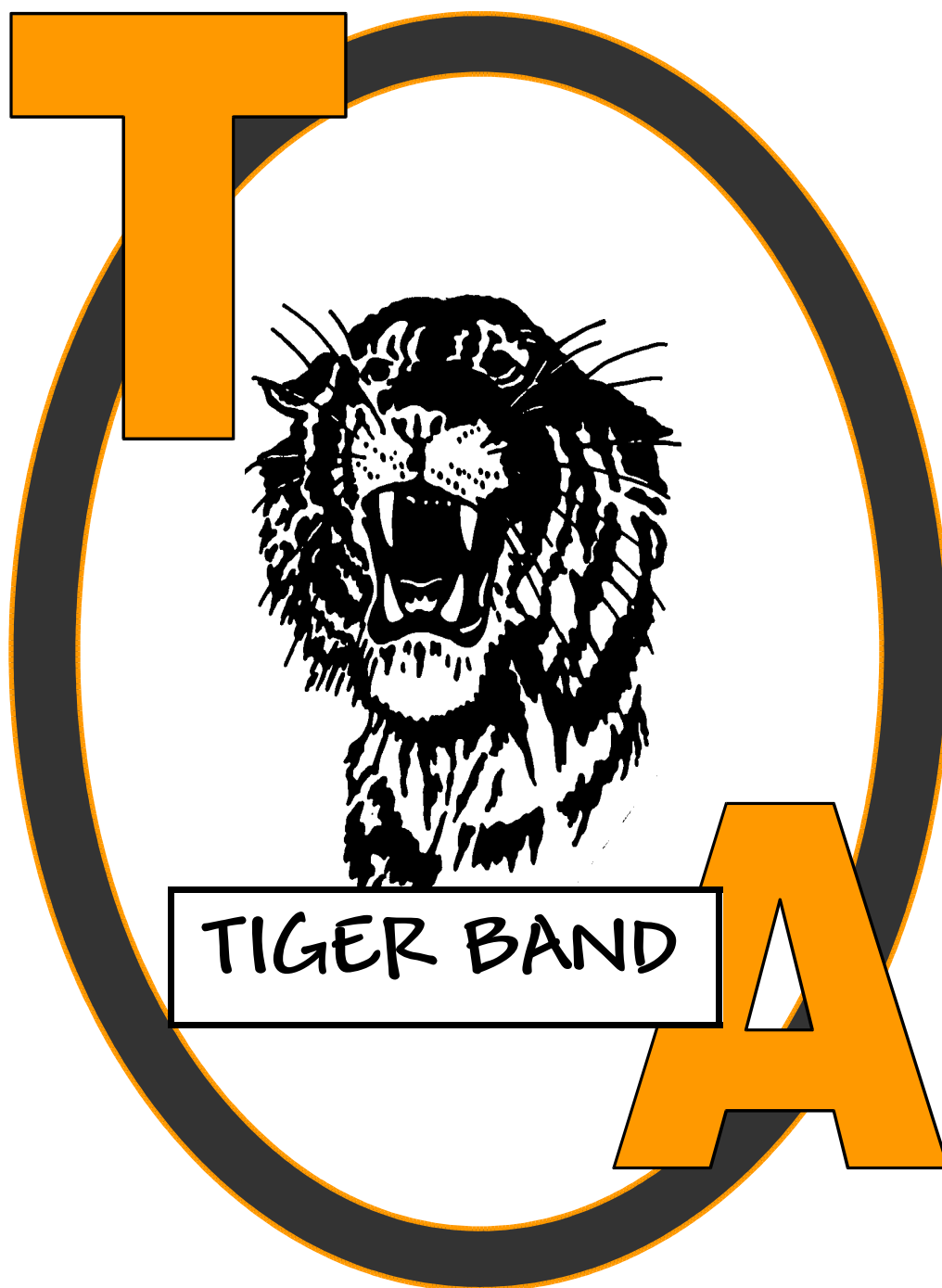


TUNKHANNOCK AREA HIGH SCHOOL
TIGER BAND HANDBOOK



Originally written in 1981
Revised in 1985, 1999, 2000, 2001
Most recent revision 2005

Tunkhannock Area High School "Tiger Band" Handbook

Introduction

The purpose of this handbook is to provide valuable information regarding the TAHS band program. To consistently maintain a standard excellence, members should become familiar with this book's contents.

