

NAME \_\_\_\_\_

**BURLEIGH MANOR MIDDLE SCHOOL**  
**BAND MANUAL**

**410.480.9574**

**<http://www.burleighmanormusic.org>**

*Updated August 31, 2018*

## INTRODUCTION

***Burleigh Manor's band program is a comprehensive program that performs at the highest conceivable level of quality.***

In band, we are in an evolutionary process. ***No matter how good you are you can always improve.*** As students develop, this evolution will mean many changes. For me, change is not perceived as a stressful crisis, but rather as an opportunity for exciting growth, and I encourage students and parents to view it similarly. ***My primary objective is to prepare each student musician to appreciate music as a performer and as a listener.*** Helping students ***develop adequate musical skills and promoting growth in musical understanding and appreciation*** are two of the most important factors in obtaining this objective. In accordance with this goal, instrumental music is taught so as to develop in each student:

- THE ABILITY TO PERFORM ON A MUSICAL INSTRUMENT
- THE ABILITY TO PERSEVERE IN MUSICAL ACCOMPLISHMENTS, WHETHER WORKING INDIVIDUALLY OR WITH AN ENSEMBLE
- AN AESTHETIC SATISFACTION, SENSITIVITY TO BEAUTY RESULTING IN EMOTIONAL RESPONSIVENESS TO THE ARTS
- AN APPRECIATION AND UNDERSTANDING OF QUALITY IN ALL TYPES OF MUSIC AND ITS PERFORMANCE.
- THE DESIRE AND ABILITY TO HELP PERPETUATE THE CULTURAL ASSET OF SOCIETY
- A LASTING INTEREST IN MUSIC WHICH WILL DEVELOP DURING THE PERIOD OF FORMAL EDUCATION AND BEYOND, SO THAT MUSIC WILL BECOME A FIRMLY ESTABLISHED FACET OF DAILY LIVING
- AN INTEREST IN THE CREATIVE POSSIBILITIES IN MUSIC WHICH WILL ENCOURAGE A CONTINUOUS EXPLORATION IN THIS PROCESS
- A SENSITIVITY TO AND UNDERSTANDING OF THE BASIC ELEMENTS OF MUSIC: TONE, MELODY, RHYTHM, HARMONY, AND FORM

## ***REHEARSAL PROCEDURES FOR BAND***

To develop a standard of musical proficiency and attitude, which reflects credit upon you and the band, as well as Burleigh Manor Middle School, the following principles are to be established to maintain discipline, pride, and cooperation from all members.

- Arrive at rehearsals on time with everything you will need.
- At rehearsals and lessons get your music and instrument in an orderly manner and be seated immediately. Be sure to return instrument cases to proper storage facilities prior to the start of rehearsal. Adjust your chair and stand so that you can see the music as well as the conductor. Make sure you have your music, pencil, tuner, and metronome on your stand.
- Sit with good posture, that is, both feet flat on the floor, legs uncrossed, and back away from the back of the chair. This enables proper breathing.
- Do not eat, drink, or chew gum when you play.
- No cell phones are permitted during rehearsal. This includes use as a tuner or metronome.
- Warm up your instrument quietly by sustaining long tones in the middle register. Talking should be minimal.
- When the conductor comes to the podium, stop playing and talking.
- Stop when the conductor cuts you off and listen for directions.
- Do not touch any instrument other than your own unless instructed to do so.
- Your name must be on your case, folder, and music at all times.
- Prepare for every rehearsal and lesson. Make sure that your instrument works and that you have your music, practice record, and a pencil.
- At the end of rehearsal, put your chair and stand back in place, pick up the area around you, and leave the room in an orderly manner.
- Arrive to your next class on time.
- Your instrument and music must be kept in the instrument storage facility. Music folders are the responsibility of the students at all times.
- Your instrument and music must go home each day.

## ***PROGRAM FORMAT***

In band, unlike other disciplines, if the individual student has any weakness in their knowledge and/or skill ability, the entire group suffers. In band, proper placement is critical to the success of the group, and the individual. If students are placed in a class beyond their abilities, they often become frustrated, give up, and/or act out inappropriately. Conversely, if students are not challenged, the results may be the same.

