



**2011-12**  
**HHS**  
**Band Policy Handbook**

This handbook has two main purposes. The first is to give ready reference to students, parents and school personnel the formula used for grading. The second purpose is to communicate the desired behaviors and values that have made and will continue to make our HHS Bands among the very finest. A good band citizen is based on “*LOYALTY not LOCATION.*”

The HHS Marching and Concert bands are performance oriented organizations. Therefore, the student will earn his/her grade through the accumulation of points awarded for performance or execution of work or a task; to include the actual performance, rehearsal attendance, playing and/or written exams. There are three methods of accumulating Performance Points (PPs) outlined below.

**Section I**

**Band Performance Points**  
**(BPP)**

BPPs are earned by preparation and participation in performances (1-5 pts. per performance). The sustained success of the HHS bands has been the direct result of students and parents placing rehearsals and performances as a top priority on their calendar. Dates will always be issued well in advance. The dedication and sacrifice on the part of the band family in the past has resulted in many memorable HHS band experiences and a rich band tradition. “Spend your heritage wisely.”

BPPs are accumulated by continued musical improvement. It is expected for example that a student’s musical performance be greatly improved for the final home football game when compared to the first. Similarly, it is expected that the student’s performance at the final concert band performance be improved when compared to the first rehearsal. Students attending and participating in each rehearsal and performance will earn the maximum number of BPPs. The areas where musical improvement is expected for both marching and concert band include:

- |  |                   |
|--|-------------------|
| Articulation   | Notes and rhythms |
| Dynamics   | Phrasing          |
| Ensemble playing skills                              | Playing range     |
| Intonation   | Technique         |
| Musical term knowledge                               | Tempo             |
| Musically expressive playing                         | Tone quality      |
| Music theory and form knowledge                      | Cooperation       |
| Performances (concert, marching,<br>pep, jazz bands) |                   |

**Personal Performance Points**

## (PPP)

PPPs are awarded for individual musical improvement to include all of the above by the student's ability to demonstrate his/her musical skills through playing and/or written exams. For example, if a student successfully passes all playing/written exams the maximum number of PPPs will be awarded (3 pts per exam). Another factor in the awarding of PPPs will be the successful compliance with HHS band rehearsal expectations and the "Code of Conduct." PPPs will be earned for the following endeavors:

- Successful chair placement auditions – 5 (chair placement does not guarantee part assignment)
- Advancement in the Band Award System – ¼ pt. per objective completed
- All-Region band audition – 2
- All-Region 2<sup>nd</sup> band – 3
- All-Region 1<sup>st</sup> band – 4
- Preparation for district/state ensemble – 1
- Preparation for district/state solo – 2
- District and/or state ensemble (I or II rating) – 2 each
- District and/or state solo (I or II rating) – 3 each
- All-State audition – 4
- All-State band member – 6
- Playing and/or written exams – varies
- Successful participation in the tutoring program – 2 per quarter
- Taking private lessons with an approved teacher – 2 per quarter

## Leadership Performance Points (LPP)

Because of the additional responsibility, skill, time and effort in leadership positions LPPs will be awarded. The LPP will be awarded each quarter leadership skills are demonstrated. The number of points awarded will depend on the quality of leadership demonstrated per semester. Officers will be elected each year.

<u>Position</u>	<u>Possible LPP</u>
Publicity Manager	2
Marching Tech/Band captains	2
Color guard captains	4 (awarded 1 <sup>st</sup> semester only)
Class rep	2
Drum major	6 (awarded 1 <sup>st</sup> semester only)
Loading/equipment manager	2
President (Sr. only)	3
Secretary/reporter	2
Section leader	2
Uniform/music manager	2
VP (Jr. only)	2
Any band member demonstrating outstanding leadership when not assigned a leadership position	2

To help clarify how poor performance, attendance issues and infractions could negatively affect your grade, the following list of examples and consequences is provided (although not all inclusive).

