

THE MILLBROOK HIGH SCHOOL MARCHING BAND POLICY MANUAL



2011-12

Director: Natalie Kerr

WWW.MHSBANDS.ORG

Marching Band

Marching band is a unique performing group. On the marching field, we combine dynamic music, motion, dance, visual art, theater, athleticism and unity into an entertaining and moving show. The experience of performing in marching band is demanding, but very rewarding. The feeling as we exit the field after an excellent show cannot be duplicated in any other art form. We are a competitive band, but competitions are simply viewed as another performance with a different audience. Our focus remains the same for any audience...excellence in performance. During marching season (August- November) the band performs at all home football games, competes in competitions, and in parades or at other community events. Students are required to attend Summer Band Camp, which is usually held during last 2 weeks of July through the first week of August. Rehearsals through the month of August are scheduled by the beginning of June. Students must also attend after school rehearsals. These are usually on Mondays, Wednesdays, and Thursdays, with the exception of non-home football games on some Fridays. Attendance at all rehearsals, ballgames, contests, parades and other required events are mandatory.

Band Camp

Band camp is the foundation of the marching season. You must prepare yourself physically and mentally for band camp. Everyone needs to be able to perform at his or her maximum level. Prepare yourself by exercising, getting plenty of rest, eating well and drinking plenty of water before and during band camp. You are athletes in training, so you need to treat your body to proper nutrition, sleep, and hydration, especially during the intense training at band camp. If your body is starved of these important things, your performance will suffer and you may experience problems such as heat exhaustion, fainting, decreased concentration and weakness. A separate packet of detailed information about band camp will be available towards the end of the school year.

Rehearsals

For the band program to be successful, it is necessary for all students to attend all rehearsals. Even one person absent can take away from the progress of the entire group. When we perform, there will be other performers depending on each other to contribute to the efforts of the ensemble. In band there is no bench we can call on in the event of absence. The only excused absences from a rehearsal or performance are the following: 1) **serious** personal illness or 2) family emergency (such as death in the family). **Work, homework/studying, or**

lack of transportation are not excused absences. The director should be contacted in advance when ever possible. A written note from a parent or physician should be presented in all situations. **Only the director can excuse an absence, not a student leader or staff member.** There is a direct link between the amount of quality practice time and the quality of our performances. Rehearsals are not social gatherings. The band will determine the amount of practice time after school. Please refer to the calendar for performance and rehearsal schedules. **Attendance at all rehearsals, football games, competitions, parades, and other events listed on the calendar is mandatory.** Students who accumulate tardies and/or absences, no matter the reason, will forfeit their right to perform with the ensemble, at the director's discretion.

Every student and parent must understand the importance of being committed to attending all scheduled band events. Please be sure to continue to refer to the rehearsal calendar on www.mhsbands.org. **Should a conflict arise, please contact the director as soon as possible.** Tardiness to rehearsal can also affect to progress of the band. On occasions when tardiness is inevitable, please communicate this to the director in advance in person or by phone. The rehearsal schedule is established weeks in advance. This is done so that you can coordinate personal schedules with rehearsals. Should continued conflicts arise, a conference with the director may be in order. Students may not begin practicing or participation with another school athletic team or club which overlaps with after school marching band rehearsals. All students are expected to fulfill their commitment to the ensemble for the entire season before beginning other activities. **We do remember that there is life outside of band and want to support you in other endeavors.**

All absences from rehearsal, regardless of reason, must be made up in full, at the school, by the due date set by the director. Students will be expected to hand in a minute by minute practice record of the made-up absence on the due date.

Performance Procedures

The Marching Band performs at numerous public and school-related events and represents MHS and the community. The highest levels of discipline, commitment, and conduct will be expected of all members. The following performance procedures have been established to help maintain the proper impression of our school, band program and community. These guidelines are in place for football games, competitions, parades, and as needed elsewhere.

Home Football Procedures

The band is an important part of "Friday Night" football games in most parts of the country and certainly at MHS. The Band serves as the musical link to our community and as such represents the finest things about our school in everything we do as a group. All students must follow our procedures so that our group can

do its job in an excellent manner, efficiently and quickly. All home games are usually start at 7:00 pm.

