



**Marist  
High School  
Instrumental  
Music  
Handbook  
2013-2014**



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Band Director**

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## Purpose

This manual has been designed to provide the parents and students of Marist High School with an overview of the instrumental program. This manual should be used as a guide to answer any questions that may arise during the school year. I would recommend reading this with your son/daughter. **Once read, please fill out the sheet on the back of this handbook and give it to your son/daughter to turn in to Mr. Creagh.**

It is very important for both students and parents to understand the responsibilities of a band student. If you have any questions or comments throughout the school year, feel free to call Mr. Creagh at (773) 881-5362 or by e-mail (creagh.andrew@marist.net).

I would like to congratulate you on your decision to join the Marist High School Band Program. We have a great program here at the school and we look forward to having you join us as we continue our successful tradition. This program will be of great benefit to your child's total life education.

## Expectations

The daily minimum expectations of the Marist Band student are:

- Attend all rehearsals, concerts and any other band events.
- Be in your chair with your instrument out and ready to play when the bell rings.
- Bring your instrument, music, pencil, folder, and instrument accessories with you to every rehearsal.
- Remain quiet when not playing.
- Actively participate in the ensemble.
- Sit with correct posture.
- Have your instrument ready to play as soon as the director steps on the podium.
- Turn in assigned homework in the milk crate located on the table near the entrance of the band room before the bell rings on the last day of the school week.
- When your instrument is not being used, store the instrument in your assigned locker.
- Refrain from bringing food or drink into the band room (with the exception of bottled water).
- Do not play on equipment that does not belong to you.
- Be prepared for all playing exams.
- Do not leave anything around your assigned seat once class has ended.
- Keep your instrument in good working order.
- All students will attend band tour.

## Responsibility

Each band student is expected to be responsible and actively participate in the ensemble. If one person does not do their part, the band suffers as a whole. Please be aware of the policies outlined on the following pages of this handbook. Our goal as an ensemble is to constantly strive for excellence in character, music, and teamwork.

# Instrument Rental

Parents are responsible for obtaining an instrument for their child. Quinlan and Fabish Music is a fantastic company that can help you with any instrumental need that you may have. Quinlan and Fabish's phone number is 1-800-637-6872. Parents do have the choice to rent or purchase an instrument from any reputable dealer. If you would like to know whether or not an instrument is satisfactory, please consult Mr. Creagh.

Some students will have the option of borrowing an instrument at Marist High School, such as percussion, tuba, and euphonium players. Please see Mr. Creagh if you have any questions about instrument usage.

If purchasing or renting an instrument is too big of a financial undertaking, please consult Mr. Creagh to figure out a way to have your child obtain an instrument for class.

## Rehearsal/Sectional Schedule

All scheduled rehearsals are listed in the calendar of this handbook. It is the **responsibility of the student** to fill out a scheduling conflict sheet if he/she will be missing a rehearsal or sectional. Failure to do so will result in an unexcused absence from the rehearsal or sectional. If the student has a detention after school, they will not be excused from their sectional. Sectionals will meet after school from 2:30-3:15 once a week. The sectional schedule is attached near the end of this handbook. If a sectional day conflicts with a day off from school, the students will need to make up their sectional during their lunch period on the next scheduled school day.

## Attendance

**ALL SCHEDULED PERFORMANCES, SECTIONALS AND REHEARSALS ARE MANDATORY.** Students are **unable** to "make-up" any performances, sectionals, or rehearsals. **Parents, please plan your son/daughter's schedule around scheduled performances and rehearsals.**

**The band director will determine whether an absence is excused or unexcused.** Since the entire band is counting on everyone to be in attendance, attendance will be taken at the beginning of every rehearsal. If you come in to a rehearsal, sectional or performance late, the **student** will be responsible for informing the band director that they are in attendance (students will still lose points since they are late).

**If a child has an unexcused absence for a performance, the student will lose 50 points that they are unable to make up. If a sectional is missed, the student will lose 20 points that they are unable to make up. If a child has an unexcused absence for a rehearsal, the student will receive a "0" for that rehearsal.**

**An UNEXCUSED absence from a performance may also cause the student's membership in the band to be terminated.**

## Calendar

A calendar of the year's band activities is located at the back of this handbook. Any deviations from the calendar will be sent to all band parents via e-mail.

