

# COLUMBUS TITAN BAND HANDBOOK

*A Handbook for Band students & their parents.*

**USD 493 INSTRUMENTAL MUSIC DEPARTMENT**

*Directed by Gae Phillips & Christine Lovell*

*15th Revision*



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# ***Columbus*** **TITAN BAND**

*Gae Phillips, Director of Bands*

*Christine Lovell, Assistant Director*

Band Students and Parents,

As Band Members, you are some of the most important students at CUHS. You are some of the most visible people on campus. Your performance, whether at school or in the community, is a representation of CUHS. The pride, discipline, and excellence, that you execute and portray as a team and as individuals tell a great deal about our organization. Don't ever minimize your importance. The service that you offer CUHS and the community is appreciated.

The CUHS Titan Band has a proud tradition of excellence. Help continue this tradition by taking pride in your membership. And remember--You are what makes CUHS the BEST!

Sincerely,

Gae Phillips, Director of Bands

Christine Lovell, Assistant Director

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## **PHILOSOPHY**

It is the philosophy of the CUHS Band Department to provide a quality, well-rounded music education for any student who is interested in being a part of the program.

Each student is different and has special needs and abilities; therefore, every effort will be made to instruct students both on a group and a personal level. The instructors will do their very best to reach each student and to help them gain the fullest understanding of music possible.

The students, however, also have a responsibility to the program and instructors. We firmly believe that the student should improve through daily progress. The happiest student is the student that is improving himself/herself through regular habits of practice and daily progress. Therefore, the students will be expected to be mature, disciplined, and dedicated to the improvement of their own musical skills as well as the quality of the ensemble they are in. Being a member of a musical group is a team effort and each person must do their part to the best of their ability in order to achieve the level of excellence that will be expected of all ensembles in the band program.

The CUHS Titan Band reputation is based on excellence. Therefore, we intend to conduct the program in a manner that will encourage all students to achieve these goals.

The Band Member's Responsibility to the Music Program:

1. Be regular in attendance and account for all absences.
2. Make a real effort to learn and improve daily.
3. Become responsible for and expect to assume the consequences of his/her actions.
4. Be personally clean and neat, and dress appropriately.
5. Have the proper respect for those in authority.
6. Follow all classroom rules, school regulations, and all travel instructions issued for trips.
7. Be honest and fair with others concerning equipment, music, and school life in general.
8. Cooperate with fellow band members and share with them the responsibilities and privileges that are a part of the band program.
9. Contribute positively to the various ensembles and that of others by the best use of his/her talents.
10. Read and play music with insight and expression.
11. Improve his/her knowledge and understanding of music theory, harmony, and history, as well as develop good listening habits.

## **DAILY PROCEDURES**

Students are expected to adhere to the following procedures as a basis for daily rehearsals.

Rehearsal/Warm-up Guidelines:

1. **BE ON TIME:** Be in seat with all equipment by the tardy bell. On days that rehearsal is outside—you must be outside by the tardy bell. Early rehearsals will be called and students are expected to attend—grades will be given for rehearsal attendance and being on time. Make sure you put your number into Charms in order receive text messages.
2. **BE QUIET:** Remain quiet during rehearsal—NO excessive talking.
3. **BE RESPONSIBLE:** use the tools available to make yourself a more responsible/successful person.
  - Check the website on a regular basis & be aware of up-coming events.
  - Sign up for the text msg reminder service & use it.
  - Bring a pencil to rehearsal & mark your music.
5. **BE NEAT:** pick up all equipment, music, and music stand at the end of every rehearsal.
6. **BE COURTEOUS:** Students will stay in the band room after rehearsal is dismissed and remain quiet.
7. **COMMUNICATE:** Most problems or conflicts can be resolved or avoided completely if you communicate! Make sure you let me know what is going on with your life and/or schedule!
8. **NO PHONES ALLOWED:** the school phone policy will be strictly enforced at all times. All phones will be placed in numbered pouches by the door and remain there until class is over.

## **TEAMWORK**

A team player . . .

1. Is committed to the cause of the team.
2. Is committed to resolving relational conflict.
3. Encourages and supports his/her teammates.
4. Brings a healthy self and positive attitude to the team.
5. Doesn't care who gets the credit or glory.
6. Sees his/her role as valuable, no matter how small.
7. Submits to authority.
8. Is dedicated to the team.

## **SCHOOL EQUIPMENT ISSUE**

Students are expected to treat school issued equipment, instruments and uniforms with care.

Students will be responsible for repair and/or replacement of damaged or lost equipment/uniforms.

