

FORWARD

You have chosen to be a member of a proud and respected organization. The **Trabuco Hills High School Instrumental Music Department** is one of the top music programs in the state of California. Through cooperation and dedication, you will refine your skills as a musician and performer. The rewards for your hard work, sacrifice, and dedication will pay off not only in performances, but also those values of utilitarianism and your growth as a human being. Your heart and soul will be affected by music. Your personality will be affected by great friendships and in some cases life long friendships. And, your mind will be filled with memorable experiences. The more you put into the program, the more you will get out of your experiences.

The purpose of this handbook is to provide valuable information about the instrumental music program. To consistently achieve and maintain the high standard of excellence desired by this organization, members should familiarize themselves with the regulations, procedures and traditions of the music program.

It is hoped that some of the questions always prevalent with the music program will be answered in this handbook. If a problem should arise, the director should be consulted for an explanation.

THUNDERING MUSTANGS MARCHING UNIT

With an annual membership of approximately 130 members, the marching band is a musical marching unit organized during the fall for the duration of football season. Membership is by audition with the director beginning in August of each year and is open to all qualified students enrolled in the school. Membership requires total dedication and maximum effort in all aspects of marching, playing, and performance. Participants receive PE credit for the first semester.

The marching unit provides entertainment for home football games. It performs annually before thousands of spectators at various band festivals, contests, and pep rallies.

The marching unit rehearses Monday through Friday fifth period (11:25 – 12:21) during the regularly scheduled school day and Tuesdays and Thursdays (3:15 - 5:30). Other rehearsal times include Saturdays the day of field tournaments (10:00 – 1:00). Color Guard and Drumline have a modified schedule after school during the fall season. Students should consult the school calendar posted on the music website for and other rehearsal changes.

SYMPHONIC ORCHESTRA

The Symphonic Orchestra is the select concert organization comprised of the best wind, percussion, and string players whose musical commitment is the performance of the finest original and arranged orchestra literature. Membership is by audition with the orchestra director. Although string players are in the class regularly sixth period (1:06 –

2:02), Mondays (3:15 – 6:00 or 6:00 to 9:00) wind and percussion players are utilized Tuesday and Thursdays (1:06 – 2:02) for independent study credit. Membership of wind and percussion students is by audition of the advanced players in the program. Auditions are required of all wind and percussion students who would like to be a part of the symphonic orchestra. Students should have some private instruction before auditioning.

The number of players performing depends entirely on the requirements of the composer and (or) composition. The Symphonic Orchestra presents a regular concert series on campus as well as participation in music festivals and community functions.

COLOR GUARD/WINTER GUARD

The color guard is a unit comprised of a flag and weapon line that is chosen by audition each spring. Members receive PE credit, as do the marching band members. The Color Guard performs in conjunction with the marching band during the football season. The color guard rehearses third period (9:02 – 10:05) during the regular school day and with the band Tuesdays and Thursdays (3:15 – 5:30). Extra rehearsals are on an as needed basis.

The Winter Guard is a unit that performs in competitions during the winter months as part of the Winter Guard Association of Southern California (WGASC) and Winter Guard International (WGI) circuits on a basketball court. The second semester Winter Guard rehearses third period (9:02 – 10:05) during the regular school day and Tuesdays and Thursdays (3:15 – 5:30), and Saturdays (11:00-5:00). Extra rehearsals are on an as needed basis.

WIND ENSEMBLE

The Wind Ensemble is the select concert organization comprised of advanced wind and percussion instrumentalists whose musical commitment is the finest wind oriented chamber music. Membership is by audition with the director of bands. Auditions are held at the end of marching season. The Wind Ensemble performs significant literature, which includes original works for wind band, wind orchestra, and works from the chamber wind repertoire.

The number of players performing depends entirely on the requirements of the composer. The wind ensemble presents a regular concert series on campus as well as participating in festivals during the second semester. The ensemble meets fifth period (11:25 – 12:21) during the second semester.

