

# **Band/Handbells Music Handbook**

*Andrews Academy  
Ruth Murdoch Elementary School*

**2014-2015**



*Byron Graves, Director*

## CONTACT INFORMATION

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## WHY MUSIC?

Music is the only art that can calm the agitations of the soul; it is one of the most magnificent and delightful presents God has given us.

-- Martin Luther

Artists stretch the limits of understanding. They express ideas that are sometimes unpopular. In an atmosphere of liberty, artists and patrons are free to think the unthinkable and create the audacious.

--Ronald Reagan

One of our greatest assets in this country is the talented boys and girls who devote their early lives to music, to appreciation of music and understanding of music. This is a great, and I think vital force in American life. It is a part of American life which I think is somewhat unheralded around the world. But this emphasis upon artistic achievement in music is a source of satisfaction and pride to all of us.

--John F. Kennedy

Music speaks what cannot be expressed, soothes the mind and gives it rest, heals the heart and makes it whole, flows from heaven to the soul.

--Anonymous

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## MISSION STATEMENT

The Music Department exists to further the mission of Andrews Academy and Ruth Murdoch Elementary School by supporting all students in developing their musical talents for God's glory. In pursuit of that goal, the Music Department is committed to providing a vibrant and diverse musical learning environment in which students learn to perform and evaluate music in a thoughtful and artistic way that will last them a lifetime, as well as share their musical gifts through worship and service.

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## OBJECTIVES

- To equip each student for effective witness and service for Jesus Christ through music ministry.
  - To improve each student's musicianship by developing the highest obtainable performance standard.
  - To provide each student with an essential knowledge of music, so he or she may enjoy, understand, and participate in the aesthetic experience relayed through music making.
  - To continually broaden the musical tastes of the students and the community by performing works of diverse cultural, historical, and stylistic origins suitable for each ensemble.
  - To develop a lasting appreciation for music and the arts in each student.
  - To expand the intellectual, psychological, and spiritual horizons of the student.
  - To develop each student's communication skills in a cooperative learning environment.
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# **COURSE DESCRIPTIONS**

## **AA CONCERT BAND**

The AA Concert Band is open to all interested woodwind, brass, and percussion players with an emphasis on learning a repertoire of diverse instrumental literature. The Concert Band performs numerous on-campus concerts and area church services as well as attending the bi-annual Andrews University band festival. It also takes one long tour every year. The ensemble meets daily (except Tuesday) in the band room from 10:15-11:05am.

## **AA HANDBELL ENSEMBLE**

The AA Handbell Ensemble is dedicated to the performance of high quality repertoire for small ensembles. In addition to providing special music for area churches and school activities, these groups will be featured in the large ensemble concerts on campus, participate in the Ringfest Bell Clinic, and take one long tour every year. The ensemble meets daily in the rehearsal room from 9:20-10:10am.

## **RMES CONCERT BAND**

The RMES Concert Band provides sixth, seventh, and eighth grade students with a continuation of band instruction. It performs several on-campus concerts and occasionally plays for church services at Pioneer Memorial Church as well as attending the annual Michigan Conference elementary band festival. Emphasis is placed upon developing musicianship and gaining basic knowledge of music theory and history, as well as performing quality band literature. The ensemble meets daily (except Friday) in the band room from 7:30-8:10am.

## **RMES BEGINNING BAND**

The RMES Beginning Band provides fifth grade students with their initial band experience with an emphasis on fundamental performance skills. It performs several on-campus concerts as well as mini-concerts for parents and peers. The class meets daily (except Friday) in the band room from 1:48-2:33pm.

## RMES HANDBELL CHOIR

The Handbell Choir is a mini-course option for the junior high students wishing to learn the art of handbell ringing. It performs several on-campus concerts and occasionally plays for church services at Pioneer Memorial Church. The ensemble meets Tuesday/Thursday in the band room from 2:36-3:21pm.

## RMES CHIMES CHOIR

The Chimes Choir is a mini-course option for the junior high students wishing to learn the art of handbell ringing. The ensemble meets Monday/Wednesday in the band room from 2:36-3:21pm.

