

A decorative graphic on the right side of the page. It features three overlapping circles. The top circle is large and filled with a dark red color, with a black outline. Below it is a smaller circle, also filled with dark red, with a black outline. The bottom circle is the largest, filled with a lighter red color, and has a black outline. A thin black line extends from the top left towards the top circle. A thin red line extends from the top left towards the middle circle. A thin black line extends from the top left towards the bottom circle. A thin black line extends from the top right towards the bottom circle.

## **Mayville High School Cardinal Band Handbook 2011-2011**

The purpose of this band handbook is to provide valuable information about the band program. To consistently achieve and maintain the high standard of excellence desired by this organization, members and family should familiarize themselves with the regulations, procedures and traditions of the band. It is hoped that some of the questions about the band program will be answered in this handbook. If a problem or question is not covered in this handbook arises, the director should be consulted for an explanation.

Jonathan Poquette  
Band Director  
Mayville Public Schools

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

Instructor: Mr. Jonathan Poquette  
Mayville Middle School: Room 168  
Mayville High School: Room 300  
E-mail: [jpoquette@mayville.k12.wi.us](mailto:jpoquette@mayville.k12.wi.us)

---

*Note: all the points addressed below are in addition to all of the school's and district's handbooks. ALL rules and procedures present in the district handbooks will be enforced.*

---

Band (Year Long)  
Grades 9,10,11,12  
Credits: 1  
Prerequisite: Consent of instructor

Band is open to all students 9<sup>th</sup> through 12<sup>th</sup> grade. This large, performance ensemble class meets every day. Prior experience in the middle school band program is strongly encouraged, however exceptions will be made if the student demonstrates basic skills on his/her instrument to the instructor. Band offers students the opportunity to study a variety of literature, representing different composers, styles, and time periods in a large ensemble rehearsal and performance setting while influencing all students to have an appreciation for all music. As a member of the band, one will also be a part of the Marching Band and pep band. Extra-curricular activities in the band department include jazz band, Way Cool Band, and chamber ensembles.

### **Objectives**

1. Inspire the students to raise their level of expectations in their performances/compositions to ensure the best musical experience.
2. Allow the student to think critically, analytically, musically in order understand music at the highest possible performance standards.
3. Enhance the student's musical appreciation through the performance/analysis of the fundamentals of music, various genres, and styles of compositions.
4. Provide the students opportunities to excel in all areas of the music department.

### **Band Officers**

President: Erika Schauer  
Vice President: Sara Gionet  
Treasurer: Sam Retzlaff  
Secretary: Danielle Snyder  
Librarian: Kiley Krueger

Librarian: Heather Madell  
Historian: Sarah Seegert  
Drum Major: Gabie Cypher  
Color Guard Captain: Samantha Franke

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

**Required Items**

1. Instrument in working condition
  - a. Reed Players
    - i. At least three (3) working reeds
    - ii. Reed Guard
    - iii. Cork Grease
    - iv. Swab
    - v. Mouthpiece Brush
  - b. Brass Players
    - i. Valve Oil/Slide Oil
    - ii. Slide Grease
    - iii. Mouthpiece Brush
    - iv. Cleaning Snake
  - c. Percussionists
    - i. Concert Snare Drum Sticks
    - ii. Bell Mallets
    - iii. Practice Pad\*
    - iv. Bell Kit\*
2. Pencil
3. Music Folder
  - a. All Assigned Music

\* These items do not need to be brought to school each day. These items are meant for practicing at home.

\*\* If you are missing any or all of these supplies and are unable to get to a music store, please contact Mike's Music in Fond du Lac and order the items needed. A representative from the store visits the school weekly.

**Band Rules**

1. Treat everyone and everything as you would like to be treated.
2. When the director/student leader/guest clinician is addressing the band, be respectful
3. With the exception of water bottles, no food or drink are allowed in the band room.
4. Have all materials ready at the beginning of class.
5. Inappropriate language will not be tolerated
6. When we are traveling as a group, everyone is a representative of Mayville Schools. It is expected that you are on your best behavior at all times.
7. This should be a place where EVERYONE should feel welcome and safe to be themselves. DO NOT put anyone down. Bullying in any form will not be tolerated.

**Consequences**

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

Failure to follow the outlined rules may result in the following:

1. Verbal warning
2. 15 min. detention
3. 30 min. detention + call to parents
4. meeting with principal and parents
5. removal from band for the year

**Grading**

30% of Final Grade - Daily Work/Participation Points: 600 points

Students will be graded on the following criteria:

1. Participation in class
2. Ability to follow classroom procedures
3. Arriving to class on time
4. Having all materials for class
5. Being respectful to others and the equipment

40% of Final Grade – Performances: 800 points

Students will receive 100 points per performance. The performances are listed on the band calendar. They include pep band performances, parades, concerts and solo/ensemble contest. They will be graded on: participation, uniform, appropriate performance behavior.

