

LAKEWOOD HIGH SCHOOL

LANCER BAND DEPARTMENT

HANDBOOK 2011-2012



Miss Lauren Houck, Director of Bands
lhouck@laca.org

Mr. John Grimm, Assistant Director of Bands

9331 Lancer Rd.
Hebron, OH 43025
(740) 928-4496

Welcome Letter

Welcome (or welcome back!) to the Lakewood High School Lancer Band!

Welcome to a part of high school that not all students have the opportunity to experience. Membership in this distinguished organization is an enjoyable and rewarding experience. The Lakewood Lancer Band consistently maintains a performance standard of excellence while providing each individual with an opportunity for growth.

This high powered band program requires students who are dedicated, determined, and optimistic. Lancer Band members are dedicated to the performance of good music to the maximum of their abilities. They are dedicated to their fellow band members, to Lakewood High School, and to their community. They are determined to work hard and diligently to become a part of this disciplined group, and to make their family proud of all they have accomplished. They are determined to persevere when things get rough, and optimistic that through hard work and practice, they can someday be the leaders.

The *Lancer Band Handbook* is designed to outline the organizational and procedural aspects of the Lancer Band. In this handbook you will find information regarding items such as attendance and grading policy, uniforms, and student staff. Please read through the handbook and familiarize yourself with the information. You will come to rely on it heavily throughout the coming year.

Looking forward to another great season!

Miss Houck & Mr. Grimm

Lauren Houck
Director of Bands

John Grimm
Assistant Director of Bands

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Mission Statement

The mission of the Lakewood High School Lancer Bands is to consistently strive for excellence in all we do. Members of the Lancer Bands operate within an environment of deeply engrained values: Motivation, Dedication, and Musical Development. Along with these values, Lancer Band members develop the important life skills of time management, leadership, cooperation, humility, and responsibility. We believe these values, when combined with quality music, lead to an exciting and rewarding band experience.

Objectives of the Band Program

1. Develop, in all students, a life long love and appreciation for music.
2. Support both Lakewood High School activities and our community through performance.
3. Project a positive image of the school and the Lakewood Performing Arts Department.
4. Provide enjoyable and exciting experiences for students in all performing ensembles.

Duties of the Lancer Band Member

- ✓ Be on time to all rehearsals and performances. EARLY IS ON TIME – ON TIME IS LATE!
- ✓ Leave every place cleaner than you found it!
- ✓ Upon entering the rehearsal setting, acquire your instrument and go directly to your seat.
- ✓ When the director or staff member steps on the podium or asks for your attention, all talking should cease.
- ✓ Come to rehearsal with a GOOD ATTITUDE 😊
- ✓ Take care of your equipment at all times: before, during, and after rehearsals and performances.
- ✓ Be considerate of those around you.
- ✓ Become responsible for and assume responsibility for your own actions. Admit when you are wrong.
- ✓ Display respect for yourself and those in authority
- ✓ Read and play music with insight – have musical expectations.
- ✓ Have fun making music!
- ✓ The most special students get that way by NOT being special!

The Lancer Bands

The Lancer Marching Band

The Lancer Marching Band is the most visible and recognizable group in the Lakewood High School Band Program. Membership is required of all students who sign up for High School Band.

The Lancer Marching Band performs at all Lakewood football games as well as pep rallies, marching festivals, parades, the annual Hi-Lights concerts, and other scheduled events. The marching band rehearses Monday and Wednesday evenings from 6-8:30pm throughout the football season. **Attendance at all scheduled performances and rehearsals is required.**

At the start of basketball season, a Pep Band will be chosen by the Directors based on instrumentation requirements, section rank, and seniority. The Pep Band performs at all home Boys basketball games. Additional performances at Girls' games may be required.

Lakewood Symphonic Band

The Lakewood Symphonic Band is a group of musicians selected by the Directors at the end of the marching season. The Symphonic band is designed for upper level instrumentalists, and performs a challenging repertoire of music tailored to the performer's needs.