- Arrival time is typically 5:30 pm, except in rare cases where it needs to be adjusted.
- Attendance at the set arrival time in the band room or on the practice field.
- Students will be dismissed by sections to change into uniform following rehearsal. Students are expected to use the available rooms to change. Uniform hangers, shoe boxes, etc. should be returned to the wardrobe cabinets after changing.
- All instruments and equipment must be working, cleaned, polished, and ready to go.
- Full inspection will occur for winds, guard, and percussion around 6:00pm.
- Following inspection the band will finalize preparations for their pre-game performance and line up to march to the stadium.
- After the pre-game performance (national anthem and fight song) the band will walk to our seats in the stands. Each section has an assigned seating area. Students are expected to sit in their sections and must remain with the section for the duration of the game.
- No one is allowed in the band seating area except band members, staff, parent chaperones and guests of the director. Friends are not allowed in the band stands at any time.
- The full uniform will remain on unless the band director specifically instructs otherwise.
- Students will play as a group in the stands. Sections may play cheers if approved by the director. **PAY ATTENTION TO THE DRUM MAJOR. PLAY WHEN YOU ARE DIRECTED TO.**
- No profanity or otherwise offensive language or actions will be tolerated.
- No inappropriate cheers are allowed.
- Food and drink will not be allowed in the stands, without prior approval by the director.
- Several minutes prior to halftime the band will report to the warm-up area to prepare for the halftime show.
- After halftime, the band will report to a common meeting place to discuss the show. Students will be dismissed from the group meeting and are expected to be back in their sections with 2 minutes remaining in the 3rd quarter. The band will play pep tunes and cheers for the 4th quarter. This schedule is subject to change when necessary.
- No one will be dismissed from the stands without prior approval from the band director. A written request from parents will be required. No students will be dismissed before the halftime performance.
- At the conclusion of the game, the band will line up as instructed march back to the band room as a unit. Once inside the band room, students will remain at attention and await instructions.
- After students have changed, the complete uniform must be returned to the wardrobes.

- Students will not be dismissed until all uniforms and equipment have been put away AND THE BAND ROOM IS CLEAN. Every student is expected to stay and help clean the room.

Competition Procedures

The Marching Band performs at numerous competitions represents MHS. The highest levels of discipline, commitment, and conduct will be expected of all students. The following performance procedures have been established to help maintain the proper impression of our school and our band program in our community. These guidelines are for competitions and parades as needed. A detailed itinerary will be sent home prior to each competition.

- The 2011-12 band t-shirt is to be worn during the entire day, including under the uniform. Students who have an “extra” 2011 band shirt can change into it after competition performances.
- Arrival time will be made available as soon as we know our performance time. Arrive at school on time and prepared for a “run through” rehearsal.
- After rehearsal, all equipment should be loaded quickly and efficiently.
- If the band changes before we leave school, we will travel in half uniform and jackets will be placed in garment bags. With competitions as close as Sanderson, students may be asked to travel in full uniform.
- Upon arrival at the competition, equipment will be unloaded. Students should change into full uniform before assembling instruments. This should be done as efficiently as possible.
- When changing at the competition, uniforms will be in garment bags. Students will change in the designated changing area if changing into full uniform. Garment bags and hangers will be returned to the bus and/or trailer.
- All instruments should be assembled and cases placed next to the trailer in sections. Winds and drums are not allowed to play until we reach the warm up area. **All instruments and equipment must be cleaned, polished, and in good working order before uniform inspection.**
- The band will then move to warm- up and performance. Plumes will be distributed during warm-up. Pit musicians should continue to set up their equipment. The pit may warm-up quietly in the parking lot.
- After performance, students will pack up instruments and place cases next to the trailer by section. Students will use the designated changing area to change out of uniform. Uniforms and hats will be returned to the bus and/or trailer.
- The band will sit together in the stands at the competition. Students should be seated in the stands, but must travel in groups of 2 or more.
- Electronic devices such as CD players, Ipods, cell phones, or video games may not be used while in the stands or stadium and should be turned off and put away in a backpack or left on the bus.
- During another band's performance, students are expected to show proper etiquette. Applauding when appropriate is perfectly fine. Shouting, laughing, or talking to other band members while a group is performing is highly inappropriate and rude and will not be tolerated.