## Grades

Grades will be determined in the following manner:

1. **Written Work/Homework-10 points per assignment**
2. **Playing/Written Tests-30 points per test**
3. **Responsibility/Preparation/Behavior/Attitude/Daily Participation-70 points total**
4. **Sectionals & Extra Rehearsals-20 points per event. If you have a detention, you will not be excused from your sectional and/or extra rehearsal.**
5. **Performances (marching, concert, pep, parade, etc.)-50 points (NO CONFLICT SHEETS WILL BE ACCEPTED)**
6. **Practice Log-20 points per log (Turned in at the first of every month)**

**Homework Policy:** All students will be given homework during the first day of the school week (usually Monday). The homework assignment needs to be turned into the milk crate **BEFORE** the bell rings for the class period on the last day of the school week (usually Friday). Students are welcomed to turn in the homework at any point during the week if they so choose. **Late work will not be accepted.**

If students need individual help in class, please contact Mr. Creagh so he can help/assist you. Besides Jazz Band and a few voluntary performances, there will be no extra credit in this class.

## Jazz Band

Jazz Band is an extracurricular band activity that is open to all saxophone, trumpet, trombone and rhythm section students by audition. Jazz Band will also count as extra credit towards the student's band grade (possible 30 points). Jazz Band meets from 3:30-4:30 p.m. twice a week. Rehearsal days will be decided by the students and the director.

## Chair Placement

All students will be required to audition for chairs in the Marist Band. Failure to audition will result in loss of participation points each day that the student chooses not to audition. Chair placement will not be determined by the year level of a student but rather by their musical abilities. Students will be auditioning for chairs twice a year.

# Practice

Every band student is recommended to practice 30 minutes a day, five days a week.

## Helpful Practice Hints:

Determine a set time to practice daily.

Try to practice alone in a quiet space.

Don't worry about minutes; think about progress.

Students should spend about a quarter of practice time working on scales.

Practice with a metronome.

Have your family/friends listen to you occasionally to track your progress.

Perfect practice makes a perfect performance.

**All students will be turning in a practice log sheet on the first of every month (or the next scheduled school day after the first). Each band student will be required to practice at home for at least 12 hours per month. Parents/Guardians will need to sign off on the sheet indicating that the student has practiced. Students can pick up the forms outside of Mr. Creagh's office.**

# Behavior

All students are expected to act respectfully towards each other, the band director and the equipment in the band room (including student instruments). Also, be respectful to any chaperones, teachers, band parents, or aides assisting the band.

-Students may not talk or play unless instructed to do so.

-Students must have their instrument, pencil, music, notebook, and instrument accessories at every rehearsal (failure to do so will result in the deduction of participation points).

-Every member of the ensemble is expected to do their best to contribute to the ensemble in a positive way every rehearsal.

-Do not play anyone else's instrument (including the percussion equipment).

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## ***Concerts/Parades/Performances***

*Lack of respect towards chaperones, teachers, or anyone not affiliated with Marist High School will result in the student losing privileges at the site and will be referred to the dean's office during the next scheduled school day.*

## Concert Attire

On many occasions, the band will be representing Marist High School, Chicago, and the band program as a whole. A neat appearance is required from all students in a performance situation. The objective of a uniform is just that; we all want to look uniform.

## Marching Band Attire

1. Jacket
2. Pants
3. Black Gloves
4. Shako or Beret
5. Spats
6. Marching Shoes (purchased by students)  
Black Patent Showstopper Item #6009395 A or B [www.mccormicksnet.com](http://www.mccormicksnet.com)
7. Plain Black T-Shirt (purchased by students)

**DO NOT STAPLE YOUR PANTS. Students will not be allowed to march if they do not have all of the above items.** Students will also lose points towards their participation grade if they do not have any of the above items.

Students will be able to purchase an item for an event if they are missing something (depending on availability). A copy of the uniform contract is located near the end of this handbook.

