



Band
Handbook
2009–2010

Preface

This handbook is designed to provide band members and parents with information concerning the various policies and procedures of the band program at Sunlake High School. In order to achieve our goals, it is important to have well-established guidelines for each member of the band program. The purpose of this book is to define those guidelines, in order to establish a tradition of excellence expected of the Sunlake High School Band. All band members and parents are urged to read this handbook very carefully in order to understand the structure and expectations of the organization. This handbook is a supplement to the Pasco County Code of Student Conduct for Secondary and Adult Students. School rules and policies are enforced at all times when students are involved in activities sponsored by or in the name of the Sunlake High School Band. The Band Director shall have the authority to suspend or amend any band policy at any time deemed necessary in the best interest of the overall band program.

Congratulations and welcome to the Sunlake High School Band! You have joined an organization that will exhibit excellence and pride for years to come. The Sunlake Band is establishing a reputation for pursuing excellence in all areas of musical performance. This position of excellence will be maintained only through the commitment of all band members and parents. As a member, it is your responsibility to conduct yourself in such a manner as to enhance the reputation of the band program. This band belongs to you; what you do will determine the caliber of the band each and every year.

Sunlake High School Band Department Objectives

1. CULTURAL: to foster the continued development of music appreciation and understanding through the study and performance of a variety of music.
2. EDUCATIONAL: to develop interested, discriminating listeners and musicians, provide a well-rounded music education, and prepare students for musical activities beyond high school.
3. SERVICE: to be an important part of school and community affairs while promoting and enhancing the dignity and reputation of Sunlake High School at all appearances.
4. CITIZENSHIP: to develop the ability to function as a responsible member of the group, to enhance the students' ability to interact with others in a positive manner, and to develop the ability to function as a responsible member of the community.
5. RECREATIONAL: to provide all students with an opportunity for worthy use of their leisure time, as an outlet, and good social experiences.

Sunlake High School Band Philosophical Goals

1. To instill an appreciation of music in the students and community.
2. To instill a desire and an understanding of excellence through rehearsal and performance.
3. To develop an awareness of the importance of teamwork and self-discipline.
4. To encourage the development of social skills through peer relationships.
5. To serve as a symbol of pride and excellence for Sunlake High School, Pasco County Public Schools, and the community.

Band Organizations and Course Offerings

Symphonic Band (planned): The top performing organization; carefully balanced as to instrumentation; performs a large repertoire of literature using advanced skills. Students must audition and be judged proficient on their instruments. Auditions include chromatic and selected major scales, a prepared piece, and sight-reading. Audition scores determine seating position.

Concert Band: A performing organization designed to prepare students for placement in the Symphonic Band; carefully balanced as to instrumentation; auditions are as above.

Marching Band: An organization of excellence and school pride. Membership is required of students enrolled in the Band Program (exceptions at the sole discretion of the Band Director). Performs at half-time shows, parades, pep rallies, and festivals. Rehearsals and performances must be the top priority. Additional costs are assessed for participation.

Jazz Band: A select band performing diverse styles of music. Instrumentation includes saxophones, trumpets, trombones, drums, bass guitar, and keyboard. Interest and ability determine acceptance: membership is an honor. Rehearsals and performances must be top priority.

Percussion Class (currently combined with Instrumental Technique): Class includes percussionists who will perform for concert, jazz and marching bands, preparing them for performing various styles of music. Required for percussionists who participate in marching band.

Instrumental Technique Class (currently combined with Percussion): For wind and percussion members who are not currently members of either the Symphonic or Concert bands. This training ensemble offers more individual instruction.

Auxiliary (Eurhythmics class): Includes Color Guard. This important unit adds visual enhancement to the band program, offering students who do not play an instrument the chance to participate. Auditions are held in the spring. Once selected, members are required to enroll in a Eurhythmics class for the next school year (exceptions at the sole discretion of the Band Director). Members agree to abide by all rules, and attend all activities, of the band, and understand that additional costs will be assessed. This is a select group; members must make practices and performances their top priority.

Academic Expectations

Every music student is expected to be a student musician! Sunlake High School Band members are expected to maintain good grades, represent the band well when working with teachers and administrators, and succeed in the classroom. Students are expected to take what they learn in the band room and apply it to the other academic subjects and vice-versa. Music is an art that requires a person to be well organized and intelligent. In addition, all band students are expected to maintain a 2.0 GPA for full participation.

Eligibility Requirements and Policies

The band program is open to all interested students who demonstrate the desire, ability, and proper attitude to be a member of the organization. Students desiring membership must audition and receive permission from the Band Director. In addition, students must enroll for the entire school year in co-curricular courses. Students will be placed in band at the discretion of the Band Director and the school. It should be understood that everyone has an equal and fair opportunity for band participation. However, from time to time, it may become necessary to exclude or dismiss those students who fail to meet the band's standards of membership, conduct, and/or academic eligibility.

Membership in the color guard program is determined by audition. The Band Director and Guard Director will determine the uniform, and members of the guard are required to furnish their own uniforms. Members must attend special clinics in the summer in addition to band camp. Members of the guard are considered members of the band and are subject to all band policies. Students are required to enroll in the co-curricular Eurhythmics class. Special permission from the Band Director and Guard Director is required to opt out of the Eurhythmics class.

