

2021-2022
Academic Year

Seaforth High School
Instrumental Music Department
Student Handbook

“A Commitment to Excellence”

Remember:
Success is 90% attitude, 10% skill



Practice is where you learn Your part.
Rehearsal is where you learn Everyone Else's Part!

Tripp Crayton
Principal

Keith A. Gilbert
Director of Bands
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Seaforth High School
444 Seaforth Road
Pittsboro, North Carolina 27312

Welcome to the 2021-2022 Inaugural year of the Seaforth High School Music Program!

You are becoming a member of a musical program that is determined to establish itself as a foundation toward musical excellence and recognition throughout North Carolina. As a member of our Symphonic Band, Concert Band, Jazz Ensemble, Colorguard, Marching Band, or Pep Band, you will experience an enjoyable year of music, learning, personal and group achievement, and building friendships.

Schedules and classes are hopefully starting to take shape and we are focused on a solid curriculum certain to make a difference in the life of every student in our music program. I would like to share some ways that you, the student and parents can help support our program.

Students, remember that competence is the result of dedicated "time on task". Music learning, music performance, and music appreciation are the outcomes of study, practice, and guided listening. With limited rehearsal time, it is imperative that students invest extra time in nurturing their talents and improving their skills. Please encourage a positive practice schedule. Remember that practice time must be framed as a benefit and not as a disciplinary penalty.

Parents, please be a Loyal, Appreciative Audience. The best audience is always parents. You are faced with a full agenda in your personal and professional life, and you are challenged to adjust your schedule to accommodate every school function. However, your presence at our performances will mean more to each individual Seaforth Band Member than words can describe. Music is a family affair. Don't miss this opportunity to celebrate your child's talent.

As a Booster Member. There are many ways to aid and participate in our parent support organization. Please join with other parents who realize the far-reaching potential of the arts and take advantage of the synergy created by sharing a common educational philosophy. This organization will ensure the future of quality music education for your student and their fellow artists.

You make a difference! I look forward to visiting with you in the near future.

This handbook is provided to inform you of expectations, consequences, and responsibilities associated with the Band program. The following elements are not hard to achieve and maintain, but are necessary for continued success in the Band program.

Welcome aboard!
Keith A. Gilbert
Director of Bands

Rules and Expectations

Our Mission

The Seaforth High School Band department is dedicated to providing outstanding musical experiences and opportunities to its students while helping them grow into responsible, mature adults. To make these experiences successful, we require discipline, organization and commitment to the program. Being part of the band is to be seen as an honor and students will be expected to help serve as role models for the school and other organizations within it. As a result of our high expectations, discipline, leadership and social opportunities, the students have the opportunity to develop valuable life skills such as a positive self-image, time management skills, confidence, poise, responsibility, and loyalty as well as the musical abilities needed to be a successful musician.

Our Goals

- To provide a comprehensive knowledge of music through the performance, creation, and promotion of music.
- To provide an environment that promotes and encourages life-long learning, personal growth and professional growth.
- To create an environment that provides all students with a sense of community and loyalty to an organization bigger than themselves.
- To provide an opportunity for students to develop as disciplined, organized and mature adults.
- To allow students to express themselves in a different, creative manner through the means of music.
- To reach full potential in all aspects of students' lives through the use of music.

Rules

All members of the SFHS Band Department must adhere to the following rules:

1. Follow all rules and guidelines in the SFHS Student Handbook.
2. Have the appropriate classroom materials every day.
3. Show proper respect to classmates, visitors, equipment, and director.
4. If "it" is not yours, leave "it" alone.
5. Be on time to class, prepared to play.
6. Food or beverage is not allowed in the band room

(Except water and special occasions)

Why these rules exist:

1. Without the appropriate materials, a student cannot function to the best of his/her ability. Each of the Seaforth High School Bands rely on the efforts of each member. If even one member of the band cannot fully participate, the band suffers.
2. Like any class, learning cannot occur without the mutual respect of teacher and students.
3. Instruments, music and equipment are expensive. Instrument *repairs* are expensive.
4. Class time is very valuable and very short. Every minute will be used to help achieve our musical and personal goals.
5. The messes caused by food and beverages can be very expensive and can damage the musical instruments beyond repair. Crumbs and spills also lead to insect invasions of the facilities.

