

LELY HIGH SCHOOL

TROJAN BAND HANDBOOK



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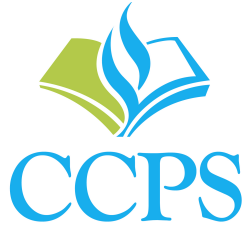
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Lely High School
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Collier County Public Schools

www.collierschools.com

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This report has been prepared by The District School Board of Collier County.

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Collier County Public Schools

Lely High School

1 Lely High School Blvd.

Naples, Florida 34113

Coordinated by:

Joseph Riedl, Lely High School

VISION STATEMENT

Inspire students to achieve academic excellence.

No person in this district, shall, on the basis of race, national origin, sex, disability, marital status, religion, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in employment conditions or practices conducted by The District School Board of Collier County.

BAND STAFF

Wind Instructor: Mr. Matthew Csontos

Percussion Instructor: Mr. Nick McCarty

Guard Instructor: Ms. Cleo Rupp

Drill Instructor: Mr. Kevin Devitt

Manatee Middle School Director: Mr. Steve Detjen

Instrumental Specialists:

Ms. Amanda Turner-Gibson, Mr. Ben Carver

INTRODUCTION

Dear Students, Parents, and Guardians,

Welcome to the Trojan Music Programs. This handbook will provide information that all band members and parents should know. All guidelines, procedures and policies regarding all aspects of the music programs are found in the following pages. If a student has any questions about how to do something with music, they should first consult the handbook, then student leadership, and lastly, the director.

We have many exciting plans in store for this upcoming school year. It is my belief that everyone should have the opportunity to learn to play music and perform for our communities. I look forward to this year as I strive to guide our students to grow both in musicality and maturity. In our music programs, we are committed to providing a safe, nurturing, and inclusive environment that fosters musical excellence, personal development, and a sense of community. Students will be held to standards that will challenge them to be leaders among their peers. I am thrilled to collaborate with you and your students to strive for a successful and fulfilling journey in music education.

Communication is key to ensuring the success of our multiple music programs. Please check your emails, Canvas, Band App, and other forms of communication for important updates and announcements.

You can always reach me by email and my contact information found below.

Something to ponder: No matter your background, level of musicianship, or age, you are all equally important to the success and legacy of the Lely Trojan Music Programs.

Musically yours,

Joseph Riedl, M.M.

Director

riedlj@collierschools.com

239.377.4889

FINANCIAL INFORMATION

Band Dues *(Not Applicable to Choir and Orchestra)*

Members of the band will be responsible for **\$275** in dues to the band through payments and fundraising (found in the band agreement on our band website). **\$50** may be deducted from the total dues by parental and student involvement in concessions and specific volunteering. The following is a breakdown of what band dues go towards:

- Uniform Cleaning
- Transportation
- School instrument up-keep
- Guest clinicians
- Band Techs
- Solo and ensemble performances
- Occasional meals
- Potential band trips

Fundraising

The band program does require some financial assistance to support all aspects to provide the program and students with the best opportunities possible. Fundraising is the best way for the band to raise the funds without asking students to pay more in dues. Participation in these events is encouraged by all students. This year's fundraising opportunities will be discussed and shared by the band director and Trojan Band Boosters.

A failure to pay the band dues of \$275 will result in a hold being placed on your account. You will not be eligible for graduation or school event tickets until all holds are taken care of.

BEHAVIORAL EXPECTATIONS

The following section states the behavioral expectations for all students participating in marching and concert bands for the school year. In addition to the listed expectations below, all school board code of conduct guidelines are always in effect. Any violations of the expectations shall be dealt with at the director's discretion and in compliance with administration and the school board's regulations.

Classroom Expectations/ Indoor Rehearsal Expectations

- Students are on time to class by being in their seat with their equipment and music before the tardy bell rings.
- Students shall always have all music in their binders, this includes marching music and warmups.
- Nothing is to be on the stands except for music, band folders, and pencils.
- Phones are to be placed in backpacks off in the back of the room.
- All non-essential rehearsal equipment (Backpacks, cases, non-band related items) are to be left in the back of the room near your lockers.
- When the director or a guest is on the podium or talking to the class, there is to be no talking within the ensemble.
- No foul language should be used at any time in any situation; students are seen as young professionals and are expected to act as such.
- When taking notes or listening to a recording, students should have pencil and paper readily available and should remain quiet while completing the task.
- Come into class with music prepared, measures numbered, and parts practiced.
- Come to class with a positive attitude and willingness to learn.
- Students are not permitted to wear hoods or hats inside the band room.
- Headphones are not allowed to be worn in class.