1. No points will be awarded for missed performances.
2. An unexcused missed performance will result in a grade no higher than a "C" for the quarter of the missed performance.
3. A portion of BPPs will be deducted if asked not to play tested sections of the music because of lack of mastery.
4. Students unable to pass large portions of tested material and/or placed on non-performance status; no BPPs will be earned for the performance (s) missed.
5. PPs will be deducted for not fulfilling responsibilities by not having equipment essential for rehearsal or performance.
6. Equipment (uniforms, music, stands, instruments etc...) left out will result in deduction of PPPs and/or LPPs.
7. Rowdy, undisciplined behavior in any setting relating to band will result in the loss of PPPs and/or LPPs.
8. Poor fundamental posture (marching or concert) will result in the loss of PPs.
9. Bringing food, drinks or gum into the music hall will result in the loss of PPPs and/or LPPs.

Consequences:

1. Deduction of PPs.
2. Clean-up duty.
3. Denial of participation in large trips (Washington DC, Disney World etc...).
4. Stand at attention or sit in auditorium in a predetermined location during performances.
5. Removal from band.

## **Section II** **Rehearsal Expectations**

**Band starts daily at 8:00 am (7:00 am for marching band starting in the fall of 2012, with no evening rehearsals for full band – only sectionals, guard and percussion) rain, shine or snow.**

Our ability to progress and achieve both as individuals and as a band is dependent on our combined ability to function in an orderly and systematic manner as we strive to attain our goals and maintain our reputation. Each person (students and instrumental staff) is dependent on the other, not only for high musical standards but even more importantly, for high moral standards, strong character and a sense of responsibility to our band heritage. Just a few weak musicians or one undisciplined individual can have a detrimental effect on the positive effort of the other band members. To help communicate the values and desired behaviors that are necessary for success rehearsal expectations and the "Code of Conduct" have been established. Failure to comply will result in the deduction of PPs and in some cases removal from band.

### **Concert/Pep Band**

1. Because we have band members from every segment of the school population it is important that everyone be able to hear announcements.
2. It is impossible to produce the very best sound without correct posture. Use only the first few inches of your chair when you are playing or when we are in performance mode.
3. Cease all conversation when anyone steps on the podium.
4. Sit/stand erect with both feet flat on the floor.
5. To maintain the high level of performance excellence, it is absolutely paramount to mark every detail on your music. Keep a pencil on your music stand ready for action.

6. Avoid wasting rehearsal time. If another section's problems are dominating the rehearsal, use the time to silently practice through difficult passages of the music. In the early stages of a composition's development, writing in rhythmic syllables, highlighting dynamics, routing endings (DC and DS) marks, numbering measures, searching out key signature changes and accidental traps will benefit not only you but other band members as well.
7. Exert control over yourself. Demand alertness, vitality, musical expression and a positive attitude from within.
8. All band members are expected to take their instruments home 3 days a week. The weekend counts for 2 days.
9. All reed players are expected to have 3 good reeds at all times.
10. Do not do anything that will take your attention or anyone's attention away from the music. With everyone pushing hard during each rehearsal and performance our band reputation and tradition will be maintained.
11. Perform musically with regard to tone, intonation, rhythm, dynamics, tempo and phrasing.

### **Marching Band**

As with the concert band our ability to progress and achieve both as individuals and as a band is dependent on our combined ability to function in an orderly and systematic manner as we strive to attain our goals and maintain our reputation. Each person (students and staff) is dependent on the other, not only for high musical standards but even more importantly, for high moral standards, strong character and a sense of responsibility to our band heritage. Again, just a few weak musicians or one undisciplined individual can have a detrimental effect on the positive effort of the other band members. However, since the marching band is largely a student run organization it is necessary for each student to show respect for and follow the instructions from their drum majors, marching tech/captains, section leaders etc.

1. The following fundamentals will be given prime consideration when awarding BPPs.
  - a. correct posture and instrument position
  - b. marching in step and on the beat
  - c. maintaining attention
  - d. correct execution of the following methods of movements
    - parade rest
    - attention
    - back marching
    - facing moves
    - roll step
    - lateral slides
    - left & right flanks
    - maintaining of correct interval and mark time
    - spacing
2. So many detailed field instructions are given that it is at first, impossible to remember all of them. To keep rehearsals from stalling due to student and/or staff memory lapses each person must have paper and pencil on the field at all times. Musicians may mark their music, guard members need a small spiral notebook to write down field positions and count sequences.
3. Help keep the music hall looking clean and tidy by keeping your equipment put away in the designated place.
4. Memorization of all competition and pre-game music.
5. Perform musically with regard to tone, intonation, rhythm, dynamics, tempo and phrasing.

