



**LINCOLN HIGH SCHOOL
TROJAN BAND
MEMBERSHIP HANDBOOK
2023-2024**

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Preface

This handbook was written in order to provide students and parents with information concerning various activities, policies, and phases of the band program at Lincoln High School, it is impossible for this handbook to cover all answers to all questions that may arise. **All students and parents will need to read this handbook carefully, complete and sign the acknowledgement form at the end, and return it to the Band Director.**

School rules and policies are in effect at all times when a student is directly or indirectly involved in any activity sponsored by or in the name of Lincoln High School. School policy shall have priority over music program policy in the event of any conflict. The Band Director shall have the authority to suspend or amend any Lincoln Trojan Band Program Policy at any time in the best interest of the overall program.

Lincoln Trojan Band Philosophy

Here at the Lincoln Trojan Band program, I strive to create two things out of every student; well-adjusted members of society and educated consumers of music. To simplify, that means all students will become two things once they leave after four years: great people and great musicians. These goals are attainable by every student and are intertwined so that the student can accomplish one goal by working on the other.

As a music educator, I wholeheartedly believe that my job is not to produce only music majors, just as the job of the football program is not to produce only NCAA-bound athletes. Rather, our goal as educators is to produce well-functioning adults and members of society, so that they may be equipped to handle whatever profession to which they decide to devote their lives after high school. Through Band, and through the first two points in the first paragraph, your child will see large amounts of growth and progress towards this ultimate goal. Below will further outline concepts that will aid your child into arriving at said goal.

In the Lincoln Trojan Band, we want our students to learn the value of respect. This includes the small picture of “yes, sir” and “yes, ma’am” when speaking to teachers and volunteers, and the big picture of how you treat everything around you, like our band equipment. We want our students to learn the value of hard work and improving on an instrument certainly teaches that. We want our students to learn the value of critical thinking and creativity, much like how creativity is required to improvise a great jazz solo. We want our students to understand the value of “transfer”: how any discipline can relate to another, just like how exercising your trombone embouchure is like exercising in the gym. We want our students to learn the value of our collective heritage and learning great music of the past can teach us a lot about history.

Finally, we want our students to learn the value of music and the arts. Even though not all students will go on to pursue music after high school, it is crucial that everyone grows a respect, appreciation, and love for music and arts for the rest of their lives. This is why one goal is to create educated consumers of music, and not “the best players possible.” Training students to be educated consumers of music leads to producing the best players, not the opposite way around.

Welcome to the Lincoln Trojan Band Family!

Sincerely,
Hannah Haugen
Director of Bands

Band Program Rules

1. **Respect:** At Lincoln, we want to cultivate an environment of respect in all aspects. This includes everything from “Yes, sir” and “Yes, ma’am” to showing respect for your surroundings. This encompasses kindness to peers and adults, and care for facilities and equipment. In the Lincoln Trojan Band, we adhere to the three core pillars of respect:

**** Respect for Your Environment / Respect for Your Peers / Respect for Yourself ****

These three rules are simply the overarching rules of the Band Program. You will find many more specific rules throughout the handbook.

2. **Attendance/Participation:** All things worthwhile require a high level of commitment. One student’s absence directly impacts the entirety of the ensemble’s ability to perform. Furthermore, core musical concepts such as intonation, balance, and blend cannot be made up by any outside make-up work, as music is performed in real time. A band, simply put, cannot function with poor attendance. Because the Leon County School District and the State of Florida deem Band as a co-curricular activity, after school practices can be used as part of each student’s in-class grade. Band, much like athletics, requires after school commitment. (See Grading Policy)
3. **Tolerance:** Much like any other part of life, it is probable that at some point here at Lincoln you will meet someone that you don’t get along with. Even though you don’t have to agree with everyone you meet, a sense of tolerance and kindness will go a long way. The same goes for the music we play. Not every piece of music will be your “favorite”, but an open mind might just reveal that you like some music more than you thought you would.

“THE PRIDE OF THE BIG BEND”

PROFESSIONALISM

The appearance of our Band is just as important as the sound. Acting as a professional in one’s individual conduct and respect towards others creates positive representation of our Band and our school.

RESPONSIBILITY

Individual responsibility creates a strong collective. Being on time for events, knowing one’s music and drill, and maintaining a clean work environment are all elements of individual responsibility.

INTEGRITY

Teamwork is only possible when everyone believes they are a part of the team. Being a person of integrity, honor, and principle is how one earns the mutual respect of his/her colleagues.

DISCIPLINE

Imposing maturity and self-control upon oneself are the only means by which we can effectively produce the best possible musical product. Showing discipline must be more than just good behavior.

ENTHUSIASM

Attitude will always affect the outcome of any situation. Approaching our work with enthusiasm and optimism creates an environment that will stimulate success without strife.

We earn the right to demonstrate PRIDE in our program by demonstrating Professionalism, Responsibility, Integrity, Discipline, and Enthusiasm **every single day**. These are the individual characteristics that the truly outstanding and the truly successful have mastered, so that they are instinctive instead of demanded. Achieving PRIDE is a necessary part of achieving EXCELLENCE.

HOW TO EXHIBIT “PRIDE”

- Be the first, never the last, to rehearsals.
- Always have the needed and required rehearsal equipment.
- Wear appropriate rehearsal attire – proper shoes, shorts, etc.
- Demonstrate desire, spirit and enthusiasm for learning, working, and contributing.
- Be one of those students who is always there and can always be counted on.
- Prepare and master your part of the performance in advance of rehearsal. Ask for help if necessary...we want you to succeed!
- Believe that “Only Your Best is Good Enough.”
- Refrain from making comments or carrying on a conversation during rehearsal.
- Maintain eye contact with Instructor or Officer in Charge.
- Use “High Intensity Listening.”
- Stop immediately when cut-off is given, or move is completed.
- Exhibit enthusiasm for practice and understand the need for repetition.
- Exhibit enthusiasm for practice and understand the need for repetition.
- If you experience failure, analyze it and make a plan to improve or succeed the next time.
- Turn work into play! Enjoy rehearsing whether it is hot, cold, or rainy.
- Try to learn something new every day.
- Remember: “The Band will only be as good as my attitude and contribution.”
- Be humble in your success. Demonstrate class in all situations.
- Prepare for the next rehearsal.
- Always try to give 100%. Don’t waste time and energy by being the cause of, or contributing to, unproductive rehearsals.

ENSEMBLES & COURSE POLICIES

Students must maintain a 2.0 cumulative GPA to fully participate in all band activities. All ensembles and courses are full year commitments unless otherwise noted.

LINCOLN TROJAN MARCHING BAND: The overarching band ensemble of Lincoln High School. The Trojan Marching Band operates primarily during the fall and is comprised of The Symphonic Band, Concert Band, Percussion, and Color Guard. Basics of marching and playing in an outdoor ensemble setting are stressed. Performances include football games, performance assessments, festivals, and parades. This band rehearses after school. Instrumentalists must be in one of the concert bands; only the Director of Bands may approve exceptions to this rule. Once a student has been assigned a position in the show, membership may not be terminated until the conclusion of the Marching Season.

SYMPHONIC BAND: Designed for the more advanced musicians with emphasis placed on the musicianship skills required for performance of sophisticated literature. Members are expected to participate in Solo and Ensemble Music Performance Assessments, and audition for All District Band. Auditioning for the All State Band is strongly encouraged. Performances include concerts, performance assessments, festivals, and music conferences. After school rehearsal time is required during concert season. Membership is based on audition and Director recommendation. Members must also participate in Marching Band. Private lessons strongly recommended and expected of experienced players.

CONCERT BAND: Designed to develop basic fundamentals, instrumental technique, and musicianship skills. Performances include concerts, performance assessments, and festivals. Members are encouraged to audition for All District and All State Band. After school time is required during concert season. Placement within the ensemble is based on audition and Director recommendation. Members must also participate in Marching Band. Private lessons are strongly recommended.