- Chaperones are to be treated with respect at all times. If a student has a question about something a chaperone has asked them to do or not to do, s/he should comply with the chaperone and discuss the issue with Mrs. Kerr at another time. Disrespect to any adult will not be tolerated.
- During awards, esprit de corps and enthusiasm are greatly encouraged, but respect should be shown at all times to other competing groups as well. Mean-spirited cheers, booing, or other displays of poor sportsmanship will not be tolerated.

If It Rains

Rain is a significant threat for any band that performs out-of-doors. Rain destroys instruments and damages uniforms and equipment. The priority in bad weather will be to protect our student's instruments and all school owned instruments and equipment. The following procedure will be followed in the event of rain:

Home Games

If It's Raining...

The band will typically wait in the band room until half time. If the rain has stopped, we will perform. If the rain has not stopped by half time, the band will be dismissed to leave. The band may be dismissed before halftime depending on the rain forecast.

During The Game

The band will leave the stadium at the director's discretion. Ponchos or garbage bags will be placed over students as available. Woodwinds should be kept under ponchos or garbage bags. Once back in the band room, swab all woodwinds thoroughly and dry off all percussion instruments. Uniform coats and pants will be hung neatly on the hangers and placed on the racks to dry. Garment bags should be dried off as well and left unzipped for ventilation. The band should wait in the band room for further instructions from the director.

Competitions

If It is Raining...

The band will remain on the buses until the director can find out what is happening and make a call. (Most competitions will have a rain contingency.)

During A Performance

This is tricky. Depending on where we are in the warm-up/ performance sequence the band will either finish the performance or go to the buses. Marching low brass and percussion will proceed to the equipment trailer. All other band students will go straight to buses and hold instruments in their laps until we return to school. When we return to school cases will be unloaded. Swab all woodwinds thoroughly, and dry off all percussion instruments. Uniform coats and pants will be hung neatly on the hangers and placed on the racks to dry. Garment bags should be dried off as well and left unzipped for ventilation. The band should wait in the band room to be dismissed.

Uniforms

The presentation of our students in any performance is important. This organization stands for excellence and the appearance of our young people is essential to the presentation of the show we perform. Therefore, these specific uniform policies and procedures are in place for all members of this organization.

Marching band will wear the full uniform for all performances unless otherwise indicated

- Uniform Jacket with baldric
- Black “bib” style pants
- Gauntlets
- Shako style hat and Plume

Students will also wear:

- Marching shoes (clean and polished)
- Clean white gloves
- Clean black socks
- The student **2011-12** band t-shirt will be worn under the uniform at all performances.

Colorguard Uniforms

The colorguard uniform for the field shows changes from year to year. Students in guard should have all parts of the costume at every performance and should all be wearing the appropriate footwear as well.

Uniform Rules

1. Full uniform must be worn at all times unless otherwise instructed by the director. **We are either all in uniform or all out of uniform.**
2. No deviations from the above stated uniforms may be made (i.e. navy socks, non-band t-shirt, etc.)
3. No informal hats (ball caps, toboggans, bandanas, etc.) may be worn with the uniform.
4. Sunglasses are not to be worn with the uniform.

5. All hair must be worn above the collar.
6. No jewelry (including watches) or excessive makeup is to be worn with the uniform.
7. Shoes should be clean and polished for each performance.
8. Uniforms must be put away properly and **SHOULD NEVER BE PUT ON THE FLOOR**; Pants need to be hung properly on the hangers. Gauntlets may be stored in hat boxes.
9. Gloves should not be stored in hat boxes or in uniform pockets.
10. **ONLY CLEAR LIQUIDS ARE ALLOWED** while in uniform. (no coke, mountain dew, coffee, tea, hot chocolate, etc).
11. If students are allowed to eat in uniform at football games, foods that can stain the uniform must be avoided. (ketchup, mustard, chocolate, etc)
12. Students will be responsible for cleaning of the uniform if rules #8 & #9 are not followed. Students will be responsible for the cost. (*see cleaning below*)
13. Students are responsible for keeping track of the uniform and uniform parts.
14. Students will be held financially responsible for lost or damaged uniform parts.