Philosophy

The Tiger Band basis itself on two outstanding principles: **achieve a high standard of excellence** (individual and group) and the credo of **respect, responsibility, self-discipline, and pride**. These two philosophies help guide each member to become the best that they possibly can be.

School Policy

STUDENTS ARE UNDER SCHOOL POLICY AT ALL TIMES (DISCIPLINE, DRUGS, SMOKING, ETC...). THE BREAKING OF THE SCHOOL POLICY WILL RESULT IN ACTION BY THE SCHOOL AND POSSIBLE DISMISSAL OR SUSPENSION FROM THE BAND AND/OR SCHOOL.

Membership

Membership in the band is open to all students of the Tunkhannock Area High School grades 9-12, who have fulfilled all the membership requirements such as an audition, school enrollment (including home school), and active participation.

The official name of the organization is the Tunkhannock Area High School Tiger Band, with the word band used as a collective term to include the following:

All members of each ensemble must participate in the marching band, this is without exception.

Marching Band

Symphonic Band
Jazz Ensemble(s)
Percussion Ensemble
Other Ensembles

Color Guard
Photographers
Announcers
Managers

Staff

Band Director
Assistant Directors
Music Assistant
Color Guard Instructor(s)

Communication

Director of Information- (570) 836-8264
School Main Office (570) 836-8241
Band Office Phone (570) 836-8260
School Fax (570) 836-4719
Email: ryan.zellner@tasd.net

Mailing Address

Ryan Zellner
c/o TAHS Band
120 West Tioga Street
Tunkhannock, PA 18657

Tunkhannock Area High School "Tiger Band"
Handbook: Ensembles

Marching Band

With an annual membership of nearly 140 students, the marching band is the largest section of the instrumental music program. This group begins in the summer with a new member pre-camp and performs at school district parades. During the fall, this ensemble performs at all varsity football games, school pep rallies, special appearances, assemblies, and off campus field trips.

Rehearsals

Band camp is held one week prior to the start of fall sports camp. Rehearsals will be scheduled for the week before and after band camp. Throughout the school year, the band rehearses every day during the regular school day and after school on Tuesdays from 3:15-5:30, throughout the football season. Additional rehearsals may be scheduled depending on performance schedule.

Performances

Summer parades (Jun/July/Aug)	Wyoming County Fair (Sept.)	Marching Band Revue (Nov.)
Football games (Aug-Nov)	Veteran's Day (Nov. 11)	Memorial Day Parade (May)
	Annual Trip	Misc. events

Symphonic Band

Once football season is completed, the same instrumental personnel will form the symphonic band. At this time, the librarians will distribute the new concert music. The symphonic band rehearses during the regular school and after school rehearsals will be scheduled when the concert time nears.

Performances

Late Winter/Early Spring (Feb.) Contemporary Music Concert	Graduation (June)
Spring Concert -Small ensemble and Large Ensemble Concert (May)	Misc. events

Jazz Ensemble

The name chosen for this organization is Jazz at Six. It is comprised of members of the marching band who are chosen by the recommendation of the director. This group rehearses every day during the regular school day. Additional rehearsals will be added as needed. Membership is limited to saxophone, trumpet, trombone, rhythm, piano, and vocalist.

Performances

Various Competitions	Spring Concert (April)
Spaghetti and Jazz Dinner (April)	Other Misc. Events

Percussion Ensembles

The percussion consists of all the members of the percussion section. We concentrate on rudiments, music reading skills, and prepare pieces specific to the percussion ensemble. This ensemble rehearses every day during the regular school day.

Performances

Various Events	Spring Concert (May)
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Chair parts and placement

The director will assign parts and chair placements in all ensembles. Generally, students are placed on parts to ensure a well-balanced ensemble. Students will be tested on the parts assigned. These will be posted on a list in the front of the band room. Students may share concert folders with the same part.

Tunkhannock Area High School "Tiger Band"
Handbook: Membership

Color guard

This select group auditions in May and participates in everything that the marching band participates. The members of the guard follow the same after school rehearsal schedule as the band and may add additional rehearsals to supplement this schedule. This group is used to add visual excitement to the marching band and may include the following:

Flags	Balls	Streamers
Batons	Fire Batons	Posters

The honor guard is part of the color guard and it consists of the American Flag, the school banner, rifle, state flag, and saber.