20% of Final Grade – Lessons: 400 points

Students will receive 100 points per lesson. Each student is expected to have 4 lessons per quarter. Two lessons must be completed in separate weeks before midterms and two lessons must be completed in separate weeks after midterms. It is the student's responsibility to sign-up for his/her lesson.

10% of Final Grade - Playing tests/Homework: 200 points

There may be periodic playing tests involving band music, scales or lesson material. Students may be graded on: pitch and rhythmic accuracy, tone and intonation.

**Classroom Expectations**

1. When the director is on the podium, be respectful.
2. Be prepared for rehearsals.
  - a. Have all required materials
  - b. Have practiced all pieces prior to rehearsal
3. Pay Attention in class
  - a. Other homework is not allowed, unless given special permission
4. Interact in class
  - a. This is an environment in which we all are a community of learners; there are no bad or wrong questions.
5. Try your best all the time

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

- a. Never settle for anything less than your best work
  - b. Expect nothing less than your best, and hold yourself to that expectation every day.
6. Make notes to yourself by writing in your music
- a. Throughout the year, you will learn to develop standard marking procedures to assist you in your playing.
  - b. When marking your music, only use pencil!

**Instrument Storage**

Students will be assigned a location in the band room to store their instruments. Instruments are to be kept in their assigned location at all times when not in use. Students are allowed to only store their instrument, music, and all accessories in their assigned location. Books, coats, other subject materials are to be kept in the student's street locker.

**School Owned Instruments**

School owned instruments are all in an inventory list stating their condition. Quality maintenance of school instruments is MANDATORY. These instruments must be stored in their respective cases when not in use. Upon checking out a school owned instrument, the borrower and his/her parent/guardian will complete an instrument loaning contract. Any damages or repairs will be paid for by the borrower, unless damages are documented prior to checking out the instrument.

Students who are playing school-owned instruments must pay a yearly \$75 rental fee which is due at the beginning of the school year. This fee covers repair and maintenance for the instruments as well as replacing instruments as they get older.

**Music Playing Tests**

Prior to the concert, students may partake in a music playing test. This simply means the student will arrange to meet with the director individually to perform his/her part.

1. The student will schedule a time to meet with the director
2. The student will perform his/her part for the director
3. If major mistakes are made, the director will provide the student with steps to fix the problem. Then the student will have to repeat this process.

**Use and Care of Music**

1. Do not fold, tear or otherwise mutilate music
2. Use pencil to mark in music, **never use** pen, marker, colored pencil, etc.

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

3. Each student will be assigned a specific folder and piece of music. The student will be held responsible for any lost or damaged music.
4. When assigned a piece of music, the student will sign and return an Instrumental Music Loan Form to the director.
5. Each student will be given a music folder at the beginning of the year. Students are to keep their music in the folder at all times.
6. Students will be asked to sign a Music Sign-Out Form if they remove the folder from the classroom. Students are encouraged to take music to practice.

**Marching Rehearsal Procedures**

1. At all marching functions the drum major is in charge of the band and should receive the same respect as the band director.
2. Students are expected to be in their position on time, with instruments, music, and marching drill charts.
3. Playing outdoors or out of turn will not be tolerated. Talking is not permitted while in formation
4. Field assistants will be chosen by the director to assist in marching instruction
5. Right guides will be selected for the parade block formation to insure proper alignment and distance

**Public Performances**

1. Every student will receive a schedule of performances the band will be attending throughout the year. Information regarding these events will be posted on the bulletin board. It is the student's responsibility to know this information. The bulletin board and white board should be read daily.
2. For home football games or concerts, report to the band room 45 minutes before the performance begins.
3. Marching Band Uniforms will be stored in the band room at all times. Students will be asked to dress at the school for all marching performances. Students are responsible for wearing black socks, black shoes, a white t-shirt under their marching band coat.
4. The uniforms are expected to be returned to the uniform storage closet in the same manner in which they are checked out.
5. Uniform inspections will be held at every performance by the drum major, band officers, and/or section leaders.

**Travel Policies**

A travel itinerary and procedures list will be distributed during an information meeting prior to each trip. It is important that these instructions be followed, so the band can move quickly and efficiently. The parent or guardian of each student will be expected to fill out a

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

Travel Permission Form. Students will not be allowed to travel with the band without this form. These forms are to be turned in no later than twenty-four hours before departure, unless otherwise notated.