The band format is:

1- A Wind Ensemble comprised of 6th, 7th and 8th grade students, which rehearses for a 50 minute class period every day.

2- A Concert Band II, comprised of 7th and 8th grade students, which rehearses for a 50 minute class period every day.

3- A Concert Band I, comprised of 6<sup>th</sup> grade students which rehearses for a 50 minute class period every day.

Emphasis is on developing top musicianship through drill in ensemble technique, musical skill, and style. We perform quality literature, in most cases taken from the Maryland Band Directors Association list of music that is of a level of sophistication so as to be challenging as well as educationally appropriate.

Sectionals: Students receive only one lesson every five school days in which they are pulled out on a rotating basis, never missing more than 2 of the same class and only one A day or one B day per marking period. Instruction is on lesson or band material as needed. Emphasis is on tone, intonation, and technique. We work on individual development through the use of a lesson book, scales, and rhythm charts. Students are responsible for missed work or assignments from class periods in which sectionals occur.

We have two ***Jazz Ensembles*** that rehearse after school from 2:45 to 3:45. The advanced ensemble rehearses on Wednesdays and the intermediate ensemble will rehearse on Wednesdays or Thursdays – exact day to be determined.

Throughout the year, we put together many ***solos, duets, and ensembles*** that perform at the solo and ensemble festival. We perform a winter and spring concert as well as performing at adjudications and band showcases. We receive invitations to perform at many other places and events and traditionally accept a few of these also.

## **BAND REQUIREMENTS**

*Band is a commitment of time, money, and emotion. Students need to develop a sense of responsibility and perseverance. Band is a group performance centered class and as such, all members are crucial to the overall success of the ensemble.*

*Students involved in band are making a primary commitment for the entire school year. We recognize the importance in students' lives of extracurricular events such as sports, dance, scouts, drama, etc. but students' curricular commitments must be primary. Students who miss a concert or night rehearsal unexcused can no longer be considered performing members of the ensemble. Howard county public schools recognize; 1-Serious illness, 2-Death in the family, 3- Court appearance, 4- School visitation, and 5-Religious observance as excused absences.*

## **CONCERTS**

*Band is a performance class, and as such, will perform concerts at appropriate times. Concerts are announced well in advance in writing. Attendance at all concerts and rehearsals is mandatory of every member. A band is a team and without every member the team cannot be successful. A big part of teamwork is being able to count on one another. Remember, the group is only as strong as its weakest member. Each member must fully prepare (practice) for each concert.*

*Concert dress is a white long sleeve shirt or blouse with a collar; black pants or black skirt that hits the knee when seated; and dark shoes and socks/hose. Wind Ensemble students will be issued a cummerbund and bow tie for performances. Students are responsible for the care and return of the cummerbund and bow tie. The goal of concert dress is to focus attention on the group as a whole without visual distractions and is appropriate for the setting. It also aids in creating team spirit and helps appropriate behavior. Concert dress is required at all concerts. At appropriate times we invite guest artists, alumni, or selected incoming students to perform with us.*

Always allow yourself plenty of travel time for a concert. Typically, students will have to arrive 45 min. prior to a performance to warm up and tune. The concert hall is opened 20 minutes prior to the performance. *Concert etiquette dictates that no one enter or leave a concert hall while a performance is in progress. Flash cameras will distract the performers. So that all may enjoy the concert, there should be no talking, eating, drinking, or smoking while a performance is in progress.*

## ***REHEARSALS***

Students must be prepared for rehearsals. They must have their instrument (in good working order, i.e. lubricated valves, slides, keys, and corks; and at least three good reeds), music, metronome, tuner, and a pencil every day. Instruments and music must go home each day for security and practice. At times extra rehearsals may be needed after regular school hours. They will be kept to a minimum and announced in writing well ahead of time. Typically, we have four-night rehearsals per year in the evening. One about two weeks prior to the winter concert, two about three weeks prior to band night or festival, and one prior to the spring concert. We invite other band directors to these rehearsals to give us feedback and hire guest clinicians and conductors. In order to be fully prepared, attendance is required at all rehearsals. Students must be picked up within 15 minutes of the end of rehearsal. Please mark all events on your calendar at the beginning of the year.