## Concert Band Attire

1. Red Marist Jacket
2. Black Tuxedo Pants (purchased by students) CW112M Tuxedo Trousers  
[www.bandshoppe.com](http://www.bandshoppe.com) Feel free to purchase tux pants from wherever you like.
3. Black Dress Shoes (provided by students) (marching shoes acceptable)
4. Black Socks (provided by students)
5. Black Bib
6. Plain Black T-Shirt (provided by students)

**Please, hem your pants if needed. DO NOT TAPE OR STAPLE YOUR PANTS. Students will not be allowed to play if they do not have all of the above items.** Students will also lose points towards their participation grade if they do not have any of the above items.

Students will be able to purchase an item for an event if they are missing something. A copy of the uniform contract is located near the end of this handbook.

No jewelry, hats or other accessories will be allowed during performances.

## Supplies

All suggested supplies are located near the end of this handbook.

Students are recommended to buy musical accessories through Quinlan and Fabish Music. If you have any questions or concerns with musical accessories, please contact Mr. Creagh.

**All students who are using Marist equipment (percussion instruments, sousaphones, baritone saxophones, etc.) will be signing a separate contract that states that they will pay for any damages/repairs that are needed due to negligence or natural “wear and tear” on the instrument.**

## Private Lessons

All members of the Marist Band are encouraged to study with a private teacher who is proficient on that instrument (one 30 minute lesson per week). Such a teacher is able to devote the entire lesson to the individual musical needs of the student. The results gained from this kind of individual attention simply cannot be attained in any group situation.

As the quality of individual playing improves, more music literature is accessible for study and experience, thus enhancing the quality of the band as well. As musicians become more proficient, their enjoyment of music increases.

If you need assistance finding a private instructor, please contact Mr. Creagh.

## Conclusion

The benefits of band extend far beyond the mastery and understanding of musical technique. The study of music provides students with the opportunity to achieve personal and group goals.

It is important that all members put forth their personal best and see themselves as important contributors to the overall success of the band. The benefits gained by participation are in direct proportion to the effort put into the program.

## Sectionals (2:30-3:15) 2012-2013

<u>Section</u>	<u>Day</u>	<u>Room</u>
<u>Flute I &amp; II</u>	<u>Monday</u>	<u>Band Room</u>
<u>Oboe</u>	<u>Monday</u>	<u>Property Room</u>
<u>Clarinet</u>	<u>Monday</u>	<u>Practice Room #2</u>
<u>Alto Saxophone I/II</u>	<u>Thursday</u>	<u>Band Room</u>
<u>Low Woodwinds</u>	<u>Thursday</u>	<u>Practice Room #3</u>
<u>Trumpet I/II</u>	<u>Thursday</u>	<u>Practice Room #2</u>
<u>Trumpet III</u>	<u>Thursday</u>	<u>Practice Room #1</u>
<u>French Horn</u>	<u>Monday</u>	<u>Practice Room #1</u>
<u>Trombone</u>	<u>Tuesday</u>	<u>Practice Room #2</u>
<u>Baritone</u>	<u>Tuesday</u>	<u>Practice Room #1</u>
<u>Tuba</u>	<u>Tuesday</u>	<u>Practice Room #3</u>
<u>Percussion</u>	<u>Tuesday</u>	<u>Band Room</u>

**Students will automatically lose 5  
points if they are late for a  
sectional.**

If a sectional day conflicts with a day off from school, the students  
will need to make up their sectional during their lunch period on  
the next scheduled school day. NO EXCEPTIONS

# Recommended Instrument Brands

## Flute/Piccolo

Gemeinhardt

Yamaha

## Oboe

Fox

Yamaha

## All Clarinets (preferably wood clarinets)

Buffet

Yamaha

LeBlanc

## All Saxophones

Yamaha

Selmer

## Bassoon

Fox

## Trumpet

Bach

## French Horn (Double F/Bb)

Holton

Conn

Yamaha

## Trombone

Bach

## Baritone/Euphonium

Bach

Olds

Yamaha

York

## Tuba

Bach

King

York

Olds

Accent

St. Petersburg

For mouthpieces and other accessories, see Mr. Creagh.

# Marching Band Uniform

Students:

To avoid any problems with uniforms, please fill in all the categories below.