Upon arriving at the band room for each trip, students should sign the roster which will be placed at the table near the band office.

Students will be expected to sign a bus seating list and room list before departure. Students will not be allowed to change buses or rooms. Any student failing to sign the lists will be assigned a bus seat and a room. Students are asked to be careful and safe. If an accident, injury, or illness does occur, the immediate chaperone should be notified at once.

Students will be expected to complete duties such as uniform check, set-up crew, tear down crew, percussion assistants, luggage crew, etc. These duties will be discussed and assigned prior to departure.

While staying in a hotel or motel, students should be considerate of other occupants, especially at night. Rooms should be left neat. Hotel and motel property should not be damaged in any way. Telephone calls made by individuals in the band may not be charged to the room. Long distance phone calls should be made from a private cell phone or from a pay phone.

**Band Trip Reminders**

1. The uniform should be worn properly at all times when in public. On short trips, the coat and hat may be taken off while on the bus.
2. Horseplay and screaming are prohibited on the bus.
3. All students will sign a bus list before departure. Students may not change buses. The roll will be checked on each bus before departure.
4. All students must travel to and from performances on the buses, not in personal cars. Any student who needs to return from a performance with his/her parent or guardian must consult the band director and should submit a permission slip signed by the parent/guardian.
5. Students are responsible for their own equipment and instruments. Equipment should be placed near the equipment truck or buses. The work crew will load the equipment truck and buses
6. Students will receive an itinerary of activities for all major trips. Students are responsible for knowing departure times and should be ready on time.
7. Chaperones are to be obeyed and respected
8. Upon arrival at a destination, students should remain seated until instructed to leave by the director or chaperones.
9. Students are expected to keep the bus clean and should avoid standing while the bus is in motion.
10. Students may not leave their rooms after curfew or bed check.
11. Students may not visit rooms occupied by the opposite sex.
12. All students will sign a room roster before departure and students may not change rooms at a later date.

**Marching Band Uniforms**

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

The Marching Band Uniforms will be assigned during Marching Band camp for those who are participating. These uniforms are to be kept in a storage bag at all times when not in use (if possible). The Marching Band Uniform consists of:

- Black shoes,
- Black socks,
- Assigned pants,
- White undershirt (sleeveless shirts are not acceptable),
- Marching band coat
- Chords
- Hat
- Hair is to be up off the shoulders
- No Jewelry

The uniforms will be stored in the band uniform closet located up stairs. Do not attempt to wash your uniform. The uniforms are to be dry-cleaned only! The uniforms will be worn for Marching Band performances only; concert attire will be required for all other events. See below for requirements.

**Concert Attire**

It is our goal that we provide the audience with the best experience possible. To accomplish this goal, it is essential that we all wear the same attire when giving public performances. The concert attire is:

- **Black Shoes (all black, no designs on the side)**
- **Black Dress Socks**
- **Black Pants/Slacks (No skirts or dresses)**
- **White Button Down Shirt (Tucked in)**

**\*\*If you have a specific concern about the concert attire, please see Mr. Poquette\*\* before or after class/school to discuss the concern**

**Private Instruction**

Private lessons are a tremendous aid in the development of a student's musical knowledge and improve the overall quality of the band. Any student interested in taking private lessons should contact the band director for recommendations.

**Hints for Band Members**

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

1. Always check chalkboard/bulletin board for daily instructions
2. Keep music in a folder so can be reached with little confusion during rehearsals
3. Check for special equipment needed before rehearsal begins (valve oil, reeds, drum sticks, mutes, etc)
4. Pick up after yourself (i.e. instruments and music).
5. Arrive on time for all band functions

Please do not hesitate to contact me if you have any questions during the year.