Consequences

Steps in this hierarchy can be passed over as a result of extreme behavior

First offense Warning that future actions of the same nature will result in punishment.

Second offense Student will be written up and sent to the office.

Third offense Student will be written up and sent to the office. A phone call home will also occur.

Fourth offense Student will be written up and sent to the office, plus a conference with parents regarding an evaluation of student's continued involvement in the class.

Justification of consequences:

The hierarchy of consequences allows the students to make a mistake before being penalized. This hierarchy is constructed so the students and parents understand the rules, consequences, and rewards for the Seaforth High School Band program.

Further Clarifications:

- Appropriate classroom material includes any item the student may need to function properly for the course of the entire class period/rehearsal. This includes functioning instruments, proper music, pencils, mutes, valve oil, cork grease, extra reeds, sticks or mallets, etc.
- Proper respect includes not talking when the director or another student has "the floor."
- It does not matter if someone told you that you could borrow "it." Unless you own "it" or have an agreement with the teacher concerning "it", you are responsible for any damages to "it."

Rehearsal Expectations

To help you achieve the high standards of excellence expected of every SFHS musician, here is a list of Rehearsal Expectations that apply to all rehearsals regardless of the ensemble, time of day, or location. The director will evaluate your efforts and progress towards achieving the standard of excellence by observing the following behaviors:

PRIOR TO REHEARSAL

- Daily Rehearsals: Musician is inside the rehearsal room or instrument room when the bell rings. You will have 5 minutes to get all of your materials in place prior to the downbeat. Before/After School Rehearsals: Musician arrives a minimum of 5 minutes prior to the announced rehearsal time.
- Musician attends rehearsal with instrument in good working condition and all necessary accessories (i.e. quality reeds, mutes, sticks/mallets, valve oil, clean mouthpiece, etc.) including a useable pencil with an eraser.
- Musician prepares for rehearsal by demonstrating proper instrument assembly/set- up and maintenance techniques, as well as music folder organization.
- Musician prepares for rehearsal by demonstrating proper individual warm-up techniques (i.e. long tones, lip slurs, scales & arpeggios, sticking patterns, etc.)
- Musician demonstrates proper rehearsal decorum by concluding all rehearsal preparations when the conductor steps to the podium.

DURING REHEARSAL

- Musician demonstrates professional level playing posture, proper hand position, and an embouchure appropriate to the instrument throughout the rehearsal.
- Musician demonstrates frequent eye contact with the conductor during musical performance, as well as during verbal instructions.
- Musician demonstrates proper rehearsal decorum by remaining focused and on task for the entire rehearsal, including periods when the conductor is working with another section or giving verbal instructions to the ensemble as a whole. **Homework from other classes is not permitted in rehearsal.**
- Musician demonstrates proper rehearsal decorum by not eating food or candy, including chewing gum, or drinking beverages, with the exception of water, during rehearsal.

AFTER REHEARSAL

- Musician demonstrates proper instruments, equipment, music folder, and/or uniform care and storage after each rehearsal or performance. Instruments are to be disassembled, swabbed (if necessary), and stored in cases.
- Musician adequately prepares performance music outside of rehearsal.

The student is rewarded for good behavior both intrinsically and extrinsically. The cooperative and industrious student:

- Cultivates habits promoting excellence -Receives verbal recognition/praise -Develops a high level of self confidence -Becomes a better musician.
- Improves his or her grade in band.
- Is eligible for end-of-the-year awards.

Attendance Policy

The success of our band program is in direct relationship to students' attendance and effort during rehearsals.

