

TERRY PARKER SENIOR HIGH SCHOOL



BAND HANDBOOK

Table of Contents

1. PREFACE
2. TPHS BRAVES BAND OBJECTIVES
3. MEMBERSHIP IN THE BRAVES BAND PROGRAM
4. MEMBERSHIP IN AUXILIARY UNITS
5. THE IMPORTANCE OF ATTITUDE
6. THE IMPORTANCE OF DISCIPLINE
7. OTHER SPECIFIC REASONS FOR TERMINATION OR SUSPENSION
8. DEMERITS
9. ATTENDANCE POLICY
 - A. REHEARSALS
 - B. PERFORMANCES
 - C. EXCUSED ABSENCE
 - D. UNEXCUSED ABSENCE
 - E. OBTAINING EXCUSED ABSENCES
 - F. TARDINESS -"NEVER BE ON TIME, BE EARLY!"
10. MAKE-UP POLICY
11. CONFLICTS WITH BAND
12. GRADING
13. INSPECTION
14. UNIFORMS
15. STADIUM CONDUCT
16. COURTESY
17. BUS CONDUCT
18. STUDENT VALUABLES
19. WEARING OF JEWELRY AND OTHER NON-UNIFORM ITEMS WHILE IN UNIFORM
20. SCHOOL-OWNED INSTRUMENTS AND EQUIPMENT
21. BAND CAMP
22. FUNDRAISING
23. SPECIAL EVENTS
24. TRIPS
25. PRIVATE LESSONS
26. QUALITY MOUTHPIECES
27. BAND SHIRTS
28. USE OF BAND FACILITIES
29. LOCKERS & PRACTICE ROOMS
30. INSTRUMENT ROOM
31. LIBRARY
32. RECORDING ROOM / JAZZ ENSEMBLE STORAGE
33. BAND OFFICE
34. UNIFORM ROOMS
35. TELEPHONE
36. REHEARSAL/PERFORMANCE PROCEDURES
37. BAND OFFICERS AND STAFF
38. SELECTION OF OFFICERS AND BAND COUNCIL
39. ELECTED POSITIONS (AND THE RANK OF EACH POSITION)
40. PROCEDURE FOR THE ELECTION OF OFFICERS
41. APPOINTED POSITIONS (AND THE RANK OF EACH POSITION)
42. DESCRIPTION OF POSITIONS' RESPONSIBILITIES AND DUTIES
43. DRUM MAJOR
44. PRESIDENT
45. VICE PRESIDENT
46. SECRETARY
47. SECTION LEADER / RANK LEADER / ASSISTANT RANK LEADER
48. UNIFORM OFFICER
49. INSTRUMENT / EQUIPMENT OFFICER
50. LIBRARIANS

- 51. **BUS CAPTAINS**
- 52. **FRESHMAN REPRESENTATIVES**
- 53. **HISTORIAN**
- 54. **EXECUTIVE BOARD**
- 55. **BAND COUNCIL**
- 56. **BAND COUNCIL POLICIES**
- 57. **BAND DEPARTMENT COURSE POLICIES**
- 58. **OPERATIONAL PROCEDURE**
- 59. **AWARDS**
- 60. **RANK SYSTEM**
 - A. **BANDSMAN (NO RANK INSIGNIA)**
 - B. **CORPORAL (TWO CHEVRONS)**
 - C. **SERGEANT (THREE CHEVRONS)**
 - D. **LIEUTENANT (ONE SILVER BAR)**
 - E. **CAPTAIN (TWO SILVER BARS)**
 - F. **MASTER MUSICIAN / COLONEL (SILVER EAGLE)**
 - G. **BAND MEMBER'S RESPONSIBILITY TO THE BAND**
 - 61. **PARENTS' RESPONSIBILITY TO THE BAND**
 - 62. **CONCLUSION**
 - 63. **BACK PAGE: DETACH AND RETURN TO THE BAND DIRECTOR**

TPHS SENIOR HIGH SCHOOL BAND HANDBOOK

“PRIDE OF PARKER”

PREFACE:

This booklet has been written to provide band members, parents, and other interested persons with information concerning the various phases, activities, and policies of the band program at Terry Parker High School. It is impossible to cover in this booklet answers to all questions that may arise. All band members and parents will need to read this handbook carefully, then fill out the information on the back cover, sign it, and return the policy agreement to the band office. This is required before becoming an official member of the Terry Parker High School Band.

School rules are in force at all times a student is directly or indirectly involved in any activity sponsored by or in the name of Terry Parker Senior High School. School policy shall have priority over band policy in case of any policy conflict.

The band director shall have authority to suspend or amend any band policy at any time deemed necessary in the best interests of the total band program.

BAND OBJECTIVES The Terry Parker Senior High School Band forms an integral part of school life, and is recognized as an all-school activity. It is one of the largest and most active voluntary school organizations, and its members form an active cosmopolitan group. The primary objectives of the band program are:

- 1 Cultural -To foster the continued development of music appreciation and understanding through the study and performance of the best in music.
- 2 Educational -To develop interested and discriminating listeners, provide a well-rounded musical education, and prepare students for musical activities beyond high school.
- 3 Service -To lend color and atmosphere to certain school and community affairs while promoting and enhancing the dignity and reputation of Terry Parker Senior High School at all appearances.
- 4 Citizenship -To develop the ability to function as a responsible member of the group, to enhance the student's ability to interact with others in a positive manner, and to develop the ability to function as responsible member of the community.
- 5 Recreational -To provide all students with the opportunity for worthy use of leisure time, emotional outlet, and good social appearance.