SYMPHONIC WINDS

The Symphonic Winds is comprised mostly of underclassmen. Membership and seat placement is by audition at the end of the marching season. The Wind Symphony

performs significant literature, which includes original works for wind band, wind orchestra, and works from the chamber wind repertoire.

The number of players performing depends entirely on the requirements of the composer. The wind symphony presents a regular concert series on campus as well as participating in festivals during the second semester. The ensemble meets fifth period (11:25 – 12:21) during the second semester.

JAZZ ENSEMBLE

The Jazz ensemble is an integral part of the overall band program. A serious effort is made to promote the growth and performance of jazz and related styles of music. The number of players performing depends entirely on the requirements of the composer. The Jazz Ensemble presents a regular concert series on campus as well as participating in festivals during the school year. The ensemble meets second period (8:01 – 8:57) during the school year.

ATTENDANCE POLICIES

Instrumental Music and Color Guard members are expected to attend all rehearsals and performances. Call time for any performance is one hour before actual performance or departure time unless otherwise stated.

A. Excused Absence from Rehearsal

Except in cases of extreme emergency or illness, instrumental music members and color guard will not be excused from rehearsals. The director will review appointments or personal problems. During the field season two or more absences in the same week will result in the individual being placed on alternate status. Missing the final or dress rehearsal before a performance will result in that student not being allowed to perform.

B. Unexcused Absence from Rehearsal

Any student receiving an unexcused absence from rehearsal will have be given a weighted “0” with the result being their final grade for the period being lowered one half letter for each unexcused absence. Two or more unexcused absences may result in the student being dropped from the program.

C. Tardy to Rehearsal

Attendance will always be taken at the beginning of all rehearsals. If a student is late three times, his/her grade will be lowered one letter. Additional tardies may result in the student being dropped from the program. The director determines what is to be an excused tardy.

D. Absence from Performance

An unexcused absence from a performance will result in a failing grade for that grading period. Any student who has an unexcused absence from a performance will be permanently moved to alternate status or being dropped from the program. Only in cases of extreme emergency or personal illness will the director excuse a person. Any absence which is not brought to the director's attention for approval prior to a performance will be considered unexcused.

E. Transportation to Events

District approved transportation is supplied to and from events off campus. In the case of emergency or prior arrangement with Mr. Stephens a student can be released to a parent to leave the event. **There are no exceptions; a student can only leave an event with a parent or legal guardian!** Students will not be allowed to drive their car to events.

REHEARSAL AND PERFORMANCE PROCEDURE

A. Rehearsal Procedure

1. Every instrumental music student should bring instruments, music, and proper equipment (including pencil) to every rehearsal or performance. Instruments should be in optimum playing condition.
2. There is to be no talking or disturbance during rehearsals. Subdued talking is permitted with the director's permission or when the director leaves the podium. Talking should cease when the director stands on the podium.
3. Gum chewing or eating of any kind is not permitted in the music rooms during rehearsals or performances.
4. Each student should be seated or standing in formation at the time designated by the director, or the student will be marked tardy. Tardy or previously absent students should place excuses or admittance slips in the tardy box rather than disturbing the director during rehearsal.
5. Posture is of utmost importance. Students should avoid crossed legs or ankles and slumping when seated in chairs.
6. The white board should be read when entering the rehearsal facility. The music room should be placed in proper order for rehearsals and all chairs and stands stacked up immediately after rehearsal.
 - a. During marching season the equipment and materials needed for each rehearsal Will be posted on the whiteboard.

- b. During concert season, music will be listed on the board in the order it will be rehearsed. Music should be placed in order before rehearsal begins.
 - c. Students are **not** allowed to write on the white board. Posted information should never be altered or removed without the director's permission.
7. Each student will be assigned a locker.
- a. Lockers are only for instruments and music.
 - b. Do not keep other items such as schoolbooks, shoes, etc.
 - c. Students will have to purchase their own key lock for their locker. One key should be given to the director. If you need to borrow the key, a lunch detention will be assigned.
 - d. Any violation of the above rules will result in the student losing their locker privileges.
8. Books and personal belongings should not be left in the music room or in lockers. All trash should be thrown in the waste container.
9. Loud talking, shouting, or horseplay is not allowed in the music room.
10. Personal phone calls are not permitted except for calls made after rehearsal or performance.