All students are expected to maintain a cumulative 2.0 GPA in order to participate in competitive band events and must have a passing grade average in their band class(es). The following general policies apply:

1. Academically ineligible students will not perform in any band event where the band is in competition. Events where students are receiving grades for their participation: football games, non-competitive parades, concerts, co-curricular rehearsals, or similar events are allowed at the discretion of the Band Director because it is co-curricular.
2. Academically ineligible students will be assigned alternative assignments in lieu of participation in or at any band activity, event, or performance that they are ineligible to participate.
3. Academically ineligible students are not allowed to attend any band activity, event, or performance that requires the student to miss any academic class time. This includes all off campus functions that require time away from academic classes.
4. The Band Director may remove academically ineligible students from the football halftime show, contest show, concert, or any other activity to provide adequate time for the training of a replacement or adjustment to the routine.

Attendance Policy

Attendance is vital to the success of any band. Each member occupies an important part and position, and is expected to attend all major functions. These include rehearsals, concerts, adjudicated festivals and contests, football games, parades, and trips.

If an absence is unavoidable, the student must contact the director *in advance*. If an absence occurs due to unexpected circumstance, the student must bring a written excuse to the Band Director upon returning. All excuse requests are to be signed by a parent or guardian. The following policies are in effect regarding rehearsals.

1. All rehearsals are mandatory unless excused by the Band Director.
2. Unexcused rehearsals may result in the loss of available points in the grading category for each rehearsal missed.
3. An unexcused absence may result in suspension from future performances.
4. Excessive absence from rehearsals will not be allowed for obvious reasons. Excessive absence is normally defined as two or more non-made up or unexcused absences.
5. Two unexcused absences constitute a failing grade and possible dismissal from the band.
6. The student must follow proper procedure if an absence is to be excused. Written notice must be approved by the Band Director two weeks before the absence. Any request for an excused absence within the two weeks may be considered unexcused.
7. Sectional rehearsals are mandatory and considered the same as full band rehearsals if they are scheduled in advance.

After submitting a written excuse, the absence will be judged as either:

1. **Excused** (advanced notice given or absence cleared with written request)

These include personal illness, family emergencies/death in the family. Other situations may be excused and should be discussed with the director in advance. If the director determines the absence is excused, the student will be given an alternative assignment in order to receive total participation points for that day's event. If assignment is not complete or does not meet standards it will be graded accordingly.

2. **Unexcused**

Absences not preapproved or cleared with a written notice will be considered unexcused. **No participation points** will be given to the student for the day's events, giving the student a grade of "0". If an unexcused absence occurs at a public performance, the student will be subject to disciplinary action. Having more than one unexcused absence for a performance in a semester signifies a desire to drop band.

NOTE: Work conflicts are not excused. Also, great effort should be made to schedule medical and other appointments on non-rehearsal days. A parent conference may be requested for any student who accumulates more than two unexcused absences, as two unexcused absences constitute a failing grade and possible dismissal from the band. Excused or unexcused absences may result in suspension from future performances at the band director's discretion (for the sake of participating students safety and pride in dedication).

Tardies

Students are expected to be on time to all activities. "ON TIME" means ready to begin with all necessary items, not rushing to your chair or running to the practice field when roll is being called. "Fifteen minutes early is on time." – William Revelli, Band Director of the University of Michigan.

1. Students are allowed two tardies to activities (less than 15 minutes each) for personal emergencies per grading period and two for co-curricular rehearsals.
2. Students will receive demerits for tardies and may be asked to perform callisthenic activities before being able to join the practice during the marching season.
3. For each additional tardy beyond those allowed for emergencies, the student would lose 1/2 of the possible credit for that activity. Additional consequences may be added.
4. Any student who arrives after 15 minutes is considered absent and unless excused by the Band Director shall lose all credit for the activity.
5. Three unexcused tardies equal 1 unexcused absence.

6. Students will adhere to the school's tardy policy.
7. Detentions will not be served during rehearsal times, but at a time to be determined by the Band Director.

General Expectations

1. Only band students are allowed in the band room, practice rooms, instrument storage rooms, uniform room, library, small ensemble rooms, or the office.
2. Leave all opened drinks, food, or candy outside the band building.
3. Walk into the band room quietly.
4. Students are to play and use their own instrument or instruments that are checked out to them.
5. Dispose of your gum before entering the building.
6. Keep the music stands in good condition. Do not lean or draw on stands.
7. Throw all trash in the garbage cans.
8. Keep the band room clean.
9. Keep the white board clean. Section leaders may write on their section's spot.
10. Ask for permission to use the phone.
11. There is a time and a place for everything – public displays of affection and/or profanity will not be tolerated.
12. Never enter the Band Director's office for any reason unless she is present and invites you to enter after you have knocked on the door. If the Band Director is speaking on the phone, do not disturb her.
13. If you have a question regarding grades, absences, or want to discuss a point, do so after class or after school.
14. Always seek answers to questions by listening when someone is addressing the band. If there is a question about the music, raise your hand and ask.
15. If you break something report it to the Band Director.
16. Maintain a positive attitude at all times.

Telephone

The telephone is to be used only with the Band Director's permission. Do not simply pick-up the phone. The Band Director may be conducting important business on the other line.

Band Library

Only Librarians are allowed to retrieve music. Anyone needing assistance must ask the Librarians or receive permission from the Band Director. Only Librarians and the Band

Secretary are allowed in the library. Other students must seek permission from the Librarian or the Band Director. The Band Secretary and Librarians are the only ones that may use the photocopier, and only with permission!

