

# 2025-2026 VPM Music - Band Handbook

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Vel Phillips Memorial High School  
201 S. Gammon Road  
Madison, WI 53718-1499

## Welcome to the Vel Phillips Memorial Music Program!

"Music is enough for a lifetime, but a lifetime is not enough  
for music."

**-Sergei Rachmaninoff**

...Another year, another handbook. Though I am certain that this will be the most exciting and compelling literature you will receive all year, please be sure to take your time and carefully read through the material. This information is here in order for you to know and understand course descriptions, expectations, grading procedures, band rules, and important dates. It is imperative that you share this information with your parents/guardians and mark your calendars. I am looking forward to working with all of you this year!

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Instrumental Music Educator  
Wind Ensemble, Symphonic Band, Concert Band II, Concert Band I,  
Music Theory, Music Production, Guitar II, Guitar I  
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## **PART I: COURSE DESCRIPTIONS**

### **Concert Band I**

**Grades 9, 10, 11, & 12**

**1.0 Credit**

This ensemble is open to grade 9 students or less-experienced older students who play a wind or percussion instrument. Emphasis is placed on note reading, increasing technical ability, tone production, and perception of quality performance. Attendance is required at all functions for credit. Placement in this ensemble is by audition and/or instructor approval.

### **Concert Band II**

**Grades 9, 10, 11, & 12**

**1.0 Credit**

This ensemble is open to all who demonstrate a measure of success and understanding on a wind and percussion instrument. Stress is placed on increasing technical ability, tone production, and perception of quality performance. Attendance is required at all functions for credit. Placement in this ensemble is by audition for 9th grade, completion of Concert Band I for 10th grade, and/or instructor approval.

### **Symphonic Band**

**Grades 9, 10, 11, & 12**

**1.0 Credit**

This performing organization is open to all students who have played their instrument for two or more years at the high school level. Stress is placed upon the reading of music and the application of pattern perception to quality performance of band music. Attendance is required at all functions for credit. Placement in this ensemble is by audition, completion of Concert Band II, and/or instructor approval.

### **Wind Ensemble**

**Grades 10, 11, & 12**

**1.0 Credit**

Membership in this organization is open to all wind and percussion players who have successfully completed an advanced course of study on their instrument. This ensemble pursues an advanced musical repertoire and a heavier performance schedule. Emphasis is placed upon the stylistic and artistic performance aspects of band music. In addition to the regular performance schedule, the Wind Ensemble may tour schools in Madison and/or participate in outside music events. Attendance at all functions is required for credit. Placement in this ensemble is by audition and instructor approval, and is for the more advanced performer.

(enacted in the 1990/91 school year)

We are proud of the quality performances we are able to share with the larger community through our courses and extracurricular activities, which are grounded in the foundation of our daily music curriculum, and made possible through the continued growth and development of our musicians. We do not allow students not currently enrolled in our music courses to participate in our Music Department extra curricular activities.

<b>Jazz Ensemble</b>	<b>Grades 9, 10, 11, &amp; 12</b>	<b>.5 Credit</b>
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**Pep band** can earn you a letter like athletics, no credit can be offered.

**Latin Music club** meets Wednesdays at lunch in the band room. No experience necessary. No prerequisites. All are welcome.

## **PART II: EXPECTATIONS/GRADING PROCEDURES**

Your grade in band will not be based solely on your ability to play. Rather, it will also be based on completion and accuracy of coursework (homework assignments, quizzes, demonstrations of learning, etc.) as well as the contribution you make to the success of the ensemble. This includes your attitude, behavior, attendance in class and at concerts, your musical progress, and how hard you are willing to work for the excellence of our organization.

### **Expectations:**

Arrive before the tardy bell and come prepared. Have your pencil, instrument, and sheet music ready and be in your seat and warmed up in two minutes. Please put large cases back in lockers.

Show consistent and appropriate rehearsal technique: be a contributing member of the ensemble, mark your music (with pencil only), use your most efficient playing technique, and talk only when it is appropriate and helpful.

