Harvard High School



Symphonic Band Handbook

2013-2014

Dear Parents of the Harvard High School Band:

WELCOME to one of the most exciting experiences in which you can be a part – THE BAND! Now, more than ever, we have information to justify why we do this demanding, yet rewarding activity. Experts have concluded that the study of music helps with spatial reasoning, test taking, group interactions, aesthetic perception, music making, and the discipline of being in a band program, and I don’t know why anyone would not want to be involved in a successful band program like the one here at Harvard High School. The ultimate goal is a life long understanding and appreciation for quality music and music making!

First let me give you a little background about myself. I am originally from DeMotte, Indiana. I went to DeMotte Christian School through 8th grade, and then graduated high school from Kankakee Valley High School. I proceeded to VanderCook College of Music in Chicago where I received a Bachelor Degree and a Master Degree in Music Education. I spent four years teaching 5-12 band, 7-12 chorus, 6th grade general music, high school music theory, and piano at Hiawatha Jr./Sr. High School in Kirkland, Illinois and one year teaching 6th grade band and general music in Merrillville, Indiana.

I look forward to working with your children and continuing the success that they have had already. It is extremely important to the success of your child that you support them in everything that they are doing. I thank you in advance for that support. There are a couple things that you can do to help in the band program. One of which is to attend our monthly booster meetings. HARMONY is there to help your children, and it would be great if you could give a little of your time to support the cause. Another thing you could do is to set a specific time and place for your child to practice. He or she should be practicing at home during the week. Ask your child to play things for you so you can see and hear the progress that they’re making. Volunteer to chaperone events and field trips. There will be a few trips throughout the year that will need chaperones. I encourage you to participate in that way. Most of all encourage your child to continue to work through the difficult times.

In this handbook, you will see what the expectations are of the class, how the grades will be calculated, and much more. Please take the time to read through the entire handbook so that there will be no miscommunications. I will be asking that every student returns the last page to me, singed by both you and your child.

If you have any questions, comments, or concerns, please feel free to contact me. You can call me at the school at (815) 943-6461 ext. 2245 or you can email me at kcoffer@cusd50.org. I look forward to meeting and getting to know each of you throughout the coming year.

Sincerely,

Korey J. Coffer

Director of Bands

**Student Handbook**

**2013-2014**

**A Statement of Policy**

In order to assist band members and parents in understanding areas of responsibility, a statement of band policy is herein set forth. Becoming familiar with this policy will enable each individual to make the most of this great opportunity to be a member of the Harvard High School Band program, becoming a better person and a better musician.

We firmly believe that the student should improve through regular practice. In the Harvard Band program we feel that when the student has lost the will to improve him/herself or make a better contribution to the band, he/she is wasting the time and efforts of his/her fellow members and the community by continuing in this program. The happiest student is the one who is improving through regular habits of practice and daily progress. He/she must not only know right from wrong, but must be able to stand for principles. He/she must develop a high sense of purpose toward which he/she is willing to work. Responsibility is the focus behind any level of achievement within this program. We intend to conduct ourselves in a manner that will facilitate all students in learning and bettering themselves.

**Objectives of the Band Program**

* To teach music by its actual performance
* To develop performance skills of the various wind and percussion instruments
* To provide for the musical needs of the school and the community
* To develop discrimination with the regards to the selection of music
* To acquaint the students with Music Theory and History and how history and musical composition relate to students’ current life and musical experiences
* To provide all students with the opportunity for worthy use of their time, a means for self expression, and a healthy social experience
* To develop the ability to function as a responsible member of a group, enhance interaction, and develop Esprit de Corps
* To foster leadership skills within each student

**Harvard High School Band**

**Guidelines and Expectations**

The Harvard Band program has a tradition of excellence. This is only achieved through the hard work and cooperative effort of the parents, students, and director. I am looking forward to continuing the tremendous success and helping students to be their very best!

