

LAWTON CHILES

HIGH SCHOOL

BAND

HANDBOOK

Updates in Blue

2022-2023

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Director's Welcome

Congratulations on your membership and welcome to The Lawton Chiles High School Band Program. You have the opportunity to be part of something unique and special that many students will never experience. ***You are a Member of the Lawton Chiles Band!*** In the short history of the school, The Chiles Band has established a tradition of excellence by earning years of SUPERIOR ratings at F.B.A. District Jazz, District Marching, District Concert, and State Concert MPAs! In 2011 the Chiles Band received the prestigious Otto J. Kraushaar Award from the FBA through earning SUPERIOR ratings at F.B.A. District Marching, District Concert, and State Concert MPA **from every judge!** Now it is your opportunity to experience great music making and build upon the traditions of previous bands.

Our Chiles community expects the best from its bands, and this year will be even more successful than our last. We plan to perform at as many varsity football games as possible, several concerts along with other music assessments and two parades. Last year's trip was to Atlanta, Nashville and Pigeon Forge. **This year we are looking into a trip to Atlanta, Nashville and Dollywood during the beginning of Spring Break. There is much to find out about the venues and restrictions due to Covid, along with any additional costs.** More Info to come.

It takes many people to produce an award-winning band. Among these are the director, students, parents, school administration, boosters and community. It is essential that each of us do our part to see that every band member reaches their potential and by doing so making the band successful.

As a member of the band you will give **100%** in spirit, pride, effort and enthusiasm to do your part in meeting our goals. Although we invite anyone with musical experience to be a part of the Timberwolf Bands, the selection to and participation in performing ensembles is a privilege and not an automatic right. This privilege is earned by the student showing at all times:

- (1) Responsible Positive Behavior and Independence**
- (2) Continuous Musical Progress and Skill Development**
- (3) Dedication to and Respect for the program**
- (4) Respect for the Band's Director, Instructors, Chaperones, Student Leadership and Fellow Members.**

It is the goal of this director to produce outstanding bands. To produce outstanding bands requires that **each participating student be willing and able to devote the extra time required** for superior performances and learning. ***Serious consideration should be given to the required commitment to fellow band members and the band as to whether this would cause undue hardship on the individual, his or her desires to be involved with other activities, and the demands this may place on members of the family.***

The following pages outline the basic requirements for the performing bands, and for you, the parents and student. ***Please read this handbook from cover to cover ASAP so that you will be informed.*** We must have good communication between everyone involved with our band. Each year we find better ways to be more informative. We must all work to keep the lines of communication flowing to help our band members reach their potential. Please sign, return the Handbook Acknowledgement Form at the back, and return it by **Monday August 26, 2022.**

If you have any questions or concerns please e-mail me at germanm@leonschools.net or leave a message at 488-1756 x417. There is also much information posted at <http://mrgermans.weebly.com/> Again congratulations and best wishes as you are involved in some of those **"never to be forgotten years."**

FIVE BASIC RULES

- 1. Give 100%!**
- 2. Treat everyone else better than you would want to be treated!**
- 3. UNDER NO CIRCUMSTANCES IS A STUDENT EVER TO "TALK BACK" TO THE DIRECTOR, INSTRUCTORS, CHAPERONES, STUDENT LEADERSHIP OR FELLOW BAND MEMBERS!**
- 4. Always do the right thing!**
- 5. Know Your Role!**

Every other policy falls in one of these categories.

THERE IS A REASON FOR EVERY POLICY. THESE REGULATIONS ARE THE RESULT OF YEARS OF SUCCESSFUL BAND PROGRAMS AND COUNTLESS EXPERIENCES.

PURPOSE

The Chiles Band Program is a comprehensive band program designed to:

1. Teach students the Next Generation Sunshine State Standards and the NAfME Core Music Standards.
2. Provide students with various ensemble experiences including but not limited to: Symphonic Wind Ensemble, Symphonic Band, Marching Band, Jazz Band, Percussion Ensemble, Brass and Woodwind Choir, Eurhythmics, and other small ensembles.
3. Develop informed life-long music makers, and consumers.

Why Music?

“Music offers every individual the chance to experience the pleasure of self-expression at a new level. It is intrinsic; the process itself provides the reward. Music is music for its own sake. It is beauty within itself and offers the performer new realms of self-satisfaction. The mental stimulation of wonder and imagination is a highly intellectual activity and brings about a unique personal joy that can only be felt through personal accomplishment. It stretches one’s understanding, and this growth can be transferred to every facet of learning. Many feel this expansion of comprehension and awareness mixed with the development of positive self-discipline habits is the reason those who study music perform at a higher level in other academic classes. Exhaustive research confirms this theory.

The benefits of band extend far beyond the mastery and understanding of musical technique. The nurturing of a positive self-image is a certain reward for any student who plays an active role in the band community. Ongoing research confirms that music students score higher in academic subjects and are actively sought by colleges and universities not only for their musical talents, but because they rank at the top of their classes in school. This hidden advantage has positive implications for your son or daughter’s future.

Ultimately, we are developing young people to be successful at anything they choose to do in life. The study of music enhances every aspect of their future. It affords them the opportunity to reach into their personal potential and enjoy the achievement of both personal and group goals.”

Author: Robert C. Hawley stated in his book, Human Values in the Classroom

Non-Musical Benefits of Band Membership

1. Foster the development of persistence, self-discipline, and the appreciation of group effort.
2. Develop positive thinking, self-reliance, and a spirit of cooperation.
3. Serve the need for self-expression, receiving individual attention, and self-fulfillment.
4. Relate and strengthen other subjects such as reading, history, math, science and critical thinking.

EXPECTATIONS FOR ALL ENSEMBLES

1. That our time together as an ensemble is "special."
2. That the sounds we make are "beautiful."
3. That rehearsal time is for "ensemble development," not for practicing parts.
4. That we prepare our parts "independently" away from the rehearsal (homework).
5. That we are a community and "team-oriented," in an atmosphere built upon respect and friendliness.
6. That we are "goal-oriented" in terms of musical achievement and performance.
7. That we are committed to the highest music/visual/technical standards of our activity.
8. That we prioritize becoming more "musically rich" away from the band.

THE FIVE RULES OF LISTENING

1. Make a beautiful sound!
2. Blend, match and balance with the players to your right and left!
3. Blend, match and balance with your section!
4. Blend, match and balance with your choir (brass/woodwind/percussion)!
5. Blend, match and balance with the ensemble, the Marching Band, the Symphonic Wind Ensemble, etc.!

Band Goals 2022-2023

1. Build a sense of family by including all sections as a family, supporting performances of fellow band members i.e. DT Showcase, and enjoying fellowship outside of rehearsal.
2. **Improve individual technique and performance - Practicing! Prepare parts in Advance for Rehearsal! Make Productive/Efficient Use of Time! 10 Minute Focus, take a break, 10 minute Focus, take a break, 10 minute Focus.**
3. Make strong fundamentals the foundation to build everything else upon; work hard through every rehearsal; maintain discipline; and dig deep into all the music we create! Memorization checks!
4. Earn Straight Superior rating for Marching MPA! Leading to the Earning of the Otto!
5. Be a Positive Influence Wherever We Go, Wherever We Perform, on Everyone We Meet!

CHAIN OF COMMAND

DIRECTOR: Leader of “The Sound of the Wolf pack.” This is the person in charge. He is responsible for all band instruction and activities. You must secure the permission of the Director before all performances, activities, or purchasing may occur. This includes but is not limited to all facilities, equipment, performances, rehearsals and practices.

INSTRUCTORS/CHAPERONES: Persons selected to work with band members and to follow the instructions of the Director.

BAND LEADERSHIP

Being selected to any leadership position is committing to a position of service! Officers will go through a screening process and will be chosen by the director and can be removed from their position if the director deems it necessary. **ALL THOSE SEEKING A LEADERSHIP POSITION AND HOLDING OFFICE MUST MAINTAIN 90% AVERAGE OR ABOVE IN BAND AND BE IN GOOD STANDING REGARDING ALL BAND AND SCHOOL POLICIES.** Band members seeking leadership positions should carefully consider their responsibilities (Know Your Role) to the band when considering immersing themselves in other activities and how that will affect their role in band leadership. **NOTE: If a conflict arises, it is the responsibility of the student to inform both teachers/sponsors involved with the conflict, and allow the two parties to work out a solution in the best interests of the students and both programs.**

STUDENT OFFICERS

CAPTAIN: Responsible to the Director for the actions of the entire band. Presides over the band at all band meetings, student activities, and assists at every function that the band attends. The captain will assist the director whenever necessary. The Captain will accept public honors, trophies, etc. for the band and represent the band in all student leadership activities. Uphold the highest traditions and spirit of the band. Serves as band social chairman and shall assist the director in planning of band social activities. Maintains discipline in the band room each day before, during, and after rehearsals. Inspects band room after concert performances; serves as bus chairman when traveling; and supervises all officers in the discharge of their duties. The Band Captain is the student leader when the band is not in a marching situation and is in complete charge of the band.

HEAD DRUM MAJOR: is higher in rank to the Band Captain only in MARCHING SITUATIONS. Auditions are held each spring for the following fall season. Selected by the director after a thorough audition; acts as field commander of the marching band. Instructs the band in basic marching fundamentals; maintains discipline during marching rehearsal and performances, and serves as bus chairman when traveling. The Head Drum Major is the student leader when the band is in a marching situation and is in complete charge of the band. Must attend a drum major camp each year, and will aid the director in marching rehearsals.

ASSISTANT DRUM MAJOR(S): Assist the Head Drum Major in all their duties, and must attend a drum major camp each year.

