

Heritage High School Band

The purpose of this handbook is to provide a convenient reference for students, parents, administrators, and directors who have questions concerning any aspect of the band program at Heritage High School. We have made an honest effort to include and explain every possible facet of the band program.

It is our hope that as responsible students and interested parents, you will read this handbook very carefully so that you will better understand the policies and procedures of the Heritage band program. Students, you will be responsible for knowing and abiding by all rules and regulations set forth in this book.

I welcome each of you to the Heritage High School Band. This will be a great year that you will never forget. I challenge you to develop a good practice habit and put forth your best effort at all rehearsals and performances! I want band to be an experience in which you gain a working knowledge of true team effort, a taste of life and its ups and downs, generous knowledge of music and an untold number of enjoyable events you will always cherish. You will have plenty of memories this year. We need to continue the fine tradition and strive to be positive role models and leaders for the ongoing success of this band program. Thanks for being a part of something special.

Excellence through Perseverance and Determination

Musically yours,

Mr. Callaway

DIRECTORS

Mr. Blair Callaway	Director of Bands
Mr. Bill Wynn	Director of Bands – Heritage Middle School
Mrs. Susi Taylor	Color Guard Coordinator

ADMINISTRATION

Mr. Ronnie Bradford	Principal
Mr. Eric Beagles	Assistant Principal
Dr. Jason Scott	Assistant Principal
Dr. Eric Schexnaildre	Assistant Principal

To these ladies and gentlemen we are forever indebted for their continued cooperation and support!

Mission Statement

United in Spirit and Passion, We are Driven to Achieve Excellence

Purpose:

Many times a misunderstanding of rules and regulations or a lack of knowledge can cause problems on the part of the student, the parent/guardian and/or the directors.

This handbook was written for the purpose of acquainting each new and old band member with his/her obligations and responsibilities to the Heritage High School Band. It was written to be a *supplement* to the Student Code of Conduct of Catoosa County Schools, and at no time does it take precedent or overrule school policies.

Given the complexity of human behavior, no publication of this nature can completely cover all situations which impact the learning environment. Thus, the Directors will reserve the right and responsibility to address any student behavior which adversely affects the learning environment.

Heritage High School Band Handbook

I. Performance Opportunities and Requirements

A. Marching Band

1. Open to all students of Heritage High School with approval of the band director. Students must be enrolled in a fall band class.
2. Performs at football games, pep rallies, parades, civic functions, marching contests and festivals, and other scheduled performances.
3. **BAND CAMP – These camp days are for all members of the Heritage High School Band, including color guard and percussion. We will learn our show for the fall during this time. If you are absent any of the camp days, you will not march the first performance of the season and will not march until all of the missed time is made up. You will also risk not having a spot in the show unless one opens up after you return. Do not miss any Camp Days. If you do miss any time at all for sickness, that time must be made up for full participation in the band which includes performances. We do time for time for any absences and all time must be made up to perform with the band. Wear shorts, tennis shoes, and socks. Make sure you also use sun screen, wear sun glasses or hats.**
4. Each year we lose members during the fall due to moving, quitting, and injuries. We will design the show for fewer people than we have on the roll to anticipate this. This means that there may be two members sharing one marching spot. The decision as to who marches the performance will be based on ability, attitude, and seniority. Alternates will usually be first year members, or members who miss any or all of band camp. Further selection of alternates is based on ability to march and play the show plus attendance. As spots come available, alternates will move into them. A member may be placed on alternate status for the following reasons:
 - Missing any band camp days
 - Unexcused absences, excessive excused absences or tardies (class or rehearsal)

Inability to perform the show/music
Illness or injury that prevents performance
Missing a key rehearsal causing incomplete knowledge of the show
Missing the last rehearsal before a performance
Poor attitude

B. Wind Ensemble

1. Open to all students in the band program.
2. Membership is by audition and approval by the band director.
3. Audition materials will be handed out at a time to give each student ample time to learn the material.
4. All members must also be in the marching band, any exceptions must be approved by the band director.
5. Performs at concerts, local and national events and Georgia District 7 Large Group Performance Evaluation.