JAZZ BAND: A secondary ensemble designed for musicians interested in learning elements of jazz music. Emphasis is placed on development of swing, blues, pop, rock, and Latin styles of repertoire and performance. Performances include concerts, performance assessments, and jazz festivals. Instrumentalists must be in one of the concert bands unless they play a non-concert instrument.

PERCUSSION: This is a full year class that is required for all percussionists in the Band Program. Members must also participate in Marching Band. The emphasis of this class will shift as the course of the year progresses, but the focus will always be on fundamentals and musicianship. Throughout the year, all students will get to perform in small ensembles and percussion choirs. All students in the class will be expected to participate in Solo and Ensemble. Because of the number of percussionists in the Band Program compared to the need of percussion parts in concert bands, not everyone will always play as part of Symphonic Band or Concert Band. These students will be placed by the Band Director.

Color Guard: This is a full year class that is required for all color guard students. Members must participate in marching band. The emphasis of this class will focus on dance basics, and will include fundamentals and technique on flag, rifle and saber (for some). This is an audition-based group and students are expected to participate in Solo and Ensemble.

AP MUSIC THEORY: Open to students interested in furthering their understanding of music composition. Students will learn elements of music theory including intervals, major and minor scale construction, harmony, transposition, voicing, arranging, ear training, etc. Students are required to take the AP exam in May. Mr. Leaman teaches this course, but it is certainly open to band students.

Grading Policies

All of the band classes in the Lincoln High School Band Program are performing ensembles. Therefore, the majority of grades for each student will be based on attendance and participation. If the student shows up with a good attitude, willingness to work, and the proper materials, then the student will be on the right path for a high grade.

Band is a performance class, therefore all after school/outside of school rehearsals and performances are required. This includes football games, concerts, performance assessments, and more. Concerts are equivalent to a test, and the success of the group depends on the contribution of every member of the band.

The Leon County School District deems Band as a co-curricular activity. Therefore, after school practices can and will be used as part of each student's in class grade. The following applies to all ensembles in the Band Program, except Color Guard (which is currently not a class).

Tardy: If a student is tardy for an after school rehearsal/performance, the first time will be a warning. All following instances of tardiness will result in half credit for that rehearsal.

Unexcused absence for Rehearsal: If a student misses any rehearsal without being excused, a zero will be received for that grade.

Unexcused Absence for a Performance: If a student misses any performance without being excused (concert, football game, competition), a zero will be received for that grade and the student may be subject to removal from the band program.

Grading Breakdown

Band grades are based on written and playing tests, homework assignments, class participation, and attendance at all rehearsals and performances. The guide below represents what the typical expectations will be during each nine-week grading period. All students must maintain a 2.0 overall grade point average and be in good standing with all band and school related policies to be eligible to participate in any outside activity. Your grade is earned, not given. Students will have multiple assignments in the following weighted categories:

- **30% Daily Task Completion** – Attitude and work ethic demonstrated in class and after school rehearsals leading to an improvement of skills and knowledge.
- **30% Pass Off** – Demonstration of required proficiencies. May include fundamentals, performance material, class demonstrations, or assigned written work.
- **30% Performance** – Positive attitude and work ethic when demonstrating skills at live performances.
- **10% Projects** – Assigned projects usually involve research and observation of live performance. Written reflections, evaluations, and descriptions will demonstrate learning that takes place.

Grading Policies (cont.)

It is against the law to give a student a grade for a performance or work that is unexcused. Students will be given an opportunity to make up excused work, but not unexcused work. It is the student's responsibility, not the Band Director's, to ask for make-up work on the first day back to class. Please schedule work and other events ahead of time to avoid conflicts.

The following is a breakdown of point deductions for each infraction:

Unexcused Absence from Practice	0 Credit Given
Unexcused Absence from Performance	0 Credit Given, May be Removed from Program
Tardy to Practice	½ Credit Given
Tardy to Performance	½ Credit Given
Unprepared for Rehearsal (missing instrument, music, etc.).....	20 points per item.

** There is no penalty for an excused absence or an excused tardy. **

Ms. Haugen understands that sometimes mistakes happen. So, if any of the above grade penalties are given to a student, they will have the opportunity to earn the points back, before the end of the current nine weeks. *

- Counting and playing all rhythms from a provided musicianship test sheet.
- Attending a Lincoln High School Chorus, Guitar or Orchestra Concert, having your program signed by Mr. Leaman, Mr. Robles, or Dr. Knotts, and then handwriting a 500 word paper on the performance to be turned in to Ms. Haugen. (A typed paper will not be accepted.)

*** If a student misses a performance and the absence is unexcused, there will be no option for make-up work. It is impossible to create work for the student that would be at a comparable level to that of a performance.**

WORK WILL NEVER BE AN EXCUSED ABSENCE!

Two disclaimers:

1. Ms. Haugen respects and appreciates students who work a part-time job in addition to being and school and being in the band. That being said, work schedules can be arranged ahead of time with your employer. It has been proven many times, so no excuses.
2. The Band Director supports the parents who feel that, in order to "help" their students to do better in their schoolwork or to punish the students for misconduct at home, they should not be allowed to come to music rehearsals/performances. However, if parents choose to utilize this form of discipline, they must understand that **absences of this nature are excused** and will receive the appropriate weight when determining a student's band grade and participation in future performances and events.

Attendance Policies

The Leon County School Board recognizes high school band as a co-curricular activity. This means that a student's grade can legitimately be held accountable for events that take place outside the normal school day. Therefore, attendance at all after-school rehearsals and performances is considered mandatory. Just as athletic teams cannot practice or compete with a missing player on the field, likewise the band cannot effectively rehearse or perform with a missing player on the field or in the ensemble. Every band member carries equal importance to the integrity of the band, regardless of instrument, grade level, or ability.

In order to accurately assess the active participation of all its members, the Lincoln Trojan Band must employ strict attendance policies for these reasons:

- Participation in daily band rehearsal is the equivalent of classwork in other classes.
- Practicing outside of class is the equivalent of homework in other classes.
- Weekly performances are the equivalent of tests in other classes.
- Major performance assessments or festivals are the equivalent of exams in other classes.

Excused Absences

Illness and other conflicts may make it necessary to miss an event on some occasions. A parent must notify the director in *in writing as far in advance as possible* if a student must miss a rehearsal or performance. Emergency requests, such as sudden illness or other unexpected events, can be made by emailing Ms. Haugen (haughenh@leonschools.net) *prior* to the rehearsal or performance, and following up with verification in writing afterwards. For non-emergencies, all requests should be submitted by turning in an excused absence request form (see below) within **two weeks prior to the conflict**. **Prior notice is essential whenever possible! A lack of notice will result in the conflict automatically being deemed unexcused.**

Excused absence request forms are available in the band room and on the band website. See Ms. Haugen if you do not know where they are. These forms must be filled out completely, signed by a parent or guardian, and presented to Ms. Haugen for approval or denial. Please note that denied excuses for absences carry the same penalty as unexcused absences. All absences, regardless of reason, are subject to Ms. Haugen's approval in order to avoid consequences to a student's grade.

