

Milton Area High School - Department of Instrumental Music

# Handbook

2008 - 2009



**Mr. Brett Hosterman**

Director of Instrumental Music

bhosterman@miltonsd.org

**Milton Area High School**

700 Mahoning Street ~ Milton, PA 17847

570-742-7611 – Office

# MILTON AREA HIGH SCHOOL INSTRUMENTAL MUSIC BAND HANDBOOK

## Welcome to the Award Winning Milton Area Marching Band!

Those of you who have learned to play an instrument have made music an important part of your life. The high school Instrumental Music Program provides a variety of opportunities for the instrumental student to continue his/her musical experience and also for others such as color guard members to be involved with music as well.

Although the band has a busy schedule, it really is not burdensome. We do demand, however, COMMITMENT, SELF-DISCIPLINE, and PRIDE from every member. These things are essential for the success of **any** organization that relies on teamwork and cooperation in working toward a common goal.

Please read all of the information contained in this handbook. While the rules and guidelines may seem detailed or strict, **they are necessary** to insure that all band members have successful and rewarding musical experiences. If you have any questions about the bands, please contact me. I am looking forward to a wonderful year!

Sincerely,  
Brett T. Hosterman

## TABLE OF CONTENTS

Introduction/Table of Contents.....	2
Instrumental Performing Groups.....	3
Concert Band.....	4
Labs.....	4
Private Lessons.....	4
Rehearsal and Performance Schedule.....	5
Attendance Policy.....	6
Transportation.....	6
Band Awards.....	7
Color Guard Information.....	8
Student Leaders.....	8
Spring Trip.....	9
Fund Raising.....	9
Fund Raising Policy.....	10
Suspension/Dismissal Policy.....	12
Equipment & Music.....	12
Uniforms.....	13
Financial Obligations for Band Member.....	14
Purchase Requirements.....	15
General Rules & Procedures.....	16
Competitions.....	18
Chaperone Guidelines.....	19
Band Boosters.....	20
Important Phone Numbers.....	20

## **INSTRUMENTAL PERFORMING ENSEMBLES**

### **HIGH SCHOOL MARCHING AND CONCERT BAND**

Students who join the high school band are required to participate in both the marching and concert band experiences. Both activities contribute positively to the education of an instrumental music student. During the marching season, the band performs at varsity football games, field competitions, and parades. 8<sup>th</sup> graders may also participate in the high school marching program. Exceptional 7<sup>th</sup> graders may also be asked to participate.

During the concert season students study solo, small ensemble, and popular and standard concert band literature. Band members are required to attend labs (small group lessons or sectionals) where they develop skills, technique and knowledge necessary to play their instruments.

### **SMALL ENSEMBLES**

Small ensembles are small groups of instruments that form from time to time according to the instrumentation available. These groups would include the **Brass Ensemble**, **Woodwind Choirs**, **Percussion Ensembles**, or any duet, trio, etc. All band members are encouraged to participate in at least one small ensemble in addition to band.

### **JAZZ BAND**

The Jazz Band is a group that performs jazz, rock, and pop literature. Openings are limited to a specified instrumentation including saxophones, trumpets, trombones, keyboards, guitars and drum set. Occasionally other instruments may be added depending on the instrumentation of a particular piece. This band may make one or two informal and formal appearances during the Spring semester.

### **PIT ORCHESTRA – SPRING MUSICAL**

Each semester the Fine Arts Department presents a Broadway musical. Positions in the pit orchestra *may be* available to interested instrumental students according to the needs of the production and the ability of the students.

### **COLOR GUARD – MARCHING & INDOOR GUARD**

The color guard of any marching band provides visual enhancement of the music during parades and field shows. During the winter, the color guard maintains an indoor guard program depending on the availability of an instructor and facilities.

## CONCERT BAND

All instrumentalists are required to enroll in Concert Band and participate in **all** Concert Band performances. Concert Band is a **curricular course** for which students receive credit. Students enrolled in Band will have band one period every day. Students enrolled in both band and choir will have band every other day based on a schedule to be determined by Mr. Wynn and Mr. Hosterman. The instrumentalists will study a variety of music including significant examples of symphonic band literature. By participating in instrumental laboratories (Labs), students learn techniques and skills necessary to increase their performance abilities.

### CONCERT BAND PERFORMANCES

- In-school performances: Pep Rallies, assemblies, etc.
- Winter Holiday Concert (combined with concert choir)
- Spring Concert
- Commencement and/or specified community performances
- ***Each performance is a grade requirement for the marking period in which it is scheduled.*** An unexcused absence from any one of these performances will significantly impact the student's grade for the marking period.

### INSTRUMENTAL LABS (Sectionals)

- Labs are small group lessons where students learn some of the techniques and concepts to increase their performance skills.
- Attendance is a grade requirement for Concert Band.
- Labs are scheduled on a rotating basis so that students do not leave the same class consecutively.
- Students must attend a specific number of Labs scheduled each marking period.
- Classroom teachers reserve the right to hold students from attending labs to avoid missing an exam or keynote speaker/lecture.
- **STUDENTS ARE RESPONSIBLE** for obtaining the work that they missed.
- Mr. Hosterman is able to schedule MAKE-UP Labs if the regularly schedule lab conflicts with an exam or other class work according to the classroom teacher.