As member of the SFHS Band Department, students are expected to:

- Place attendance at all band performances as of equal, if not greater, priority to any other activities in which you are involved.
- Show a sense of responsibility by informing your parents of performance dates.
- Show a sense responsibility by informing a director of potential conflicts well in advance.

Students involved in other SFHS athletics or activities should adhere to the following guidelines when dealing with conflicts:

- Performances/games come before rehearsals/practices
- If conflict is between a performance and a game, the band performance should come first.

We have fewer performances than most athletic teams/activities have games.

**“TO BE EARLY, IS TO BE ON TIME.
TO BE ON TIME, IS TO BE LATE.
TO BE LATE, IS TO BE LEFT BEHIND.”**

Extracurricular Rehearsals and Performances

Throughout the school year there are various rehearsals and performances outside of the regular school day. These are considered to be extracurricular and cannot affect your letter grade.

During the marching season, the band rehearses from 3:20 pm -5:30 pm every Monday, Tuesday, and Thursday once school begins. Attendance at these events is mandatory to participate in the football game and competition performances. Furthermore, there is a summer camp beginning in August that are mandatory for participation in the football game and competition performances.

During concert season, there will be one after school rehearsal prior to each concert. Attendance at this rehearsal is mandatory to participate in the concert.

Extracurricular rehearsals and performances are similar to that of a SFHS athlete. All negative actions will have consequences. They may involve being pulled from performances during the marching season.

The goal of music education is to not only teach the students, but to share their talents and accomplishments with our community. The only way to do this is by performing concerts. Students who do not participate in the concerts will not feel the gratification of showcasing their hard work during the year. It would be like an athlete training and practicing all of the time without being able to compete in a game or match.

CONTESTS AND FESTIVALS

Contests, festivals, and other adjudicated activities are important features of the Seaforth High School Band program. It is through these activities that we obtain valuable feedback about our progress as individuals and as a program. Although we never "live or die" by any one judges or panel's opinion of our performance, it is important that we learn the value of giving maximum effort and standing by the results as our best effort that day.

Competitive performances are packed with emotion. Because of the amount of time, work, and discipline required to produce award-winning performances, we develop great camaraderie within the Band. We share hardships, discomfort, fatigue, oppressive heat, cold, long bus rides, disappointment, tears, success and joy. Along with these emotions goes a high level of tension; which often causes students to react immaturely. We learn to avoid these normal pitfalls and to channel our energy and attention toward the goal of Performance Excellence and the ultimate success that will follow.

The Seaforth High School Band will demonstrate silent pride as scores are announced and graciously accept the results, regardless of outcome. We show our appreciation and respect for those who have earned the right to score ahead of us and gracefully accept our own success. Many of our competitors will not understand that we are able to congratulate those who are ahead of us and appreciate their performance. These are the people who will not ever know the true reason for participating in competition, but will mistakenly equate winning with coming in first. We will come in first when we have proven that we performed to our highest level of performance ability and our performance is far greater than anyone else, that day. Until then we know "winning" is the state of every individual having endured the hardships, taken the chance of competing, and done their personal best in their own "*Commitment to Excellence*".