1ST LIEUTENANT: Assists the captain. Presides at Band Council meetings in the absence of the Captain; Responsible for arrangement of chairs and stands for each rehearsal and public performance. In charge of equipment, assists the director with inventory, supervises the band managers and the moving of any equipment. Director's Contact for all equipment repairs.

2ND LIEUTENANT (Secretary): Serves as rehearsal hall monitor. Assists director with issue and check-in of band equipment; Responsible for band correspondence: thank you, sympathy, and get well cards, etc. Aids in duplication of materials; Serves as Publicity Chairman for Chiles Band, and Records minutes of Band Council meetings.

MASTER SEARGENT: Oversees the duties of the Drill Sergeants; Assists the Drum Majors in instruction of Marching Fundamentals.

HISTORIAN: Shall keep a written and a pictorial record of band events, may compile a scrapbook of the year, and contribute to the band website and senior video.

BATON CAPTAIN: Shall assist the instructor with all matters from Drill Sets to Routines and Helping in all members of the Drill Team.

FLAG CAPTAIN: Shall assist the instructor with all matters from Drill Sets to Routines and Helping in all members of the Drill Team.

FLAG CO- CAPTAINS: Shall assist the Flag Captain in her responsibilities.

HEAD LIBRARIAN: Responsible for all music. Duties include: supervision of the assistant librarians, issue and check-in of all music; organizing, filing, sorting music; maintaining and cataloging the library database for all music.

ASSISTANT LIBRARIANS: Assist the head librarian in all operations of the music library in addition to being responsible for their specific ensemble.

UNIFORM SEARGENT: Shall be responsible to the Director with the band booster parent for the issue and collection of all uniforms, parts and accessories.

Other leadership Positions

+ Equal in Rank

+SECTION LEADERS: Shall be assigned by the director, *is usually* the first chair player in each section, and is in charge of and responsible for their section. They are responsible to be sure that the section has proper equipment, music, and knows their parts, etc. Section leaders monitor and regularly report the status of their section to the director and band council. They shall perform weekly instrument inspections of their section and monthly routine maintenance of those instruments out of season. (I.e. marching horns in concert season and concert horns in marching season.)

@ Equal in Rank

@ DRILL SERGEANTS: Instructors of marching fundamentals. Assist with teaching of the drill for the field show.

@ BAND MANAGERS: (Loading Crew) Shall be responsible to the Director and the 1st Lieutenant for the performance of all their duties. They shall be in charge of all equipment; shall assist band members before performances. Any duty assigned by the Director or any officer shall be performed at the necessary time. Selected members will form the stage crew for concerts, tours, festivals, and other related activities.

OTHER STUDENT POSITIONS: As appointed by the director as needed.

2022-2023 Band Council

Position	Name
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Officers:

Band Captain	Aiko Austin
Head Drum Maj.	Brandon Bourdeau
1 st Lieutenant	Caitlin Banks
2 nd Lieutenant	Jani Thomas
Master Sergeant	Nate Ford
Historian	Brandon Bourdeau
Majorette Captain	Tatum Seaquist
Colorguard Captain	Ella Miller
Colorguard Co-Captains	Avery Heller & Hannah Martin
Head Librarian:	Nate Ford
Assist. Lib:	Curtis Whitney, Kian Akvan, Jonah Salazar. & Adrianna Mayoral-Cintron
Uniform Sergeant	Sean Meachlin

Section Leaders

Flute	Elizabeth Saunders
Clarinet	Erin Bedenbaugh
Saxophone	Nate Ford
French Horn	Brandon Bourdeau
Trumpet	Andrew Morris
Trombone/Euph	Ben Hill
Tuba	Jackson Boldt
Percussion	Caitlin Banks
Baton Captain	Tatum Seaquist
Flag Captain	Ella Miller

Drill Sergeants

Section	Name
Flute	Aiko Austin
Clarinet	Donte Dukes
Saxophone	Adrianna Mayoral-Cintron
Trumpet	Kian Akvan
French Horn	Presley Tarver
Trombone/Euphoniums	Jani Thomas
Sousaphones	Alex Payne
Percussion	Ray Hounshell

Band Managers

Caitlyn Banks
Ray Hounshell
Carson Flurry
Landon Shuler
Konner Sellers
Jani Thomas
Jackson Bolt
Mate Thomas
Brayden Coogle

The Band Council consists of the officers, and all other leadership positions. The council shall meet regularly to promote positive communication among band members and the director. Section Leaders of the Concert Band will meet during concert season with the band council to provide input but will not have voting rights. The Band Council is responsible for maintaining the cleanliness of the band room from top to bottom. A rotating schedule will be posted on the info board.

Band Organizations for 2022-2023

All performing ensembles are by Audition and Permission of the Director.

All Instrumentalists will perform as members of the Wind Ensemble

SYMPHONIC WIND ENSEMBLE

Course Description and Objectives

The Symphonic Wind Ensemble is designed for the most advanced wind and percussion instrumentalists. The course emphasizes advanced performance skills, musical interpretations and techniques. Through rehearsals, clinics, and performances, students with broaden their musical repertoire with advanced literature of many styles and periods. Membership in this group is by audition and director recommendation. Attitude, maturity, ability, and selflessness are requirements for participation in this ensemble. Private lessons are required due to the high level of musical performance of this ensemble. Members of the Chiles Symphonic Wind Ensemble are required to participate in District and State (if qualified) Solo & Ensemble Assessment, and are highly encouraged to audition for All-State (Required for Weighted Credit Band V or VI) and Big Bend All-District Honor Band. This group consistently performs literature of the highest quality, which requires the utmost in concentration and musical dedication. It also performs at all FBA Assessment events, at several required concerts both in and outside of school. This ensemble performs throughout the school year and travels. Percussion ensemble is required as part of the class grade for percussionists. Participation in the marching band is a required part of the class grade for all members. See Fee Letter in Appendix. B

CONCERT BAND

Course Description and Objectives

The Concert Band is designed for the developing wind and percussion instrumentalists. The course emphasizes performance skills, musical interpretations and techniques. Through rehearsals, clinics, and performances, students with broaden their musical repertoire with intermediate and advanced literature of many styles and periods. Membership in this group is by audition and director recommendation. Attitude, maturity, ability, and selflessness are requirements for participation in this ensemble. Private lessons are highly encouraged. Members of the Chiles Concert Band are required to participate in District and State (if qualified) Solo & Ensemble Assessment, and are highly encouraged to audition for the Big Bend All-District Honor Band. Depending on instrumentation, the ensemble generally plays Grade 3-4 literature from the FBA List. The Concert Band performs at some FBA Assessment events and performs several required concerts throughout the school year. The group performs literature requiring the utmost in concentration and musical dedication. This group encourages and develops individual practice skills and large ensemble rehearsal techniques. Percussion ensemble is required as part of the class grade for percussionists. Participation in the marching band is a required part of the class grade for all members. See Fee Letter the Appendix C.

JAZZ BAND

Course Description and Objectives

The Jazz Band is designed for developing and advanced wind and rhythm section instrumentalists. The course emphasizes skills, musical interpretations and techniques in various jazz and pop genres along with jazz history and theory. Through rehearsals, clinics, and performances, students with broaden their musical repertoire with intermediate and advanced literature of many styles and periods. Admission is by audition and Director's approval. All members must be in the Symphonic Wind Ensemble or Concert Band Class. Those playing non-traditional band instruments (piano, bass, and guitar) will be considered after the band classes have been canvassed. This ensemble performs quite often and travels. Public performances and after school time are required. It is expected that members will be totally committed to its rehearsals and performances avoiding conflicts with other activities, rehearsals and performances. See Fee Letter the Appendix D.

MARCHING BAND

All members of the Concert Band, and Symphonic Wind Ensemble, and Drill Team Units comprise this ensemble. Public performances and after school time are required. This ensemble performs at varsity football games, pep rallies, Veteran's Day and Springtime Tallahassee Parades, numerous outreach programs, a fall competition, and occasionally a Spring Tour/Trip. See Fee Letter the Appendix E.

The following instrumentalists play a different instrument in the Marching Band. Common Options are as follows:

Oboe, Bassoon and French Horn players:

Oboe: Flute, Clarinet, Saxophone, or Percussion

Bassoon: Flute, Clarinet, or Saxophone, or Percussion

French Horn: Marching French Horn (LCHS Band will rent you use of these instruments)

DRILL TEAM

The Chiles Drill Team consists of flags, dancers, and majorettes. These units are a section of the band similar to the woodwinds, brass, and percussion. Drill Team auditions will take place each spring. The size of the Drill Team shall be determined each year by the

director. Specific details shall be given out in spring of each year. Majorettes are a specialty unit chosen from within the Drill Team. Drill Team members are asked to assist as usherettes for all band concerts during the year as part of their lettering requirement. Instrumentalists in drill team are expected to perform with the drill team or may play their instrument in the stands. Any unexcused absence or insubordination will result in dismissal from the drill team. (See Drill Team Handbook.) See Fee Letter in Appendix F.

PERCUSSION ENSEMBLE

All Percussionists will participate in Percussion Ensemble as part of the concert class grade. This group will perform throughout the year at various concerts and venues. Public performances and after school time are required.

SMALL ENSEMBLES

Members will be selected or approved by the director. Instruction will emphasize literature appropriate to the assigned individual choir, ensemble, or band. Public performances and after school time are required. These groups are expected to rehearse throughout the year.

FULL ORCHESTRA/MUSICAL ORCHESTRA

These area optional ensembles opportunities offered in cooperation with the Chiles String Program. Auditions for Wind and Percussion Position will take place for various events during the year. See Mr. Miller for details. This group will rehearse weekly after school and or during lunch with the strings after marching season. See Note under Band Leadership.

