

## **BAND HANDBOOK**

### **2017-2018 SCHOOL YEAR**

#### **District & Band Mission Statements**

##### ***Greenfield School District Mission Statement:***

We believe all learning begins with meaningful relationships. Our mission is to develop learners who can apply knowledge and think innovatively as a result of engaging in rigorous and relevant opportunities.

##### ***Greenfield High School Band Mission Statement:***

The mission of the Greenfield High School Band is to develop in each student an appreciation of the art of music as a part of general culture; to teach techniques of musical expression; to discover and develop the talents of students in all styles of music; to develop knowledge and skills in listening to all styles of music and in reading and performing all styles of music.

##### ***Greenfield High School Band Student Mission Statement:***

We, as the dedicated members of the Greenfield High School Band Program, stand for complete commitment, cooperation, and responsibility in order to achieve new levels of music excellence through performance, enriching our organization, ultimately developing the skills necessary for the success in band and life.

#### **Welcome!**

Dear Band Members and Parents:

Welcome to the 2017-2018 Greenfield High School Band! The GHS band staff is looking forward to an awesome year and the exciting possibilities that lay ahead. Welcome back to all returning members and welcome to all incoming freshmen. As a member of the Greenfield High School Band, you are part of an outstanding high school music program and heir of a rich tradition of musical and personal integrity.

The excellence of the Greenfield High School Band is built on the greatest pride, traditions, music and friendships. It is your responsibility to enhance that tradition and pass it along to future members. We wish every Greenfield Band student and parent a year filled with incredible experiences that will last a lifetime.

Musically yours,

Mrs. Marissa Narlock

Director of Bands

## **HANDBOOK**

This handbook is proved to help you understand the rules and procedures under which this organization will operate. I hope that it will make your experience in band as beneficial as possible.

Please read this entire handbook carefully. Sign and return the Greenfield Band Contract(s) and Emergency Release Form printed on page of the handbook.

For students who will need to purchase marching band uniform accessories, please use the order form(s) on page of the hand book and attach a check made payable to:

### **Subject Objectives**

Wind Ensemble and Symphonic Band shall include the following essential elements. Students will be expected to master the objectives in each of the identified areas:

1. Care and handling of instruments
2. Demonstrate proper posture and playing position
3. Demonstrate proper musical technique
4. Develop characteristic instrument tone
5. Develop listening and intonation skills
6. Develop rhythmic skills
7. Develop ability to phrase musical passages
8. Develop dynamic control
9. Develop articulation
10. Music reading skills
11. Understand and interpret printed musical symbols through performance on an instrument
12. Musical sensitivity through performance and listening
13. Evaluation of musical performance quality
14. Evaluate progress toward self-established musical goals
15. Evaluate solo and group rehearsals and performances
16. Recognize quality of sound, pitch, style, tempo, rhythm, blend, balance, phrasing, dynamics and articulation
17. Creative self-expression in every rehearsal and performance experience
18. Develop strong personal skills in the areas of teamwork, leadership and communication

The rules and procedures outlined in this handbook have been developed to accomplish these goals in the most efficient and productive manner, and to provide an accurate method of assessing each student's progress. It is the personal and musical progress of each student which has traditionally been based on the concept of each student's performing his or her assigned tasks to the best of his or her ability. Each student is also capable of making a contribution to the group and growing his or her knowledge and appreciation.

### **Classroom Materials Required**

1. ALL students are required to bring two (2) pencils (not pens) to class daily.

2. Additionally, ALL students must purchase and bring to class accordingly:
  - a. Woodwind players: Minimum of four (4) good reeds, cleaning swabs (as needed) and cork grease. Double reed players must supply their own small water container.
  - b. Brass players: Valve oil (slide cream & water bottle for trombones), and appropriate mutes (as needed).
  - c. Percussionists: Appropriate sticks/mallets in mallet bag and drum pad.
3. All MARCHING BAND students are required to purchase a marching flip folder and lyre.

Please contact: Melk Music for this purchase **(414)427-1501**

### **Band Membership and Organization**

Band at Greenfield High School is both a class and activity. Instruction on a band instrument is available to anyone who wishes to enroll, but membership in the *Greenfield High School Band* is reserved for those who maintain proper standards of conduct. Students who are members of the *Greenfield High School Band* will be expected to participate in ALL activities of the organization including practices, rehearsals, performances and local school day trips.

