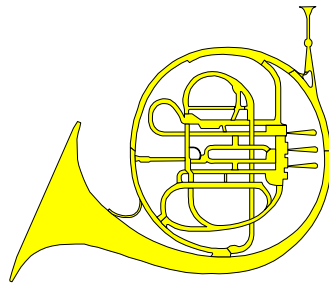


Student's Name \_\_\_\_\_

***District #158  
Lansing, Illinois***



***Department of  
Music***

**HANDBOOK**

*Published in 1980; Revised in 1984, 1986, 1989, 1990, 1991,  
1992, 1994, 1997, 2004, 2005, 2006, 2008, 2009, 2010, 2011*

***MUSIC DEPARTMENT PHONES***

**Mr. Allie's cell: 708-466-6209**

**Mrs. Schaap's cell: 708-261-2467**

## **FORWARD**

This handbook was designed to aid students and their parents to better understand the policies, organizational structure and general functioning of the School District 158 music program.

It is our sincere wish 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. Discuss it with your parents. Detach the form found on page 12 and return it, completed by your parents, to the music office.

## **PHILOSOPHY**

It is the desire of the Lansing Department of Music to always represent itself well through excellence in performance. This excellence can only be attained through discipline, hard work, sacrifice, dedication and pride. Our success as a group and as individuals is based upon our willingness and determination to be the best. It is the hope of your directors that, among other values, a sense of responsibility will be realized. This responsibility should not only be concerned with every note or symbol on a page of music, but should also be concerned with a feeling of loyalty and obligation to every member. This loyalty can best be evidenced, in an external way, by presence, punctuality and wholehearted participation in whatever capacity is deemed important by either the student government or the directors. Let us remember that each of us is dependent upon the other.

## **AN OVERVIEW OF THE LANSING DEPARTMENT OF MUSIC**

**BEGINNING BAND** is the organization which lays the foundation for the entire instrumental program. General requirements merely include a desire to excel musically and a willingness to conform to music department guidelines. The Beginning Band rehearses two mornings weekly for approximately one hour each morning and participates in a January demonstration concert and a spring music concert.

**CADET BAND** is a more musically advanced group consisting of members who have had some previous instrumental musical experience (usually Beginning Band) and who have successfully displayed a degree of proficiency required by the directors. This group meets two mornings a week for a period of one hour each morning, and participates in the winter and spring music concerts. Members also participate in state solo and ensemble contests and may perform in organizational competition.

**CONCERT BAND** is the most musically advanced instrumental organization, its members having successfully displayed an exceptionally high degree of proficiency and met the instrumentation requirements as mandated by the directors. These students also demonstrate a good attitude and willingness to work towards successfully conforming to the music department's philosophy. This group rehearses as a part of the daily curriculum at Memorial Jr. H.S. In addition to its winter and spring music concert appearances, the membership participates in state solo and ensemble contests as well as collectively in organizational competition. During parade seasons, the Concert Band appears as a part of the Marching Band.

**CONCERT CHOIR** is a selected group of students whose voices are auditioned in the spring of their sixth grade year. This group rehearses as a part of the daily curriculum at Memorial Jr. H.S. They vocally perform with the Concert Band at the winter and spring concerts. The membership participates in state solo and ensemble contests as well as collectively in organizational competition. The Concert Choir also comprises the color guard for the Marching Band during the parade season.

## **PLUS --**

Many students show a keen desire to musically excel above the course of daily activities. To this end, we offer these extracurricular opportunities for extended growth in musicianship:

**JAZZ BAND** - a performing group that performs "Big Band" charts, as well as both current and standard jazz arrangements and may compete at contest.

**SOLOS AND ENSEMBLES** - a tremendous opportunity to develop and display individual ability and a knowledge of repertoire.

**FESTIVALS** - an exciting opportunity for auditioned students to be a part of a massed ensemble under the direction of some of the finest guest clinicians in the state.

## **CHALLENGE SYSTEM**

The student's performance at tryouts and challenges will determine in what chair they will perform in their band. The challenge involves two or more students and the director. The director determines what will be performed and grades each player. The student with the higher score wins the challenge.

## **GENERAL MUSIC DEPARTMENT REGULATIONS**

1. Each action by any music student is a reflection of the entire music department. Conduct yourself in a manner worthy of membership.
2. Do not waste time - study your part when another section is being rehearsed.
3. **Have a pencil with you at all times** (rehearsals, sectionals, etc.)
4. When performing or involved in music department activities, your grooming and attire will be consistent with the wishes of the directors.
5. Wear your uniform in its entirety ALWAYS unless exceptions are made by the directors. (See Page 8)
6. No food or gum is allowed at any time during rehearsals or performances.
7. Maintain good posture as prescribed by your directors.
8. All students shall be responsible for maintaining and returning copies of music issued to them.

## **GENERAL BAND REGULATIONS**

1. All band music will be numbered by the rehearsal following its distribution.
2. Instruments are to be maintained in good playing condition at all times.
3. Participation in private lessons is strongly advised. (see Page 12)
4. All instrument cases must have a name tag. You may secure a name tag in the band room office.
5. All instruments must be taken home each day. They are not to be left at the school.