Complete makeup work for classes you've missed. See Mr. Jaeger when you return in order to get any handouts or assignments that you may have missed. If you are absent three or more days in a row, you will need to schedule an individual lesson with Mr. Jaeger.

Attend all concerts and dress rehearsals. The only excused absences from these events are illness and family emergency. You must let Mr. Jaeger know what your situation is in writing, signed by a parent or guardian, before the event. If it's an emergency, contact Mr. Jaeger as soon as possible and then follow this procedure after the concert. You will need to do a Concert Make-Up Assignment for credit. Transportation is not an excuse for missing a concert. Please let Mr. Jaeger know ahead of time and a ride will be provided. It is the policy of the school when there is a **conflict** with an extracurricular event such as **athletics** that the student attend the class that awards a grade, even if it is in the evening. Every effort has been made by the music staff to avoid major varsity state and sectional tournaments schedules.

### **Performance attire**

- Wind Ensemble and Symphonic Band: tux coats and bow ties are available for free check-out. The boosters will help you with this in October. Please furnish black pants, black shoes, black socks and a white button down shirt if possible. We also have some that students can borrow. You are responsible for the numbered item that was checked out to you. Lost items will be charged at replacement cost. Black dress clothes like blouses, dresses, and skirts are good options for these two ensembles in addition to tuxedos. Again, please see me if you would like any concert attire provided.
- Concert Bands I and II - Dress up is the key. These are formal performances that recognize all of your hard work for the quarter. Black and or white dress clothes is the guideline. Please see Mr. Jaeger well in advance of the first concert for dress clothes as needed. We are happy to purchase some for you.

## Grading Procedures:

Each quarter grade is comprised of the following four categories:

1. Daily Demonstration of [National Core Arts Standard](#) MU:Pr5.1.H.Ia  
(43% of quarter grade)

Be on time and prepared with instrument, sheet music and a pencil (1 point daily)

Participate fully and appropriately (1 point daily)

Tardiness of more than 10 minutes to a class, dress rehearsal, and/or concert will count as an unexcused absence. Each unexcused absence will result in a ten point deduction from a student's Class Preparation and Participation grade for the quarter.

Practice grades are recorded each Monday for the preceding week's effort. 10 points per week (one point for each 10 minutes of practicing).

2. Assessments and Projects (21% of quarter grade)

Concert Reflection, rhythm worksheets: NCAS MU:Pr4.2.H.Ia, MU:Pr4.3.H.Ia

-Compositions: MU:Cr1.1.H.Ia, MU:Cr2.1.H.Ia, MU:Cr3.1.H.Ia

-Composition recordings: MU:Cr3.2.H.Ia, portfolio of formative and summative recordings, etc.

3. Dress Rehearsals NCAS MU:Pr5.1.H.IIa, MU:Pr5.1.H.IIIa (11% of quarter grade)

Be on time and participate fully and appropriately (20 points)

On the day of a concert, the in-class rehearsal is considered a dress rehearsal. It is imperative that all students in the ensemble are in attendance. Do not schedule doctor appointments, optional field trips, etc. on these dates.

4. Collaborative Performance Demonstration of NCAS MU:Pr6.1.H.Ia in front of an audience (25% of quarter grade)

Be on time wearing correct concert attire and participate fully and appropriately (100 points)

