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## Harpeth Band Handbook 2005

### Mission Statement

The purpose of this Handbook is intended to maintain the quality of the Harpeth High School Band Program. The Handbook is also intended to teach the highest standards of music, self-discipline, and the growth needed to create well rounded responsible adults.

### Awards

Awards are given to deserving students by the band directors. Those include the Director's Award for Band, the Outstanding Musical Achievement Award, the John Philip Sousa Award, the Outstanding Guard Award, the Outstanding Service Award, Outstanding Musician Awards, Most Improved , Outstanding Section, the High Merit Award, the Gilmore Award, the Sempre Fi Award, and others deemed necessary by the directors. These awards are determined by the band directors on the basis of effort, musicianship, and dedication of the person receiving the award. Students must be active participants in order to receive an award or Senior Plaque.

### Fund Raising Activities

All band members must participate in some form of monetary support of the program. Options are many and vary from actual personal giving; to fund raising; to pledge drives. Band directors will provide the necessary information and options available to the students. Our program can not survive without this monetary support.

### Eligibility Rules for Band

Students must play in Marching Band and Symphonic Band in order to try out for Mid-State. Since Mid-State Auditions are during the first Semester, and Mid-State Band takes place during the 2nd Semester, ergo the reason for the rule. M.T.S.B.O.A. requires you to be in good standing with your high school band.

### Transportation Rules

All band members must ride the bus to all activities where a bus is provided, in order to ensure both the safety and the Punctuality of all members to, and from events. Students may ride home with parents, parents of friends, or neighbors with written permission from their parents. Riding home with boyfriends/girlfriends is not an option. ( NO EXCEPTIONS TO THIS RULE ). Events that occur during the school day are a different ruling. Students may drive only in emergency situations that require their return prior to the band's scheduled return time. All requests must be from parents, written, and approved the day prior to the scheduled activity. Such requests will be submitted to the principal. ( NO EXCEPTIONS TO THIS RULE EITHER ).

### Disciplinary Action

The band director reserves the right to remove any band student from band for the following reasons;

1. Drug or Alcohol usage involving a band function
2. Missing a festival unexcused.
3. Repeatedly missing band functions.
4. Cursing, smart-mouthing, or constant shows of disrespect to the directors
5. Constant display of bad attitude which ultimately hurts the band
6. Repeated refusal to follow the rules set forth in this handbook
7. Stealing from the band in any shape form or fashion.
8. Conduct that reflects poorly on the band program, or to Harpeth High School and Cheatham County.

### Summer Rehearsals For Pre-Camp

Attendance of high school band members is required with the exception of an out of town vacation during the week involved. A note signed by one of the parents is required prior to missing.

Band Camp \*\*\*\*\*

Attendance at band camp is required for all high school band members wishing to be in the marching band. The show can not be taught with individuals missing due to the complexity of marching drills currently being used on the field. Students that don't come to camp never learn the show to the degree of those that worked on the show and marching fundamentals at camp. STUDENTS MISSING BAND CAMP WILL BE PLACED ON AN ALTERNATE STATUS WITH THE MARCHING BAND.

Evening Rehearsals \*\*\*\*

All scheduled evening and after school rehearsals are a required part of being in the marching band.

Festivals \*\*\*\*

All students in an organization participating in a festival on a set date will be required to attend for the good of the organization. It is impossible for the band to do it's best without 100% participation of it's members. Music and half-time shows do not look nor sound their best when people are absent from festivals. People being absent often hurts the grade of the band at these rigidly judged festivals. The entire group suffers because of the absence. Unexcused absence constitutes being placed on alternate status with the marching band.

Concerts and Football Games \*\*\*\*

( Same procedure as above )

\* Exceptions made at the discretion of the director.

\*\* The director needs to be notified in writing prior to an event concerning problems of previously scheduled personal commitments. This should be done upon student notification of a scheduled event.

School Owned Instruments

School owned instruments are an essential part of our band program. The cost of these instruments make it prohibitive for most students to purchase. Therefore we provide these instruments at no cost to the students who play them. We can not play good music without these instruments. Since there is no charge; we expect these to be taken care of. Any damage done to these instruments will be the responsibility of those that play them. Repair bills for damage will be charged to the account of the student who damaged the instrument. The students playing them will also be responsible for cleaning the instruments twice each year. A \$10 fee will be charged for not cleaning the instrument.

### Doctor and Dental Appointments

There will be no doctor or dental appointments scheduled during evening and after school rehearsals, or band camp. This causes the difficulty of trying to teach drill with people missing.

