

Campbell High School Marching Spartans



Student Handbook

Mr. Marcus D. Chester, Band Director

Mr. Jimmy Jucks, Assit. Band Director

STUDENT HANDBOOK A STATEMENT OF POLICY

To assist band members and parents in understanding areas of responsibility, a statement of band policy is herein set forth. Becoming familiar with this policy will enable each individual to make the most of this great opportunity to be a member of the New Manchester High School band program, becoming a better person, and a better musician.

We firmly believe that the student should improve through regular practice. In the NMHS band program, we feel that when the student has lost the will to improve him/herself or make a better contribution to the band, he is wasting the time and efforts of his/her fellow members and the community by continuing in this program. The HAPPIEST student is the one who is improving through regular habits of practice and daily progress. He/she must not only know right from wrong but must be able to stand for principles. He/she must develop a high sense of purpose toward which he /she is willing to work.

RESPONSIBILITY is the focus behind any level of achievement within this program. We intend to conduct ourselves in a manner that will facilitate all students in learning and bettering themselves.

OBJECTIVES

Through instrumental music instruction, students will be able to:

- . Perform with proper fundamental tone and intonation.
- . Demonstrate advanced instrumental techniques.
- . Perform with technical and musical accuracy repertoire of increasing level of difficulty.
- . Define and understand performance implications for all technical and musical vocabulary.
- . Understand the relationship between music, other art forms, and other academic disciplines (ie: history, literature, science).
- . Listen to, analyze, and evaluate musical performances both live and recorded.
- . Demonstrate the skills necessary to approach and solve musical challenges

ATTENDANCE POLICY

THE ONLY EXCUSABLE ABSENCES ARE PRE-ARRANGED SCHOOL CONFLICTS (CASE-BY-CASE) AND THOSE THAT WOULD BE EXCUSED BY THE SCHOOL FOR REGULAR ATTENDANCE RECORDS, I.E. ILLNESS, DEATH IN FAMILY, RELIGIOUS HOLIDAY, OR COLLEGE VISITATION.

Band practices and performances are mandatory. For **ALL** absences, the following procedure must be followed by the student and parent:

Director must be notified one week in advance.

1. An absentee request form must be filled out and on file.
2. For illness, a parent note of doctor's excuse must be submitted.
3. Although cleared by the school office, absences from a band activity that same day must be cleared with the director as well – please email both band directors.
4. In extreme cases, a message may be sent via the Band App, WITH a follow-up personal by a PARENT/GUARDIAN.
5. Follow up is the sole responsibility of the student and the parent/guardian!

The submission of an absentee request form alone does not automatically qualify an absence as excused. The policy outlined above clearly defines what constitutes an excused absence. We strongly encourage you to review the calendar in advance when planning any trips, as approval for such absences is at the discretion of the directors. Please do not call, email, or send a note saying, "Please excuse..." if the excuse does not fall within the policy.

Excusable absences are:

Sick from school
Doctor's appt. (if this is a check-up, try to schedule around rehearsal)
Death in family
Important family engagement (wedding, graduation)
Religious holiday

Non-Excusable include, but not limited to:

Driving test
Homework (you must manage your time well)
Grounded
Attending a concert or pro-sporting event
Birthday
Work
Trips that aren't given a two-week notice
Didn't have a ride (your section leader/Captain can help you find a carpool within the band)

RULES AND PROCEDURES

GENERAL RULES

- Proper shoes and socks must be worn at all rehearsals.
- *Be in your seat, warmed up, and ready to begin on time.*
- **ABSOLUTELY NO CELL PHONES ARE TO BE USED DURING REHEARSAL.**
- Chewing gum, candy, food, or drink is not permitted during a rehearsal or in the band room.
- A band member must respect the uniform and wear it properly at all times.
- Food and drink are not permitted in the band room. **Water is allowed.**
- No sunglasses during indoor rehearsal.
- Respect authority and others, including their personal property.
- A band member will wear no exposed jewelry while in uniform; civilian clothes must be tasteful.
- Students are required to remain with the band after games, and we will dismiss as a group.
- Do not damage school property and equipment.
- The band room must be cleaned and reset at the end of each rehearsal and performance.