Marching Band Inspection Rules

Inspection will be given before various performances.

1. All equipment must be clean, polished, and in working order.
2. All uniforms should be cleaned regularly.
3. All uniforms must be wrinkle-free for each performance.
4. All band members must wear appropriate undergarments, which will be outlined by the uniform committee.
5. Additional apparel such as bandanas or hats are not to be worn while in uniform.
6. Sunglasses are not to be worn with the uniform.

When you are in uniform, you are representing the best of what MHS and The Millbrook community has to offer, so act accordingly.

Alterations

All alterations to the uniform will be done at school by the uniform mom and helpers. Please do not alter the uniform in anyway.

Uniform Cleaning

All uniforms will be cleaned in bulk through the Band Boosters approximately 1-2 times per year. This could change depending on circumstances surrounding usage.

Approximate Replacement Cost of the uniform and parts:

Jacket.....	\$200.00
Pants.....	\$90.00
Hat.....	\$40.00
Plume.....	\$20.00
Gauntlets...	<u>\$40.00</u>
	\$390.00

Students will be fined for excessive wear and tear on the uniform and the accessory items.

Color Guard

Color Guard is a combination of dance, equipment skills, theatre and physical strength and stamina. This group is part of the marching band in the fall. Any student may audition for Guard. Auditions take place in the spring, with perspective members being judged on movement and flag basics, commitment, attitude, and ability to learn choreography. The guard staff is experienced in picking out the potential for these characteristics as well as the characteristics themselves. Members will be asked to dance and spin flag, rifle or saber. The staff determines which piece of equipment a member spins. Once members are selected, they need to return their completed information and permission forms ASAP.

Rehearsals

During the fall, Guard is part of the marching band and rehearses on the same schedule. The guard may choose to have extra rehearsals without the band. That will be at the discretion of the guard staff.

Conduct

ALL BAND RULES, ETIQUETTE, ETC. APPLY TO THE COLOR GUARD. You are part of the band program and are representing us whenever you travel or perform.

Where We Perform

During the fall season, the guard performs with the marching band at all home football games, marching competitions, and holiday parades. Additional travel opportunities vary depending on the year.

For More Information

Contact the band office. You may leave a message. You may also contact the guard captains or other members of guard.

Grading

Marching Band is offered as a class during the fall semester and students will receive a grade for marching band. Grading policies are similar to classroom ensembles.

There are 4 basic areas of grading:

- **Rehearsal Technique**
- **Assessment**
- **Performance**
- **Projects**

A “grading point” system has been established to assess each student’s progress throughout the curriculum. The final grades for the class will be based on the total of the accumulated grading points in each class.

Rehearsal Technique

Rehearsals- (5 pts. each)

Students are expected to fully participate in rehearsals. They must have the proper materials, their parts prepared, any assignments completed (dot books included), and should pay attention. Students who forget their instruments, music, or dot books (or other materials that prevent them from participating in rehearsal) will receive a zero for the rehearsal grade and will not be allowed to make it up. In addition, students who are not prepared musically for rehearsal or are not actively engaged in rehearsal activities will also lose daily rehearsal points.

Tardies:

Students who are tardy seriously disrupt the flow and progress of a rehearsal. Students will be considered late if they are not in their seat/on the field ready to start by the required start time. Any student who is tardy will lose three (3) points per tardy. On the 2nd tardy, parents will be notified and a teacher provided detention will be the consequence. The 3rd tardy will result in ASD, and any tardies after this will result in an administrative referral.

Absences:

If a student misses any rehearsal for an unexcused reason, s/he will gain zero points for that rehearsal. All absences must be made up in full, regardless of the reason.