### GRADE REQUIREMENTS

- Grades for Concert Band are based on **attendance** at Labs, rehearsals, and performances
- Grades are also based on **music performance:** marching, concert, scales, district solo, and technique exercises, amount of practice per week, and attitude.
- Written Exams or Quizzes given each marking period
- Please see the Lab Grade sheet in the APPENDIX.

### PRIVATE LESSONS

We are very fortunate to live in an area where a number of very qualified private instrumental teachers are available. Mr. Hosterman maintains a list of teachers for those students who have reached an advanced stage in their instrumental study or would like to pursue more in depth study of their instrument. We encourage students to take advantage of these opportunities.

## MILTON AREA MARCHING BAND

### REHEARSAL AND PERFORMANCE SCHEDULE

#### MONTH OF MAY

- This is the time that new members join the marching band.
- Two or Three rehearsals in May to prepare for upcoming performances.
- Two or Three Performances:
  - ✓ Memorial Day Parades – Montandon, New Columbia, Milton
  - ✓ Commencement

#### SUMMER SEASON

- Two evening rehearsals a week beginning the last week of June
- MINI CAMP held the second week of July followed by two rehearsals a week.
- Two or three local firemen's parades – by invitation
- BAND CAMP
  - Held at the high school – students go home in the evening.
  - Usually scheduled in early August (see schedule)
  - 8:30 am to 5:15 daily (6:30-9:00 on Tuesday and Thursday)
  - 100% attendance is required of *all* students**

#### FALL SEASON

- Two evening rehearsals a week during August, September, and October
- 10+ Varsity football games (depending on play off games)
- (2-4) Saturday Field Competitions
- Milton Harvest Festival Performances
  - Pet Parade
  - Harvest Festival Parade
  - Tournament of Bands
- Homecoming, Halloween, and (1-2) other parades.

A detailed calendar is printed for marching band activities. Other band activities are printed in the school district's student calendar. Both calendars are subject to change.

Please take multiple copies to give to employers as well as parents.



## ATTENDANCE POLICY AND POINT SYSTEM

COMMITMENT and REGULAR ATTENDANCE are necessary for the success of any performing group. Any absence, regardless of the reason, causes innumerable difficulties for fellow band members and invariably requires repeated instruction and drilling for everyone at later rehearsals. Think about it—we don't have a "second string" of players.

COMMITMENT and REGULAR ATTENDANCE will provide all members with quality rehearsal and performance experiences. Be proud to be a part of us!

We do realize, however, that it is necessary for students to be absent from time to time, for legitimate reasons. Sometimes, rehearsal or performance plans must be altered for a student's absence. Please let the Director know in advance about an absence whenever possible. We have a Point System that records each student's attendance. The Point System is used to determine a student's *eligibility* for Band Awards that are given at the end of the year and help to calculate the student's *participation* grade that is part of the first marking period. Absences are recorded as either **excused** or **unexcused**. No points are subtracted for absences listed as excused. The following procedure concerns absences.

### PROCEDURE

- Please notify the Director **in advance**, whenever possible, about any scheduled conflicts. This is done by filling out a yellow **Absence Form/Gold Form**. (*located by the director's office door*)
- A written excuse or gold form may be requested by the Director to be signed if the reason of absence is in question.
- Please make every effort to carefully plan your other schedules around band activities whenever possible.
- **If you have a job, give your employer a copy of the band schedule so that he/she can arrange your work schedule accordingly.**

### EXCUSED ABSENCES

No points are subtracted for an excused absence. The following are examples of excused absences.

- Illness or emergency (bring a note to the next band activity)
- Absence due to schedule conflicts with other school activities such as athletics **only** if the Director is notified in advance.
- Summer travel or family vacation except during Band Camp and Fall Performances. (Again—please notify the Director in advance.)

### UNEXCUSED ABSENCES

The following are examples of unexcused absences and will result in Demerits applied to your point record.

- Failure to provide a note or gold form explaining an absence.
- Absence due to employment—arrange your schedule to avoid conflicts.
- Absence from any performance without prior notification.
- Dismissal from a rehearsal or performance for disciplinary reasons (i.e. ineligibility)
- Absence due to any other conflicts will be judged according to the factors involved in each case.
- Any unexcused absences during the week of Band Camp or excessive unexcused absences during the reason will result in an Administrative Review by the Principal, Band Director, and Parents.

### TRANSPORTATION

Students are responsible to find their own transportation to rehearsals. The Director or Band Boosters can help parents set up carpools. No students should miss band because of transportation problems.

## BAND AWARDS

Band Awards for participation and other special accomplishments are presented by the high school to qualifying members during the Band Awards Banquet or Spring Band Concert. These awards are financed by the Band Boosters. Awards and complete award requirements are outlined below.