REQUIRED DAILY MATERIALS

- Instrument in working order
- Instrument accessories: tuner, valve oil, slide grease, cork grease, proper mallets & sticks, spare reeds, etc.
- Music **AND** pencil
- Marching Band Folder
 - Black 1" three ring binder and sheet protectors

REHEARSAL PROCEDURES

- Make sure you have extra reeds, and that your instrument is in working order. Begin warming up and tuning on your own prior to the start of rehearsal. Percussionists should set up all equipment and music prior to the warm-up. Any announcements will be made at the beginning of rehearsal.
- Talking will not be tolerated during rehearsal.
- The purpose of rehearsal is for you to learn the parts of others and how they relate to yours, not to learn your individual music!
- If you must leave your seat for any reason, please ask. Restroom breaks should be taken before rehearsal and during rehearsal breaks.
- In your individual warm-up, it is important to do each of the following on a daily basis:
 - a. Long Tones
 - b. Lip Slurs
 - c. Scales
 - d. Technique Books

MARCHING BAND

Band Camp

Band Camp is held during the summer around mid-July. A schedule for camp will be released in April of each school year. Camp is taught by the CHS directors, camp staff, and student leadership. **Camp is required of all students in the marching band.**

Practice

Students are expected to attend all rehearsals and performances. If there is a situation that will prevent this, an excuse form must be requested and filled out **BEFOREHAND**. If a student is absent from school on the day of an after-school rehearsal, this does not automatically excuse the student for that afternoon.

The student **AND** parent must contact Mr. Jucks at the band office via Band App or email. Do not send messages through another student.

During marching season, the weekly schedule will be:

- **Mondays: 4:00-6:30pm / Full Band**
- **Tuesdays: 4:00-6:30 pm / Full Band**
- **Thursdays: 3:45-6:30 pm / Full Band**
 - Failure to attend this rehearsal will result in not marching at the next football game and/or competition
- **Fridays: No rehearsals.... usually a football game**
 - (report times will be posted early in the week)
- **Saturday: Special rehearsals on these days will be scheduled ahead of time. Please refer to the calendar on the Band App.**

Attendance

During marching season, students will not march at the event(s) for the week for the following reasons:

- Failure to Pass-off music by allotted deadline
- More than one unexcused rehearsal for the week
- Any band discipline infraction that warrants a suspension for the week

Missing 2 practices in a week may result in the student not marching in the next game and/or parade. Missing a scheduled event without a proper excuse will result in dismissal from the program. Attendance at rehearsals and performances will weigh against lettering considerations.

Uniforms

The marching band uniforms will be issued during band camp. The guard instructor will handle guard uniforms and shoes. Uniform fitting will take place during band camp beginning with seniors and returning marchers. "Rolled heel" marching shoes will be ordered at Band Camp for all new marchers. The marching band uniform will not go home with students as they will be kept in the band room. Uniforms will be turned in at the end of the marching season.

Uniform Inspection

Prior to performances of the CHS Marching Spartans, all band members will stand inspection. Any member that does not pass the inspection will not participate in the given performance. Band members will be checked for the following:

- Cleaned, pressed uniforms
- Correct hems on trousers
- Hair correctly worn; all hair will be up off the collar at all performances
- No Jewelry
- Clean, lubricated instruments
- Proper footwear. *NO SNEAKERS IN UNIFORM!*

*** Students need to avoid getting piercings during marching season! ***

Football Games

- Report time for all games will be posted ahead of time and announced on Thursday prior to the game.
- Students should wear the full uniform. It is ALL or NOTHING.
- For home games, students will be dismissed after the game following the announcements in the band room. No student is to leave until dismissed.
- When marching to and from the stadium, the band will remain at ATTENTION. When you have class IT SHOWS when you don't, IT SHOUTS!
- Only uniformed band members are allowed in the band section.
- While seated in the stands, the band will always sit in sections.
- We will play only as a group while in the stands. Solo performance is strictly forbidden. However, sections are encouraged to work up brief musical selections to aid in the support of group spirit. These "cheers" must be approved and rehearsed prior to the start of the game.
- There will be no eating or drinking in the stands. Water is allowed and will be supplied by the Band Booster.
- There will be no bathroom breaks unless it is an *EXTREME* emergency.
- All members should be alert as to what is going on down front. Be ready to react immediately to instructions given by the drum major or director. Refrain from talking to non-band members.
- No band member is permitted to leave the organization in advance of group dismissal at any time, unless excused by the director.
- Weekly details will be assigned on a rotating basis to help load for away games and help clean the band room after games.

- If a student must leave the band section, a booster parent or staff member must accompany them. The student must have direct permission from the director to leave the stands.

Band Traveling

- If a conversation can be heard in the front of the bus, it is TOO LOUD!
- There will be no hanging out of or talking out of bus windows.
- Please lower the volume level considerably when crossing tracks, entering towns, or stadiums. This is for your safety, is courteous to the bus driver, and an act of class!
- Please keep the bus clean; pick-up after yourselves and always thank the chaperones and driver!

Competitions

Competitions are special events where we get to perform for a sophisticated audience and very competent judges. WE ARE THERE TO DO OUR BEST – NOT TO WIN!! If we do our best, then everything will take care of itself. Specific information is given prior to competitions as to directions, departure and anticipated return time. All parents are encouraged to attend competitions and support the band.

