

TRIWAY HIGH SCHOOL



INSTRUMENTAL MUSIC PROGRAM HANDBOOK



DIRECTORS:
JOHN PUSTER
MELANIE GARDNER

Last update: July 2022

LETTER FROM THE DIRECTOR

Dear Band Member,

Congratulations on being a member of the Triway High School Band. This band is recognized for its service to the school and community, fine musicianship, and excellent character. You have inherited this tradition from all the Triway Bands before you and now have the opportunity to make your own contribution to the tradition and the pride of belonging to this organization.

Our reputation for outstanding service and excellent performance did not happen accidentally but is the result of many hours of hard work, practice, and dedication. The pride and work you bring to the band are the foundation of this organization.

Triway Bands are highly visible in the community, county, state and beyond. This implies that the band students do travel rather frequently. If a Triway Band student cannot recognize authority (that of the directors, assistants, chaperones, bus drivers, and, of course, those persons with whom we come in contact), the student in question should reconsider his or her involvement with this program. The Triway Band program seeks young men and women who possess such qualities as maturity, kindness, and self-control.

I commend you for your desire to become a better musician and for giving so generously of your time and talent. I hope this experience will enrich your life in your high school years and set a pattern for a lifetime appreciation of fine arts. Have a great year!

Sincerely,

John Puster

TABLE OF CONTENTS

Course Goals	4
Classroom Rules	4
Discipline and Consequences	4
Attendance Policy	5
Excused Absences	5
Unexcused Absences	5
Grading Policy	6
Classroom Policies –	7
Band Room Care	7
Band Office	7
Instrument Care	8
Transportation Policy	8
Bus Policy	9
Fund-raiser	9
Trip	10
Awards	10
The Bands of Triway High School	10
Marching Band	11
Marching Band Policies	11
Rehearsal/Performance Expectations	12
Game Policies	12
Care of the Uniform	13
Summer and Military Uniforms	14
Chaperones	15
Fees	15
Symphonic Band	15
Rehearsal/Performance Expectations	16
Jazz Band	16
Pep Band	17
Tri-County Honor Band	17
Solo and Ensemble Contest	17
Other Opportunities	17

SEMESTER I and SEMESTER II

Semester I band course includes the marching band season and the Holiday (Dec.) concert.

Semester II band course includes the symphonic band Festival and All-Triway concerts as well as performances at THS graduation and Memorial Day parade and cemetery service.

COURSE GOALS

The primary goals of this course are

- 1) to learn about music as a communicative art, and
- 2) to strive for personal and group excellence when rehearsing and performing music in all band settings.

CLASSROOM RULES

The basic rules of this class are as follows:

- 1) Be on time.
 - 2) Be prepared for class.
 - 3) Be courteous to others.
 - 4) Be respectful of school property.
- ** School rules and consequences will be observed in this class.

DISCIPLINE AND CONSEQUENCES

Blatant breaking of school rules and band policies set forth in this handbook during any band function may result in progression toward dismissal from the program.

Three strikes and you're out.

- | | | |
|-------------------------------|-------------------------|--------------|
| 1) Loss of certain privileges | 2) Step one plus | 3) Dismissal |
| Parent/director conference | A disciplinary contract | |
| A detention or suspension | (setting boundaries) | |

** In severe cases, the director may choose to skip to step two or three.

ATTENDANCE POLICY

As a band member, you have made a strong commitment to others as well as yourself to achieve the finest results in performance. Attendance at all rehearsals and performances is mandatory and crucial toward this goal! The following policies have been designed to maintain the excellence of the Triway Band program and will help ensure that membership in this group continues to be a worthwhile and educational experience.

EXCUSED ABSENCES:

- 1) personal illness
- 2) death in the family
- 3) a conflicting school activity in which the student is participating
- 4) legitimate 4-H judgings and activities (i.e., during Fair Week)
- 5) a family vacation with parents

When a student discovers that he or she will be missing a rehearsal or performance, the student will notify the director no less than **SEVEN (7) DAYS** in advance of the event. A note (written notification) from a parent or guardian with the student's name, reason for the absence, date of the absence, phone number, and signature must be submitted for each absence to the director.