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# POLICIES

## MEMBERSHIP

All of our ensembles are two consecutive semester classes. ***Every student is expected to participate for the entire school year.*** Admittance into all academy ensembles is by audition only.

## ATTENDANCE

As a cooperative team, every member's attendance is crucial for any ensemble's success. The following attendance policy reflects that importance:

- Roll will be taken at the bell. Students must be in their seats by this time. Those coming in after the roll has been taken are considered tardy. ***However, students should try to arrive a few minutes early to warm-up, tune, and complete other preparations for the rehearsal.***
- Unexcused tardies and absences will lower the attendance grade. A pattern of continual unexcused tardies or absences may result in dismissal from the ensemble.
- A tardy is excused only with a note from a teacher or parent at the time of the occurrence.

- In order for an absence to be excused, the student must submit an excuse form signed by a physician, parent, or other authority within five school days of the absence.
- Excusable absences and tardies include verifiable illness and school-approved field trips. ***Foreseeable absences and tardies should be brought to the attention of the director within the first two weeks of school.***
- An unexcused absence from a performance results in dismissal from the ensemble. ***Foreseeable conflicts with a performance date must be communicated to the director within the first two weeks of school.*** The director may require the student to find a substitute player.

### **PRACTICE RECORD SHEETS (*RMES ONLY*)**

Students are expected to practice at home for least 100 minutes per week. Practice record sheets must be turned in at the beginning of each week, signed by both the student and a parent or guardian. Incomplete or missing practice sheets will result in a lowering of the student's progress grade.

### **CHAIR CHALLENGE**

If during the course of the year you would like to improve your chair position, the following system will be used:

- The challenger must give notice to the incumbent at least one week in advance.
- The student may only challenge one chair forward at a time.
- Challenges must take place at least two weeks before a performance. Repeat challenges involving the same two individuals may occur after four weeks.
- Music for the challenge will be chosen by the director.
- The challenge will be played in front of the director only. A decision will be given at the end of the challenge.

## PRIVATE LESSONS

Private lessons are available for all woodwind, brass, and percussion instruments with teachers from Andrews University and the community. There is no substitute for private instruction, and improvement will be markedly quicker with lessons. Please talk with the director about arranging a lesson time.

## INSTRUMENT RENTAL

The academy owns a large variety of instruments which are available for use. Please talk to the director if you would like to rent an instrument.

## INSTRUMENT STORAGE

Instruments should be stored in the instrument storage cabinet or in the student's locker during the school day. ***Instruments are not to be left lying around the rehearsal room.*** Students are strongly encouraged to take their instruments home for practice.

## PRACTICE ROOM USAGE

There are four practice rooms in the building. These rooms are to be used for serious practice only. No food or drink is allowed in practice rooms. ***Only one person should be in a practice room at a time***, unless prior permission has been granted by one of the music faculty. Improper use of practice room can affect the student's citizenship standing. Students who wish to practice at regularly scheduled times should speak to the director about reserving a time. Student monitors will be present to verify that actual practicing is being done.

## PERCUSSION EQUIPMENT

***Only percussion players are allowed to use or touch the percussion equipment.*** Failure to comply will reduce the daily participation grade.

# REHEARSAL PROCEDURES

## BEFORE THE REHEARSAL

- Arrive 5 minutes early!
- Leave all food, drink, and gum outside the rehearsal room.
- Get supplies (reeds, valve oil, etc.) as needed.
- Put music in rehearsal order as listed on the board.
- Warm-up and tune your instrument.
- Percussion: setup first piece

## AFTER THE REHEARSAL

- Close your folder and put in slot.
- Clean instrument as needed.
- Put your instrument away in the storage area.
- Percussion: please cover all instruments.

## TALKING

*As soon as the director steps on the podium, all talking should cease.* No talking other than designated discussion time is allowed during the rehearsal since it disrupts the director and other students from the learning process. Repeated offenses will lower the daily participation grade. Questions should be addressed to director by raising your hand.