Withdrawal/Dismissal from Band

Withdrawal from the marching band in the middle of a season is **strongly** discouraged, as it creates a hardship on other band members. Students who withdraw mid-season forfeit all Band rights and privileges, and may be prohibited from signing up for band in the future. Students who elect to drop Marching Band must also withdraw from their symphonic/concert ensemble.

After other courses of action have been pursued within the discipline structure of the school, the director reserves the right to dismiss any person from the band who poses a constant behavior problem. Any student who casts discredit on the band by their conduct or actions either at school, on a trip, or in the community, shall be subject to dismissal from the band in addition to other disciplinary action by the school. Basic values are a requirement. Students who are repeatedly disciplined by the school authorities for violation of school policies are a liability to the program and will be subject to dismissal.

Grading Policy

Students begin each quarter with zero points and have an opportunity to earn points toward their grades as each quarter progresses. There are three areas that make up grades: daily points, musical progress (tests), and after-school rehearsals/performances.

Daily Points

These are earned by being prepared, taking care of instruments and participating in class:

- 5 points:** has instrument (includes reeds, mouthpieces, etc.) in working condition* and music (one is not very useful without the other)
- 5 points:** has working pencil
- 10 points:** participates in class**

** Students are responsible for the maintenance and care of the instruments they use, regardless of who owns them. Grades suffer for inattention to instrument condition.*

***Class participation points are **earned**. If a student is behaving so as to hinder his or another student's performance, or is asked to leave the room, participation points will not be earned.*

Musical Progress

Students will be evaluated periodically on musical progress, in theory and in practice. Material will be chosen from current method books or repertoire. Points will vary.

After-school Rehearsals and Performances

A total of 100 points may be earned for attending after-school rehearsals. **These rehearsals are part of the co-curricular class and are not optional!** Notice of rehearsal times/dates will be given in advance. Any absence must be cleared with the director for points to be awarded. **NO EXCEPTIONS!**

Attendance at band performances is required. An unexcused absence from a concert may cause a student to be prohibited from future performances outside of school. The director must clear any absence. **NO EXCEPTIONS!** Transportation and work issues are never excuses!

100 points: concert attendance and participation

-25 points: points deducted for being late for or leaving early from performance

0 points: no points received for an absence from a performance

Rehearsal Protocols

Rehearsal time is short and every moment is used for rehearsal purposes. Students who delay rehearsal for as little as one minute have wasted a great deal of time because every other member of the band has also been forced to waste one minute. The following universal guidelines are the foundation of our rehearsal procedure:

1. Band members will bring the following items to all rehearsals:
 - a. Instrument
 - b. All music and/or charts
 - c. Reeds, mutes, oils, cork grease, etc.
 - d. Pencil
 - e. **Water** for outdoor rehearsals
2. Upon arrival, all non-productive attitudes and behavior will cease. Once in the room, the focus is on having a meaningful rehearsal. Loud talking will end upon arrival.
3. All personal belongings are to be stored as designated upon entering the band room.
4. Pre-rehearsal time is to be used to prepare (instrument, music, stand, etc.) for rehearsal.

5. For class rehearsals, band members will have two minutes or less, immediately following the tardy bell, to prepare for rehearsal. When the director steps to the podium, students are tardy if not seated, with instrument, music, and stand in place.
6. After finding seats, any empty chairs or unused stands should be removed from the set-up. This is everyone's responsibility.
7. When someone is at the podium, full attention must be given to that person. Do not allow distractions: be quiet, listen, and watch.
8. Chewing gum prevents a student from playing correctly. Gum, candy, and/or any other food item will not be allowed in any part of the rehearsal room. Being caught with food or drink items indicates a lack of respect for the facility or other band members.
9. The rehearsal room must be kept clean and orderly, and display a sense of pride. Store instruments and music in assigned places. Personal belongings are not to be left in the rehearsal room. Items left behind will be taken to the school's Lost and Found.
10. Don't leave your chair without asking permission to do so. This includes: to get water, use restroom, rinsing out mouthpieces, repairing items, etc. Raise your hand and ask for permission.
11. Proper posture is necessary for rehearsals. Sit up straight with your feet flat on the floor. Posture is the basic fundamental for good playing.
12. To receive credit for daily class work all students must have their instrument. If an instrument is in the repair shop a note stating this fact is required by the Band Director. If the student does not have a note, the student will not receive credit for the rehearsal. Students with instruments in the shop must have a loaned instrument to use from the shop until their horn returns. Students are to inform the Band Director twenty-four hours before taking the instrument into the shop so that arrangements can be made.

SUPERIOR BANDS ARE THE RESULT OF SUPERIOR REHEARSALS!

Rehearsals and Performances

Due to the complex nature of a high quality band program, rehearsals outside of class time are necessary. Generally, such rehearsals will be scheduled well in advance so that conflicts can be avoided. Attendance is required and part of the student's grade. In addition, most performances of the band are scheduled outside of school hours and are mandatory with no exceptions. When last-minute rehearsals or performances arise, the director will announce calendar changes as soon as possible. The student and director will resolve any conflicts. It is extremely important that students always have more than enough water with them at all outdoor rehearsals, performances and events to avoid Heat Stress. It can be very dangerous to a student's health to not have enough water on hand. Students will always be given time during rehearsals to drink water, but they must have it present to take advantage of the time allotted! In the case of inclement weather prior to a rehearsal, an email notification may be sent to cancel rehearsal. It is important to check for email notifications before leaving home to see if the rehearsal has been cancelled.