6. Avoid wasting rehearsal time. If another section's problems are dominating the rehearsal, use the time to silently practice through difficult passages of the music. In the early stages of a composition's development, writing in rhythmic syllables, highlighting dynamics, routing endings (DC and DS) marks, numbering measures, searching out key signature changes and accidental traps will benefit not only you but other band members as well.
7. Exert control over yourself. Demand alertness, vitality, musical expression and a positive attitude from within.
8. All band members are expected to take their instruments home 3 days a week. The weekend counts for 2 days.
9. All reed players are expected to have 3 good reeds at all times.
10. Do not do anything that will take your attention or anyone's attention away from the music. With everyone pushing hard during each rehearsal and performance our reputation, band integrity and tradition will be maintained.

### **“Code of Conduct”**

1. It is dangerous to chew gum in band. Therefore, it will not be tolerated.
2. To reduce confusion and noise do no play your instrument until instructed to do so. Practice at home or in a practice room.
3. Each student will strive to demonstrate a sense of responsibility in the following manner:
  - a. Bring all necessary items essential for rehearsal or performance (instrument, music, uniform, flags, mallets, etc.)
  - b. Keep your uniform neat and clean
  - c. Showing supreme respect for all equipment (personal and school owned)
  - d. Keeping your instrument in excellent playing condition
  - e. Attending all sectionals, rehearsals, practices and performances
  - f. Representing your band, school and community with pride and only the best conduct at all band functions
4. Because of the thousands of dollars of equipment in the music hall and other storage areas, we must provide for a common defense by reporting any suspicious activity immediately.
5. Everyone will have a luggage tag on his/her instrument; this applies to those on school horns as well. Tags are to be labeled in the following manner:
 

Name  
Harrison High School  
925 Goblin DR  
Harrison, AR 72601  
870.741.8223
6. Keep your instrument and equipment in the appropriate storage area. All music is to be stored in the folder cabinets. It is not permitted to keep your music in the instrument storage cabinets or inside your instrument case. If you use something, put it away.
5. Food, drink or gum is not allowed in the music hall.
6. Chalk and dry-erase boards are for information and instructional purposes only.
7. School phones are to be used by students after school hours to arrange for a ride home.
8. When on “central band time” you arrive early to prepare for the rehearsal or performance. Minimum expectation is to be in your designated place with your instrument, music, and any other necessary equipment 5 minutes prior to the designated time or before the tardy bell. “If you are on time, you are late.”
9. The use of and possession of drugs, alcohol, tobacco and firearms during any band activity will result in legal procedures and possible dismissal from the band.