## ***REQUIRED DAILY MATERIALS***

- Instrument in proper working order
- Mouthpiece and other needed accessories (reeds, ligature, valve oil, mutes, etc.)
- Digital Metronome & Tuner (Korg TM-50 is a combo tuner and metronome)
- Pencil
- Maintenance items
- Music
- Method Book
  - \* Concert Band I – “*Basic Training Course for (student instrument)*”  
Book 2 by John Kinyon
  - \* Concert Band II – “*Hal Leonard Intermediate Band Method*” by Harold Rusch
  - \* Wind Ensemble – “*Band Technique Step-By-Step*” by Robert Elledge

## ***GRADES***

***A+ = 97-100% B+ = 87-89 % C+ = 77-79%***

***A = 93-96% B = 83-86% C = 73-76%***

***A- = 90-92% B- = 80-82% C- = 70-72%***

***• DUE TO THE NATURE OF BAND AS A PERFORMANCE CLASS, ALL STUDENTS MUST BE SUCCESSFUL! “D” AND “E” WORK IS UNACCEPTABLE AND MUST BE MADE UP.***

***• SOME BAND ACTIVITIES MAY HAVE PREREQUISITES. FOR EXAMPLE, STUDENTS MUST ATTEND ALL NIGHT REHEARSALS AND PERFORMANCES TO***

**ATTEND THE NEW YORK CITY FIELD TRIP. STUDENT PARTICIPATION IN EVENTS SUCH AS THE NEW YORK CITY TRIP AND PERFORMING CHAMBER MUSIC AT TERSIGUEL'S MAY BE DEPENDENT UPON THE STUDENT FIRST SUCCESSFULLY COMPLETING OTHER ACTIVITIES IN BAND. STUDENTS CANNOT MEET A BAND PREREQUISITE OR REQUIREMENT THROUGH OTHER ENDEAVORS SUCH AS CHOIR, G/T, OR OUTSIDE ACTIVITIES.**

**FACTORS THAT MAKE UP A GRADE**

**\* Attitude**

Attitude is the single greatest factor that will determine the musical success of any individual.

In general, an "A" student shows **positive leadership** and interest in assisting rehearsal procedures.

He or she shows **independence** and **resourcefulness** in assisting rehearsal procedures.

He or she is **self-disciplined, punctual, dependable, and cooperative.**

The "A" student has **outstanding progress** in **self-improvement** through **constant individual practice** and ensemble participation.

In summation, this student **cares deeply, wants to succeed, and demonstrates this through quality work.**

**\* Demonstrated Performance**

Demonstrated performance is how well a student plays compared to their ability. Letter grades are given.

**\* Practice**

A grade is based on how many minutes of home practice per week.

150 min. = A    120 min. = B    90 min. = C

**\* Written Tests**

A grade is given on written exams at least once per quarter.

**\* Playing Tests**

Grades are given on performance of assigned material with the following criteria:

**A-** The best conceivable performance of the material. Careful attention was given to **style, phrasing, tempo, articulation, tone, and intonation.**

**B-** A good performance of the assigned material. All rhythms and notes are correct but some limited problems on additional musical factors.

**C-** A fair performance of the assigned material. Some problems on notes and rhythms.

**D or E-** Unacceptable performance. Little or no work done. Must be brought up to level to continue in the performing ensemble.

### **AWARDS**

***There are many activities and factors, which are highly encouraged and contribute to the success and quality of the individuals' and ensemble's musical growth and performance, which cannot be directly grade related.*** Therefore, in keeping with the idea that you don't get something for nothing, and as a positive motivational tool, band awards are given at the end of each year at a potluck awards dinner. We will invite family and friends, alumni, incoming students, and prior elementary and forthcoming high school band directors to have a great meal in a social setting. We will have guest speakers, award certificates, pins, plaques, and trophies. All students who successfully complete the year will receive something. The awards are graduated in size and importance based on a point system. Points are earned from but not limited to the following...

