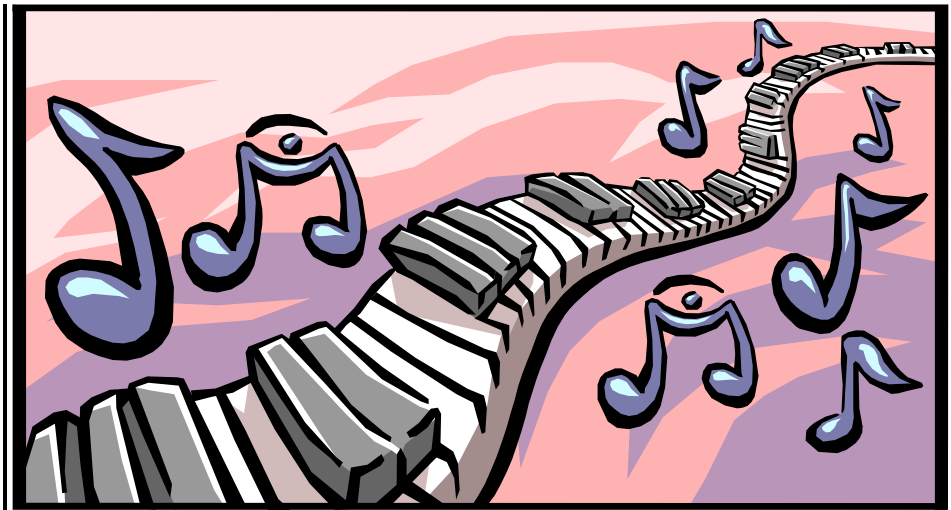


Napoleon High School
Music Department Handbook



Jason A. Cunningham
Director of Music

Napoleon High School Band & Choir

Member Handbook

Welcome to the Napoleon High School Band and Choir Program. If you enjoy singing, playing your instrument, and want to become a better musician, then this is the place for you. We have a growing tradition of music excellence at Napoleon and we are excited to have you in our program! You will enjoy the experience of learning in groups whose members not only possess quality citizenship, but also maintain a tradition of music excellence. Every fine band and choir has high standards in rehearsals, concerts, and code of conduct, and these standards or expectations are a vital part to the Napoleon music program. This handbook is designed to help make your orientation to the Napoleon music program a quick and easy task. Through the reading of this handbook, you will be informed of the responsibilities that encompass being in our successful and active band and choir program at Napoleon High School.

Parents and students are requested to read the content of this booklet. Your careful attention will answer most of your questions and hopefully eliminate any misunderstanding later in the school year. Remember, your positive attitude may contribute as much toward your success in music as your musical excellence and skill.

Our hope is that the expectations set forth in this booklet will aide students in their musical growth, their feelings of accomplishment, and their appreciation of the rewards and positive emotions connected with commitment. These are acquired life skills that develop with sincere involvement in the Napoleon Music Program, where the real satisfaction comes with the hard work students are willing to devote to their choir or band.

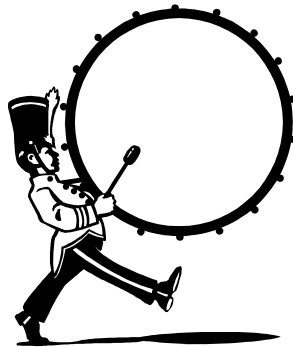
We know your pride will grow with each musical accomplishment. Let's have a great year!



Ensembles

I. The Band Program

- Marching Band
 - The first trimester of the school year is primarily spent doing marching for our home Football Games. Marching band is used to heighten the experience of the audience with our half-time show and our pep-tunes. **All band students at Napoleon High School attend a band camp at Michigan State University to prepare the band for our marching season.** The Marching Band will also participate in the Vandercook Invitational and Marching Band Festival. Marching band rehearsals are on Monday night immediately following Band Camp. Marching Band students are required to attend all Monday night rehearsals, any extra rehearsals, and parades.
- Pep Band
 - During the second trimester of the school year, the Band performs pep tunes for our Friday night Home Basketball games. We play songs to encourage the players and to add to the audience's experience.
- Concert Band
 - The end of the first trimester, second, and third trimester constitutes the time spent on concert music. The concert band performs regularly throughout the year and we work on music for concerts and Band Festival. In Concert Band we work on technique, musicality, music theory, sight-reading, and other instrument related topics.