10. It is your responsibility to keep abreast of posted information and announcements. Check boards, calendar, website, and doors daily.
11. Communication is the key! If you need something (music, instrument repair etc.) let an instrumental staff member know or put a note on the board. All paperwork handed out must make it home to parents. The HHS band operates on an open door policy. Parents/guardians will be called and can call anytime.
12. PDA and the use of expletives will not be tolerated.
13. Obey all instrumental staff members and booster parent sponsors.
14. Clothing changes will not be tolerated in the presence of the opposite sex including window areas.
15. Marching Band Uniform rules:
  - a. Garment bags are for uniforms only, please do not store shoes or other heavy items in the garment bag.
  - b. Wear all of it or none of it. Tackiness is not cool.
  - c. Pants will be hemmed at 2 inches above the ground with band shoes on, no breaks in the creases.
  - d. Only thermal underwear may be worn under band pants (no jeans, sweats etc...).
  - e. Jacket sleeves will be hemmed at 1 inch below the outside wrist bone.
  - f. Cleaning dates are posted on the band calendar. Uniforms must be professionally Dry Cleaned. Receipts will be collected for proof of cleaning and extra credit will be earned.
  - g. No food while in uniform. Water is the only beverage allowed while in uniform.
  - h. If you have a uniform issue, see a uniform manager immediately.
  - i. White t-shirts shall be worn under your uniform to absorb perspiration. Your band shirt is to be worn for award ceremonies unless still in uniform.
  - j. Know the numbers of your uniform, helmet, garment bag and accessories.
  - k. Visible body piercings are not allowed while in uniform.
  - l. Hair will be of natural color for performances. Long hair is to be worn up for marching performances.
16. Concert Uniform Rules:
  - a. Garment bags are for uniforms only, please do not store shoes or other heavy items in the garment bag.
  - b. Pants will be hemmed at 2 inches above the ground with band shoes on, no breaks in the creases. Black “tall” socks must be worn with tux pants with the band “Dinkle” shoes.
  - c. Jacket sleeves will be hemmed at 1 inch below the outside wrist bone.
  - d. White dress shirt and white t-shirt must be worn under tux jacket with either a black clip-on or banded bow tie.
  - e. Gowns must hemmed at one inch off the floor with shoes/heels and not drag the on the floor/ground.
  - f. Black/dark camisole and slip must be worn under the gown.
  - g. Black women’s dress shoes must be worn. Can be open or closed toe, no sandals or flip-flop type shoes permitted.
  - h. Modest matching necklace and earrings may be worn (gold, silver or pearls only).
  - i. Visible body piercings are not allowed while in uniform.
  - j. Hair will be of natural color for performances.
  - k. Long hair must be pulled back away from face.
  - l. Cleaning dates are posted on the band calendar. Uniforms must be professionally Dry Cleaned. Receipts will be collected for proof of cleaning and extra credit will be earned.
17. Concert chair placement will be based on all-state audition material and will include scales and sight-reading. Ties will be broken by the sight-reading score, section leader will be first chair unless the highest score is earned by an underclassman in which case an upperclassman will be selected as a section leader based on score and previously demonstrated leadership ability.

18. Since many performances require uniformity, colored (black, orange, blue etc...) instruments are strictly discouraged. Major instrument manufacturers (Selmer, Yamaha, Holton etc...) do not offer such options, those that do may be of inferior quality.
19. Trips and travel. A good band citizen is based on "*LOYALTY not LOCATION.*"
  - a. All school rules are in effect.
  - b. Leaving the campus of events is not permitted.
  - c. Consumables will not be allowed on school busses.
  - d. Bus sign-ups are for the season unless moved for disciplinary reasons.
  - e. Prior to and after daylight hours, members of the opposite sex will not be permitted to sit in the same seat.
  - f. Laying laps, cuddling under a blanket etc... will not be tolerated.
  - g. Only a parent/guardian may sign you off the bus list which must be confirmed with an instrumental staff member in writing.
  - h. Stereos will be permitted with headphones only.
  - i. Emergency doors are for emergencies.
  - j. Remaining on the bus without an adult (school staff member or booster parent) will not be allowed.
  - k. Footballs or any projectiles are not allowed on band trips.
20. Overnight trips. A good band citizen is based on "*LOYALTY not LOCATION.*"
  - a. Curfew will be enforced.
    - i. Room check at 11:00 pm
    - ii. Lights out at 11:30 pm
  - b. Members of the opposite sex are not permitted in student rooms.
  - c. Respect for other hotel guests is a priority. Curfew will be moved up.
  - d. Remain on busses until room assignment keys are given.
  - e. Report room damage immediately.
  - f. Pay per-view and outside lines will be turned off.
  - g. Upon check out, keys are to be turned over to a booster sponsor for a final room check. Remember to remove your belongings.
  - h. It is not recommended to take expensive personal items or large amounts of money.
  - i. In restaurants, please clean-up after yourself. In nicer establishments you are expected to tip 15%. If you experience exceptional service 20% or more is suggested.
  - j. Itineraries and a schedule of events will be prepared with specific guidelines. Know your schedule, have a watch and be on time.
  - k. Always have a walking buddy with you. If you are found alone, you will spend the duration of the trip with an adult.
  - l. A \$200.00 travel deposit is required for each overnight trip. Checks are preferred (written to HHS Band). This "travel deposit" will be used to send you back home in the event you misbehave or act inappropriately. The deposit will be returned to you upon your return to Harrison with the group or the next school day if you ride home with your parents.
21. Final rehearsals are required, in some occasions a performance may be considered a "final rehearsal." Failure to attend final rehearsal will result in performance denial for that event and will be considered as an unexcused absence.
22. The music hall must be kept neat and clean at all times.