Band Camp Attendance

SLHS Summer Band Camp is **mandatory** for all students except Jazz-Only performers (usually electric guitarists) who have prior approval. All 1st Semester assessments must be paid by the start of the first day of camp. Prior to Band Camp, students are required to attend summer rehearsals for their section or level such as "Rookie Camp," "Leadership Camp" etc. In addition to providing necessary preparation for the first performance of the school year, these camps foster a sense of band unity. Students will be given details about Summer Band Camp in advance of the first day.

Equipment/Instruments

- Each member is responsible for the maintenance/care of the instrument he/she uses.
- All school-owned equipment is checked out through the Director. Once issued, school-owned instruments become the responsibility of the student for care, maintenance, and protection from damage. Students will be charged for any required repairs.
- **All marching students must purchase a lyre and flip folder for their instruments.**
- The Band Room and lockers are not for personal use: use school lockers.

Travel/Trips

Students will conduct themselves properly at all times while traveling with the band. They represent their families, band, school and community. Students will remain in full uniform for the entire trip unless they receive specific instructions from the band director only to

do otherwise. Band students will remain with the group unless given special permission by the Director. All students must ride the bus to all band functions. Planned times of departure/arrival will be announced no later than the day before a trip. ***If a student must return from a trip other than on the bus, the director must give prior approval, and will require a note signed by a parent, including a phone number for verification.***

(NOTE: Any student who has received a referral during a band class or a band function, from any school board employee during the school year of a band trip, will lose the privilege to travel with the band. Students who have been assigned OSS also will be denied participation with band trips.)

Code of Conduct

Band member conduct reflects on the individual, the band, and the school and, therefore, must be exemplary at all times. Each member must always be aware of the importance of good behavior. Any misconduct casts a direct reflection on the entire band and school and may well undo the good work of many dedicated students and parents and the personal PRIDE that is the cornerstone of our Band.

AT ALL TIMES, MEMBERS WILL:

- Treat adults with respect
- Be silent and listen to instructions
- Be courteous toward each other and others (spectators, other bands, etc.)

AT ALL TIMES, MEMBERS WILL NOT:

- Use drugs, alcohol or tobacco
- Use profanity, vulgarity, or obscenity
- Practice PDA! (Public display of affection)

DURING REHEARSALS AND PERFORMANCES, MEMBERS WILL:

- Be attentive and professional
- Remain silent when called to attention
- Follow directions of leadership
- Associate ONLY with Band members

WITH REGARD TO BUS TRIPS, MEMBERS WILL:

- Remain seated while bus is in motion
- Maintain silence at railroad crossings and whenever requested by any adult
- Keep appendages inside the bus
- Ask permission to open windows
- Behave appropriately at all times
- Properly stow uniforms and equipment.
- Use earphones with any electronic device. Violators may have items confiscated per school rules
- Remain seated on the bus until instructed to exit by an adult
- Remove all personal items and trash from the bus, and close all windows

IN THE STANDS, MEMBERS WILL:

- **NOT PLAY** instruments unless directed by the Director or Drum Major.
- Sit as assigned and remain in uniform, including hat, until directed otherwise by the Director, staff or Drum Major.
- Follow 3rd-quarter break instructions
- Be seated, ready to play, at 1 minute prior to the start of 4th quarter.
- Clean up their seating areas (music, folders, gloves, hats, trash, etc.) prior to dismissal.

NOTES ABOUT FOOTBALL GAMES:

- **Breaks are not 'rights,' but are privileges issued by the Director**
- Band and chaperones must sit together in the stands; others may not sit in the section.
- No one may bring food or drink to band members during 1st, 2nd or 4th quarters.
- Spirit is encouraged, but positive cheering will be done as a group or with cheerleaders.

Marching Merit System

In order to encourage positive conduct, and to maintain good discipline and quality work, the following system of merits will be used.

Merits – 1 each

- | | |
|---|--|
| ☺ On-time and prepared for rehearsal | ☺ Offering positive feedback to others |
| ☺ Participation in voluntary band events | ☺ Setting a good example for others |
| ☺ Selection for All-State or All-County Band | ☺ Getting A's on playing tests |
| ☺ Taking the initiative; going the extra mile | ☺ Participation in a band fundraiser |
| | ☺ Section wins the Spirit Stick/Section of the day/rehearsal |

Demerits – 1-3 each*

- | | |
|---|---|
| ☹ Chewing gum | ☹ Not putting away chairs, music stands, instruments, etc. |
| ☹ Talking out of turn or talking back | ☹ Lost Music (+ pay a copy fee) |
| ☹ Inappropriate language | ☹ Late to Practice (+ daily clean up – failure to stay earns 1 extra Demerit) |
| ☹ PDA (public display of affection) | ☹ Skip Practice (+ sit in stands next game) |
| ☹ Disregarding instructions | ☹ Late for Performance (+ stay to clean up – failure to stay earns 1 extra Demerit) |
| ☹ Wearing hat inside | |
| ☹ Unapproved food/drinks in Band Room | |
| ☹ Inattentive | |
| ☹ Unprepared (pencil, water, music, etc.) | |

Demerit Consequences

- *Immediate Suspension from band may occur at the discretion of the Band Director based on severity of infraction
- Each Demerit equals one lap. 5 Demerits accumulated in 1 week equals 1 week of cleanup duty.
- Upon receipt of the fifth TOTAL demerit, a student will be placed on probationary status and a conference will be set up with parents to determine the future of the student in the band.
- Upon receiving the sixth demerit, the student may be subject to dismissal from the band.
- Students that feel that a demerit has been given unfairly may appeal to the Band Director. The Band Director has the authority to repeal demerits or work out alternatives.
- Demerits will not directly affect a student's grade.