C. Symphonic Band

1. When the membership of the band requires it, there will be a symphonic band.
2. Open to all students in the band program.
3. All members must also be in the marching band, any exceptions must be approved by the band director.
4. Membership is by audition and approval by the director.
5. Performs at concerts, local and national events and Georgia District 7 Large Group Performance Evaluation.

D. Jazz Band

1. Open to all students in the band program.
2. Membership is by audition and approval by the band director.
3. Rehearsals will be scheduled after school.
4. Performs at local, school and community events.

E. Pep Band

1. Open to all students in the band program.
2. Rehearsals will be scheduled after school.
3. You must be at the rehearsals to perform at the basketball games
4. The Pep Band will perform at the weekend basketball games.

F. Color Guard

1. Open to all Heritage High School Students.
2. Members are selected by audition with approval of the director.
3. All members must be in the color guard class during fall semester.
4. Rehearsals are during class time plus the scheduled after school band rehearsals.
5. The Color Guard will follow the Legion of Generals performance and rehearsal schedule.

F. Band Awards Letter

The band is a varsity activity, thus the students who meet the requirements are presented an "H" to wear on their letterman's jacket at the end of their sophomore or second full year as a high school student in the band. Any 8th grade marchers will have to wait until their Sophomore year in high school to receive their letter. In

order to earn a letter, students must attend **ALL** rehearsals and performances (including band camp and sectionals) prior to the end of the sophomore year. Officially excused absences will not count against students. In the event of an unexcused absence from a performance, the student will have to complete an equivalent number of activities in their junior year before being eligible for their letter. A service bar will be issued to each student for each year the above requirements are met. Attendance at playoff games is required. Absences are excused as stated in the Attendance Policy.

II. Standards of Behavior

A. Attendance Policy:

1. An excused absence is defined as: personal illness, death in the family, family emergency, **advanced** approval of absences by the directors due to unusual circumstances.
2. Procedure:
 - a. Students must present a written explanation signed by the parent with a phone number in advance of any absence.
 - b. In an emergency, when a note in advance is not possible, a phone call in advance and a note when the student returns will be acceptable. There is an answering machine in the band office 706-937-6493. Unless this procedure is followed, any absence will be unexcused.
 - c. *Checkouts:* If you must check out during the day, try to return back for rehearsals. If you will not be back, notify the directors before you leave and bring your note the next day.
 - d. **WORK is not an excused absence.**
 - e. Please make every attempt to schedule doctor's appointments around our rehearsal schedule.
 - f. Parents, please do not pull your child out of practice, performance or the band to discipline them for problems you are experiencing at home. The band depends on every student to participate. Anyone absent from rehearsal affects the entire group. We will support your disciplinary actions and we will treat it as an excused absence. The work or time must be made up.
3. If a student has an unexcused absence from an in school or after school rehearsal during a performance week, he will not be able to participate in that week's performance.
4. A student must be counted present on the day of a performance to be able to participate. This means that they have to be at school at least half of the day of a performance. Exceptions may be made if given prior notice.
5. As stated in the Heritage High School student handbook, students are to remain on campus no longer than thirty minutes after the last class bell. Please adhere to this same policy regarding your pick up following a practice, performance, or any band event. Times for our arrival back on campus will be given to the student as soon as they are known.

B. Grading Policies:

1. Your final grade will be determined from the following:
 - a. Playing and written exams.
 - b. Demonstration of skills through pass-offs.
 - c. Participation in classroom activities, all after school rehearsals, and all performances throughout the year.
 - d. Special assignments during each semester such as scales, solo & ensembles, and technique exercises.
2. Classroom participation will be graded weekly with a maximum of 50 points per week. Points will be deducted from this total for not having rehearsal materials or instruments, not participating, discipline reasons, and food, gum, drinks, etc. An unexcused absence will also affect the participation grade.
3. Each after school rehearsal is worth 25 points. A student with an excused absence will be able to make this grade up through making up the time missed. A student with an unexcused absence will be as if the student was unexcused from school. The missed time or work will not be able to be made up.
4. Each performance of the Heritage Band will be worth 100 points. The performance grade will include each student having the required materials for that performance whether it be an instrument, equipment or a clean uniform. A student with an excused absence will be able to make this grade up by making up the time missed. (For a football game this would be approximately 3 hours. This will not include travel time.) A student with an unexcused absence from a performance will not be allowed to make up this grade. Also, a student with an unexcused absence from a performance will automatically be suspended from the next performance and will jeopardize his future membership in the Heritage Band. See General Policies Section F for a definition of suspensions.
5. Each special assignment will be worth 100 points. Special assignments shall include but not be limited to passing off scales, participating in a solo or ensemble, passing off a technique exercise, or completing music theory assignments.