**Classroom Guidelines**

1. Have an attitude to learn
   1. Be in your seat ready for class when class starts
   2. Be quiet and attentive while the director is on the podium or directing class
   3. Be prepared with your music, folder, pencil, homework, and any other necessary supplies for class
2. Respect
   1. Be courteous and show respect toward your fellow classmates
   2. Keep your hands to yourself
3. Only handle your instrument not your neighbors, friends, or schools
   1. Use only appropriate language and gestures in class
   2. Turn off your cell phones
4. “Harmony” – Work together to succeed
5. Responsibility
   1. Take responsibility for yourself and your actions
   2. Put all equipment and stands away at the end of each class
   3. Always sit with good posture, including feet flat on the floor, sit up straight, and use good hand position (i.e. standing down)
6. No Gum – EVER

**Consequences for Ignoring Guidelines**

1st Offense – Verbal Warning and reminder of guidelines

2nd Offense – Written Assignment

3rd Offense – Detention

4th Offense – Office Referral

**Final Exams**

At the end of every semester, each student will be responsible for two portions of a final exam. There will a written portion consisting of 50-100 points followed by a playing portion consisting of 100 points. The written portion will cover anything that is talked about in class during the semester, including such things as musical terms and ideas. The playing portion is outlined below. Each student is required to learn the scales listed and the director will choose a few scales to be performed for the exam.

Sophomores

* 1st Semester – 24 measures of any song performed during the semester & **all** harmonic minor scales
  + Wind players will be asked to 7 of the scales above
  + Percussion will be asked to play 3 of the scales above as well as rudiments 1-8
* 2nd Semester - 24 measures of any song performed during the semester & **all** melodic minor scales
  + Wind players will be asked to play 7 of the scales above
  + Percussion will be asked to play 5 of the scales above as well as rudiments 9-16

Juniors

* 1st Semester - 24 measures of any song performed during the semester & first half of the IMEA High School Scale sheet
  + Wind players will be asked to play 7 of the scales above
  + Percussion will be asked to play 5 of the scales above as well as rudiments 17-24
* 2nd Semester
  + Wind players: 24 measures of any song performed & the IMEA High School Scale Audition Sheet
  + Percussion: 24 measures of any song and as well as rudiments 25-32

Seniors

* 1st Semester
  + Wind players: 24 measures of any song performed & the IMEA High School Scale Audition Sheet
  + Percussion: 24 measures of any song and as well as rudiments 33-40
* 2nd Semester – 24 measures of any 3 songs performed during the semester

**General Calendar of Events**

**August March**

Marching Band Camp IHSA Solo & Ensemble Contest

School Starts Work on IHSA Organizational Music

**September April**

Football Season IHSA Organizational Contest

NIU Band Day Prepare for Spring Concert

**October May**

Football Season Spring Concert

Fall Concert Jazz Night

Crystal Lake Band Show Begin work on Commencement Music

IMEA Auditions Memorial Day Parade

Commencement

**November**

**June**

IMEA Jazz Festival Milk Day Parade

IMEA Honors Concert

Begin work on Holiday Music **July**

Pep Band Begins

Musical

**December**

Winter Concert

Pep Band

Winter Break

**January**

School Resumes

Pep Band

McHenry Honor Band

Big Northern Honor Band

IMEA All State Honor Band

**February**

Solo & Ensemble Music

Pep Band

**OBJECTIVE**

The objective of this class is to learn high quality music and perform.

**CLASSROOM GUIDELINES**

Be in your seat with all equipment and music when the bell rings. During marching band season, report to the field with the necessary equipment. (Check the board for instructions.)

Leave all food, beverages, gum and attitudes outside the band room.

Respect the opinions and ability levels of others.

Do your homework – practice outside rehearsal.

**All school policies supersede the regulations in this handbook.**

**NECESSARY MATERIALS**

Pencil

Folder

Music

Instrument with all necessary supplies

**GRADING POLICY**

70% - Performance (summative)

30% - Participation (formative)

**PERFORMANCES**

The performance section of the grade includes all concerts, basketball and football games, and any festivals that the band chooses to participate. A performance grade will be given will be given; **100 points** for concerts/festivals and **20 points** for basketball/football games. This portion of the grade will also include any playing tests or quizzes that are assigned. These will be for a total of **20 points** each.

**PARTICIPATION**

The participation part of the grade will include class participation as well as reflection papers and any other assignments that may come up throughout the year.

**OTHER OPPORTUNITIES**

**Pep Band:**

Pep Band is the band that plays at the basketball games. This band performs before, during and after boys and girls games throughout the season. Students are required to play at all of the scheduled games. The pep band will be a combination of both the concert and symphonic bands. The students will perform for the entire game.