- Demerits may affect a student's position in a football show or leadership position in the band at the discretion of the Band Director.
- Demerits earned during the week must be "worked off" by the end of practice on Thursday. Any demerits not worked off by that point will result in the loss of the 3rd quarter break. In addition to laps, demerits may be worked off by moving equipment, cleaning the band room, or other various tasks.
- Any demerits earned on Game Day will be worked off during third quarter break.

Notes

1. Top Merit Holders will be recognized at the Annual Awards Banquet. Merits are to be recorded by the Band Capt.
2. Section Leaders, Band Captain, Field Coordinator, Drum Majors and band staff/clinicians are allowed to give demerits to a student for infractions of band policies. Demerits are recorded by the Band Capt.
3. It is impossible to foresee every possible circumstance; the Band Director reserves the right to record merits and demerits for behaviors not listed, and to direct the Drum Major to do the same.

Inspection

Inspection of uniforms and instruments will be held prior to each performance. The band will be called to attention precisely at the designated inspection time. Be punctual!

- Uniform will be clean and properly worn, including band shoes, correct color of socks and placement of award ribbons (if applicable).
- Instrument will be clean and in working order, equipped with reeds, mouthpieces, etc.
- All music, flip folders, and other accessories will be present.

Uniforms

The band uniform provides members with spirit, unity and pride. It requires the utmost care. Each band member will be issued a numbered, official SLHS Band uniform. A parent volunteer will make every effort to properly size and fit each member. Students are to report any uniform problems immediately to the Uniform Manager or other parent volunteer. The time for repairs is not an hour before a performance. The loss or destruction of a uniform, or any part thereof, will be financially assessed and charged to the student.

Each marching member is responsible for purchasing his/her own approved black band shoes and black socks and extra pairs of black gloves.

Uniform regulations:

- Uniforms are to be properly hung and returned to the Uniform Manager after each use.
- Uniforms may only be worn to official band performances.
- Members will wear the uniform with PRIDE. When wearing the uniform:
- **Always** have it zipped/buttoned up.
- No wrinkles.
- Gloves must be clean and shoes must be polished
- Wear the practice uniform under the marching uniform unless otherwise directed.
- No items will be attached to the uniform when being worn representing the SLHS Band unless instructed by the Director. Only adults will attach Band Ribbons.
- Hair will be neat, well groomed, kept **out of the face and off the neck/shoulders**.
- **Jewelry is limited** to a watch and a ring. No other visible jewelry is allowed.
- Rules regarding makeup and hair will be enforced as determined per event rules.
- In situations where the band is traveling and the uniform is not being worn, the uniform will be properly hung and stored as determined by the uniform manager.
- Students who are not in full uniform will not be allowed to perform.
- The Boosters will conduct periodic cleanings; additional cleanings required because of band member conduct will be charged to the band member.

Concert/Jazz Uniforms

- Ladies must wear a concert dress (solid black, below the knees, with at least a cap sleeve– absolutely no strapless or thin strap dresses), black closed toe flat shoes, hair pulled back and minimal jewelry. Ladies may also choose to wear (rather than a dress) black dress slacks, long black dress socks, and solid black blouse/dress top (with at least cap sleeves).
- Gentlemen must wear black dress slacks, long black dress socks, white wing tip collar tuxedo shirt, and a black clip on bow tie. Long hair pulled back.
- Gentlemen must be well groomed, that means clean–shaven, and no jewelry.
- Be conservative with make–up, hair accessories etc.

Auditions/Challenges

Auditions will be held prior to or at the beginning of each semester. Students will be seated accordingly, but changes may be made at any time. Music challenges are open to any band member wishing to improve his/her chair position. If a challengee (the student being challenged) loses, he/she will move down one or more chairs (determined by the Director) and the challenger will take that position. Challenge pieces include chromatic and major scales as well as any music in the *challengee's* folder. Challengers must submit a request in writing to the director. The challengee will be provided at least seven days notice before the event. The challenger is allowed to challenge the same person no more than 3 times per semester.

Individual Practice

It is the responsibility of each band member to practice outside of band rehearsal time. This time should be spent on music, scales, and etudes assigned by the director or private instructor. Each student should practice at least two hours a week to strengthen fundamental skills and learn assigned music. Individual improvement will directly affect the overall improvement, abilities, and success of the entire band.

Students are strongly encouraged to take lessons with a private instructor, and to attend outside band camps. Improvement and success will be notable. For info, see the Director.