### **Section III** **Lettering in Band**

Because the HHS band program is a significant representative of the school and community and because of the academic, creative and performance excellence displayed by its past and current members, the administration has deemed it worthy of earning a school letter. Those earning a band letter should wear it with pride. The requirements are listed on the lettering application.

### **Section IV** **Quarterly Grading Scales**

Examples of the basic structure for each of the four quarters are listed below. The construction of each quarter is based on typical quarters as they have been experienced in the past. Often the bands will be issued a special invitation to perform. Changes that occur will be discussed and posted. It is the student's responsibility to keep abreast of any changes.

#### **1<sup>st</sup> Quarter (example)**

The HHS Marching Pride will represent the school and community at local, regional, state and occasionally national events. All students enrolled are expected to participate. Students placed on non-performance status will earn their grade via the PPP system.

#### **BPPs will be earned as follows:**

Each home football game/parade	1 point each
Extra performance/away games (3-5)	2 pts each
Marching contests (3-4) (1 extra credit point for placing or earning an honor I rating)	4 pts each

#### **PPPs will be earned as follows:**

Advancement in the Band Award System	¼ pt. per objective completed
Playing and/or written exams (10)	3 each exam
Successful participation in the tutoring program	2 per quarter
Taking private lessons with an approved teacher	2 per quarter

#### **LPPs will be earned where applicable:**

#### Sample Grading Scale

A	=	53
B	=	48
C	=	43
D	=	38
F	=	33 or below

## 2nd Quarter (example)

During the second quarter we will be wrapping up the marching season, preparing for All Region Band auditions and organizing for concert season, which includes auditioning for chair placement (chair placement does not guarantee part assignment) and band assignment. Students placed on non-performance status will earn their grade via the PPP system.

### **BPPs will be earned as follows:**

Each home football game/parade	1 point each
Extra performance/away games (3-5)	2 pts each
Harrison Christmas Parade	2 pts
Winter concert or assembly	2 pts

### **PPPs will be earned as follows:**

Jr All-Region Band audition	5 pts
Jr All-Region 3 <sup>rd</sup> band (attendance required)	2 pts
Jr All-Region 2 <sup>nd</sup> band (attendance required)	3 pts
Jr All-Region 1 <sup>st</sup> band (attendance required)	4 pts
Successful concert chair placement auditions	5 pts
Advancement in the Band Award System	¼ pt. per objective completed
Playing and/or written exams	10 pts
Successful participation in the tutoring program	2 pts
Taking private lessons with an approved teacher	2 pts

### **LPPs will be earned where applicable:**

#### Sample Grading Scale

A	=	25
B	=	20
C	=	15
D	=	10
F	=	5 or below

### 3rd Quarter (example)

The third quarter is our “Contest Preparation Quarter.” The majority of our time will be spent preparing for concert music contest, other contest we may attend in the spring semester and solo and ensemble. Students placed on non-performance status will earn their grade via the PPP system.

#### **BPPs will be earned as follows:**

Local concert contest (1 extra credit point for earning an honor I rating)	4 pts
Pre-contest concert	4 pts

#### **PPPs will be earned as follows:**

Advancement in the Band Award System	¼ pt. per objective completed
All-Region band audition	5 pts
All-Region 2 <sup>nd</sup> band	3 pts
All-Region 1 <sup>st</sup> band	4 pts
All-State audition	4 pts
All-State band member	6 pts
Playing and/or written exams	30 pts
Preparation for district ensemble	1 pts
Preparation for district solo	2 pts
Successful participation in the tutoring program	2 pts
Taking private lessons with an approved teacher	2 pts

#### **LPPs will be earned where applicable:**

##### Sample Grading Scale

A	=	38
B	=	33
C	=	28
D	=	23
F	=	18 or below

## 4<sup>th</sup> Quarter (example)

After a long, hard third quarter of contest preparation the fourth and final quarter of the school year is a return to performance and competition. Students placed on non-performance status will earn their grade via the PPP system.