## **ATTENDANCE**

A performance schedule of dates and times will be handed out at the beginning of each semester. Students are required to attend all performances and be on time. Each performance is equivalent to a final test/grade for that given period of preparation. Band is a team effort and therefore, your attendance is mandatory. Missed performances can not be made up. Each performance throughout the year will be given a point value. Unexcused absences from a performance are grounds for a grade of "F". Excused absences will be granted for the following reasons only:

1. A death in the immediate family.
2. You become ill, in which case a phone call from the parent is mandatory.

Please note that work and/or family vacations are NOT excuses to miss a performance. Most employers are more than willing to work with school schedules if they are notified in advance. Again, communication is key. Give a copy of the performance schedule to your employer now. If you perceive any problems with the schedule communicate in private to the directors well in advance. If you sick or are going to miss for any reason it is YOUR responsibility to inform/contact either director. Telling your friends to give us a message is NOT acceptable! We want to hear from YOU!

## **REHEARSAL ATTENDANCE**

Early and/or extra rehearsals will be called. All band members are required to attend and/or be accountable for early morning and/or special rehearsals that are called by the directors. Grades will be given for attendance to these rehearsals.

## **UNIFORMS-JH/CUHS**

Uniforms will be issued during band camp. Each band member is required to pay a cleaning fee of \$15.00 due the first week of school. Students will be expected to purchase a pair of black "Dinkles" brand shoes. White gloves will also be needed and can be purchased from the band office. Students are expected to treat the uniform with care. Uniforms will be hung properly on hangers, placed in a garment bag, and stored in the uniform closet. Uniforms will not be left hanging around the room.

## **APPEARANCE**

Students are to look professional with regard to personal appearance. The band functions as a team and it is important to portray a standard uniform look when in public. The band uniform and concert attire are not about a personal fashion statement. It is about establishing a polished uniform/teamlook. This look establishes the identity and success of the entire group. Therefore, students will be expected to maintain a well-groomed/clean-cut appearance. In certain performance venues students may be asked to put long hair up, cover up and/or remove certain ornamental items (e.g. piercings, tattoos, etc.)

## **CONCERT ATTIRE-CUHS:**

All band members are required to provide their own black concert attire. Concert attire should be modest, simple and look professional. Students will also wear appropriate black closed toe shoes and socks to match the concert attire. See page 7 for examples of appropriate concert dress.

Men: Gentlemen will wear all black button-up dress shirt, black slacks and a solid red tie.

Women: Ladies will provide their own all black and/or white concert attire. Women may wear slacks, skirt, or black dress. Dress length needs to be appropriate for the stage and slacks should be made of dressy material---not cotton, etc. Please adhere to all black (stay away from pinstripes or any type of design). The idea is to look professional--keep it simple.

At times, we may choose not to wear the standard concert attire. Students will then be required to dress appropriately considering the type of event and/or performance. Failure to dress appropriately will result in the lowering of his/her grade. Jeans, t-shirts, sneakers, and/or shorts are NOT proper concert attire and will not be permitted. Shoulders and thighs should also remain covered. Some examples of appropriate concert dress can be found below.



## **CHAIR PLACEMENT-JH/CUHS**

CUHS: Auditions will be conducted for chair placement after marching season is over. The following material will be used for chair challenges: district band literature, music from the folder, the Symphonic Band Warm Up book. All students will be required to audition for chairs and will be given a grade on the audition material. Auditions will be anonymous and will be recorded. The director's will make final determination on who plays what part and sits in what chair based on the best interest of the ensemble.

JH: Challenges will take place the second week after Christmas Break. Challenge material will be used from the Technique Today Book & music that is currently being rehearsed. Audition material will be posted in advance on the band website and rehearsed in class. Auditions will be anonymous and will be recorded. The director will post results the following day.

Challenges: Once chair auditions are completed, students are eligible to challenge by notifying the directors. A challenge date & material will be decided by the director. Challenges will not be allowed two weeks prior to a scheduled performance.

## **AWARDS/HONORS-CUHS**

Students are eligible to letter in band by obtaining points set forth by the lettering system. See Band Letters in Appendix A. In addition to points, the following criteria will also be considered by the directors in order to earn a letter.

1. Shows positive leadership and interest in the band program.
2. Outstanding progress and self-improvement.
3. Strong, positive contributions to the band department.
4. Excellent attendance to performances and rehearsals.
5. Excellent participation to rehearsals.
6. Responsibility of having proper supplies at all performances and rehearsals.
7. General commitment to the policies set forth by the band handbook.

## **TRI-M MUSIC HONOR SOCIETY**

Tri-M Music Honor Society is a National Honor society dedicated to instrumental and vocal students. Tri-M recognizes music students based on their high standard of musical achievements, leadership skills, community service, and over-all grade point average. Students are nominated for the society by the music faculty.

The organization has monthly meetings. Some projects that Tri-M has become involved in include the following: attending local concerts as a group, ushering at USD 493 concerts, music awareness, community service projects, mentoring younger USD 493 musicians.