Band and Sports

Students may participate in both band and sports. The de-conflicting policy is:

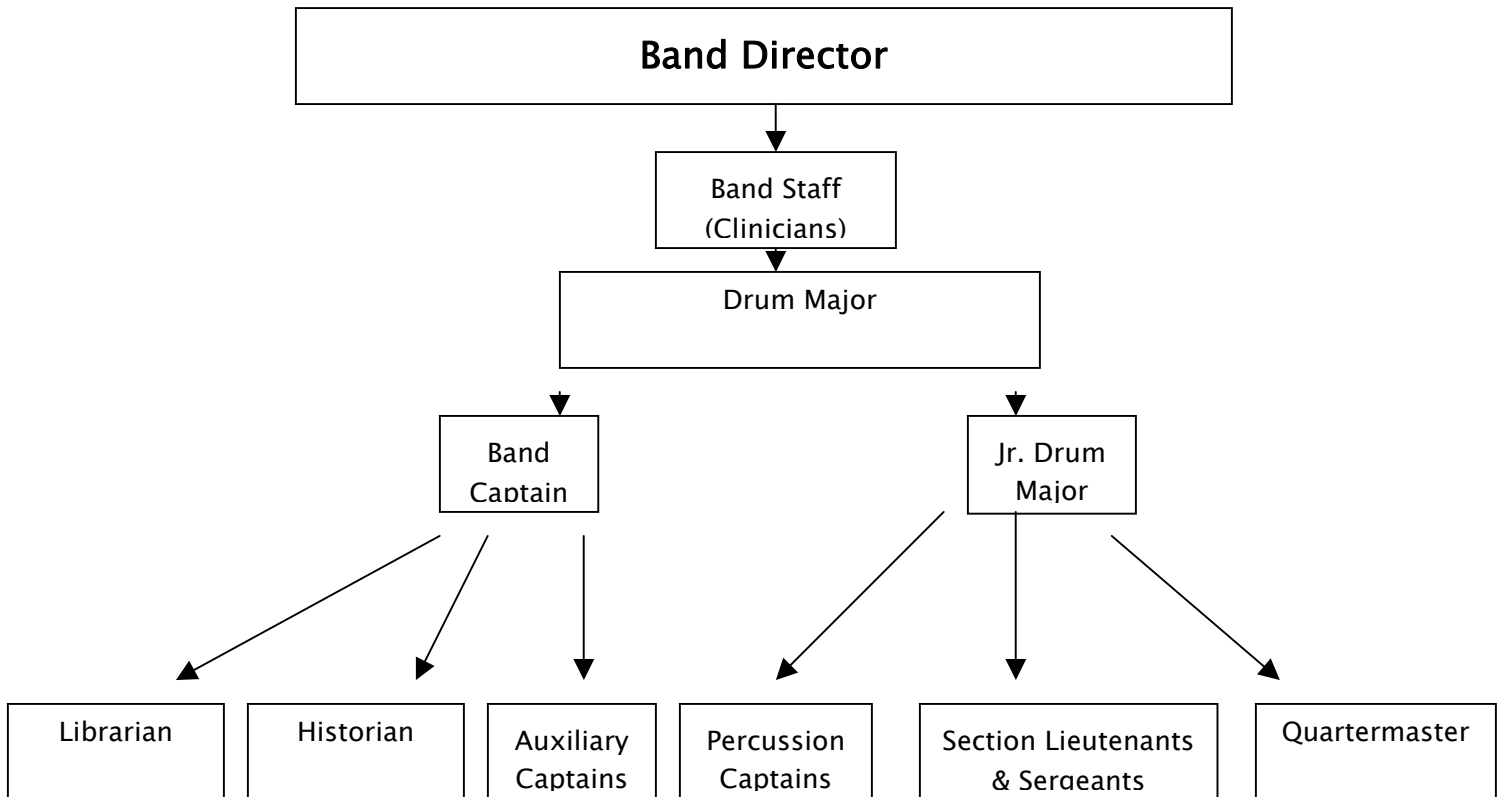
- For an ongoing conflict of two practice times, the student will alternate attendance at each, or work a mutually agreed schedule.
- For conflicts of a *practice* for one and a *performance/game* for the other, the performance/game has priority.
- For conflicts of two performances/games, students will need to weigh the importance, discuss the matter with parents, Director and coach/sponsor, and make the choice.

Exception: this policy does not apply to Drum Majors, color guard, or jazz band members. These are critical positions and the band must take priority.

In all situations, the director must be notified in advance. Problems can be prevented and easily resolved by speaking with the Director and coach/sponsor involved early.

The Cost of Band

The complete band program desired by high school students is not fully funded by the school district. As a result, high school bands are co-curricular, and members pay assessments for participation. These funds help to pay for expert clinicians, music and drill, flags and poles, instruments and equipment, transportation, dry-cleaning, supplies, etc. Students also have opportunities to raise funds for their personal Student Band Booster Accounts (SBBAs), which can be used to help pay for individual future expenses.



Band Officers

Sunlake High School Band members have an excellent opportunity to develop and expand their leadership abilities as participants in the Band Officers' Council (BOC). Band officers have many important responsibilities, ranging from welcoming visiting bands to aiding in maintaining order and discipline. Positions on the BOC include:

- Drum Major and Junior Drum Major
- Captains (Band, Drumline, Auxiliary)
- Section Leaders

BOC meetings will be called and conducted by the Drum Major, under the auspices of the Band Director. The Historian, Librarian and others may be invited to attend.

Band Leadership Job Descriptions

It is the foremost duty of every Officer to be a role model for all band students. Positions will be filled by audition, appointment or election, as the Director determines. Not all positions are necessarily filled every year. Students serve, and may be removed, at the Director's discretion.