If you wish the director to consider an absence excused that is not on the above list, a parent/director conference is required no less than **SEVEN (7) DAYS** in advance of the event. At that point, the absence may or may not be considered excused by the director.

UNEXCUSED ABSENCES:

In the past, it seems that countless excuses for missing rehearsals have been given. On the previous page, you were given the guidelines for an excused absence. Failure to meet these guidelines results in an unexcused absence.

I. Unexcused absence from a scheduled rehearsal:

First time - step one of the discipline policy

Second time - step two of the discipline policy

Third time - dismissal

II. Unexcused absence from a scheduled performance:

First time – skip to step two of the discipline policy and lower current grade one letter

Second time – dismissal and a grade of F recorded for the grading period in progress

Band members attending the career center, post secondary classes, or IB will need to check with Mr. Puster about minimum attendance requirements.

Performances are culminating events in our music curriculum which is why an unexcused absence affects the student's grade.

Detailed band calendars are provided far in advance so that conflicts of schedules can be discovered and handled.

"I can't come because my boss scheduled me to work" is an unexcused absence. Local employers of high school students will request that the student provide them with a copy of their school activity calendars and have been consistently flexible with the work schedules.

GRADING POLICIES

MARCHING BAND:

- 1) 40% Classroom Citizenship – includes:
Shoes and socks for marching, charts and music on the field, a functioning instrument, necessary instrument supplies and maintenance items, and a sharpened pencil.
- 2) 20% Practice Records will be required weekly.
- 3) 40% Memorized music for parades, and pregame and half-time shows. Music is passed off to a director or a person authorized by a director. Also, Memorized marching drills and demonstration of basic marching skills.

SYMPHONIC BAND:

- 1) 40% Classroom Citizenship – includes:
A functioning instrument, a complete music folder, necessary instrument supplies and maintenance items, and a sharpened pencil.
- 2) 20% Practice Records (Preparation of issued music) – Music that is issued for concerts and large group contest is to be worked on by band members outside of classtime. At least 120 minutes per week is required.
- 3) 40% Performance of grading period 'Objectives' – 'Objectives' may include a memorized scale, a section of music from the folder, a rhythm exercise to be clapped and counted out loud, and/or written tests. Rubrics will be used.

** No grades given for the following non-credited groups: Jazz Band, Pep Band, and Tri-County Honors Band. Solo and Ensemble participants do receive ¼ credit for their efforts based on a pass/fail system.

CLASSROOM POLICIES

MUSIC ROOM CARE:

The music room should be a well kept and welcome place for students, parents, and other visitors.

- 1) No food or drink in the music room. No gum chewing either!
- 2) Your instrument is to be kept in your designated storage area.
- 3) Only your instrument is to be kept in your designated instrument storage area. The school issues lockers in which to put other items.
- 4) Leave book-bags in the hallway outside the music room; they cause a traffic problem. Caution! Because of the threat of theft, items of personal value (calculators, purses) may be kept under your assigned chair during a rehearsal. Security cameras are in place.
- 5) Vandalism with regard to instruments, equipment, and school property will not be tolerated. Offenders will be held financially responsible, considered for dismissal, and face consequences set by one of the two school principals.

Marching Band season:

- A) Keep music, shoes, socks, etc. in the instrument storage cubby.
- B) Keep the floor in your assigned area clean.

Symphonic Band season:

- A) Keep music in the instrument storage cubby.
- B) Keep the floor in your assigned area clean.
- C) Clean up after yourself; clear off your stand and chair everyday.

HS MUSIC OFFICE:

- 1) Students must ask permission of the directors before entering the Music Office, getting into file cabinets, drawers, tool boxes, shelves, etc.
- 2) The Music Office phone is to be used only with a director's permission. The phone is to be used for music related calls only and is reserved for special circumstances.