Additional Notes:

- Excused absences from performances will require a make-up assignment that will mandate a similar degree of time and energy that would have been spent on the performance.
- If a student is sick and stays home from a rehearsal or performance, prior notice and a doctor's note are required to ensure that the absence is excused. The note may be turned in upon the student's return.
- Excused absences from marching band rehearsal on the day before a performance may prevent a student from being able to perform regardless of the reason for absence, due to the fact that often times rehearsals immediately prior are critical to successful performance. *This is for the student's safety as much as it is for the integrity of the performance!*
- Except in extenuating circumstances involving long-term illness, no student will be granted more than three excused absences per nine weeks from extra-curricular rehearsals and performances. Any additional absences will be unexcused.
- **A student's work schedule will NEVER be an excuse for an absence!**

Unexcused Absences

Unexcused absences from after-school rehearsals or sectionals will be assessed to the student's class grade. Unexcused absences from performances will result in the student receiving a zero for that grade. In most cases, this will end up lowering the student's letter grade by one full letter for the nine weeks. Do not take these consequences lightly! Also, students who have an unexcused absence from class on the day of a playing evaluation will not be permitted to make up the evaluation until the absence comes back as excused. Remember: work is never an excuse! Work schedules can be arranged ahead of time with your employer – it has been proven many times, so no excuses.

A second unexcused absence within a grading period may result in the student losing his/her position in the marching show or dropping a chair in a concert ensemble. A third unapproved absence may result in dismissal from the performing organization.

Tardiness

It is the **student's responsibility** to plan to always arrive **fifteen minutes prior** to every announced report time for band events. A student's rehearsal or performance grade will always be penalized for tardiness. Being tardy by fifteen minutes or more past spot time to a rehearsal or performance may carry the same weight as an unexcused absence (see above).

Remember: "FIVE MINUTES EARLY IS TEN MINUTES LATE!"

MUSICIANSHIP

The Band curriculum at Lincoln High School is designed to maximize student exposure to opportunities for personal music growth. It is the band director's job to do everything possible to facilitate, support, and encourage ongoing development as musicians. While every effort will be made to give students individual attention in this regard, nothing can replace the growth students experience with focused practice outside of school and private instruction.

Home practice plays an important part in the musical growth of any musician. Furthermore, educational research has proven that a student's ability to perform on a musical instrument will improve at a rate directly proportional to the quantity of time and effort expended in practice. We therefore seek parental help in encouraging home practice and making a special effort to be aware of his or her practice habits. Your awareness will enable you to offer praise when praise is due.

Private Instruction

Private instruction is very important for all young musicians. Band class will never provide enough of the one-to-one specific instruction needed for advanced musical growth. The director will be available as much as possible for assistance after school but cannot offer private instruction to all band students on a consistent basis. Ideally, we would like everyone in the program to study privately. Tallahassee is an excellent place to find private lessons teachers! Please see Ms. Haugen for suggestions. There are certainly enough people – especially those at Florida State University – to where every Lincoln Trojan Band Student, hypothetically, could and should be taking private lessons.

Auditions & Re-Seating

Symphonic Band: Students that are placed into Symphonic Band will have two major auditions: one at the end of the school year, and one at the “halfway” point of the school year (December/January). Symphonic Band students will also have re-seating auditions as needed. These re-seating auditions will be based on the music for each concert. They will be completion grades. They will also not remove a student from an ensemble.

Concert Band: Students that are placed in Concert Band will have two major auditions: one at the end of the school year, and one at the “halfway” point of the school year (December/January). Concert Band students will also have chair placement auditions at the beginning of the school year. The audition will be music of each student’s choice, lasting no more than one minute.

Jazz Band: Students interested in performing in Jazz Band must audition at the end of the school year. Part assignments will be given then, but throughout the course of the school year, the director has the right to rotate students and parts if they choose.

Percussion: Students interested in Percussion will complete an audition at the end of each school year for their placement in Marching Band. The Band Director will select students to be in the Symphonic and Concert Band. Because of the number of percussionists in the band program compared to the need of percussion parts in Symphonic and Concert Band, only select students will play as part of Symphonic and Concert Band. This means that not every percussionist will play in those bands. Every percussion student, however, is a member of the percussion class and percussion ensembles.

There will be no “chair challenges” outside of any specified auditions above.

REHEARSAL & PERFORMANCE PROCEDURES

Full Ensemble Rehearsals

1. Band Members must have all required materials present for all rehearsals. (See Instruments & Uniforms).
2. A student is considered tardy if not in place by the time attention is called (marching band), or two minutes after the bell (class rehearsal). We always follow the band room clock! See Grading Policies for penalties of being tardy.
3. When the Band Director, staff member, guest, or specified leadership member is leading a rehearsal, all other activity must cease. Your full attention must be given to that person, and there should be no talking or distraction during rehearsal. Points may be deducted from rehearsal grades for inattentiveness, disruption, or misbehavior.
4. Do not leave your seat unless given permission to do so.
5. Eating, drinking (except water), or chewing gum is strictly prohibited in all rehearsals. These are also prohibited in the band room at all times anyway.
6. Cell phones are to be out of sight and placed on silent during rehearsals. The only exception to this is if the director gives you permission to use them. For example, there are many tuner apps or metronome apps that can have great benefit in rehearsal.

Sectionals

Due to the complex nature of a quality band program, rehearsals outside of class time are necessary. Generally, such rehearsals will be scheduled well in advance so that all conflicts can be avoided. All sectionals are mandatory, and band attendance and grading policies are applicable.

Marching Band

All sections rehearse when needed according to posted announcements by section leaders.

These sectionals must be scheduled at least a week in advance.

All music listed by the section leader should be prepared for the sectional.

All players will pass off their music for the section leader before the designated performance.

Attendance and results of music passed off will be reported to the secretary by the section leader.

Concert Band

Sectionals may be called by student leadership in the symphonic/concert band setting.

Extra mandatory rehearsals may be called with two weeks' notice.

Football Games

- The band will be called to attention on the band practice field at reporting time. Be wearing appropriate attire which usually includes band t-shirt, black shorts, black socks, black marching shoes, and gloves.
- Inspection takes place in the band room before departure. Section leaders are to check their section's uniforms, instruments, and equipment.
- **Wear the uniform in its entirety.** This includes properly fitted bibbers and marching jacket.
- Remain seated in appropriate column during the game. Stand when directed by the Drum Major or Band Director. **Everyone must stand when the band stands.**
- Students may use the restroom with the Band Director's permission and only if accompanied by a parent chaperone.
- Absolutely no individual playing on any instrument will be allowed.
- Every football game is a performance: in the stands, on the field, and everywhere in between. Watch the Band Director and Drum Major at all times when they are standing in front of the band. Listen for directions, get music out quickly and be ready to play.
- Students may have refreshments before and after the game. No food or drinks in the stands, except water. Chewing gum is NEVER permitted at all during football games.
- NO ONE but uniformed band personnel and band chaperones are allowed in the band section. Visitors are allowed in the band section only with the Band Director's approval. This is for the safety of our students and also the safety of our equipment.
- At halftime, kneel down or sit and watch quietly as the other band performs.
- No one is dismissed early. Your grade is held accountable for participation in the entire game!
- After the game, pass trash to the end of the row and check to see if you have all of your belongings: instrument, music, lyre, gloves, hat, etc. Remember to have Respect for Your Environment.
- Be courteous to visiting bands, officers, directors, fans, and anyone else with whom you come in contact. While at games, we are constantly in public view and your conduct must reflect the highest standards. **Everything you do is a direct reflection on the Lincoln Trojan band. In this setting, you are not acting as an individual. You are part of the whole and cannot be separated from it when you are in uniform. Don't let carelessness, restlessness, or irresponsibility ruin things for everyone else!**

