

The Clayton High School Performance Ensembles

Policy Manual

2008-2009

www.Claytonband.org

Revised June 3, 2008

Please note: The policies outlined in this handbook are subject to change based on policies and concerns voted on by the CHS Band Boosters Executive Committee throughout the year.

I. Introduction/Overview

Band programs and ensembles at Clayton High School can be very time-consuming, and demanding, but the rewards of being a member of this group make it worth every minute. Leadership, teamwork and responsibility are the fundamentals for instruction in the Clayton High School Band program, and we pride ourselves on building character, fostering positive attitudes, and developing well-rounded students.

Although we have the following policies and regulations in place, every band student is expected to abide by the Comet Code – **Be where you're supposed to be when you're supposed to be there. Do what you're supposed to do when you're supposed to do it. Say what you're supposed to say when you're supposed to say it. Respect yourself, others and their property. When you are with the band, your behavior is a reflection on the band and Clayton High School.**

Purpose

The general purpose of the Clayton High School Band Program is to educate young people through performance, listening, and composition. Our time together will not be limited to learning about music, percussion and colorguard, although it is our primary purpose. By your participation in this organization, students will mature as performers, students, leaders and become part of a team.

Eligibility

All instrumental musicians who have previous music study may select a band course as an elective. Students may participate in colorguard with no previous experience, although audition camps are required. Students are strongly encouraged to be enrolled in a band class for the entire year. Students may also participate in the other ensembles sponsored by the Clayton Band Program, which include Winter Percussion, Varsity and Junior Varsity Colorguard, Concert Band, Symphonic Band, Wind Ensemble, Jazz Band and may enroll in the Advanced Placement Music Theory course upon teacher recommendation. As with athletics, students must be passing three out of four classes to participate in extra-curricular activities.

What is Expected of You?

The policies and procedures outlined in this handbook come from the following basic expectations that we have for each member. Students are typically some of the finest young people in our school. As such, you are expected to be:

1. **Present.** Be here. You are now a vital part of a team that commits itself to providing you with some of the best experiences possible. When you are here you contribute to the success of the organization.
2. **Disciplined.** Understand the importance of practice and make time for it on a daily basis. Attain academic excellence.

3. **Punctual.** Always be on time for class, rehearsals, and performances.
4. **Persistent.** Understand that becoming a good musician and performer is a process. It takes time. Work to improve on a daily basis. All we ask is to be better today than you were yesterday. Push yourself and push the directors and staff to help you.
5. **Positive.** Attitudes are contagious. Be sure yours is worth catching. Smile and be a part of the solution, not a part of the problem.
6. **Honest.** Admit your limitations and mistakes. Take full responsibility for your actions. Do not lie, cheat, or steal.
7. **Responsible.** You are young adults. Do not wait to be told the obvious. Do your part.
8. **Well-Behaved.** Follow instructions the first time they are given. Be quiet, attentive, and in control of yourself. Respect your ensemble, staff, and your school.
9. **Prepared.** Bring all materials to class, rehearsal, and performance and ready to use them.
10. **Committed.** Realize the impact of your individual attitudes, actions, and performances will have on the group. Be a team player and think of the band first.
11. **Polite.** Treat each other, teachers, administrators, and band parents with kindness, courtesy and respect.
12. **Mature.** Think before acting.
13. **Proud.** Remember who you are and where you are from. Take pride in yourself, your band, and your school. Let's celebrate success together.

Communication

Communication is a very important aspect of our organization. Please be sure to appropriately let a director know if unusual circumstances arise so we can help you. You are a part of a team that works towards growth and success, and that includes looking after you! Please let us know if there are immediate academic, attendance, financial, or medical issues that may affect your participation with the program.

Attendance Policy

Member attendance is one of the most important contributions one can make to the commitment and success of our program. Due to the excessive number of students involved, our attendance policy must be specific and strictly enforced.

Attendance is mandatory at program events unless otherwise specified. Unexcused absences are not allowed. Excused absences for the Clayton High School Band Program are the same as the Johnston County School System's policy. A list of excused absences may be found in the Clayton High School student handbook. In the event of an unexcused absence, you must make up your practice time BEFORE the next performance in order to participate. If a student has an unexcused absence and refrains from making up their time, this includes reasons surrounding in-school suspension (ISS) and out-of-school suspension (OSS), the student will travel and dress-out to the next performance, but will be ineligible to perform. Failure to attend the disciplined rehearsal will result in an unexcused absence for a performance. Unexcused absences from scheduled performances may result in removal from the remaining performances from the rest of the season according to directors' discretion.

Absences Due to Academics and Grades

Academia is vital to students' success in school and overall grades come first. If an academic situation arises that may prevent a student from participating in rehearsals or performances, directors MUST be made aware AS SOON AS POSSIBLE! Band Directors are teachers, too, and can help you get your grades up! Missing rehearsals due to homework is not acceptable. If an academic issue arises, such as risk of failure, we will set you up with a tutor, a quiet place and any other materials you may need to get your work done here at school during rehearsal time. This ensures that you have several hours dedicated to your school work, and if you finish, you can attend part of rehearsal. Academic issues due to procrastination are not valid.

