

Timberlane Regional High School Band, Orchestra and Chorus

GUIDELINES

June 2011

To: Music Students and Parents
From: Anthony J. DiBartolomeo, Director of Music
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 or chorus 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, a yellow excuse form must be on the directors desk 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 excuse form must be on the directors desk **4 weeks prior to the performance**, when possible, signed by the parent. In emergencies, the director must be called by the parent as soon as possible.

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.

When riding the school buses, sit in the seat facing forward, no playing of instruments on the bus, do not bang on the body of the bus, keep hands inside, no smoking and no alcohol or drugs, including marijuana. Do not be loud and boisterous. Conduct yourself like ladies and gentlemen.

BAND UNIFORMS

A uniform will be issued to each student upon receipt of a signed contract and a \$10 cleaning fee. 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 provide white shoes and white socks for marching and black shoes and black socks for concerts. Uniforms will be collected upon returning from the Memorial Day Parade and sent out for the final cleaning. **Uniform must be cleaned at least four times per year.** 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 ban 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 above. 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.

CHALLENGES

Throughout the school year, a student may challenge another student within his section. This competitive spirit is encouraged. The student should verbally challenge the student one seat up from him on the piece he will be challenging, based upon director's discussion with person making challenge. The challenging student must inform the director of the challenge and arrange a convenient time for all three parties to meet within three days of the challenge. A student may challenge the loser of a re- challenge and the rules governing the re- challenge are the same as for the original challenge. After the re-challenge, the student's position is set for the semester unless he is then challenged by another student below him in the section. The challenging selection is to be decided by the director and includes a prepared piece, a sight reading piece, plus scales.

AWARDS

The following awards will be given to deserving students during Senior Class Night.

John Philip Sousa Band Award
National School Choral Award
National School Orchestra Award
Louis Armstrong Jazz Award

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

All State, Jazz All State, Eastern Division Honors
Music Letter

JAZZ BAND

Each March the finest musicians will be selected by the director to be in the new school years Jazz Band. This is an honor to perform in this excellent, elite group and being part of it its contingent upon previous years 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 and orchestra are according to rank: President, Vice-President, Secretary/Treasurer, Manager, Librarian, Quartermaster, Drum Majors and Color Guard Captains. 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 and orchestra officers are elected by their peers and are generally respected by the ensembles, and therefor, 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.

APPEARANCE

A music student member while in uniform and out, represents the school, communities, and his director. He must always be neat, courteous, respectful, obedient, and academic. Anything short of this will not be tolerated and actions will be taken. At no time will a music student indulge in alcohol, drugs, marijuana or smoking in uniform. The language of every music student must always be above board, and suggestive or risque statements or actions are very distasteful to all and will be dealt with accordingly.

CHAPERONES

Chaperones have given their free time to assist you on trips and performances. Be friendly to them and above all acknowledge their decisions and requests. Make them proud to be associated with the TRHS music department.

TIMBERLANE MUSIC ASSOCIATION

The Timberlane Music Association meets the second Wednesday of every month in the Performing Arts Center Band Room at 7:00 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, a telephone calling committee will notify all music students within fifteen minutes of the decision. If no telephone call is received, at all times go to the scheduled area for a decision.

TELEPHONE COMMITTEE

Director

Band, Chorus or Orchestra President

Section Leaders

Band Members

In the event the band , chorus or orchestra is arriving at a time other than the time on the schedule beyond 30 minutes when traveling, a telephone call will be made to a TMA official with our estimated time of arrival. The TMA official will initiate the calling committee except that the parents do the calling, to inform parents of our early or late arrival. The TMA official will also contact the chief of police who will send a cruiser to the high school to inform parents in the event they were not contacted.

Performing Arts Center

Our music facility is a fine facility and is under the jurisdiction and control of the Music Director and Band Manager. The appearance of our music rooms must always be neat and above average. Every student is responsible for his chair, stand, locker, and in general, his area to keep it clean and maintained. Failure to do so will constitute in a 1 hour detention which will be spent tidying up the entire area.

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

DROPPING OF AN ENSEMBLE

A student who signs up for a music ensemble may wish to drop it for one reason or another. I like to think that a commitment to a music ensemble will be for an entire year as a great deal of planning and organization takes place. to lose one student throughout the school year hinders the musical experience of the entire organization. In the event that a student does elect to drop band, he may do so only after consulting with the parent, guidance counselor and director. I can not emphasize enough the necessity of a parent teaching his child how to stick with a commitment to completion. **Band class is a year-long class and if a student elects to drop any time during the school year, he/she will receive no credit for the year.**

VIOLATION OF SCHOOL OR MUSIC DEPARTMENT POLICIES

If a student is in violation of any school or music department policies while on a music department trip, he will be dismissed from the event and the parent will be contacted and expected to pick his child up and return them home. In the event the parent can not be contacted, the alternate adult will be contacted and asked to do the same. If either can not be contacted, a chaperone will escort the child home and house the student until the parent can be contacted. All school owned equipment, including uniforms, instruments, music, etc., will be turned immediately to the the director. For school policies the student should refer to the Timberlane Regional High School Handbook. School policies are always in force, on any trip are activity involving music department students.