- Participation Band Course
- Student aide
- Participation in an extra ensemble or clinic outside of school
- Participation in Jazz Ensemble
- Participation in the Solo and Ensemble festival
- Section Leader
- Auditioning for HCPSS GT/Honor Band or Maryland All-State Band
- Attending music concerts as a listener
- Performing outside of school (church, community, etc.)

Points may be lost by:

- Keeping your music or instrument out of place
- Carelessness with your instrument
- Failure to keep up instrument care
- Lost music
- Negative comments about another band member
- Conduct unbecoming to a band member
- Handling an instrument other than your own

## **PARENTAL HELP**

**To be successful, your child will need parental support.** I would like to offer some suggestions of how parents can help.

## **RESPONSIBILITIES**

1) **Patience** in repeatedly reminding your child to do their daily practice. My expectation is 150 minutes per week. **Students have a practice record that must be signed and turned in each Monday.**

2) **Encouragement** when the going gets rough. In music, as in life, some things are learned easily, while others require intensive and repeated application. Parental understanding is critical.

3) "**Imagination** is more important than knowledge," said Albert Einstein. Knowledge is just the transfer of information, but imagination creates things that had no prior existence. Be imaginative in creating a musical atmosphere in your home. Tune in to interesting musical programs on the stereo and TV, invite friends who play instruments into your home, have students perform for you, have them record themselves, in short, make your home a haven for the arts.

4) **Common Sense** is often not so common. Avoid undue stress. A balanced schedule of interests into which music and its practice fits as a natural element will pay big personal dividends.

## **PRACTICING CONDITIONS**

As students advance in musical study, the regularity and quality of their practice increases in importance. This can be promoted if parents see that students have favorable practice conditions. **Students must have a music stand, tuner and metronome.**

1) **Schedule** a regular time or times each day for practice.

2) **A quiet place** with good lighting and ventilation aids concentrated practice. A music stand is a necessity.

3) **The instrument** must be in first-rate mechanical condition. The higher the quality of the instrument and mouthpiece the higher the possibility of quality sound.

4) **Praise work** well done. A congratulatory remark may be interjected during a practice session, or later at mealtime.

5) **Plan activities** ahead, knowing that your child's participation in rehearsals and concerts is not only required, but most importantly is vital to the success of the

entire ensemble. Band is a team and as such we must be able to rely upon the other members of our team.

6) ***Never use practicing as a punishment, or use band as a tool to improve another area of your child's life.***

### ***PRACTICE***

Many parents who do not play an instrument feel as though they cannot help in correcting problems. In some instances, this is true, however, many times parents can help musically. Also, private lessons greatly help student musicians' progress.

***Practice does not make perfect! Perfect practice make perfect.  
If you make the same mistakes over and over,  
you will be able to play it wrong better than anybody else!***

1) ***Isolate the problem*** spots and work these out. Do not just start at the beginning every time.

2) ***Identify the problem*** and come up with a plan to correct it. If it is a pitch problem, students should finger the part first. If it is a rhythmic problem, students should count and clap it or perform it on only a single pitch first.

3) ***New material*** should be practiced first. Students should not play the same songs that they have mastered every day. They will never progress.

4) ***Short sections*** of music, a few measures, should be completely worked out at a time. As the saying goes, you eat an elephant one bite at a time.

5) ***Slow*** practice must precede rapid playing.

6) ***Avoid boredom***. Students should not stay on one thing too long. They should also play something that ***they*** like in its entirety each practice session.

7) ***Work hard!*** Students should work on each aspect of their playing each day. Play long tones for range, strength and endurance, work on tonguing and flexibility. Work on technique, sight-reading, and musicality.

8) ***Have Fun***. If it starts to drag down, stop and take a break.