### **Attendance**

All band students must abide by the Greenfield High School attendance policy. Attendance is required at all practices, rehearsals, sectionals and performances. Students will be given a monthly participating grade for all rehearsals and a test grade for all performances.

### **Absences will be excused for the following cases:**

Death in the family

Medical emergency or illness

Religious holiday

Family Wedding out of town

### **Absences will be unexcused for the following or similar cases:**

Jobs

Personal business or entertainment

All requests for excused absences from before or after school rehearsals are to be reported in writing to Mrs. Narlock at least three (3) days in advance when able. Circumstances may justify an excused absence for reasons other than those listed above. In the case of illness or family emergency, an explanatory telephone call or email to Mrs. Narlock prior to the rehearsal or performance is appropriate. Absence information is **not** to be relayed through another student.

Failure to notify in writing will constitute an unexcused absence that will result in a reduction of the participation grade as well as being removed from any performance that week. Reminder, ALL performances count as test grades. Members may be removed from performances if rehearsal are

missed due to illness, lengthy school absences and/or excessive tardiness. Any member removed from a performance due to excessive excused absences will not have his/her grade affected.

### **Grading Policy**

1. Grades are based on the following formula:

- a. 50 % Daily class rehearsals, daily classroom materials, written quizzes, functional instruments and instrument storage/cleanliness
- b. 50 % Sectionals, playing tests and performances

2. Tests will be given over a variety of materials such as:

- a. Scales-Major and minor
- b. Arpeggios-Major and minor
- c. Rhythmic accuracy
- d. Concert music
- e. Etudes
- f. Marching music- Memorization of Music

3. If a student misses a test due to an excused absence, that test must be made up within five (5) school days or a grade of zero (0) will be recorded and averaged into the final quarter grade. If a student misses a test due to an unexcused absence, students will have five (5) school days to make up the test with a 10 percent penalty assessed to the final grade.

4. All materials must be mastered. Therefore, if a student fails any part of a test, he/she is given five (5) days to master that section and must retest in order to remove the failing grade from the grade book. It is the responsibility of the student to arrange for retesting. A student will only be allowed one opportunity to retest for mastery.

5. A comprehensive exam will be given at the end of each semester. Performance Exams will take place the week before final exams, during each band class. Written semester exams will be given at the designated class exam time, during finals.

### **Band Rehearsal Procedures**

Proper rehearsal procedure is the only way any musical group can improve and reach its potential. We attempt to emulate the best example possible in this area: the professional wind band. At the beginning of each rehearsal, students should be in the band room preparing for the rehearsal.

Reminder: "To be EARLY is to be ON time- to be ON TIME is to be Late."

Instrument cases should be closed and placed in assigned lockers. Students using a school owned instrument must lock and store case properly at all times. If a school owned instrument is in need of repair and the case was left unlocked in the locker, the student will be responsible for the bill. Student

backpacks/book bags should be neatly placed in or near instrument locker. Students should make every attempt to use the rest room before the start of rehearsal.

Posture should always be that which encourages greatest playing efficiency. Remember, we are playing high-level music which demands your best efforts. Both feet should be flat on the floor to establish proper body balance. The back should be straight to permit free use of the arms and proper breathing. The instrument should be held properly to allow the easiest playing technique with the least fatigue. Proper posture and instrument position have been developed through centuries of experimentation to produce the best results with the fewest problems. It is essential that we use this knowledge to enhance our performance.

### **Conduct Rules & Regulations**

1. Respect others and school & personal property
2. Talk only at appropriate times
3. No eating, drinking soda or chewing gum in any rehearsal
4. Bring all materials to class every day

### **Consequences of Misconduct**

1. Warning/Conference with Band Director
2. Detention
3. Telephone call to parent
4. Referral to appropriate school principal
5. Removal from class

### **Music**

Every person is expected to bring their folder and music to EVERY rehearsal. This will be checked periodically. All changes in the music and major rehearsal suggestions should be marked in **pencil**. Please handle music carefully and responsibly. Each piece only comes with a finite number of parts and if a part is damaged or lost, the entire piece must be reordered. Students may only mark their music with pencil. If they mark it with pen or other ink, they will be responsible to replacing the piece. Failure to bring music to rehearsal will result in a grade of zero (0) for daily participation.