**Jacket #:** \_\_\_\_\_

**Pants #:** \_\_\_\_\_

**Shako/Beret #:** \_\_\_\_\_ (please write "beret" with your number if tuba or percussion).

**Instrument:** \_\_\_\_\_

**Please initial the tag inside of your shoes!!!**

**Students need to wear plain black t-shirts.**

## Replacement Fees

You are responsible for these items. If you need replacements for any of these items, there will be a fee. ONCE YOU BUY AN ITEM(S), IT IS YOURS (with the exception of pants, shako, and jacket)! There will be NO REFUNDS for items that are returned. You can exchange your dirty spats and/or gloves for clean ones at the end of each performance. You will not march if you do not have all of the items listed below.

**Gloves.....\$3.00**

**Spats.....\$5.00**

**Shoes (if available).....\$25.00** (these will be taken care of on a case by case basis).

**All other items (ex. pants, jacket, etc.) will be discussed with Mr. Creagh.**

By reading the above, I understand that I am solely responsible for my uniform. I agree to pay for the above items if needed, keep the uniform in good condition, and keep all uniform parts together. If I do not have any of the above items at a band event, I understand that I will not participate in the event. I am also aware that I will give money to have my uniform cleaned in the middle of the year and at the end of the year (Marist will clean all uniforms).

Printed Name \_\_\_\_\_

X \_\_\_\_\_  
Student

\_\_\_\_\_  
Date

# Concert Band Uniform

Students:

To avoid any problems with uniforms, please fill in all the categories below.

**Jacket #:** \_\_\_\_\_

**Pants: Label the inside of the pants that you buy.**

**Please initial the tag inside of your shoes!!!**

**Students need to wear plain black t-shirts.**

## Replacement Fees

You are responsible for these items. If you need replacements for any of these items, there will be a fee. ONCE YOU BUY AN ITEM(S), IT IS YOURS! There will be NO REFUNDS for items that are returned. You will not play if you do not have all of the items listed below.

**Dickies.....\$5.00**

**Shoes (if available).....\$25.00** (these will be taken care of on a case by case basis).

**All other items (ex. pants, jacket, etc.) will be discussed with Mr. Creagh.**

By reading the above, I understand that I am solely responsible for my uniform. I agree to pay for the above items if needed, keep the uniform in good condition, and agree to clean the uniform during the season if instructed to do so. If I do not have any of the above items at a band event, I understand that I will not participate in the event. I am also aware that I will take my uniform to the cleaners at the end of the year and return the uniform **with the tags from the cleaners** the week after our last performance.

Printed Name \_\_\_\_\_

X \_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Scheduling Conflicts

Please fill out the following if you know that you will be either late, missing or have to leave early for a Marist High School Band event (sectional, after-school practice, etc.). Please keep in mind that **you are unable** to make up points that are lost by missing an event. Filling out this sheet **will not necessarily allow you to have an excused absence** (unless personally discussed with Mr. Creagh). **Only two conflict sheets will be accepted per quarter.** This sheet must be turned in to Mr. Creagh **AT LEAST ONE WEEK PRIOR TO THE CONFLICT.** **NO CONFLICT SHEETS WILL BE ACCEPTED FOR PERFORMANCES.**

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

Current Date: \_\_\_\_\_

Instrument Section: \_\_\_\_\_

Year Level: \_\_\_\_\_

Date of Conflict: \_\_\_\_\_

Please Circle One:    **Missing**                      **Late**                      **Leave Early**

Conflict: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This sheet must be signed by both the student and Mr. Creagh. Failure to do so will result in an unexcused absence on the date of the conflict.**

\_\_\_\_\_  
Band Director

\_\_\_\_\_  
Student

## Contact Information

Mr. Andrew Creagh

Band Director

(773) 881-5362

creagh.andrew@marist.net

Mr. Michael Puckett

Assistant Band Director

(773) 881-5362

puckett.michael@marist.net

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*(cut here)*

I have read the policies and procedures outlined in the Marist Band Handbook. I understand them and agree to observe and accept responsibility for the contents as stated.

Printed Student Name \_\_\_\_\_

Student  
Signature \_\_\_\_\_

Printed Parent/Guardian Name \_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please sign and return by Friday, August 23.**