## ***INSTRUMENT INFORMATION***

### ***ALL MEMBERS:***

Required Accessories: Metronome and tuner for home and school use

### ***Flute***

Recommended brand: Yamaha - open hole, low b, silver head joint

Required Accessories: Cleaning rod and cloth

Recommended Accessories: Pad savers

### ***Oboe***

Recommended brands: Fox Renard

Recommended Reeds: Must be hand made, see me

Required Accessories: Cork grease, swab, reed case

Recommended Accessories: Reed making tools if studying privately

### ***Clarinet***

Recommended brands: Buffet, Yamaha

Recommended Mouthpiece: Van Doren B-45 or Red Wine mouthpiece with Rouvner H. ligature (Required for Wind Ensemble)

Required Accessories: At least 5 Mitchell Lurie or Van Doren #2 1/2 to 4 strength reeds in a case, cork grease, swab, mouthpiece cap

Recommended Accessories: pad savers and mouthpiece mouse.

### ***Bass Clarinet***

Recommended brands: Vito, Selmer

Recommended Mouthpiece: Van Doren B-45 with Rouvner H. ligature

Required Accessories: At least 5 Van Doren #2 1/2 to 4 strength reeds in a case, cork grease, swab, mouthpiece cap

Recommended Accessories: mouthpiece mouse

### ***Bassoon***

Recommended brands: Fox Renard

Recommended reed: Must be hand made, see me

Required Accessories: Seat strap, crutch, swab paraffin or cork grease

### ***Sax***

Recommended brands: Selmer Super Action 80, Yamaha Pro

Recommended Mouthpiece: Selmer C\* with Rouvner H. ligature (Required for Wind Ensemble)

Required Accessories: At least 5 Van Doren #2 1/2 to 4 strength reeds in a case, cork grease, swab, mouthpiece cap, cloth mute for bell

Recommended Accessories: pad savers and mouthpiece mouse

### ***French horn***

Recommended brands: Holton Farkas, Conn 8D

Recommended Mouthpiece: Holton MDC

Required Accessories: Rotary Valve oil, slide grease

Recommended Accessories: Non-Transposing Mute

### ***Trumpet***

Recommended brands: Bach Strad., Yamaha Pro

Recommended Mouthpiece: Bach 7C or larger (5C, 3C)

Required Accessories: Straight mute - Tom Crown, Cup Mute - Roche Thomas, valve oil, slide grease, snake, valve cleaning rod, rag

Recommended Accessories: Other mutes as needed

### ***Euphonium***

Recommended brands: Wilson, Besson, Yamaha Pro (4 valve)

Recommended Mouthpiece: Bach 6 1/2 AL (Required for Wind Ensemble)

Required Accessories: Pillow for instrument rest, Roche Thomas valve oil, slide grease, snake, valve cleaning rod, rag

### ***Trombone***

Recommended brands: Bach Strad 42B, King 3b

Recommended Mouthpiece: Bach 6 1/2 AL (Required for Wind Ensemble)

Required Accessories: Rotary valve oil, slide oil, slide grease, snake, rag

Recommended Accessories: slide cleaning rod

### ***Tuba***

Recommended brands: Alexander, Mirophone, Mienl Wesson, Yamaha (4 valve)

Recommended Mouthpiece: Bach 22

Required Accessories: Roche Thomas valve oil, slide grease, snake, valve cleaning rod, rag

### ***Percussion***

Recommended brands: Ludwig, Pearl

Required Accessories:

- **Vic Firth SD1 Snare Drum Sticks**  
Vic Firth SD1 American Custom Drumsticks are ideal for concert band, orchestral and rock work. The SD1 is a legendary practice drum stick. The stick is created from specially selected rock maple, which results in a fast-playing drum stick with great rebound and flex. Round Tip.
- **Innovative Soloist Series IP240 Medium Birch Marimba Mallets**  
The Innovative Percussion IP240 Soloist Series Medium Marimba Mallets are designed for general use on the marimba. The IP240 mallets feature 100% wool yarn, birch handles and hard rubber cores that help to create a full, rich tone and warm fundamental.