Travel & Off-Site Performance

1. Mode of transportation will be provided or approved by the school. Students traveling with the band must travel with the group in the vehicle provided. Emergency exceptions must be approved by the Band Director.
2. Students will ride both ways on a trip on their assigned bus. These assignments are made ahead of time to avoid confusion.
3. The school has a policy that no student may return by any other mode of transportation other than the band bus, except by the following:
 1. When written permission is submitted BEFORE departure from school.
 2. The PARENT/GUARDIAN takes custody from the director after the performance. (Students will not be released to anyone but the parent of that student.)
4. While out of town, students will not ride in any private automobile without permission from the Director.
5. Each student is responsible for seeing that his/her instrument and belongings are loaded at the departure point, after the performance, and unloaded upon the return. This includes cleaning up trash after any trip!
6. A band officer and at least one adult chaperone will be placed on each bus. They are in COMPLETE charge. Respect is imperative. They will take attendance and communicate important information to you regarding the upcoming event. Absolute quiet must be maintained during roll call.
7. While traveling on buses, you will obey the instructions of the bus driver. Putting hands, arms, heads, etc. outside of a window is strictly prohibited. DO NOT ever throw anything out of a window for any reason.
8. While traveling on buses, students may talk or sing in an orderly manner. If your voice is loud enough to be heard above other conversations, you are TOO LOUD. When crossing a railroad track or entering/exiting a parking lot, absolute quiet must be maintained. UNDER NO CIRCUMSTANCES SHOULD ANYONE CALL OUT OR MAKE REMARKS TO PEOPLE OUTSIDE THE BUS.
9. Do not stand or move around in the bus while it is in motion.
10. NO music playing devices on buses without headphones.
11. Courtesy must be maintained while in restaurants. Speak quietly and clean up your area when finished. Eat properly and regularly to be at your best for yourself and others.
12. On overnight trips, all students are to be in their rooms at or before the designated curfew time. They are not to leave their room after curfew for any reason. Students are also not to leave the hotel without permission from the Band Director.
13. While staying at a hotel, students and chaperones are to be courteous to all hotel employees and guests. Their conduct should bring credit to themselves and the organization. Don't slam doors, run, or speak loudly.
14. NO P.D.A. (Public Display of Affection) Co-ed room visitation is strictly prohibited.
15. Body alterations or any kind (piercing, haircuts, tattoos, etc.) are prohibited while on trips.
16. The use or possession of any alcoholic beverage, tobacco, or drugs which could modify behavior is absolutely forbidden at all times. Violation will result in dismissal from the performing organization, and disciplinary referral. Prescription medication authorized and administered by a Leon County Schools employee or designee is permitted. Leon County Schools policies for student conduct are in effect at all times. (All rules apply just as if you are on the school campus.)

INSTRUMENTS & UNIFORMS

Every student is responsible for having required equipment and accessories, maintaining the condition of his or her instrument and uniform, and returning any and all items that are school property at the end of the year. For uniforms and school-rented instruments, fees will be charged for rental, minor maintenance, and cleaning as outlined as below.

All students are expected to bring their instrument to every rehearsal. In the event that an instrument must be repaired and has been delivered to a repair shop, please provide a receipt or repair estimate so that grade infractions are not assessed. In addition to your instrument and your music, you must have the following:

Woodwinds: Name tag for instrument, reeds (minimum of three playable at all times), reed guard or reed case, cork grease, cotton or silk instrument swab, lyre for marching instrument, a pencil, metronome and folding music stand (for home practice).

Brass: Name tag for instrument, valve oil, slide grease, mutes (straight, cup, harmon), cloth for cleaning, lyre for marching instrument, two pencils, metronome and folding music stand (for home practice).

Percussion: one stick and mallet bag with kit items as asked by percussion instructor, one pair of concert drumsticks, one pair of concert marimba and xylophone mallets, one pair of medium timpani mallets, stick bag with name tag, two pencils, ear plugs and metronome.

All school-owned instruments must be checked out through the appropriate officer or Band Director by filling out an instrument rental agreement. Once issued, the instrument becomes the responsibility of the student for proper care, maintenance, and protection from damage or theft. Students using school-owned instruments will be charged for any damages to the instruments. Due to the "shared" nature of percussion instruments, all percussionists will share collectively in the responsibility for damage or loss of percussion instruments/equipment.

Instrument Lockers

Instrument lockers are issued to all band students in the band program at the beginning of the school year. Students who utilize their band instrument locker to store their instrument or personal belongings must agree to abide by the following regulations:

1. Lockers are issued primarily for storing your musical instrument. A size appropriate locker for your instrument will be assigned (as available). Requests for a larger locker to accommodate other personal belongings cannot be honored.
2. Students will be given a school-issued lock to put on their locker. No personal locks may be used on instrument lockers; they will be removed and discarded. Students are responsible for ensuring that the lock issued to them is returned at the end of the school year. If a lock is lost or damaged, a \$10 replacement fee will be assessed.
3. Do not store your music in your locker! A shelf system is provided for you to store your music folder. This is so that in case you are absent; your music is still available to your stand partner. Also, your music is less likely to be damaged or lost if kept in the music folder cabinet.
4. Instrument lockers are the property of the school, and therefore Ms. Haugen (in conjunction with school administration) has the right to open and search the locker at any time to recover school-owned property or music, or for any reason as requested by school administrators.
5. You have a locker for a reason! It is your responsibility to ensure that your locker is LOCKED, and your belongings are secure anytime you are not in the band room. Neither Ms. Haugen nor Lincoln High School can be held responsible for personal items or instruments that are lost or stolen because they were not locked in a locker. Also, do not give your assigned combination out to anyone else. Everyone has their own locker for their own personal use.
6. Students may visit their instrument locker as needed between classes. Students are not permitted to interrupt classes in the band room to visit their locker during class.
7. If your backpack or other personal items do not fit in your locker, then it should be placed in the taped area of the carpet during class. This is necessary so as to keep free walking space around the lockers.

Instrument Investment

It is important, not only for the success of the band, but also for individual musical growth that every student have a quality instrument on which to play. First and foremost, be sure to talk with Ms. Haugen before purchasing a new or used instrument. Student-line and beginner instruments are not intended for use in a high school program such as ours, and students should do careful research before selecting a “step-up” instrument (see recommendations in next section). To protect your instrument, store it only where designated in the instrument storage area with the case closed and latched. Every instrument must be CLEANED daily, and well maintained as needed (key oil, valve oil, bore oil, slide grease, etc.) The student is responsible for returning school-owned instruments at the end of the year in the same or better condition that when it was issued, otherwise additional charges may be assessed for repairs and maintenance. *You are responsible for protecting and taking care of your investment!*

Recommended Equipment for Purchase

FLUTE	Instrument: Gemeinhardt 3S or better
OBOE & BASSOON	Consult your private teacher.
CLARINET	Mouthpiece: Vandoren 5RV. Lyre: M13, M15 or M30 Reeds: Vandoren (blue or silver) #3 or 3+ Instrument: Top of the Line – Buffet R13 Intermediate Model – Buffet E12 Professional Model – Leblanc LX2000 Intermediate Models – Leblanc Esprit or Sonata Excellent for the Price – Leblanc VSP
ALTO SAX	Mouthpiece: SelmerC “Star”, Caravan, Rascher Reeds: Vandoren #3 or 3+ Instrument: Professional Model – Selmer “Super Action” 80 Excellent Instruments – Yamaha 52 or 62, Cannonball
TRUMPET	Mouthpiece: Bach 5C, 3C Instrument: Top of the Line Standard – Bach Stradivarius 37 Must have 1 st & 3 rd Slide – Yamaha YTR 6345 HS
FRENCH HORN	Instrument: Professional Level – Holton 179 or Conn 8D
TROMBONE	Mouthpiece: Bach 6 ! AL Instrument: Standard – Bach Stradivarius 36 or 42BO, Yamaha 646 or 648R Top of the Line – Conn 88H (instruments should be .547 bore with “F” attachment)
EUPHONIUM	Mouthpiece: Bach 6 ! AL or Bach 5G Instrument: Professional Level 4 Valve Instrument – Yamaha 321
TUBA	Mouthpiece: Conn or Schilke Helleberg Instrument: Yamaha 321 (or other professional, full size tuba)

Always consult with your private teacher and/or Ms. Haugen before making an instrument purchase.