### " Second String "

A very small portion of the marching band will be selected as back-up or Second String to the starting members of the group. This position should not be taken lightly by any members of the band, as they will be an important asset to the overall group. The Second String players will take the place of those who are absent, irresponsible, injured, or those not showing an attitude conducive to the goals of the group. A member of this group has the same rights, privileges, and travel benefits as a starting member of the group. The initial reason that a person would be placed on this status would be a deficiency in playing or marching that would deter the overall performance of the band. This status will be decided during camp week by observing ability in both playing and marching, as well as attitude and willingness to work hard.

A "Second String" player can gain starting status by means of one of the following reasons.

1. Someone in the starting group becomes injured, or is constantly absent.
  2. Someone in group begins displaying a bad attitude.
  3. Someone in the group begins not trying or goofing off.
- \* An injured regular gets their position back when able to march.

The first people to move up will be the ones working the hardest. Once someone moves to a starting position it becomes their spot.

### Responsibilities of someone on Second String

1. They will be at every rehearsal and event that a regular starting member is expected to attend.
2. They will stand on the sideline and play their instruments at attention while the band is playing and standing at attention.
3. They will be ready to move into a regular spot at a minutes notice.
4. "Second String" players will be expected to march in full uniform in all parades, pass in reviews, ball games, and festivals.
5. Once someone gains a permanent spot; they are subject to losing their spot just as any other member of the band.

### Regular members of the Marching Band may be replaced by a "Second String" member for one of the following reasons.

1. A regular member cannot march because of injuries that would keep them from marching for more than a week.
2. A regular member begins to display a bad attitude.
3. A regular member begins not trying or goofing off.
4. A regular member begins not showing up for rehearsals and or sectionals.

\* An injured regular gets their position back when able to march.

\*\* All rules in this handbook apply to guard members also.

### General Marching Band Rules

1. **No one will sit on the sidelines unless they have passed out, or are about to pass out.**
2. **No sitting on the field during rehearsal unless told to do so.**
3. **Do not leave your spot on the field unless told to do so.**
4. **Pit members will come to attention any time the rest of the band is called to attention.**
5. **Drum Majors and Section Leaders have the authority to correct any member of the band concerning behavior, alignment on the field, posture, or anything regarding the performance of the music, and the marching of the show. Section Leaders should correct only members in their section unless the section leader is absent or sick, and therefore cannot perform their duties.**
6. **Seniors are awarded certain privileges which change from year to year according to both wishes, and their ability to handle the desired rights and privileges.**
7. **Everyone will load and unload his or her own equipment !!!**

### Debts & Fees \*\*\*\*\*

All debts and Fees incurred by a student of the Harpeth Band must be paid by the end of each grading period.

### Band Council & Band Policy

The band is governed in part by a group of students having the title of Band Council. It is by and large a major decision making body that helps to control and regulate the policies by which this band operates upon. These Policies were adopted by a joint effort of both the band directors and the members of the band council. The policies of this band meet with full approval of both parties, the Administration of the school, and the Cheatham County Board of Education.

The Band Council is made up of the following offices, which are appointed by the band directors each Spring.

President: Vice President: Secretary: Treasurer: Drum Majors: Drum Captain: Guard Captain: Guard Lieutenants: Senior Representative: Junior Representative: Sophomore Representative: Freshman Representative: Sergeant at Arms: and Section Leaders.

The advice and input of the band council is often used to clear up potential problem situations. They are instrumental in helping with morale problems as well as making the band directors aware of potential situations that might cause the progress of the band to be halted or interrupted. There is a position of great importance to the high school band program.

### Daily Work

\*\*\* Students will be asked to perform small tasks on a daily basis during the school year in order to keep all rehearsal areas neat and clean. The reason for this is the lack of sufficient janitorial and grounds keeping staff at our school. Keeping things neat and tidy help the image of our band as well as the look of our community. Public image is very important.

### Sectional. Clean-up at Football Games of Grounds and Bleachers:

All band members will be required to stay and clean the grounds and bleachers once, and only once during the Football season. The minimum amount of students cleaning will be 10. The time period involved will be approximately one hour after the end of the game. Obviously this will only be done for the 5 or 6 home games. Our band parents have to run and clean the concession stand, and we must clean the grounds according to the school contract. After all, we do realize all of the profits from the concession stand.


### Working in the Concession Stand:

All members of the marching band will be required to work the concession stand at ( 1 ) home junior high or junior varsity game. A sign up sheet will be provided and you will be allowed to pick the date you wish to have.