BAND ROOM

The Band room, and the area around it, must be kept neat and orderly. When music is not being used, it must be in its folder and in the proper slot in the music cabinet. Equipment must be stored in a designated area in the storage room. Instruments must be placed in their assigned locker or storage area when not being used. Any personal items or clothing left lying around will either be turned in to the lost and found, Goodwill, or thrown in the trash. ANY GARBAGE MUST BE PUT IN THE PROPER RECEPTACLES. Anyone messing up the Band room will be required to clean it. The instrument storage room is not to be used by any student as a personal storage place. NO FOOD, DRINK, OR GUM WILL BE CONSUMED IN THE BAND ROOM. Water is the only kind of drink that will ever be allowed in the Band room. Any kind of instrument oiling must either be done over a rag or a garbage receptacle. Students are not allowed in any cabinets or drawers in the band room unless given permission by the Director or an instructor. In order to decrease the chance of possible theft or vandalism, the following are the only people allowed in the Band room: Mr. Gilbert, band members and their family, administrators, custodians, visiting teachers, band instructors, and anyone who has permission from Mr. Gilbert. Please do not cause a tense moment for your friends by letting them come in the room if they are not in Band. Each student is responsible for his or her instrument, uniform, equipment, and belongings. Every possible effort is made to keep the room as secure as possible during the school day and after hours; HOWEVER, NEITHER THE SCHOOL NOR MR. GILBERT ARE RESPONSIBLE FOR ANY PERSONAL PROPERTY THAT IS BROUGHT ON CAMPUS. (INCLUDING PERSONAL INSTRUMENTS OR EQUIPMENT LEFT IN THE BAND ROOM.) LEAVING ITEMS OVERNIGHT WILL BE AT THE DISCRETION OF EACH STUDENT AND AT HIS OR HER OWN RISK. Keep track of your belongings and don't automatically expect the Director to know where any misplaced items might be located.

BAND ROOM OFFICE

No one is allowed in the Band room office without the Director's permission. No student will be allowed to use the computer. The phone may be used only with permission and during non-school hours. All Band events and activities will be posted on the whiteboard with start and ending times. If an event or activity ends before or on time, anyone desiring to use the phone may do so. The Band room answering machine will be equipped with the necessary information that will enable parents to check on arrival times for off-campus Band activities. Any student phone calls are limited to TWO minutes. **Students being picked up by a parent or guardian are expected to be picked up by one half hour after the event has concluded.**

STUDENT LEADERSHIP ROLES

Drum Major/Band Captains

1. Direct all field rehearsals and performances of the marching band.
2. Set standards in attendance, punctuality, attitude, musicianship and loyalty that the members of the band can and should try to follow.
3. Act as a liaison between band members and directors.
4. Be responsible for keeping the student leadership working together as a team.
5. Coordinate bleacher activities for football games, oversee behavior and maintain proper discipline.
6. Inspect section leaders uniforms prior to the full band uniform inspections.
7. Have the band in the right place at the right time for warm-ups and performances.
8. Exhibit and demand discipline within the band.
9. Show patience, consideration, and understanding in dealings with the band while not compromising standards.
10. Assist the directors in administrative and organizational tasks.

Section Leaders

1. Report any tardies or absences to the Band Captain
2. Refer discipline problems to directors when necessary
3. Be a role model and enforce the rules and regulations of the band.
4. Learn all parts for your particular section.
5. Assist with drill rehearsals when needed.
6. Run efficient and effective sectionals throughout the marching season.
7. Conduct uniform inspection of section and report any infraction against dress code to drum majors.
8. Individually tutor and students that need help with music and/or marching problems.
9. Assume any extra assignments deemed necessary by directors, instructors, or chaperones.
10. Serve as a positive role model for the members of their unit in conduct, musicianship, and dedication to the band.

Librarians (TBA)

1. Distribute all parts to the music
2. Make and maintain concert and/or marching folders.
3. Keep music library in order; file all music.
4. Coordinate drill charts
5. Sign out instrumental method books, etc.
6. Copy and collate materials as needed
7. Collect for lost flip folders, music, and other library-related items
8. Keep library clean and orderly.

WEBSITE

A website is established for the Band program to help keep students and parents up to date with what is happening. All forms related to various Band activities and assignments will be available on the site, as well as information pertinent to the various groups within the program. A primary goal for the website is communication among all involved. You may be asked from time to time to check for certain items on the website.

The web address is: seaforthhawksband.com

BAND BOOSTERS

Band Boosters are the families with students involved in band. As of this handbook printing, actual meeting dates and times have not been decided.

