black slacks, black socks, and black dress shoes (black jeans, black tennis shoes, and black flip-flops will

not be acceptable). For the ladies, skirts will not be acceptable as you will be seated with an audience at eye-level and your legs must remain uncrossed for proper posture. Also ladies, black Capri-style pants should be avoided. I'm asking for everything visible from the waist down to be dressed in black and Capri's with black pantyhose or tall black socks would look a little odd. Open-toed shoes are fine, as long as you have black socks or pantyhose covering your toes.

All students will need a long-sleeve, white, buttoned-down shirt (short-sleeve shirts will not be acceptable). Ladies, the preferred shirt would be one similar to a white Oxford shirt the men will wear: long-sleeve, buttoned-down with a collar. I realize not all ladies will have such a shirt. Mostly I would prefer to see the ladies with a collared shirt and long sleeves.

As far as jewelry goes, silver would be preferred to gold and nothing should be of a large size. Earrings should not be larger than a quarter and necklaces should not hang below your chest. The idea, since we will not wear our marching uniforms, is to look as uniform as we can. We want people to listen to your music, not pick out individuals who look out of place. Therefore, I ask that you not wear anything that will draw more attention to yourself than anyone else in the group. If you have any questions, please let me know. If you are not sure if what you have would be appropriate, feel free to bring it into school and ask me.

The **MARCHING UNIFORM** consists of: shako hat with plume, jacket, pants, cape, white gloves, white long socks (not cut off or ankle socks), and white marching shoes. The current Miller City Wildcat Band uniforms were first worn in the spring of 1999. The Music Boosters will collect a uniform fee of \$10 to aide in the cleaning and upkeep of these uniforms.

1. Since the uniform can easily identify you as a Miller City Wildcat Marching Band member, it must be worn only at authorized appearances, and it must be worn properly. The uniform is to be worn at all times unless otherwise directed. You should be fully in uniform when you step off the bus.
2. No jewelry of any kind is to be worn with the Marching Band uniform.
3. Shorts, sweats, or long underwear may be worn under the uniform in cold weather. Anything worn under the pants may not be seen at the sock area. **No jeans are to be worn under the uniform.**
4. Only blue shirts are to be worn under the marching band uniform jacket
5. Shoes, purchased through the music department, must be polished and mud-free.
6. Gloves, purchased through the music department, must be clean for every performance (use bleach if necessary).
7. Hair must be inside the hat. Students with long hair should plan on wearing it in a braid or something similar to aide in getting all the hair in the hat for performances.
8. Prior to each performance (weather permitting) plumes will be issued and inserted in the hat. This plume will then be collected after each performance. Individual band members will not keep plumes.
9. Proper care and cleaning of school equipment is essential not only from the standpoint of taking care of school equipment, but also from the standpoint of pride. When the Wildcat Marching Band performs, the visual impact must be as great as the aural one.

Marching Band uniforms are to be kept at the school at all times unless advance permission is given from the director.

XI. Color Guard

The selection for the color guard is done in the spring before the marching season. Guard candidates are required to attend clinics before the audition dates where the Guard Instructor will teach basic flag fundamentals and how to learn routines. Candidates will be judged on performance, ability, potential to adapt to different styles, and attitude.

Each member must learn routines choreographed and taught by the Guard Instructor, even if it involves extra practice (both individual and group). The audience both sees and hears the band, but the Guard must rely on the visual presentation alone.

Each member is part of a group that adds much color and excitement to the Marching Band's performance. By interpreting the music with flag movement, certain elements of the music (accents, style, high and low points, etc.) can be emphasized.

All members of the Color Guard are required to be Miller City Band members and play instruments in the Concert Band. Guard members are band members first, and flags second. They must uphold the standards and requirements of all members as set forth in the handbook, as well as other school policies. NEVER shall the number of Color Guard members be greater than 20% of the Miller City Band members.

XII. Music Boosters

The Miller City Music Boosters have done much over the years to provide a great deal of assistance to our program. Parents of all students in music are automatically considered members; however, membership is open to all interested persons. Your opinions and help are genuinely needed.

Some of the responsibilities of the booster organization include:

1. Purchasing and maintaining uniforms for the band & choir and their various performing groups.
2. Organizing and funding social and recreational activities for the band & choir students.
3. Providing chaperones for trips and activities.
4. Organizing various fund raising projects to provide money for the above mentioned activities.
5. Providing moral support for our dedicated students.

XIII. Financial Obligations

UNIFORM CLEANING

All students are required to pay a uniform fee of \$10 at the beginning of each year.