GRADUATION BAND

This group consists of all returning band members that will be in the Symphonic Wind Ensemble. They have a few rehearsals before graduation. **TBA Who will perform at Graduation.**

ALTERNATES

All the above groups may include alternates, as selected by the director and staff. They must attend all functions, rehearsals, and performances. Their function is to take the place of someone who is absent from rehearsals or performers who cannot march (due to illness for example). They go everywhere and do everything the same as everyone else. They must attend all performances in the assigned uniform. They are much like substitutes on a football team. They participate but will not always perform.

WEIGHTED CREDIT FOR HONORS BAND

Band members enrolled in Honors Band V and VI will receive weighted credit on a 4.5 scale in accordance with the grade earned in the class. (See Band V-VI Syllabus Handout.) **Student must complete all components of the Weighted Credit for each nine weeks in order to receive full credit.**

OTHER OPPORTUNITIES FOR BAND MEMBERS INCLUDE:

UCF All-State Clinic; FSU Band Day; F.B.A. BIG BEND All-DISTRICT BAND; F.B.A. ALL-STATE BAND; FBA SOLO AND ENSEMBLE FESTIVAL; PRIVATE LESSONS; WINTERGUARD FESTIVALS/COMPEITITONS; FESTIVAL OF WINDS (USF); SOUTH FLORIDA HONOR BAND(UM) and TRI-STAND BAND FESTIVAL (FSU).

ATTENDANCE

CLASS ABSENCES and TARDINESS will be excused in accordance with LCHS Policy.

SECTIONALS, REHEARSALS AND PERFORMANCES EXCUSED VS UNEXCUSED

EXCUSED (May require a make-up assignment only if excused)
Personal Illness = the general expectation is to have a doctor's note stating the students inability to perform. The students is expected to at least attend as may be appropriate for the situation
Family Emergency
Death in the immediate family
Religious observance
Weddings of immediate family with 2 weeks advance notice

UNEXCUSED (0 CREDIT)
Detentions
Work (including babysitting wither family or friends) after high school, you'll have the rest of your life to work.
Homework
Lack of transportation (with 100+ band members, someone can give you a ride)
Social activities (such as relative visits, weddings other than specified able as excused, baby showers, parties, trips, concerts, etc.
Club (non-school sponsored sports or activities)
Performances outside of school

College visits

Out of town trips or vacations with family or friends

An unexcused absence during the week before a performance may result in the student not performing that week.

The student may be required to attend as an observer for partial credit. (See also Benching)

ATTENDANCE at all rehearsals, performances, etc. is a required part of the class grade and is also a factor included for end of the year awards. In as much as the band works as a finely trained team (wolf pack), it is essential that every member be on time (be early), prepared, present, and performing in ALL *rehearsals and performances.* **ADVANCE NOTICE OF MISSING A REHEARSAL IS MANDATORY!**

EVERY STUDENT IS A VITAL MEMBER OF THE TEAM EFFORT AND ABSENCES NOT ONLY AFFECT THE PERSON MISSING, BUT ALSO THOSE AROUND HIM/HER CAUSING A DROP IN THE PERFORMANCE LEVEL FOR ALL.

All performance participation will be at the discretion of the director. Students do **NOT** pick and choose the band events in which they wish to participate. **If the band performs, everyone is to be there every time!** School absences can affect an ensemble's performance opportunities and the individual's ability to perform. Scheduling conflicts with band and other activities are unavoidable from time to time. *****When conflicts arise between conflicting events,** the student and their parents should meet with the director to determine the performance potential of the student in both activities or if the student's interests have changed and a schedule change out of the band class has become necessary.

ABSENTEE PROCEDURES

Whenever absent a student shall submit on the day returning to class, an Absence Request form stating the reason for the absence.

Please give enough detail to help make an informed decision concerning the absence. *****Time is of the essence in securing an excused absence.** Situations not handled in a timely manner will be classified as "unexcused." A form turned in Weeks Later is unacceptable! ******* The director will review the information and make a determination as to the status of the absence (excused or unexcused). **Notice:** The mere filing out of an Absentee Form does not guarantee an excused absence. The interpretation of these policies and procedures and subsequent decisions are at the discretion of the band director.

- TARDINESS - "Early is on Time, On Time is Late!" tardiness is not acceptable. Students are expected to arrive on time (**In place with Instrument warmed-up and music in order**) to all activities. "On Time" means the student is prepared and in place to perform at the designated time.
- Students should arrive at least 15 to 20 minutes in advance of report time in order to prepare to rehearse.
- Tardiness will result in the student serving an assigned band related duty on a day scheduled by the director.
- Tardiness to a performance may result in the student forfeiting the opportunity to perform and receive a (0) for that assignment.

1. BENCHING:

A benched band member must attend all band functions, sit in the stands and play in uniform. During the band's performance, a benched band member will remain in the stands in their assigned section until the performing band returns from the performance. A perfect performance in this position can earn up to 50% of that performance's grade.

UNIFORMS

1. NEVER wear the uniform partially or incorrectly, unless given special permission from the director. If you are unable to wear the uniform correctly, DO NOT WEAR IT; STAY HOME! *****If you are not in complete uniform, you will not be permitted to perform, you will be sent home, and will receive a "0" for that performance grade. *****
2. No jewelry or pins are to be worn on the uniform (only band medals and then not at festivals or competitions.)
3. No jewelry, hair ornaments, colored nail polish, or earrings. Wristwatches (Under the sleeve), ear posts (single posts no larger than 1/4" in circumference and wedding rings are acceptable with stones turned in during performances.
4. No additions may be worn with the uniform such as sunglasses, ball caps, hats, bandanas, visors, sweatbands, etc. Such items will be confiscated.

MARCHING UNIFORMS

1. Students must provide the following: Black, Lace up plain toe marching shoes. Purchased through the band and solid black socks.
2. Uniforms will be cleaned as necessary through the band.
3. The uniform is to be carried in a garment bag or on a hanger when traveling.
4. Trouser length should be the top of the shoe in the back when standing at attention.
5. Hair must be worn so that the collar is visible, either cut or pinned up. Boys are to be clean-shaven or facial hair must be neatly groomed.
6. These policies carry throughout the entire year.

7. Failure to conform to uniform standards will result in non-performing status and an unexcused absence. See above under attendance.

CONCERT UNIFORMS

SYMPHONIC WIND ENSEMBLE, CONCERT BAND, LARGE CHOIRS AND PERCUSSION ENSEMBLE:

All members will wear the tuxedo coat and pants for the guys and the black dress for the ladies issued from the school. We will give you detailed information about where to purchase your concert uniform accessories (I.e. shoes, shirt, cummerbund, bow-tie and links) so that they will look the same. PLEASE WAIT UNTIL WE CAN SECURE A GOOD PRICE FROM A VENDOR, THEN WE WILL INFORM YOU AS TO STYLE AND PRICE. The Concert Band uniform may only be used for band performances. See **Director for Approval prior** to each event before using your band uniform for chorus, orchestra, TYSO, or prom activities, etc.. Failure to conform to uniform standards will result in non-performing status and an unexcused absence. See above under attendance.

Optional: SECTIONAL SHIRTS. See **Director for Approval prior to contacting any vendors or purchasing.** These items stamp you as a member of the band and are to be worn with pride and care, as the uniform is worn. All items associating you with the band must have Director's approval before beginning the ordering process or making any purchases. These shirts will not be acceptable for wearing with the uniform (either marching or concert). Failure to conform to uniform standards will result in non-performing status and an unexcused absence. See below under inspection and above under unexcused absence.

REHEARAL PROCEDURES

LISTEN, READ and PLAY MUSIC with INSIGHT and WITH EXPRESSION OF HEART!

*****These are THE ONLY ITEMS ALLOWED IN THE REHEARSAL AREA!*****

1. The following **MATERIALS are REQUIRED** at all rehearsals:
 - A. Working Instrument including accessories, i.e. reeds, mutes, oil, mallets, etc. (Leave cases in storage.)
 - B. All Music. (Do not leave in your locker during rehearsal, even if you have it memorized.)
 - C. Pencil (as important as your instrument).
 - D. Three-ring-Notebook is Optional for extra credit each Nine Weeks.
Keep handbook, charts, handouts, notes, tests, etc. It will be turned in during the 7th week of each grading period. You should bring this to class and every rehearsal.
2. Check Classlink, Weebly, Remind, e-mail, the bulletin boards and the marker board **DAILY!**
3. Set up all your equipment and be on time. Students not ready with materials in place will be considered tardy to class.
4. Percussion set up all large equipment needed for the day, mallets, stands and music before any warm-up. Then, join the warm-up in every way possible. Banging your favorite groove at an *fffff* dynamic is totally unacceptable and a waste of precious warm-up time.
5. Use Proper posture always! The way you sit reflects an attitude and will be heard in your sound!
6. Warm-up slow and make regular tuning checks.
7. Keep your instruments in good playing condition! Store it and maintain it properly. (Points will be deducted from the grade for instruments not properly stored and the privilege of using a school instrument may be revoked without refund of the rental fee.
8. Clean and lubricate your instrument regularly, and (WW's) always keep at least four good reeds active at any given time.
9. Bring your assigned music every day even if you have a stand partner in case we pass out or collect music, mark music, or in case your stand partner is absent.
10. Store your music folder in your locker or the music cabinets only. Keep your music in your folder to avoid damage and loss.
Students will be charged to claim music left out in the rehearsal area. Points will be deducted from the grade for not being prepared with music.
12. When a conductor or person in charge steps on the podium, **CEASE ALL ACTIVITY AND GIVE COMPLETE ATTENTION TO THE PERSON ON THE PODIUM.**
12. Do not play unless instructed to do so. Cooperate fully with the Director, Instructors, and Student Leadership.
13. Raise your hand and wait to be called on for questions or comments when appropriate.
14. Do not talk in rehearsal. **Silent Rehearsal – Always!**
15. Strive to IMPROVE all of your music fundamentals and musicianship skills during each rehearsal. There is always something you can improve upon. Do your best at every rehearsal.
16. **Always assist with setup and tear down of equipment** before leaving the rehearsal area.