Outdoor Rehearsal Expectations

- All rehearsals are required, and attendance is mandatory; any conflicts must be cleared by the director for approval at least two (2) weeks in advance. Sickness

and emergencies count as excused absences, but attendance will be checked with school records.

- Students are on time to rehearsal by being on their warmup dot with their instrument, flip folder, pencil, and coordinate sheet at the start of rehearsal.
- Rehearsal dress code is in compliance with the school's dress code but should be comfortable for marching (athletic apparel).
- Students MUST have athletic shoes for ALL REHEARSALS.
- The uniform also includes water bottles.
- Phones will be used in rehearsals for drill and music.
- When any staff member or student leader is giving instructions, the band is to be silent and at standby.
- When returning to a previous set, students should move with purpose.
- No foul language should be used at any time in any situation, students are seen as young professionals and are expected to act as such.
- Come to rehearsal with music prepared, measures numbered, and parts practiced.
- Come to rehearsal with a positive attitude and willingness to learn.

Performance Expectations

- All performances are required, and attendance is mandatory. Failure to show up will result in a grade deduction, a make-up assignment, and possible chair replacement.
- Performances are opportunities to showcase the ensemble's hard work to the public, students are expected to act in a manner that helps provide a positive outlook on the band.
- Uniforms are to either be completely on or completely off unless otherwise stated by the director.
- There is to be no obscene gestures, foul language, or rude behavior of any kind.
- Show pride in your school and in your ensemble.
- Be prepared for performances by having music and all parts of the uniform.
- Phones are to be left either in the band room or in a case, no phones are allowed in the stands for games or on stage for concerts.
- No public display of affection of any kind is allowed.
- Show respect for visiting teams and bands. Cheer for half time shows and be silent when there is ANY injured player on the field.

ATTENDANCE

The world is changed by those who show up!

It is expected that students will attend school regularly, with minimal absences. Each class is a rehearsal that prepare us for our concert performances. These rehearsals and performances are an integral part of the curriculum, and thus a part of the grading process. If a student misses a rehearsal, or “forgets” their instrument, he/she is not aware of the various intricacies required of a performer to be successful. When this happens, they not only suffer as an individual, but they may have a negative effect on their group’s performance.

All performances have specific educational and musical objectives. In any music program, frequent performances are given to demonstrate knowledge of the material and show the audience the hard work of the passionate musicians in the ensemble. These performances are placed at the very top of our priorities. As a result, there are very few, if any, excuses for missing a performance. Every child’s participation in our performances is not only very important to their individual musical education and growth, but it is critical to the success of the entire group!

It is for these reasons that all performances are **MANDATORY!** An unexcused absence may result in a failing grade for the course. We cannot redo a concert for one person - there is NO MAKE-UP for a missed performance - it is either excused or unexcused. Should a student miss a performance, it is expected that Mr. Riedl receive communication from the parent explaining the absence. **Work commitments and lack of transportation do not count as acceptable excuses for an absence**, these conflicts should be resolved before the day of the performance. Should there be an extenuating circumstance or verifiable family emergency, Mr. Riedl will communicate a make-up assignment.

During marching season, students are permitted 3 **excused** absences (two in quarter 1, and one in quarter 2) before affecting your grade. An excused absence must be verified by a parent and communicated well in advance.

An absence should **ONLY** be communicated in an email/canvas message to your band director. No other form of communication will be considered.

Please Note: Taken from page 78 of the Collier County Public Schools Course Selection Information Packet:

“All performance courses require that the student participate regularly in rehearsals and performances after school hours as a part of expectations leading to a grade.”

In addition, students will be graded on their behavior at these outside-of-class events. Students should understand they represent Lely High School and Collier County Public Schools at both in school and out of school events. At a concert or performance, students will be expected to show respect to other performance groups, follow all school/county rules and procedures and behave as a responsible student of LHS. At an event, all students are required to remain in attendance for the duration! This shows respect and encouragement to the other performance groups. Any student leaving a performance before dismissal without permission will receive partial credit for their performance grade of that event.