INSTRUMENT CARE

Personally-owned instruments:

- 1) Properly clean instrument
- 2) Properly store instrument, including all latches closed
- 3) Needed repairs should be handled promptly
- 4) Clearly mark instrument case with your name – outside and inside

School-owned instruments:

- 1) Properly clean instrument
- 2) Properly store instrument, including all latches closed
- 3) Needed repairs should be handled promptly
** The director will determine whether or not the school is responsible for the repair.
- 4) Sign out the instrument in the school instrument log
- 5) Keep the instrument case in good order
- 6) Clearly mark instrument case with your name – outside and inside

** Insurance should be carried on privately owned instruments. This can often be done as a rider on your household insurance. Be sure to record the brand name, model, serial number, and price or replacement cost. There is no insurance provided by the school for privately owned instruments, even when used and transported by the school.

TRANSPORTATION POLICY

from Guidelines Governing Student Activities (IGD), Triway Board of Education Policies

This policy covers all Triway students who travel to school sponsored events on vehicles driven by school personnel and private citizens authorized by the school. Drivers shall follow the guidelines for transportation.

Triway students will ride on school authorized vehicles to and from school sponsored events. Exceptions to this policy require the following:

- 1) Written request by parent or legal guardian to the school official in charge of the event at least one (1) day prior to the event.
- 2) The parent or legal guardian is required to present himself to the person in charge prior to taking said child with him.

Each request will be evaluated and permission denied or granted by the school official in charge of the event. In the case of emergencies or extenuating circumstances, the parent or legal guardian may take his/her child with him/her by he/she must personally notify the school official in charge.

BUS POLICY

- 1) All band members will be assigned to a bus by the director.
- 2) It is Triway Board of Education policy that all students are to ride their assigned bus to and from all band activities. Switching busses is not permitted.
- 3) Attendance is taken upon boarding the bus, both ways. No students are permitted on the bus until a chaperone has taken attendance.
- 4) Only band members and designated personnel are to travel with us.
- 5) Students must obey all school and bus rules. **NO NOISE AT RAILROAD CROSSINGS!**
- 6) Show common courtesy and respect for the bus driver and the chaperones.
- 7) **ALL** instruments (except piccolos) are to travel in the trailer, not the bus, unless otherwise indicated by a director. **YOU** are responsible for loading and unloading your instrument.
- 8) MP3s and Ipods with headphones are permitted on the bus. **NOTE:** The school is not liable for any lost or stolen items.
- 9) Uniforms on the bus:
Your uniform jacket must be in your garment bag, neatly hung on your assigned hanger. Take the garment bag to your seat on the bus and hang it on the window (slightly lowered). Your hat and plume are to be kept in your hat box and carried with you. Wear the uniform pant, black socks, and black shoes on the bus and for the entire ride there and back. No food, candy, gum or beverage is to be kept in your hat box, garment bag, or uniform pockets.

FUNDRAISER

Members of the Triway High School Band participate in raising money that is set aside in The Triway Band Fund. This fund pays for such items as contest fees, incidental sheet music, incidental instrument needs, medals, field trips, etc. Grade cards and diplomas will be held for the students who fail to turn in the money from their sales.

TRIP

Every four (4) years the band travels (usually with the high school choir) to a musically significant city. The cost of this trip is primarily handled by the student and family. Prior to the trip, band students have the opportunity to do fundraising.

In addition to sightseeing and attending professional performances, the band will be scheduled to perform at some point along our 'voyage'. Details about the trip are pulled together in a handbook several months before the trip is to take place. Security, value, fun, and economy are just a few of the considerations when a meaningful, perhaps once-in-a-lifetime, trip like this is put together. Because this is a highly valued part of our band program, a student that displays behavioral problems and a lack of maturity may not be invited.

AWARDS

Upon completion of a year in the Triway High School Band program, the student will receive recognition for his or her efforts. Awards of distinction are also given to students (traditionally a fourth-year or senior) that have displayed the highest levels of commitment, leadership, and achievement. These include:

The John Philip Sousa Award
The Louis Armstrong Jazz Award
The National Marching Band Award
The Musicianship Award
The First Chair Award
The Merit Award

THE BANDS OF TRIWAY HIGH SCHOOL
Marching Band, Symphonic Band, Jazz Band, Pep Band

Triway HS students may register for band class at THS choosing Semester I, Semester II or both. ½ credit is earned for successful completion of a semester and therefore a total of 1 full credit for both semesters. Semester I includes the marching season plus the Holiday concert. Semester II includes two concerts, plus Memorial Day events and the Triway Graduation. Currently, the band meets eighth (8th) period during the school day.