## RESTROOM USE

Students should use the restroom before the rehearsal. If you *absolutely* cannot wait to use the restroom during the rehearsal, please ask the director for permission. Excessive requests will lower the daily participation grade.

## **WORKING WITH SECTIONS**

When the director is working with certain sections of the ensemble, other members should utilize this opportunity to pay close attention to the process and learn how they can improve. The director will involve other members when working with sections by asking for their opinions or having them assist with the process. Disruptions will not be tolerated and will lower the daily participation grade.

## **MISSING PARTS/MUSIC**

If a part is missing, the student should refrain from interrupting the rehearsal process and share with a neighbor. After rehearsal, he or she should speak with the director or student librarian about obtaining a new part. The part will be provided before the following rehearsal. The same principle applies for difficult page turns. Due to the rising cost of music and folders, the student will be required to pay for a replacement if he or she loses a folder and/or the parts.

## **SECTIONAL REHEARSALS**

Sectional rehearsals will be held periodically to allow sections to solve technical problems unique to their section and to encourage section leaders to foster their leadership skills. Students should move quietly to their designated areas, taking stands and chairs as needed. The director will regularly monitor the progress of each section. Disruptive behavior during the sectionals will reduce the daily participation grade.

## **DISMISSAL**

The rehearsal ends when the director dismisses the ensemble. The greatest effort will be made to end the rehearsal on time to allow students time to put their equipment away and be on time for their next appointment.

# GRADING

Grades will be based on the following categories and percentages:

Rehearsal Attendance .....	25%
Participation / Attitude / Behavior .....	25%
Progress on Your Instrument .....	25%
Performances / Tours / Uniform .....	25%

Grade distribution will be as follows:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

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## EQUIPMENT & SUPPLIES

### WOODWINDS

- At least three reeds in good playing condition (except flute)
- Cleaning supplies – swab, rod, etc.
- Cork grease

### BRASS

- Valve/rotor oil
- Tuning slide grease
- Slide cream & spray bottle (trombone)
- Cleaning brushes
- Mute

### PERCUSSION

- Snare sticks
- Practice pad

The above supplies are available for resale in the director's office. Items not normally stocked such as swabs, brushes, ligatures, reed cases, or mutes may be ordered with payment.

# UNIFORMS

## ACADEMY ENSEMBLES

Men	<ul style="list-style-type: none"><li>• Black tuxedo</li><li>• Black bow tie</li><li>• Black cummerbund</li><li>• White tuxedo shirt</li><li>• Black dress socks</li><li>• Black dress shoes</li></ul>
Women	<ul style="list-style-type: none"><li>• Music black dress</li><li>• Black dress socks/nylons</li><li>• Black dress shoes</li></ul>

Measurements will be taken at the beginning of the year and the uniform will be ordered for you. All students are required to provide their own black dress shoes, as well as black socks or nylons. *(Used uniforms may be available at a reduced price. Please ask the director about availability.)*

## ELEMENTARY SCHOOL ENSEMBLES

- Black pants or skirt
- White dress shirt or blouse
- Dress tie or scarf
- Black socks or stockings
- Black dress shoes

Uniforms are required for each performance. ***The performance/tour grade will be reduced for students with incomplete uniforms.***

## OPTIONAL CLOTHING ITEMS

During the school year, such items as music T-shirts, jackets, and other clothing may be designed for students to purchase. These items are optional; they will not be required at any events.

# AWARDS

## **JOHN PHILIP SOUSA AWARD**

Awarded to the most outstanding wind or percussion member based on musicianship, leadership qualities, attendance, service to the school, and attitude.

## **DIRECTOR'S AWARD**

Awarded to the most deserving band member for their leadership and contributions to the ensemble.

## **RINGER OF THE YEAR AWARD**

Awarded to the most deserving bell choir member for their leadership and contributions to the ensemble.

## **MOST IMPROVED MEMBER AWARD**

Awarded to the band and bell choir member who shows the most improvement since the beginning of the school year.