Drum Major and Junior Drum Major

The Drum Major is second-in-command for the Band Director and Staff, and the day-to-day manager of the band. As the ranking student officer, the Drum Major oversees all rehearsals and performances, and empowers the other officers and leaders to fulfill their duties. The Drum Major is expected to attend all events and make this position the top priority. One Drum Major is selected by audition each year. Duties include:

- Participation in all Band rehearsals, events and functions
- Role model for dress, behavior, performance and musicianship
- Call the Band to attention for the Director
- Direct the band for field rehearsals, performances and parades, and as requested
- Perform as a member of the band as determined by the Director
- Record band member attendance at rehearsals, performances and on trips
- Implement Student Conduct and Merit Award Plans
- Assign work details as needed (water, Band Room cleanup, etc.)
- Call and conduct meetings of the BOC

If selected a Junior Drum Major is considered to be 'in training' and is expected to audition for Drum Major the following year. While in training, the Junior Drum Major will supervise the Quartermaster in addition to assisting the Drum Major.

The Drum Major answers to the Band Director and Band Staff. The Junior Drum Major answers to the Drum Major.

Minimum Grade Level: Junior during year of service

Captains

Captains are the Drum Major's primary field officers and are expected to attend all rehearsals, performances and Band functions. Duties include:

- Role model for behavior and musicianship
- Ensure proper field conduct of the members
- Lead the band in stretching and drilling exercises
- Inspect instruments, uniforms, music; ensure protocols are followed with each
- Organize Lieutenants, Sergeants and (if there is no Junior Drum Major) the Quartermaster, for duties relating to upkeep and maintenance of the field, band room, or other venue (bus, hotel, etc.)
- Keep accurate, up-to-date information on band attendance and Merits/Demerits
- Document clothing, equipment or conduct violations during rehearsals
- Actively participate on the Band Officers' Council
- Assist Drum Major and Director as needed

Captains answer to the Drum Major, Band Director and Band Staff.

Minimum grade level: Junior during year of service

Section Lieutenants and Sergeants

The Director defines the sections, and selects leaders based on playing and leadership abilities. Auditions may or may not be held. Sections may or may not have Sergeants. Lieutenants and Sergeants work together to coordinate administrative/executive charge of their sections, to include:

- Role model in behavior and musicianship
- Maintain uniformity within the section
- Request/conduct section rehearsals
- Ensure that section members know their music and drill
- Help maintain order among members
- Maintain upkeep of the Band Room, practice fields and performance venues
- Ensure section members have all materials for rehearsals
- Inspect section members prior to performances
- Report attendance and other violations to the Band Captain
- Assist the Band Captain and Drum Major as requested
- Actively participate on the Officer's Council
- Make sure the section's area of the Band Room is clean and orderly

Sergeants answer to Lieutenants and both answer to their respective Captains, the Drum Major, Band Staff and Band Director.

Minimum Grade Level: Sophomore during year of service

Quartermaster (Equipment)

The Quartermaster is responsible for the proper care and maintenance of school-owned instruments and band equipment, including music and instruments stands, chairs, Drum Major stand, etc. Specific duties include:

- Role model in behavior and musicianship
- With the help of assigned sections, load and position instruments and equipment for rehearsals/performance in all venues
- Maintain and update records of instrument inventories
- Assist Band Captain in periodic inspection of instruments
- Organize and maintain instrument storage room
- Alert the Director of equipment-related problems or issues
- Attends Officers' meetings when invited

Quartermaster answers to the Junior Drum Major (Band Captain if there is no Junior Drum Major), Drum Major, Band Staff and Director

Minimum Grade Level: Sophomore during year of service

Band Assistant Job Descriptions

Band assistants are role models for all band students, and provide needed services to ensure Band success. Positions will be appointed or elected, as the Director determines. Not all positions are necessarily filled every year. Some positions may be shared by more than one student. Students serve, and may be removed, at the Director's discretion

Librarian

The Librarian organizes and distributes the band’s sheet music, including marching, stands, concert, jazz, solo and ensemble. Specific duties:

- Work with Section Leaders to ensure all sections have required copies of music
- Photocopy, sort and distribute music as needed
- Ensure filing of music is up-to-date and organized
- Assist students in acquiring needed music
- Alert Band Director of any music-related problems or issues
- Attends Council of Officers’ meetings when invited

The Librarian answers to Band Staff and Director.

Minimum grade level: Freshman

Historian

The Historian is responsible for ensuring that the Band’s activities for the year are properly documented and recorded. Specific duties:

- Ensure that photos and videos are taken throughout the year
- Assemble and maintain the annual scrapbook
- Assist in creating the annual DVD
- Write articles for the band and school newsletters
- Work with Boosters to maintain bulletin boards in the Music Building
- Attends Council of Officers’ meetings when invited

The Historian answers to the Director.

Minimum grade level: Freshman

Acceptance of Handbook, Code of Conduct and Student Discipline Plan

(Sign, Date, Clip Out and Return to Band Director)

By signing below I, _____, a **student** in the SLHS Band Program, assert that I have read, understand, and agree to abide by the provisions of the Band Handbook, including the Code of Conduct and Merit System, and consequences attached thereto.

Signature Date

Witnessed and agreed to by _____, **parent or guardian** of above-named student.