## Rules for Students concerning trips of any kind

1. Students will abide by curfew set by band directors at time of arrival.
2. Students will also abide by any rules placed upon them by the hotel/Motel.
3. Students will not leave the hotel area without the permission of their room chaperon.
4. Students will abide by all rules set forth by the bus drivers concerning any trip.
5. Students will follow directions of the chaperons or bus drivers without question.
6. No members of the opposite sex in hotel rooms unless the lights are on and the door is open at least 2 feet. This is not allowed after curfew.
7. Students must have at least a T-shirt and shorts on at all times where they can be seen by other members of the band. This rule applies on buses as well. The exception to this rule would be proper swim wear at the pool of the hotel.
8. All food that is ordered to be eaten in the hotel must be ordered early enough so that it will arrive before the hour of curfew. No exceptions to this rule. It is not always possible to get to a hotel before curfew. Students should therefore bring snacks with them. If arriving after curfew, the band directors will allow the students sufficient time to get checked in to their rooms and to purchase snacks/drinks from the vending machines if they are available.
9. Anything else should be covered by the use of the band handbook. These rules are a part of the handbook.

 **10. Nothing is to be taken from the hotel for any reason.**

 **11. Anything that is damaged or destroyed in your hotel room is the financial responsibility of everyone in the room in question, unless the person who did the damage comes forth and admits it. At that point only the person or persons admitting to the damage shall be responsible.**

## Rules Concerning Chaperones

- I. Rules have been established for students for all trips.
  - a. Students have these rules in their handbook.
  - b. No rule shall supersede the band handbook.
  - c. Disciplinary action will be taken for students failing to meet the rules.
    1. Offenses will determine the punishment.
    2. No punishment will go beyond Board or School Policy.
    3. Punishment will be determined by the band directors at the earliest possible moment.

## II. Chaperone Rules and Expectations

- a. Chaperones will be responsible for students while at the hotel, and for room checks and behavior of the students while in the hotel.
- b. Chaperones will be responsible for the conduct of students on the buses.
- c. Chaperones will call the roll on the bus upon each departure.
- d. Chaperones must ride the bus.
- e. Chaperones will not drink alcoholic beverages on the bus or at any time they are around the students.
- f. Chaperones will serve as an example for our students at all times.
- g. Chaperones will not smoke on the bus.
- h. Chaperones are not to speak in an abusive manner toward students unless the students are disrespectful or hateful toward the Chaperone.

## Chaperones Costs per Trip

**Official Chaperones selected by the band directors, will receive free entrance into all festivals and ball games; 1/2 price entrance to theme parks and the like; 1/2 price on hotel rooms; and 1/2 price on transportation to the event should it require a chartered bus. These official Chaperones will be notified by the band directors or the Booster President personally. Chaperones will be responsible for their own meals.**

Guidelines for Chaperones in dealing with discipline problems.

I. Chaperones should bring any problems needing immediate attention to the Band Directors.

a. However chaperones are to deal with minor problems on their own.

b. Major problems, such as acts of immoral conduct, drugs, or alcohol use must be brought to the immediate attention to the band directors.

c. Band Directors should not be awakened in the middle of the night to deal with minor problems, unless in cases such as (B) above that would be considered severe problems. This request is being made so the band directors can be at their best for performances.

**II. As a Chaperone, if you are willing to turn in someone's child for an offense, please be willing to turn in your own child.**

III. Chaperones refusing to comply with the rules will no longer be asked to Chaperone .

IV. Chaperones will be selected by means of willingness to Chaperone, and by a first come first served basis upon request of band directors for need of Chaperones; or a process of elimination by the person in charge of obtaining Chaperones for an event.

Dear Band Parents;

It is rather costly to run a quality program which competes on the level with the very best bands in the state. The cost of running this program is approximately \$55,000 Per year. We have to pay for things such as Transportation to Ball games and Festivals; Equipment for Color Guard; new instruments to replace worn out instruments; repair of older equipment that can still be used; staff to write flag work, write drill, and to help us to be our best for all competitions and concerts; postage for mailing out calendars; Fees for entry into festivals and clinics; any props for the half-time show; and awards for the students. The Cheatham County Board of Education gives us \$10,000 per year; The concessions stand brings in about \$5,000. These three things total bring in about \$ 15, 000 in revenue. This leaves us \$ 40, 000 to raise each year. Every band student must either bring in monthly money every month ( a portion of their share of the budget ) or do fund raising projects to raise their portion of the budget. The amounts, and a better explanation can be found on the last page of this handbook.