Support Personnel

These other positions are vital to the success of the marching band and consist of the following:

Equipment Managers
Photographers
Announcers
Loading Crew

All the color guard members including support personnel and honor guard are eligible to participate in the annual band trip.

Officers

Elected positions:

President:

This function of this office is to assist the director in the smooth operation of the band. The president presides over any student officers meetings and will be the key person when it comes to public relations or interviews. This person is responsible for greeting visitor bands and for attendance at all functions.

Vice-President:

The function of this office is to assist the President and to take over in absence thereof. This person is responsible for all social events such as the Haunted House, Banquet, parties, picnics, and others.

Secretary:

The function of this office is to take minutes at all officer meetings and to write thank you notes to hosting bands and people donating financial assistance to the organization. The director must first approve an^ out going mail and all supplies will be provided.

Treasurer:

The function of this office will be to keep computer records of all financial reports and to assist in the collection of money and student accounts.

Historian:

The function of this office is to keep an updated historical record of all band activities in the annual scrapbook. This will include newspaper articles, photographs, slides, letters, programs, and student names. All material will be provided.

Tunkhannock Area High School "Tiger Band"
Handbook: Leadership Continued

Audition/Application Only:

Drum Major:

The function of this position is to assist the instructional staff in the musical and creative parts of the band's performance. They will conduct the band during all parades, football games, and other performances. They will work closely with the officers and attend all officer meetings. They will speak on behalf of the instructional staff concerning performance and musical matters.

Guard Captains:

The function of this position includes assisting the Guard Staff in the routines for the performance and being responsible for maintaining equipment inventory and room in orderly fashion.

Section Leaders:

Section leader are one of the most vital components of the band leadership. Students will be selected based on their application and past performance. All facets of prior membership will be considered including but not limited to attitude, attendance, and musical ability.

Drill Instructor (D.I.):

This person will be selected from the section leader pool and will be chosen based on the same criteria as section leader. However, this person must have exemplary marching ability.

Non-elected Positions

All of these students are considered to be full band members.

Head Librarian:

The function of this office is to keep an orderly library, which includes music files and references (written, audio, and video). The librarians are expected to file, retrieve, and handout music when necessary. The head librarian may select other librarians to assist them in their duties.

Loading Crew

These assigned positions will be responsible for the field setup prior to all home games, to unload and load the U-haul truck, and to assist in the loading of luggage on all trips.

Equipment Managers

These students are expected to attend all practices and performances to assist with the placement and repairs of all band and guard equipment.

Photographer

This student should possess some photography skills and an understanding of picture taking. They will need to attend the last week of band camp and all events. They may also be asked to videotape as deemed necessary by the director. All supplies will be provided.

Announcer

These students are the voice of the Tiger Band for all football games and the Marching Band Revue Concert. They must attend the 2nd week of band camp, all band practices, and football games.

Committee Director

This chairperson will be responsible for overseeing all committees including but not limited to fundraising, recruitment, and public relations.

Tunkhannock Area High School "Tiger Band"

Handbook: Attendance

The band and band staff works continuously to make our schedule efficient and available as early as possible. Not everything can possibly be accounted for, so you must do your absolute best not to create conflicts and be accommodating to the schedule.

- All Band, Color guard, and Dance Team members are required to attend all practices and performances including parades.
- If the student of going to miss a practice or performance a written excuse from the parent and signed by the parent must be received.
- Four or more performances are missed the student is no longer eligible for the band trip.
- If more than 8 events (practices and performances) are missed, dismissal from the band will occur.

Grading

The following events are graded:

Classroom Rehearsal	Tests/Quizzes	Marching Band Revue Concert
Spring Concerts	Memorial Day Parade	Graduation

If the student misses a graded event, other work must be done in place of that grade.

Absence from a concert/parade-3 page typed paper

Double spaced

12-point font

On any musical subject

Due ten (10) calendars from the event

If no paper or a paper not meeting the requirements is handed in, the student will receive a zero (0) for that event which may result in failure of the course.