**IMEA**

District and State Festivals: Students may audition for concert band, jazz band and orchestra at both the district and state levels.

**Jazz Ensemble**

Rehearsals take place at 7:15-7:50 AM every B Day. The jazz band will perform at the fall and winter band concerts as well as Jazz Night in April. This is a class for credit! You must have it on your schedule to participate.

**Student Leadership**

Student leaders will be selected by the director in the spring for the following year. The band officers are as follows:

**Sectionals**

Each student will be required to participate in sectionals. Sectionals will work in a similar fashion as they did in Jr. High. Students will be pulled out of their regular class for half the period from time to time. The students will receive **10 points** for every sectional.

**President** – The president will assist the director in any way possible. He/she will lead all officer meetings in an orderly manner at least once a month. He/she will check with the director, before each meeting, about the agenda and will report to the director any important information. The president will report to the band on the following day after an officer meeting. He/she will also be responsible for keeping a bulletin board in the band room. The president will be aware that he/she is in a leadership position and act accordingly or be removed from office.

**Vice President** – The vice president will assist the president and director in any way possible. He/she will lead the officer meeting in the absence of the president. He/she will be responsible for collecting photos of all seniors for the spring concert program. He/she will also be responsible for assigning band lockers.

**Secretary** – The secretary will record minutes of each officer meeting and present them at the following meeting. He/she will assist the treasurer in collecting money. He/she will also be responsible for any record keeping in which the director needs assistance.

**Treasurer** – The treasurer will assist the director in collecting all money, writing receipts and keeping an accurate record of all collections (i.e. fund raising, uniform fees, etc.)

**Historian** – The historian will be responsible for contacting the school newspaper and other local newspapers to report the activities of the band. He/she will also be responsible for announcements over the school intercom. He/she will compile information and photos throughout the year to be used, by the historian, to create a scrapbook for the end of the year. The scrapbook will remain in the Harvard band room for future enjoyment.

**MARCHING BAND**

**Obligations**

As a member of the Hornet Marching Band, you are expected to be on time for every rehearsal and performance. Unexcused absences/tardiness will affect your performance privileges and your band grade. Remember, it takes time to get instruments and equipment ready. Please be on time and ready to go. Remember – to be early is to be on time!

**Marching Band Shirts**

Gold band shirts will be available to purchase for a total of $6.00. These shirts are to be worn on all performance days, excluding football players and cheerleaders. This shirt will also be your pep band uniform for the basketball season. In addition, students may purchase a seasonal band shirt with information about the 2013-2014 season on it. Those shirts are ordered in advance for $10.

**The Uniform**

Each student will be assigned a marching band uniform that he/she will be responsible for. Students will **not** be allowed to have their cell phones or any jewelry with their uniform. Hair must be contained inside the hat. These uniforms are new and need to be treated with extreme care. Any student who is found to not be taking care of their uniform will be sent to the Dean of Students. No exceptions! The uniform includes:

Jacket

Pants

Hat with hat box

*Dinkles* shoes (available through the band department for $30)

Black Socks

White gloves (available through the band department for $4)

White V-neck T-shirt (student is responsible to have this)

Gym shorts (student is responsible to have this)

At the end of the school year, the uniforms are cleaned in preparation for the next season.

**Important Notice**

At the end of every performance, each member will report to an assigned officer for a uniform inspection before they are dismissed to go home.

Each student has been assigned a uniform consisting of the following: pants, jacket, hat, hat box, and plume. Each part of the uniform is numbered and those numbers have been recorded. Each student is responsible for his or her assigned uniform parts. Uniforms will be checked in at the end of the year, following our Milk Day performance. If a student fails to return the proper parts, or has damaged any part of the uniform, he/she will be fined $50 per part. These are the only uniforms we have, please help keep them looking nice!

Also, students must pay a $40.00 fee to the high school band to cover various costs. All students must purchase *Dinkles* marching shoes ($30.00) and white gloves ($4.00), and shirt ($6) for their uniform. They must also have solid black socks. These are to be worn at every marching band performance – football games, parades, and festivals. Shoes could also be worn for concert band performances. Students without the proper uniform will not be allowed to perform and therefore receive a failing grade for the performance.