Marching band music should be kept neatly in a three ring binder. Please make sure your name is on the cover.

### **Privately Owned Instruments**

The quality of literature and the performance standards held by the Greenfield High School Band require quality instruments. If you are interested in purchasing an instrument, please reach out to Mrs. Narlock so that she can help you choose an instrument of quality. Some Marching Band students, who own an investment quality instrument, choose to protect that investment by also procuring a lesser quality

duplicate instrument for playing outdoors. Adverse weather conditions can be hard on an instrument, especially woodwind pads.

### **School Owned Equipment Uniforms**

Our equipment and Marching Band uniforms represent a large investment on the part of the Greenfield School District. Everyone is responsible to see that these items receive proper care. Instruments, equipment and uniforms will be issued to individual students who are expected to care for them as if they were their own. Instruments will be issued and returned in good playing condition. No one may play on another person's instrument without permission from Mrs. Narlock. Instruments are to be properly cased and stored when not in use. Anyone who damages equipment through carelessness or negligent will be required to pay for its repair. Students will be responsible for any deductible fees on insurance claims.

Marching Band students will be required to wear a sleeved shirt and shorts beneath the bibs to help reduce any damage due to perspiration. Each student will be required to maintain their uniform in the condition in which it was issued (complete and undamaged). Anyone who damages a uniform through carelessness or neglect will be required to pay for its repair and/or replacement. Students will be responsible for any deductible fees on insurance claims.

### **Concert Attire**

**Symphonic Band:** White button down tops with at least  $\frac{3}{4}$  sleeves and black pants or skirt of an appropriate length (past the knee sitting down), black socks or nylons and shoes.

**Wind Ensemble:** Concert Black- Black button down tops with  $\frac{3}{4}$  length sleeves, black pants or skirt of an appropriate length (past the knee sitting down), black socks or nylons and black shoes.

**Jazz Band:** Concert black (same as Wind Ensemble). Ties for men.

### **Marching Band Uniforms**

Each student is responsible for their assigned uniform, including keeping all articles in good condition and returning them promptly when requested. When not in use, the uniform should be hung properly on the hanger provided.

The GHS Marching Band Uniform is a **custom design** and has many decorative features. Below is a list of the individual uniform components and their current replacement costs

Jacket- \$600 Shako (hat)- \$50

Pants/Bibs- \$500 Shako plumes (chains, straps, mirrors)- \$30

Total replacement cost of uniform-\$1,180

**Students are also required to wear and are responsible for providing the following:**

**1. Sleeved t-shirt for under bibs**

**2. Black plants/shorts/leggings (NO cargo shorts or denim)- low profile and form fitting performance wear is recommended.**

**3. Black socks, preferably calf height (NO peds or crew socks)**

**4. Black Dinkle band shoe (Vanguard, style #707). All new students and those who need replacement marching shoes should order the Dinkle marching shoe. Returning students who still have/fit in the shoe used last year may continue to do so.**

**5. Black Gloves (2 pair recommended) long wristed/nylon. Half finger glove-style #GLP575 (clarinets) full finger glove-style #GLP455. Worn for all competition and fall marching band performances.**

### **Color Guard Uniform**

Color guard members are held the same standards for uniform up-keep as the band proper. Issued uniforms or costumes must be kept in good repair and ready for all performances.

**Students are also required to wear and are responsible for providing the following:**

**1. Black spaghetti strap tank top for performances**

**2. Black Capri leggings for performances**

**3. Natural color dance tights for performances**

**4. Shoes TBD**

### **Tips for a Successful Marching Band Camp Experience**

- Remember: If you're early, you're on time-if you're on time, you're late.
- All students are required to wear proper shoes for band camp and subsequent practices. The best shoes for practice are gym shoes. No flip-flops, boots or bare feet are allowed. Due to safety concerns, students who do not have the proper shoes will not be allowed to practice.
- All students are required to have a full water jug/bottle at camp. The marching field does not provide shade and it is important for all members to stay properly hydrated.
- All students should bring a three ring binder with music and drill and pencil.
- Wear/bring sunscreen and reapply often! It's a long two weeks to be out in the elements. A baseball hat and/or sunglasses are optional but highly recommended.
- Lunch at band camp is on your own. Lunch break is 60 minutes. Please plan accordingly. Most students pack a sack lunch and extra snacks to eat during breaks throughout the day.