RENTAL OF SCHOOL OWNED INSTRUMENTS

Larger instruments are provided by the school for a minimal rental fee. Instrumentalists playing a school owned instrument will pay a \$100.00 instrument use fee. (See Fee Letters in the Appendix) If an instrument is broken it must be replaced or repaired by the student. **This includes drumheads, rims, mouthpiece, major dents, etc. The student will be benched and the grade lowered until it is replaced. Any removal of equipment from campus must have a signed instrument checkout form on file with the director.**

PERCUSSION: EQUIPMENT RESPONSIBILITIES

Because of the special nature of the percussion program and the large amount of basic equipment / instruments and the many small accessory instruments / equipment / items necessary to operate the percussion program, it is necessary for members of the percussion

section /class / program be collectively responsible for all equipment / instruments / accessories used at the various times of the year by all students at one time or another. It is understood that it is not possible to assign direct responsibility to any one student or any one specific item at a given time due to the “shared” nature of the equipment and the numerous students that may use the items during the course of a single day. Therefore, students will share collectively in the responsibility for the cost of replacement for any lost or misplaced equipment / accessories / instruments. Therefore, it is in the collective best interest for all students in the percussion program to be accountable for any items used at any time and any place by any percussionist and for responsibly accounting for all items at the end of each class, rehearsal, performance, trip, or season. Damage/Vandalism should be reported as it occurs or all percussionists will be held fiscally responsible.

DRILL TEAM: EQUIPMENT RESPONSIBILITIES

Because of the special nature of the DRILL TEAM and the large and the many small accessory equipment / items necessary to operate the Drill Team, it is necessary for members of the drill team / class / program to be collectively responsible for all equipment / accessories used at the various times of the year by all students at one time or another. It is understood that it is not possible to assign direct responsibility to any one student or any one specific item at a given time due to the “shared” nature of the equipment and the numerous students that may use the items during the course of a single day or season. Therefore, all students will share collectively in the responsibility for the cost of replacement for any lost or misplaced equipment / accessories. Therefore, it is in the collective best interest for all students in the drill team to be accountable for any items used at any time and any place by any drill team member and for responsibly accounting for all items at the end of each class, rehearsal, performance, trip, or season. Damage/Vandalism should be reported as it occurs or all drill team members will be held fiscally responsible.

USE AND CARE OF MUSIC

1. Do not fold, tear or otherwise mutilate music.
2. Do not make excessive marks on music - **ALWAYS USE PENCIL, NOT INK!!**
3. Lost or damaged or permanently marked on music will be replaced at the following rate:
\$1a page for marching music.
\$3 a page for concert music.
Replacement cost for chamber and jazz band music.



This is an example of mold damaged music and folder.

4. If you are absent, you are responsible to have your own music brought back for the rehearsal or performance.
5. Music should be kept in the music folio cabinet, not in your instrument case.
6. Personally owned music ***should not be kept in the music folio cabinet.***
7. Do not deface folders with writing, carving, or placing stickers or other decorations on music folios. To check out music from the library, fill out a music checkout form. When returning music, students should make sure their check out form is returned to them.
8. Periodic Music check will be taken for a grade.

USE OF FACILITIES

500 Building

1. Use the facility for studying and making music. **No rough or rowdy behavior in the 500 building.**
2. Keep it cleaner than you find it, and your time spent here will be even more pleasurable.
3. **Only those approved by the director shall be allowed in the office, uniform room, and music library and practice/ensemble areas.**
4. The rehearsal, ensemble, & practice rooms shall be kept neat and in good order at all times. Each student is to clean up around his position. Pick up any trash or paper. Do **NOT** leave books and clothing, etc. in the band room or other areas of the 500 building. Those items will be taken to lost and found if left behind. **No food - ever!!!**
5. Do **NOT** tamper with equipment that is not your own. School-owned instruments are not to be played by anyone other than the person to whom it is assigned. ***Play your assigned instrument only!!!***
6. Section rehearsals will be “called” from time to time and may be under the supervision of your section leader. All rehearsal rules will apply in this case.
7. The telephone is for **BAND EMERGENCY BUSINESS ONLY!** Ask permission from the director before using. It is not to be used without permission. Maximum time is one minute.

******Eating, drinking, chewing, hair combing, putting on body lotion(s) or spraying other stinky smelly stuff, gaming, text-messaging, horseplay, throwing or tossing of objects or any other off-task behavior is prohibited in the band room, and during any rehearsal or appearance by the band. There will be some rare exceptions with the director's permission. In general, think not now; not here, wrong time; wrong place. This includes all musicians and non-musicians while in this room or while associated with the band.***

BANDROOM:

1. **Do NOT litter or MOVE or Mark on STANDS or CHAIRS. Keep travel paths clear.**
2. **IMPORTANT NOTE:** Only Band Members and Chaperones will be allowed in the 500 Building before and after events to reduce the risk of injury to band members, vandalism and theft. We do not want strangers walking around expensive instruments and other equipment.
3. Family, friends, and rides ***PLEASE*** wait outside the building unless you are chaperoning. **Please do not be offended if we ask you to wait outside the building.** Please understand that this is necessary because of the large number of people in our program.
4. The band room computers are not for personal use.
5. Students will be released at the earliest possible moment after an event (THINK - TEAM).
6. The Band room will remain locked during rehearsals and performances until the end of the event.

Practice and Ensemble Rooms

Use practice and ensemble rooms for practicing only after receiving the director's permission. Keep room neat with all chairs, stands, etc. Report any misuse to the director immediately. Turn off lights and close doors when finished using the room. **Return any borrowed equipment to its proper place (especially any chairs and stands borrowed from the rehearsal room).** Do not enter without permission. No sleeping or napping in the band area including the practice, ensemble and storage rooms,

Instrument Storage Room/ Band Lockers:

No loitering allowed. Take out and store instruments in assigned lockers, ***NOT ON THE FLOOR***. **Empty cases will be kept in your band locker.** Maintain a clean locker and keep only your instruments and band materials inside. There is a \$5.00 charge for the lock rental and use of the locker. **The lock must be returned at the end of the year.** Other books and personal items should be kept in your regular hall locker. It is your responsibility to keep your locker locked. Failure to lock your locker can result in theft or damage to your personal property. *Improperly stored or left out equipment and/or music will reduce that individual's class grade by 1 point for each occurrence per item.* This includes but is not limited to instruments, music, sticks, mallets, reeds, mutes, and any personal items. **Keep travel paths clear.** Keep your lock **LOCKED ON YOUR CLOSED LOCKER.** Keep your items from piling up in the lost and found.

Library: Check out all materials through the librarians. The computer is not for personal use.

Band Office: Do Not Enter without the director being present, unless given special permission.
The copy machine and computers are not for personal use.

Room: Uniform managers and parents only.

AWARDS

Awards are presented for band achievements and are selected by the director.

1. **Students with any unexcused absences will not be eligible for awards.**
2. **Students that DNA from any event will not be eligible for awards.**
3. **Students having discipline problems with the school and/or band will not be eligible for awards.**
4. **Students Must NOT create or participate in any dissention in the ensemble against anyone in leadership, instructors, chaperones, or the director. Students doing so will not be eligible for awards.**
5. **The quality of participation in all activities will be "weighed" in the awarding of letters and is ultimately the decision of the director.**

Drill Team awards are given only to those who participate for the entire year, including indoor competition, District and State (if applicable) FBA Solo and Ensemble Festival. Awards are NOT cumulative from one group to another. Time in band does not count toward Drill Team awards. It must be earned in each respective group.

LETTERS are presented to those who have completed one year satisfactorily in band/drill team. See Fee Letter in Appendix G.

Persons lettering must also have:

- Demonstrated a Positive Attitude (both in and out of class and rehearsals)
- Performed Memorized halftime and parade/music/routines.
- Demonstrated Satisfactory marching execution.
- Demonstrated Satisfactory progress throughout the year ("B" grade or higher for each 9 weeks.)
- No unexcused absences.
- Have no more than one excused absence from a performance per semester.
- Have no more than three excused absences from rehearsals and sectionals per semester.
- Must participate in F.B.A. events including:
 - District Marching MPA

District Solo and Ensemble MPA (including Drill Team members)

District Concert MPA (Drill Team exempt)

If eligible and approved by the director:

State Solo and Ensemble MPA (including Drill Team members)

State Concert MPA (Drill Team exempt)

SENIOR PLAQUES are presented to seniors who have completed four years satisfactorily with a “B” average or higher in band.

THE JOHN PHILIP SOUSA AWARD is presented to the outstanding senior band member at the annual band awards banquet.

MOST IMPROVED AWARD is presented to the individuals who have made the most improvement.

MOST OUTSTANDING AWARD is presented to the individuals who have achieved in breadth and depth of study.

MOST OUTSTANDING SECTION LEADER AWARD is presented to the most outstanding section leader.

SPIRIT AWARD is presented to the individual who has shown the most outstanding spirit during the year.

BAND-AID AWARD is presented for service above and beyond the call of duty.

DIRECTOR’S AWARD is presented to individuals for various outstanding service and quality.

BAND BOOSTER AWARD is presented to the outstanding band booster. Voted on by the band booster board.