The concert band uniform consists of black pants (**which students must provide themselves**), solid black socks, *Dinkles* shoes, and a white dress shirt. A bowtie and jacket will be given to the men to wear and the ladies will receive a black blouse.

**Rehearsals**

Because we are now a split band, we will have marching band rehearsal every Tuesday and Thursday evening from 6:00-8:00 PM beginning Thursday, August 22nd and ending when the football season is over. The rehearsals are required and part of the students’ grades.

**Football Games**

* Report time for all games will be announced at the previous band rehearsal
* Students should wear the full uniform. It is ALL or NOTHING
* Students will sit with the band for the entire game
* When marching to and from the stadium, the band will remain at ATTENTION. When you have class IT SHOWS – when you don’t IT SHOUTS
* Only uniformed band members are allowed in the band section
* There will be no eating or drinking in the stands. The band will have the third quarter off and must be back in their seats for the down beat at the beginning of the fourth quarter. The will be no food or drinks aloud while wearing the uniforms.
* All members should be alert as to what is going on down front. Be ready to react immediately to instructions given by the drum majors or director
* If a student must leave the band section, he/she must have permission from the director.

**Inspection**

After each performance, the officers will inspect the uniforms to be sure they have been properly hung up. If a uniform is found improperly hung, the students will be asked to correct the problem. If that student fails to hang the uniform 3 times during a season, the student will be assessed the cost of getting their uniform pressed.

Thank you for your cooperation in helping our band to look its best!

**Music/Folders/Lyres**

Each band member will be assigned a locker in which to keep his/her music and instrument. Drill charts and other items should also be kept locked in band lockers. Students are responsible for their own music. Replacing music will cost the student $0.25 per page. Be careful! Students may purchase a flip folder and/or lyre from the director.

**Band Lockers**

Each student is assigned a combination lock and locker to store instruments. **It is important that all band instruments remain LOCKED up when not being used in rehearsal!** Instrument should be taken home to PRACTICE after school and on weekends. Lockers will be checked periodically.

**Band Traveling**

* If a conversation can heard in the front of the bus, it is too loud!
* There will be no hanging out of or talking out of bus windows
* Please lower the volume level considerably when entering towns, or stadiums. This is for your safety, is courteous to the bus driver, and an act of class!
* Please keep the bus clean; pick up after yourselves and always thank the chaperones and driver!

**Hotel Situations**

* Parents and students will be responsible for paying for any incurred charges, including lost room keys.
* Rooms are to be locked at all times.
* There will be no one of the opposite sex in your room, unless accompanied by a chaperone – this is non-negotiable
* Please refrain from playing instruments in the room.
* All school rules will be enforced on trips
* All students should realize that any personal desires or uniqueness may have to be put aside for the duration of the trip in order to facilitate large group control and management.
* No one is to leave the hotel alone. Any student found leaving the premises without permission will be dealt with severely
* Profanity is not a part of our organization! Make sure your language is not offensive.
* Band members are expected to be at the right place, at the right time, ready to go!

**Competition**

Competitions are special events where we get to perform for a sophisticated audience and very competent judges. We are there to do our best – NOT TO WIN! If we do our best, then everything will take care of itself. Specific information is given prior to competitions as to directions, departure and anticipated return time. All parents are encouraged to attend competitions and support the band. Students may use the band phone to call following a trip. Parents, PLEASE COME IMMEDIATELY when called.

**Symphonic Band**

**Auditions**

Auditions for the symphonic band take place in April of the previous school year. The students are given specific material that they are to prepare for these auditions. Placement in the symphonic band is dependent on the individual scores as well as the designated instrumentation.

**Chair Placements**

Both in November and January, there will be auditions to determine chair placement. Auditions will be announced well in advance and will consist of scales and an excerpt. The auditions will be blind judged by the director. In some cases, a student on a brass instrument with a higher score may be put on a lower part to achieve balance or to allow a younger student to develop his/her range. If this is the case, the student will be informed of the reason for his/her placement.