## **2017-2018 GHS Marching Band Schedule**

*All Events are mandatory for all band members unless specific conflicts are worked out ahead of time with the director. **Events in bold are MANDATORY.** Schedule does not include drumline sectionals or guard sectionals. All events are subject to change due to weather or other circumstances. If any events are to be added, ample notice will be given.*

**July 24 – Full Band Music Rehearsal (5:00-7:30)**

**July 27 – Full Band Music Rehearsal (5:00-7:30)**

**July 31 – Friday August 4 Drill Camp (8:30 am – 4:30 pm)**

**August 7 – Thursday August 10 Drill Camp (8:30 am – 4:30 pm)**

**August 9 – Thursday August 10 Band Lock-in GHS overnight**

**August 15 – Full Band Rehearsal (6:00-9:00)**

**August 17 – Full Band Rehearsal (6:00-9:00)**

**August 22 – Full Band Rehearsal (6:00-9:00)**

August 25 – Football Game Pep Band (Non marching, volunteer)

**August 29 – Full Band Rehearsal (6:00-9:00)**

**September 1 – Football Game Pep Band**

**September 5 - Full Band Rehearsal (6:00-9:00)**

**September 12 - Full Band Rehearsal (6:00-9:00)**

**September 15 – Football Game Pep Band**

**September 17 – Competition Waukesha North**

**September 19 - Full Band Rehearsal (6:00-9:00)**

**September 23 – Competition Waukesha South**

**September 26 - Full Band Rehearsal (6:00-9:00)**

**September 30 – Competition Greendale**

**October 1 – Competition Wisconsin Lutheran**

**October 3 - Full Band Rehearsal (6:00-9:00)**

**October 6 – Homecoming**

**October 8 – Competition Fort Atkinson**

**October 10 - Full Band Rehearsal (6:00-9:00)**

**October 12 - Full Band Rehearsal (6:00-9:00)**

**October 14 – State Marching Band Competition Whitewater**



**Dinkles Marching Band Shoe Order Form**

An order will be made for marching shoes that are a REQUIRED component of the band uniform. If you are a returning band member, you do not need to order new Dinkles unless you require a replacement pair of shoes due to change in shoe size, irreparable damage or loss. Please fill out the form, enclose a check for \$36 payable to: GHS Band Boosters

**Please Return Order Form, with Payment NO LATER THAN FRIDAY, AUGUST 4 2017**

Dinkles marching shoes are available in the following sizes:

Women’s 5-1/2 to 12 (Full and half sizes)

Men’s 3-1/2 to 11-1/2 (Full and half sizes)

Men’s 12-16 Full sizes only (NO half sizes)

Wide widths available in Women’s 8-1/2 to 11-1/2

Wide widths available in Men’s 6-1/2 to 11-1/2, 12, 13, 14

Parent/Guardian Name (please print): \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Shoe and Size: \_\_\_\_\_

Alternately, you may purchase Dinkles shoes online at their website\*\*

[http://www.dinkles.com/products\\_marching\\_vanguard.php](http://www.dinkles.com/products_marching_vanguard.php)

**Style #707-Vanguard Black**

\*\*Student pays cost of shipping if ordering online. Orders placed through GHS included cost of shipping.

### **Marching Band Glove Order Form**

An order will be made for gloves that are a REQUIRED component of the band uniform for all members, except percussion. It is highly recommended that 2 pair of gloves be ordered. Please fill out the form, enclose a check payable to: GHS Band Boosters and return to the lock box in the GHS band room.

**Please Return Order Form, with Payment NO LATER THAN FRIDAY, AUGUST 4, 2017**

Note: The gloves are one size fits most.

The type of gloves to be worn depends on the instrument played (please check one):

\_\_\_\_\_ Half finger nylon long wristed glove Woodwinds (Flute, clarinet, saxophone)

Style #GLP575; Black

\$3/pair

\_\_\_\_\_ Full finger nylon long wristed glove Brass winds (Trumpet, Horn, Trombone,

Style #GLP455; Black Baritone, Sousaphone)

\$3/pair

Alternately, you may purchase gloves online at their website\*\*

[http://www.dinkles.com/products\\_gloves.php](http://www.dinkles.com/products_gloves.php)

\*\*Student pays cost of shipping if ordering online. Orders placed through GHS included cost of shipping.