During the course of the school year, the testing will be broken up as follows:

1st quarter - Playing test (Marching band music and scales)

2nd quarter - Written test (Study sheets will be handed out two weeks in advance)

3rd quarter - Playing test (Concert band music and scales)

4th quarter - Written test (Study sheets will be handed out two weeks in advance)

Percentages:

1st quarter - (20% playing test & 30% participation and cooperation) = (50%)

2nd quarter - (1st quarter & 20% written test & 30% MBR) = (100%)

3rd quarter - (2nd quarter & 20% playing test) = (120%)

4th Quarter - (3rd Quarter & 20% written test & 20% each SC. MD. and Grad.) = (200%)

Final Exam – (40% Memorial Day & 40% Graduation & 20% Quality of Participation)

Sectionals:

Group Sectionals will be scheduled throughout the school year upon the director's discretion and will be scheduled on a pull out basis. This process offers a time not only where we can gather everyone that is participating in the section from the different ensembles, but also allows the educational process to focus on a specific facet of development. This is per the course handbook and course curriculum.

Tunkhannock Area High School "Tiger Band"
Handbook: Responsibilities

Performance

1. If the student is going to miss a performance, a signed note from the parent must be handed in to the band director prior to the performance. If that is not possible, the note must be handed in immediately after the event.
2. The student must have their instrument, music, uniform, and equipment in clean working order for each performance.
3. Gum chewing and eating will not be tolerated during the performance.
4. There will be no food or drink, except water, in the stands during the football game.

Rehearsal

1. If the student is going to miss a rehearsal, notification (a signed note from the parent) must be given to the band director as soon as possible.
2. There will be no gum chewing or eating during rehearsals.
3. During school rehearsals, students will be informed of that day's activities by the wipe board in the foyer area and weekly activities will be maintained on the black board.
4. The student must have their music, instrument, pencil, and equipment.

Student

1. Maintain instrument, uniform, music, and equipment in clean orderly fashion.
2. Be on time (drum major, officers, section leaders and guard captains as least 15 minutes early).
3. Be respectful, responsible, and self-disciplined.

Uniforms

Responsibilities-Condition-Care

1. Care of the uniform is the responsibility of each student.
2. All uniforms must be pressed and wrinkle free for each performance.
3. Shoes must be kept clean and neat.
4. Any missing parts must be reported to the band director immediately. The student will then be held responsible for replacement costs.
5. Uniforms and hats will be sent out for dry cleaning twice a year.

Respect

1. The uniform must be worn in its entirety through all performances
2. The gray "Tiger Band" shirt must be worn at all times underneath the uniform.

Replacement costs:

Band:		Guard:	
Jacket	\$250.00	Jacket	\$250.00
Pants	\$105.00	Pants	\$105.00
Hat	\$ 45.00	Ruffle	\$ 15.00
Total	\$400.00	Total	\$370.00

Equipment

Responsibility-Condition & Care

1. All instruments, music, and equipment must be kept in good working condition and in the proper place.
2. Students are responsible for their own instrument repair. The instrument may be sent out through the band director and then the repair person will call you with an estimate. The instrument will not be returned until the payment is received. If possible, the repair may be done by the band director free of charge.
3. All school instruments must be signed out on the wipe board in the director's office with his approval. If any damage occurs to this equipment, the student is held solely responsible.

Tunkhannock Area High School "Tiger Band" Handbook

Rooms

Practice

The use of the practice rooms is limited to the discretion of the band director. The rooms must be maintained in a neat and orderly fashion. The guard and library rooms are limited to the guard members and librarians respectively.

Practice Room Responsibilities

1. No food or drink
2. No more than 4 people at one time
3. Respect, responsibility, self-discipline

Band Library

The band library serves as both an instrumental music library and a resource room. The library consists of several thousand musical arrangements for all instruments, a repair facility, instruments, awards, several hundred music references, and other storage. The library is not, to be entered unless permission is granted by the director.

Instrument Loans

The school will provide the following instruments for band members, if they do not own their own instrument. The students may sign out the instrument on the wipe board in the director's office, with the director's approval. These instruments must be kept in good condition. The student will be responsible for any damages.

The following instruments are available:

Marching and Concert Drums	Drum Set	Various flutes
Xylophone and Chimes	Herald Trumpet	Various saxophones
Marching Bells	Pocket trumpet	French and Marching Horns
Various clarinets	Flugel horn	Baritone Horn
Tuba and Sousaphone		

Football games

1. The band will gather in the high school band room at the designated time. At the drum major's request, the band will line up in the parking lot and prepare to march to the stadium.
2. The staff will inspect the band for any uniform problems.
3. The band will then proceed with single taps until the stadium is entered, then proceed with cadence.
4. Upon entering the stadium the band will march on the track and place any items not used in the show in the infield area.
5. The band then marches to their field entrance formation.
6. Upon the signal from the director the drum majors will then bring the band on to the field.
7. Following the performance the band will either parade off the field or form a tunnel for the team's entrance
- 8. ALL SCHOOL RULES AND POLICIES APPLY AT ALL TIMES**