**Classroom Procedure**

**Rehearsal Procedure**

* You must be in your seat when the bell rings; a downbeat will be given two minutes after the bell. During the two minutes you should begin warming up for the day’s rehearsal. Make sure you have extra reeds. Percussionist should set up all equipment and music during warm-up. Announcement will be made at the beginning or end of class and may also be written on the board.
* Talking will not be tolerated during a rehearsal.
* The purpose of rehearsal is for you to learn **the parts of others and how they relate to yours, not to learn your individual music.**
* If you must leave your seat for any reason, please ask. Restroom breaks should be taken between classes, you have 5 minutes.
* In your individual warm-up, it is important to do long tones, lip slurs, scales, and that day’s assignment.

**Materials Grade**

Each student should have the following items in class every day:

* A sharpened pencil
* Your instrument (sticks, mallets)
* Your music and folder
* At least three reeds (clarinets and saxes) and water bottles (trombones)
* At least two reeds (oboe and bassoons) and water canisters for soaking.

From time to time during the school year you will receive a materials grade. If you have all the items listed above, you will receive an “A”. Your grade will be lowered one letter for each item you are missing. The easiest way to avoid this is to have everything that you need, at all times. After the second day, the letter grade may be lowered.

**School-owned Instrument Policy**

Each student who uses a school-owned instrument is completely responsible for the care of the instrument. If an instrument is damaged due to negligence, the student is responsible for the entire cost. An instrument check-out form must be filled out and on file with the director or band secretary.

**Lost Music**

Each student will be assessed a $0.25 fee for each page of missing or torn music. See librarian for any problems concerning music.

**Use of the Band Facility**

**Band room**

The use of band facilities before, after, and during school is a privilege. Students who abuse the facility will be disciplined accordingly. Any abuse or damage will be considered vandalism. There will be no horseplay, i.e. throwing of things, in or around the band room. All percussion and guard equipment is off limits to anyone not specifically designated to use them. No storing of personal items – THE BANDROOM IS NOT A LOCKER!

**Practice Rooms**

Practice rooms are to be used for practice. Keep the room neat with all appropriate music stands in place.

**Library, Band Office, Phone**

The **library** is private and is to be used only by the librarian or director. Materials may be checked out through the librarian; this includes Solos, Ensembles, and Etude Books. The **band office** is private and is not to be entered by any student without permission from the director. All students should keep in mind that his is a place of business. If the door is shut, knock first. **Telephone** use should be kept to a minimum and is not for personal use.

**Practice**

As with any activity, you get out of it what you put into it. Band will not be “FUN” unless you practice! There are many values in the study of music as a discipline that transfer to other areas of life. Although this will not immediately happen, persistent practice will lead to enthusiastic, driven practice. Remember: “Perfect Practice make Perfect!” Here is a suggested plan of study:

Pick a set time each day Use a tuner for a portion of your practice

Have an acoustically dry place Increase dynamic range (esp. pianissimo)

Use our daily warm-up & think “tone” Increase endurance (15 min. of full tones)

Play some form of scales Increase range (highest note w/good tone)

Take a break every 20 minutes Use a metronome for part of the time

Work on technique (articulations, etc.) “I will start with \_\_\_\_ min. and increase to”

Practice sight-reading Use a practice record

**Percussion Accessories**

Each percussionist should have the following materials:

A pair of marching sticks

A pair of general snare sticks

A pair of general timpani mallets or staccato mallets

A pair of rubber xylophone mallets, Musser Blue or Musser Green

A pair of yarn mallets, Balter red yarn

A stick bag

These items can be purchased from the band department

**Duties of the Band Member**

* Be on time to all rehearsals and performances. **Early is on time – On time is late!**
* Upon entering the rehearsal setting, acquire your instrument and go directly to your seat.
* When the director steps on the podium or asks for your attention, all talking should cease.
* Come to rehearsal with a GOOD ATTITUDE
* There is no excess playing (i.e. horsing around on the instrument); only good solid material.
* Make a real effort to improve on a daily basis and establish a good practice routine.
* Maintain a strong academic standing in all course work.
* Become responsible for and assume responsibility for your own actions. Admit when you are wrong.
* Have a proper respect for yourself and those in authority.
* Read and play music with insight – have musical expectations.
* Put away all equipment, music, and uniforms when finished.