Uniform Requirements

The Lincoln Trojan Band uniform should provide each member with a spirit of unity and a sense of purpose and pride. You should therefore give the utmost care to the uniform and in no way become careless with it. Consequences will be assigned for students who do not respect the uniform and the band enough to care for it. **No uniform is a uniform unless it is work fully and correctly.**

If you encounter problems with your uniform (lost articles or buttons, tears, broken seams, etc.) you should immediately report this to the Uniform Team. **The hour before a performance is not the time for repairs.**

The student's band activity fee must be collected before the uniform is issued. Among other expenses, this fee covers uniform rental and dry-cleaning. The loss or destruction of a uniform, or any part thereof, will be financially assessed and charged to the student.

Each student is responsible for having and maintaining the following:

- Green Band Sub Shirt (purchased through Band Boosters)
- Annual Band Show Shirt (free for all students)
- Black Trojan Band Baseball Cap (purchased through Band Boosters)
- Sling Pack Trojan Band Game Bag (purchased through Band Boosters)
- Black Velocity Marching Shoes (purchased through Band Boosters)
- Soft Black Shorts (purchased through Band Boosters or you may buy your own style)
- Tall Black Socks (higher than ankle length)
- Gloves (purchased through Band Boosters)
- Tux Pants & Shirt, Black Bow Tie & Cummerbund

Uniform Regulations

1. Do not take uniforms (marching jacket & bibbers, concert jacket) home unless instructed to do so. Uniforms are to be properly hung on the uniform rack after each performance. Exceptions to this rule must be approved by Band Director.
2. Band Members should always wear the uniform with PRIDE. When wearing band uniform:
 - a. Always have it buttoned and zipped up.
 - b. No wrinkles or stains.
 - c. Shoes clean/polished.
 - d. Green Band Sub Shirt, Soft Black Shorts and Tall Black Socks must be worn under marching uniform.
3. No extra decorative items will be allowed to be attached to the uniform.
4. No visible jewelry, hair ornaments or unnatural color, colored nail polish, or dangling earrings.
5. No additions may be worn with the uniform such as baseball caps (except band hat), bandannas, etc.

Marching Uniform

Green Band Sub Shirt
Soft Black Shorts
Marching Jacket
Marching Bibbers
Gloves
Tall Black Socks
Velocity Marching Shoes
Band Baseball Cap (while in stands)

Concert Uniform

Concert Jacket
Tuxedo Pants
Tux Shirt with Wing Collar
Black Bow Tie
Black Cummerbund
Tall Black Socks
Velocity or Black Dress Shoes

Pep Rally Uniform

Green Band Sub Shirt
Jeans or Shorts as Directed
Tall Socks
Velocity Marching Shoes

EXPECTATIONS FOR PERSONAL CONDUCT

The Band Room

The use of music facilities before, after, and during school is a privilege. Students who abuse the facilities and their contents will be disciplined accordingly. Any abuse or damage will be considered vandalism. The following rules are in effect:

1. NO FOOD, DRINK, GUM, CANDY, HATS, ETC. allowed in the band room. Only bottled water is allowed. Food or drinks in CLOSED, SEALED containers may be permitted provided they remained closed while in the band room. Violation of this rule will result in an automatic detention.
2. Instruments are not to be played by anyone other than the owner, renter, or designated user. If it is not yours, DO NOT touch it. This also goes for color guard equipment and percussion instruments. DO NOT set ANYTHING on any of the percussion instruments or piano.
3. No swearing or profanity. No roughhousing or horseplay.
4. No unauthorized persons on the podium.
5. No touching or tampering with the technology or other equipment in the band room.
6. The band room should be kept neat and orderly. It should emit a sense of pride and organization at all times. If you use something, PUT IT BACK (stands, chairs, music folders, etc.). Each band member is to clean up around his/her own area. Store your instrument and music in assigned places - NOT ON THE FLOOR. Do not leave books or other personal belongings in the band room.
7. Band members are permitted to gather socially before and after school, and during lunch in the band room. This privilege is reserved for band members only and may be revoked if abused. Non-band students are not allowed to socially gather in the band room. This is primarily for the safety of the band equipment.

*Band Office: Ms. Haugen's office is always open to a student who needs to ask a question or talk about a problem. However, this area is private and not to be entered by any student unless Ms. Haugen or a staff member is present and available. The office is used as a work area by Ms. Haugen. If she is on the phone or talking to another student or adult, please do not knock or enter. If the door is shut, please knock and only enter if waved in. Try asking advice of a Section Leader, Band Officer or Drum Major first.

*Library: The filing cabinets are to be used only by the library staff. Materials may be checked out only through Librarians. No one other than a Librarian is allowed in the library without the Director's express permission.

*Practice Room: These rooms are to be used for practice only. No chewing gum, food, or drinks (except water) of any kind in the practice rooms. Keep rooms neat, with all chairs, stands, etc. returned to their proper places. Use of practice rooms is with permission of Ms. Haugen only.

*Uniform Room: The uniform room is a private area and is to be used with permission only. This area is to be kept clean and neat at all times.

*Drum Room: Only designated percussion students are allowed in the drum room. Food or drink left in the drum room can be thrown away by Ms. Haugen or student leadership. **The door to the Drum Room should not be shut unless given permission by the Band Director.**

Public Appearances

1. All rules and regulations of participation in the band program apply to all public performance events, on or off school campus. Remember: your conduct reflects on your band, your school and your community.
2. Proper language is to be used AT ALL TIMES. Be polite and courteous! Smile!
3. Appearance must be neat at all times when in uniform or while under observation as representatives of the band program and school.
4. A performance or appearance is not completed until students are officially dismissed from pertaining activities.
5. After dismissal, be sure that you have properly taken care of instruments, music, uniform, shoes, and other equipment before leaving.

Disciplinary Policies

Representing Lincoln High School as a member of the band program carries a great deal of personal responsibility and expectations for the highest standards of personal conduct. It is for this reason that actions and attitudes that reflect poorly on the individual or on the band cannot be tolerated as a member of our program.

1. Procedural violations, such as improper uniform, missing instrument, or tardiness will result in a penalty assessed to the student's rehearsal or performance grade (depending on the occasion).
2. Minor disciplinary violations, such as food or drink in the band room, excessive tardiness, talking during class/rehearsal, or other minor issues will result in the student being assigned a detention. The duration and assigned tasks for the detention will vary depending on the severity of the offense, and the frequency of occurrence. Detentions may be replaced by a similar consequence at the Band Director's discretion.
3. Any disciplinary problem beyond a minor offense will result in a parent contact and disciplinary referral to school administration, if warranted. School administrators will determine disciplinary consequences in cases where a student has been referred. Additional consequences, such as suspension of performance privileges or service-related responsibilities to the band can also be assigned based on the nature of the offense.
4. Severe violations of school policy and severe disciplinary infractions within or outside the scope of the band program can result in probation, suspension, or expulsion from the band program as deemed appropriate by the Band Director and/or school administration.
5. At all times and in all cases, Leon County Schools' policy with regards to student conduct and discipline shall be the defining policy for all disciplinary infractions not specifically addressed in this handbook.

THE LINCOLN TROJAN BAND BOOSTERS

The Lincoln Trojan Band Boosters is an organization dedicated to help achieve the Band Director's vision by providing the students of the Lincoln Trojan Band with the best possible experience in their high school band. A successful band program such as ours requires extensive logistical and financial support beyond what is provided by the school system. All parents and guardians of our band students are automatically members of the booster organization. Since our number one aim is to provide the best experience for our students, it is imperative to have the active participation of every family in ensuring our band has the means to rehearse and perform at our maximum potential.

Some specific objectives of the Lincoln Trojan Band Boosters include:

- To help the Director of Bands achieve his/her vision for the Lincoln Trojan Band Program.
- To stimulate and maintain enthusiastic support for all phases of the band program.
- To provide fundraising means in order to assist in financing program expenses.
- To provide volunteers for the various activities and functions of the band.