Attendance at all scheduled performances is mandatory.

II. The Choir Program

□ Women's Choir

The Concert Choir program prepares music for concerts regularly throughout the school year. We provide music for special occasions and may also perform at sporting events. No audition is required for Concert Choir, and no prior experience in vocal music is necessary. During all three trimesters, students work on and develop posture, proper breathing technique, tone production, vowel formation and unification, diction, sight-reading, vocal pedagogy, critical listening skills, and music theory. The Concert Choir will also attend the Michigan State Vocal Music Associations Choral Festival. Students who participate in choir wear concert attire for all performances. Uniforms are provided by the school district and students are responsible for the maintenance, care, and cleanliness of the uniform. Any uniform damaged or not returned will be the responsibility of the student (Approximately \$80.00). Choir is a year long class and students are required to be in **all three trimesters**.

□ Advanced Choir

Advanced choir is an auditioned choir consisting of 12-16 treble voices. This choir will meet once a week during STAR and will perform on concerts with the Concert Choir and may also attend MSVMA Choral Festival or Solo & Ensemble. This is an extracurricular activity and not a scheduled class. Students who miss rehearsal or do not follow classroom rules will be immediately dismissed.



Attendance at all scheduled performances is mandatory.

Rehearsal Procedures and Policies

The Napoleon High School Music program will use the following procedures.

• Rehearsal

- All students must be in the room by the tone, and students entering late will need a pass. **Tardy students will lose points from their daily participation grade.** Four tardies will result in a Saturday detention as per school rules.
- All students will have approximately three minutes to get their instruments, music, chair, and stand situated. Students should then be in their seat or place on the risers.
- The following should be taken care of at this time: 1. Preparing your instrument (oiling valves, greasing cork, removing covers, etc.) 2. Intelligent warm-up on your instrument without playing above *mf*, percussionists should play on the rims of drums or use soft mallets gently on keyboard instruments.
- The signal for class to begin will be when the director steps onto the podium, or steps up to the piano. When the signal occurs all sounds will cease. The director will then follow with announcements and/or attendance. During this time you may SILENTLY continue to assemble your instrument and arrange music (while in your seat).
- Rehearsal will then begin. When the director is standing on or near the podium, or by the piano, the rehearsal is in progress. Save your conversations or questions not related to the rehearsal for the end of class. There will be a period of time for ensemble tuning. Do not talk or "practice" during tuning as this defeats the true purpose of the tuning procedure.

If you have a medical problem that prevents you from playing or singing, you must inform the director before the rehearsal with a Doctor's note stating your medical condition. You will be asked to sit in your section and follow along with your instrument/music. If you are only suffering from a cold, allergies, headache, sore throat, upset stomach, etc. you will be expected to play or sing during rehearsal as best you can. Resting for a short episode during a rehearsal is acceptable, but you are still expected to do your best to keep up with the other students. If you are not well enough to sing or play, then you will be asked to go to the office to call a parent to take you home.

If your instrument has been sent for repairs, please inform the director. Any student without an instrument will be asked to use a school-owned instrument or a loaner

The rehearsal will usually end about three minutes prior to the end of class time. This will allow enough time to put away instruments and folders, and allow time for percussionists to cover equipment and put away all accessories. All instruments must be placed in their correct storage areas. Failure to do so will result in the loss of daily participation points and multiple offenses will result in a discipline referral.

- **Classroom**

- Treat others as you would like to be treated. Disrespectful behavior towards persons, music, or equipment will not be tolerated.
- Students must be in their assigned position/seat with their folder, **pencil**, music, and instrument.
- Always have your **pencil** at every rehearsal for score marking. Periodic pencil check will occur. Not having a pencil during rehearsal will result in a lowered daily participation grade.
- **Gum, food, candy, and drink** cannot be allowed in the music room for they may be harmful to instruments, the room, and yourself.
- Talking is prohibited during rehearsal time. When the cutoff occurs, stop playing/singing, and wait for the next direction.
- Non-music books and personal items are not to be stored in the music room. Please use your locker.
- Leave the music room as you found it. Students are responsible for keeping the room clean. Students are also expected to put away their uniforms and instruments after each performance.
- Students are responsible for any music assigned to them. Students will be charged for lost or damaged music and folders.