**How Parents Can Help**

It is the responsibility of every parent and guardian to see that the policies outlined in the handbook are followed and that the form in the back is signed and returned. Each parent is responsible for the attendance of his/her child at all band functions. The hands of the director are tied without the help of parents. When a “band question” arises, it is important that you get factual information before discussing it with others. We do more harm to ourselves, the band family, when we talk about things that contain one or more “falsehoods” but consider them facts. If questions arise, it is important to remember this axiom: If it is a performance issue or anything dealing with the band proper, contact the director.

How can you help/participate in the band?

* Show an interest in the music study of your child
* Arrange a regular time for your child to practice
* Find a quiet place where he/she can practice without interruption
* Listen to performances of practice material, when asked to do so
* Help the student keep a DAILY RECORD of practice
* Come up with a reward system for DAILY practice
* Keep the instruments in good repair and keep at least three reeds in the case
* Get a metronome and tuner for your child
* Be extra-careful with school-owned instruments. Repair costs are high!
* Teach your child to be prepared and on time to each rehearsal or performance
* Provide private instruction
* Make faithful attendance at all band activities important
* Buy your child a personal planner for marking important dates
* Keep the handbook in a safe place and refer to it often
* Notify the director if a student is to be absent from rehearsal
* Double-check behind the student to make sure that he or she the instrument
* Visit rehearsals occasionally
* Attend booster meetings, concerts, games, and contests
* Turn in fundraising money on time
* Be supportive of all the activities going on in the band
* Chaperone whenever possible
* Become an active member of HARMONY (the booster club)

**Attendance Policy**

THE ONLY EXCUSABLE ABSENCES ARE PRE-ARRANGED SCHOOL CONFLICTS AND THOSE THAT WOULD BE EXCUSED BY THE SCHOOL FOR REGULAR ATTENDANCE RECORDS, I.E. ILLNESS, DEATH IN THE FAMILY, RELIGIOUS HOLIDAY.

Individual needs will be addressed as they occur. This system is subject to modification by the director.

PERFORMANCE The student will receive a zero (0) for that

NO SHOWS! performance

For ALL absences, the following procedure must be followed by the student and parent:

* Director must be notified in advance
* An absence request form must be filled out and on file
* For illness, a parent note must be submitted.
* Although cleared by the school office, the director should be notified if an after school event is scheduled – please email at kcoffer@cusd50.org
* In extreme cases, a phone message may be left on Mr. Coffer’s voicemail
* Follow-up is the sole responsibility of the student!

The mere filing of an absence request form does not constitute whether an absence is excused. The above policy is cut and dry in regards to what is excused.

**Conflicts with Band**

Conflicts between band and other activities or events are the responsibility of the student. Rehearsal and performance schedules are given out in advance so that arrangements can be made. When outside activities create hardships, student will need to consult with the director about alternatives that may be possible. Students should have their assignment notebook and be aware of all band dates well ahead of schedule. It is the policy of the band to assist students when conflicts occur within the scope of the band policy. All conflicts in regards to **performance** must be worked out in favor of the student’s responsibility to band. Work is not an excuse for missing any band activity.

**The Importance of Attitude**

The greatest single factor that will determine the success of any individual or organization is **attitude**. The kind of person that you are is an individual choice and how we feel about something, which involves attitude, is one of the few actual independent choices that we have in life. It takes intense dedication to reach goals. Students should learn to discipline themselves to daily practice on fundamentals. The “right attitude” must be present along with sincerity, concentration, and dedication as the basic foundation. Such an attitude makes an artistic performance inevitable and is the difference between a winning organization and a mediocre group. The band can do much for you. Make the most of it and every rehearsal and performance.

**The Importance of Discipline**

Because of the nature of the organization, band discipline must be strict! Band students and parents must believe in the ideals, principles, and philosophy of the organization. Each member must always be aware of good behavior and think for him/herself. Any misconduct casts a bad light on the school, community, and band program. Any member who casts discredit to the organization by his/her conduct or actions in band, in another class, or on a trip, may lose a privilege within the program. This may include the chance to go on a spring trip. This decision will be at the director’s discretion.

**Students’ Responsibility to the Band**

**To Ourselves**

YOU have the primary responsibility of developing your own abilities. The benefits of a good instrument and private instruction can never be underestimated. What you put into it is what you will get out of it. The director is ALWAYS available for your guidance and encouragement – just ask!