### CERTIFICATE OR PIN

- Drum Major
- Band Officer
- Color Guard Captain/Section Leaders
- Librarians



### OTHER SCHOOL AWARDS

- ✓ **John Philip Sousa Award**
  - The John Philip Sousa Award is recognized nationally as the premier award for High School Instrumental Music Students. Each year thousands of Senior music students are selected to be the recipient of this prestigious award.
- ✓ **Louise Armstrong Jazz Award**
  - The Louis Armstrong Jazz Award was introduced in 1974 with the approval of his widow, Lucille Armstrong, to honor outstanding jazz students. This is a nationally recognized award which is given to an outstanding senior who participates in the jazz band program.
- ✓ **Ross Moore Memorial Scholarship**
- ✓ **Outstanding Musician Awards (by class)**
  - One student per class will be selected as this year's outstanding musician. The award is based on student's progress, participation, and performance from the beginning of the year to the end of the year.
- ✓ **Award for Academic Achievement**
  - This award is presented to a student who participates and contributes positively to the instrumental music program while maintaining a focus in academic excellence.

***This year's Band Awards Banquet will be***

**Saturday, May 16, 2008 at 6:30 pm**

at

**Christ Evangelical Lutheran Church – Mahoning Street**

## **COLOR GUARD – MARCHING & INDOOR GUARD**

The color guard of the Milton Area Marching Band provides visual enhancement of the music during parades and field shows. During the winter, the color guard maintains an indoor guard program depending on the availability of an instructor and facilities.

The type of equipment utilized in the color guard routines is decided upon by the band director according to the design concept of the show.

## **STUDENT LEADERS**

### **DRUM MAJOR**

- Junior or Senior member of the band selected by tryout to command and conduct the marching band at designated performances.
- Is under the direct supervision of the band director and other staff members.
- The term of the position will exist for one year. For a second term, an individual must resubmit their name and tryout again.
- The Director, assistant directors, and band officers (if requested by the Director) will participate in the selection process.
- Tryouts will occur during May or June of each year.
- The second finalist for the position will become the Assistant Drum Major if they accept.
  - *The criteria for evaluation will be:*
    - Conducting ability, musicianship, leadership ability and potential, showmanship, and the ability to cooperate with band staff

### **ASSISTANT DRUM MAJOR**

- Will be selected based on the same criteria as the drum major.
- Will serve as conductor for Pep Band performances.
- Will assist the drum major wherever needed in rehearsals.

### **SECTION LEADERS AND CAPTAINS**

- Will lead rehearsal or practice of their assigned section or unit.
- Will assist with warm-up and tuning of their section.
- Will function as liaison between Director and students.
- Selected according to instrument or guard division.
- Selected according to ability to cooperate with the Director and staff.
- Leadership ability.
- The term of the position will be for one year.



## SPRING TRIP

Because of the inability to go on the Boston Trip last year, another trip MAY be schedule for this spring. Students must maintain a good academic standing in order to participate in the trip. The location and date of the trip has not yet been decided and will be announced at a later date. Students must raise funds to pay their own way to the trip. After fundraising efforts, students and parents may make payments toward their student's account. More information on this trip will follow as details develop. Start fundraising now!

## FUNDRAISING

Fundraising is a necessary part of what we do. The band program is one of the most expensive programs for a school district to sustain. This is why many music programs across the nation are being cut. We can only expect our school district to provide us with so much money and the rest is up to US!

Fundraising is set up by the Director and Band Boosters. In order for a student to participate in the spring trip, each student is required to meet a yearly quota assigned by the band boosters. The quota will vary from year to year according to the methods of fund raising. Students should check the **Fund Raiser Credit Record** in the high school and middle school band rooms. This record will be updated periodically to let students know where they stand.

**All money turned in as payment for supplies or fundraisers MUST be presented as a check or money order. NO CASH will be accepted. This is for the financial safety of the band director and band boosters officers.**

