

MANHATTAN SCHOOL
DISTRICT 114

BAND HANDBOOK

2018-19

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www.manhattanbandboosters.com

Administration

Mr. Russell Ragon, Superintendent
Mrs. Kim Maher, Principal, Wilson Creek Elementary
Mr. Ryan McWilliams, Principal, Anna McDonald
Mr. Ronald Pacheco, Principal, Manhattan Junior High

Manhattan Band Boosters - Executive Board

Carleen Pedziwater - Band Director
Mr. Chuck Dahl -President
-Vice President
Annie Harmon – Secretary
John Burke – Treasurer
Erin McDonough-Volunteer Coordinator
Chris Bird- Secret Santa Chairperson
Amy Greep- Uniform Coordinator

Foreword

This handbook was designed to aid students and their parents to better understand the policies, organizational structure, and general functioning of the Manhattan Band Program.

It is our sincere hope that we will have a successful and rewarding year. Please read this handbook in its entirety and keep it in a handy place for future reference. Students and parents should discuss the handbook material.

This handbook contains the Manhattan Band Code of Conduct. Please sign the copy in this handbook and return it to the band director. Please make sure that both parents and students sign the code of conduct.

Introduction

Congratulations and welcome to the Manhattan Band Program! By joining band, you become a member of one of the most enthusiastic and challenging teams in the Manhattan School System. Our pride is continuing to grow through our many accomplishments and we are excited that you will be a part of this growing program. This handbook outlines the expectations we have for our students during their tenure in the band program.

Program Statement

The high level of expectations for the Manhattan Band Program has been set to coincide along with the Manhattan School District mission to promote academic excellence. Due to this high level of expectation, the students who join this program have the potential to raise the normal standards to new heights in the coming year.

In this program, we all expect excellence, not only in performing, but also excellence in the character and citizenship of this Organization. The director, students, parents, and school administration all strive to make this program exceptional.

Program Structure

Concert Band

This organization meets three afternoons per week at Manhattan Junior High during after school from 2:30-3:00pm. (*WOODWINDS on MONDAY, BRASS on WEDNESDAY, PERCUSSION on FRIDAYS AND FULL BAND on TUESDAY AND THURSDAY*). This schedule is subject to change. Monthly calendars will be posted on the band website in a timely fashion. Parents will be responsible for providing transportation home after rehearsals.

Symphonic Band

Students audition and qualify for membership in Symphonic Band. Auditions are held each spring for the following school year. This organization meets three mornings per week at Manhattan Junior High from 7:00 to 7:50 a.m. (*WOODWINDS on MONDAY, BRASS on WEDNESDAY, PERCUSSION on FRIDAY, and FULL BAND on TUESDAY and THURSDAY*). Parents and/or organized car pools will need to transport students to morning rehearsals. This schedule is subject to change. Monthly calendars will be posted on the band website in a timely fashion.

Summer/Marching Band

Marching Band is for all 6th, 7th, and 8th graders in the band program (Concert and Symphonic Bands). Summer/Marching Band is an important part of the program. Band rehearsals during the summer are just as important as practices during the school year, so please make every effort to be present. If you're out of town on vacation, have fun, but make sure to come to practice when you are home. Summer band will go from July 30 until August 17, with an evening performance on August 16 at 7:00pm. We will meet M-Th from 11:00am-1:30pm at Manhattan Jr. High. There will be no band on Fridays.

There is a \$75 fee for Summer Band. Checks should be made out to "Manhattan School District 114".

IGSMA Solo and Ensemble Contest

The Solo/Ensemble Contest is organized each year by the Illinois Grade School Music Association (IGSMA). All students in the music program who have private instructors are permitted and encouraged to enter a solo or small ensemble in this contest. See either your band director or private lesson teacher for details and for assistance in obtaining a solo.

Although the solo contest occurs in the late winter, it is recommended that the student obtain his/her solo as early as possible in the school year. Many solos will require a piano accompaniment, and accompanists' date books tend to fill up quickly. There is a fee for the accompanist.

IGSMA Band Contest

The IGSMA Band Contest is organized each year by the Illinois Grade School Music Association (IGSMA). All students in Symphonic Band and Concert Band are required to participate in this contest. Sites and dates will vary every year. The date of the contest will be provided to you the first day of every new school year so you can do your best to avoid conflicts. Everyone must attend to ensure a successful performance.

If a band receives a "I" rating at the district level IGSMA Band Contest, they are qualified to participate in the IGSMA State Band Contest which generally takes place at the end of April. All students are required to attend this performance should the occasion arise.