Absences Due to Transportation

Absences due to transportation are not excused. Rehearsals and performances are scheduled months in advance and members and families are expected to make appropriate arrangements. In the event of an emergency and transportation is an issue, please let someone know ASAP so we can help you!

Tardiness

Two tardies equal an absence, same as school policy. Tardiness to rehearsal can also affect the progress of the band. On occasion when tardiness is inevitable, please communicate this to a 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 a director may be in order. **We know that there is life outside of band and want to support you in other endeavors.**

Attendance is also weighed in respects to end-of-year awards, letters, and certificates.

II. Rehearsals

Our rehearsal schedule is on the band website: www.claytonband.org. Rehearsals are scheduled in advance. There is a direct link between the amount of quality practice time and the success of the band. Rehearsals are not social gatherings. The rehearsal schedule is as follows: Mondays (3:00-6:00 PM), Tuesdays (6:00 PM-8:30 PM) and Thursdays (3:00-6:00 PM). Wednesday nights are always off. Additional practices may be scheduled on Fridays prior to home football games and on Saturdays prior to local competitions (these rehearsals are typically built in to event itineraries the week prior).

Every student and parent must understand the importance of being committed to attending all scheduled band events, including Booster meetings. Please be sure to continue to refer to your rehearsal calendar and the band website. **Should a conflict arise, please contact a director as soon as possible.**

III. Performances

Ensemble performances include, but are not limited to:

Football Games. The Marching Comets provide musical entertainment and energy throughout the game. The musical energy and enthusiasm we provide in the stands is just as important as our half-time and pre-game performances. Please be prepared to play, cheer, etc. as much as possible so we may bring the crowd into the game. Once we complete the half-time performance, you will be able to rest, socialize, eat, and relax for part of the third quarter. You are expected to be back in the stands with two minutes left in the third quarter. Should we have problems getting students back at the assigned times, this break may be eliminated. We will organize bathroom breaks as needed. Bring your water jugs/bottles to games so you can stay hydrated. Early games can be very warm!

Football game reminders:

- No drink other than clear liquid will be allowed in the band section
- Stay in your section
- Instruments are to be played only when told to do so
- Only play YOUR instrument
- Be ready to play/cheer at all times—remain attentive!
- No smoking!
- Percussionists should be prepared to load and unload equipment before and after the game
- The band will enter and exit the stadium as a group
- When the band has returned to the band room after the game, students should wait to be dismissed by a director

Parades. We participate in several parades during the fall and Christmas season. These performances are just as important as any other band event, and students are required to attend.

Competitions. During the fall semester, the marching band participates in several competitions. This is an opportunity to perform and be evaluated on the basic elements of our competition show. These competitions are held at various high schools throughout the state and at Bands of America regional and national venues. In the winter and spring seasons, the colorguards and percussion ensemble perform in similar venues.

IV. Travel/Bus Trips

Out of town trips offer the marching band and other ensembles the opportunity to compare with bands from other areas and regions. These trips are educational, as well as fun. The primary concern of the student should be to represent the school in the very highest degree. Some of the general rules of these trips are (but not limited to):

- Radio/tape/disc/MP3 players are only permitted on the buses if headphones are used.
- Food or drink will only if they are in re-sealable containers and everyone uses trash receptacles appropriately
- NEVER use the back door of busses for unload unless told to do so
- Whenever possible, we load busses by class; seniors first, etc.

Appropriate conduct must be exhibited at all times. Failure to do so could result in removal from the performance and discipline referral.

Chaperones are a direct link between the directors and the students. Please do as they say! Do not question the chaperones when you are asked to do something. Always use good judgment, common sense, respect and patience. Chaperones have specific instructions from the directors as to the rules. Chaperones are here to ensure that each band member is well supervised as we travel and everyone is safe and accounted for. Adults who wish to chaperone must speak to the chaperone coordinator.

Unless there is a family or medical emergency, each member MUST travel to and from each event with the band. The directors are accountable for each member's whereabouts at all times. Each member is accountable for their equipment and facilities. We work as a team, we succeed as a team and we will travel as a team.

V. Uniforms

Uniform – Marching Band

1. Uniforms are provided for all band members by the band boosters.
2. Each student must purchase at least one pair of black marching shoes and black gloves, which will be special ordered by the Uniform Chairperson. Additionally, students must have a black t-shirt and black socks to wear with their uniform.
3. Each student will be held financially responsible for the loss or damage to any part of the band's uniform.
4. All uniform parts, when not on the body, will be hung properly on the racks provided.
5. Additional information regarding uniforms will be given by the directors.

Marching Band Uniform Rules

1. All hair must be worn above the collar.
2. All shoes must be polished and appropriate socks worn.
3. No jewelry or make-up may be worn. (Colorguard may use costume make-up as specified)
4. All equipment must be clean, polished, and in working order.
5. All uniforms must be wrinkle-free for each performance.
6. All band members must wear appropriate undergarments (winds and percussion).
7. Additional apparel such as bandanas or hats are not to be worn while in uniform unless approved.
8. Sunglasses are not to be worn while in uniform.
9. Students may eat lightly and drink clear liquids only while in uniform, no exceptions unless a medical condition is present.
10. Refrain from using electronic devices, including cell phones, while in uniform unless approved by a director. Parents and family should have all itinerary information prior to band events.
11. Absolutely NO running, horseplay, foul language, etc. while in uniform!