Tardy Policy: Tardiness is a bad habit – break it now! During the school day, students are expected to be fully set-up for class **TWO MINTUES** after the tardy bell sounds. Students arriving to class late will be sent to Attendance and Discipline for a late pass. Those students who are not set-up after the two-minute allowance, will receive a reduction in their daily participation grade.

For concerts, students are asked to arrive early – this is called our “Call Time.” The call time is in place to allow students the necessary time to get ready for their on-stage performance. During this time, we tune our instruments, warm-up, calm our nerves and go through any last-minute details that need be addressed. Students arriving after Call Time, will see a reduction in their Concert Performance grade.

TRAVEL EXPECTATIONS

- All school board rules on traveling apply to our band any time we travel.
- When on a bus, students should respect the driver and the bus; all trash is to be picked up and any rules that the driver states must be followed.
- When traveling to other schools, show respect for the other band and team, stand for the national anthem, and sit down if ANY player is injured on the field.
- No public display of affection of any kind is allowed.
- Uniforms are to be left in garment bags until otherwise stated, do not leave uniform parts lying around out of bags on the bus.
- Music is to be kept personal, only listen to music if you have headphones.
- There is to be no yelling on the bus, if you need to talk to someone that is further away than your speaking voice, pass the message on or wait till we reach our destination.
- The following expectations are regarding overnight traveling:
 - o Only students of the same gender are allowed in hotel rooms. Boys can only go in boys' rooms and Girls can only go in girls' rooms.
 - o If traveling in small groups, there must be at least five students and a chaperone.
 - o Curfew is to be respected and enforced.
 - Curfew will be set by the director and band boosters and will be dependent on the trip and performance schedule.
 - o Be ten minutes early to all times set, the times listed in the schedules are departure and performance times.
 - o All times listed in the itinerary are exact unless otherwise stated.
 - o Students are ambassadors of the school. The persona and attitude you present will be the first impression some people may have of our school, make sure it is a positive one.

INSTRUMENTS AND EQUIPMENT

Each member of the ensemble is responsible for the proper care of his/her instrument.

- Any damages to a student's instrument will be repaired at the expense of the student.

The following instruments are provided by the school:

- Sousaphones, Tubas, Percussion, Baritones, Euphoniums, French horns, Mellophones, Bassoon, Oboe, Flutes, Clarinets, Trumpets, Alto Saxophone, Tenor Saxophone, Auxiliary Instruments (piccolo, Eb Clarinet, etc.)

While traveling, instruments are to be always left in cases until instructed by a member of the band staff or student leaders.

All brass players are required to wear gloves every time they use their instruments during the marching season if the uniform requires it.

The director holds the right to take away instruments from players if he feels that the student is not respecting the instrument.

MUSIC

Students are responsible for their own music. All students will be provided music throughout the year, and they are to keep the music. If they lose the music, students are responsible for paying to receive a new copy of the music. For marching band music, the fee is \$1.00 for every new piece of music, for concert music, the fee is \$3.00. Due to copyright laws, photocopying is illegal. The fees are in place because the band will have to purchase a brand-new set of the music to replace lost pieces of music.

Ensemble members are to always have music either in their flips or their folders as well as a pencil to mark phrasings, marching sets, and any changes made to the music.

UNIFORM

Uniforms are a crucial part of marching and concert ensembles. Both marching uniforms and concert uniforms shall be fitted for the students in the ensemble at the beginning of the year. The following is the procedures for the uniforms:

Marching band uniforms

- All uniforms are to only be worn during prescribed times.
- Uniforms are to be left in the uniform room when not being worn unless instructed by the director.
- When wearing the uniform, all parts are to be worn unless the director gives permission to take the jacket off.
- Only prescribed shirts are allowed to be worn under the uniform (band shirts or current year section shirts)
- Uniforms will have set times to be cleaned, students are not allowed to clean uniforms themselves.
- No stickers or other apparel is allowed on the uniform.
- For Males: Facial hair must either be well groomed or completely shaven, subject to band director approval.