MISSION

- 1 To provide a positive educational atmosphere for students.
- 2 To provide positive reinforcement that is predicated on truth and honesty.
- 3 To provide myself to the students as a teacher and as an adult mentor.
- 4 To set high moral and educational standards through language and action and to provide students with the tools to achieve those high standards.
- 5 To demonstrate genuine interest not only in the performance of the students, but also in the students themselves.

PHILOSOPHY

- 1 Every student can be successful in music if he or she practices the skills learned in class.
- 2 Students can be successful only if they accept personal accountability for their actions.
- 3 Every teacher must continue to seek out and implement improved techniques to provide students with the tools to be successful.
- 4 Everyone involved in the music program must accept responsibility for the success of the program.
- 5 The primary ownership of the music program must belong to the students. Teachers, parents, and administrators serve only as advocates of the students.

BELIEFS

- 1 Music is for everyone.
- 2 Music involves all aspects of the student: academic, musical, social, and personal.
- 3 Music performance is a skill, not a talent; it can be learned, practiced, and refined by everyone.
- 4 Proper music education increases academic performance and motivation and decreases the likelihood of student misconduct.
- 5 Parents are the students' most influential musical advocates.
- 6 Students must be interested and motivated.
- 7 Musical performance is a physical activity, and therefore requires commitment to physical fitness and conditioning.
- 8 Public performance is a privilege, not a right. It must be earned by demonstrating commitment to high educational, moral, social, and musical standards.
- 9 Learning is part of growth as a human being.
- 10 Music is a foreign language as well as an art form that consists of verbal, aural, kinesthetic, written, non-verbal, and emotional aspects.
- 11 Music is language, mathematics, science, and history.

GENERAL RULES

- 1 When the director's arms stop directing, stop playing.
- 2 When the director is talking, be quiet and look at me.
- 3 Do not eat or drink inside the band room.
- 4 Respect each other by not running, using foul language, or horse playing.
- 5 Only play when or where the director asks you to play.
- 6 Only the director can talk out of turn.
- 7 Leave the band room cleaner than you found it.

MEMBERSHIP IN THE BAND PROGRAM

The band program is open to all interested students who demonstrate the desire, ability, and proper attitude to be a member of the group. Students desiring membership must audition for membership and must have permission from the director.

Students will be placed at the discretion of the director. It should be understood that everyone will have an equal and fair opportunity for band participation. However, from time to time, it may be necessary to exclude or dismiss those students who fail to meet the band's standards. All students in the band and the auxiliary units are expected to maintain an academic average of 2.0 or better to be eligible for any performance. Continued membership is contingent on the student's eligibility. **Membership will be assessed on report cards and progress reports.**

A student must be a member of the BRAVES Marching Band to be considered for membership in the Symphonic Band.

MEMBERSHIP IN THE AUXILIARY UNITS

Membership in the auxiliary units of the band is open to any student who is interested. Membership is determined by means of an audition, in respect to the number of persons needed for the unit. Uniform for the auxiliary units will be determined by the Band Director in regards to style and type. Members must attend a special week-long clinic in the spring in addition to the week long band camp. Members of the auxiliary units are considered members of the band and are subject to all band policies.

THE IMPORTANCE OF ATTITUDE

The greatest single factor that will determine the success of any individual or organization is attitude. It takes intense dedication to reach goals. Students should learn to discipline themselves to daily practice on fundamentals in concentrated and routine practice. The "right attitude" must be present along with sincerity, concentration, and dedication as the basic foundation. Such an attitude makes artistic performance inevitable, and is the factor that makes the difference between a winning organization and a mediocre group. You who are in band are a favored few. The band can do much for you. Make the most of it in every rehearsal and performance.

THE IMPORTANCE OF DISCIPLINE

Because of the nature of the organization, band discipline must, by necessity, be strict. Band students and parents must be willing to accept the ideals, principles, and rules of the organization. Because band members are constantly on display, each member must always be aware of the importance of good behavior. Any misconduct casts a direct reflection on the band and the school, and may well undo the good work of many loyal students. Any student who casts discredit on the band by their conduct or actions, either at school or on a trip, is subject to dismissal from the band in addition to other disciplinary action by the school. Students who are repeatedly disciplined by school authorities for violation of school policies are a liability to the program and will be subject to dismissal.

OTHER SPECIFIC REASONS FOR TERMINATION OR SUSPENSION

Drinking while in uniform or around any school function including practices.

Smoking while in uniform or around school function including trips and rehearsals.

Drugs while in uniform or around school function including trips and rehearsals.

Willful destruction of band or school property, including writing on walls or equipment or intentionally damaging someone's personal equipment in the band.

Stealing.

Sexual misconduct at band or school functions.

Missing any one performance that is unexcused by the director.

Missing more than two rehearsals that are unexcused by the director.

The above may constitute an automatic parent conference and usually with the school administration informed and present. The Band Director is charged with the responsibility of reviewing each situation carefully and considering how each situation will affect the future and total band program at Terry Parker Senior High School.

We support the parent who feels that, in order to get the student to do better at school work or to punish the student for misconduct at home, that student should not be allowed to come to band practice. However, if the parent wishes to utilize this form of discipline, we ask the parent remove the student from the band for at least the remainder of the term.

Band is a team effort. Everyone must pull his or her weight.

DEMERITS

In order to maintain good discipline and quality work the following system of demerits will be used.