### **BPPs will be earned as follows:**

Graduation (HHS and NAC)	2-5 pts each
Concert contest (1 extra credit point for earning an honor I rating)	4 pts
Special spring competition (1 extra credit point for placing or earning an honor I rating)	4 pts
Spring Concert	2 pts

### **PPPs will be earned as follows:**

District and/or state ensemble (I or II rating)	2 pts each
District and/or state solo (I or II rating)	3 pts
Playing and/or written exams	10 pts
Successful participation in the tutoring program	2 pts
Taking private lessons with an approved teacher	2 pts

### **LPPs will be earned where applicable:**

#### Sample Grading Scale

A	=	20
B	=	15
C	=	10
D	=	5
F	=	0

Each band student may raise their grade and earn extra credit via the PPP system outlined previously. Color guard member grades are earned through the final marching performance (usually the Christmas parade). After that, if you play an instrument you will join the band.

## **Section V**

### **Band Officer and Leadership Responsibilities**

**Each officer shall support the instrumental staff unconditionally once decisions are made. As officers you represent supreme positions within the band and shall act responsibly. Infractions against the HHS band rehearsal expectations, “Code of Conduct,” school or civil rules, regulations and/or laws will result in disciplinary action that may include removal from position. One person shall be selected for each position unless otherwise denoted.**

**Marching Tech/Captains (Sr. Preferred):** “Drillmaster and Section leaders over the brass or woodwind choir.” Responsible for cleaning drill, dance, body moves, foot position for 1 quarter of the field. Contact members with tardy and attendance issues. Offer section leaders assistance with individual help on MM, music, flag work drill, etc. Fulfill section leader duties in his/her absence. Inspect and keep music hall and storage areas clean and picked-up. Pass out and collect tuners to/from section leaders when instructed to do so, always for correct calibration (A440) prior to passing out and power turned off after collection. **Unless otherwise directed, your job stops when each rehearsal begins and resumes when released by the director. Four selected: 2 woodwind, 2 brass.**

**Class rep:** The freshman and sophomore classes will each have a class representative that will be the voice of his/her perspective grade. When special decisions are made the class rep will cast the vote for his/her class. The band president will represent the Sr. class and the band VP will represent the Jr. Class. Freshman rep must ride bus 3 and take attendance prior to each departure.

**Drum majors (Jr and Sr only):** Direct the marching band on the field and during various times throughout the year. Arrive at each rehearsal 30 minutes early to “set things up” and remain until everything is put away. Assist anyone anytime with anything.

**Loading/equipment manager (Jr and Sr only):** Supervise the loading and unloading of equipment of each vehicle on all trips, keep equipment and cases outside of vehicles stacked and out of the way of traffic. Assist Drum Major with field set-up and put-up. Verify with each captain that all needed and necessary equipment is loaded for each event. Never tie equipment down in trucks – parents will tie and secure all equipment prior to each departure. Check the busses after each trip for equipment, trash and damage. Sweep out trucks bi weekly and wash all band vehicles quarterly. **Four selected.**

**President (Sr. only):** Work with and lead the other officers with the coordination of outside of class activities, help build spirit and pride within the band, represent the Sr. class during officer meetings, lead cheers during football games, arrive early and stay late to assist with set-up and clean-up before and after rehearsals. Ride bus 1 and take attendance prior to each departure and report absences to the secretary. Relay announcements during concert season to concert band and percussionist. **Unless otherwise directed, your job stops when each rehearsal begins and resumes when released by the director.**

**Publicity Manager ( Sr. only):** Report news (with instrumental staff approval) when appropriate to the school office and media, assist the instrumental staff with keeping the Goblin Pride web site updated, and coordinate all band related fun activities. Coordinate, organize and run all band parties (HS and JH).

**Secretary (Sr. or Jr.):** Verify that all members are in attendance on each bus prior to each departure. Report any absences to Mr. Mealer. Teach the band VP how to take attendance in the event of an absence. Assist publicity manager. Assist staff with daily attendance.