Other Consequences for Absences, Tardies, Missing Items, etc. are listed below:

- Unexcused Absences/Late to rehearsal = 5 pushups per min late, must be five minutes late to have lap option (no half laps)
- Absences (excused or unexcused)= student must complete a practice log (minute for minute absent) at school (cannot be at home). This practice log is separate from the weekly practice log at-home requirement. Student must submit a practice log to the Band Director by the due date. Student must see Director of band on the first school day they are present after their absence to receive due date for practice log.
- Late from Breaks = 5 pushups for every person not in their spot when called to set
- Equipment/Instrument not put up properly = 2 laps per piece
- No Drill Chip= 5 laps
- No Sunglasses/Hat= 2 laps
- No White t-shirt for summer and after school rehearsals= 2 laps
- No dot book= 10 pushups per page
- Incomplete dot book= 10 pushups per page not fully/properly completed
- Trash= 10 pushups per piece of trash
- Items left in the band room or on field (not including equipment/instruments)= 50 pushups per item to get it back

Performances

Performances- (200 pts. each or two 100 point “test” grades)

Performances are the culmination of a unit of study, an exam of sorts. Successful performances demand that students perform well and exhibit a degree of “professionalism.” The student’s performance grade will be an average of their professionalism (punctuality and preparedness), their performance, and the self-evaluation exercises (post performance). Marching band performances include football games, competitions, parades, and other opportunities throughout the season. Once marching season is complete, in early November, students will begin rehearsing in a concert setting for their Winter Concert performance.

All performances are mandatory. Excused absences from performances will only be allowed in the most extreme cases. Work or lack of transportation are not excused absences. On the rare occasion that an absence from a performance is excused, the student will perform a performance jury as a make up. Performance juries must be scheduled within one week (5 school days) of the performance date.

Students who are late for their performance call times will have points deducted from the performance grade as follows:

- 5 minutes late- 20 points deducted
- 10 minutes late- 40 points deducted from the concert grade.
- 15 minutes late- 60 points deducted (or more) and possibility of not performing with the ensemble, at the director's discretion.

Students who arrive at a performance without their instrument/music or without appropriate dress may not be allowed to perform with the group, but must stay for the performance and help where needed. A performance jury will be required to make up the grade. For this jury, a student can earn a grade worth 70% of the original grade. This policy also applies to unexcused absences.

All students are expected to stay for the entire performance.

Assessments

Assessment (a.k.a. testing) is how student progress is measured. The grading points assigned reflect the typical test grade for that assessment. The following are the assessments (or tests) that students will encounter throughout the year.

- Performance tests—(100 pts. each)—assess a student's proficiency of a specific aspect of performing on their instrument or marching technique. Performing tests are given sporadically during the year and may be unannounced, and usually do not determine seating.
- Written evaluations—(100 pts. each)—Worksheets or written tests that assess student knowledge. Worksheets will be used periodically. Written tests will be given as needed during the year.
- Practice Records/Dot Books—(10 pts. each)
Practice records will be turned in weekly and will be averaged into the total grade. For 10 points, students must practice 150 minutes per week. Less or more minutes will affect the grade accordingly. Dot books should be kept up date and with a student at all times. Dot books will be checked periodically and are worth 10 points each time.

Extra Credit

Extra credit projects are available for students throughout the semester. Please refer to the MHS Band Handbook for a listing of extra credit opportunities available to students to help with their grades.

How Parents Can Help...

Band Boosters

The MHS Band Booster organization is the parent volunteer group that supports the band program. It would be impossible to run a program that offers so many opportunities for students without the help of the many parents who graciously volunteer their time and energy in support of all the children in band. The boosters provide support in many different ways and at many different levels of involvement. If you want to support your child's music education, there is a way you can help. The Boosters meetings are held on the 2nd Thursday (sometimes Wednesdays) of every month at 6:30 pm in the Band Room—an official schedule is posted at www.mhsbands.org. I urge all parents to come and find out more about what the boosters do. Here are just a few ways the boosters help support the bands:

- Helping at Band camp
- Provide a pit crew at games and competitions
- Drive the trucks/ trailers
- Plan the fundraisers
- Provide refreshments
- Plan the trips
- Organize email/phone trees
- Plan the awards banquet
- Chaperoning any number of field trips, and the list goes on....

Contact Information

For more information and for Upcoming Events and Rehearsal Calendar, check the band website – www.mhsbands.org

Natalie L. Kerr – Band Director

You can reach me in the following ways:

Email: nkerr@wcpss.net or mhsband@wcpss.net

Phone: (919) 850-8822 (band office)

By appointment during my planning time.

Band Booster President:

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