Instrumental Music Department General Regulations

1. Every action by every band student reflects upon the entire instrumental music department. Always conduct yourself in a manner worthy of membership.
2. Do not waste time or talk during rehearsals. Study your part when another section is being rehearsed.
3. Have a pencil with you at all times!
4. When performing or involved in band activities, your groom and attire will be consistent with the expectations of the school.
5. Always wear your uniform in its entirety unless the director details exceptions. The director reserves the right to prohibit improperly attired students from performing in concerts.
6. No food, gum, or drink is allowed at any time during rehearsals or performances.
7. Maintain good posture as described by your director.
8. All students shall be responsible for the condition of their music. Students are required to have all music for any given ensemble present at all rehearsals for that ensemble.
9. Students are encouraged to take their instruments home each day for practice. (The only exception being those students who have a separate instrument for home practicing - tubas, for example.) Instrument cases must carry a tag or label prominently displaying the student's name, address, and home phone number,
10. Instruments are to be maintained in good playing condition at all times.
11. At no time shall one student play any instrument other than his/her own. Likewise, at no time shall any student grant another permission to use his/her instrument.
12. Participation in private lessons is **strongly recommended**. Students taking private lessons will be eligible for solo/ensemble contest.
13. Any student infracting the above rules is subject to the disciplinary action deemed appropriate by the band director. Disciplinary actions will be in accordance with school policy.

Music Company Service to the School

During the 2018-19 school year, one music company will handle the weekly service to the school as well as most band rentals. All questions about rented instruments must be directed to Quinlan & Fabish.

Quinlan & Fabish: 1-800-637-6872
Burr Ridge and Prospect Heights
www.qandf.com

(If your instrument breaks, call to have a loaner brought out while your instrument is repaired.)

Tom Fox, our Service Representative, will come to the Junior High every Thursday. All questions for Quinlan & Fabish should be directed to the contacts above.

Care of Instruments

It is the responsibility of each student to keep his/her equipment well maintained and in good working order. Usually we spend at least one session during the summer and school year informing the students at all levels of the program how to maintain and clean their instruments properly. Accessories such as clarinet and saxophone reeds, valve oil, slide cream, slide grease, etc. are available from any music company. Feel free to order these directly from Quinlan & Fabish using the order forms in the band room, and have them delivered directly to the school. Be sure to keep a good supply of reeds, oil, etc. on hand. All reed instruments must have at least 3 working reeds at all times. Reeds and other basic supplies are available for purchase at the school for emergencies.

Unfortunately, repairs of musical instruments become necessary from time to time. The instructor is capable of handling some of these repairs on a *limited* basis. If the problem is beyond her expertise, I will recommend that you seek repair elsewhere.

We recommend that you have the dealer who rented or sold you the instrument handle the repair. Quinlan & Fabish has a complete repair staff and a one week turn around time for most repairs. When you need a repair, call ahead of time so that the company can furnish you with a "loaner" instrument that way no instructional time will be lost.

School Owned Instruments

The school district does own several instruments that are available for students to use for a yearly fee. These are generally limited to larger sized instruments such as tubas, sousaphones, bass clarinets, baritone saxophones, tenor saxophones, baritones, French horns, trumpets, mellophones, and some types of percussion. All school owned instruments are in good playing condition.

Students using school instruments are responsible for their general care — this responsibility extends to financial concerns. If regular maintenance is required (i.e. wear that is due to the course of time, not any particular action by the student currently in possession), the school district will tend to all costs and shipping necessities. However, students will always be responsible for any damage done to an instrument in their care.

There will be a \$10.00 a month, \$100.00 a year, fee to used school owned instruments.

Use of the Facilities

The school is very proud of the facilities it offers to all students and band students. It is everyone's responsibility to treat the facility with the respect it deserves. The band room sees the use of many students each day. Therefore, it is important that each student does his/her part in keeping things orderly and functional. Items such as music, folders, instruments, and personal belongings must be kept in their proper places.

IF YOU DON'T PLAY PERCUSSION, YOU DO NOT TOUCH THE PERCUSSION INSTRUMENTS.

NO EXCEPTIONS!!

Uniforms

Junior High band members will be issued uniforms at the start of the school year. At the time of pickup a \$15 cleaning fee must be paid. There will also be a \$50.00 deposit for the uniforms that will be retained by the Band Boosters until the complete uniform is returned in the condition it was received. Checks are to be made payable to “Manhattan Band Boosters” and posted dated for May 31, 2019.

Concert and Symphonic Band

Marching Uniforms as issued:

- Blue Manhattan Band T-shirt

- Bib Pants

- Jacket

- Cape

- Sash

- Hat

- Black Dress Shoes (orders will be taken for these shoes at the beginning of summer band camp)

- Black Socks

Concert Uniforms - Same as Marching uniforms except:

- No cape

- No sash

- No hat

If jewelry or makeup is worn, it must be kept to a minimum. Students with facial hair must shave. The director reserves the right to prohibit improperly attired students from performing in concerts.