The Symphonic Band performs at all school concerts and Adjudicated Events. In the preparation for winter adjudication, the Symphonic Band will hold a series of sectionals and evening rehearsals. The rehearsal schedules vary from year to year, and are subject to change. Students will be notified in a timely manner of all extra rehearsals. Attendance at all scheduled performances and rehearsals is required.

Lakewood Concert Band

The Lakewood Concert Band is made up of students selected by the Directors at the end of the marching season. The purpose of the Concert Band is to provide its members with the training and development necessary to perform at each individual's highest level. For some, participation in the Concert Band serves as a preparation for future participation in the Symphonic band.

The Concert Band also performs at all school concerts and Adjudicated Events. Like the Symphonic Band, the Concert Band holds a series of sectionals and evening rehearsals in preparation for winter adjudication. The rehearsal schedules vary from year to year, and are subject to change. Students will be notified in a timely manner of all extra rehearsals. Attendance at all scheduled performances and rehearsals is required.

Lakewood Jazz Band

The Lakewood Jazz Band is made up of students who select to sign up for Jazz Band during the fall. If there is enough student participation, more than one Jazz Band will be created. Students are assigned to the band or bands based on instrumentation needs and playing ability.

The Lakewood Jazz Bands meet entirely outside of the school day. A rehearsal schedule will be set at the conclusion of Marching Season. Attendance at all rehearsals is required, as students receive a ½ credit and a grade for their participation. The Lakewood Jazz Bands perform at Jazz Festivals, school concerts, and the annual “Jazz at the Lancer Café”

Additional Performance Opportunities

In addition to the large group ensembles, the Lakewood Band Department also encourages participation in small group performance activities such as the annual Solo and Ensemble event. At the end of Marching Season, students have the opportunity to sign up for to learn a solo on their major instrument or play as a member of a small music ensemble.

Each soloist and ensemble is provided with weekly lessons from a Director for 7 weeks in preparation for a final performance event. At the conclusion of the lesson and rehearsal schedule, students perform their pieces for an outside judge, who will offer comments about the performance and suggestions for development.

All students are strongly encouraged to participate in the Solo and Ensemble event, as it is one of the best ways to receive personalized instruction from a Director and gain knowledge and skill specific to their major instrument. The benefits of participation are great and, in past years, nearly every member of the Symphonic Band was a regular participant in the Solo and Ensemble event.

Grading Policy

Students participating in the Lakewood Band program receive 1 ½ credits per year. We believe that music is an important part of the school curriculum and should be graded. Rather than grading students on their *ability alone*, the Lakewood Band program grades students based on attendance, participation, and musical *development*.

Students in the Lakewood Bands earn their grade by attending and participating in required activities. Below is a breakdown of how each ensemble is graded.

Weekly Points Possible: Marching Season

Daily Participation/Attendance:	1 Point (5 Points Possible per week)
Evening Rehearsal Attendance:	5 Points (10 Points Possible per week)
Football Game/Festival/Parade Attendance:	10 Points (Up to 30 Points possible)

Weekly Points Possible: Concert Season

Daily Participation/Attendance:	1 Points (5 Points Possible per week)
Extra Rehearsal/Sectional Attendance:	5 Points
Performance Attendance:	20 Points

Jazz Band

Jazz band is graded like Concert Season: by attendance at rehearsals and performances.

Weekly Rehearsal:	10 Points
Performance:	20 Points

Additional Assignments

Throughout the year, students may be asked to complete additional assignments including, but not limited to the following:

- Concert Reflection Papers
- Short Written Assignments
- Music Comprehension Worksheets

Performance Goals

Throughout the year, the Directors will monitor students' playing and musical development through various methods including, but not limited to:

- Short Playing Evaluations
- Scale/Excerpt/Rhythm Performances

Final 9 Week Grade Breakdown

Attendance:	70% of final grade
Additional Assignments:	20% of final grade
Performance Goals:	10% of final grade

Points will be averaged and grades issued according to the Lakewood High School Grading Policy: 100-97%= A+, 96-93%= A, 92-90%= A-, etc.