All Checks may be made out to:  
**Milton Area Band Boosters**



Please review our Fund Raising policy located on the new two pages

## MILTON AREA HIGH SCHOOL BAND FUND RAISING GUIDELINES

### GENERAL DESCRIPTION FUND RAISING GUIDELINES

- A. Funds are raised by students and parents for the following, **in order of priority:**
1. Cost of Fall Field Show Production (staff, costume, supplies, etc.) approx \$9,000
  2. Miscellaneous Expenses (Costs related to other areas of the band program)
  3. Awards: approx. \$4000 to \$5000 a year.
  4. Spring Trip: approx \$12,000 a year (\$24,000 every two years)
- B. The Band Director and Band Boosters strive to develop a set of Guidelines for fundraising that:
1. Provides a fair and equitable system of fundraising so that **all students** provide their **fair share** in helping to support the band program, fund their awards, and help fund the Spring Trip.
  2. Raises funds to support the Boosters' **annual budget** which provides things for our band that **are not** provided by the school district. (This is **not unusual** for our band – most bands do this)
  3. Rewards students for their actual participation in **raising funds** for the band.
  4. Provides projects in order that students may raise funds for their Awards and Spring Trip or make payments toward their Awards and Spring Trip (**including their fair share** of financial support of the Booster Treasury)
- C. As stated in the Band Handbook, Awards are given to students as a reward for:
1. **Acceptable participation** in the band program, **and**
  2. **Helping to raise funds.**
- D. Therefore, a student must raise \$60.00 each year to receive an award. Even though awards do not cost \$60.00 each year, the accumulation of costs per student over 4 to 5 years exceeds \$60 a year. It is understood that the difference left after the cost of the 8<sup>th</sup> grade, Freshman, Junior and Senior Year awards is revenue that provides for that student's fair share of costs of the program. Some of this money is also applied to the approx. \$120.00 cost of the Sophomore Year Varsity Jacket.
- E. Students must raise an additional \$200.00 (approx.) **over two years** to meet the cost of the Biennial Spring Trip.

STUDENT GOALS – all goals are made to ASSURE that each student is doing their *fair share* and may change based on selected awards and this year's spring trip.

- A. GOAL # 1 – set at **\$60 for each year**  
- must be met **to receive Award**  
- must be attained by **November 26<sup>th</sup>**
- B. GOAL # 2 – Approx. \$200 **over two years** must be met to go on Spring Trip.  
Periodic short term goals will be set to help students plan their trip payments.
- C. **Both Goals** must be met to participate in the Trip
- D. Can be funded entirely by student working in Fund Raisers – or by a combination of fund raising **and** making payments by check.
- E. Students owing money to the Boosters after assigned deadlines are ineligible to receive an Award or participate in the Trip.
- F. This policy will be reviewed annually.

## GENERAL RULES AND GUIDELINES FOR FUNDRAISING

- A. The **fiscal year** shall be from the last day of school to the following last day of school
- B. **Student Account Records** should include a student's earned contributories toward their award and towards the trip.
  - 1. Funds recorded in these accounts **are not the property of the individual students.**
  - 2. These accounts are simply a way of recording a student's fund raising efforts.
  - 3. A record is kept of the students earning toward the cost of their awards.
  - 4. Monies are held in a student trip account in the event that a student goes on a trip.
  - 5. If a student has earned money beyond the cost of the trip, that money may be credited to another student or it is credited to the general treasury.
  - 6. If a student is excused by the director from going on the trip, the monies are held over until the next year for that student.
  - 7. In the event that that student is a Senior, and decides not to go on the trip, their money may be credited to another student or their account is closed and the leftover monies are absorbed into the Booster's General Treasury.
- C. Built into the Fund Raising tracking system is an amount from each sale which goes directly into the organization's general fund. This fund provides benefits for the students (i.e. awards, banquets, DCA shows, and other activities) and underwrites the general expenses of the organization
- D. **Parent Contributions** toward a student's trip may be made **after** Goal #1 is attained.
- E. The organization provides projects which provide students the opportunity to earn credit.
- F. When a student membership is terminated (quits or is expelled) the monies are transferred to the general fund of the Band Boosters.
- G. A student's account is maintained from year to year, in the same name of that student, until the end of their Senior year or until the end of their membership. At that time monies shall revert to the general treasury of the Band Boosters, except when the student has a younger brother or sister in the band, and said monies may be credited to them in an equitable manner.
- H. Any student not participating in a scheduled trip shall be penalized all credit earned up to the amount owed for the trip of that year only, unless their absence has been excused by the Director.
- I. The Band Director may request a Booster Committee to assist in determining validity of excuses and to help with recommendations in individual cases.
- J. The Band Director may determine exceptions to these rules for individual students based upon extenuating circumstances. Information regarding these circumstances will remain confidential between the Director and that student and will not be shared with the Booster organization.

## EXAMPLES OF STUDENT CREDIT PER PROJECT

- A. Sales may include, but are not limited to: Panther Passes, Sandwich Sales, and Hoagie Sales.
- B. Panther Passes: \$2.00 each
- C. Hoagies & Sandwiches: \$1.00 each
- D. Pizza Sale: 50% of profit
- E. Krispy Kreme Donuts: \$1.25 per doz.
- F. Poinsettia and Spring Flowers: 50% of profit
- G. All monies are due promptly. A late fine of \$1.00 per day may be assessed for each day past the payment deadline if deemed necessary.
- H. When a student membership is terminated (quits or expelled) the monies are transferred to the general fund of the Band Boosters.

## SUSPENSION/DISMISSAL POLICY

- The band director may suspend from the band any student for a time up to two weeks for serious discipline problems.
- Should a student fail to return to the band at the stated time, then it is understood that he/she has no desire to participate and all school-issued equipment and music shall be returned.
- Should a member be suspended, dismissed, or accumulate an excessive number of demerits, any student office or leadership position will be taken away.
- Gross misconduct, insubordination, excessive number of demerits, or other serious infractions will be reported directly to the Administration for Review. Consequences *may* result in suspension or permanent dismissal from the band.