**Section leader (Jr or Sr only):** Warm up the section 10 minutes prior to rehearsals (especially marching band). Assist staff with sectionals, help members of their section with MM, music, keep section’s equipment neat, orderly and in shape, maintain order within section during rehearsals, see that each section member is at each event with all needed equipment and materials prior to the event call time. Keep cases and instruments stacked together. Tune section prior to each performance. Fold and store bleacher covers after each football game. Report future absences to captains, so that they can make arrangements to cover for you. **Unless otherwise directed, your job stops when each rehearsal begins and resumes when released by the director.**

**Uniform/music manager (Jr or Sr. only):** Assist parents with uniform checkout, returns, adjustments, sell extra gloves. Arrive early at each activity to assist with uniforms by rolling uniform carts out of the semi and storing them when done. Return to the uniform area early with a staff member after performances to assist with uniform storage by: rolling uniform carts out, providing guidance on how to correctly hang uniform and roll carts back on the semi when done. Keep uniform storage area and music library neat, clean and orderly. Assist with music copying distribution and replacement. Inspect uniforms prior to each performance (trousers – 2 inches off the ground with shoes on, black socks only, cuffs – at the bend on the back of the wrist with arms at sides, long hair – up for guys and girls, helmet – bill over brow). **Three selected**

**VP (Jr. only – director selected):** Same president duties outlined above in addition to representing the Jr. class during officer meetings. Ride bus 2 and take attendance prior to each departure and report absences to the secretary. **Unless otherwise directed, your job stops when each rehearsal begins and resumes when released by the director.**

### **Booster Officer Responsibilities**

**PRESIDENT:** The President shall be the principal executive officer of the corporation and shall, in general, supervise and control all the business and affairs of the corporation. The President shall preside at the meetings of the members. The President may sign, with the Treasurer or any other proper Officer of the corporation authorized by the voting members, any deeds, mortgages, bonds, contracts, or other instruments which the voting members have authorized to be expressly delegated by the voting members or by these bylaws or by statute to some other Officer or agent of the corporation; and in general the President shall perform all duties as may be prescribed by the voting members. The President will be over all equipment and property belonging to the Harrison Band Boosters. He/she will have the responsibility of working with the Harrison School District Band Directors in scheduling events. The President will work with the coordinating committees to support the band programs to insure all equipment and items are available for the event. The President will be a member of all committees of the Harrison Band Organization.

**VICE PRESIDENT/FUNDRAISER COORDINATOR:** In the absence of the President or in the event of his/her inability or refusal to act, the Vice President/Fundraising Coordinator (or in the event there be more than one officer, the Officers in the order of their election) shall perform the duties of the President, and when acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Officer shall perform such other duties as from time to time may be assigned to him by the President.

The main function of the Vice President/Fundraising Coordinator is to oversee all fundraising activities of the corporation except for the concession stands of Harrison Public Schools of the Harrison Band Booster Association.

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**SECRETARY:** The Secretary shall keep the minutes of the meetings of the members and meeting of Officers and/or Advisory Board in one or more books provided for that purpose; see that all notices are given in accordance with the provisions of these BY-LAWS or as required by law; be custodian of the corporate records; keep roster of the members of the corporation and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President.

**TREASURER:** The Treasurer shall have the care and custody of all moneys belonging to the corporation and shall be solely responsible for such moneys or securities of the corporation. The Treasurer shall cause to be deposited in a regular business bank, saving and loan association or trust company the moneys of the corporation. The Treasurer shall receive and give receipts for moneys due and payable to the corporation from any source whatsoever. The Treasurer must be one of the Officers who shall sign checks or drafts of the corporation unless the Treasurer is seeking reimbursement or is unable to perform the duties of the position. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign checks upon it. The corporation banking account shall have no less than three persons on the signature card, the President, Treasurer and/or Vice President or Secretary. Two signatures required on all checks.

The Treasurer shall prepare and provide a written account of the finances and audit of the corporation and such report shall be physically affixed to the minutes. These reports shall be provided at regular meetings.

### **Section VI** **Attendance Policies**

Attendance is a must! Upon eight absences or tardies or a combination of twelve (excused or unexcused) within a quarter, the grade of "F" will be entered and credit will not be earned. Extenuating circumstances will be given consideration after an appeal form has been completed and turned in. Eight absences within a quarter equates to missing one day a week or 20%. In the real world, employers will not pay you for 80% attendance and in most cases you would be terminated. An unexcused missed performance will result in a grade no higher than a "C" for the quarter of the missed performance. Missing 3 rehearsals in a single week will result in the denial of performances for that week. The Tuesday evening rehearsal during marching band is the equivalent of 2 rehearsals. If the absences are excused there will be no loss of grade points as long as you are at the performance (we always need help with equipment, set-up and clean-up).