B. Rehearsal Procedure

1. As an important part of an effective rehearsal each year it is necessary for the marching band and color guard to meet approximately three weeks before school officially begins. All members of the unit are expected to attend camp and other preseason rehearsals. New students may be asked to attend extra rehearsals prior to band camp.
2. As an important part of an effective rehearsal each year it is necessary for the orchestra to meet two evenings (6:00-9:00 P.M.) before school officially begins.
3. At all functions, the **Field Commander** or **Concert Master** is in charge of the band or orchestra and should receive the same respect as the director.
4. Students are expected to be in their seats (or position) on time with instruments and music. It is the responsibility of the Concert Master or Clarinet section leader to tune and in some cases warm the performing ensemble up.

5. In the Marching Band, squad leaders will be in charge of checking to make sure music is memorized for their section.

C. Public Performance

1. Every student should check the website <thhsmusic.com> to download a calendar of rehearsals and performances for the academic year. Information is posted at the beginning of the year. It is the student's responsibility to know this information. The site should be checked regularly.

2. Always report rain or shine for rehearsals and performances. Should there be an emergency or change; the phone tree will be activated.

3. For home football games or concerts, "call time" is always one hour before the scheduled time of the event.

4. Marching band uniforms are to be properly returned to the hanger and stored accordingly. Students are responsible for white shoes, white socks, black spandex or shorts. Shoes should be cleaned and polished and football pants pressed.

5. Concert attire includes jacket, tux shirt, cummerbund, and bow tie. Young women need long skirts, black hose, and closed toe black leather soled dress shoes. Young men need black tux pants, black socks, and black leather soled dress shoes.

6. Random inspections will be held before performances. Any student not adhering to the dress code will not be permitted to perform and their grade will be affected accordingly.

DRESS FOR EVENTS

Dress may be formal or more casual depending upon the event. This is something that will vary greatly from setting to setting. When in public, the Trabuco Hills Instrumental Program is a representation of the Saddleback Valley Unified School District and Trabuco Hills High School. The following guideline is presented to assist in determining which attire is appropriate for each occasion. Above all, attire for occasions should be neat. During the year, instructors will make references as to what the dress code will be with respect to each event. This will be strictly enforced and failure to follow guidelines for the appropriate attire will be grounds for the student not being able to participate in an event.

The following items may be routinely banned in the Dress Codes:

- tank tops, halter tops, muscle shirts and mid-drifts
- clothing with foul language or obscene images (never appropriate)
- torn clothing

- sweat pants or sweat suits
- hats (never to be worn with a roof over your head)

Dress Code A:

Band Uniform

- All or none of the uniform should be worn.
- Undergarments should include black shorts, compressor pants or bicycle pants. At no time should jeans, sweat pants, or any variation of such be worn under uniform pants. In addition, a t-shirt (with sleeves) must be worn. No tank tops, sleeveless t-shirts, or the-like will be allowed!
- White socks only must be worn.
- While in uniform, no jewelry (earrings, rings, chains, etc...) is to be worn, or it needs to be covered.

Concert Attire

- All or none of the uniform should be worn.
- Specific Eton Tux Jacket, Tux shirt, and tux pants or skirt are the only attire.
- Permitted accessories include studs/cufflinks, black bow-tie, black socks/black nylons (tights or hose), and approved uniform tux shoes. Socks should be plain black without any secondary color or insignia and black nylons (tights or hose) should be plain and non-textured (no knee-highs).
- Jewelry is allowed as long as it is not gaudy.
- Make-up or hair should not be worn to make a statement or draw attention!