Final Grade Breakdown and Extenuating Circumstances

In addition to effecting the student's final grade through attendance points, any **UNEXCUSED** absence from any **Game, Festival, Parade or Concert** will also lower the student's final grade by **two full letter grades**: A+ minus a performance = C+. B minus a performance = D, etc.

Students who miss required rehearsals and performances may be offered opportunities to "make up" points by completing a written assignment or helping out with various duties in the band department. The goal of the Band Department is help students become responsible citizens who follow through with the commitments they make. We aim to help each student commit to excellence and earn the grade they deserve.

Extenuating circumstances will be addressed at the Directors' discretion.

****Please consult the attendance policy below for absence procedures****

Removal from the Program

Band is a full year class. Students who participate for the entire year with passing grades receive 1 ½ credits. Any student who wishes to be permanently removed from the Band Program at any point before the conclusion of the school year will receive no credit and a grade of "F" for the entire year.

Charms

www.charmsoffice.com

The Charms Office online record keeping system is the way all student information is cataloged and monitored. All students must have information current and updated in Charms. This is your one stop location to sign up for volunteer opportunities (Donut Booth!), monitor your fees and balances, and even make payments online! All student financial information can be monitored on the "Finances" tab.

To log in, the Schoolcode is: lakewoodlancerband. Students were each assigned passwords (last name, all lower case), but can be changed upon logging in. If you forget your password or have any other questions about Charms, please e-mail Miss Houck at lhouck@laca.org.

Please see the Financial Obligations section on page 12 for additional information about band fees.

Attendance

Attendance at all Lancer Band rehearsals and performances is required. Each student must be in attendance to contribute to rehearsals. Only when we work together can we achieve the excellence for which we are known. When choosing to miss a rehearsal or performance, for any reason, students are simply choosing to not earn their daily points

“Excused” Absences

Directors must be given 14 days (two weeks) notice of any upcoming absence. “Excused” absences are put in place to provide allowance for weddings and pre-planned family vacations. Excused absences will not be issued for last minute illness, though these issues **will be considered with the Directors’ discretion.** There are enough points built in the weekly grade to cover an unexpected illness without a severe negative effect. The following procedures must be followed in order for the absence to not effect the earned points for that event.

Procedure:

1. Student must provide a **signed parent note** at least 14 days prior to the absence, **AND**
2. Parent must call 740-928-4496 or stop in to discuss the absence.

*****Students and parents are asked to schedule upcoming appointments, if at all possible, at least two weeks ahead!*****

Extenuating circumstances will be addressed at the Directors’ discretion.

Involvement in Multiple Events

It is the policy of the Lancer Band Department that no Director should require a student to choose between two extracurricular school activities. If a student is involved in two or more extracurricular school activities, you must advise both the directors and/or coaches so that a schedule can be arranged to accommodate each activity. All sports schedules should be submitted following the Excused Absences procedure.

Uniforms

Winter Uniform

High School Band members are issued a uniform consisting of pants, jacket, and overlay at the beginning of marching season. This “winter” uniform, with the addition of accessories (beret, black socks, black shoes, spats, white gloves), is the standard uniform for all marching band events. With the exception of black socks, all accessories are available from the Uniform Staff.

Standards of Appearance

While in uniform, students are expected to maintain complete uniformity of appearance. The Lancer Band is set apart from other bands based on this high standard! Students will maintain the following standards while in uniform (both winter and summer):

- ✓ Hair must be neat and worn off the collar. All hair longer than collar length must be pulled into a tight bun or French braided.
- ✓ No earrings or visible piercings of any kind are permitted.
- ✓ Boys must remain clean shaven unless given permission by a Director.
- ✓ No jewelry of any kind, including watches, is permitted. Save your new piercings for after marching season, please ☺

Concert Season Uniform

Concert Season uniform consists of the marching band pants and jacket, worn with a tuxedo shirt and bowtie. Black shoes and socks are also required. Tux shirts and bowties are available from the Uniform Staff. Hair may be worn down with the concert uniform.