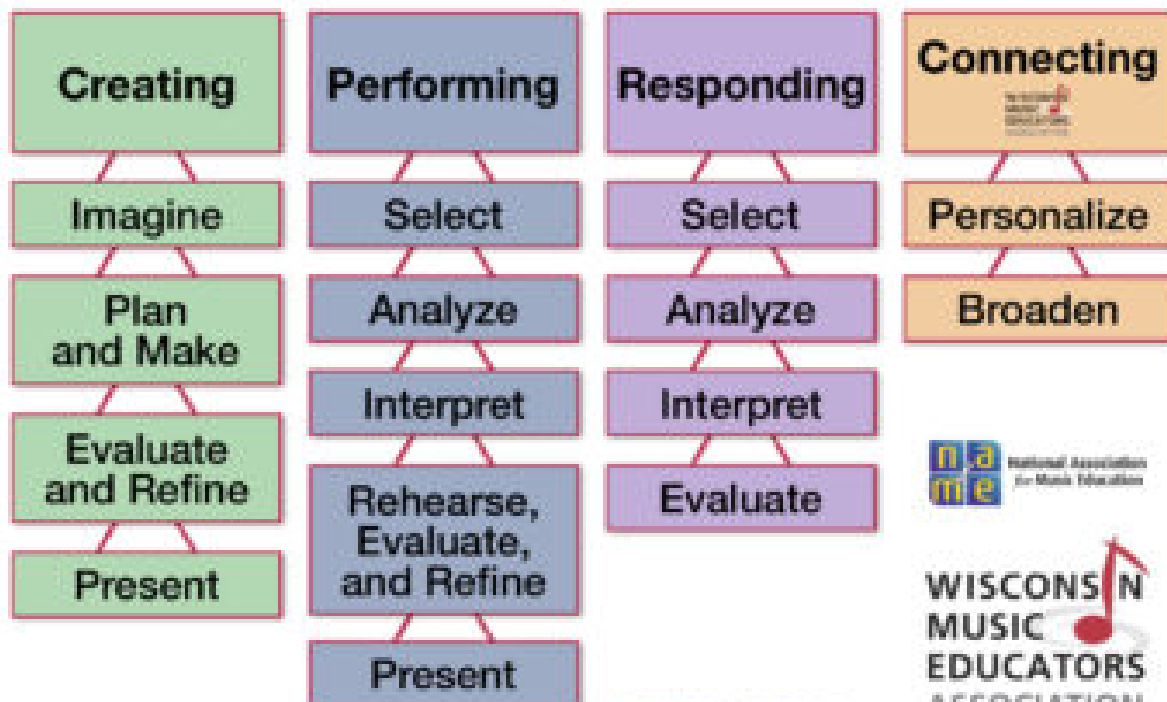
All performances, including but not limited to evening concerts, in-school performances, WSMA concert festivals, etc., are graded.

Points and percentages for other work, projects, quizzes, etc. will be announced as they are given. Enrichment credit up to 10% is available for attending live music performances, [private lessons](#) on your instrument, community music participation on your instrument.

VPM now uses equal interval grading as well as semester grading only (no more quarter grades.) The following scale is used to determine letter grades:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	50%-59%

# WMEA Wisconsin Music Standards



### **PART III: BAND ROOM PROCEDURES**

1. Show respect at all times for yourself, your peers, your teachers, substitutes, administrators, your guests, and your audiences.
2. No gum, candy, soda, juice, or food in the band room.  
You are encouraged to bring your own water bottle.
3. Talk only when appropriate and helpful.
4. Bring a pencil to rehearsal every day. (Keeping one in your band folder is best.)
5. Play the piano and percussion equipment only with permission.
6. If you are sick and/or unable to play, ask if you may sit out.  
You will still be expected to follow along, mark your music,  
and fill out a "Rehearsal Observation" worksheet.
7. Use the bathroom before class begins.
8. Take care of your music and folders.  
\$2/piece lost or damaged music, \$15 lost leather folder
9. Be respectful of yourself, others, and these facilities.



*PART IV: IMPORTANT BAND DATES*

Concerts are at 7:30, unless otherwise indicated  
2025

10/3 Wind Ensemble, Symphonic Band, Concert Band II @ pep  
rally in the VPM gym

10/11 Wind Ens hosts Melharmony Festival

10/28 VPM Bands

12/8 Jazz and Perc Ens

11/21 Benefit show (student led groups)

12/16 VPM Bands

12/10 Wind Ensemble and orch collab

2026

2/21 Host District Solo and Ensemble

3/18 WSMA Concert Band Festival @ VPM 8-4

3/19 VPM Bands

4/16-4/20 Nashville tour

4/29 Wind Ensemble and Orch collab concerto concert

4/25 State Solo and Ensemble

5/1 Benefit show

5/9 VPM Bands and Notre Dame band time tba

5/19 Jazz and Perc

5/28 VPM Bands

**\*\*\*We have dress rehearsals during band class  
each of these concert days.**

**Please avoid scheduling appointments, field trips, vacations, etc. on these  
days so we can have the whole team there.**