It is the goal of the band director to keep meets focused and on task, to where meetings should last about an hour. These meetings are very important ways to keep informed about what is going on with the band program and all parents are encouraged to attend. This is also an opportunity for you to express your concerns or praises for the band.

All Booster Club policies and financial decisions exceeding \$300.00 are decided by a majority vote of the members present at the Booster Club meetings. The Band Boosters provide support to the Seaforth High School Band mainly through four categories:

1. **Uniforms:** The Band Boosters Uniform Committee handles all aspects of the band uniform used by the SFHS Band. They are responsible for fitting, check-out and check-in, tailoring and alterations, organization and inventory, and purchasing of both the Marching Band and Symphonic Band Uniforms.
2. **Fundraising:** The Band Boosters Fundraising Committee organizes, administers and carries out all fundraising activities of the Band program.
3. **Chaperoning:** The Band Boosters provides adult supervision for all outside of school time performances and trips of the SFHS Band. Duties includes taking attendance and helping to keep track of the band students, relaying information to the students and carrying out instructions of the Band Director, enforcing all school policies and procedures and lending assistance to the Band Director, Staff and Band students as much as necessary. This is an awesome responsibility, but a very important function of the Band Boosters in keeping our students focused on having the best experience possible in band.
4. **Volunteering:** We need you! Assistance is needed during Marching Band season with equipment, working at the concession stand, and administrative duties, serving as an officer, a chairperson or on a committee and in any other capacity you can manage.

Students who “drop out” of marching band for any reason are not eligible for refund of any part of money paid for band expenses.

The Band Boosters organization strives to notify its members in a timely manner of band expenses. Expenses for band members may be overwhelming to some who are having serious hardship. Loss of job, terminal illness of family members, and other circumstances may make it impossible to meet financial obligations on the time schedule outlined. Application for payment contract or assistance via scholarship due to hardship must be submitted in the form of a letter and will be considered by the executive board on a case-by-case basis.

Depending on funds available, scholarships will be awarded to those in serious need on a case-by-case basis. We encourage everyone to participate in fundraising to assist with expenses.

FUNDRAISING OPPORTUNITIES

Many opportunities will be provided for fundraising and details will be discussed at Band Booster Meetings. The allocation of profits from each fundraiser will be discussed before the start of the fundraiser. Up to 100% of profits may at times be earned by individual students toward band expenses. Not all fundraisers will be used to earn money for student accounts.

When items are sold during a fundraiser the student should collect the money and one check or money order per student submitted for payment to the Fundraising Chairperson or Treasurer. No checks will be accepted from a third party. Returned checks for fundraisers will be subject to the same policy stated in the Financial Obligations section and will be counted against the student who turned in the fundraiser.

Instruments, Materials, & Maintenance

In order to be able to play your best, there are certain materials that you should have in your possession. These materials will insure that your instrument stays in the best shape possible between yearly cleanings.

Music & Arts has access to many of the items on this list.

Required Materials

Each student is required to have the following equipment for their instrument (even if they are using a school instrument):

- Flutes: Cleaning/Tuning Rod and a polishing cloth
- Oboes/Bassoon: Two good medium cane reeds, a small prescription/pill bottle (to soak reeds), and an instrument swab.
- All Clarinets, All Saxes: A minimum of four good reeds strength 3 (Vandoren preferred, Juno acceptable for younger players), reed guard (holds 4 reeds), mouthpiece cap, cork grease, and a cleaning swab.
- Trumpets, Baritones, and Tubas: Al Cass or Blue Juice valve oil, mouthpiece brush, and tuning slide grease. A straight and cup mute may be used during the concert season.
- French Horns: Rotary oil, a mouthpiece brush, and tuning slide grease
- Trombones: SuperSlick Cream, a mouthpiece brush, tuning slide grease, and a small spray bottle

These items are crucial to the sound, maintenance, and cleanliness of the instrument

- Percussion: Suggested sticks and mallets to have on hand: -SD1 General Concert Snare Drum Sticks (1 pair) - General Timpani Mallets (1 pair)
- Medium-Hard Yarn Marimba Mallets (1 or 2 pair) -Medium-Hard Xylophone Mallets (1 pair)
- Stick bag

This list is by no-means comprehensive, but serves as a starting point of materials for all percussionists. A short list of recommended brands include: Innovative Percussion, Vic Firth, Promark, Mike Balter, etc.