PRACTICING / AUDITIONS / ENSEMBLE & CHAIR PLACEMENT

1. The Director using the following criteria determines selection to the various bands:
 - A. Audition
 - B. Testing
 - C. Band Instrumentation needs.
 - D. Attitude, maturity, ability, selflessness and dedication are key ingredients for participation in any ensemble.
 - E. Band members should always be ready to play as if auditioning for an honor band. This means regular practice is expected of all band members to maintain present skills and to improve the weaker areas of one’s playing.
 - F. Demonstrate a characteristic tone in all registers.
 - G. Scales (and rudiments for percussion) should be practiced in the FBA All–State pattern and tempo from memory.
 - H. All music in the folders should be performance ready.
 - I. Band members should be ready to sight-read new music.
 - J. The director may schedule auditions in advance or may choose to listen as if giving a pop quiz. The key is to be ready—practice regularly!

SUGGESTIONS FOR PRACTICING

1. Practice at a set time in a set place each day, and take short breaks.
2. Practice your tone production and various scales at each session.
3. Practice sight-reading.
4. Practice your technique such as tonguing, slurs, intervals, rudiments, etc.
5. Work to increase your endurance and increase your range.
6. Set specific realistic goals.
7. Practice the music not just the technical passages.
8. Practice the technical passages at a slower tempo using a metronome, and then increase the tempo.

CHALLENGING

CHALLENGES ARE FOR SEATING DURING CONCERT SEASON

1. All Challenges will be scheduled with the director and may only be made to the next highest chair.
2. Challenges will only be heard on designated ***challenge days***. You will need to schedule early and sign-up. Challenges will not be held during class or rehearsal. **The director will periodically have students play in class or rehearsal for seating.**
3. The director may ask some or all of a section to play and then reassign seating.
4. The director will pick music from the person’s folder that’s being challenged.
4. The challenger shall secure a copy form for the librarians to have the appropriate music copied for the challenge.
5. The director will select other music (sight-reading) including scales and musical terms to be used during the challenge.
6. In case of a tie, the upper chairperson retains the seat or the director may opt. for a play-off.
7. If a person refuses a challenge the seat is automatically forfeited. To forfeit is to put forth no effort and take no pride in one’s playing. To forfeit a chair is looked at highly unfavorably by the director and will be factored in for all awards and leadership positions.
8. Any extenuating circumstances (health, injury, etc.) prohibiting a challenge must be determined by the director. Otherwise, the challenge must be held the day a student returns after an absence.
9. Challenges are for seating positions only. The director will select soloists.
10. Instruments in the percussion section will be assigned by the director based on audition, ability, and need. Students will ***NOT*** choose instruments based on seniority or personal preferences.

NOTE: The Director reserves the right to change seating at any time when in the best interests of the ensemble.

PUBLIC APPEARANCES

Students will be in their places at report time (given in advance). The director will budget time to dress prior to warm-up, etc. It is the duty of each student to determine that all the equipment he/she needs for the performance is there.

1. Notices of all appearances will be posted on the band calendar (sent via e-mail) on the bulletin board and marker board in the rehearsal room. It is the duty of each student to **check the Weebly, Remind, calendar, info board and white board daily** for all pertinent information.
2. All rules of conduct and order, which apply to rehearsals, will also apply to public appearances except that NO informal warm-up period will be permitted.
3. Never under any circumstances, should the band engage in informal playing or warm-up of any type, where they can be seen or heard by outsiders. **At football games, this includes on the field, in the stands, and in the staging areas.** This would create the worst possible impressions of an organization.
4. Courtesy to guest conductors and other performers is a mark of good training. There should be no rolling of eyes or other rude gesturing with a guest – shame! Be sure that you are particularly attentive to the desires of a guest conductor, and when you are watching or listening to a performance, be a sympathetic and appreciative audience.
5. Let your conduct, at all times, **BE ABOVE REPROACH**. This means both before and after an appearance and everywhere else you go; be above reproach at all times. **YOUR CONDUCT REFLECTS ON YOUR FELLOW BAND MEMBERS, THE SCHOOL, AND THE COMMUNITY.**
6. **After dismissal from any appearance, be sure that you have properly stored your music, instrument/equipment, taken care/turned in your uniform, etc., before waiting to be dismissed from the concert or appearance. This is part of your performance grade. Always leave a place cleaner than you find it.**

Cellphones/Social Media

With recent advancements made in technology, we have more convenience and yet we are more distractible from our surroundings. With cellphones use and social media we are becoming more connected with the world and less connected with each other. Are You lost? <https://youtu.be/QugooaNRnsk> Music is a subject in which we are challenged to excel on our own instrument while simultaneously interacting with others in real time to create beautiful art! This requires great concentration, precision and the full commitment of our mind, heart and body. There is no place for cellphone use or social media in rehearsals or performance. All student cellphones will be turned off or put on silent at the beginning of every class and rehearsal. Students caught with a cellphone during class will have their phone confiscated according to school policy. In addition, the student will be issued a detention. A student caught with a cellphone during rehearsal will have their phone confiscated, be issued a detention, and the parent and student will need to meet with the director in order to retrieve the phone.

FOOTBALL GAMES

1. **Meet in the band room at home games with all equipment, music, etc. at the designated report time.** Percussion should come earlier to get equipment ready. The band room will remain secured during the game until the band has returned from performing for the evening.
2. **Stand at attention during inspection.** No playing of instruments. Section leaders should check their rank's uniform, instruments, and equipment. Come to attention when called and *stay at attention until you are given another instruction by the director or other leader.* **This is a time for you to mentally prepare for the performance. There is no place for rowdiness of goofing around prior to performing.**
3. March to pre-game position on drum cadence, all in line, stand at ease.
4. March to seat after pre-game and halftime. Remain standing. Be seated on command.
5. **Remain seated during the game.** Stand only during kickoffs, touchdowns, and cheers where you are supposed to stand.
6. Hold up your horns while playing. PLAY OUT— FULL! Do not play into the back of the person sitting in front of you. Play through the Windows. *Watch the director or drum major and respond quickly to their directives for getting quiet or cutoffs.*
7. **Sit in your sections.** Line up behind the person in front of you. **Cover Down in Windows.** Straight lines. Hats off together to the right on command. **ONLY CURRENT BAND MEMBERS are allowed in the band section.** Visitors and alumni are **NOT** allowed in the band section except at the front of the band and **only with the director's prior approval.** *You may visit with friends during 3rd quarter break or before report time or after dismissal only.*
8. While at games, we are constantly in the public view and your conduct must reflect the highest standards.
9. All instruments and music are to be in **constant readiness for use.**
10. **Pay attention** to whoever is in front of the band.
11. **NO FOOD OR DRINKS** in the stands except for water from the band boosters. Only **clear liquids** should be consumed while in uniform to prevent staining. You *MAY* have third quarter off at the director's discretion.
12. All equipment is your responsibility and must be properly stored by you after the performance. (Performance Grade)
13. **NO one is dismissed early.** Plan to remain for the full evening's performance including any post game playing and march out.
14. Uniforms shall be hung for cleaning and **turned in properly** after **EACH** performance. (Part of performance grade)
15. Shoes are to be clean and polished.

16. After the performance, check to see that you have all your belongings. **Leadership are not our maids. Pick up your junk.**
17. Be courteous to visiting bands, directors, officers, and anyone who you contact.
18. Rowdiness or misconduct within the band or between band member(s) and outsiders will **not** be tolerated. Report any problems at once to the director.
19. Cheer with the cheerleaders. Part of our show is to be a contributor to the spirit of the school. **PARTICIPATE!**
20. At halftime, squat down and watch quietly as the other band performs. Do Not whisper or gesture during the other band's performance. It can easily be taken wrong, even if you are being positive.
21. All instruments and music are to be in ***constant readiness for use.***
22. ***Pay attention*** to whoever is in front of the band.
23. **NO USE OF TOBACCO, ALCOHOL OR DRUGS** when you are in any way associated with the band or the school. You should have sense enough not to use them any time.
24. Don't encourage misconduct in others by laughing at or overlooking a breach of the rules. (Do the right thing!)
25. REMEMBER, everything you do is a DIRECT reflection on the band. In this setting, you are not acting as an individual. You are part of the whole body and cannot be separated from it when you are in uniform. Don't let carelessness, restlessness or irresponsibility ruin things for everyone else.

ALL SCHOOL BOARD RULES AND POLICIES ARE IN EFFECT AT ALL BAND FUNCTIONS.