MARCHING BAND

The Marching Band performs at all varsity football games, various parades, The Wayne County Fair, the Wayne County Bandarama, and other band shows. The literature used during this season includes school songs, patriotic staples, and a wide variety of styles. The instrumentation for the Marching Band is very specific: piccolo, flute, clarinet, alto sax, tenor sax, trumpet/cornet, horn (mellophone), trombone, baritone, sousaphone, field drum, bass drum, quad-toms, and crash cymbals. Parts are assigned by the director.

In addition to the normal rehearsal time during the school day, the Marching band rehearses during the months of July/August (commonly known as Band Camp) as well as one extra rehearsal during the week. These rehearsals are mandatory and necessary. Currently, Band Camp hours are 11:00pm – 5:00pm (or less) and the extra rehearsal during the school week is Wednesday, 2:45 – 3:25 pm.

Most years, the Marching Band is lead on the field by a student director who is given the title of Drum Major. A Drum Major is chosen by audition only. To be eligible to audition, a Drum Major candidate must invest at least one year as a ‘regular marcher and Symphonic Band performer’ and prove such qualities as leadership, excellent marching and music performance skills, and an ability to conduct a group. Students wishing to be the Drum Major are encouraged to tryout in the spring of their freshman, sophomore, or junior year. Ask the director for more details. See a director about GPA requirements.

Students wishing to be a Majorette are encouraged to tryout in the spring of their 8th grade, freshman, sophomore, or junior year. There are GPA requirements. Ask the director for more details on the Majorette program at Triway.

MARCHING BAND POLICIES

- 1) Students who register for Semester I HS Band commit themselves to the Marching season as well as the Holiday concert in December. At times, varsity football players or trainers or cheerleaders may do an independent project for their first 9-weeks grade.

- 2) Students should never leave formation or the stands without the permission of the director.
- 3) There will be NO TALKING OR MOVEMENT after called to attention in any rehearsal or performance situation.
- 4) An appropriately completed medical form (Final Forms) and Handbook form (from each band member) must be on file in the HS music office.

GAME POLICIES

- 1) The band will sit together at all football games through quarters 1, 2, and 4. Non-band members are not permitted to sit with the band.
- 2) Students will be given 3rd quarter off in order to go to the restroom, concession stand, or stay seated. The chaperones will watch the instruments during this time.
- 3) Band students must be in their seats by the end of the 3rd quarter, ready to play. Failure to do so may be cause for ‘benching’ the following game.
- 4) Use the restroom before we leave the high school to load busses or march to the stadium. Your next opportunity may be 3rd quarter.
- 5) All uniform parts are to be worn in the proper manner—NO ADDITIONS—from the time we leave the school until we return. Gloves should be on, hats on correctly, uniform buttoned, hair up under hats, etc. Non-issued hats are not to be worn in the stands.
- 6) As the band marches to and from the stadium, band members should stay in formation until the cadence stops and instructions are given by the director.

At home games

- 7) Before being sent to the stadium, students will be dismissed by a director to line up outside on the sidewalk after warm-ups.
- 8) Look crisp and professional as you march to the stadium; stay in line with your instrument in proper carrying position. Once we arrive at the stadium, pregame begins within a very short period of time.

REHEARSAL EXPECTATIONS

- 1) Attend. (Cutting class will begin the three-step discipline process).
- 2) Be on time; seated and ready to play one minute after the tardy bell.

- 3) Have your instrument, music, pencil, reeds, and necessary supplies.
- 4) Play your instrument and no one else's.
- 5) Maintain proper body carriage for playing.
- 6) Contribute to a disciplined and positive learning environment.
- 7) Properly put away your own instrument.