**It really does make a huge difference  
for your student's learning.\*\*\***

For all concerts, please plan on arriving 46 minutes before

## **PART VI: NEEDED EQUIPMENT AND FEES**

All instruments should be kept in working order. A yearly check-up at Ward-Brodt music is advised to maintain the instrument. If the instrument needs to be repaired, you should ask if they will provide a loaner or see if the band department can secure a replacement while the instrument is in for the repair. Always keep your mouthpieces and reeds when the instrument is in for repair. Many small repairs can be done by Mr. Jaeger. SEE ME FIRST.

Please try first to buy or rent an instrument from a music store. Buying a quality used instrument instead of renting will save you money over the course of time.

\$70/semester, \$70/summer will be charged for the use of school instruments and supply is limited. This fee should be given/sent to the main office secretary as soon as possible. Checks made out to Memorial HS. Fees can be waived for students who qualify. See Mr. Jaeger for details.

Please bring a combo lock.

AGAIN, A PENCIL IS REQUIRED AT ALL REHEARSALS.

# Band supplies list

## Required Materials for All Players:

Players are expected to bring daily: combination lock (leave on locker), a pencil, their folder of sheet music (supplied by VPM), instrument (or sticks and mallets), mouthpiece, reeds, swab, polishing cloth, and other materials. Fee for lost sheet music: \$15 for lost folders

**Recommended Materials for all players:** metronome or phone app, tuner or tuner app for your device

**Instructional resources:** (method books are provided by MMSD)

Concert Band I – Scale Etudes by James “Red” McLeod and Norman Staska (Alfred publishing),

Concert Band II, Symphonic Band, Wind Ensemble - 371 Vierstimmige Chorale by De Haske publishing. Careful:

Mallets, order **C part treble clef** for oboe and flute. Tubas, order **C part 4 bass clef**. Trumpets make sure to order Bb trumpet. It doesn't matter which book you order 1, 2, 3, or 4, though we are usually light on parts 2 and 3.

## Materials for Woodwind Players:

Instrument: Please rent or buy your instrument from a music store or online by the second day of band class. Please email me in advance if you need to rent one from the school, if you need financial assistance, or if you play a very large instrument. Only pay the office the \$70/semester fee if you are renting a school instrument.

Pencil

Cork Grease

Flute: piece of cloth to make homemade swab

Oboe, Bassoon: cleaning swab, at least 2 good reeds, small container for water (ie. plastic film canister), reed holder case

Clarinet: cleaning swab, at least 2 good reeds at all times, mouthpiece brush

Sax: cleaning swab, at least 2 good reeds at all times, mouthpiece brush, neck strap

Some of these materials are available in a combo pack from your local music store

\*clarinet and sax reeds are cheaper if you buy them by the box. Please store them in your locker and bring 2 to class.

## Materials for Brass Players:

Instrument: Please rent or buy your instrument from a music store or online by the second day of band class. Please email me in advance if you need to rent one from the school, or if you need financial assistance, or if you play a very large instrument. Only pay the office the \$70/semester fee if you are renting a school instrument.

Pencil

Polishing Rag

Tuning Slide Grease (yellow gunk in black and white container)

Cleaning snake

Mouthpiece brush

(optional) mouthpiece, mouthpiece case

Trumpet: Valve Oil

French Horn: Rotary Oil

Trombone: Slide grease (white gunk in white container)

Baritone/Tuba: blue juice valve oil

Some of these materials are available in a combo pack from your local music store

**Supply Resources:** Heid Music 829-1969, Ward-Brodt 661-8600, Cascio Interstate 877.213.2580, Woodwind Brasswind 800.348.5003