Summer Uniform

When deemed necessary by the Directors, a summer band uniform may be worn in place of the full winter uniform. The summer uniform consists of a royal blue Lancer Band polo shirt (available from the Uniform Staff), black slacks (Dockers style only. NO work style, cargo, boot cut or skinny pant styles!), black belt, black socks, black band shoes.

Maintenance Fees

Each band member will be required to pay a yearly Uniform Maintenance Fee of \$30.00 to cover the dry cleaning of the uniform at the end of marching and concert seasons. Also, any student playing a school owned instrument at any point during the year will be required to pay a \$20 instrument usage fee.

Music

Students will be issued original copies of all music. Students are to keep all music in their folders throughout the rehearsal and performance cycle and are expected to keep their folder in the corresponding slot on the wall. Students sharing folders are reminded to make sure their folder is present in the event of an absence. If any parts are lost, students are responsible for any replacement cost.

Travel Procedures

Bus Rules

The Lancer Bands travel often throughout the year to football games, parades, and other events. When traveling by bus, students are to adhere to the following guidelines:

1. Ride the bus to which you are assigned.
2. Roll will be taken by a director prior to departure. Please remain quiet during this time.
3. No shouting, yelling, or horseplay is allowed.
4. Each bus will contain one Director. The Director on board is responsible for any necessary disciplinary action.

Sign-Out Procedure

Any student wishing to ride home with parents must bring the parent they are riding with to the bus loading area at the time of departure. The parent will sign out their student on a list kept by the Directors. Only when the parent has signed out their child to their custody is the student allowed to leave. No students are permitted to ride with anyone other than their own parents. **No exceptions!**

Financial Obligations

The Lancer Band is a large program which runs nearly completely on Band Booster fundraising monies. Each year, the Band Boosters pay for student items such as uniform items, band camp, music, and instruments. In order to pay for these items, prompt student payment is required.

*****All items must be PAID FOR at the time they are HANDED OUT!*****

No reeds, gloves, spats, or other items will be given on credit. It is our hope that all students will remain responsible and not lose items, and also stay proactive about making sure they have money to pay for reeds. No money? No reed. No reed? No participation grade. See Miss Houck for recommendations if you want to purchase your own box of reeds.

All Band Fees are due each year BEFORE we leave for camp. This includes uniform items, uniform maintenance fee, school instrument usage (if applicable), and camp itself. Students who do not have at least Band Camp itself paid for by the time we leave will NOT BE ALLOWED TO ATTEND CAMP and will be subject to other disciplinary actions at the Director's discretion.

*****Students with outstanding balances will NOT be allowed to purchase "extra" items (such as a band t-shirt or Hi-Lights CD). All money needs to be directed to fees first! ☺ *****

Lancer Band Student Staff

The Lancer Band Student Staff is an exclusive group of band members selected to help the Lancer Bands run smoothly throughout the year. The staff functions as part of the chain of command between band members and Directors, and is responsible for maintaining the accountability of band members at all times. Any staff member not who does not fulfill their duties may be demoted at the Directors' discretion.

Staff members are appointed by the Directors in the summer, based on the previous year's demonstration of the following characteristics:

1. Dedication
2. Willingness to help
3. Going above and beyond an assigned duty
4. Positive attitude
5. Not asking for special considerations
6. Good moral and ethical behavior
7. Musical ability
8. Organization

Section Leader Positions

- Flute
- Clarinet
- Alto Sax
- Tenor Sax
- Trumpet
- Mellophone
- Trombone
- Tuba
- Percussion
- Flag
- Drum Major

Administrative/Organizational Staff

- Administrative Assistant
- Librarians
- Areas and Facilities Maintenance
- Equipment
 - Woodwind
 - Brass
 - Percussion
 - Flag
- Uniform
- Supplies
- Dance Instructors

2011-2012 Handbook Agreement Form

Lakewood High School
Lancer Band Department
9331 Lancer Rd. Hebron OH 43025
(740) 928-4496

**Please sign and return this form no later than
Monday, August 8th, 2011**

I have read this 2011-2012 Handbook and I fully understand all the information given. Furthermore, I agree to abide by all the policies and procedures outlined in this handbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____