## **DISTRICT BAND--CUHS**

Students may audition for district concert and/or jazz band. The auditions are held the first Saturday in November and are live. There are six districts in the state and we are a member of the Southeast district. Auditions consist of excerpts from standard instrumental solo repertoire, major scales, and the chromatic scale. The material is posted on the band website.

## **SEMINAR/MUSIC MENTOR--CUHS**

Seminar rehearsals and/or sectionals will be called as needed. Attendance is required when a seminar rehearsal is called. If you have a reason for not attending the rehearsal, notice must be given to the directors. Students that choose to come to the band room to practice their instrument during seminar should remain focused. Students should not wander the halls and visit during individual practice times. Be responsible.

Mentors: Band students are eligible to help mentor JH band members last hour. Students wishing to help should first obtain permission from the directors and then from their specific classroom teacher. Students that wish to help should get their instrument and play along--students should not sit on the side and talk with friends---this is a hindrance to the JH rehearsal.

## **REGIONAL/STATE SOLO & ENSEMBLE CONTEST--CUHS**

All students are eligible to take a solo and/or ensemble to regional contest. Solo and/or ensemble entry is optional not required. In order to participate in the contest, the solo material must be properly prepared. Therefore, the director will make the final decision of entry based on preparation of the solo/ensemble.

Students are responsible to set times to meet with the directors to obtain assistance and prepare the solo. Students taking private lessons are exempt from meeting with the directors.

## **FUNDRAISING**

Fundraising opportunities will be offered. It is expected that students conduct fundraisers in an honest and fair manner. This is important to portray an upstanding image of our department to the community. All fundraising funds will be kept in the band department—funds earned is to benefit the band department and not for personal gain. If students leave the department, all funds will be forfeited and remain in the Titan Band activity fund to further enhance the department.

## **BAND GRADES**

Grade of A: This grade is reserved for the student who can play their part well and shows evidence of practicing--comes to rehearsal and performances cheerfully, **ON TIME** and ready to get the job done. Shows positive leadership and interest in his/her particular section and the band. If help is needed they show initiative. An "A" is also reserved for those students that adhere to the attendance policy.

Grade of B: This student experiences some trouble at times, but seeks assistance and shows evidence of some practicing--comes to rehearsal and performances on time and participates cheerfully.

Grade of C: This student experiences trouble playing their parts at times because they cannot read the music and/or finger the notes properly. They probably need guidance in planning a practice time and in being encouraged to improve. They would benefit from private lessons. This student may show a poor attitude at times, lack of motivation, and does not seek assistance when needed. May also not account for absences at times and excessive tardies!

Grade below C: This grade is given to the student who does not play their part well or at all. This student tends to slow the band's progress because of the extra time he/she must be given. This student shows no evidence of practice and/or motivation to improve. This student may also not account for absences and/or tardies.

## **HOW TO DO WELL IN BAND**

The following is a set of guidelines to help you and your parents understand what is expected of you in band, how to get a good grade, and what is used as a basis for awards and grades that are given.

1. **BE RESPONSIBLE**--bring your instrument, pencil, and all necessary supplies and equipment to rehearsal everyday.
2. **ATTEND ALL PERFORMANCES**--unexcused absences are NOT permitted. You have a responsibility to the team--Be There!
3. **BE ACCOUNTABLE**--learn how to practice and know your part. Have a specific goal.
4. **SEEK HELP** if needed see your director or section leader before/after school if something is unclear. Effort counts a great deal!
5. **KEEP A POSITIVE ATTITUDE**- this will happen if you practice and do your work/part.
6. **RESPECT**- display the proper attitude toward directors and peers. Display proper conduct during rehearsals, performance, and/or travel.

## **BAND ENROLLMENT**

Students must have passed the corresponding prerequisite band class to qualify for enrollment for the next school year. If a student transfers from another school or wants to join band without the qualifying prerequisite course work, the student will be expected to complete the following coursework before full participation and/or performance rights will be granted to the student:

- 1- Must have a general knowledge of music fundamentals in accordance with their particular grade level.
- 2- Must seek private instruction approved by the instructors. Instruction may not be from the directors, but from a reputable musician/instructor.
- 3- Must be self-directed during rehearsal time and show progress is being made in a timely manner.
- 4- Must be able to demonstrate a good tone, play “in-tune” with the ensemble and be able to execute the necessary fundamentals to contribute to the ensemble.

Band participation is based on enrollment in the course for the full (both semesters) year. Students will not be allowed to take band for only one semester.

## BAND LETTER/POINT SYSTEM

Students may receive 25 points for each outside recital/concert attended through the year. Students will be required to submit a copy of the program to the instructor in order to receive points. Example, PSU Concert or Jazz Band, musical, etc.