## **INCENTIVE AWARDS**

Three-Year Musicians:	Certificate
Four-Year Musicians:	Certificate & Music Trophy



# OFFICERS

Officers include President, Vice-President, Pastor, Secretary/Treasurer, Performance Managers, and Section Leaders. The officers form a council for each ensemble which meets monthly with the director to discuss various aspects of the organization such as tour planning, fundraising, artistic improvement, social and religious activities, concert publicity, and recruitment.

Brief job descriptions for each office are as follows:

**PRESIDENT:**

- In charge of conducting monthly meetings and consultations with the director.
- Communicating and consulting with officers and members.
- Leads the other officers in publicity and planning.

**VICE-PRESIDENT:**

- Assists the president and will preside over the meetings when the president is absent.
- Plans social activities for the school year.

**PASTOR:**

- Plans religious activities for the school year.
- Assists director in tour programming.

**SECRETARY/TREASURER:**

- Responsible for all council correspondence and minutes.
- Gathers articles for the newsletter and yearbook.
- Responsible for all the council money.

**PERFORMANCE MANAGERS (2):**

- Assist the director with logistical planning for performances and tours.
- Supervise ensemble members during loading, off-loading, setup, take-down, and other logistical tasks.

**SECTION LEADERS:**

- Represent their section and serve as a bridge between the members-at-large and the council.
- Responsible for musical improvement of their section as assigned by the director.

# PERFORMANCE / TOUR EXPECTATIONS

## LOGISTICS

- ***Every student must help with setup and take down.*** The director will distribute a Duty List before the performance. These responsibilities include loading/unloading, music stands, chairs, percussion equipment, repair kit, etc. The Student Performance Managers will supervise these duties.
- Warm-up rehearsal begins immediately at the report time.
- Always, always, always be early to scheduled travel appointments. ***To be on time is to be late, so don't be late!***

## TRANSPORTATION

- All AA/RMES bus rules (from the handbook) apply on music trips, including seating arrangements.
- Keep the bus clean, keep the aisles clear, and do not eat on the bus unless told to do so.

## CONCERT ETIQUETTE

- Students are to maintain courtesy and professionalism during the entire performance. This means ***no talking*** and ***no moving around*** during the concert, and ***no use of electronics*** (including cell phones and digital cameras).
- Applaud appropriately between complete works. This means ***no yelling or whistling***, and no clapping between movements.
- If someone makes a mistake, do not turn to look at them during the concert.
- Follow the appropriate protocol (standing, sitting, bowing, etc.) as instructed by the director.

## CELL PHONE POLICY

- Students may bring cell phones on overnight tours only, unless specified otherwise by the director.
  - In order to bring a cell phone, students *must* give the director the cell phone number before the tour.
  - Cell phones are to be used for essential communication only. Misuse of this privilege (late-night calling, prank calling, excessive use, use during a concert, inappropriate texting or web browsing) will result in confiscation of the phone and loss of the privilege.
  - All other electronics are subject to regular AA/RMES rules.
- .....

# PERFORMANCE SCHEDULE

*(tentative and subject to change)*

## RMES BEGINNING BAND, CONCERT BAND, HANDBELL CHOIR & CHIMES CHOIR

MONTH	DATE	CONCERT	LOCATION
October	9	Parent Concert ( <i>all</i> )	RMES Gym
	25	Church Service ( <i>CB</i> )	Stevensville
December	13	Church Service ( <i>CB</i> )	PMC
	16	Christmas Program ( <i>all</i> )	HPAC
March	11	Michigan Conference Band Festival ( <i>select CB</i> )	HPAC
	23	Southwest Michigan Honor Band ( <i>select CB</i> )	HPAC
	28	Church Service ( <i>HB</i> )	AU Korean
May	7	Spring Program ( <i>all</i> )	HPAC
	9	Church Service ( <i>CB</i> )	PMC