Concert uniforms

- As with marching uniforms, concert uniforms are to be left in the uniform room until stated by the director.
- When the ensembles travel to concert assessments, they will travel wearing concert attire.
- Males are to provide their own button-down shirt.
- Uniforms will be cleaned all together, students are not allowed to clean uniforms themselves.
- Female attire will be standardized by your band director.

COLOR GUARD

*ALL PROCEDURES AND RULES PREVIOUSLY STATED IN THE HANDBOOK ALSO APPLY TO GUARD.

Introduction

The color guard is an important section of the marching band and band community. There will be two main activities that the guard will partake in during the school year, marching band in the fall and winter guard in the spring. While the guard may meet during the day during a separate period from the rest of the band, they are still expected to participate fully in all band functions and abide by all the same guidelines.

Financial information

The color guard is financially responsible for the band fee of \$275 **plus** the cost of uniforms and other items as instructed by the director and auxiliary staff. (Uniforms are special ordered for each member of the ensemble)

Uniform Care

Like the marching band members, Color Guard uniforms are to be left in the color guard room unless instructed by the band director or auxiliary instructor. The uniforms will be cleaned along with the marching band uniforms and are not to be cleaned by the students.

LEADERSHIP

The marching band and concert ensembles provide multiple opportunities for students to develop leadership skills. At the end of each spring there will be auditions and announcements for the following year's section leaders.

Section Leaders set the example for how band members are to behave in and out of rehearsal. A failure to set the example by not fulfilling financial obligations as well as any violation of the band handbook or Collier County Public School Code of Conduct may result in the removal of a section leader.

The following are the break downs of each of the leadership positions:

Drum Major: The drum major is the student director of the marching band, their duties include conducting the band during performances and football games, assisting with running rehearsal, coordinating set-up and tear down for concerts and shows, and acting as an ambassador for the band.

Captains: The captain is the student that assists the director from on the field. They help teach drill, assist with section rehearsals. They also work with the drum majors to coordinate set-up and tear down as well as acting as the first form of communication from band members to the directors.

Section Leaders: Each section may have one member that shall be a section leader. The duties of section leader include running sectional rehearsals, setting the example for behavior in the band room and communicating instructions from the director and drum majors to their sections.

Librarian: The librarian assists the director with organizing music and ensuring that there are enough parts for each instrument. The librarian will also help organize the band library and keep track of piece replacements.

Quartermaster: The quartermaster works with the band boosters to coordinate the uniforms for performances and cleanings.

Equipment Manager: The equipment manager's job is to make sure all equipment is packed and ready to go for traveling performances or at home games. They work with the band boosters to make sure that everything is organized correctly.

Note: Drum Major and Captain positions do not apply to choir and orchestra

GRADING

Each student will receive a grade based on attendance, participation, playing tests, assignments, and written tests.

The following is a layout of point assignment, this is subject to change, official grades will be posted on the school's grading website.

- Performances: 150 points each
- Parades, Football Games: 50 points each
 - o Any event that students will be showcasing their work and growth throughout the year.
- Tests: 20 points each
 - o Playing tests, reflections, written tests, rhythm tests
- Participation: 20 points per week (or a Saturday rehearsal)
 - o Rehearsals, Classroom Activities
- Homework: 5 points per assignment

Participation: participation is based on students being prepared and engaged in class and at outside rehearsals. If students come to class every day, follow directions, and follow the behavioral expectations they will receive full credit.

Excused absences: If a student has an excused absence from a rehearsal or a game, there will be a make-up assignment they will have to complete in order to receive credit for the item they missed. There will be NO EXCUSED ABSENCES for concerts.

Secondary Grading Guidelines in Music

Student attendance and participation is a major factor in the success of the group. Being a member of a performing ensemble is being a member of a team. Teamwork depends on commitment and dependability from its members. Major music performance attendance and participation are requirements. A grade will be assigned for each major music performance. All major music performances will be announced well in advance so that special arrangements for transportation, etc. can be made.