TRIPS

1. The band will travel as much as budgets allow. Some special regulations are necessary for this type of activity.
2. Mode of travel will be provided or approved by the school. Students traveling with the band **must travel with the group in the vehicle provided.** Exceptions, in grave emergencies, must be approved by the director.
3. The school has a policy that no student may return by any other transportation other than the band bus, except the following:
 - a. When written permission is brought ***BEFORE*** departure from the school.
 - b. The ***PARENT*** personally takes custody from the director after the Performance (March out).
4. ***PARENTS ONLY! Students will not be released to anyone but the parents of the students leaving.***
5. For this reason, if for no other, it is important you help me learn who you are and what you look like. Let's avoid any awkward situations.
6. Students are to be on hand at the point of departure at the designated report time given by the director.
7. ***Each student is responsible*** to see that his or her equipment is loaded at the departure point, after the performance, and unloaded upon return and stored properly.
8. A band officer and at least one adult chaperone will be placed on each bus. They are in COMPLETE charge. Respect is imperative. A student officer or adult chaperone will issue instructions and orders regarding conduct and also concerning the appearance and activity ahead. **All shall be quiet and listen when loading and unload so all can hear instructions and roll can be taken. This is a safety issue and students are to demonstrate an attitude of professionalism to the task.**
9. While traveling on buses you will obey the instruction of the bus driver.
10. Never hang any equipment or any part of your body out of the bus windows.
11. No lying on the floor of the buses.
12. No hanging out the window.
13. Do NOT open the back door unless the bus is stopped and we are unloading equipment.
14. No eating or drinking on the bus without permission from the director.
15. No smoking, chewing tobacco, alcoholic beverages, drugs, or profane language.
16. **Moderate talking only- NO SCREAMING (If it disturbs others, all will be quiet.)**
17. Chaperones will sit two in the back and two near the front of each bus.
18. NO non-band members will be allowed to ride the band bus.
19. Chaperones should see that the medical box (and folder of emergency information) and the box (es) of plumes are out on the bus.
20. Uniforms if not worn should be in a travel bag going to and from performances- NOT THROWN IN A CORNER!
21. While traveling in buses, students may talk quietly to the person next to you. No singing, chanting, rapping, etc. When going through a town or crossing a railroad track, silence will be observed. When going through a town, students will not sing or shout, and ***UNDER NO CIRCUMSTANCES, CALL OUT OR MAKE REMARKS TO PEOPLE OUTSIDE THE BUS.*** *Please respect the needs of your fellow band members to rest on late returns. Many of our band members work the mornings following performances. Inconsideration of others may cause you to lose your privilege to ride the band bus and perform, thus lowering your grade.*
22. ***Students will ride both ways on a trip on their assigned bus.*** These assignments are the same all year, unless changed by the Director.
23. Remain seated (Do not stand or move around in the bus) while it is in motion.
24. While out of town, students will not ride in any private automobile without permission from the director.
25. While on trips or involved in band activities, band members are to ONLY "hangout" with those in the band. There shall be no meeting friends at remote locations, in parks, etc. If you want a date, stay home. Otherwise, have fun with the band!

26. **Use of any tobacco, alcoholic beverages or drugs that could modify behavior is absolutely forbidden at all times.** Violation will result in being dismissed from the performing band and a referral to school officials and law enforcement. Report any suspicion of abuse to the director immediately.
27. On overnight trips, all students will be in rooms at or before the designated curfew hour. They will not leave their rooms or the hotel without the permission of the director.
28. While staying at the hotel, the students are to be courteous to all hotel employees and guests. They are to conduct themselves in a manner to bring credit to themselves, the band, school, and community.
29. While staying overnight, students will not leave their rooms unless dressed to go out. While out of town students should dress neatly and in good taste at all times. This is evidence of pride in the band and personal pride as well.
30. While traveling out of town, be sure to eat properly, regularly and get proper sleep. You will be of no use to the band and will certainly not enjoy anything about the trip if you are not well. **Good Nutrition** is essential to good health and accomplishment.
31. **No P.D.A. — Public display of affection.** Students may hold hands except while in uniform. **While in uniform NO P.D.A. Period. This includes alternate uniforms, etc.**
32. Use quiet voices only while in restaurants and in other indoor public places. Be aware of your surroundings!
33. Leave every place cleaner than you find it.
34. NO radios, tape players, CD players, DVD players, I-phone type media players, etc. except on return bus trips only with headphones. (**temporary hearing loss will not be allowed to negatively affect a performance.) [see school policy]
35. Special rules and instructions will be given to the students just prior to the trip to be taken.
36. Anyone dropping out of band or being dismissed from the band will not be eligible to participate on further band activities or travel with the band or go on band trips. They will also be subject to any trip cancellation charges required.
37. Any poor attitudes or discipline problems will negatively affect a member's leadership potential and/or continued membership with the band and will be reflected in the grade.
38. Do not cross barricades made to keep people out.

The Costs for Band

All Costs for Band will be in Fee Letters found in a Separate Appendix to be located in the Weebly next to the Handbook link. For any questions about Fees, please email Mr. German.

Additionally, if a member quits the squad after equipment and uniforms are ordered, the student will be obligated for those items.

NOTE: Band Members (unless excused for extenuating circumstances by the director) are financially responsible for any and all events officially entered.

FUNDRAISING

Fundraising opportunities are available to assist families with the costs of Band. Please take every opportunity to earn your fees when needed.

UNIFORM COSTS

Uniforms are provided by the school. Students must provide black socks, white gloves, and a pair of the black "Bando" band shoes. Cost is usually around \$27.00 for the shoes, \$4.00 for the gloves. The student must pay for any uniform parts lost or damaged. Replaced cost for a complete uniform is around \$400.00. Replace of a Marching hat is around \$80.00. Be responsible. Ladies must purchase black dress shoes flats (vendor to be designated). Gentlemen must purchase tux shirt/cummerbund/bowtie/ black dress shoes and socks from designated vendor.

Costs which may apply.

SCHOOL OWNED INSTRUMENT RENTAL Winds and Percussion \$100.00 Paid in E-Funds. \$50.00 per Semester. **This is required of any student using a school instrument.**

Back Pack: \$7.00

Flip Folder \$6.00 Paid to vendor.

Solo & Ensemble Music, all soloists, Approx. \$ 7 to \$30 paid to vendor.

Accompaniment Fee Approx. \$30 to \$50 Paid to Vendor.

Solo and Ensemble District Entry Fees \$2-10.00 per entry. A minimum of one entry is required of every band member.

Inspection and Instrument Care Information is found in Appendix A.

Recommended for all Instrumental Band Members***

Weekly Private Lessons paid to a private teacher. Prices vary based on teacher and amount of time.

ALL REHEARSALS AND PERFORMANCES ARE REQUIRED AS PART OF THE CLAS GRADE.

The following schedule may be adjusted at any time by the Director when in the best interests of the students and the band program.

New Member Pre-Camp is required of all new Band Members to Chiles High School.

Full Band Camp is required of all Band Members at Chiles High School.

Chiles Band Rehearsal: A Typical Week of Marching Season 16-17

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jazz Band <u>2:00-2:50pm</u> Brass &/or WW Sectionals as Called <u>3-3:30pm</u> Monthly Booster Board Meeting <u>6:15pm</u> Monthly Band Booster Meetings <u>7:15pm</u>	Jazz Band <u>2:00-2:50pm</u> Full Marching Band 3:15-5:30pm Drill Team <u>5:00-6pm</u> Perc Sectional TBA	Jazz Band <u>2:00-2:50pm</u> <hr/> M.S. Visitation	Jazz Band <u>2:00-2:50pm</u> Full Marching Band 3:15-5:30pm 1 st , 2 nd , 4 th , 5 th , Marching Band 3 rd Week 3:30-5:30pm (Faculty Meeting prior) Drill Team <u>5:00-6pm</u>	Jazz Band <u>2:00-2:50pm</u> Performance s	Two Saturday Parades: Veterans' Day in the Fall & Springtime Tallahassee <u>in the Spring</u> One Marching Competition <u>in the Fall</u> District Marching MPA in the Fall

Chiles Band Rehearsal: A Typical Week of Concert Season 16-17

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jazz Band <u>2:00-2:50pm</u> Wind Ensemble Wind Sectionals As called <u>3:00 - 3:30pm</u> Percussion Ens. TBA Monthly Booster Board Meetings <u>6:30pm</u> Monthly Band Booster Meetings <u>7:15pm</u>	Jazz Band <u>2:00-2:50pm</u> Combined Band As Called <u>3-3:30pm</u> Full Wind Ensemble Rehearsal <u>3-4:30pm</u> If Combined Sectionals, then <u>3:30-4:30pm</u> Percussion Ens. TBA Drill Team <u>5:00-6pm</u>	Jazz Band <u>2:00-2:50pm</u> Drill Team As Called 3:00-5:00pm Scheduled Small Ensembles	Jazz Band <u>2:00-2:50pm</u> Full Wind Ensemble Rehearsal 1 st , 2 nd , and 4 th , 5 th Thursdays 3:00-5:00pm 3rd Week Full Wind Ensemble 3:30-5:00pm (Faculty Meeting prior) Drill Team <u>5:00-6pm</u>	Jazz Band <u>2:00-2:50pm</u>	District Solo and Ensemble MPA Once in the <u>Spring.</u> District Concert MPA Once in the <u>Spring.</u> Spring Trip State Solo and Ensemble MPA State Concert MPA.

Timberwolf Marching Band Command Sheet

	<u>Movement</u>	<u>Command</u>	<u>Response</u>	<u>Notes</u>
I.	1. Fall In		(no vocal)	
	2. Attention	Ten Hut Ten Hut	Wolf, Pack, Pride	
	3. Parade Rest	Prade Hest Prade Hest	One, Two	
	4. At Ease	At Ease	(No vocal)	
	5. Dress Right/Left	Dress Right Dress Right	Horns, Head	
	6. Ready Front	Ready Front	CHHH!	
	7. Right Face	Right Hace Right Hace	One, Two, Three	
	8. Left Face	Left Hace Left Hace	One, Two, Three	
	9. About Face	Bout Hace Bout Hace	One, Two, Three	
	10. Mark Time	Mark Time Mark Hut	Hut	Hut is said with commander
	11. Count off by....#	Count off by...#	Count off by...#	
II.	1. Forward March (8-5 / Adj.)	Forward March Forward Hut	Hut	Hut is said with commander
	2. Slide Step (Left / Right)	Ready March Ready Hut	Hut	Hut is said with commander
	3. Horns Up / Down	Horns Up Horns Up	(no vocal)	
	4. Press Box			Explain the maneuver
	5. Box 4's and 3's	Ready March Ready Hut	Hut	Hut is said with commander
	6. Drag Turn 90* and 180*	Drag Turn Drag Hut	Hut	Hut is said with commander
	7. Diagonal March	Ready March Ready Hut	Hut	Hut is said with commander
	8. Right Flank	Right Flank Right Flank	(no vocal)	
	9. Left Flank	Left Flank Left Flank	(no vocal)	
	10. Backward March	Back March Back Hut	Hut	Hut is said with commander
	11. Step off by Twos	Ready March Ready Hut	Hut	Hut is said with commander
	12. Step off by Fours	Ready March Ready Hut	Hut	Hut is said with commander
	13. Pick-up by Twos	Ready March Ready Hut	Hut	Hut is said with commander
	14. Pick-up by Fours	Ready March Ready Hut	Hut	Hut is said with commander
	15. Pin Wheels (Gate Turns)	Ready March Ready Hut	Hut	Hut is said with commander
	16. Adjusted Stride (6 to 8)	Ready March Ready Hut	Hut	Hut is said with commander
	17. Oblique March (6 to 5)	Ready March Ready Hut	Hut	Hut is said with commander
	18. To the Rear (TTR)	To The Rear March To The Rear Hut	Hut	Hut is said with commander
	19. Drop off by ...#	Ready March Ready Hut	Hut	Hut is said with commander
	20. Arc Expansion (From a line)	Ready March Ready Hut	Hut	Hut is said with commander
	21. Forward to a line(From arc)	Ready March Ready Hut	Hut	Hut is said with commander
	22. To The Rear	To The Rear To The Hut	(no vocal)	No Vocal