C. Rehearsal Attendance:

1. Attendance at all scheduled rehearsals is mandatory to maintain your performing status with the Heritage Band.
2. After school rehearsals will begin when school starts on Tuesdays and Thursdays from 3:50 – 6:30 p.m.
3. After school rehearsals for the wind ensemble and symphonic band will include sectionals and full band rehearsals. This schedule will be handed out before the end of the first semester.

D. Rehearsal Guidelines:

1. Always be on time. Be in your seat with your folder, pencil, music and instrument, ready to play at the time the rehearsal starts. It is recommended to arrive at the band room at least fifteen (15) minutes prior to the rehearsal starting.

2. If you need music, ask your first chair player (during concert season), or your section leader or drum major (during marching season) before or after rehearsal, **but not during rehearsal**. Having the correct music is your responsibility.
3. When anyone is on the podium or in front of the group, all attention is directed toward that person. Your respect is expected and appreciated.
4. If the director is not working with your section for a particular time, quietly go over your part to yourself and do not talk.
5. Wait until you are dismissed by the director before you begin to put things away.
6. Do not leave music, used reeds, or any paper on the floor when you leave rehearsal. Pick up after yourself and return anything borrowed. Just because it is not yours, does not mean you don't have to pick it up.

E. Rehearsal Schedules:

1. During marching season, all practices will begin promptly on time. Rehearsal schedules will be posted at the beginning of the year. If we start late, we will end late.
2. During concert season, rehearsals will be during class and one to two days a week after school. This includes any sectional time.

F. General Policies:

1. During a band event, the use or possession of alcoholic beverages or drugs or drug paraphernalia will not be tolerated. Failure to comply with this rule will result in an immediate suspension from the band plus be reported to the administration with consequences as outlined in the Heritage High School student handbook. A repeat offense will result in expulsion from the band.
2. Proper respect for all teachers, administrators, band parents, chaperones, and other band members will be shown at all times.
3. A suspension from a performance can be delegated in two different ways. A suspension because of unexcused absences will result in the student attending the performance in the required uniform, sitting with the band, but not participating in the performance. A suspension as a result of disciplinary actions will require that the student not attend the performance.
4. Use of curse words or degrading language will not be accepted. A warning to the student will be given. Failure to comply with this rule will result in an immediate suspension from the band. Repeat offenses may result in expulsion from the band.
5. A student who is in ISS on the day of a performance will not be allowed to perform with the band. This would include the weekends if the ISS days continued until the following Monday.

G. Band Room Guidelines:

1. The band room is to be treated with the highest respect. Any abuse of it will be dealt with severely.
2. No food, drink, or gum is allowed in the band room at any time. Failure to comply with this rule will result in your participation grade being lowered. Repeat offenses will result in a disciplinary referral.
3. Never borrow or use guard equipment, percussion equipment, anyone else's instrument, or anything that does not belong to you. If you don't play it, don't touch it. You are responsible for anything you break.
4. Keep only music, pencil and paper in music folders.
5. Books and food are not to be left in the instrument lockers.
6. Books, trash, and clothing articles left in the band room or instrument room will be disposed of after an appropriate amount of time for retrieval.
7. Horns and cases should be put up at all times. Do not leave instruments out of the cases in the locker. Do not leave cases on the floor during class.
8. Do not write on, bend, or deface the music stands. Abuse of stands will not be tolerated.
9. The areas around the band room are to be kept clean and free of trash.