**To the School**

The Harvard School District provides us with the resources for rehearsals, performances, and equipment. HARMONY provides a support network, both financially and philosophically. WE have the responsibility to provide the best possible service to our community.

**To Music**

Music has always been a part of our culture. We must take what we have and use it for the betterment of the culture. No one expects virtuoso musicians, only your very best! The great composer Gustav Mahler once said that only 10% of a piece of music is on the page. If that is the case, then we as musicians have the duty of creating and producing the other 90%. The joy of music is not in everything that is apparent. It must be discovered and created.

**To Each Other**

We must always do what is best for the WELFARE of the group. There can be no selfish acts solely for the benefit of the individual, but for all. Respect each other. If there are conflicts, find a way to resolve them. Never insult another band member’s integrity. The word “band” means that we are banded together and that there is no separation.

**Instrument and Mouthpiece Upgrades**

**Mouthpieces**

Clarinet Van Doren B40 or B45

DEG Barrels

Rovner Ligatures

Saxophone Selmer C

Trumpet Bach 3C or 1 ½ C

Horn Schilke 29 or 30

Trombone Bach 5G or 4G

Schilke 51 or 51D

Tuba Helleberg 120S

Bach 18

**Instrument**

Piccolo Yamaha YPC 62

Flute Yamaha 581 H

Clarinet Buffet R-13

Oboe Loree or Fox 400

Bassoon Fox Renard 220 or 222

Saxophone Old Selmer Mark VI or Yamaha Custom

Trumpet Bach Stradivarius

Horn Paxman M20 or Holton 179

Trombone Bach 42 B, BO or Edwards

Baritone Yamaha 321 – S or Willson

Tuba St. Petersburg or Perantucci

**Suggested Method Books**

Flute Rubank Intermediate Method

Rubank Advanced Method

Altes Method

Art and Practice of Modern Flute Technique –Kincaid

Eck Method/ Practice Studies/ Tone Development

Clarinet Rubank Intermediate Method

Rubank Advanced Method

Klose Celebrated Method for Clarinet

Rose: 40 Studies for Clarinet Book 1

Melodious and Progressive Studies – Hite

Oboe 50 Classical Studies of the Oboe – Joppig

Rubank Advanced Methods

Andraud Practical and Progressive Method

Barrett Oboe Method

Bassoon Rubank Intermediate Method

Rubank Advanced Method

Weissenborn Practical method for Bassoon

Saxophone Rubank Intermediate Method

Rubank Advanced Method

Universal Method for Sax – DeVille

Gatti: 35 Melodious and Technical Exercises

Trumpet Rubank Intermediate Method

Rubank Advanced Method

Arban Complete Conservatory Method

Herbert L. Clark Technical Studies

Schlossberg Daily Drills and Technical Studies

Horn Rubank Intermediate Method

Rubank Advanced Method

Kopprasch – 60 Selected Studies for Horn (Vol. 1 & 2)

Concone – Lyrical Studies for Horn or Trumpet

Practice Studies – Getchell

Trombone/Baritone Rubank Intermediate Method

Rubank Advanced Method

Rochut Melodious Etudes Book I & II

Arban Method for Trombone/Euphonium

Scholssberg Daily Drills

Clark Method for Trombone/Euphonium

Tuba Rubank Intermediate Method

Rubank Advanced Method

Percussion Fundamental Method for Timpani – Mitchell Peters

Funamental Method for Mallets – Mitchell Peters

**Recordings**

Just as the blind child cannot paint a picture of the sunset, an instrumentalist cannot duplicate a characteristic sound on their instrument without an appropriate model to emulate. Below are suggestions of artists for each instrument. Every student in the band program should own at least one recording of the following artists:

Flute Jean-Pierre Rampel, Jim Walker

Clarinet Harold Wright, Larry Combs

Oboe Joseph Robinson, John Mack

Bassoon Bubonic Bassoon Quartet, Christopher Millard

Saxophone Jean Rousseau, Joseph Lulloff, Steven Mauk

Trumpet Phil Smith, Adolph Herseth

Horn Dale Clevenger, Dennis Brain

Trombone Joseph Alessi, Christian Linberg

Baritone Brian Bowman, Roger Behrend

Tuba Arnold Jacobs, Sam Pilafian

**Director Contact**

Mr. Coffer uses a program called Remind 101 to send out reminders for different events throughout the year. These reminders come via text message. To receive these message please send a text message to (385) 282-4353 with @9589 in the message line. You will receive a response asking for your name. Please reply with your name. You will then receive a confirmation text.