Misconduct	1	Minor misuse or damage to equipment	1-3
Discredit upon band	1-3	Minor misuse or damage to facilities	1-3
Objectionable items	1-3	Misuse or damage to uniform	1-3
Gum chewing	1	Failure to pass inspection	1-3
Violation of SOP	1-2	Vandalism	1-3
Defiance of authority	1-3	Misconduct on buses	1-3
Rudeness / Horseplay	1-2	Misconduct in stadium	1-3
Items left out of place	1	Rudeness / Discourtesy	1-3
Improper uniform dress	1		

The main purpose of demerits is to discourage improper conduct.

1 Certain band officers and rank leaders are allowed to give demerits to a student for minor infractions of band regulation, procedure, or tradition. The following is a partial list of the types of infractions that may result in demerits. Students are warned that many of these offences are violations of school rules and that the student is also subject to discipline by school authorities as well. Of course the idea is to not get any demerits in the first place. Under normal circumstances all demerits have to be worked off within five days or the student will not be allowed to perform at events with the band. The student will then be placed on probationary status and a conference will be arranged with the parents to determine the future of the student in the band program.

Upon receipt of the fourth demerit the student will be subject to possible dismissal from the band particularly if no effort has been made to work off demerits. If a student feels that they have been treated unfairly, an appeal may be made to the band director. Demerits may not be worked off during class. They must be worked off after school.

The following lists ways that demerits may be worked off depending on the type of demerit and the alternatives listed.

Uniform demerits – Student simply gets uniform or equipment in order and has additional inspection. Standard demerits for talking, misconduct, etc.:

1 demerit =

- 1 hour work detail in band room or marching field, or • • Physical Training (PT) [Mostly pertaining to Marching Band, this is a healthy and wonderful

way to increase lung capacity and endurance. 1st offense=75 jumping jacks or 1 lap around outside lines of football field] 2 demerits or second offense =

- 2 hour work detail, or • • PT [150 jumping jacks, or 2 laps] 3 demerits or third offense =
- PT [400 jumping jacks, or 4 laps], plus
- Call to student's parents

PHYSICAL TRAINING

Physical Training (PT) in regular Marching Band rehearsals should not be confused with the above discipline alternatives for working off demerits. Directors and Rank Leaders may use quick exercise in Marching Band to “focus” students’ attention and to condition students for the physical demands involved with Marching Band. However, no student will be required to do more than 50 jumping jacks at one time or more than 2 laps around the field at one time, regardless of how ambitious the Rank Leader gets. (Normally, to get a student’s attention on the field either 25 jumping jacks or 1 lap should be sufficient so that the student can get back to rehearsing as quickly as possible.)

ATTENDANCE POLICY

A. REHEARSALS:

Rehearsals are necessary and are called only for the improvement of the band, and to meet performance demands. They are not called for the “fun of it”! The fun comes from the results of working hard together and being able to perform well. The following policies are in effect for rehearsals.

1 Students must attend the Full Ensemble rehearsal directly prior to the performance to be allowed to perform. 2 Excessive absences from rehearsals will not be allowed for obvious reasons. 3 All rehearsals are graded and students who miss two or more rehearsals will be “benched” for the next performance 4 Proper procedure must be followed if an excused absence is to be requested.

B. PERFORMANCES:

There are few, if any, excuses for missing a performance. Every student is a vital member of the team effort. Absences affect not only the person missing, but also those around them, resulting in a drop in performance standards. We do not need students we cannot depend on. The following policies are in effect regarding performances.

If a student misses a performance with his/her respective band that is non-excused, he/she may be subject to be lowered a letter grade and be placed in a non-performance band class at the change of the semester. After a semester in a non-performance class, the student will be given the opportunity to return to performance status, providing the student demonstrates the desire and ability to conform to performance standards.

C. EXCUSED ABSENCE

- 1 Death in the immediate family;
- 2 Extreme personal illness; The student is generally expected to have a doctor's note stating the student's inability to perform.
- 3 Destruction of property due to fire or acts of nature;
- 4 Situations involving extenuating circumstances, situations of a one-time nature, or circumstances relating to personal/family emergencies **may** be excused at the discretion of the director.

D. UNEXCUSED ABSENCE

- 1 An unexcused absence may result in a failing grade for this grading category. This is for all performances.
- 2 Dental appointments, non-emergency appointments and meetings, in general, will not be excused. These can usually be scheduled at other times.
- 3 Work is not an excuse for missing any band activities. Please do not ask!
- 4 Vacations, other sporting events, and forgetfulness are also unexcused.
- 5 Students who are actively participating and representing Terry Parker Senior High School in an actual competitive activity may be excused from rehearsal at the director's discretion. Students who must miss a rehearsal due to a field trip or other similar activity may be excused at the director's discretion. Students may or may not be excused from a performance due to the above type of conflict at the director’s discretion depending on the contribution of the activity towards musical growth and/or communication by the student.
- 6 Athletes, cheerleaders, and other students not associated with the Marching Band must be careful to work out their schedules during 2nd semester concert season if they plan to perform in the Concert and Symphonic Bands. There shouldn’t be as many conflicts 2nd semester due to the fact that

number of after-school rehearsals will be low compared to 1st semester Marching Band.

E. OBTAINING EXCUSED ABSENCES

In order to obtain an excused absence; the following must be followed by both the student and the parent.

- 1 The director must be notified in advance in writing.
- 2 The director must approve the request.
- 3 An absentee request must be filled out and on file.
- 4 In addition to clearance from the school offices for absences during the school day, absences from a band activity the same day or evening must be cleared with the band director as well.
- 5 Following up is the sole responsibility of the student.