H. Uniform Guidelines:

1. Marching Band – Students will need black socks (at least calf length), black patent shoes ordered through the band, performance shirts and shorts. First year members will receive a performance shirt and shorts. Any replacements of these will be \$10.00. The uniform committee will give out guidelines concerning care of the marching uniforms.
2. All Concert Bands – Male students will need a black tuxedo, white tux shirt, bow tie and cummerbund. Marching band shoes may be worn with the tuxedo. Female students will need to purchase a black dress, which will be ordered through the school. Female students will need a black pair of shoes.

I. Trip Guidelines:

1. All students must ride the bus to a performance.
2. Students must ride home on the bus from a performance unless you followed the next (#3) procedure.
3. **LEAVING AN EVENT WITH YOUR PARENTS** - The procedure for leaving an event with your parent or legal guardian is as follows: students must present the director with a signed parental note before 8:00 AM on the day of the event or Friday if it is a weekend event, stating that the parents will pick up their child at the event. After the event, the parents of the student will meet at the bus and find the head chaperone for that bus. At that time, the student will be dismissed. **Students will only be dismissed to their parents or legal guardian!** Aunts, uncles, brothers, sisters, or other relatives will not be allowed to sign you off of the bus. **NO EXCEPTIONS! Don't Ask!!!** Students leaving an event without following this procedure will have their release privileges withdrawn, and be suspended from traveling with the band.
4. All rules in the Heritage High School Handbook regarding student behavior will be in effect on all band trips or functions.

J. Stand Policies:

1. Always walk up and down the stands.
2. Sit only where you are assigned in your section. Do not move around.
No one is allowed to go into the other sections of the band.
3. Be prepared to play at all times.
4. No food or drink is allowed in the stands with the exception of water provided by the band boosters.
5. Use the restroom before and after the game. No one will be allowed to go to the restroom during the game unless you are guided by a chaperone.
6. Band members ONLY are allowed in the band section. No one will be allowed to pass through the section.
7. No individual playing in the stands.
8. Conduct in the stands must reflect the pride and dignity of the band at all times.
9. Never throw ice or anything else while in the stands.

III. Leadership

A. Student leadership is an integral part of the Heritage Band Program. The following offices are appointed by the band director and these officers will serve on the band council and will meet during the school year to plan activities and discuss current needs and issues of the band.

1. **Band Captain** – The band captain will be a senior band member and will be in charge of all other officers and section leaders. The band captain will work hand in hand with the band directors and drum majors in the day to day running of the band. The band captain will assign jobs to the other officers and section leaders so the band rehearsals and performances will run smoothly.
 2. **Band Council** – The band council will also consist of a 1st Lieutenant (a junior band member), a 2nd Lieutenant (a sophomore band member), and a Chaplain.
- B.** The following student positions are by audition or are appointed by the band director. These students will be members of the band council and meet with the officers regularly during the school year.
1. **Drum Major** – The drum major(s) are the top of the chain of student command in the marching band. They will make sure the band is ready to rehearse on time. They will direct the marching band at all rehearsals and performances. They will also assist the band director in getting music ready for rehearsals
 2. **Section Leaders** – The section leaders' main responsibility will be to help their section learn music and drill during the marching band season. They will also help in keeping discipline during rehearsals and performances. The color guard captain(s) are considered section leaders.
 3. **Principal Players** – These positions are awarded to the person in each section with the highest score during auditions for concert band. Their main responsibility will be during concert band rehearsals and performances.
- C.** Students must fulfill all responsibilities of these positions in addition to the normal responsibilities of a band member. Failure to do either will result in removal from this position.

Band Booster Organization

The purpose of the booster organization is to assist and promote the band and its directors. As a result, the key functions of this group are financial support, chaperones, and communications. Monthly meetings are held the third Tuesday of each month at 6:00 p.m. in the Heritage High School Band Room. This is a time for sharing ideas and organizing event for the band. All parents and supporters are welcomed and encouraged to attend these meetings.

The group provides financial support by helping to purchase equipment, special needs and help with whatever the group feels can be affordable and enhance the band program. This organization is not a “policy making” organization for the band. We do have “by-laws” that we follow. You, as a parent are expected to participate in fund-raising and chaperoning events.