*This handbook is subject to change*

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

**Tentative Scheduled Performance Dates**  
**2011-2012**

<b>Date</b>	<b>Event</b>	<b>Performance Time</b>
Monday 8.15.11	First Band Rehearsal	2-4 PM
Wednesday 8.17.11	Band Rehearsal (Freshman Only)	2-4 PM
Thursday 8.18.11	Band Rehearsal	2-4 PM
Mon - Thur 8.22-25.11	Band Camp Week	2-4 PM
Friday 8.26.11	Football Game - Horicon	6:30 PM
Saturday 8.27.11	John Deere 100 Year Celebration Parade - Horicon	11:30 AM
Friday 9.9.11	Football Game - WLA	6:30 PM
Friday 9.16.11	Football Game - St. Mary's Springs	6:30 PM
Friday 9.23.11	Homecoming Parade	TBA
Friday 9.23.11	Football Game - Omro (Homecoming)	6:30 PM
Sunday 10.2.11	Audubon Days Parade	TBA
Friday 11.11.11	Veterans' Day Program	TBA
Friday 11.18.11	Mayville Holiday Parade	TBA
Sunday 11.27.11	West Bend Holiday Parade	TBA
Dec - TBA	Instrumental Holiday Concert	TBA
Dec - TBA	Vocal Holiday Concert	TBA
Tuesday 12.6.11	Girls Basketball – Springs/NDFL	7:30 PM
Thursday 12.15.11	Girls Basketball – WLA	7:30 PM
Friday 12.16.11	Boys Basketball – Kettle Moraine Lutheran HS	7:30 PM
Tuesday 1.3.12	Girls Basketball – Lomira	7:30 PM
Thursday 1.5.12	Boys Basketball – Omro High School	7:30 PM
Saturday 1.7.12	Way Cool Band – Colby	All Day
Tuesday 1.10.12	Girls Basketball – Horicon	7:30 PM
Thursday 1.19.12	Boys Basketball – Lomira	7:30 PM
Saturday 1.21.12	Way Cool Band – Burlington	All Day
Tuesday 1.24.12	Boys Basketball – Laconia	7:30 PM
Saturday 1.28.12	Way Cool Band – Sauk Prairie	All Day
Saturday 2.4.12	Way Cool Band – New London	All Day
Thursday 2.9.12	Girls Basketball – Laconia	7:30 PM
Saturday 2.11.12	Way Cool Band – Lacrosse	All Day
Saturday 2.18.12	Way Cool Band – Monona Grove	All Day
Tuesday 2.21.12	Boys Basketball – Horicon	7:30 PM
Saturday 3.3.12	Instrumental Solo/Ensemble - Lomira	TBA
Saturday 3.10.12	Vocal Solo/Ensemble - Lomira	TBA
Mon - Sat 4.9-14.12	MHS Band Trip to Orlando	TBA
Saturday 4.28.12	State Solo/Ensemble - UW Milwaukee	TBA
Wednesday 5.2.12	Large Group Band Contest - Mayville	TBA
Monday 5.28.12	Memorial Day Parade	TBA

The students are expected to arrive no later than forty five (45 min) before the concert/performance is scheduled to start with all required materials. The tentative performances are still being scheduled. Information about these performances will be distributed as soon as possible.

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

**MHS Cardinal Band Information Form**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Please let me know how you would like me to contact you regarding your child's progress in band:

\_\_\_ - US Mail \_\_\_ - Telephone \_\_\_ -Email

\*\*\*\*\*

**Parents:** We are always in need of volunteers. If you would be willing to help out with sewing, baked goods, chaperoning, building things, uniform fittings, fundraisers, we would be grateful. The band also runs the football concession stands during middle school, freshman and JV football games. You can help as much or as little as you would like, so it will not be a huge time commitment. Please indicate below where you would like to help.

\_\_\_ - Yes, I would like to help with \_\_\_\_\_.

\_\_\_ - No, thank you. Not at this time.

\*\*\*\*\*

We (student and parent/guardian) have read and agree to the terms set forth in the MHS Band Handbook.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**Mayville High School**  
**Cardinal Band Handbook**  
**2011 -2012**

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

**Permission Slip**

**I hereby grant permission for my son/daughter to participate in the following field trips or activities and also give permission for Mr. Poquette to render emergency medical care—as deemed necessary by the attending physician, which includes but is not limited to acting as guardian of my child.**

**Please check all that apply: (If your son/daughter is enrolled in band all year, the band will be participating in all of the following activities). The dates of the scheduled performances are included on the reverse side of this permission slip.**

- \_\_\_ Pep band or concert band events in the state of Wisconsin
- \_\_\_ District and State Solo/Ensemble Festival
- \_\_\_ Large Group Festival
- \_\_\_ Parades
- \_\_\_ Concerts/Clinics
- \_\_\_ Honor Bands
- \_\_\_ Other music related events/performances

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

\_\_\_\_\_  
Date

*State standards have recently addressed emergency medical procedures for field trips. To meet this requirement, teachers/chaperones must have information regarding special medical needs of your child. If such needs exist, please indicate this information below. (eg. Asthma, allergy to bee stings, etc.)*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Telephone #(s)

\_\_\_\_\_  
Emergency Contact(s)

\_\_\_\_\_  
Telephone #(s)