Take pride in your appearance as a member of this organization! A sloppy appearance is not reflective of our commitment to excellence. Uniforms, jackets and shakos will be stored in the band room at all times. The Marching Comets uniform is to be worn as a full uniform at all times. At no time should you appear in public with only a portion of your uniform on. The only exceptions to this will be when the band travels in uniform and during warm-up at performances where the temperature is high. In this case the jackets must be removed. The suspenders on the pants may not be taken off the shoulders.

VI. Fundraising

Fundraising is necessary in order to maintain a quality band program. The band operates on a budget that exceeds what the school and county are able to provide for us. If we want to continue to perform and compete at a high level, we need to enact accountability from every band family. We have several fundraisers throughout the semester. As all money goes back to the students in the form of a quality band program that they can be proud to be a part of, all students are asked to participate in fundraisers.

The Clayton High School Band Budget is compiled from three sources: the school accounts, booster fair share accounts, and booster capital improvements accounts. The school accounts are small and cover some music purchases, some school instrument repairs, uniforms and an occasional purchase of new school-owned instruments. The booster accounts essentially cover the costs of the band from year to year, including: marching band camp, staff, supplies, auxiliary equipment and travel. When major expenses arise, the booster capital account is used for larger purchases that will aid in the long-term operation of the band.

Fair Share

Fair share is a program that allows students who participate in marching band and other extra-curricular activities to contribute to the costs of the programs. Each spring, the band directors

and a committee of parents meet to outline the schedule of events for the next year's activities. We select predetermined dates, over the course of the next year, for portions of one's fair share to be collected.

It is important to note that our intent is not to have "fair share" paid out of pocket. To offset each individual's financial responsibility, the Booster organization operates several fund-raising opportunities throughout the year, for student's advantage. It is the booster organization's responsibility to provide many varied fund-raising opportunities for the members of the band to help meet the student's fair share requirements. However, if a student chooses not to participate in fund-raising ventures, and does not contribute to their fair amount, the organization will cease to perform at its current levels.

Our fair share program does not have an effect on students who participate in concert band, symphonic band, wind ensemble, or jazz band.

Capital Fund Raising

It is absolutely imperative that the booster organization has reserve funds for capital purchases. The membership of this organization will be required to participate in at least two major capital fund-raising projects each year, to maintain eligibility. Each fall, students will identify the method(s) each member will use to help with fund raising: i.e., car washes, Band Classic, the Spring Fling AIA Show, etc.

VII. Band Boosters

The CHS Band Boosters is an organization of the band parents and friends who work to support the performance ensembles at Clayton High School. Their function is to support the entire band program, not just the marching band. Besides volunteer assistance, they raise money to pay for instruments, music, transportation, contest entry fees and travel. The Clayton Band Boosters welcome your involvement. There is a place for everyone and lots of opportunities for involvement. Please fill out the parent volunteer form to get started!

Note: Parents/family members of every band student are expected to donate a specified number of volunteer hours working in the concession stand during football season, at the Clayton Band Classic in September, and the AIA Indoor Competition in March. Details about volunteer hours will be discussed at the first Booster meeting of the season.

VIII. Leadership Positions

Drum Major

In the spring, applications will be available for students interested in the drum major position(s). The directors will use the following criteria for selection: record in the band, commitment to the organization, strength of character, musical maturity, academic record, awards, and the results from an audition. The drum major candidates must have completed one year's membership in our organization to have their application considered. Once selection has been posted, it will be the responsibility of the drum major to attain instruction in the art of conducting and leadership

by either enrolling in a camp or by seeking private instruction. All students must reapply each spring for consideration.

Section Leaders

There are no single appointed section leaders. Upper-classmen are expected to take the greatest leadership roles. They are to lead by good examples. Everyone in the Clayton Band is treated like growing leaders and everyone needs to make every effort to do the best they can and encourage others to do the same in a positive manner. To be a good leader is to lead by example, encourage, and help those in need. Bickering, complaining, or bossing others around is counterproductive to our purpose. Participation in Clayton Band ensembles is most meaningful when surrounded by friends who want nothing but the best for each other and for the betterment of the band.

IX. Discipline/Conduct

X. General Rules

All rules and regulations of the Clayton High School handbook covering school policies will apply to all band members. This specifically includes any trips made off campus. All band members must remember that we are representatives of our program, school, community and county.

REMEMBER THE COMET CODE!

XI. Grading

Students enrolled in a performance class at Clayton High School will see grading structure similar to below.

Performances 40%

Playing Tests/Quizzes 30%

Participation 20%

Progress Reports/Homework 10%

Progress reports will go out approximately every three weeks and are expected to be signed and returned for a grade. Tape tests will be assigned weekly.

“At Clayton, we stand unified, passionate about hard work, sacrifice, determination, and changing people’s lives.”