## **GENERAL CHOIR REGULATIONS**

1. All students shall be responsible for memorizing music as soon after its distribution as possible.
2. No milk product shall be eaten immediately before any choral performance.

## GRADING POLICY

Academic excellence, like musical superiority, is a highly desired by-product of our music program. Any shortcomings relative to attendance, attitude, and/or discipline will be reflected in your academic rating.

Grades are based upon a five-point basis as follows:

**A** = 5 points   **B** = 4 points   **C** = 3 points   **D** = 2 points   **F** = 1 point

## DAILY GRADES

In general, only A's and 0's are recorded on a day-to-day basis. Any infraction of general regulations or implied regulations will result in a zero for the day. **ZEROS COUNT AS TWO GRADES!** Consider an average five day week: five A's = 25 points;  $25 / 5 = 5$ , which is an "A" average. Consider this example: four A's and one zero = 20 points;  $20 / 6$  (6 because a zero is two grades) = 3.33, which is a "C". Three A's and two zeros = 15 points;  $15 / 7 = 2.14$ , which is a "D". (Zeros can hurt your grade rather quickly!)

The grading scale is listed below and is fixed; that is, there is no "curving" of the scale:

**A** = 5.0 - 4.6   **B** = 4.5 - 3.6   **C** = 3.5 - 2.6

**D** = 2.5 - 1.6   **F** = 1.5 - .6

## EXTRA REHEARSALS, PERFORMANCES

From time to time there will be extra rehearsals in the Memorial Jr. H.S. music department. Some of these rehearsals will be with the full ensemble and others will include sections from a particular ensemble according to the discretion of the directors. Generally, the full ensemble rehearsals will be held after school.

Performances are scheduled throughout the school year and are usually publicized well in advance so that all members of the department may know their involvement.

Public performances and extra rehearsals are considered examinations and students do receive a double grade credit for each performance and a single grade credit for each rehearsal. Therefore, inexcusable absences will result in a student's grade being lowered two grades for each performance and lowered one grade for each rehearsal, which could cause a student to fail band or choir for that grading period. Students serving a detention are not allowed to participate and will have to do makeup work for their grade. Recommendations could be submitted by the director to the administration for a student to be dismissed from band or choir.

## **BAND AWARDS -**

- 1st Award - Certificate of Achievement
- 2nd Award - Band Instrument Pin
- 3rd Award - Key Chain
- 4th Award - Plaque

## **CHORAL AWARDS -**

- 1st Award - Lapel Pin
- 2nd Award - Gold Choral Clef Pin

## **AWARD POINT SYSTEM**

Awards may be earned by accumulating points through your efforts in different aspects of the music program. On the chart below, those points marked with a "b" are obtained by band students; those marked "c" are obtained by choir students. In either case, students whose point totals for the year fall above the 80% mark (based on maximum points actually earned by a student in the organization) will be eligible for their award.

### **POINT SYSTEM**

b,c	Daily rehearsals .....	4 points
b,c	Sectional rehearsals .....	3 points
b,c	Extra rehearsals .....	20 points
b,c	Performance .....	50 points
b,c	Individual help .....	1 point
b,c	Solo/Ensemble - one event .....	20 points
b,c	Solo/Ensemble - more than one event .....	30 points
b,c	+Approved concert/clinic .....	3 points
b,	Private lesson (recommended teacher) .....	4 points
b,c	+Approved outside music camp .....	50 points
b,c	Summer music program .....	50 points each week

(+ = program & report required)

**Demerits** (loss of points) may be given in various amounts at the discretion of the directors for infractions of regulations or undesirable conduct.

**Points for awards will be earned beginning the day after the Spring Awards Banquet, continuing through to the next Spring.**

## UNIFORMS

Each of the performing groups in the music department has its own specific code of dress during performances. Some items are supplied by the school; others are the concern of the individual student and parents.

### **BEGINNING BAND AND CADET BAND -**

*These items are supplied by the parents:* white blouse or shirt, black slacks, black belt, black socks and black shoes.

All ribbons and/or medals may be worn on white blouse or shirt, except at contests.

### **CONCERT BAND & JAZZ BAND -**

*These items are supplied by the school:* Tuxedo jacket, tuxedo slacks, tuxedo shirt, cummerbund, suspenders and necktie.

*These items are supplied by the parents:* Black dress shoes and black socks.

### **MARCHING BAND AND COLOR GUARD -**

*These items are supplied by the school:* Tuxedo shirt, tuxedo slacks, cummerbund, suspenders and necktie.

*These items are supplied by the parents:* Black dress shoes and black socks.

### **CONCERT CHOIR -**

*These items are supplied by the school:*

***For the men:*** Tuxedo jacket, tuxedo slacks, tuxedo shirt, cummerbund, suspenders and a necktie.

***For the women:*** A coordinating formal with necklace and earrings.

*These items are supplied by the parents:* Black dress shoes, black socks for men and nylons for women.