UNIFORM ACCESSORIES

1. white gloves for Marching Band at \$2 per pair
2. pair of marching shoes as designated by the director (approx. \$30). The students will wear these shoes to all performances.
3. Sousaphone players will purchase a white beret instead of a hat (approx. \$8).

SCHOOL OWNED INSTRUMENTS

Students are encouraged to purchase their own instrument. However, we do have an extremely limited inventory of school-owned instruments available. Most of the instruments available are larger/more advanced instruments that students may be asked to switch to by the director as they mature and their playing abilities grow. These instruments include the Piccolo, Bass Clarinet, Tenor Sax, Bari Sax, French Horn, Baritone, and Tuba. These instruments are considerably more expensive than beginner instruments. Seeing as a student and their family would have already made the financial commitment to band by purchasing their beginner instrument, we do not feel they should be obligated to purchase a second, more expensive, instrument at the request of the director to change instruments.

As for beginning students, we would prefer to not rent school-owned instruments to these individuals as they are less likely to stick with the program if they have not made any financial commitments to the program and are less likely to treat the instrument with the care required. However, if circumstances warrant such a rental to a beginner (approval must be met by the director), **priority for these instruments will be given first to those students on free/reduced lunch program.**

In order to keep the instruments in top condition, rental fees must be applied for general use. These fees will cover normal wear of the instrument. Anyone renting school owned instruments are to treat the instrument like it was their own. If unusual harm is done, an estimate from Instrument Care Center in Findlay will be given to the student and they will be expected to repair the instrument within 30 days. Below are rental fees for all instruments; the rental fee covers the entire academic school year.

Flute	\$25	Trumpet/Cornet	\$25
Oboe	\$35	French Horn	\$35
Clarinet	\$25	Trombone	\$30
Bass Clarinet	\$25	Baritone	\$30
Alto Sax	\$25	Tuba	\$35
Tenor Sax	\$35	Percussion	\$30
Bari Sax	\$35	(this includes one pair of sticks)	

XIV. Use of Technology

In an effort to go paperless, the band department will use various forms of electronic communication. The only paper that is planned to go home concerning communication is this handbook, texting permission form and student information form. Electronic communication such as email, website, reminder texts, Google docs, and Google calendars will be used to send all communication home

with students. Please check the bands website (<http://tinyurl.com/mcbands>) often for updates and sign yourself up to the appropriate texting list. A permission form must be submitted for students to be signed up to the texting list.

Cell phones and other electronic devices are not to be used in the band period. These are to be “out of sight, out of mind” unless otherwise directed by Mr. Lucas. Do not have these items on stands during class or in any other visible location. If seen when they shouldn't be they will be taken away from the student and dealt with appropriately as set forth in the MCNC student handbook.

XV. Band Awards

Throughout the year, band members are able to earn a number of awards through their participation in various band activities.

MARCHING BAND AWARDS

Field Commander Award – presented to the field commander(s)

8 to 5 Award – presented to the student who best represents the Miller City Wildcat Band tradition, demonstrating outstanding leadership, enthusiasm, pride, and skills.

MVP Award – presented to the most valuable player in the band.

Outstanding Freshman Award – presented to the freshman who best represents the Miller City Wildcat Band tradition, demonstrating enthusiasm, pride, and skills.

Pep Band Award – presented to all band students participating in the Pep Band who attend more than 50% of the games and have made a dedicated effort to attend the after-school rehearsals.

HIGH SCHOOL SOLO & ENSEMBLE AWARDS

Students receiving a I or II rating on their solo or ensemble performed at the District Solo & Ensemble Adjudicated Event will receive an associated award.

FINAL AWARDS

Most Improved Player Award – presented to the student who has shown the most progress on his/her band instrument for the year.

John Philip Sousa Award – presented to the outstanding band member who has been in band all their high school years and demonstrated leadership, service, musicianship, and scholarship. The recipient of this award will receive a certificate, a small trophy, a pin, and will have his/her name engraved on the plaque displayed in the band's trophy case by the Elementary Wing. This is the most prestigious award that can be given to a band member. If no band member meets the required

qualifications for receiving this award then it will not be given.

Director's Award – presented to an outstanding band member as selected by the director. Emphasis will be on overall achievement and continued dedication to the Miller City Band program. The recipient of this award will receive a personalized plaque and will have his/her name engraved on the plaque displayed in the band's trophy case by the Elementary Wing.

Band Letter (yearly awards) – awarded to all band members completing an entire academic year of band involvement with no unexcused performance absences. The first year award is a certificate, second is a Band pin, third is a chenille emblem, fourth (non-senior) is a large bar pin, and senior is a plaque.