Grades are to be given for all required major music performances unless a student is excused from participation in a music performance. An excused absence is defined as an absence due to any cause beyond the student's control as determined by the teacher and principal (see Board Policy 5200 Attendance and Board Policy 2240). A grade of X is to be given and no make-up work is to be required for excused absences approved by the teacher and principal for major music performances. An unexcused absence is defined as an absence due to any cause within the student's control as determined by the teacher and principal. A grade of F (with a value of 55 points on a 100 scale) is to be given for unexcused absences from performances and no make-up work is to be required. As it is required of the teacher to publish/make available a schedule for the academic year's events at the beginning of the year (see District Sponsored Clubs and Activities Policy 2430, and policy 2240), when possible, notice from the parent/guardian regarding an absence beyond the student's control (Board Policy 5200 Attendance) should be given well in advance. Emergency situations preventing attendance at a major music performance should be communicated to the teacher and principal as soon as is feasible. A grade or grades for major music performance(s) is/are to constitute a minimum of 1/6 of the grade for the marking period in which the performance(s) takes place. Enhancement of that ratio is at the discretion of the teacher and principal.

As it is customary for ensembles to prepare for performances in reasonable periodic windows of time, based on literature selected, progress of the individual students and the ensemble as a whole, 4 major performances per content area (Band, Orchestra, Chorus) per academic year is the suggested number of concerts. A suggested schedule breakdown of the concerts is – Fall (quarter 1), Winter (quarter 2), Late winter/early spring (MPA/other concert, quarter 3), and Spring (quarter 4). Reasonable variation of this schedule is at the discretion of the teacher and principal.

In cases of conflicting school activities, best practice dictates communication with the music teacher and sponsor of the conflicting activity. When a resolution cannot be reached, it is recommended to involve the principal, activities coordinator (if applicable), and teacher to come to an agreement (see District Sponsored Clubs and Activities Policy 2430). If a student has been removed from school due to a disciplinary issue (OSS), the student cannot participate in the music rehearsal or major music performance called by the teacher of the co-curricular music course during the time the student is serving the OSS. An X will be used to grade the student in this instance. Appropriate, course-connected alternate make-up assignments are to be assigned for rehearsals missed during the OSS window of time. As major music performances cannot be made up, a major music performance that falls in the window of a student's OSS will be noted with an X for grading purposes and not penalize the student with a score of F (55 points on a 100 point scale).

Grading Rubrics:

Grades are comprised of in-class preparation and participation, in-class playing assignments including individual or small group performances and large-scale concerts/performances and other assignments as designated by the instructor.

Sample rubrics for these such grades are as follows:

Performance Exam/Playing Test Rubric:

	4 Mastery	3 Proficient	2 Basic	1 Limited
Note Accuracy	100% notes played with correct fingering (natural, sharp, flat)	All but 1-4 notes were played correctly	All but 5-10 notes were played correctly	Most notes NOT played correctly; 10+ missed notes
Intonation	100% of notes were played in tune	All but 1-4 notes were played in tune	All but 5-10 notes were played in tune	Most notes NOT played in tune; 10+ out of tune notes
Rhythm	100% rhythmic accuracy while maintaining steady beat	Accurate, but some paused – tempo not steady	2-4 rhythmic inaccuracies	5 or more rhythmic inaccuracies
Tone Quality	Clear and consistent tone quality is maintained throughout the performance	Mostly consistent tone maintained, except for a few problem areas	Student needs to work on bow control to address issues with airy, unsupported tone	Much technique work needs to happen to address tone
Musical Expression	Clear and appropriate articulation used, musical phrasing/shaping, etc.	Some effort is made to personally connect to the music and musical nuances, but it is not clearly defined		No attention has been given to the musical phrases or punctuation

Concert Performance Rubric:

	4 Exemplary	3 Proficient	2 Developing	1 Emerging
Preparation	Thorough preparation/practice is evident through a confident performance	Mostly confident and prepared but not a polished, masterful performance	More preparation was needed to be confident in on-stage performance	Much more preparation was needed, or no effort to prepare was made
Stage Presence/Presentation	Confidence and poise were demonstrated on-stage, uniform properly worn/maintained, appropriate posture and stage etiquette	Mostly appropriate posture, stage etiquette and performance uniform maintained.	Needs to address stage etiquette and small components of uniform.	Poor behavior (lack of etiquette) on-stage, wrong uniform worn
Ensemble Skills	Students are listening within and among their instrument sections to create proper balance and blend	Students are aware of other sections but are struggling with communication and responsiveness	Students need to work harder to hear other instruments across the ensemble and work together	Students are unaware of other parts in the orchestra
Overall Performance	Musicianship and artistry are displayed throughout the performance conveying the message of the music to the audience	Students understand the impact their performance has for the audience and are working to convey the intended message	Students are beginning to understand the intent of the performance, but leave much to be desired in a polished performance	No effort is made for an overall polished, artistic performance