*Additional performances may be added at the director's discretion.*

**AA CONCERT BAND/HANDBELL ENSEMBLE**

<b>MONTH</b>	<b>DATE</b>	<b>CONCERT</b>	<b>LOCATION</b>
October	18	Alumni Weekend	AA
	29-1	Ringfest <i>(Bells only)</i>	Toledo, OH
November	2	Concerto Night <i>(Select band)</i>	HPAC
	8	Church Service <i>(Band only)</i>	Village
	15	Church Service <i>(Bells only)</i>	PMC
December	6	Church Service <i>(Band only)</i>	All Nations
	11	Christmas Pops Rehearsal	AA
	12	Feast of Lights Rehearsal	PMC
	12	Feast of Lights	PMC
	13	Christmas Pops	HPAC
January	24	Church Service <i>(Band only)</i>	Niles
	25	Retirees Dinner <i>(Bells only)</i>	AA
February	7	Church Service <i>(Bells only)</i>	Buchanan
	21	Church Service <i>(Band only)</i>	PMC
March	4-7	AU Band Fest <i>(Select band)</i>	HPAC
	13-20	Long Tour	NYC or CA
April	11	Church Service <i>(Bells only)</i>	Fil-Am
	16	Elijah Rehearsal <i>(Select band)</i>	PMC
	17	Elijah Concert <i>(Select band)</i>	PMC
May	11	Spring Concert Rehearsal	HPAC
	12	Spring Concert	HPAC
	19	Year-End Party	AA

*Additional performances may be added at the director's discretion.*

# STUDENT/PARENT CONTRACT

*Please sign this sheet and return to Mr. Graves immediately.  
Failure to do so may result in dismissal from the ensemble.*

I have read and understand the contents of this handbook, and will make a positive contribution to the ensemble by obeying the rules and procedures as explained in this handbook. I will also meet the rehearsal and performance obligations listed on the performance schedule, and understand that there may be changes made to that calendar. The handbook can be accessed at:

[http://ruth22.adventistschoolconnect.org/site/1/davisson/  
Music%20Handbook%20\(14-15\).pdf](http://ruth22.adventistschoolconnect.org/site/1/davisson/Music%20Handbook%20(14-15).pdf)

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Student Signature

Date

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Parent/Guardian Signature

Date

## STUDENT/PARENT INFORMATION

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

Parent Phone: \_\_\_\_\_

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

Home Church: \_\_\_\_\_

Student Cell Phone #: \_\_\_\_\_

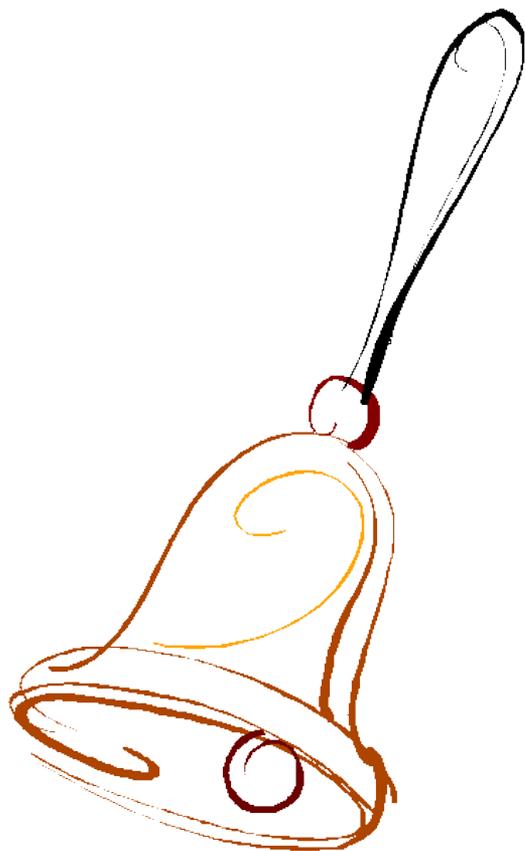
Student Email: \_\_\_\_\_

*If you own your own instrument, please fill out the following  
in case you were to lose it on a tour.*

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

Make & Model: \_\_\_\_\_

Serial #: \_\_\_\_\_



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