**Materials for Percussion Players:** See below

## Percussion Equipment Needs For VPM Students

	Year One	Year Two	Year Three	Year 4
<b>Practice instrument requirements</b>	Buy a bell kit and snare practice pad or check them out from VPM if you need help. Plan to practice before or after school, at lunch or during study hall for instruments you do not have at home (timpani, toms, bass drum, cymbals, etc.)	Buy a bell kit and snare practice pad or check them out from VPM if you need help. Plan to practice before or after school, at lunch or during study hall for instruments you do not have at home (timpani, toms, bass drum, cymbals, etc.)	Buy a bell kit and snare practice pad or check them out from VPM if you need help. Plan to practice before or after school, at lunch or during study hall for instruments you do not have at home (timpani, toms, bass drum, cymbals, etc.)	Buy a bell kit and snare practice pad or check them out from VPM if you need help. Plan to practice before or after school, at lunch or during study hall for instruments you do not have at home (timpani, toms, bass drum, cymbals, etc.)
<b>Drum Sticks</b> **Wood Tip Only!	Concert Drum Sticks. Cost \$9.99 Vic Firth SD1 General	Drum Set Sticks Cost \$9.99 Vic Firth 5A American Classic	<u>Nothing new</u> Check for any missing supplies from previous years or items that need replacement.	<u>Nothing new</u> Check for any missing supplies from previous years or items that need replacement.
<b>Bell/Xylo Mallets</b> ***Rattan Handles Please!	Balter 10R Black Extra Hard (Bells) \$23.95	Encore 92R Blue Med. Rubber (Xylo) \$24.50	Encore 200R Symphonic Hard Rubber (Xylo) Cost \$24.50	<u>Nothing new</u> Check for any missing supplies from previous years or items that need replacement.
<b>Marimba/Vibe Mallets</b> ***Rattan Handles	Balter 23R Med. Blue Cord \$32.95	Balter 24R Soft Red Cord \$32.95	Encore 32AYR General Yarn Blue \$34.75	Another pair of Balter 23R Med. Blue Cord \$32.95 for 4-mallet playing
<b>Timpani Mallets</b> (keep mallets in a plastic bag to protect the felt)	Balter MBT3 Timpani Mallets General \$25.95 <u>and</u> Farley's Pocket Tones Timp Tuner \$11.99	Balter MBT1 Timpani Mallets Ultra Staccato Cost \$25.95	Vic Firth T4 Ultra Staccato Hard Felt \$21.95	<u>Nothing new</u> Check for any missing supplies from previous years or items that need replacement.
<b>Other</b>	1) Stick Bag with your name on it to carry all of these mallets/sticks – Cost \$15.95 and up 2) Metronome – Boss DB-30 --Cost \$39.00 or free app for phones, mp3 players, etc.			
<b>Ordering Information</b>	Ward-Brodt Music: 5976 Executive Dr, Fitchburg WI (608) 661-8633. Steveweissmusic.com (Farley's Pocket Tones Timp Tuner only available at Ward-Brodt) ***prices listed are from the steveweissmusic.com website			

**Remember to label all equipment and combination lock it in your band locker to keep it safe!**

## **PART VI: ATTENDANCE POLICY**

### Concert Performances

- All students enrolled in an ensemble music class are expected to perform at all concerts and performances.
- If students are absent more than 8 rehearsals in a quarter, they are not eligible to perform in a concert.
- If students are absent more than 8 rehearsals in a quarter, they may lose eligibility to go on music field trips.

### Concert Make Up Assignments

- Perform your concert music for a VPM Staff Member (Band & Orchestra)

## **PART VII: PRIVATE LESSONS**

All students are encouraged to take [private lessons](#). There are many fine teachers (professionals) in the area who specialize on wind and percussion instruments. This is a wonderful resource. The purpose of private music lessons is to pass on both knowledge and skill from an experienced musician on that instrument. Perhaps most importantly, private music lessons teach the student how to learn by imparting the ability to observe and diagnose both positive and negative aspects of playing in the student's own private practice. The more individual attention the student receives the better and more rapidly he/she will progress on the instrument. Private instruction is imperative for students preparing solos or ensembles for contest or other performances and those who wish to advance to a more challenging group. A list of private teachers will be available to all students and parents. Scholarships for private lessons can be obtained through the music department for students needing financial help. Mr. Jaeger will be available for help whenever possible, but time is very limited.