- **Performance**

- All students must attend concerts, performances, and other scheduled events.
- Scheduled rehearsals and activities are mandatory.
- Pre-planned absences or illness will be taken into consideration. Once a student has signed up for choir or band it is their responsibility to attend any and all activities.
- **Unexcused absences will result in a 0% for the activity.**
- **Excessive unexcused absences will result in removal from the program.**
- Students are responsible for informing parents of their schedule and wardrobe for activities. **Students not in proper attire will be dismissed from the performance and will not be allowed to make-up lost points.**
- Excused absences may be made-up by making an appointment with the director. (The student is responsible for asking to schedule the appointment.) At the appointment the student will be asked to sing/play some or all of the concert music performed at the concert he/she missed (the music must be memorized if it was done so at the performance). The student will be graded on their appointment performance.

Extra Rehearsals and Sectionals

It may be necessary to schedule additional rehearsals or sectionals during the school year in order to attain the goals of the Napoleon High School Music Program. These will be scheduled in advance to allow students adequate time to adjust their schedules. It is the responsibility of each member to attend. *If a student has a conflict and cannot attend an extra rehearsal, he or she must notify the director prior to the rehearsal. A signed note from the parent(s) must be given to the director before the rehearsal.*

Performances

One of the main functions of the band and choir is to perform. Each performance is the culmination of the musical skills that have been worked on and refined during class time. All students are expected to follow directions and the information contained in the handouts distributed regarding each performance. Students will occasionally be excused from school throughout the year to rehearse at JCC or neighboring schools for certain concerts, or to perform at local schools. While students must take advantage of this opportunity, they also must make arrangements to turn in any missed work during their excused absence from school. *Each student is required to attend each performance of his/her organization.*

Excused absences

Because live performances are unique and cannot be replicated, no excuse will be accepted for a missed performance unless it meets the criteria of an excused absence. Only a student's serious illness, a death in the family, or a family medical emergency constitutes and excused absence from a performance or extra rehearsal. *It is expected that the student will take the courtesy of notifying the director of any absence prior to the performance if possible. A signed note from the parent(s) must be given to the director within 24 hours of the student's return to class explaining the reason for the absence. Failure to do so will constitute an unexcused absence.*

Unexcused absences

An unexcused performance absence will constitute a loss of performance points resulting in a lowered grade. A conference with the student and his/her parents will be required to determine what can be done to correct the level of commitment to the choir and band, and the study of music.

An unexcused absence from a performance will result in a lowered 12 week grade, and the possibility of the student being denied participation of any of the groups' extracurricular activities, such as the Cedar Point trip, or other special trips that may be planned.

- Grading

- **Performance:** 100-200 points per concert. Concert Attendance, Home Games for Pep Band, and other performances. **(70% of grade)**
- **Daily Participation:** 10 points per day, 50-100 points per Monday night and extra rehearsals. Rehearsal technique, Monday night rehearsals (band), being prepared (pencil), behavior. Four tardies will result in referral to the office and Saturday detention. **(30% of grade)**
 - **If a student is absent from class for any reason they will lose participation credit. To make up this missed time the student can do a listening assignment provided by the director.**

Instrument Policy

1. Each student using a school-owned instrument is required to sign-out that instrument with the director. No student will play an instrument that is not signed-out to them and **only percussion students are allowed to use percussion equipment.** Students are expected to provide their own accessories for the instrument.
2. The school instrument must be returned at the end of the school year in the same condition in which it was issued. Any damage to an instrument that is beyond normal use (not playable, major dents, or improperly cared for) will be considered the student's responsibility to fix. For percussionists, any instrument damaged without a person found responsible will be replaced through a fee collected equally between players.
3. Woodwind instruments need to be swabbed immediately after rehearsal, disassembled, and put correctly into their case; brass instruments should be given a bath once per month; percussionists are responsible for keeping their drum sticks and mallets in good repair and storing them properly in their lockers and/or cabinet drawers, along with other equipment (tambourines, cymbals, toys, etc.) after each rehearsal.