PERFORMANCE EXPECTATIONS

- 1) Attend.
- 2) Be on time.
- 3) Have your instrument (and music).
- 4) Perform to the best of your ability; on and off the field.
- 5) Conduct yourself in a polite and professional manner.
- 6) Properly put away your own instrument.

CARE OF THE UNIFORM

- 1) **The full military uniform must be worn properly at all times while in public unless a director states otherwise.**
- 2) **Uniform inspections will be made before each performance.**
Students not in compliance with the full uniform guidelines will have points taken from the 'classroom citizenship' grade and may not be permitted to participate.
- 3) Student will be held FINANCIALLY RESPONSIBLE for any lost or damaged uniform items that are issued to them. No alterations are to be made on any part of the band uniform
- 4) NO FOOD, CANDY, GUM, OR BEVERAGE IS TO BE CARRIED IN THE GARMENT BAG OR HAT BOX.
- 5) All students must wear the white summer uniform T-shirt under their military jacket. **NO muscle, tank tops or midriff-baring shirts** permitted.

- 6) Please wear the summer uniform shorts under the pants (biker shorts, tights, and thermal underwear are also acceptable). **The following items are *not permitted to be worn under the uniform pants: jeans, slacks or sweat suits.*** They make you look baggy and tend to stretch the wool out of shape.
- 7) Uniforms will be kept at school during the marching band season and will be issued before each performance from the uniform storage area.
- 8) Only OMEA or director issued medals are permitted on the uniform jacket.

SUMMER UNIFORM

Our warm weather (summer) uniform consists of a white T-shirt, black shorts, short black socks, and the black marching shoes. We will order the shirts/shorts and have them available through the HS music office during summer band camp.

MILITARY UNIFORM

The military uniform of the Triway High School Band is a very expensive item. It is the responsibility of all band members to maintain their uniform in the very best of condition. During MARCHING SEASON, the full military uniform consists of the following parts:

ITEM	FURNISHED BY
Jacket	School
Pant	School
Hat/Plume	School
Raincoat	School
Garment Bag	School
Black Socks	Student
Black Shoes	Student
White T-shirt	Student
White gloves	Student

** The military uniform will not be used once the Marching season is over.

CHAPERONES

Chaperones are parents or legal guardians of current Triway High School Band members that graciously volunteer their time to help with student supervision, bus duty, and a variety of other tasks.

A mandatory chaperone training session is held following the conclusion of summer band camp. Anyone wishing to travel with the band must attend this meeting.

A chaperone/volunteer form is available on www.triwaymusic.com to all band families. Please fill out this form to let us know how you would like to become more involved with the band program.

FEES AND NEEDED ITEMS

The following is a listing of current fees established by the music boosters, and instrumental music department:

\$30.00	Triway Music Boosters	uniform fee (only \$20.00 for DM and maj.)
\$15.00	Triway Band	summer shirt
\$ 7.00	Triway Band	gloves (2 pair)
\$15.00	Triway Band	summer shorts
\$40.00	Triway Band	Black, marching shoes

All fees should be paid by the first game.

SYMPHONIC BAND

The Symphonic Band normally performs in a Holiday Concert, the All-Triway Band Concert, District Contest, State Contest, and a Spring Concert/Awards Night. The literature used during this season is traditional for symphonic bands and features a variety of styles. The instrumentation used for the Symphonic Band is also traditional: piccolo, flute, oboe, bassoon, clarinet, alto clarinet, bass clarinet, alto sax, tenor sax, baritone sax, trumpet/cornet, French horn (double), trombone, baritone/euphonium, tuba, and as many percussion instruments as is needed and available. Chair positions are assigned by the director, usually following an audition.

Nearly all of the mandatory rehearsal time for Symphonic Band members takes place during the school day. Occasionally, an additional mandatory rehearsal will be scheduled, but only when adequate notice can be given.

REHEARSAL EXPECTATIONS

- 1) Attend. (Cutting class will begin the three-step discipline process.)
- 2) Be on time; seated and ready to play one minute after the tardy bell.
- 3) Have your instrument, music, pencil, reeds, and necessary supplies.
- 4) Play your instrument and no one else's.
- 5) Maintain proper body carriage for playing.
- 6) Contribute to a disciplined and positive learning environment.
- 7) Properly put away your own instrument and music.