**All students must sign and return this page no later than Friday, September 8, 2017.**

**Greenfield High School Band Code Agreement:**

As a dedicated member of the 2016-2017 Greenfield High School Band Program, I will stand for complete commitment, cooperation and responsibility in order to achieve new levels of music excellence. While maintaining respect for each individual, I will continue to build personal pride and integrity through performance, enriching our organization, ultimately developing the skills necessary for success in band and in life.

SIGNATURES: \_\_\_\_\_

Student Parent/Guardian Date

**Care of School Property**

I hereby give my permission for my son/daughter to participate in the Greenfield High School band program and attend all off-site performances. I agree to be financially responsible for the safe return of any instrument, equipment and or supplies issued to him/her.

I, the undersigned student and parent/guardian, also agree to be responsible for the replacement cost of any Marching Band uniform component that is rendered unserviceable, destroyed or lost that has been assigned to me or my child.

SIGNATURES: \_\_\_\_\_

Student Parent/Guardian Date

**Release, Waiver and Indemnification of Liability:**

The undersigned Party and Parent/Guardian (if applicable) agree to release, defend, indemnify and hold harmless the Greenfield School District and its Board, its officers, employees, agents, servants, representatives, contractors or subcontractors, from any and all liabilities, claims, demands, actions, damages, loss, expenses and judgments, including costs and attorneys' fees, whether sounding in tort, contract, administrative law, or otherwise, and related in any way to necessary band travel, including but not limited to any personal injury to any participant of any kind.

SIGNATURES: \_\_\_\_\_

Student Parent/Guardian Date

Date: \_\_\_\_\_

**EMERGENCY MEDICAL AUTHORIZATION PERMIT**

Whenever my child is involved in a school activity and I am unavailable or otherwise unable to provide authorization directly, I grant to the school principal or his/her designee the authority to act for me and to provide any required consents and authorization for the delivery of emergency medical care, diagnoses, and treatment, including surgical intervention, if necessary, on behalf of my minor child listed below and to do all other necessary things as I might or could do to provide for the child's health and safety, if I were present.

This authorization is valid for the current school year or until such time as I withdraw the authorization.

Authorized: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Parent/Guardian*

Child's Name: \_\_\_\_\_  
*(Last) (First) (Middle)*

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Birth date: \_\_\_\_\_ Sex: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

Parent or Guardian Names: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mother's Employment: \_\_\_\_\_ Telephone: \_\_\_\_\_

Father's Employment: \_\_\_\_\_ Telephone: \_\_\_\_\_

Doctor Preferred: \_\_\_\_\_ Telephone: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Dentist Preferred: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dentist's Address: \_\_\_\_\_

**Important Medical Information**

Allergies: \_\_\_\_\_

Current Medications or Treatments: \_\_\_\_\_  
\_\_\_\_\_

Previous Operations or Hospital Confinements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Important Information: \_\_\_\_\_  
\_\_\_\_\_

**HAVE REVIEWED THE GHS MARCHING BAND SCHEDULE AND UNDERSTAND MY CHILD, AS MEMBER OF THE GHS MARCHING BAND, IS RESPONSIBLE FOR ATTENDING ALL BAND CAMP DATES, ALL EVENING REHEARSALS, ALL HOME FOOTBALL GAMES, ALL COMEPTITONS AND ALL PARADES.**

*Any/all conflicts will be clearly communicated, well in advance, to Mrs. Narlock*

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Permission Form**

Your child will be attending a Band Lock-in at Greenfield High School. Dinner and breakfast will be served during this event.

Date: August 9<sup>th</sup> 2017 – August 10<sup>th</sup> 2017 (Check in 7:30 am, pick up 4:30 pm)

Location: Greenfield High School

Cost \$10 (to help offset cost of dinner and breakfast)

Transportation: N/A

Notes Students will be preparing and performing musical works with components taken directly from the Wisconsin State Music Education Standards and working on critical team building exercise.

Please return this permission slip by: Friday, August 4<sup>th</sup>, 2017

By signing this form, I grant permission for my student to attend the 2017 Band Lock-in.

Parent Signature: \_\_\_\_\_

By signing this form, I agree that I will follow all expectations and be a good ambassador of the Greenfield High School Band and Greenfield High School Community during the 2017 Band Lock-in.

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