Student Pick up

We ask that all parents plan accordingly to be prepared to pick students up from CHS in a timely fashion. On away travel, a member of the band staff or a booster parent will post an estimated arrival time on the Band App upon departure to CHS. Students may use their cell phone to call following a trip or performance. Parents, PLEASE COME IMMEDIATELY when called.

USE OF THE BAND FACILITY

Band Room

- The use of band facilities before, after, and during school is a privilege. Students who abuse the facility will be disciplined accordingly. Any abuse or damage will be considered vandalism.
- **NO OUTSIDE STUDENTS ARE PERMITTED IN THE BANDROOM** except for business with the director (*THIS INCLUDES ALUMNI*).
- There will be no horseplay, i.e. throwing of things, in or around the band room. All percussion and guard equipment is off limits to anyone not specifically designated to use them.
- The band room must be cleaned after rehearsals and games.
- No storing of personal or non-band related items- ***THE BANDROOM IS NOT A LOCKER ROOM!***

Band office, Library, copy room, and Uniform Room

The **library** is private and is to be used only by library staff. Materials may be checked out through the librarian; this includes Solos, Ensembles, and Etude Books, which will be copied for educational purposes.

The **band office** is private and is not to be entered by any student without the permission from the director. All students should keep in mind that this is a place of business. Knock before entering if the door is open or closed. The **Copy Room** is only accessible to librarians and band staff.

THE IMPORTANCE OF DISCIPLINE

Because of the nature of the organization, band discipline must be strict. Band students and parents must believe in the ideals, principles, and philosophy of the organization. Each member must always be aware of good behavior and think for himself/herself, for any misconduct casts a bad light on the school, community, and band program. Any member who casts discredit to the organization by his/her conduct or actions in band, in another class, or on a trip, may be subject to band disciplinary procedures.

STUDENT VOLUNTARY AND INVOLUNTARY PROGRAM DISMISSAL POLICY

Students will have the right to voluntarily dismiss themselves from the marching band program. Upon confirmation the student will forfeit all funds paid if the voluntary dismissal accrues after the start of the season. The start of the season for the Marching Spartans is the first day of band camp. Students who are dismissed due to unapproved performance absence will be classified as voluntary dismissal. The student will need to return all program issued materials within two school days to avoid any further student account charges. Any purchased uniform items not distributed will be withheld as the student is no longer a member of the program.

Students who are involuntarily dismissed from the program will have documentation of due process in regard to any infractions that have taken place. Due process for the program is described as:

A disciplinary letter will be issued to a student to document any rule violations. The progression of discipline is as follows:

1. Issue discipline letter
 - a. Warning pending violation
2. Second letter issued
 - a. Parent conference requested
3. Program/Ensemble probation for conduct
4. Dismissal from marching band

Students dismissed via due process will forfeit all funds paid if the involuntary dismissal accrues after the start of the season. The start of the season for the Marching Spartans is the first day of band camp. The student will need to return all program issued materials within two school days to avoid any further student account charges. Any purchased uniform items not distributed will be withheld as the student is no longer a member of the program.

LEADERSHIP REQUIREMENTS

To hold a leadership position in the CHS Marching Spartans, the student must be in band for at least one year. The student must first submit a leadership application. In addition, the student must obtain three teacher recommendations and go through an interview with the band director(s). The band director(s) then bases his decision on the interview, teacher recommendations, academic standing, and student observation throughout their term of participation prior to the submission of the leadership application. The band director(s) has the final say in the appointment of band leaders. One can be dismissed from a leadership position if:

- they are consistently late
- disrespectful towards students, staff, chaperones, and band directors
- poor grades
- negligent in leadership duties
- CHS discipline referral

PARENTS' RESPONSIBILITY TO THE BAND

It is the responsibility of every parent and guardian to see that the policies outlined in the **HANDBOOK** are followed, and that the form in the back is signed and returned. This states that you **UNDERSTAND** the policies that are set within, and that any questions are to be directed to the band director by making an appointment. 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 his/her instrument daily. The hands of the directors are tied without the help of parents.

HOW PARENTS CAN HELP

When a "band question" arises, it is important that you gather needed information from those with the knowledge before discussing it with others. We do more harm to ourselves and the band family when we talk about things that contain one or more "falsehoods," but consider them facts.

If questions arise, it is important to remember this axiom: If it is a performance issue or anything dealing with the band proper, contact Mr. Chester or Mr. Jucks. If it is a fundraising question or anything dealing with parent issues, talk with the booster club president.

MORE HELPFUL SUGGESTIONS

- Show an interest in the music study of your child.
- Arrange a regular time for your child to practice.
- Find a quiet place where your child can practice without interruption.
- Listen to performances of practice material, when asked to do so.
- Help the student keep a **DAILY RECORD** of practicing.