Music Policy

Students will be responsible for any books or sheet music assigned to them. Each student will have a music folder where all music should be placed. All music and music folders are the property of Napoleon High School and must be returned upon request. Lost music will be replaced by the student at the current cost plus shipping (marching and pep band music: \$1.00; concert music: dependent on current price listing per arrangement).

Students are expected to mark their music in pencil, provided it is appropriate music information. Students should have a pencil with them at all times so that instructional comments in class can be noted on their music. The director will provide a pencil at the beginning of the year and it is the student's responsibility to replace lost or stolen pencils. Whether in class or during private practice at home, ***music should only be marked in pencil!***

Marching Band Attendance Policy

- Attendance at all rehearsals and performances is required of all Band Members except for those involved in certain fall sports or a doctor's excuse for not marching.
- Marching rehearsals take place on Monday nights from 6:00 PM to 8:00 PM and are part of the curricular program of the school. **Graded rehearsals take precedence over all extra-curricular activities.**
- Members are expected to make arrangements to be at every marching and playing rehearsal. Appointments, work schedules, make-up work, etc., should be scheduled so as to cause no conflict with the marching and playing rehearsal.
- Equipment, flip folders, uniform parts, shoes, etc. left out in the music room after a performance will incur a discipline notice for not following classroom rules. It will be the responsibility of each student to make sure the aforementioned items are secure after each performance.
- The Band Director has supplies for students at a discounted price. **Students will not receive report cards unless these fines or charges have been paid.**



Uniform Policy

All Band students will be supplied with a Marching uniform and a concert uniform. Most performances will require this dress. Students will supply a **white undershirt, black socks, and all black shoes** (shoes purchased at Band Camp). It is acceptable for students to use marching shoes for concert season. Uniforms are stored in the Band room and are to be turned in at the end of every concert.

Choir uniforms are purchased by the district and will be stored at school in a garment bag after it has been cleaned by the student. Ladies need to provide black dress shoes and black stockings.

Any damage done to garments or uniforms that results from student misuse will result in the billing of the student for a new item. **Students who do not dress properly for a performance will not be permitted to perform, resulting in an unexcused absence.** Any questions regarding uniform should be posed to the instructor before the evening of the concert. **Remember:** Equipment, flip folders, uniform parts, shoes, etc. left out in the music room after a performance will incur a discipline notice.

The Music Boosters

The Napoleon Music Boosters was formed by a group of caring people to assist the students, music teachers, and community in all music related endeavors connected to the learning institution. This is done on a strictly volunteer basis, with annual officers, chair-people, and workers.

With the growth of our community, comes the growth of the music program. Since the quality and quantity of our yearly projects are directly related to the number of volunteer workers, we ask and invite you to participate in this organization. All parents of band and choir students are automatically members of the boosters, and any community member can become involved.

If you would like to become more involved with the Music Boosters, please contact the Booster President or Mr. Cunningham at **536-8667, ext. 242**. Mr. Cunningham can also be contacted by school e-mail at hscunnij@mail.ncs.k12.mi.us

Booster Meetings

**Common Planning Days
7:00 in Music Room**

Activities

Helpers, Uniforms, Trailer,
Concessions & Chaperoning
Apple Pie Sale

**For a full list of activities and times please visit the
music webpage at www.napoleon-music.com**

The Schedule is updated frequently so please check it often. If anyone does not have internet access I can provide a printed copy of the schedule upon request.

Acknowledgment Form

I have read and studied the contents of the 2008-2009 Napoleon High School Music Handbook. I understand that by signing and submitting this form that I am accountable for all information contained inside including the schedule and policies. I agree to adhere to the rules and policies listed, and understand both the positive and negative consequences involved. Submittal of this signed form officially makes me a member of the Napoleon High School Music Program.

Date: _____

Student Name: _____ Signature: _____

Student e-mail: _____

Parent Name: _____ Signature: _____

Parent e-mail: _____

In order to reduce paper and paperwork, your signature will act as a permission slip allowing students to attend all scheduled events. School supervision will be provided on these trips and it is the responsibility of my son/daughter to follow instructions given by teachers and/or chaperones.

Parent contact number:

Home: _____ Cell: _____

Emergency Contact Numbers (2 required):

1. _____ Phone # _____

2. _____ Phone # _____

(Emergency contacts are required before students can participate in field trip)

Please detach this page only and return to the director.