Music Binder Grading Rubric:

	4 Mastery	3 Proficient	2 Basic	1 Limited
Music Folder	Binder or Folder is labeled with student name, kept in orderly condition (no rips/tears), dedicated for orchestra music only	Binder or Folder is mostly organized	Somewhat orderly - a few rips/tears but other subjects work can be found in music folder	No music folder exists, orchestra music is shoved in other areas of backpack or not kept at all
Sheet Music	Neat and organized, no folded corners in folder, pages in order	Mostly organized	Somewhat orderly - a few rips/tears but other subjects work can be found in music folder	"I don't have my music"
Markings	Many markings (fingerings, bowings, reminders, etc.) made in music during class to help facilitate a better performance	Some markings are made in class to help during practice	A few markings made to assist practice	No markings made, or no music to mark

PRACTICE

PRACTICE MAKES PROGRESS: Practicing your instrument is vital to your development as a musician. No matter your instrument (yes, voice may be your instrument) you must practice or you will not improve!

- a. Practice intelligently! It is a fact that you can practice for eight hours per day and get nothing accomplished! Warm-up with the easy sections, then focus on the more difficult areas.
- b. Always remember, it's the quality, not the quantity, of practicing that is most important.

In class, students will be encouraged to apply the following fundamental approach to learning:

1. TAKE A CHANCE! Don't be afraid to make a mistake! It is through our mistakes that we learn! You will discover how much you can do, only if you take a chance!
2. STAY IN THE PRESENT! During the time you are in class or practicing privately, focus on the class or your practice session and nothing else! It takes concentration and hard work to succeed!
3. The Learning Process: is 90% students and 10% instructor. Do your part!
 - a. Evaluate. Do not criticize your practice, playing or performance. Examine what you have done. Always focus on the positive and find solutions to the areas that you need improvement. Don't get discouraged!
 - b. Think about the things you liked. Why did you like them? How did you accomplish them? Focus on the positive and repeat this process every time!
 - c. Think about the things you disliked. Why didn't you like them? How can you improve or correct them? Make the corrections or improvements and implement them.
 - d. Repeat this process! Until you are satisfied, but always SET A HIGH STANDARD!

Vocal Care

Avoid stressing your voice and singing for long periods of time. If you have a sore throat, do not sing! Keep your throat "lubricated" by drinking plenty of water regularly. Never scream and always do what you can to take care of your voice!

EXTRA MUSICAL OPPORTUNITIES

**If your child is interested in furthering their musical journey, please see Mr. Riedl about these opportunities.*

What is All-State?

The Florida All-State Ensembles are elite, audition-based ensembles open to high school music students from across the state. The auditions are recorded and judged by trained professionals at the state level. Once the students successfully pass auditions, they travel to Tampa, FL in January to rehearse and perform with their peers from across the state and work with renowned guest conductors. These Auditions are in September and October every year.

What is CCPS Honor Band/Chorus/Orchestra?

Similar to All-State, the Collier County teachers organize ensembles for our students to participate in each year. Students from our various CCPS high schools are encouraged to audition and work with guest clinicians. Performance dates will be shared during the first weeks of school.

What is Solo and Ensemble?

Solo and Ensemble festival is an opportunity for students to learn solos and/or chamber music selections (duet, trio, quartet, etc.) to perform for adjudication by a trained judge. Performance dates will be shared during the first weeks of school.

What is MPA?

MPA stands for Music Performance Assessment and is a festival we attend as ensembles in which we perform for adjudication by a panel of judges. This is our opportunity to present what we have learned throughout the year. Groups must perform on stage with musical clarity and technical precision. They must also show their application of musical knowledge as they perform a piece of music they have never seen. This is the pinnacle of musical performance and many view it as our “FSA,” being that it puts our knowledge and skills to the ultimate test.