## EQUIPMENT AND MUSIC

- Students are responsible for the **care and storage** of all school-issued uniforms, instruments, equipment, and music. Students are responsible for repair, cleaning, or replacement costs of any of these items due to negligence or carelessness.
- Music costs money and often goes out of print. It is important that music does not get thrown around and become lost.
- Students will receive a **demerit** for each infraction.



## UNIFORMS

- Issued to personnel in July or August.
- All uniforms are stored in the music suite and should never be taken home except by the director's permission.
- The school district will have uniforms cleaned once a year. Any necessary subsequent uniform cleaning will be the responsibility of the student. Each student is responsible for his/her own uniform. Uniforms should be carried in the garment bag when not being worn. Carry the bag—don't drag it.
- Each student will be asked to purchase an orange polo shirt to be utilized as part of the summer uniform. (Also worn under jacket in warmer weather.)
- All students will be issued rain gear if necessary.
- Students will be issued a pair of gloves; BLACK
- Students are responsible to keep black gloves clean for all performances.
- Each student is responsible for the purchase of the items listed below.

### **INSTRUMENTALISTS (Summer)**

1. Black socks & Black belt
2. Black Dinkles \*purchased from band
3. Khaki pants – no cargo pants -hemmed
4. Orange Polo Shirt

### **COLOR GUARD (Summer)**

1. White socks
2. White sneakers (no markings!)
3. Khaki pants
4. Orange Polo Shirt

### **INSTRUMENTALISTS (Fall)**

1. Black socks
2. Black Dinkles \*purchased from band

### **COLOR GUARD (Fall)**

1. Black bodysuit \*purchased from band
  2. Black shoes \*purchased from band
- \*\*Color guard uniform may change according to the concept of the show.*

## NEW UNIFORM PROCEDURE

### **BEFORE AN EVENT:**

- Students may pick up their own uniform. Each student is responsible for his/her individual uniform.
- Students should change into **trousers and shoes** before boarding buses.
- Upon arrival at an event, students should have coat and hat ready to be put on.
- During the event, students may NOT remove any portion of the uniform unless directed to do so by Mr. Hosterman.

### **AFTER AN EVENT:**

- As students hand in uniforms, Chaperones should check the garment bag to see that the trousers and jacket are **hung properly**. Uniforms should be hung in numerical order; the number is on the garment bag.
- Please help students with soiled uniforms. Soiled uniforms should be given to the director.
- Uniforms may not be taken home without the director's permission. Please report any missing parts to the director.
- Please hang all garment bags partially unzipped to allow uniforms to air out.
- **DO NOT STORE SHOES INSIDE THE GARMENT BAGS!!!!**

## FINANCIAL OBLIGATIONS FOR BAND MEMBERS

### GENERAL FEES & EXPENSES

- All expenses should be paid by **CHECK or MONEY ORDER – NO CASH!**
- CHECKS should be made out to: **Milton Area Band Boosters** and include the students **FIRST & LAST NAME and what the payment is for.**
- **ALL INSTRUMENTALISTS** – must purchase a LYRE & Flip Folder from Mr. Hosterman. \$4 to \$12 depending on the instrument. Check price list on the next page.
- Check **PURCHASE REQUIRMENTS FOR INSTRUMENTALISTS** for expenses related to your instrument.

### ITEMS FOR SPRING & SUMMER:

- **BAND – BLACK SHOES & SOCKS** - \$20 (shoes ordered by band – also used with the fall uniform)
- **COLOR GUARD – WHITE SNEAKERS & SOCKS** - \$10 to \$16 – No stripes or other markings.
- **BAND AND COLOR GUARD – KHAKI PANTS** – Stone colored khaki; hemmed-not touching the ground; belts required; *no crotches blower than mid-thigh. NO CARGO PANTS!*
- **ALL MEMBERS – ORANGE POLO SHIRT** – provided by Band Boosters; students pay half the cost (approx. \$13); students keep shirt

### ITEMS FOR FALL

- **BAND – BLACK SHOES & SOCKS** (same as summer shoes)
- **COLOR GUARD – Shoes/stockings according to the costume design** (Check with instructor)
- **COLOR GUARD – BODY SUITS or COSTUME:** Color to be determined, approx. \$30 (ordered or made by band)
- **COLOR GUARD – GLOVES** (according to instructor? Approx. \$12-\$15)

NOTE: These expenditures are not unusual for any marching band. I have tried to keep the costs down as much as possible. Also, the black shoes and body suits are offered at a discount to the guard members. The difference in cost is made up by money we earn from our parades, etc.

IF ANY STUDENT HAS DIFFICULTY with any financial obligations, please speak to Mr. Hosterman. No student will be excluded from the program for inability to pay the costs.

## **PURCHASE REQUIREMENTS FOR INSTRUMENTALISTS**

Refer to details for purchase requirements specific to your instrument. These purchases are necessary to provide for the proper maintenance of your instrument and contribute to the best quality of sound by the total band.