**On the final page of this handbook you will find a form to sign and select the method of monetary support you would like to participate in.**

## Leadership Guidelines

The purpose of these guidelines are to help you to be a more effective section leader. They should be followed to the letter and taken at face value. Failure to follow these guidelines could jeopardize your position as a section leader. You were chosen as a section leader by the band directors because of your musicianship, leadership qualities, and or your seniority within the section. This position was awarded to you in order to assist the directors in their endeavor to have the best band possible. This is a position of great importance to us, and to the band. If it is used properly, it will help us to achieve all of our goals. If it is not, it will create ill feelings as well as poor morale within the band. Many of the methods that you will be asked to use will be completely opposite from those of previous section leaders, and may be in direct contrast to the methods that the band directors use to obtain results. Remember that the band directors need to use any method that we deem necessary in order to obtain results. We try to be professional as much as possible.

1. Use constructive methods of criticism.
2. Be a friend as well as a leader.
3. Keep an open ear to the concerns and problems of others.
4. Be an example to all of the band.
5. Attend all rehearsals and Events unless seriously ill.
6. Be willing to spend extra time with those that need help.
7. Schedule section rehearsals sparingly, with a weeks notice.
8. Don't schedule a section rehearsal if you are not going to be there.
9. Memorize your music quickly.
10. Stress the importance of passing music off to you.
11. Check the roll in your section at each practice or event.
12. Notify directors immediately of any absences.
13. Push-ups are reserved only for being late to practice or moving at attention. You are responsible for administering this punishment. There will be no argument from section members.
14. You are never to use foul or abusive language in correcting a member of your section.
15. All corrections in drill movements should be made in a positive manner. i.e. Move up Johnny, your out of line. Hold your horn up. Get in step. etc. These helpful points are not to be followed by profanity usages or any other degrading or inappropriate words.
16. Don't expect them to stand at attention if you won't.

17. Don't expect them not to miss practices if you do.
18. Don't make up your own punishments.
19. Your authority is never to exceed that of the directors.
20. Be the kind of leader that we might ask back some day to work sectionals at camp.
21. If a section member is not cooperative, report to one of the directors immediately, do not take matters into your own hands. We will make sure that they are punished in some manner.

### Attendance at Booster Meetings

Band Booster meetings are held on the 2nd Monday of every month. They begin at 7:00 P.M. and usually last until about 8:00 P.M. Your attendance at these meetings could give the adult officers a great deal of input as to what your wants and needs are as officers of this band. They often times run short of ideas and could use a fresh approach from young adults like yourselves. We must have a minimum of 2 of the 22 Band Council Members present at each Booster meeting. This can be divided up however you as a group see appropriate and fair. This would mean that once a year you would have to attend a Booster meeting. Band Council members include any elected, appointed, or section leaders of the band.

## Concert Band & Wind Ensemble Rules & Regulations

These rules have been designed to have the best concert bands possible. We the directors believe this to be the means to achieve the best quality band program in the State.

Warm up will begin 5 minutes after the late bell rings. If you aren't in your seat when the warm-up begins, you are late and will receive a check. The second time you are late getting into your seat you will move to the bottom of your section, i.e. 1sts, 2nds, or 3rds. You have to challenge to regain your position.

If you are absent 2 days in a week or more, and they are not doctors excuses or a death in the family, you will be put last chair until you challenge up. Exceptions to be made upon directors call to your parents for verification of flu etc.

If you are absent 1 day and return with an excused slip, it's OK. If you return with an unexcused slip, you will be moved to last chair in your section if you can not pass off your music; until you challenge up. Three unexcused absences or ISS's per semester will place you last chair for the remainder of the school year.

Students will respect the directors and their fellow musicians at all times. No talking while any director is on the podium. Breaking any of these rules will earn you a check mark. Two check marks will place you last chair in your section i.e. 1st, 2nd, or 3rd until you challenge up.

Three times places you in this position for the remainder of the school year.

Percussion will be seated behind their instruments at all times except when playing. There will be no wandering around the room. Breaking the rule will send you to the bottom of the section until you challenge up. Repeated problems will place you in this position permanently.

Checks are erased at the end of each 9 weeks.

I have read and understand the guidelines and benefits described in the Harpeth High Band Handbook. I understand that signing below obligates me to follow the rules set forth in the handbook and to fulfill my financial obligation to the band program.

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**Failure to send this form to directors constitutes ineligibility for band.**

2005 Edition

**Harpeth High Band Handbook**

**Gary E. Merritts  
&  
Andy Rein**

**Directors**