Fees & Obligations

The majority of the money collected or raised as an organization goes directly to benefit the students through equipment, music uniforms, instruments, instructors, travel, and various other expenses. The Executive Board of the Band Boosters works to budget expenses and anticipated income on an annual basis in order to meet the needs of the program. The annual costs to the individual student are announced at the end of each school year for the subsequent year. Students who are unable to pay the amount due by the date required should have a parent contact Ms. Haugen so alternative arrangements can be made. Students who fail to pay required fees without notice or fail to turn in items on time will be placed on the school obligation list. There will be a \$25 fee for any checks returned for insufficient funds.

Student Accounts

Through fundraisers, students will have the opportunity to earn money for their own personal accounts with the band. The funds saved in these accounts can be spent on band-related individual expenses as they come up during the year such as supplies or required clothing items. Annual Band Fees (current or previous years) must be paid before any other music related purchases can be made from a student account. Additionally, students may save these funds to help pay for future annual band fees, expenses or major purchases, such as a new instrument. Money in student accounts is to be used only for approved music related expenses. Instruments are to be approved by the Band Director and a check will be issued directly to the vendor by the band boosters. Requests for student account disbursements must be made prior to the last day of the school year. Funds left over in a student's band account when they leave the program can be rolled over to a sibling or designated in some other way with approval by the Band Director. Students or parents with questions about their student account or band fees should contact the Student Accounts Coordinator.

Chaperones

Parents of band students may act as chaperones at band functions throughout the year. This provides parents an excellent opportunity to be directly involved in their student's experience in the band program. Chaperones have certain responsibilities as away-from-home parents. This involvement demonstrates a caring and willingness to actively support their child in his/her musical endeavors.

Lincoln Trojan Band Chaperone Guidelines

We are very grateful to all parents who give their time & service to our band. Thank you for agreeing to serve as a chaperone. Please follow the guidelines below to ensure a positive experience for you and the students.

1. All chaperones must complete the Leon County School Volunteer Application on the School District's website every year, two weeks before volunteering at any event.
2. Some events limit the number of chaperones we can bring for free.
3. Chaperones must wear an approved Lincoln Trojan Band Chaperone shirt. Shirts can be purchased in the Uniform Supply Room. Nametags will be available in the Uniform Supply Room when you sign in and should be worn for the entire event. Nametags must be returned after the event.
4. Each chaperone will have an assigned job. If there are questions or concerns, please see the Volunteer Coordinator as soon as possible. Instructions & duties are posted in the Sign Up Genius info. You may be asked to assist with other tasks. Please pitch and help if you see a need.
5. **Please refrain from any physical contact with the students.**
6. Staff, chaperones, and students should be treated with respect and consideration at all times. Chaperones are there to keep students safe and comfortable. Students are there to perform and to have fun!
7. **The Band Director alone handles all discipline problems. If any behavior issues arise, please report the student's name to the Volunteer Coordinator or Booster President immediately. Please do not attempt to discipline the student yourself.**
8. Parent chaperones should remain with the band during the entire event.
9. Students going to the restroom during a football game or event must be escorted by a chaperone. **Do not take students to the restroom until permission from the Band Director has been obtained. The Band Director must know the location of all band members at all times. No more than 3 students at a time may be released to the restroom.**
10. As with the students, chaperones are prohibited from smoking, alcohol, and illegal substances.
11. Please assist the Band Director by watching students for signs of dehydration or illness. Notify the Volunteer Coordinator or Booster President immediately if a student is ill or injured, so that a parent may be contacted.
12. If you must eat during a game, please do so away from the band area and out of sight of the students. Students are not allowed to eat during a game or event, unless during a designated meal or snack time.
13. Students cannot visit with friends or relatives during a band event, unless previous arrangements were made with the Band Director. Emergency messages for students must be referred to the Band Director first. Band members must remain with the band at all times.

THANK YOU FOR YOUR HELP!!!!

OFFICERS AND LEADERSHIP POSITIONS

Officers of the band are selected annually. Only members who have displayed outstanding qualities of leadership, musicianship, and character will be considered for these positions. Applicants for offices must submit a written application to the director, who will make the final decision regarding all officer appointments. It should be noted that these positions are not about “having authority”, but instead, **they are about service, and they are about the continued success and improvement of the band program.** If you submit a leadership application, you are not saying, “I want to be in charge!” You are saying, “**I want to help the program have success.**” *Leaders are not in charge of people. They are in charge of goals.*

Drum Major:

- Leads leadership team, along with the Band Captain.
- Responsible for conducting all music situations with the band: on the fields and in the stands at any football game, marching performance, pep rally, etc.
- Help to supervise Leadership throughout all ensembles.

Woodwind/Brass Captain:

- Leads leadership team, along with Drum Major. Top student leader on the field after Drum Majors.
- Helps to supervise Leadership throughout all ensembles.
- Assists Band Director with inventory and organization of band room.
- Helps to maintain a positive environment withing the leadership team.
- These leaders are expected to help supervise section leaders within their instrument family and assist where needed.
- If section leaders have questions or issues that require help to be resolved, these leaders are expected to step in and help.
- Assist in sectionals if needed, assist on field if needed.

Section Leaders and Asst Section Leaders, Color Guard Captain and Drum Captain:

- These students exemplify high-level musicianship on their instrument, and high-level marching performance on the field. They are also great communicators, leaders, and teachers.
- Leaders of the environment of their section. Section leaders are expected to help create a positive atmosphere, a sense of inclusion and safety in their section throughout the school year. (Not just during Marching Band season).
- Leaders of the musical performance of their section throughout the school year. This includes marching band and concert bands.
- Leaders of the marching performance of their section throughout the season.
- May call sectionals and/or marching sectionals when necessary (with proper notice in advance.) This applies to concert band as well as marching band season.
- First line of communication for any issues within the section, and willing to help work through these issues, including other members of Leadership if applicable.

OFFICERS AND LEADERSHIP POSITIONS (cont.)

Secretary:

- Ensure that attendance is taken at all practices and performances.
- Update and manage Trojan Band Social Media as needed.
- Expected to distribute information to Leadership team when requested.
- Assist Band Director with organization tasks when needed.
- Supervise and assist with Property, Uniform, and Library through the year.

Property Captain & Property Team:

- Responsible for equipment being properly set up for rehearsal and performances. May include ice and water, yard line markers, interval sticks, etc.

Library Captain & Library Team:

- Responsible for checking, copying, and helping to distribute all music.
- Manage the organization of the music library.
- Manage music distribution with marching, concert, jazz and small ensembles.
- This position is truly an all-year-round position and requires dedicated time in the music library each week, in both the fall and spring semesters.

Uniform Captain & Uniform Team:

- Expected to work with parent volunteers on uniform upkeep and distribution.
- Help to instruct all band members on proper care of their uniforms.
- Expected to maintain the organization of the uniform room throughout the year.
- Ensure all uniforms are correctly stored after each performance.

COMMUNICATION & OFFICIAL POLICIES

In a large band program such as ours, there are many details and minor issues that must be dealt with on a daily basis. While the director may not always be immediately available for conference or questions, please do not ever hesitate to vocalize any concerns or questions that may arise.

Charms

The Lincoln Trojan Band utilizes a web-based computer program called Charms Office to keep our student information up to date and current. The information collected will include contact information, student account balances, instrument and uniform assignments, and other important information in one centralized database. Students are responsible for ensuring their contact and other personal information is kept current in Charms at all times. Students without access to the internet at home may request Ms. Haugen's assistance in updating their information from a computer at school. Some information is sent via email, and some is sent via text. It is important that each band student and each parent has a valid email and cell phone number on file.