The mere filing of an absentee request is not a guarantee of an excused absence, nor is a phone call. Procedure must be followed due to the large number of students and the record keeping involved.

F. TARDINESS -"NEVER BE ON TIME, BE EARLY!"

Students are expected to be on time to all activities. "On Time" means ready to begin with all necessary items in place. It does not mean pulling into the parking lot or walking in the door on time. The following specific policies are in effect in regards to tardiness to band activities.

- 1 Students who are tardy must report directly to the director to explain the reason.
 - 2 If the reason for the tardy is not excusable, the student will receive a grade deduction. The only exception to this will be in cases of extenuating circumstance when the parent notifies the director in person or by phone of the reason or the tardy, and an excuse is granted by the director.
- Any student without a valid reason who arrives after 20 minutes is considered absent, and unless excused by the director.

CONFLICTS WITH BAND

Conflicts between band and other activities or events are the responsibility of the student. Rehearsal and performance schedules are normally given out in advance. Students should not become involved in activities that may directly conflict with band activities. When outside activities create hardships concerning band, unless it is a rare and unusual situation that may only happen once, the student would need to consult with director about possible alternatives.

It is the policy of the band to assist students when conflicts occur within the scope of band policy. Students are reminded that band is a very demanding activity, and that communication about conflicts is extremely important and will be at the discretion of the Band Director.

Work is not an excuse for missing any band performance unless completely unavoidable. Communication is the key to a successful band.

GRADING

Refer to the specific syllabus for each program.

INSPECTION

It is required of all band members to keep their uniforms and equipment in tip-top shape at all times. An inspection of all uniforms, shoes, instruments, and equipment will be conducted prior to each performance. Students who have dirty items will be given demerits as follows:

Improper dress may also result in suspension from performance.

UNIFORMS

Band members will be issued uniforms in August before school starts. Each student who uses a school-owned uniform is responsible for the loss, damage, storage, and up-keep of the uniform. Each student will be assessed a maintenance fee in order to ensure the continued life and up-keep of the uniform. Any items not stored at school are the responsibility of the student who must keep them cleaned, in good repair, and

ready for performance.

Students will be issued pants, jacket, shako, and plume. Students must supply the proper undershirt, black socks and proper black shoes. Members of the auxiliary units must check with their instructor for uniform information. Uniforms are to be hanged neatly at all times. The uniform rental fee is due at the fitting time.

Music – Each student must maintain music is good condition (clean and untorn). Music which is lost or returned in poor condition will be replaced at the student's expense. See librarians for any problems concerning music.

Accessories to the uniform, such as gloves, socks, shoes, etc., and their up-keep are the financial responsibility of the student. Such accessories are not to be stored at school. The school or band will not be responsible for these items in any way.

Lost or damaged items due to the student's neglect shall be replaced at the student's expense.

Any student who fails to care for or put away their uniform properly may be given up to three demerits.

STADIUM CONDUCT Students will sit only in their assigned seats and will keep their rows and columns straight at all times. There will be no individual "doodling" or playing around on the instruments. There will be no eating, drinking, or gum chewing allowed except when designated by the director. When the break is over, all food, drinks, etc., must be disposed of. Students may go to the restroom with the director's permission and only if accompanied by a chaperone. Students should remain attentive when a touchdown is made. We will need to play immediately. Students are to give their attention to the conductor at all times. Everyone will remain in the bleachers formation until formally dismissed. Only band members and chaperones will sit in the band bleachers. Once seated, students may not step out of the bleachers to talk to anyone, including parents unless it is an emergency, at which time they must consult the director first. In the stadium the band is expected to show a lot of spirit but also conduct itself in a dignified manner. There will be no clique cheering or any off-color cheers allowed. The band will perform well-rehearsed "pep" songs together or sometimes a well-rehearsed cheer or pep song may be done by a whole section such as a trumpet "go" cheer.

Any student who violates the Rules for Stadium Conduct may be given 1 demerit for each offense or depending on the situation, possible suspension from performance.

COURTESY

Courtesy to teachers, school employees, parents, chaperones, other students and guests is a Band tradition. Each of us should strive to be considerate of all others. Discourtesy and rudeness will result in disciplinary action to include one or more demerits.

BUS CONDUCT

- 1 Students must keep their heads, hands, and other articles inside the bus at all times.
- 2 Excessive or disruptive noise is prohibited.
- 3 Horseplay is not permitted around or on the bus.
- 4 Students are not to leave any articles on the bus including instruments, uniforms, personal items, etc. Items left are not the responsibility of the school, the bus driver, or the chaperones.
- 5 Students must remain seated while the bus is moving. Students may exit only through the front door except in case of emergency.
- 6 Students must be absolutely quiet at all railroad crossings.
- 7 No radio, **CD**, or tape players are permitted without the express permission of the driver and the band director. When such devices are permitted they will only be used with headphones.
- 8 No eating or drinking without the permission of the bus driver.
- 9 All buses are to be cleaned and trash removed at the end of each trip.
- 10 Bus captains, officers, and chaperones are responsible for the enforcement of these rules and have the authority to issue demerits for violations.

STUDENT VALUABLES Students are not to bring large amounts of money, radios, **CD** or tape players, cameras, etc. to band. If you wear glasses, watches, or other jewelry, you are to keep track of them at all times. Students are responsible for their personal property, not the band or the school. Students should not leave their personal items in the band room, other than instruments. The Band Room, **or the instrument storage room**, is not a locker to keep shoes, books, clothing, radios, or other such items. All instruments are to be properly locked up in the instrument room when not in use. It is not wise to leave instruments in the band room for long periods of time.