*****Strive for Accuracy on all of the above maneuvers.

Superior fundamentals = A
Superior show! Go for It!!!

GRADES

ALL STUDENTS MUST MAINTAIN A 2.0 OVERALL GRADE POINT AVERAGE. This is a policy of the Florida School Music Association and Leon County Schools. Students whose Cumulative G.P.A. falls below 2.0 on an un-weighted scale are not eligible to perform. For this reason eligibility is looked at each semester. Ineligible students will have their schedules changed out of band to reduce their time encumbered, allowing these students more time for studying.

Student's grades are based on demonstrated knowledge through written and performance tests given both during school hours and at after school and outside activities. Points are awarded for each assignment. If a student misses ANY activity for ANY reason he/she will not get the points toward his/her grade. If the absence is excused the student may come in and make up the work after school.

Most grading will be done by teacher observation. Criteria include:

1. Musical performance with characteristic tone.
2. Indications of musical improvement.
3. Daily Performance of prepared assigned parts.
4. Performance in class and outside of class.
5. Playing tests, auditions, and challenges.
6. Sectional work.
7. Performance of various rhythmic patterns in various keys.
8. Performance in District Marching MPA (2nd Nine weeks = major grade)
9. Performance in District Concert and District Solo and Ensemble MPA (3rd 9 weeks = major grade)
10. Participation in State Concert and State Solo and Ensemble MPA (4th 9 weeks = major grades)
11. Demonstrating the National Standards and the Next Generation Standards in music.
12. Exams will be given in accordance with LCSB policy.
13. All parts of performances are included in the student's grade. This includes:
 - (a) Being ON TIME. Arrive early.
 - (b) Warming-up ON TIME. This means warmed-up by the time of the rehearsal.
 - (c) Preparation of individual parts.
 - (d) Performance contribution to the ensemble.
 - (e) Proper storage of all uniforms, uniform parts, equipment, and music after each use. Points will be deducted for items left out or improperly stored. This includes items such as cases, instruments, accessories, clothing, music, etc.

An average grade is a "C". In other words, the average student should receive a "C". If you desire to earn above that, you must show initiative and put forth extra effort to demonstrate that you are above average. You do NOT get an "A" just for showing up and not causing problems. Your grade is EARNED, not GIVEN.

ENFORCEMENT OF REGULATIONS

The simplest method of enforcing regulations would be to withhold the privilege of participation in our band for a specified period of time. Only the director may take this action, though the band officers may recommend such action by a majority vote. Withholding may be done in several ways:

1. Removal from the performance and/or replacement of a person in the show with an alternate. This would be done primarily in the case of disruption of rehearsal, not being prepared, lack of participation or generally negative attitude.
2. In the case of extreme misbehavior or disrespect, for the good of the band, the student may be **expelled** from the band program (end relationship with the band). Additionally, the student will be referred to the administration for disciplinary action.
3. Band members may also be **suspended**, meaning that they will be expected to attend all rehearsals and performances of the band, but will not be allowed to perform until the problem causing the suspension has been rectified. Failure to comply with the terms of suspension will result in probable expulsion from the band.
4. A penalty (demerit = 3 laps, 30 push-ups, 60 sit-ups) will be enforced for non-repetitive minor infractions, items turned in late, not picking up items on time, turning in forms late, talking in rehearsals, etc. The student will have to run laps, push-ups, and sit-ups, or other types of discipline that may include the denial of 3rd quarter break privileges and a reduction of the grade. **If a student has an inability for a certain types of physical activity, that should be indicated in writing. Another form of discipline can be arranged such as a work detail for the band.**
5. DEMERITS: Are assigned by the Director for any minor actions or behaviors that will negatively affect band members or the band program. Any serious actions or repeated minor actions will result in serious consequences. All band officers and section leaders shall report to the band director any observed or foreseen problems within the band.
6. Detentions will be assigned by the Director for offenses more severe than deserving a demerit or for repeated infractions of minor offenses with no change in behavior (For example, repeated talking in rehearsal will result in a detention.)

Inappropriate Behaviors leading to a reduced grade and possible removal from the band program. This list is in no way all inclusive; avoid being creative with inappropriate behavior.

- CONSISTENT LACK OF EFFORT OR COOPERATION

- IMPROPER REHEARSAL DRESS (SHIRT, SHORTS, SHOES, GLOVES, OTHER)
- UNEXCUSED TARDY
- FOOD, GUM, OR DRINK AT INAPPROPRIATE TIMES OR PLACES - EXAMPLE: BAND ROOM/REHEARSAL/ETC.
- REPEATEDLY TALKING OR MOVING AT ATTENTION
- LACK OF FOCUS, EFFORT, COOPERATION, DISPLAY OF POOR ATTITUDE
- HANDLING INSTRUMENTS, EQUIPMENT, ITEMS OR PROPERTY NOT BELONGING TO YOU
- **LEAVING YOUR POSITION ON THE FIELD, IN CLASS, OR IN THE STANDS WITHOUT PERMISSION**
- NO INSTRUMENT OR EQUIPMENT
- MEASURES NOT NUMBERED
- NO REEDS, STICKS / MALLETS, MOUTHPIECE, OR ACCESSORIES
- FORGOTTEN ITEMS...
 - DRILL CHARTS
 - UNIFORM PARTS
 - MUSIC OR FOLDER
 - PENCIL
 - OTHER ITEMS NEEDED FOR REHEARSALS

THE FOLLOWING IS A LIST OF ACTIONS, BEHAVIORS, AND INFRACTIONS THAT WILL RESULT IN THE STUDENT RECEIVING THE CONSEQUENCE OF AN "ADMINISTRATIVE REFERRAL." AGAIN, this list is in no way all inclusive. STUDENTS RECEIVING THE CONSEQUENCE WILL BE OFFICIALLY WRITTEN UP AND REFERRED TO THE SCHOOL ADMINISTRATION FOR APPROPRIATE CONSEQUENCES AND ACTION. SUCH ACTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

- GENERAL MISCONDUCT OF A SERIOUS NATURE OR ANY ILLEGAL ACT
- DISRUPTION OF REHEARSAL, PERFORMANCE, OR CLASS ACTIVITIES
- GROSS DISRESPECT
- DEFIANCE OF AUTHORITY
- GROSS RUDENESS, CRASS REMARKS / BEHAVIORS, OR PROFANITY
- ABUSE / DAMAGE OF INSTRUMENTS, UNIFORMS, EQUIPMENT, ACCESSORIES, OR BAND FACILITIES
- HARASSMENT, HAZING, THREATS
- FIGHTING OR ARGUING
- TOBACCO, ALCOHOL, OR DRUGS
- THEFT
- MISCONDUCT ON TRIPS
- WILLFUL DISOBEDIENCE
- OBJECTIONABLE OR INAPPROPRIATE ITEMS AT BAND EVENTS OR ON TRIPS
- ENDANGERMENT OF OTHERS
- CELL PHONES OR PAGERS, OTHER VISUAL MEDIA PLAYING DEVICES INCLUDING BEFORE, DURING OR AFTER REHEARSALS
- ACTS THAT CAST DISCREDIT AND EMBARRASSMENT UPON THE BAND AND SCHOOL

SOME INFRACTIONS FROM THE ABOVE LIST WILL CONSTITUTE DISMISSAL FROM THE BAND PROGRAM UPON THE FIRST OCCURRENCE AS APPROPRIATE TO THE CIRCUMSTANCES.

ANY STUDENT WHO COMMITS AN INFRACTION FROM THE ABOVE LIST WILL BE SUBJECT TO REMOVAL FROM THE SITUATION AT ONCE AND WILL BE IMMEDIATELY SUSPENDED FROM ALL ASPECTS OF THE EVENT OR ACTIVITY UNTIL THE NEXT SCHOOL DAY OR SCHOOL BUSINESS DAY AT WHICH TIME A PARENT, TEACHER, ADMINISTRATIVE CONFERENCE WILL BE HELD TO DETERMINE THE CONSEQUENCES OF THE STUDENTS ACTIONS. PARENTS WILL BE NOTIFIED AS SOON AS POSSIBLE OF THE STUDENT'S ACTIONS AND WILL BE REQUESTED TO PICK-UP THEIR STUDENT AS SOON AS POSSIBLE OR GRANT PERMISSION FOR THEM TO RETURN HOME BY WHATEVER MEANS MAY BE DEEMED APPROPRIATE AND PRACTICAL FOR THE SITUATION. STUDENTS NOT ABLE TO BE PICKED UP OR NOT ABLE TO RETURN WILL REMAIN ISOLATED FROM THE GROUP UNDER THE SUPERVISION OF STAFF OR CHAPERONE UNTIL THE STUDENT IS ABLE TO BE RELEASED OR UNTIL THE RETURN BACK TO LCHS.