Email / Listserv

Each parent and student listed on the Charms Student Info form will be automatically entered in the band email distribution list. This is so the Band Director and Band Boosters can contact you with important news and information about the band and upcoming events. If you are receiving email from us but do not wish to be on the email distribution list, please let us know, and we will have your email address removed. Before requesting that you are removed from this list, please keep in mind that this is how all event details are communicated to parents. Your email address will not be shared outside the Lincoln Trojan Band program and this is completely separate from the Lincoln High School listserv program.

Emergency Communication

In the event that weather or another emergency causes cancellations or changes to scheduled band events, it may not be possible to get the word out during the school day. Please make sure your home and cell numbers are updated correctly in Charms, as described above. Should inclement weather or other unforeseen circumstance cause a change in planned events, information will be sent out via a Charms mass email. If an extreme change is being made, such as the cancellation of a performance or event occurring later the same day, the band has the capability to send out a mass text message to students' and parent's cell phones. This means of communication will be utilized in case of a time sensitive change of events. The band will always abide by announcements regarding cancellation or rescheduling of all Leon County Schools' activities as published at www.leon.k12.fl.us, and with all local media outlets.

Social Media

The Lincoln Trojan has social media accounts including a website (<https://lincolntrojanband.com/>), Facebook (Lincoln Trojan Band) and Instagram accounts (lincolntrojanband & lincolntrojanguard). We will be posting information and photos about the band and events regularly throughout the year. Our parent photographers work diligently to include all sections of the band, and make sure each student is represented in a fun and appropriate way at all times. By signing the acknowledgement form at the end of this handbook, you are giving permission for your student's photography/video to be featured on Lincoln Trojan Band media sites, unless other written notification is given to the Band Director.

APPENDIX I: Individual Practice

As with any activity, an individual gets back in direct proportion to what he/she puts into this program. Remember, our progress as a group will only be as rapid as your progress as an individual. The better you play, the better we play. The practice routine may seem boring, and it is very hard to make yourself practice every day, but the benefits will be very apparent when we get back together.

Individual practice is necessary, and it should be viewed and encouraged with the same enthusiasm as is homework for other subjects. Please help your student understand the importance of organized practice time.

Suggested Plan of Study:

Pick a set time each day.

Have a set place to practice.

Spend a few minutes on TONE.

Play scales at every practice session.

Work on technique (i.e. tonguing, slurs, intervals, etc.)

Practice sight-reading (i.e. etudes, scale studies, etc.)

Work to increase your range (Play scales to your top note; then hold the note 8-16 counts. When that note becomes easy and sounds good, add a half-step to the top. Be patient. This takes time. You may increase one note in two weeks, or you may increase several notes over summer.)

Work to increase your dynamic range (practice soft and loud passages.)

Work to increase your endurance (30-45 minutes continuously).

Remember to work on MUSICIANSHIP (try to be aware of the details.)

Set specific goals for yourself. Be realistic. Start with: "I will practice _____ minutes every day."

Use a practice record to organize and track your progress.

You should strive to cover as many different areas as possible during a practice session. Play for 10-15 minutes and stop for a break. **DO NOT OVER-EXTEND YOUR EMBROUSHURE.** A few quality minutes of proper practice is better than hours of unstructured playing or random noise. If you miss a day, or if you do not get to a particular aspect of playing during a session, try to make up the time during your next practice. Remember: **Practice does not make perfect. PERFECT PRACTICE MAKES PERFECT!**

APPENDIX II: Private Lessons

Private lessons give the music student a chance to progress at an accelerated rate towards the mastery of his/her instrument. The private instructor is able to work with the student on an individual level, gearing the lesson to fit the specific needs of the performer. Students are able to hear the improvement in playing almost immediately, encouraging them not to “hide” or cover their areas of inexperience in the full ensemble setting by allowing stronger players to carry the weight of the section.

At Lincoln High School, the music program can benefit greatly from the utilization of the fine instructors who teach in the area. All students are encouraged to study privately. Past experiences show that these students achieve a greater level of musicianship, move to the top of our ensembles, and in most cases gain acceptance to more honor organizations as a result of the assistance of a specialist on their instrument.

The cost per lesson varies with the instructor, as does the location. Some teach at home, others at area music stores, and some at our neighboring colleges and universities. A list of private instructors will be provided through the band office as teacher schedules become available. Furthering your child’s musicianship is well worth the time and effort of scheduling lessons.

Handbook Updates

This Membership Handbook is updated, republished, and distributed to students at the beginning of the school year in their band classes. Any changes to policy as written within this handbook that will take place during the year will be distributed to all students and parents in writing. The interpretation and implementation of all policies defined here within are solely the right and responsibility of the Band Director of school administrator.

Leon County Schools Anti-Discrimination Policy

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving Federal financial assistance, except as provided by law.”



Leon County School District – Tallahassee, Florida – Rocky Hanna, Superintendent

Lincoln Trojan Band 2023-2024 Fee Information

Marching Band Student Membership Fee

Each band student is responsible for Band Fees to participate in the Trojan Band program. These fees cover expenses such as transportation, pizza at football games, meals on competition days, equipment purchase and maintenance, instrument repairs and service, uniform maintenance and cleaning, music purchases and supplies, show design, clinicians, and Music Performance Assessments, etc. to name just a few.

The Lincoln Trojan Band Fee for the 2023-2024 school year will be \$550 per student.

There is also a Percussion student fee annually \$60 which covers all marching percussion sticks (both drumline and front ensemble), drum head/string replacements, hardware for drums, stands, harnesses, keyboard wheels and field frames.

New percussion students also have a one-time Percussion Item fee of \$100 which covers a stick and mallet bag, one pair of concert drumsticks, one pair of concert marimba mallets, one pair of timpani mallets and one pair of concert xylophone mallets.

There is a fee for students who participate in Winter Guard, but that amount is determined closer to the start time.

Please note, students who plan to return to the Lincoln Trojan Band in the next school year must have their student band account paid down to a maximum balance of \$250. Any unpaid balances at the end of the current school year will be carried into the next year. Students who owe band fees will be placed on the school obligation list and may be prevented from receiving an LHS parking pass and participating in graduation activities. Whether or not your student remains in the band program throughout high school, accumulated band fees must be paid before graduation.

All students in the Lincoln Trojan Band program that are in Concert Band, Symphonic Band or Percussion will also be in Marching Band. Any questions should be directed to Ms. Haugen.

Payment Methods

All payments for student Band Fees, fundraising or other purchases should be made via check made payable to **Lincoln High School**. A phone number and student number should be included on each check.

- Payments may be sent to school with your student and dropped in the Band Room Lock Box outside Ms. Haugen's office. If placed in lockbox, please put student's name on the outside of the envelope along with the purchase of the payment. No cash please.
- Payments may be mailed to: Lincoln Trojan Band, PO Box 16163, Tallahassee, FL 32317.
- Online payments may be made using ***e-Funds for Schools*** by visiting the website at: <https://payments.efundsforschools.com/v3/districts/56392/>

REQUIRED UNIFORM ITEMS

Marching Band

In addition to the Annual Band Fee, below is a list of required items that new band students must purchase, as well as some optional items that allow students and parents to show their Trojan Pride! If you treat these items well, most are one-time purchases. Returning students only need to purchase replacement items as needed. Must be paid for by the end of band camp and before items are received.

All prices are subject to change depending on price increases by our vendors.

Required Items

Green Band Sub Shirt - \$10
Annual Show Shirt – Free
Black Baseball Cap - \$15
Game Bag - \$5
Black Velocity Shoes - \$35
Black Gloves (except percussion) - \$5
Black Beret (tubas only) - \$12

Optional Items

Section Hoodie - \$35
Parent Visor - \$15
Chaperone Polo - \$20
Black Sub Shorts \$5

Color Guard

Members of Color Guard have different uniform requirements. They are required to purchase a Green Band Sub Shirt and Annual Show Shirt and are welcome to purchase any of the other required or optional items. They will be notified by the Color Guard instructor about their uniform & equipment requirements and costs. Color Guard members who are also in a concert band should follow the same Concert Attire rules.