WEARING OF JEWELRY AND OTHER NON-UNIFORM ITEMS WHILE IN UNIFORM

While in uniform no one will be allowed to wear earrings or other jewelry. If these items are seen on a student while in uniform the director will take them and return them after the performance. The student will also receive 1 demerit.

Students with shoulder length hair will be required to wear their hair up until the performance is finished.

There will also be no wearing of excessive make-up or other coloring on the face that is distracting to the dignity of the uniform.

SCHOOL-OWNED INSTRUMENTS AND EQUIPMENT

Each student who uses a school-owned instrument is completely responsible for the care of that instrument or piece of equipment. Lost or damaged items shall be replaced or repaired at the student's expense. Before school-owned instruments are checked out, a checkout form must be filled out and filed with the director along with a responsibility deposit of twenty-five dollars. This deposit will be returned if proper care and cleaning has taken place, Students must return any item checked out at the director's request.

BAND CAMP

The competitive Marching Band is a highly select group of band students who meet after school just like football, cheerleading, etc. Each member understands that before he/she can audition for the Marching Band that they will be required to attend band camp if they make it. Band camp consists of one week of highly concentrated work on competition-style marching drills and music at an institution designated by the director and administrators. The purpose of the camp is to:

- Create a strong team atmosphere among members of the band,
- Accomplish a high level of work due to the concentrated hours involved, without the distraction of traffic, boyfriends, girlfriends, shopping trips, and various other activities at the high school,
- Foster student responsibility to themselves and to others through learning about their individual strengths and weaknesses and showing a caring and positive attitude.

Band camp usually takes place approximately one week before school begins.

The Marching Band represents the school not only at football games, but at festivals, marching contests, and civic events. Quality performances of the highest caliber must be maintained.

In addition to band camp percussionists and auxiliary members will have their own pre-camp before the band leaves for full camp. There will be a few sectionals held with the horn line prior to camp.

Any band student coming in late or for an excused reason has missed camp will not have an assignment in the half-time show until:

- a. The student demonstrates the necessary marching and playing skills, and
- b. A spot in the show becomes available. Cost and location of camp vary from year to year.

FUNDRAISING

Each student is asked to earn certain amounts of money to aid in yearly band expenses. Students may do this through participation in fundraising projects. The amount for each student will be determined before the school year begins. Students who do not meet this expense through fundraising activities may make up the difference in direct payment.

SPECIAL EVENTS

From time to time, special events may arise in addition to school ball games, contests, parades, concerts, and other such appearances. Participation in special events not previously scheduled will be at the discretion of the band director and school officials after conferring with the band regarding the feasibility of the event. The band is not able to accept all invitations for obvious reasons and is not able to do instant performances. It is the policy of the band to cooperate with special requests for performances.

TRIPS

All students are required to travel to and from all events with the band.

In order to be eligible for a band trip, the student must:

- 1 Have the required amount in their band account,
- 2 Be a student in good standing in the traveling ensemble, and
- 3 Return properly signed permission forms.

PRIVATE LESSONS

Private lessons are encouraged for all students in order for the student to achieve his/her maximum potential.

QUALITY MOUTHPIECES

Each student must have a quality mouthpiece for his/her instrument that is approved by the band director. This is due to the need for a like sound from each student. A list of acceptable mouthpieces can be obtained from the band office. No student may use an unapproved mouthpiece in rehearsal or performance. **The band director must approve all mouthpieces and reeds.**

BAND SHIRTS

All students must have a regulation band shirt for pep rallies, informal appearances, and use in bad weather. Students who arrive at such an activity without the required band shirt may be suspended from the activity unexcused.

LOCKERS

Students in Concert and Symphonic Band who play instruments which have suitable locker space will be issued a locker and school-owned lock. Only the student's instrument, supplies, and music will be kept in lockers. Lockers must remain locked when students are not in class. Lockers found unlocked will be vacated and the student will be charged a \$12.00 security fee for the return of lock and materials.

USE OF BAND FACILITIES

1. The use of band facilities before, after, and during school is a privilege. Students who abuse the facilities and the contents will be disciplined accordingly. Any abuse or damage will be considered vandalism. The following rules are in effect:
2. No outside students are permitted inside the facility except for business with the director.
3. No playing around or horseplay.
4. Do not bring any kind of food or drink into the facility.
5. All equipment, including instruments, auxiliary items, percussion items, etc., are off limits without express permission from the director.
6. No littering or rearranging furniture.
7. No storing personal items such as books, clothing, lunches, etc., will be allowed. **THE BAND FACILITY IS NOT A LOCKER.** The band will not be responsible for personal items.

A. PRACTICE ROOMS

These rooms are to be used for practice or private study only. Keep the room neat with all chairs, stands, etc., returned to their proper places. Use of the practice room is with permission of the director only.

B. INSTRUMENT ROOM

The students will not loiter. Instruments will be taken out promptly and returned promptly after use. Books, clothes, shoes, etc. will not be allowed in this area.

C. LIBRARY

The library is private, and is to be used only by the library staff. Materials must be checked out by the librarian.

D. RECORDING ROOM

This room is off limits to everyone without specific permission from the director.

E. BAND OFFICE

This area is private and not to be entered by any student unless the director or band office secretary is present. All students should keep in mind that this is a place of business, not lounging.