### **FLUTE REQUIREMENTS**

- FLUTISTS purchase only a flip folder – the lyre is attached to the flip folder – the combination cost is comparable to the other instruments (\$10)
- FLUTISTS are required to have a tuning rod and appropriate swab stored in their cases. Swab the inside of your instrument after every playing to prevent pads from rotting.
- FLUTISTS should be sure to always wipe the area of the flute where the neck joint and foot joint join the body of the flute – this prevents the joints from becoming too loose.

### **CLARINET & SAXOPHONE REQUIREMENTS**

- ALL CLARINET & SAXOPHONE PLAYERS are required to have a BOX OF REEDS on hand at all times.
  - CLARINETS: Mitchell Lurie #3 ½ to # 4
  - SAXOPHONES: Vandoren #3 or # 3 ½
- ALL CLARINET PLAYERS are encouraged to have the same mouthpiece and ligature.
  - Vandoren V45 Mouthpiece (discount price \$80 from Mr. Hosterman- installment payments can be made)
  - Luyben Ligature, black regular position of screws (discount price \$8)
- ALL SAX PLAYERS are encouraged to have the same mouthpiece and ligature.
  - Meyers ML (#5) Mouthpiece (discount price \$55.20 from Mr. Hosterman- installment payments can be made)
  - Rovner Ligature (discount price \$18.30)
- ALL WOODWIND PLAYERS are required to have an appropriate instrument swab stored in their instrument case. Swab the inside of your instrument after every playing to prevent pads from rotting.
- ALL WOODWIND INSTRUMENTS are to be stored with reeds removed from mouthpieces and stored properly.
- ALL LYRES are to be removed from instruments before storing.
- CLARINET LYRE: \$4.80
- SAXOPHONE LYRE: \$4.00

### **BRASS INSTRUMENT REQUIREMENTS**

- BRASS PLAYERS may be asked to replace their beginning mouthpiece with a new mouthpiece depending on their level of advancement. This is required as brass players mature and to provide for quality sound. (approx. \$45 - \$65 depending on instrument – Mr. Hosterman will advise you on the type you need)
- ALL VALVE BRASS PLAYERS are required to purchase their own bottle of valve oil – Al Cass is the preferred brand – I discourage the use of other brands.
- ALL TROMBONE PLAYERS are required to purchase either a bottle of valve oil or slide cream and accompanying spray bottle.
- ALL BRASS PLAYERS are required to purchase an approved polishing cloth for their instrument.
- ALL BRASS INSTRUMENTS are to be stored with mouthpieces and lyres removed and stored in proper compartment.
- BRASS PLAYERS should occasionally rinse the entire instrument with luke warm water (no soap!)
- Brass mouthpieces should occasionally be cleaned with warm water and a mouthpiece brush and then sanitized.
- LYRES:
  - SILVER TRUMPETS – Selmer Bach: \$15.20
  - BRASS TRUMPETS/MELLOPHONES: \$4.00
  - TROMBONE: \$7.20

*\*\*these prices are subject to change*

# MILTON AREA MARCHING BAND

## General Rules and Procedures

1. All band members are required to travel **to and from** all band events on the buses provided.
2. If other travel arrangements are **necessary**, a student must submit a **written** request from their parent, including the **reason** for alternate transportation, to Mr. Hosterman no later than 24 hours before an event. The high school principal will review and approve or deny the request.
3. Only band members, **parent** chaperones, children of chaperones, and other persons **authorized by the band director** are permitted to ride the band buses.
4. The band director is required to know the names of all individuals riding with the band. Parent chaperones are asked to assist the director by approaching Mr. Hosterman and introducing family members as soon as they arrive at the high school for an event.
5. Before boarding the buses, all students must be wearing uniform pants or full front uniform and shoes; girls, please remove large earrings and have long hair pinned up for COMPETITIONS and PARADES. These are not part of our uniform!
6. Chaperones may reserve seats on the bus.
7. Students must sit on their assigned bus.
8. Each student is responsible for loading **and** unloading his/her individual instrument, uniform, and equipment. Uniforms **may not** be taken home.
9. Rules and regulations as outlined in the **Milton Area High School Student Handbook** will be in effect for the entire length of any band event.
10. Students may not use the rear emergency doors **except during an emergency**.
11. Radios/CD Players may be played **only** if the volume is kept at a reasonable level. Chaperones and/or bus drivers may order these to be turned down or off if judged to be an annoyance or distraction to the driver. Neither the school district nor the band boosters will be responsible for the security of these items.
12. Students may sing and cheer as long as the lyrics are not offensive and the loudness does not disturb the driver. **DO not** play instruments on the buses unless instructed to do so by Mr. Hosterman.
13. For your safety, do not stick heads or hands out the bus windows.