Concert Bands

Each student who performs with Concert or Symphonic Band is required to wear **Concert Attire** for performances or Music Performance Assessments.

Concert Attire includes **Black Tuxedo Pants, White Wing Collar Tuxedo Shirt, Black Bow Tie and Black Cummerbund**. Green Concert Jackets will be provided to each student. Tall black socks and Black Velocity marching shoes can be worn with concert attire, or students can wear other black dress shoes (no high heels). Students who are in jazz band only should wear black dress shirts, black pants, tall black socks and black shoes. Some ensembles or other performances may require alternate attire. Students will be informed by the Band Director as to appropriate attire for any given performance or event. The first time Concert Attire will be worn is at the Fall/Winter Concert, so it is recommended to purchase these items by September 30.

Students tend to grow during their high school years! Please have returning students try on their marching shoes, concert attire (especially pants), etc. well before they will be worn for a performance so you can replace them if needed. Items like gloves, game bags, bow ties & cummerbunds tend to disappear, so make sure your student knows where these items are located before the day that they need them!

You can purchase concert attire at some local stores (such as JCPenney or M&R Clothing) or online at Southeastern Performance Apparel (<https://sepapparel.com/>) . There are more options, especially for girls, when purchasing online. We have a small selection of concert attire available to students that has been donated by previous band members. If you are interested in these items, please contact the Uniform Captain.

Description of Lincoln Trojan Band Uniform/Accessory Items

Provided by Lincoln Trojan Band

- **Marching Band Jacket:** Each marching band student is assigned a jacket to wear to football games, parades, events, etc. These remain at school in the uniform room.
- **Marching Band Bibbers:** Each marching band student is assigned bibbers (overalls) to wear with marching jacket. These remain at school in the uniform room.
- **Green Concert Jacket:** Each member of concert or symphonic band is assigned a green concert jacket. These remain at school in the uniform room. Band members are responsible for purchasing a tuxedo shirt, black tuxedo pants, bow tie & cummerbund. Black marching shoes or other black dress shoes required.

Required Purchase Items

- **2023 Green Sub Uniform Shirt:** Every student must purchase as part of marching band uniform. They are worn under bibbers as well as at other events such as pep rallies, spirit days, etc. as designated by band director.
- **2023 Annual Show Shirt:** Each year there will be a new show shirt design. Each student is required to have one, and they are also available for purchase by parents/family members.
- **Black Velocity Shoes:** Each marching band student must purchase these shoes for marching events. They can also be worn for concert events, parades, etc.
- **Trojan Band Ball Cap:** Black baseball cap with band logo that is part of marching band uniform. This is the only hat that is approved to wear to band events.
- **Black Game Bag:** This is a draw string sling pack that is part of the required marching uniform.
- **Black Gloves – Grip/Non-Grip:** All musicians (except percussion) wear gloves for marching band. Type is determined by instrument played (long/short, grip or non-grip). Gloves wear, fray, fade and get lost so students will often buy multiple pairs throughout the year.

Optional Purchase Items

- **Green Section Hoodie:** Available to purchase by any band member or parent/family member. Includes school logo, band logo and name of section (percussion, color guard, saxophones, etc.)
- **Black Sub Uniform Shorts:** Black shorts that are worn under bibbers. They can be purchased from the band or you may supply your own black soft shorts as long as they are school uniform appropriate.
- **Black Beret:** Sousaphones Only These are worn for as part of marching band uniform instead of shako/hat.

Parent/Chaperone Purchase Items

- **Trojan Parent Visor:** Black visor with band logo and “Trojan Parent”.
- **Trojan Band Chaperone Polo:** Green dry fit collared shirt that is required for parents chaperoning football games or any other band event. Men’s & women’s styles available.
- **Trojan Band Car Magnet:** These 5” circular Car Magnets are a great way to show your Trojan Pride!

LINCOLN HIGH SCHOOL TROJAN BAND

Excused Absence Request Form

To be used for absences outside of the regular school day.

To be turned in at least 2 weeks in advance.

NAME: _____ CLASS PERIOD: _____

REQUESTED ABSENCE FOR (circle one): **Rehearsal/Practice** **Performance**

DATES OF REQUESTED ABSENCE: _____

DATE OF SUBMISSION: _____

DETAILED REASON FOR ABSENCE ("Family event" is not detailed! Requested absences cannot be approved unless the nature of the absence is descriptive and defensible.):

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

MS. HAUGEN'S USE ONLY

APPROVED

DENIED

DATE RECEIVED: _____

MAKE UP WORK (if applicable): _____

Parents/Siblings are welcome to purchase green sub shirts, annual show shirts, ball caps & hoodies.

Lincoln High School Trojan Band Program

Class Information Sheet

2023-2024

Ms. Haugen

HaugenH@leonschools.net

Band Room Rules

1. Respect
2. Attendance/Participation
3. Tolerance

Start Procedures

- When you enter the band room doors, you will enter silently.
- Set up your chair, stand, instrument, etc. Do so quietly. Do not talk or play your instrument yet.
- There will be a recording playing for your musical enjoyment and improvement.
- When the recording is done, we may discuss it briefly.
- You will then have a minute of individual warm up, after which we will start as a group.

End Procedure

- Every student is responsible for putting everything away properly. (Chairs, stands, equipment, etc.)

Student Expectation

- Being prepared (notes/rhythms) is your responsibility. Practice is for you; rehearsal is about us.
- You are expected to have a pencil (and use it!) at every class and rehearsal.
- Maintaining proper instrument care is your responsibility. This includes reeds and accessories.

Grades

Grades will be determined through daily participation, after-school rehearsal and concert attendance, and performances of select scales or passages of music. For after-school rehearsals and performances, see the grading policy outlined in the band handbook.

Ms. Haugen's Office Hours

Ms. Haugen will have office hours posted on her door. Any questions that cannot be answered by your peers can be directed to Ms. Haugen during the designated office hour times.

Band Room "Quiet Times"

Every day beginning at 3pm, the band room will be a quiet space. If you would like to schedule a small ensemble rehearsal, ask Ms. Haugen. On Marching Band rehearsal days, you may play again at 5pm. (Quiet times do not apply to the practice rooms.)

**RETURN THIS FORM TO MS. HAUGEN, SIGNED BY BOTH PARTIES,
BY MONDAY, AUGUST 14th, 2023.**

I, _____ (CLEARLY PRINTED student name),

Have read the policies and procedures described in the **Lincoln Trojan Band Class Information Sheet**. I understand that the **Lincoln Trojan Band Handbook** outlines other rules and regulations in more detail, and I have read through the **Handbook**. As a **student member** of the Lincoln Trojan Band, I agree to **obey** and **cooperate** with these **Band Program Rules**. I also understand that the **2023-2024 Charms Band Calendar** displays information of public performances required by members of this ensemble. I will share the **Course Information** with my parent/guardian(s) and keep it in a place where I can access it when necessary.

(Student Signature/Band Class)

Date

(Parent/Guardian Signature)

Date

I, _____ (CLEARLY PRINTED student name),

Acknowledge the **Grading Policies** in the **Lincoln Trojan Band Handbook** and understand the importance of **attendance** both during the school day and, **especially during outside-of-class rehearsal times**. I recognize the severity of the impact I will have on the band's performance should I be absent from rehearsals and/or performances. I understand that poor attendance/participation at all rehearsals and performances will be reflected in my grade, as band is deemed a co-curricular activity by the Leon County School District. I recognize that, should I fail to submit a "**Request for Excused Absence Form**" (located on the website and in the band room) within the two-week window, my absence will be unexcused unless it is an unexpected and unplanned event or emergency.

(Student Signature/Band Class)

Date

(Parent/Guardian Signature)

Date