F. UNIFORM ROOMS

The uniform rooms are private areas and are to be used by uniform staff only. This area is to be kept clean and neat at all times.

G. TELEPHONE

The telephone is for band business only. Any calls not for emergencies or student business should be made from a cell phone.

REHEARSAL/PERFORMANCE PROCEDURES

Rehearsal time is valuable time, and every moment must be used efficiently. All accomplished groups follow the following rules:

- 1 Upon entering the rehearsal hall, acquire your instrument, music, and equipment, and go directly to your seat.
- 2 When the director or staff member steps in front of the band, all talking and noise will cease.
- 3 Warm-up will be handled by the director or the designated student.
- 4 There is no excess playing before rehearsal, during breaks, or after.
- 5 Rules for Marching Band will follow the same procedure as class.
- 6 While on the field drum majors are in charge of the band. There will be no excessive talking. Inattentive students will be disciplined or dismissed from rehearsal and replaced with alternates.

BAND OFFICERS AND STAFF

All students who are elected or appointed to leadership positions must meet and maintain the following general requirements. Only students who have displayed outstanding qualities of leadership will be accepted for this "honor". 1 Must be a Sophomore, Junior, or Senior member of both the Marching and Concert / Symphonic Band except for the positions of Auxiliary Captains and Freshman Representative. 2 Must have and maintain at least a 2.0 average academically, and at least a "B" in band. 3 Must have and maintain a good positive attitude towards band, and be willing to put in the "extra time" required for the performance of their duties. 4 Must have and maintain a reputation for honesty, integrity, promptness, dependability, and cooperation. 5 Must be willing to put their band responsibilities above their outside activities and jobs. 6 Must set and maintain an excellent example for other students to follow as far as attitude, conduct, attendance, musicianship, cooperation, and promptness are concerned. 7 Must agree to be in band the entire year. 8 Being a band officer is one of the most respected positions in the school. Students should strive to bring dignity and honor to each of their respective positions, and to the band. Superior conduct and values are expected and required of all band officers throughout all aspects of student and community life.

SELECTION OF OFFICERS AND BAND COUNCIL

A. ELECTED POSITIONS (AND THE RANK OF EACH POSITION)

President (Captain) Vice-president (Lieutenant) Secretary (Sergeant) Historian (Sergeant)
Freshman Representatives (Corporals)

B. PROCEDURE FOR THE ELECTION OF OFFICERS

1. A ballot will be prepared and the election carried out.
2. The winners of these races must receive 51% of the vote.
3. Voting shall be done by secret ballot.

APPOINTED POSITIONS' RESPONSIBILITIES AND DUTIES. Drum Majors – Auditions / Major Auxiliary Captain – Audition / Captain Auxiliary Co-Captain – Audition / Lieutenant Section Leader – Audition / Rank varies with ability Librarian – Sergeant Equipment Officer – Sergeant Uniform Officer – Sergeant Bus Captain – Sergeant

A. Drum Majors –

The Conductor will be chosen by audition on material selected by the director. The director will decide the number of conductors at the time of audition. The basic duties of the Drum Major include: 1 Attends all band functions; 2 Is responsible to the director for the conduct and actions of the band at all times, and for the execution of all duties assigned; 3 Take charge of the band in all marching situations; 4 Assists the director in maintaining discipline and order; 5 Promotes band pride and spirit; 6 Attends all band council meetings; 7 Coordinates and supervises section leaders, and is responsible for their effectiveness and actions.

B. PRESIDENT (ELECTED)

The basic duties of the Band President include: 1 Attends all band functions; 2 Is responsible to the director for the actions and conduct of the band at all times, and for the execution of all duties assigned;

Conducts Band Council Meetings;

Coordinates and supervises the library, uniform, secretarial, and instrument staff;

Has the authority to issue demerits for infractions of band rules and procedures.

In charge of supervising the band room facility;

Assists the director to maintain discipline and order;

Assists the director with planning, inspections, and special activities;

Promotes band pride and spirit.

C. VICE PRESIDENT (ELECTED)

The basic duties of the vice-president include: 1 Assume all duties of the Band President in his/her absence; 2 Assists the Drum Major in coordination and supervision of section leaders. 3 Serves as transportation director: appoints bus captains; puts up bus lists; supervises loading and unloading student; 4 Assists the director in maintaining discipline and order; 5 Has the authority to issue demerits for infractions of band rules and procedures. 6 Assists the director with planning, inspection, and special activities; 7 Attends all student staff meetings; 8 Promotes band spirit and pride.

D. SECRETARY (ELECTED)

The basic duties include: 1 Handles certain band correspondence; 2 Is responsible for some clerical work related to band; 3 Keeps office area neat and clean at all times; 4 Appoints assistants to help with certain minor duties; 5 Attends all staff meetings and takes notes; 6 Coordinates the band aides and the attendance officer; 7 Issues absentee requests and files them. 8 Verifies that bus captains have taken roll, and informs the director when everyone is present.

E. SECTION LEADER / RANK LEADER / ASSISTANT RANK LEADER

This position is appointed. The basic duties of section leaders, rank leaders, and assistant rank leaders include: 1 Is responsible for maintaining order and pride within the section; 2 Must play a solo or be in an ensemble at Solo & Ensemble Festival 3 Must call and conduct section rehearsals on a regular basis as

deemed necessary by the director; 4 Assists the director with inspections and marching drills as needed; 5 Conduct memorization and playing tests on music 6 Attends all staff meetings as required.