14. **After an event**, students may remove uniform jackets on the bus **only if** they are **hung neatly** in their garment bags. Students are responsible to pay for the cleaning of uniforms that become soiled or wrinkled because of carelessness.
15. In warmer weather, students may remove or open uniform jackets **only** by the permission of the Director.
16. Band members will remain with the unit at all times. Members may not leave the unit without permission of one of the directors.
17. All band members will sit together in the area designated by the Director. **No individuals** other than band members are permitted to sit **within** the band section. Chaperones and friends may sit across the aisle or on the outside edge of the band section. The Director will separate a band member from **any individual** judged to be a distraction.
18. All equipment, instruments, and uniforms must be stored properly upon returning to the school.

### **RULES FOR FOOTBALL GAMES**

1. We will always **enter and exit** a stadium **in formation and in full uniform** unless told otherwise.
2. All members will remain in the bleachers during the first, second, and fourth quarters.
3. After the visiting band's half-time show, the band will be excused for the third quarter. Band members **may not leave the stadium** for any reason during the third quarter. All band members must be in their seats by the **end of the third quarter-ready to play**.
4. **NO food or drinks** are permitted in the seating area. These must be consumed before entering the seating area.
5. **NO confetti, silly string, bubbles, etc.**, are permitted to be used AT ANY TIME. Such things can harm instruments in numerous ways.
6. Band Officers should check with Mr. Hosterman before leaving to greet the visiting band.
7. No individuals other than band members are permitted to sit in the band's reserved seating section. Chaperones and friends may sit across the aisle or on the perimeter of the band section.
8. Remember, we represent our school and community! Present and carry yourselves with the pride that you have earned! Any violations to the above procedure may result in a student losing their third quarter privileges.

## PROCEDURE FOR COMPETITIONS

1. Band members will be fully dressed and ready to step off the bus as soon as we arrive. Percussion, Guard, and Equipment Managers should unload equipment quickly, but **carefully** so that nothing is forgotten. Individuals should inform Mr. Hosterman at this time of their need for the **restroom**.
2. Band members should follow the Drum Major directly to the **Warm Up Area** – the Drum Major will begin warm up. Color Guard should also warm up at this time.
3. After warm up, Mr. Hosterman will **tune** the band.
4. Following warm up and turning, all band members should assemble **in formation** to move to the **Holding Area**. **No Playing of Instruments** after this point or the band will receive a penalty.
5. All band members should **know** how we are entering and exiting the field. Always watch and listen to the Drum Major for directions.
6. In cold weather, Mr. Hosterman will do a short warm up of the band on the field.
7. The announcer in the press box will ask: “Drum Major, is your band ready?” The Drum Major will execute his/her salute after which the announcer will say: “Milton, you may take the field in competition (of exhibition).” The Drum Major will start the performance.
8. Following a performance, we will march **in formation** back to the buses. If the equipment van is at the gate, Parent Helpers and Percussionists will begin to load equipment onto the van, then return to the buses.
9. Mr. Hosterman will announce whether we will remain in uniform or change. If we change, uniforms should be hung properly.
10. All members of the band will return to the stadium together. **DO** not fool around—it is important for us to be able to see and hear other bands.
11. After everyone is seated, Staff will dismiss small groups to go to the restrooms and concession stands.
12. Applause is the only appropriate and civilized response to any performance. It **is not** appropriate to yell, scream and whistle when a band plays loudly or marches a company front. Why would anyone want to drown out and ruin a powerful musical moment?

## CHAPERONE GUIDELINES

Chaperone assistance would be greatly appreciated in the following areas.  
All Parent Chaperones will be asked to read and sign this form when arriving at the school for an event.

### AWAY EVENTS

- Please arrive at the school **30 minutes** before the departure time listed on the band schedule. Please introduce yourself and members of your family to the Director. He is required to know the names of all individuals riding with the band.
- Please assist with loading anything that Mr. Hosterman requires to go on the trip. (i.e.. **First Aid Kit, Tool Box, etc.**).
- One chaperone on each bus should take a head count before leaving the school and before returning. Check with Mr. Hosterman for any students that might have travel home with parents.
- Parent Chaperones should sit throughout the bus, not just up front. Periodic trips may be made throughout the bus to monitor student's behavior if necessary.
- Please assist students with the set of **Sideline equipment and Drum Major Podium** before and after performances at football games or competitions.
- Please assist the Director in maintaining discipline and procedures as outlined in the Milton High School Student Handbook and the Milton High School Instrumental Music Hand Book. **Please report** discipline problems to one of the directors. You are NOT expected to and should not act as a disciplinarian!
- Please assist the directors with student illness or injury.
- Students should be traveling in their uniform trousers and shoes. Remind students to neatly hang their coats in their garment bags.
- Upon arrival back at school, please return the **First Aid Kit, Tool Box**, and any other equipment or supplies that were taken back to the band room.
- Upon arrival back at school, please help organize and hang uniforms in the closets.
- For especially long trips or hot day time performances, we may take water coolers and cups. The Director will notify you when this needs to be done.

### HOME EVENTS

- Please arrive at the school **30 minutes** before the **Pre-game Performance** time listed on the band schedule. Please introduce yourself and members of your family to the Director.
- Assist with transporting any supplies or equipment to the field.
- Please take the **First Aid Kit** to the field.
- Please assist the students with the set up and break down of **Sideline Equipment and Drum Major Podium** before and after the band's performance.
- Please assist the Director in maintaining discipline by reporting any discipline problems to one of the directors. Please assist the directors with student illness or injury.
- Please return the **First Aid Kit** to the band room.
- Please assist with organizing and hanging uniforms in the closets.