COLLEGE VISITATION

It is realized that choosing a college to attend is a very important decision, requiring much thought and investigation. However, **please do not plan college visits when there is a scheduled band performance.** Everyone is an extremely valued member of our band, and we cannot afford to not have you at our performance. With a little prior planning, you will be able to satisfy your obligations to the band while still being able to obtain all the information you need to make the proper choice of what college to attend.

BAND BOOSTERS

You are greatly urged to join this organization and become an active part of The Lawton Chiles High School Band Boosters. This is the band's chief financial and administrative support group. The majority of funding for the band program comes from this organization. The more you can do with the boosters, the more the boosters can do for the kids, and the more the kids can focus on

making music and doing well in their other school work. Your help is needed! You might find that participation in this group is fun. Please attend our regularly scheduled meeting to learn how you can help the Timberwolf Band!

Director's Message

If you have any questions or concerns my door is always open. Please communicate. Please know that I want to help you. In most situations, you'll be able to rely on and use the chain of command. However, if something is important to you, I want to know about it. I will make time for you. I am interested in you as a person and your development as a human being. I want you to be a better person for having been in our band program. I want to help prepare you for life after school. These years cannot be lived over, so make the most of them while you can. **Learn; Make Great Music; Have Fun!**

Sincerely,

Mr. German

PRINT STUDENT'S NAME: _____

Please read and then sign the statement below and return the ENTIRE PAGE.

HANDBOOK ACKNOWLEDGEMENT FORM

2022-2023

I, the undersigned, have read, understood, and do hereby agree to abide by the rules and policies of the Lawton Chiles HIGH SCHOOL BAND HANDBOOK for the current school year. I have read the dates listed in the calendar of events and understand that these are mandatory events that will be graded. Any conflicts that occur must be cleared in a timely manner as per the procedures listed in the handbook. I further acknowledge that violation of any of the handbook policies or procedures may result in any or all of the following:

1) DEMOTION TO A NON-PERFORMING STATUS WITH-IN THE BAND FOR AN INDEFINITE PERIOD OF TIME WITH ALTERNATIVE ASSIGNMENTS FOR EACH SECTIONAL, REHEARSAL, AND PERFORMANCE.

2) A LOWERED OR FAILING GRADE IN BAND FOR THAT GRADING PERIOD/EXAM.

3) NOTIFICATION TO THE PARENTS AND SCHOOL ADMINISTRATION AND A SCHEDULED CONFERENCE.

4) PERMANENT REMOVAL OF THE INDIVIDUAL FROM THE BAND PROGRAM.

Furthermore, I understand that every member is an important contributor to the band's performance, and will make all necessary arrangements to participate in all band performances, full band rehearsals, and sectional rehearsals.

By signing this contract, I am acknowledging to the band director and to the school administration that I have thoroughly read and understand all handbook policies and have reviewed the calendar of events maintained on Mr. German's Weebly. I agree to abide by these policies and by the schedule set for the Lawton Chiles High School Band Program.

STUDENT SIGNATURE *DATE*

PARENT SIGNATURE *DATE*

Nondiscrimination Notification and Contact Information

"No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law. "No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Deana McAllister, Assistant Superintendent

Equity Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7193(850)
mcallisterd@leonschools.net

Tonja Fitzgerald, Director

Equity Compliance Officer (Students)
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
850-487-7309
fitzgeraldt@leonschools.net

Wallace Knight, Director

Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850)487-7193
knightwa@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Jennifer Benton, 504 Specialist

(850) 487-7317bentonj@leonschools.net
Nondiscrimination Contact Info

Appendix A

INSPECTION

It is required of all band members to keep their uniform and equipment in tip-top shape at all times. An inspection of all uniforms or rehearsal dress, shoes, instruments, and equipment will be conducted prior to each performance or rehearsal. Students who have dirty, missing, or incomplete items may lose the privilege of third quarter break at a Friday night football game, serve a one hour detention, or may be restricted from performing if inspection violations warrant as determined by the director.

Violations are as follows:

- **Dirty instrument / equipment**
- **Any dirty uniform part: shoes, gloves, socks, coat, pants, accessories, Drill Team uniform**
- **Improper dress**
- **Personal hygiene**
- **Missing accessories (folders, music, make-up bags, other similar items needed for performance)**

INSPECTION CHECKLIST

All of the following items will be checked during inspection situations.

A. Instruments

1. Cleanliness and Working Order

- Mouthpieces (clean, fresh, free of odor)
 - Reeds (not broken, no lipstick marks, additional reeds available)
 - Pads
 - Valves/Slides
 - Interior of instrument
- ##### 2. Overall Appearance and Condition
- Exterior free of dirt/dust, etc.
 - Polished
 - Prior to each performance, the interior of each instrument should be cleaned (dirty instruments lead to illness)
 - Neck straps (Saxes) uniform/standard (black)

B. Marching Uniforms

1. Pants

- Cleaned, Pressed & Hemmed (one and one-half inches from ground)

2. COAT & Shoulder cords

- Zipped and buttoned
- Clean and neat

3. Shoes / Guard Shoes

- Polished
- Completely cleaned (scuffs hidden and covered)

11. Socks

- Black (no substitutions)

C. Hats and GLOVES (berets for Tubists)

- Hats straight
- Neck straps secured tightly under the neck
- Gloves - White (or as specified for guard)

a. Fingers Sewn as Appropriate

b. Clean

D. Concert Uniforms

1. Tux and Dresses

- Cleaned and pressed
- Pants Hemmed neatly and the appropriate length (pants 1 ½ inches from floor & dress should touch the floor when standing and the top of shoes when sitting)

2. Jackets

- Clean and pressed

3. Shoes and Socks/Hosiery

- Gentlemen will wear their clean and polished black band shoes no marching shoes
- Ladies will wear flat black (heel ½ " to ¾ ") dress shoes - NO open toed shoes
- Only black hosiery allowed; black socks for the gentlemen (no see through and must cover to mid-calf)

E. Miscellaneous

- No hats, Masks or sunglasses are allowed when wearing the uniform. (ONLY prescription sunglasses are allowed with permission from the band director.
- No visible jewelry of any kind.

F. Music Folders

- Must contain all music (including hand-written and library issued music)
 - Must have properly issued folder with your name and instrument marked visibly.
-

G. General Appearance in Performances concert, marching, Jazz-band, etc.

1. No visible jewelry or tattoos – pierced jewelry must be removed and tattoos must be covered;

- No Watches
- No Earrings (exception: single post no larger than 1/4" diameter)
- No Bracelets
- No RINGS (exception: Wedding ring stone turned in).

2. Hair well groomed

- Hair elastics – must match hair color
- Must fit neatly into hat or be tied back out of the face and may not hang down covering parts of the uniform collar
- Hair color or style must NOT call attention to the individual

3. Make-up

- Minimal
- No heavy foundation, eye make-up, or glitter
- No fingernail polish
- No dirty fingernails
- No Glitter

H. Guard Items

- Uniform
- Shoes
- FLAGS/Batons/Pom. etc. - Make-up & kit
- Towel
- Utility Bag
- Special make up for performances as per instructions
- Other as specified

GENERAL CARE OF INSTRUMENTS

Woodwinds General

Swab the bore after each playing session.

Periodically oil the keys.

Wipe the keys and body clean with a soft cotton cloth after playing.

Flute

Periodically check the position of the tuning cork and the alignment and seating of pads. Don't over-tighten loose screws.

Clarinet and Saxes

Rinse the mouthpiece daily with warm water and avoid mouthpiece brushes. Always have spare reeds. Rotate them so that you have at least four broken in at a time. Buy a reed guard and use it. It will pay for itself within a few weeks. Periodically check the position alignment and seating of pads. Don't over-tighten loose screws.

Double Reeds

Soak reeds before playing on them to avoid cracks. Learn to make your own reeds or at least to adjust the ones you buy commercially. Periodically check the position alignment and seating of pads. Don't over-tighten loose screws.

Brass General

Run lukewarm water through the instrument at least once a week and give it a bath at least once a month. Never use hot water. Wear cotton gloves while playing and wipe off all fingerprints after each use. Never use brass or other metal polish on brass lacquer finish (shiny gold) instruments. Use a clean cotton cloth and water to wipe instruments clean. On silver plated instruments use a non-abrasive silver polish such as "International", "Twinkle" or "Wright's". Use tuning slide grease on all tuning slides. Periodically check corks on water keys to make sure that they are sealing properly. Occasionally vacuum your case to keep sand and dirt from scratching the finish.

Piston Valve Instruments

Use fresh valve oil as needed. Be sure fingers remain curved while playing so that the valve action is straight up and down. This will avoid uneven wear on the pistons. Check felts to make sure that they are not worn or compacted. Replace as needed.

Trombones

Use trombone slide cream such as "Super Slick" or "Trombontine" and a spray bottle of water on slide. Do not use oil.

If trombone has a rotary trigger, use rotary valve oil.

Rotary Valve Instruments

Use Rotary Valve Oil. Periodically check tension of the valve strings. Make sure the valve turns and do not force the push rod (\$90.00 replacement for the push rod).

Percussion

Avoid damage to heads by using the proper sticks or beaters for each instrument. Become familiar with proper techniques of changing heads, tuning and routine maintenance. Keep instrument clean and dry.