F. UNIFORM OFFICER

This position is appointed. The basic duties of the uniform officer include: 1 Assists the chairperson in measuring, distribution, and accounting for all uniform parts. 2 Responsible for the cleaning and sorting of all uniform parts. 3 Makes sure all items are put away properly and neatly after use. 4 Keeps and updated list of all students and items checked out to students. 5 Enforces all rules concerning uniforms. 1 Keeps an accurate inventory of all uniform parts. 2 Has the authority to give demerits for serious infractions of uniform policy. 3 Attends all staff meetings as requested. 4 May appoint an assistant if necessary.

G. INSTRUMENT / EQUIPMENT OFFICER

This position is appointed. The duties include: Is in charge of all school-owned instrument and equipment. Must keep an up-to-date inventory of all equipment and instruments. Responsible for lining the football field as required. Responsible for passing out and loading of equipment prior to and after activities. Responsible for the loading, unloading, and proper transportation of equipment as needed. Keeps instruments and storage area neat and clean. Must attend all staff meetings as requested. Has the authority to issue demerits for serious instrument and/or equipment infractions. May appoint an assistant to help with duties.

H. LIBRARIANS (ELECTED)

The basic duties of librarians are:

- 1 Responsible for the distribution, filing, upkeep, and collection of all music and related material;
- 2 Keeps an accurate listing of all needed music;
- 3 Is responsible for supplying all needed music;
- 4 Must keep the library neat and clean at all times;
- 5 Must attend all staff meetings as requested.

I. BUS CAPTAINS

Bus Captains are appointed by the President on a rotating basis.

The duties include:

- 1 The orderly loading and unloading of buses.
- 2 Enforce all bus rules.
- 3 Take roll prior to each departure and account for all absences.
- 4 Make sure a trash bag is aboard the bus and the bus is left clean of all trash and articles.
- 5 Must meet with the President 30 minutes prior to departure to trip for instructions.
- 6 Has the authority to assign seats when necessary, and the authority to report any bus rule violations.
- 7 Cooperates with chaperones and drivers, as they are the ultimate authority on the bus.

J. FRESHMEN REPRESENTATIVES (ELECTED)

In order to allow incoming students to have input into the student government system, two freshman representatives are elected by incoming ninth graders. The duties include:

- 1 Attend staff meetings in an advisory capacity;
- 2 Serve as a liaison between the ninth graders, the director, and other officers.

K. HISTORIAN

1 Keeps bulletin boards neat and clean at all times. 2 Places announcements and other information about band activities on the bulletin boards. 3 Keeps an updated scrapbook of all band events including pictures and other information. 4 Prepares posters and advertising copy concerning band events.

- 1 Writes articles and news releases for band newsletter and local media.
Attend staff meetings as requested.

EXECUTIVE BOARD

This board is an advisory group to help stimulate communication within the organization, solve problems, and to aid in effective planning. The group meets at the call of the director or the president. Members of the board include:

- 1 Director
- 2 President
- 3 Vice-President
- 4 Drum Majors
- 5 Colonels

BAND COUNCIL

This group is the functioning body of leadership for the band. Its purpose is to facilitate the smooth operation of the band. The members of the Band Council, in order of command, are:

- 1 Director,
- 2 Assistant Director instructors,
- 3 President, Student Conductor,
- 4 Vice President,
- 5 Drum Majors
- 6 Section Leaders, Rank Leaders, Assistant Rank Leaders,
- 7 Secretary,
- 8 Librarian,
- 9 Historian,
- 10 Freshmen Representatives

BAND COUNCIL POLICIES

- 1 The primary responsibility of all officers will be leadership through example in musicianship, attitude, loyalty to the band, conduct, and cooperation.
- 2 Council members are responsible for the efficient operation of their offices or positions.
- 3 Band officers are subject to demerits as are all band members.
- 4 The director may remove or suspend any officer or Council member from his/her position for failure to effectively fulfill the duties, responsibilities, procedures, and traditions of the office or position.
- 5 Any officer who by his/her conduct casts discredit on his/her office, the band, or the high standards required of officers shall be dismissed from office.
- 6 Upon the accumulation of 3 (three) demerits, a review of the Council member's status and effectiveness will be conducted, and could result in the dismissal of the officer or Council member.
- 7 Loyalty to the organization must be first and foremost. Officers must realize the dedication needed from them as leaders.
- 8 All Council members are subject to all band rules and regulations.
- 9 Officers who become disciplinary problems around the school and/or in band are subject, at the director's discretion, to dismissal when their actions have a negative effect on the performance of their duties.

BAND DEPARTMENT COURSE POLICIES

All band courses are offered for graduation credit and meet the Florida Academic Scholars Program requirements for performing fine arts. All band courses are academically oriented and are designed for both the college-bound student and general education student, and cover all levels of student ability. Jazz ensemble is offered to advance students interested in jazz performance. Students must also be enrolled in the appropriate band course for the year. Admission is by audition only, and is limited to standard instrumentation as determined by the director. Exceptions concerning the use of outside players in the event positions cannot be filled otherwise is at the discretion of the director.