Color Guard

- Undergarments should include appropriate clothing items as per coaches' requests.
- Hair and make-up must be worn as per coaches' requests.
- While in uniform, no jewelry (earrings, rings, chains, etc.) is to be worn, or it needs to be covered.

Dress Code B:

Trips/Local Events

- Only the official THHS Instrumental Polo Shirt may be worn. Polo shirts may not be altered to reveal skin.
- Shorts, jeans, or sweat pants for either boys or girls are to be worn.
- In a performance situation, all polo shirts are to be tucked in and no shorts are to be worn unless allowed by the director. The type of shoes worn is at the discretion of the person; sneakers are preferred. No sandals, platforms, or heels!
- Please take note: When on a trip, the polo shirt must be seen!

Dress Code C:

Dinner/Banquet/Formal Concert

-Gentlemen

- Sport coat or suit, with a long- or short-sleeved dress shirt (collared) and/or dress oxford button-down or broadcloth shirt with a long tie. No Polo Shirts!
- Dress slacks or khaki pants. No shorts!
- Appropriate dress shoes and socks, or other presentable shoes, but not including sneakers, sandals, flip-flops, or work (or military) boots or shoes that can be interpreted as such!

-Ladies

- Skirts or dresses (knee length or longer), or pants/pantsuit
- Coordinating Blouse when applicable.
- Dress shoes (closed or open toed) or boots. No flip-flops or work (or military) boots.

FOOTBALL GAMES AND PERFORMANCES

A. Football Games/Field Tournaments

1. Upon completion of warm up procedures the band will march to the stadium in block formation, halting only to change to single file while going through the gates of the stadium.
2. The band will set up in pre-game formation and play the national anthem.
3. All extra equipment, music, blankets, or jackets should be carried into the stadium by parents or alternates.

4. Once each student finds his/her seat, he/she should remain standing at attention until all members arrive and the field commander or director gives the command to be seated.

5. Students are to remain in full uniform and worn properly **at all times!** Shakos can be removed and placed to the right of each member.

6. Students will be allowed to stand and cheer for touchdowns. However, they should be ready to play the school song after a touchdown and conversion. Coordinate and cheer with cheerleaders and avoid any unorganized cheering.

7. Non- members are not allowed in the band proper.

8. Students will be allowed to go to the restroom during the game accompanied by a chaperone. However, no more than two students will be allowed to go to the restroom at any one time. Students may not leave the group without a chaperone.

9. Student conduct should be professional at all times. Individual playing, “noodling”, or beating of drums is not permitted.

10. Band members should treat other band directors as guests with utmost courtesy. If something good cannot be said about the band, **don't say anything!**

11. Here are some factors other than musicianship and part of the “hidden curriculum” that have a great bearing on a student’s participation in band:

Obedience

Courtesy

Grades

Self Control

Dependability

Cleanliness

Honesty

Effort

Attitude

Initiative

12. *Remember, while in uniform you represent yourself, your family, your school, your performing ensemble, your community, and your director.**

Concert Ensembles/Festivals

1. Procedure for concerts is as follows:

a. After all students are seated, the concert master or first chair clarinetist tunes the group in choirs (i.e. strings, woodwinds, brass).

b. At the first concert of the academic year (usually in December) the ensemble will stand for the director when he/she enters the stage.

c. Pay attention to the director after each work is completed so any soloists, ensembles or the whole ensemble can stand for recognition. If the director leaves the stage it will be up to the concert master or first chair clarinetist

to seat the group.

d. Students are to remain in full concert attire worn properly **at all times!**

2. Student conduct should be professional at all times. Individual playing, “noodling”, or beating of drums is not permitted between numbers.