**Tentative Band Schedule**

**Dates Event Location Time**

August 17 Pig Roast 1st Presbyterian Church 2:00 PM

Tuesdays & Thursdays Marching Band Rehearsal 6-8 PM

August 24 Benefit for Andy Cash Saver 11:00 AM

September 6 Football Game Home 6:15 PM

September 7 McHenry Marching Festival McHenry TBA

September 13 Football Game Home 6:15 PM

September 21 NIU Band Day DeKalb All Day

September 27 Away Football Game (Castle) Marengo 5:30 PM

October 4 Homecoming Game/Parade Home 6:15 PM

*October 19 IMEA Auditions Zion 4:00 PM*

October 11 Football Game Home 6:15 PM

October 14 Columbus Day Parade Chicago All Day

October 17 Fall Concert North Gym 7:00 PM

October 19 Crystal Lake Marching Festival Crystal Lake TBA

October 25 Senior Night Football Game Home 6:00 PM

*November 9 IMEA District Festival Glenbrook North HS All Day*

*November 22&23 Musical Home 7:00 PM*

*November 24 Musical Home 3:00 PM*

*November 27 Honor Band Auditions Marian Central 6:30 PM*

December 3 Basketball Game Home 6:15 PM

December 6 Basketball Game Home 6:15 PM

December 7 Christmas in Harvard Parade Harvard TBA

December 10 Winter Concert North Gym 7:00 PM

January 14 Basketball Game Home 6:15 PM

*January 16 Honor Band Rehearsal Woodstock North 6:30 PM*

*January 17 Honor Band Rehearsal Woodstock North All Day*

*January 18 Honor Band Rehearsal & Concert Woodstock North All Day*

*January 20 Big Northern Festival Marengo All Day*

*January 22-25 IMEA All-State Conference Peoria All Day*

January 28 Basketball Game Home 6:15 PM

January 31 Basketball Game Home 6:15 PM

February 4 Basketball Game Home 6:15 PM

February 14 Basketball Game Home 6:15 PM

February 18 Basketball Game Home 6:15 PM

February 25 Basketball Game Home 6:15 PM

March 7 Solo & Ensemble Set Up Home 3:00 PM

March 8 Solo & Ensemble Harvard All Day

April 12 Organizational Contest TBA TBA

April 26 Jazz Night North Gym 7:00 PM

May 6 Spring Concert North Gym 7:00 PM

May 26 Memorial Day Parade Harvard 9:30 AM

June 6 Marching Band Rehearsal Home 10:00 -12:00

June 7 Milk Day Parade Harvard 12:00 PM

TBA Graduation Home TBA

*All unitalicized items are required performances! Other dates may come up throughout the year.*

*All italicized items are optional or for select students*

**Absence Request Form**

This form must be completed and turned in one week in advance of any anticipated absence by a band student. (Excluding extreme emergencies)

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of anticipated Absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please be specific! The policy is quite simple – if the school will excuse it, I will excuse it. If the school will not, I will not. “Important matters” or “family matters” are not considered excusable by the school.

Harvard High School will excuse for Death in the Family, Religious Holiday, and Illness with a doctor’s excuse. The doctor’s excuse must be submitted to the school attendance office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

All forms must be submitted to the director and will remain on file in the band office for a period of one year.

\_\_\_\_\_ Excused \_\_\_\_\_ Unexcused

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature Date

***Letter of Mutual Consent***

I, the undersigned student, accept membership in the Harvard High School Band and understand that I am responsible for all the policies as set forth in the Band Handbook. I fully agree to carry out my responsibilities to the very best of my ability.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

I, the undersigned parent or guardian, have read and understand the policies as set forth in the Band Handbook. I also grant full permission for my child to be an active member of the Harvard High School Band. In addition, my child has full permission to attend all band functions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

Type of Instrument(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manufacturer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Not returning or signing this form does not mean that one does not have to abide by the regulations set forth in the band handbook. All rules and regulations will still apply.