Uniform Care

Each band member is responsible for his/her uniform. Carelessness and disrespect of the uniform will not be tolerated. Payment will be expected if the uniform is lost or any parts are carelessly damaged. Fees will be determined by the band director and will be taken from the \$50.00 deposit.

Bib Pants

Hang up pants immediately after being worn. If they are damp, do not place them in a garment bag, instead, hang them out to dry. Remove lint with a clothes brush. If they become soiled during the school year, please have them cleaned by a professional dry cleaner. **DO NOT MACHINE WASH THE PANTS OR USE A HOME DRY CLEANING PRODUCT. THE PANTS FADE AND YOU WILL BE RESPONSIBLE FOR REPLACING THEM!** Students are also responsible for wearing the pants so they do not drag on the ground. Pants that are worn too low get stepped on and torn. Please wear them high enough so they do not drag. You will be responsible for replacing the pants if there are any holes in them.

Blue Band Shirt

Must be machine washed in cold water after each use in order to keep its clean look and color.

Alterations

If you need to alter the bib pants, please hand stitch them.

- ♣ **NO MACHINE STITCHED HEMS!**
- ♣ **Temporary hems are acceptable, but the uniform must not be permanently altered.**
- ♣ **DO NOT CUT!**
- ♣ **Do NOT use hemming tape. It leaves a mark.**
- ♣ **No visible pins.**

Please try on your uniform well before each concert to make sure it still fits!

Band Boosters

The Manhattan Band Boosters is a vital part of the Manhattan Band Program. This group gives moral, physical, and financial support to the Instrumental Music Department. Officers for this group are elected each spring, and EVERY parent is encouraged to participate in helping the students in this program. Meetings will be hold in August and May at 6:15 pm at the Jr. High School. (see calendar). Many discussions about budget, spending, uniforms, etc. are made by members present at booster meetings. Your voice and opinion are important to us!

It is hoped that each family would contribute to the program. The band program needs parents to help provide direction through the Band Booster meetings, provide support through various volunteer activities, and provide necessary assets through participation in fund raisers.

Volunteers

Parent volunteers are essential for the success of the band program. Volunteer Opportunity forms are provided in the back of this handbook. Please review the list of volunteer areas, and complete the form by checking three or four needs to which you could contribute. A \$100.00 volunteer deposit check will be collected at uniform distribution. If you fail to complete your required volunteer hours, your check will be cashed at the end of the school year. Checks are to be made payable to “Manhattan Band Boosters” and postdated for May 31, 2019.

Fund Raisers

Much of the funding for our band program comes from Band Booster fund raisers. Parent support of the student band members is important to the success of fund raising efforts. Parents will have the option of becoming a Band Booster member or a non-Booster member. Family’s that wish to be a Booster member are required to participate in the fall fundraiser or pay the \$50.00 buy out. Families that are Booster members will be financially supported by the Band Boosters throughout the year for various functions. (i.e: Symphonic Band trip, Band Education Day, reduced Banquet fee, and more).

Private Lessons

Every band member will have band rehearsals and sectionals during the school year. However, all of this instruction time is dedicated to the full ensemble and/or large sections with little time available to individual assistance.

Many of the teachers on our private lesson list teach at the Junior High after school, at their home, or at nearby schools. Call your chosen instructor to set up your weekly appointment. Be sure to make all arrangements, including cancellations or lesson changes, with the instructor. Communications of this sort should NOT be made through the school office or band office.

This is a fantastic and an extremely important opportunity for your child!

Practice

In addition to the regularly scheduled school rehearsals, it is necessary for each student to practice at home. Your band director or private lesson teacher will recommend specific practice habits.

Students will only progress by following a regular practice schedule. Parents, it is up to you to monitor your child's practice. The band can only be as good as its weakest members. We would prefer to have strong players! Musicians cannot improve without practice. Your child's band director or private lesson instructor should recommend an amount of practice time for each day. Only you the parents can enforce it! We want your child to be the best player possible!

The directors can always tell which students have been practicing. Parents are encouraged to help the students make time for music.

How can a concerned parent help their child?

Show an interest in his/her musical progress, but never make fun of the strange sounds he/she may produce or banish him/her to the basement for practice.

Lend an occasional ear to his/her practice, offering words of encouragement. The band director and private lesson teacher will correct mistakes.

Be interested and willing to listen.

Make expectations for your child. Just as he/she must be reminded to "wash your hands" or "brush your teeth" so must they be reminded "this is your practice time."

Discipline

Needless to say, no large organization can function properly without well-disciplined participants. Band is not a mandatory subject and it is assumed by the director that all students are willing participants. It is the students' responsibility to adhere to all rules set forth by this handbook as well as all rules set forth by the school.

Proper behavior at any and all performances is also of the utmost importance. The actions of each member reflect not only upon the entire membership of the group but upon the Manhattan School Community. Inappropriate behavior while traveling to or at any performance may be cause for dismissal from the band program.