Neither Seaforth High School nor the Directors provide these items

Recommended Materials

These items are not required; however, they are strongly encouraged and are invaluable practice tools.

- Metronome – Two important features should be considered: 1) Size (will it fit in my case?) 2) Volume-the louder the better. There are many good metronome apps for smart phones as well.
- Tuner - These are available for as little as \$20 and are an invaluable practice tool. There are many good tuner apps for smart phones as well.

There are apps available for smart phones, however please remember that phones are not allowed in school. They may be used during summer camps for rehearsal purposes only.

Equipment

Parents and students are urged to carefully and continually evaluate your instrument throughout the year. In order to be successful at producing quality music, all students must be utilizing equipment that is of acceptable quality and in good working order.

Besides condition, many students are still playing on "beginner" instruments that hold a student back once they have reached a more advanced playing level. Regardless of the talents of the student, most beginner line instruments are incapable of producing the mature tone and intonation control expected of a high school musician.

Woodwind instruments require regular maintenance. Even the best instruments need new pads every couple of years, and should be checked for key and rod adjustments annually. Daily cleaning is a must. Chipped mouthpieces should be thrown out and replaced immediately. Every reed player should have at least four good spare reeds at all times, and should never play on a worn out, chipped, or cracked reed.

Brass instruments should be free of dents in any area directly behind the bell. All slides should move freely and easily (this requires owning and using slide grease). Cleaning the inside of brass instruments should be a monthly ritual.

Please contact the director if you have any questions about your instrument or instrument maintenance/repair.

Recommended Instrument Brands

-Flute: Yamaha, Gemeinhardt, Armstrong, Jupiter, Artley, Emerson, Selmer, Pearl -Oboe: Yamaha, Selmer, Fox, Loree

-Bassoon: Fox, Renard, Amati

-Clarinet: Buffet, Selmer, Yamaha, Vito, LeBlanc, Noblet

-Bass Clarinet: Yamaha, Accent, Selmer

-Saxophones: Yamaha, Selmer, Conn, Keilwerth, Blessing, Amati, Jupiter, Yanagisawa -Trumpet: Yamaha, Bach, Holton, Blessing, Conn, B&S, Kanstul, King, Getzen -French Horn: Holton, Bach, Yamaha, Jupiter, Hoyer

-Trombone: Blessing, Yamaha, King, Bach, Conn, Jupiter, Getzen, -Baritone/Euphonium: Bach, Yamaha, Holton, Blessing, Conn, King, Jupiter

-Tuba: Conn, Yamaha, Carnegie XL, Bach, Jupiter

Conclusion

This handbook is designed to ensure that all members of the SFHS Band program understand the rules and expectations they will be held accountable for. It is imperative that each student commits to the program so we can work together to achieve our goals and reach a high standard of excellence.

Handbook Agreement

After reading through the entire handbook, please fill out this agreement form and return it to Mr. Gilbert.

I, _____ (student name), have read the entire Seaforth High School Band Handbook. I understand and agree to adhere to all of the rules and expectations stated in the handbook. Furthermore, I understand that failure to do so will lead to consequences as listed in the handbook. I commit to being a hard-working, productive member of the SFHS Band program and will maintain a positive attitude and help the program achieve a high standard of excellence.

_____ Student Name (Printed)

_____ Student Signature

_____ Date

_____ Parent/Guardian Name (Printed)

_____ Parent/Guardian Signature

_____ Date