Stadium Seating

1. Each student is required to go to and stay in his or her assigned seats.
2. Once in the seating area the band is required to remain standing with their hats on while the drum majors finish the seating. The drum majors will then signal the band to remove their hats and sit.
3. Hats will be placed to your right side with the brim down on the bleachers.
4. Food or drink, except water, is not permitted in the stand at any time.
5. The band will perform as a group, no individual playing unless sanctioned by the director.
6. Students will be permitted to use the rest room facilities whenever necessary. However, you must go in two's.
7. A small group of students will be selected by the Band President and Director to greet the visiting band.
8. Non-band members are not permitted in the band area at any time.
9. Band members will be given the third quarter as a break, however they must be back in their seats with two minutes to go on the game clock. This break is at the discretion of the director.

Tunkhannock Area High School "Tiger Band"
Handbook: Performances

Half Time and Post Game

1. Band members will file out in an orderly fashion and will be excused according to field position.
2. The band will enter the field at the drum majors signal.
3. Following the performance, the band will then parade back to the seating area.
4. During the full band post game show, the band will line up on the infield to prepare for the show.
5. Once the performance is completed, the band will march in formation back to the high school parking lot where announcements will be made and then final dismissal.
6. During the percussion section post game show, the remaining band members will then march back in formation to the high school parking lot.
7. After the game, instruments must be put away properly and uniforms taken home.
8. Your ride should be waiting for you following the performance. If your ride is going to be late, other arrangements must be made.

Transportation and Pickup

1. All students will travel, with the band, to and from all band events unless written permission by the parent is received prior to the event. This note from the parent releases the school from all liability.
2. If any student secures permission to drive to an event, they are not to transport other students unless notes are received from each of their parents.

Rain Performances

There will be times that the band will perform in the rain or even the snow. In this situation, bring the formal uniform and wear blue jeans. If the rain is slight, we will pass out the rain gear to keep the uniforms dry. If it is raining too hard to perform, the band will take cover in the buses or school until the rain stops 01 lessens.

At all times, the **SHOW MUST GO ON**

Band Trip

Trip Eligibility

It is understood that there are certain conditions of eligibility to participate in band trips.

1. Band trips are open to all band members.
2. Band trips are not mandatory.
3. Students must be passing all courses.
4. Students with undesirable discipline or attendance records may be denied participation on the trip.
5. Students need to make a valuable contribution to the performance.
6. All students must have earned at least 5 credits toward the annual spaghetti dinner.
7. **ALL SCHOOL RULES AND POLICIES APPLY AT ALL TIMES**

Luggage Sizes

Due to the large amount of passengers and limited space because of luggage, instruments, and other performance equipment, trip goers are asked to keep luggage to the following sizes:

1. Uniforms- Students must fold their uniforms neatly in their suitcase. Uniforms will be checked prior to departure.
2. 1 Suitcase per person- No larger than 62 inches total (length+width+height)
3. 1 Carry On per person- No larger than 45 inches total

Performance Guidelines

1. Students must know their music and routine.
2. The complete uniform must be worn during the entire performance.
3. Instruments and Equipment are the sole responsibility of the students.

Tunkhannock Area High School "Tiger Band"
Handbook: Band Trip

Hotel Regulations

Due to the large number in our band, certain requirements are to be met by our group to avoid any inconvenience to the other guests in the hotel, as well as for the safety and security of our own group.

1. A curfew will be set each night in the hotel by the manager and the director.
2. Students will not be permitted out of their room after curfew.
3. The pool is open to hotel guests, however, there must be a lifeguard and a chaperone on duty at all times.
4. The volume level must be kept low at all times.
5. Shirt, shoes, and etc... must be worn outside the room.
6. A pre-inspection of the room should be done upon entering. If anything is broken or missing, the front desk must be notified at once.
7. Students will be responsible for the payment of damaged or EXTRA WORK that the cleaning staff must do.
8. All phone calls must be paid for at the front desk.
9. Respect, Responsibility and Self-discipline.