- **Malletech Bob Becker BB34 Medium Rattan Xylo/Bell Mallets “Becker Blues”**

Malletech BB34 Bob Becker Series Xylophone and Glockenspiel Mallets are a medium-bright lightweight xylophone mallet with a clear, but not overly bright tone. Sometimes referred to as “Becker Blues” these mallets were designed for solo xylophone and are light, similarly weighted and easy to maneuver quickly around the instrument.

- **Vic Firth T1 American Custom General Timpani Mallets**

The Vic Firth American Custom T1 General Timpani Mallets are for all-around playing. Produces rich sound yet is capable of rhythmic clarity. Vic Firth American Custom Timpani Mallets are turned from a single piece of rock maple, which eliminates a core that could rattle and the need for a screw-on washer to secure the head.

- **Basic Stick Bag**

All of these items are available with a Stick and Mallet Pre-pack from Steve Weiss Music for \$89.95 (price does not include shipping). [www.steveweissmusic.com](http://www.steveweissmusic.com) as well as in the Chatham Music and Arts Center (Rt. 40 in Ellicott City, MD) for \$98.50 (no shipping needed).

## ***GUIDELINES FOR SCHOOL OWNED INSTRUMENTS***

1-YOU ARE RESPONSIBLE FOR PROPER CARE AND MAINTENANCE OF THE INSTRUMENT.

2-YOU ARE RESPONSIBLE FOR ANY REPAIR OR REPLACEMENT FROM DAMAGE.

3-THE INSTRUMENT MUST BE RETURNED AT ANY TIME REQUESTED.

4-DUE TO THE LIMITED NUMBER OF SCHOOL OWNED INSTRUMENTS, THE STUDENT'S USE OF THIS INSTRUMENT MAY BE PRECLUDING ANOTHER MUSICIAN FROM USING IT, THEREFORE THE STUDENT MUST AGREE TO BE A POSITIVE CONTRIBUTOR TO THE BAND BY PRACTICING, AND MAINTAINING PROPER DEMEANOR.

5- UNLESS INSTRUCTED BY THE DIRECTOR, THE STUDENT WILL PERFORM ON THIS INSTRUMENT FOR THE ENTIRE YEAR.

6-TO HELP ENSURE THE POSITIVE MUSICAL CONTRIBUTION OF STUDENTS USING THE LIMITED NUMBER OF SCHOOL OWNED INSTRUMENTS, PRIVATE LESSONS ARE RECOMMENDED.

***I have read and understand the Burleigh Manor Middle School Band Manual.***

***Parent's signature*** \_\_\_\_\_

***Student's Signature*** \_\_\_\_\_

***Date*** \_\_\_\_\_

***BAND INFORMATION***

***Please PRINT:***

***NAME AS IT SHOULD APPEAR ON PROGRAMS:***

\_\_\_\_\_  
**FIRST**

\_\_\_\_\_  
**LAST**

***PHONE NUMBERS:*** \_\_\_\_\_

**WORK**

**HOME**

**EMERGENCY**

***E-MAIL ADDRESS:*** \_\_\_\_\_

***INSTRUMENT:*** \_\_\_\_\_

\_\_\_\_\_  
**MAKE**

**MODEL**

**SERIAL NUMBER**

***PRIVATE TEACHER'S NAME*** \_\_\_\_\_

***PHONE*** \_\_\_\_\_

***I would like to be involved in the Burleigh Manor Music Parents*** \_\_\_ ***Yes*** \_\_\_ ***No***

***ANY MEDICAL CONCERNS FOR REHEARSALS, CONCERTS, FIELD TRIPS, ETC:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\*NOTE-AT TIMES REHEARSALS AND CONCERTS WILL BE RECORDED AND/OR VIDEO TAPED AND USED AS AN EDUCATIONAL TOOL TO HELP THE STUDENTS, THE DIRECTOR AND/OR STUDENT TEACHERS AND THEIR PROFESSORS. ADDITIONALLY, REGULAR TV AND RADIO, PUBLIC TV AND RADIO, AND HOWARD CO. CABLE TV HAVE AIRED REHEARSALS AND CONCERTS AS A PUBLIC SERVICE. IF THIS IS A CONCERN PLEASE CONTACT ME.

**PARENT NAME(S):** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_