3. Instrumental music members should treat other band and orchestra directors courteously. If something good cannot be said about another performing ensemble, **Don't say anything!**

4. Here are some factors other than musicianship and part of the “hidden curriculum” that have a great bearing on a student’s participation in the instrumental music organization:

Obedience	Cleanliness
Courtesy	Honesty
Grades	Effort
Self Control	Attitude
Dependability	Initiative

5. *****Remember, while in Trabuco Hills High School concert attire you represent yourself, your family, your school, your ensemble, your community, and your director.**

ALTERNATE STATUS, CHAIR PLACEMENT, & CHALLENGES

Marching Band and Color Guard Alternates

1. Alternates are determined during band camp. The alternate’s role is to share a spot with another alternate and “alternate” during performances and rehearsals.
2. An alternate’s status can change by either challenging a regular member or to be placed in a regular spot. An alternate must be able to execute the work in the regular spot to hold it.
3. In a challenge situation, the challenger must better the person they are challenging.

Chair Placement in Concert Ensembles

1. The director will assign students to parts and or chairs through audition or prior knowledge of the student’s ability. Parts will be assigned to achieve proper ensemble balance. This will be done by student’s ability and staggering the sections to provide the best possible sound.
2. Students audition at the beginning of ensembles rehearsal session (i.e. orchestra in September and Wind Ensemble and Symphonic Winds in November). These auditions

will determine chair placement. Seating is also determined by music check-off and the student's ability to play the music at rehearsals. **The director may re-seat the student according to musical progress and preparation.**

Challenges

Students who feel they are deserving of advancement within the section may challenge the person sitting above them. The challenge procedure is as follows:

1. Inform the director of the challenge and the person you are challenging at least twenty-four hours in advance. Set a time which is convenient for all.
2. The challenger and the person being challenged choose two pieces of music. Measure numbers and rehearsal letters should be furnished. The music is chosen from those selections being prepared for the next concert and should be a minimum of sixteen and a maximum of thirty-two measures.
3. The challenge cannot be held within two weeks (ten school days) of a concert or a festival.
4. The loser must wait one week before challenging again.
5. In the event of a tie, there will be no change.
6. A forfeit will result if either person does not show for a challenge and their quarter grade will be affected.
7. Changes in seating will occur within the section according to part designation. In the event a higher part is involved (i.e. 2nd clarinet challenging a 1st clarinet), the higher part is used for the challenge.
8. All challenges are judged by the director or coach.

THE INSTRUMENTAL MUSIC LIBRARY

The instrumental music library consists of arrangements, chamber works, transcriptions, solos, and original works for Symphonic Band, Jazz Ensemble, Marching Band, and Orchestra. All students are required to have a three ring binder for music.

Use and Care of Music

1. Do not fold, tear, or otherwise mutilate music.
2. Absence from school does not relieve students of their responsibility to have music brought to rehearsal or performance. This applies mostly to music in the music folders.

3. Use only **pencil** for marking music.
4. Students will be charged for music that is not cared for properly.
5. Music should be kept in a folder or three ring binder in your assigned locker when it is not taken home.
6. Each student will be required to obtain a **black** three ring binder which will include enough clear plastic protectors to hold the ensembles' entire repertoire. Every student **must have** their own binder in the event their stand partner is absent.
7. Two or more students will be assigned to the same stand (or desk). They are responsible for sharing the music and making sure the music is at a rehearsal or performance in the event of illness or absence from school.

INSTRUMENT INFORMATION

The instrumental music department will provide instruments for those students who play instruments pertinent yet unique to the ensemble (i.e. tuba, french horn, viola, cello, etc.). Each student is responsible for the proper care, condition, and repairs of the instrument for the academic school year. Any damages or serious malfunctions should be reported to the director immediately. Damages due to negligence of the student will be charged to the student. If the instrument is lost or stolen away from the music room, the student must reimburse the music department for the cost of the instrument.

A privately owned instrument is the responsibility of the student who owns it. Students should check with parents to see that the instrument is covered on their homeowner insurance policy. Before purchasing an instrument, students should consult with the director.

PRIVATE INSTRUCTION

Private lessons are a tremendous aid in the development of a student's musical knowledge. Participation in lessons improves the quality of the overall ensemble. Any student interested in studying privately should see the director for recommendations.