- Come up with a reward system for daily practice.
- Keep the instrument in good repair and keep at least three reeds in the case; get a metronome.
- Be extra careful with school-owned instruments. Repair costs are high!
- Teach your child to be prepared and on time to each rehearsal or lesson.
- Provide private instruction!
- Make faithful attendance at all band activities important.
- Buy your child a personal planner for them to put dates in.
- Keep the Handbook in a safe place and refer to it often.
- Notify the teacher if the student is to be absent for rehearsals or lesson.
- Participate in the FAIR SHARE initiative.
- Attend booster meetings, concerts, games, and contests.
- Stay connected to all methods of digital contact.

IMPORTANCE OF BAND DUES AND FAIR SHARE

The CHS band program does require an out-of-pocket cost to all participating students. This cost helps go toward materials and operational needs of the program that is not funded by the Cobb County School District. The annual band dues can change from year to year pending the overall need of the band, and student/parent participation in “fair share,” and volunteering for events.

A band dues breakdown can be acquired from the director of bands. Band dues have been set at the bare minimum in hopes to encourage band parents and students to fully participate in fundraisers and volunteer to work events. By doing so, you will be participating in the “fair share” initiative.

Fair Share is what will help keep the band dues low and allow the band to operate at higher levels. Fair Share for each student in the band is a minimum of \$400 for the marching season. This money is raised through fundraisers that are held throughout the school year. Each student is required to ***actively participate*** each fundraiser that is available.

To be clear, fundraisers are not optional and must be actively engaged to assist in the aims of the program. Not participating could result in limited performance opportunities and supplies, and possible increased band dues.

Meeting Fair Share goals and submitting dues on time will help to maintain low out of pocket expenses for the program in the future. The dedicated participation of the students and parents will allow the band program to have the funds needed to provide great performance and educational experiences for our students.

Marching Band Agreement and Expectations

Each member of the ensemble must read and agree to the terms as follows to participate. In return, the Campbell Marching Band and its staff will provide all necessary instruction, materials, travel, and experiences to insure a safe, productive, and rewarding experience. Return this form to the band directors.

Attendance Policy:

1. All marching band members must also be enrolled in a concert ensemble. (Guard members who do not play an instrument are exempt from this requirement.) IB students will meet with directors to review schedule and requirements.
2. A full rehearsal and performance calendar has been posted to the CHS Band App calendar. Physical copy has been provided and made available.
3. All rehearsals and performances are mandatory.
4. Students who must miss a rehearsal are expected to report their absence via the band website: <http://www.campbellbands.com>.
5. Absences should be reported one week in advance.
6. Last-minute absences such as illness or family emergencies should be reported to the directors within as soon as possible. An excuse form will need to be filed within two days of students return.
7. If you are absent from school, or checked out early, please bring the directors a copy of the attendance/doctor's excuse the day you return. You should send us an email stating you are absent from school that day.
8. Although cleared by the school office, absences from a band activity that same day must be cleared with the directors as well – please contact the band director(s).
9. Absences from performances will not be permitted except in the most extenuating circumstances which are determined on a case-by-case basis.
10. Rehearsals begin on time and will end on time. The start/end time of rehearsals DOES NOT include travel time or setup and stowing of equipment. Expect your students to take 10 – 15 minutes to prepare on either side of rehearsal time.
11. Being tardy to rehearsal is only permitted for tutoring with a note from their teacher. Club meetings are not excused. You must communicate with your club sponsor your obligations of the ensemble.

Attendance Consequences:

1. Absences will be excused or unexcused at the discretion of the directors. A general rule to follow is that if the Cobb County School District will excuse it, so will we.
2. If a student has any unexcused absences during the week of the performance, the directors have the right to sideline the student from that week's performance.
3. If you are sidelined, you must still attend the performance in uniform.
4. Three unexcused absences in the course could result in removal from the ensemble.
5. Any instance of ISS or OSS will be considered unexcused. You may not attend rehearsals or performances if you are suspended.
6. Unexcused tardies will be made up prior to or after rehearsal before the following performance.

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

Letter of Mutual Consent

****DETACH AND RETURN TO DIRECTOR****

I, the undersigned student, accept membership in the CHS Marching Spartans and understand that I am responsible for all the policies as set forth in the Band Handbook. I fully agree to carry out my responsibilities to the very best of my ability.

Student Name Print

Grade Level

Student Signature

_____/_____/20
Date

I, the undersigned parent or guardian, have read and understand the policies as set forth in the Band Handbook. I also grant full permission for my child to be an active member of the CHS marching band program. In addition, my child has full permission to attend all band functions. Furthermore, I understand that I must meet all financial obligations.

Parent Name Print

Parent Signature

_____/_____/20
Date

Parent e-mail address: _____

Parent Phone: _____

**Complete the following if you have a personal instrument that will be housed on campus.
(Purchased or Rented)**

Type of Instrument: _____

Manufacturer: _____

Serial Number: _____