## **MUSIC BOOSTERS' ASSOCIATION**

Once a month the Music Booster Association will meet at the Memorial Jr. H.S. Band Room. Their purpose is to give the music department both financial and physical assistance, as well as to help implement policies as determined by the administration and music department faculty. Every parent of a music student is a member of this organization. You are encouraged to participate in the association by attending the monthly meetings. We expect that any fundraising project will be viewed as benefiting the whole department rather than any particular individual. The opportunities for our music students cannot be limited by a lack of talent, but only by a lack of financial and/or moral support. Meetings are usually held on the third Thursday of each month and are publicized on the music department calendar.

## **FINANCIAL RESPONSIBILITY**

There will be no charge to participate in the District #158 Music Program. You may have to rent an instrument and or pay for private lessons or purchase a uniform part. However, you will not be charged a fee to be a member in good standings.

Thanks to our wonderful District #158 School Board who have graciously assumed the cost of the early morning band busses.

## STUDENT GOVERNMENT

Officers for each of the performing groups assist the directors and act as a link of communication between the organization and the director. All candidates must have the approval of the directors. Offices which are available include the following:

**PRESIDENT:** Acts as student director and helps in organizing projects (money making, service, etc.). The president is responsible for stage setup for concerts as well as for rehearsals.

**VICE-PRESIDENT:** Assists the president and acts in place of the president in his/her absence. The vice-president is also in charge of stage setup for concerts and setting up the committee for the Beginning Band recruitment and assisting the director in recreational activities.

**SECRETARY:** Handles all official communications, takes care of publicity, and records attendance and points for awards.  
Assist the Treasurer with the supply drawer.

**TREASURER:** Keeps records of individual accounts, collects fees, and aids in taking care of department budget. Assists in keeping track of supplies for instruments and distribution of sale.

**STAFF MEMBERS:** Vital to each organization, staff members perform a variety of services. The following positions are open to any member, subject to the approval of the directors:

**HISTORIAN:** Keeps track of all publicity and pictures of the year in office. In charge of maintaining and preserving all the photos and newspaper articles in the band or choir scrap book.

**LIBRARIANS:** Organizes and distributes all music for each performing group.

## **SPRING CONCERT TOUR**

From time to time, the band and choral groups go on tour. These tours give the students a chance to have contact with people in other areas of this country, and to widen their musical and cultural horizons. During these tours it is important that we stay together as a "team". No one will be allowed to travel outside from the group during a major trip. All students will ride the tour busses and stay with the performing groups.

Opportunities will be provided during the school year for everyone to defray any costs that might arise from activities such as these that obviously cannot be financially underwritten by the school. All students will be responsible for the cost of the tour. However, the fund-raising drives will give each student the opportunity of defraying as much or as little of the expense as is desired.

## **SUMMER MUSIC PROGRAM**

The summer music program affords an opportunity for all members of the music department to advance their musical growth during a concentrated period of time. Over the years, the summer music program has been found to be very beneficial, especially for developing leadership and creating a smooth opening of the next school year. The summer music program runs for four consecutive weeks during the month of August. Parents receive a letter in the spring with the specific details as to time schedule, nominal costs, and student eligibility.

-----Detach-----Here-----

*District #158  
Department of music handbook slip  
on flip side of this paper.*

**DETACH THIS FORM,  
COMPLETED BY YOUR PARENTS,  
AND RETURN IT TO YOUR DIRECTOR.  
THIS MUST BE ON FILE IN THE MUSIC OFFICE.**

## PRIVATE LESSON POLICY

Private lessons are necessary for any musician in order to insure growth in the proper direction. Anyone interested in taking lessons may receive a list of recommended teachers from the director. The lesson will usually take place after school, in the band room, at times to be mutually decided by the student and instructor. In an effort to stabilize the expenditures of parents and students and to provide convenience in budgeting, the following procedures will be followed, unless other specific arrangements are made with the private instructor. Lessons will be paid for in advance on a monthly basis from September through August. The monthly figure will be based on four lessons per month. If there happens to be five lesson days a month, you will be charged for the fifth lesson at the monthly rate. Missed lessons will be made up at the teacher's convenience provided ample notice has been given by the parent directly to the private instructor. In extreme cases of emergency ( i.e., death in the family) the above rule will be waived and appropriate arrangements will be made for securing the lessons. Please keep in mind that not only do you receive knowledge at a private lesson, but you are also reserving a half-hour time slot for your direct benefit, which if lost, can never be retrieved.

***DETACH THIS FORM AND RETURN IT, COMPLETED BY YOUR PARENTS, TO YOUR DIRECTOR---- THIS MUST BE ON FILE IN THE MUSIC OFFICE.***

-----Detach-----Here-----

**I have read this handbook in its entirety and understand and accept the philosophy and policies of the District #158 Department of Music.**

**Parental signature:** \_\_\_\_\_

**Date of signature:** \_\_ - \_\_ - \_\_ **e-mail** \_\_\_\_\_

**Child's name:** \_\_\_\_\_

**My child is in (circle one) - BB    CAD    CB    CC**