BAND CAMP

Band camp is usually held the second or third week of August. This camp is usually held on campus Monday through Friday (9:00 A.M. – 5:00 P.M.). Band camp gives the student an opportunity to get acquainted and develop the feeling of belonging. Students who are employed should make the necessary arrangements with their employers to attend all rehearsals, performances, and camp. Band camp information sheets, permission forms, medical releases, etc. will be sent out the last week in July. **No student may participate in camp without the appropriate forms on file with the director!**

ORCHESTRA CAMP

Orchestra Camp is held on Tuesday and Thursday night from 6:00 P.M. to 9:00 P.M. the last week in August. Some string auditions are held earlier in the day and it gives the students the opportunity to get a head start on the music for the coming academic year.

A second orchestra camp is held the first weekend in December or February. Camp starts Friday evening 5:00 P.M. to 10:00 P.M., Saturday 9:00 A.M. to 9:00 P.M., and concludes Sunday 1:00 P.M. to 3:00 P.M. with a teaser concert at 3:00. There is a fee and coaches, instructors, and directors are brought in from the local colleges to work with the symphonic orchestra.

INSTRUMENTAL MUSIC LEADERSHIP

Field Commander

This person is a senior and was the Assistant Field Commander the previous year. The Field Commander must display strong leadership and motivational qualities, have knowledge of conducting music, teaching drill, and running the marching fundamentals block. In addition, he/she should be in top physical condition to lead “by example” in the callisthenic and running block endurance builders. He or she is in charge of the band and is responsible to the directors and staff. Attendance at the Bands of America George Park Drum Major Camp is required.

Assistant Field Commander

This person is a junior for the coming year and is selected by audition. He or she must display similar qualities of the field commander and assumes the responsibility of the Field Commander in their absence. This position is the stepping stone to the Field Commander position in their senior year. Attendance at the Bands of America George Park Drum Major Camp is required.

Color Guard/Winter Guard Captain

This person or individuals are selected just before tryouts in the spring and assumes the responsibility of supervising, teaching, and rehearsing routines. The captain must exhibit strong leadership qualities, demonstrate extensive knowledge of marching fundamentals, and equipment handling technique on flag, rifle, and saber. This person should also possess some background in dance and choreography.

The Color Guard Captain(s) is (are) responsible for the storage, transportation, and maintenance of all equipment and props used by the unit. In addition, they are responsible for the appearance and attitude of their group. In some instances, Co or Tri-Captains may be selected.

Squad Leaders

These people are usually head of their section and assist in teaching and rehearsing drill and music. They must have a thorough knowledge of their musical instrument, marching fundamentals, drill teaching techniques, and rehearsal methods. Section leaders must display a high level of musicianship and demonstrate the ability to lead their section while maintaining a positive rapport. They work under the direction of the directors, coaches, and Field Commanders and should check daily to see that they are prepared for each rehearsal and performance. In addition, they are responsible for music sectionals when needed, checking off music, and inspecting uniforms before performance.

Orchestra Concert Master

This violinist is responsible for tuning the orchestra before rehearsals and performances, have a thorough knowledge of music, and have the ability to conduct the group. In addition, he/she may be called upon to run rehearsals and sectionals along with making sure all bowings are set in each composition.

Section Leader

This person is the first chair player in the section. He/she needs to have a thorough knowledge of music and will be called upon to run sectionals.

HINTS FOR THE THHS INSTRUMENTAL MUSIC STUDENT

- 1. Always check the whiteboard or website <thhsmusic.com> for daily instructions and changes.**
- 2. Keep music in order where it can be reached with little confusion for rehearsals.**
- 3. Check for special equipment needed before rehearsal begins (i.e. valve oil, reeds, drum sticks, etc.).**
- 4. Do not leave music on stands or instruments where they don't belong.**
- 5. Keep the music room neat and clean.**
- 6. No talking or disturbances during rehearsals.**
- 7. Arrive one hour before performances unless otherwise instructed.**
- 8. No eating or chewing gum in the music room.**