Signature Date

Turn in ASAP to receive extra Merit Points

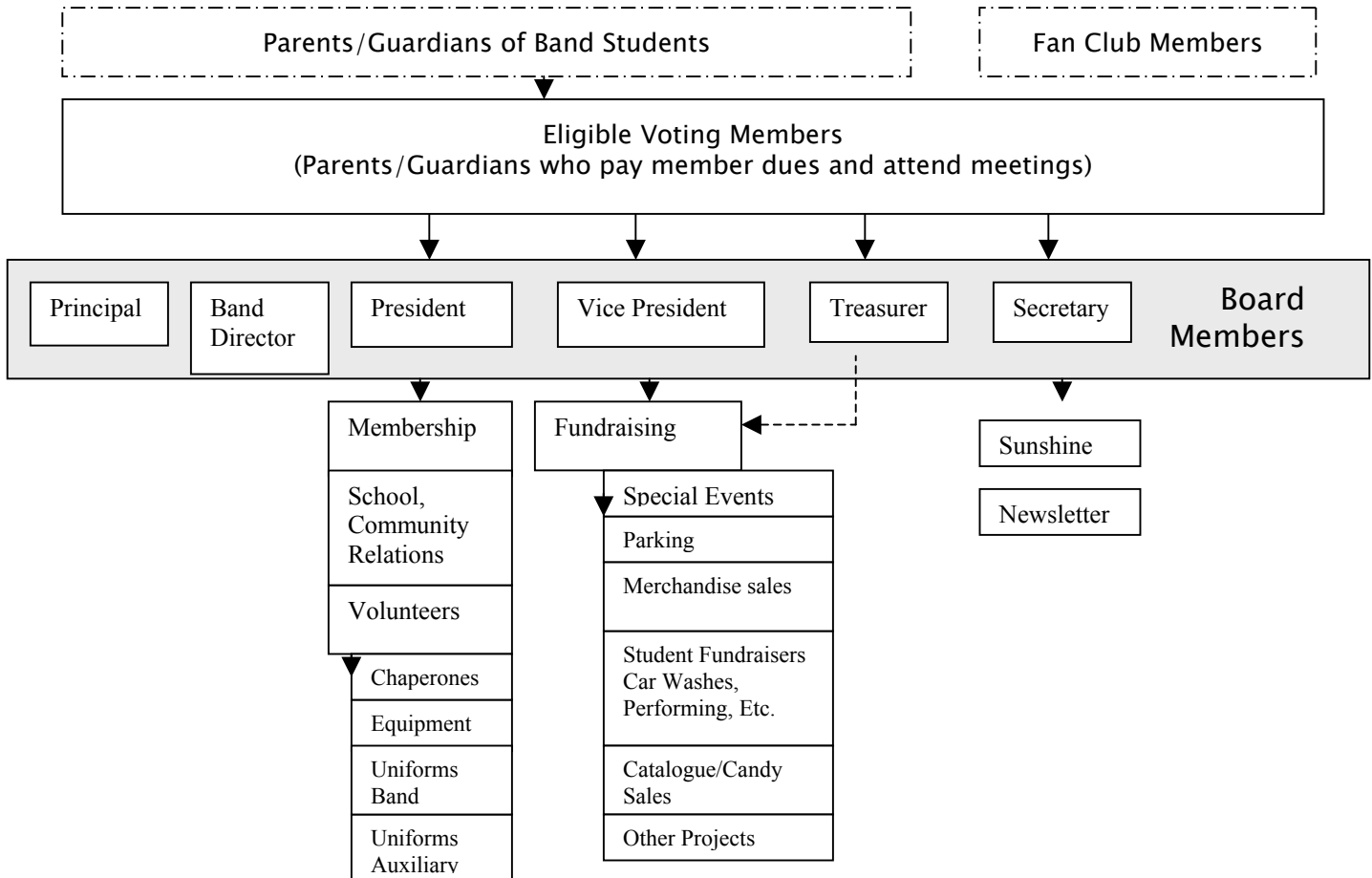
About the Band Boosters

Sunlake High School Band Boosters, Inc. is a nonprofit association created to support the SLHS Band. Assessments paid on behalf of band students are paid to the Boosters. This organization also collects pertinent emergency and volunteer forms for the Director.

All parents and guardians of band students become eligible, voting members upon paying assessments and regularly attending meetings. Local businesses are invited to become nonvoting members. Board members are elected annually, in accordance with the by-laws, and all members are encouraged to actively participate with volunteer and fundraising activities.

General Membership meetings are held at least every other month throughout the school year. All band families are encouraged to join the band email list for the most up-to-date information. Visit the website at www.sunlakebands.org or email president@sunlakebands.org for more information.

Student Booster Band Accounts (SBBAs) Students have individual account lines within the Booster budget, called SBBAs. Throughout the year, students have opportunities to raise money for these accounts. SBBA funds may be used for band assessments and trips, and other expenses as approved by the Director and the Booster organization. All SBBA money belongs to the Booster organization and is allocated to SBBA account lines according to student participation in fundraising events. Upon leaving the Band, by withdrawal or graduation, all money in the SBBA reverts to the Booster general fund. SBBA money is deposited in the Booster savings account until spent, and is tracked by the Booster treasurer. Statements of these accounts will be issued at least once per semester.



Parents and students,

You have just completed reading the band handbook. There is a large amount of information to remember. I understand that sometimes you will forget some of the things listed in the handbook. That is why you need to keep the handbook “handy” so that you may reference it as the year goes on and questions arise. I wish you all a wonderful year and I look forward to being a part of our partnered successes throughout the year.

Sincerely,

Tonya Langdon

Director of Bands