General Trip Information

1. Students are subject to the authority of the chaperones and directors at all times.
2. Students may not change rooms and or buses at any time.
- 3.- It is suggested that you travel in groups of three or more.
4. Students are to participate in all planned events.
5. Students may not leave the scheduled event unless advanced written permission is given by the parents.
6. All school policies are in effect.
7. All medical *forms* must be turned in and any medical problems will be addressed by the nurses on the **trip**. All medications must be in possession of the nurse and will be dispersed as needed.
8. Respect, Responsibility, and Self Discipline.

Travel Attire

When you travel with the band on an overnight trip, there are times when you will be asked to dress in a semi formal manner. This means no jeans. T-shirts, sneakers, etc...

Band Awards

All band members at one time or another will receive a class award. However, the special awards are limited to the distinctions for which they are given.

Class awards

Freshman- Pins
Sophomore- TA letters
Junior - Key chains
Senior - Wooden plaques
Director Award
Color Guard Awards

Special Awards

Officer Pins
Leadership Pins
Orchestra/Jazz Pins
Misc. medals and pins

Student Voted Awards

These awards are voted on by the students and given to the winner at the night of the Spring Concert.

John Philip Sousa Award (most valuable senior)
Most Valuable Junior Award
Louis Armstrong Jazz Award (jazz band only)

**Tunkhannock Area High School "Tiger Band"
Handbook**

Band and Pre-Camp

Pre-Camp

There will be three pre-camp rehearsals for all new members (freshmen) and all percussion in June of each year to prepare for the summer parades. These dates will be announced several weeks prior to the end of the previous school year.

Band Camp

Band camp will be held the 1 week prior to the start of fall sports camp. This will be the time when the band learns the show, music, and routines for the football season. There will be rehearsals before and after the week of band camp. The hours are as follows:

9 am. - 12 noon	Rehearsal
12noon- 12:55 pm.	Lunch (on your own)
1 pm. - 3 pm.	Rehearsal

Students are reminded of the following for band camp:

Music	Sunscreen
Instrument	Good and appropriate shoes
Pencil	Hats and sunglasses
Containers of water/cups	Change of clothes

Honors Band

Students are encouraged to participate in the variety of honors band and festivals.

Marywood Honors Band(9th grade only)	District 9 Band (10-12)	Regional IV Band (10-12)
Susquehanna University Honors Band(10-12)	AH State Band (10-12)	All Eastern Band (10-12)

Membership in these is based on the following criteria:

- Participation in the high school band
- Attendance at all band practices and performances
- November audition with district directors

Date: _____

I have read and understood the contents of the Tunkhannock Area High School Tiger Band Handbook. I also understand that at all times school rules and policies apply.

(student's signature)

(parent's signatire)

Student's Name: _____

Instrument: _____

Please return to:
Tiger Band
Mr. Zellner
120 West Tioga Street
Tunkhannock, PA 18657
(570) 836-8260

TAHS "Tiger" Band Information Form

Student Name: _____

Primary Contact Information

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Secondary Contact Information

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Relationship: _____

Comments: _____

Tiger Band Contact Information

<i>School District</i>		<i>High School Address</i>	<i>Internet</i>	
School District	836-3111	120 West Tioga Street	School Website	www.tasd.net
Band Office	836-8260	Tunkhannock, PA 18657	Band Website	www.tasdmusic.org
		c/o Tiger Band	Email	ryan.zellner@tasd.net

BAND STORAGE ROOM GUIDELINES

Solely for the convenience of High School Band members, the high school provides an unsecured storage room for students to leave all band related instruments overnight. Although it is strongly suggested that students not leave their instruments or related personal property in the Band Room or the storage room, any time any student chooses to do so he or she agrees to and shall comply with the following conditions:

1. The undersigned agree and acknowledge that neither the Band Room nor the storage room are secured areas and that they can be accessed by other individuals besides the Band Director.
2. Locks will be provided but only upon the specific request of a student.
3. It is not a course requirement that a band member/student's instrument be kept at school overnight.
4. The facility provided is used for your convenience only.
5. It is strongly suggested that any instrument(s) that you own should be added to your home owner's insurance policy (at a nominal cost) as a separate rider to your insurance policy.
6. Instruments are placed in the storage room solely at your risk. Neither the High School nor the School District shall be responsible for any instrument or related personal property that is lost, misplaced, or stolen, regardless of the circumstances.

The Undersigned each acknowledge that we have read and agree with the foregoing.

(student signature)

(date)

(parent signature)

(date)