

Timberlane Regional High School
Band, Chorus, Orchestra, and Guitar Orchestra

GUIDELINES

June 4, 2019

To: Music Students and Parents
From: Kenneth Clark, High School Band Director
Subject: High School Music Department Guidelines

This Guideline Sheet has been designed to answer most questions regarding the guidelines and procedures pertaining to the Timberlane Regional High School Music Department. Music students and parents should read it and become familiar with student responsibilities to the music ensembles. To insure a successful program, and a meaningful group relationship, certain responsibilities on the part of each student, with the help and guidance of the parents, is necessary.

INDEPENDENT PRACTICE

There is no fixed amount of time for practice. It stands to reason that the amount of time recommended is dependent upon each individuals' abilities and needs. It is suggested, however, that each student practice everyday for no less than 30 minutes on his/her principle instrument .

ATTENDANCE

Attendance for all rehearsals and all performances is absolutely required. Only in the case of emergency will excuses be granted, and then when possible, **72 hour notice is given for rehearsals and four weeks notice for performances.** An inexcusable absence will constitute denial of future performances as determined by the director. A yearly activity schedule will be issued to students. Family trips, vacations, work, etc., must be scheduled around activity schedule. Last minute emergencies must be handled by calling the director.

Each individual band, orchestra, chorus or guitar orchestra member is critical to the total performance of the entire group, and his/her absence hurts the entire group unjustifiably. The ensemble secretary will take attendance promptly at the scheduled starting time.

TARDY

Promptness is a virtue that music students must learn. It is essential that the music student consult the yearly performance schedule to determine what time he/she should be at a performance or rehearsal. The music student should also determine what time the performance will conclude so that parents can provide the necessary transportation from the school. The ensemble secretary will take attendance promptly at the scheduled starting time.

SPORTS

Students participating in school sports are encouraged to do so as it is much a part of their education and mental and physical well being as are the music ensembles. They are to attend all band, orchestra or chorus rehearsals and performances until such time that a conflict arises between the two. If a conflict does happen, the director, student and third party will confer to resolve the situation in the best interest of the student and program.

EXTRA REHEARSALS

On a few occasions throughout the school year, additional rehearsals are necessary especially prior to a concert. Attendance at these rehearsals is mandatory . If unforeseen circumstances prohibit attendance, an excused request form must be turned in 72 hours prior to the rehearsal.

PERFORMANCES

The culmination of all the music ensembles efforts is demonstrated to the public through concerts, parades, football shows etc. The absence of even one instrument or voice hinders the entire performance. **All Performances are Mandatory.** Failure to attend dress rehearsal or extra performances without an excuse will constitute denial of future performances as determined by the director. The yearly schedule lists all the years performances and additional ones may be added early enough for family planning. In the event unforeseen circumstances prohibit a student participating, an excused request form must be turned in **4 weeks prior to the performance** and signed by the parent.

TRAVEL

All students will travel to and from the prescribed activity by school transportation. If a parent wishes to take a child at the completion of an activity, the student should present a note from the parent to the music director well in advance of the trip, **and** verbal communication from the parent to the music director upon taking the child when departing.

UNIFORMS

Two (2) uniforms will be issued to each student upon receipt of a signed contract and a \$15 cleaning fee will be assessed per uniform. The student will be responsible for keeping the uniform cleaned, pressed and in a repaired condition during the year. The district will have uniforms dry cleaned during the summer. No alterations are to be done on any uniform without the director's or quartermaster's consent. Each band student must have white shoes and white socks (black shoes and socks for percussion) for marching and black shoes and black socks for concerts. Marching uniforms will be collected upon returning from the Memorial Day Parade and the last concert for concert uniforms, and sent out for the final cleaning. The band quartermaster will make periodic, random inspections of uniforms.

LYRES, MUTES

All students in band must have a music lyre for marching. Trumpet players must have a straight mute and cup mute. Trombonist and horn players must have a straight mutes. These items must be available at all times. Jazz band trumpets need a straight, cup and Harmon mutes. Jazz band trombonist need straight and cup mutes.

SCHOOL OWNED INSTRUMENTS

A school instrument will be provided to those students playing background and middle instruments, also, to those students who double on two instrument for football season or jazz band. In order for the student to use a school horn, the parent must sign an inventory/responsibility card first. The student is responsible for general upkeep and minor repairs to the instrument. The school will assume full responsibility for annual repair. In the event that a student abuses the horn intentionally, it is the parents responsibility to repair or replace the damaged horn.

MUSIC AND FOLDERS

Every student will receive large quantities of music and folders, the student is responsibility for this music. If lost or damaged, the student must reimburse the music department for replacement.

INSTRUMENT STORAGE LOCKERS

Each student will be assigned an instrument storage locker for their use the first week of school. The student's name will be on the locker and it is the only locker they may use. **These lockers are to be used for instruments and music only. Books and other material are to be kept in school lockers.**

ALL-STATE

Students having the necessary musicianship will be expected to audition for the the various All-State Festivals. Evaluation of qualifications is the decision of the music director.

PRIVATE LESSONS

It is strongly recommended, and in many instances required, that all students take private lessons from a qualified instructor outside of school. It is almost a necessity for ninth and tenth graders. The challenges of the high school music ensembles are sometimes too great for the younger players to handle, and private instruction can assist the student in developing at a greater rate with correct fundamentals. The greater number of students taking private instruction, the better the ensembles will be.

AWARDS

The following awards will be given at the Music Awards Ceremony in May:

John Philip Sousa Band Award
National School Choral Award
National School Orchestra Award
Louis Armstrong Jazz Award
Semper Fi Band Award
All State, Jazz All State, Eastern Division Honors
Outstanding Freshman Girl
Outstanding Freshman Boy

JAZZ BAND

Each year the finest musicians will be selected by the director to be in the new school year's Jazz Band. This is an honor to perform in this excellent, elite group and being part of it is contingent upon previous year's effort and accomplishments. If any student fails to cover his part in Jazz Band adequately, his position will be opened up for challenge by any band member and the rules of a challenge shall be in effect. The results will be final.

ELECTIONS

The band, chorus orchestra and guitar orchestra officer positions include: President, Vice-President, Secretary, Librarian, and Manager, Quartermaster and Drum Majors for Band only. The first three offices are held by seniors only, while the remaining three are open to the entire band. Elections are held in May for the upcoming year. The band, chorus orchestra and guitar orchestra officers are elected by their peers and are generally respected by the ensembles, and therefore, are expected to set the finest possible example. They also serve the band director in a morale and service capacity.

SECTION LEADERS

Section Leaders are chosen by the director on the basis of musicianship, leadership, discipline, and dedication. It is the section leader's responsibility to always set the finest example in all respects. Further, the section leaders are expected to call his section together for additional rehearsals when necessary and further aid in instruction to all those students within his section.

TIMBERLANE MUSIC ASSOCIATION

The Timberlane Music Association (TMA) meets the second Tuesday of every month in the Performing Arts Center Band Room at 6:30 p.m. This support organization is a meaningful part of our music department providing financial and moral support. Students and parents are urged to attend these meetings as well as ensemble officers who are liaisons to the music ensembles.

WORKING STUDENTS

Students who wish to work and still take part in the music department ensembles, **must arrange with their employers** to be present for all music department functions. Activity calendars will be given to

students during the first week of school so students can plan their work. Students must give a copy of their schedule to their employers.

CANCELLATIONS

In the event a performance or extra rehearsal is canceled at the last minute by the director, an email will be sent to the students using Google Classroom.

NO FOOD OR DRINK, EXCEPT WATER, IS ALLOWED IN BAND ROOM AT ANY TIME.