A total 650 points are required for a band letter. Students will receive bars for each additional 200 points.

| BAND LETTER ITEM   | POINTS       |
|--|--------------|
| CONCERT/MARCHING BAND                                    | 100          |
| JAZZ BAND  | 100          |
| DISTRICT BAND AUDITION                                   | 50           |
| DISTRICT BAND MEMBER                                     | 75           |
| DISTRICT JAZZ AUDITION                                   | 50           |
| DISTRICT JAZZ MEMBER                                     | 75           |
| STATE BAND AUDITION                                      | 75           |
| ALL-STATE BAND MEMBER                                    | 150          |
| STATE JAZZ AUDITION                                      | 75           |
| ALL-STATE JAZZ MEMBER                                    | 150          |
| REGIONAL SOLO  | 75           |
| REGIONAL ENSEMBLE  | 50           |
| STATE SOLO   | 100          |
| STATE ENSEMBLE   | 75           |
| PERFECT PERFORMANCE ATTENDANCE                           | 100          |
| PRIVATE LESSONS  | 50           |
| 4-STATE HONOR BAND MEMBER                                | 75           |
| CAMP OR WORKSHOP (EX. Masonic Band, Lions Band, etc.)    | 50           |
| ATTENDANCE OF OUTSIDE RECITAL, CONCERT, DRAMA OR MUSICAL | 25 per event |

## 11 ELEMENTS OF ENSEMBLE MUSICIANSHIP--CRITICAL LISTENING SKILLS

*Each of these musical elements must be in place for a group to be a top level performing ensemble.*

### **INDIVIDUAL RESPONSIBILITY**

CORRECT NOTES  
CORRECT RHYTHMS  
ENSEMBLE PRECISION  
ARTICULATION

### **GROUP/ENSEMBLE RESPONSIBILITY . . .**

PHRASING  
STYLE & MUSICALITY  
INTONATION  
TONE QUALITY  
DYNAMICS  
BALANCE & BLEND  
APPEARANCE

## 3-S SYSTEM OF ORGANIZATION

### 1- SIMPLIFY      2- STRAIGHTEN      3- SUSTAIN

#### **BENEFITS--**

- *A safe & clean work environment*
- *Organization of equipment*
- *Equipment is easily found*
- *more usable workspace*
- *increased pride in the workspace*
- *A visually inviting space*

**PURPOSE--**3-S is designed to remedy the following problems encountered in the workspace which slow productivity:

- *Working in a cluttered or crowded area*
- *Time wasted while searching for equipment, instrument, music, etc.*
- *Unnecessary items in the work area--i.e. trash, old hand-outs, dirty clothes, etc.*

#### **APPLYING 3-S . . .**

**SIMPLIFY--**Determine and identify which items in the workspace are truly needed.

- *What is the item for?*
- *Why do you have it?*
- *How often is it used?*

**STRAIGHTEN--**In this phase, the workspace is organized. To help in the organization, questions are asked such as:

- *What supplies or equipment does the student need to do the task?*
- *Where should the supplies and equipment be located?*

Upon answering these questions, decide where all items should be located so they are easy to use and locate. Choose storage methods that minimize inventory and promote visual management: that is, the student can see exactly what he needs when he needs it. A better organized workspace helps eliminate waste & saves time. This includes motion waste, searching waste, human energy waste, excessive inventory waste, and unsafe conditions.

**SUSTAIN--**once the first 2 "S's" are complete, begin the Sustain phase. In this phase, management establishes guidelines and rules to make adherence to Simplify and Straighten procedures part of the students' Daily Routine. Here, the goal is to maintain the gains made and to continuously improve the 3S program. 3S must become a habit.

All band members, including the directors, must participate in the 3S effort. Teamwork and peer pressure are essential to sustain the productivity and organizational benefits realized from 3S.



## HELPFUL LINKS FROM YOUR DIRECTORS . . .

[Musical Terms](#)--basic Italian musical terms used in band literature.

[Scales](#)- All Major & Minor Scales

[Manuscript paper](#)- print your own staff paper

[Fingering Charts](#)- download for your instrument

[Audacity Recording](#)- Record yourself for free

[Online Tuner](#)--stay in tune

[Metronome](#)

## **BAND MEMBERSHIP/ENROLLMENT**

All USD 493 5th Grade students will go through the band recruitment program and have the opportunity to join band in the spring semester of their 5th grade year. In order to progress to JH Band or High School Band, a student must have passed the previous year of band. Students that fail to master the fundamentals and/or get help, will forfeit their membership in the band program.

## **PRACTICE**

Beginning Band students will be required to practice a minimum of 60 minutes per week. Students will receive a grade for their weekly practice. Practice charts will be turned in on Monday of each week and should be signed by a parent or guardian to receive credit.

Beginning Band students will also be given the opportunity to join group lessons that will meet after school one day per week. This is an excellent opportunity for students to learn more about their particular instrument and receive extra guidance in a smaller setting.