* There are a handful of after-school, Symphonic band rehearsals scheduled for Wednesdays, 2:45–3:25 pm. Please check the Band Calendar on the www.triwaymusic.com site.

PERFORMANCE EXPECTATIONS

- 1) Attend.
- 2) Be on time.
- 3) Have your instrument (and music).
- 4) Perform to the best of your ability.
- 5) Conduct yourself in a polite and professional manner.
- 6) Properly put away your own instrument and music.

JAZZ BAND PROGRAM

The Triway Senior Jazz and the Triway Jazz Ensemble perform at Symphonic Band concerts during the school year, jazz band shows, community centers, and/or a yearly school district tour. The Jazz Band 'season' is approximately from November to April. The literature played by this organization include the styles of blues, swing, Big Band, fusion, funk, rock, pop, shuffle, and more. The instrumentation includes alto sax, tenor sax, baritone sax, trumpet/cornet, trombone, piano, electric guitar, electric bass, drum set, auxiliary percussion, and occasionally soprano sax, clarinet, flute, tuba, and string bass.

Members of the Triway Senior Jazz may be chosen by audition. Those not selected to the Senior Jazz may be invited to be a part of the Jazz Ensemble, if that ensemble is actually organized and functioning. To be eligible to audition, the student must be enrolled in either Sem I Bands and/or Sem II Band.

REHEARSAL EXPECTATIONS

- 1) Attend.
- 2) Be on time.
- 3) Have your instrument, music, pencil, reeds, and necessary supplies.
- 4) Play your instrument and no one else's.
- 5) Maintain proper body carriage for playing.
- 6) Contribute to a disciplined and positive learning environment.
- 7) Properly put away your own instrument.

PERFORMANCE EXPECTATIONS

- 1) Attend.
- 2) Be on time.
- 3) Have your instrument (and music).
- 4) Perform to the best of your ability.
- 5) Conduct yourself in a polite and professional manner.
- 6) Properly put away your own instrument.

PEP BAND

The Pep Band performs for boys' and girls' JV/Varsity basketball home games (approx. 10) during the months of December through February. The instrumentation for this group is the same as the Marching Band. This is a volunteer, 'come-if-you-can' group, playing fun tunes that fire up a basketball crowd. Often, the call for the Pep Band is 5:30pm and the games end around 8:30pm. Pep Band members that attend all of the performances, or miss only one or two games, are recognized at the All-Triway Concert/Awards Night for their contribution. If you want to play peppy music, get in free to basketball games, and generally have a lot of fun with some of your fellow band members, Pep Band is for you. Usually, only students enrolled in Sem I Band and/or Sem II Band are eligible to be Pep Band members (others, upon invitation from the director only).

TRI-COUNTY HONOR BAND

As of the 2003-2004 school year, the Tri-County Honor Band will be available to all Wayne, Holmes, and Ashland County High School band students who participate in the open audition. Student players from each section who audition will be ranked based on their audition and placed accordingly in one of the two honor bands. Not all students auditioning will be selected. A student who is chosen to this ensemble must attend all scheduled Honor Band events (rehearsals and performance). Triway band members not participating in the Honors Band are strongly encouraged to attend the performance.

SOLO & ENSEMBLE

Solo and Ensemble contest is an optional activity for the more serious band member. When a student makes a commitment to perform solo or in an ensemble before an O.M.E.A. sanctioned judge, the commitment requires the payment of fees, a considerable amount of out-of-class rehearsal time, and attendance at the day of the contest. Transportation for participating students may or may not be provided by Triway Schools, depending on the locality of the event.

OTHER OPPORTUNITIES

There are many other opportunities for Triway Band members to be involved with instrumental music, including; the Wayne County Solo & Ensemble contest, summer camps, the All-State Band, the OBDC Honors Band, university honor bands, career days, community bands and master classes. General information and deadlines will be announced and displayed in the band room. Applications and detailed information may be acquired from the band director upon request.