**THANK YOU!**

#### E-MAIL

This year it is our hope to communicate with parents and students as much as possible through email. On the signature page of this handbook, please provide me with current e-mail address. E-mail address will only be seen by Mr. Hosterman and stored in his computer for security purposes.

## **BAND BOOSTERS**

The Milton Band Boosters is made up of parents of all instrumentalists and color guard members of the band. This organization provides a lot of support for our program. The Boosters organize and implement fund raising projects to finance such activities as the writing and instruction of our field show, additional instructors, our spring trips, and our band awards program.

### **WE NEED HELP WITH THE FOLLOWING:**

- Chaperones for football games and competitions – you do not need to discipline – just be our eyes and ears and report any problems to staff members.
- Milton Harvest Festival Tournament of Bands!!!!
- Assistance with equipment and podium set up and break down at **every** band performances
- Volunteers to cut out flags or to sew flags – this is not difficult – if Mr. Hosterman can do it, anyone can do it!
- Volunteers to helm and alter uniforms
- Volunteers to coordinate fund raisers

**You are encouraged as a parent to take interest in the activities of your son/daughter and get involved in the band boosters!!!  
We can not improve and develop this program alone.**

### **IMPORTANT PHONE NUMBERS and E-MAIL ADDRESSES**

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#### **BAND STAFF**

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Director – Brett Hosterman .....570-713-5813 bhosterman@miltonsd.org  
High School Office .....570-742-7611  
Assistant Director – Russ Wynn .....570-490-5897  
Assistant Director – Jamie Burkhart .....570-275-4141

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#### **BAND BOOSTER OFFICERS**

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President – Terri French.....liveformusic\_1@hotmail.com  
Vice President – Diane Hartley.....hartleyd @windstream.net  
Secretary – Stacie Moore.....sjmgreeneyes@yahoo.com  
Treasurer – Stacy Anderson.....sanderson@seda-cog.org  
Social Chair – Sharron Kauffman.....skauffman58@yahoo.com  
Chaperone Coordinator – Reg & Susan Tanner.....regandsue@evenlink.com

# **APPENDIX**

**LAB GRADING SHEET**

**PERMISSION FORM**

**MILTON AREA HIGH SCHOOL**  
**INSTRUMENTAL LAB GRADING SHEET**

Name: \_\_\_\_\_

Instrument: \_\_\_\_\_ Nine Weeks  
1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

	date	date	date	date	date	date	date
	(1)	(2)	(3)	(4)	(5)	(6)	(7)

**LESSON ATTENDANCE** (3 points) \_\_\_\_\_  
*(3 points earned for attending with instrument & all music.)*

**HOME PRACTICE** (3 points) \_\_\_\_\_  
*(1/2 point for each day of 20 minutes, marked on practice sheet.)*

**LESSON PERFORMANCE** (10 points) \_\_\_\_\_

10 = Superior  
 9.5 = Excellent  
 8.5 = Good  
 7.5 = Fair  
 0 – 6.5 = Poor

**REHEARSAL ATTENDANCE** (\_\_\_ points) \_\_\_\_\_  
*(3 points earned for each rehearsal attended with instrument & all music.)*

**ATTITUDE** (2 points) \_\_\_\_\_

**SCALE ARPEGGIO REQUIREMENTS** \_\_\_\_\_  
 (5 points each)

**TOTAL POINTS** (\_\_\_ points) \_\_\_\_\_

**Total Points Earned for 9 Weeks out of \_\_\_ points possible) \_\_\_\_\_**  
**9-Week Percent Grade \_\_\_\_\_**  
**Adjustments (+ or -) \_\_\_\_\_**  
**9-Week Grade \_\_\_\_\_**

**ASSIGNMENT/COMMENTS:**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

SCALE/ARPEGGIO/ETUDE REQUIREMENTS \_\_\_\_\_

**MILTON AREA HIGH SCHOOL BAND  
PERMISSION – COMMITMENT FORM**

\_\_\_\_\_, along with myself have read this handbook  
(student's name) and are familiar with the polices and procedures  
within. He/She also has my permission to  
participate in all High School Marching Band  
activities for the 2008-2009 season.

_____ (student signature)	_____ (date)
Student E-mail: _____	_____ I do not have e-mail

_____ (parent signature)	_____ (date)
Parent E-mail: _____	_____ We do not have e-mail

*E-Mail addresses - We need to have parents and student e-mail addresses so that we can send the band's newsletter and other important information throughout the year. Please provide your e-mail address below. If you do not have an e-mail address, please check that blank and we will make sure you receive all information by regular mail.*

**PLEASE RETURN BY TUESDAY, JULY 22  
DIRECTLY TO THE HANDS OF MR. HOSTERMAN**