OPERATIONAL PROCEDURE

- 1 All school rules will be enforced at all times in the band room, at extra rehearsals, and at all performances.
- 2 Upon entering the rehearsal hall, each student should quickly acquire his/her instrument, music, and other equipment needed for rehearsal. Each student is expected to then go directly to her or his assigned seat.
- 3 All students must be in the band room when the tardy bell sounds. Students should use the restrooms and attend to any other business prior to reporting to class. No student will be admitted after the tardy bell has rung without an admit slip from Student Administration during 1st period, or another teacher during the class day.
- 4 All students must be in their assigned seats with all the necessary materials, etc., no later than 2 (two) minutes after the tardy bell sounds. Violators will be written up as tardy, and will receive a demerit or band detention.
- 5 No excess playing is allowed prior to the start of rehearsal with the exception of initial long soft tone to warm up and tune the instrument. Individual tuning will be allowed prior to the 2 (two) minute deadline.
- 6 Gum chewing is not allowed at any rehearsal or performance, due to health hazards and damages to instruments.
- 7 There will be no excess talking or distractions allowed among students at rehearsals or during performance situations.
- 8 Disrespectful conduct between students to each other, or towards the instructor, will not be tolerated.
- 9 Students are expected to make a real effort to improve daily. This cannot be accomplished without outside practice and effort.
- 10 At the end of rehearsal, each student is to put away his/her own instrument, music, and other items. NO items may be left out of place. This applies to all band functions.
- 11 Students who are sent from band to the vice principal for the third time will be recommended for serious disciplinary action which may include suspension from band or total dismissal.
- 12 Violations of these procedures may result in detention and other disciplinary action.
- 13 No hats allowed.

AWARDS

Awards are earned on the basis of participation and outstanding performance. In order to be eligible to receive an award, each of the following criteria must be met: Must be in band for the entire year. Must have a "B" average in band at the end of the year. Must not receive a grade lower than a "C" in band for any grading period. Must have all accounts paid. Must participate in both marching and concert phases of the band program (auxiliary members not playing a band instrument must participate in the marching and solo-ensemble phases of the band program).

Below are the means for acquiring award points and the number of points for each event. Points for auxiliary members are in parenthesis.

Band Letter – Awarded to students completing their first full year in band. Chenille Bar – Awarded to students completing their second, third, and fourth full years in band. Director's Trophy – Awarded to students earning at least 150 points (100 for auxiliary). Director's Honor Trophy -Awarded to students earning at least 100 points (75 for auxiliary) as a member of the Terry Parker Senior High School Band.

Auxiliary and Jazz Band participants may apply a maximum of 2 points toward the Director's Honor awards.

Superior medals are issued to participants in superior rated FBA events. Certificates are issued to participants in All-County and All-State events. Outstanding Auxiliary Member – Awarded to outstanding member of the auxiliary units Louis

Armstrong Jazz Award – Awarded to outstanding Senior jazz band member John Philip Sousa Award

– Awarded to outstanding Senior Michael Hoerber Senior Award – Awarded to outstanding Senior

Woody Herman Jazz Award – Awarded to outstanding Junior jazz band member Awards are issued at the annual band awards ceremony at the end of the year. Students must complete the full requirements in band in order to be eligible to attend this awards ceremony.

Sole control of the Awards Program is at the discretion of the Band Director.

NOTE: Patches may not be worn on the band uniform. However, they may be worn on other clothing such as band jackets, sweaters, etc. Only medals and rank insignia are to be worn on the band performance uniform.

BAND MEMBER'S RESPONSIBILITY TO THE BAND

Each member of the band, upon accepting membership, has certain responsibilities to the band, school, community, and fellow members. Each member should be in regular attendance, and account for any absences. Members should make every effort to improve daily. Every member should have proper respect of those in authority. Everyone should be sincere in his or her commitment to the band and fellow members. All members should be honest and fair concerning all matters. Everyone is expected to cooperate with the director and fellow band members, and share the responsibilities and privileges of band membership. Once in the band, all members should put their hearts into it, and give it all the effort possible. All members should be loyal to the band and stick with it.

PARENTS' RESPONSIBILITY TO THE BAND

It is the responsibility of every parent and guardian to see that the policies outlined in this booklet are followed. Each parent is responsible for the attendance of their child at all band functions. It is the responsibility of each parent to see that their child practices their instrument or routines daily. The band director cannot play the horn for the students. It is the responsibility of each parent to support their child's band activities. The hands of your band director are tied without the help of ALL parents.

CONCLUSION:

It is the hope of the school, director, students, and parents that we maintain as fine an organization as possible. Only through hard work and cooperation can we develop a band that we can all be proud of. There are no magic formulas or guarantees, but by following this handbook thoroughly, living up to the standards and procedures described herein, and by using good judgment, you have done a good deal towards promoting and developing a fine band program. This is YOUR Band, and it will be **SUPERIOR ONLY THROUGH YOUR EFFORTS.**

DETACH AND RETURN TO BAND DIRECTOR

I, the undersigned student, accept membership in the Terry Parker Senior High School Band, and understand that I am responsible for all policies as set forth in this booklet. I fully agree to carry out my responsibilities to the very best of my ability.

(STUDENT SIGNATURE) (DATE)

(STUDENT NAME)

I, the undersigned parent or guardian, have read and do understand the policies as set forth in this booklet. I also grant full permission for my child to be an active member of the Terry Parker Senior High School Band. In addition, my child has full permission to attend all band functions.

(PARENT OR GUARDIAN SIGNATURE) (DATE)

INSTRUMENT #1:

TYPE OF INSTRUMENT: _____

MANUFACTURER: _____

SERIAL # OR OTHER IDENTIFYING MARKS: _____

INSTRUMENT #2:

TYPE OF INSTRUMENT: _____

MANUFACTURER: _____

SERIAL # OR OTHER IDENTIFYING MARKS: _____

Each student will be assigned a shelf space in the instrument room for his/her instrument. Instruments will be kept ONLY in the designated storage shelf.