In regard to school conflicts the following will be observed:

1. Band schedules are set well in advance so most conflicts will be avoided. If there will be an absence, directors must be notified by parents in writing 2 weeks prior to event.
2. Every attempt will be made by this department to avoid conflicts and/or work-out compromises so that the student may participate in each event.
3. Varsity football players are excused during football games.
4. Cheerleaders are expected to perform ½ time with the band.
5. Several ACT test dates are scheduled locally, regionally and nationally, so there should be no conflict.
6. Invitational events: the student may choose.  
Region/conference events take president over invitational.  
State events take president over all others.

### **Section VII** **Financial Obligation**

**Band fee (class of 07-08 decision):** each member will be assessed \$25.00 (class of 10-11 decision) that will cover the following: drill design, marching music, copyright protection, summer staff technicians, marching technicians, final uniform cleaning for the year and a pair of gloves.

**Instrument/equipment fees:** as we grow, instruments and equipment become a premium. To help maintain existing equipment we must charge a user fee. User fees will be set at a rate of:

Winds	\$40.00 (\$60.00 per year starting in the fall of 2012)
Percussion	\$20.00 per year

If you use more than one piece of equipment there is a flat fee. Persons using school equipment will be responsible for damage exceeding normal wear and tear from misuse or abuse.

**A fund raiser will be established to help defray the above band fee.** Other fund raising opportunities will be offered throughout the school year.

**Individual accounts:** each student will have an individual fund raising account. The money raised will be used for large trips. Individual accounts balances have no cash value, refunds will not be made, this account will be used solely for trips. Upon graduation or the dropping of band the money will be transferred to the general band fund unless a sibling is in band, in which case, the money may be transferred to them with no cash value.

**Large trips:** The HHS bands frequently travel on large trips for competitive events as a reward for a job well done and as a means to showcase the district's instrumental program in a national setting. These trips are in addition to the usual 3-4 marching, jazz, concert contests and individual events that are held locally. Large trips are scheduled well in advance and are in excess of 500 miles from Harrison, AR. While local competitions and contests are required and paid for with district/band funds, larger trips are not. Additionally, grades are not earned. However, denial on any trip may be necessary if a student's behavior or actions warrants such. Large trips are funded by the student and fund raising activities. Trip fees are non-refundable.

Parents traveling with the band will be utilized as chaperones. Duties shall include but will not be limited to bus duty, parking lot duty, room check and hall duty. On large trips (see above), parents must ride the bus or drive equipment trucks to take advantage of discounted rates.

Actual cost will vary from year to year.

Attendance and permission to be a part of large trips is based on the following criteria:

1. Adherence to the policies set forth and outlined in this manual.
2. Enrolled in band as an active and participating member during the current year.
3. Maintaining a positive student account balance.
4. Completion and submission of trip commitment form.
5. On time and complete deposits into the student account.

**Additional items of responsibility:**

Black marching shoes \$25.00  
Black bow tie \$10.00  
Black socks  
White dress shirt  
Color guard uniform and accessories @\$250.00

**When financial assistance is warranted, the booster club may provide assistance on an as needed basis.**  
**Turning in money:** checks are preferred over cash. Always fill-out a "band deposit form." Checks are to be made payable to HHS BAND with a note in the memo section denoting purpose of the money.

## Section VII **Solos and Ensembles**

To help maintain the high level of performance the HHS band have come to expect and demand, the instrumental staff will give final approval to individuals and groups that will represent Harrison at region and state contests. Groups not performing at the expected level will have their entry cancelled. The staff will work with each entry a minimum of two (2) times. The first will be three weeks prior to the performance with suggestions for improvement, with the final being one week prior with approval of HHS band representation being granted.

Rules and guidelines:

1. Entry and accompanist fees will be paid by the student.
2. Each entry will be responsible for scheduling an accompanist if needed.
3. Rehearsals are the responsibility of each entry. The instrumental staff and facilities will be available outside of school hours.
4. You must fill out the HHS band solo/ensemble contract and forms. You are responsible for misprints not reported.
5. Dress for performance will be business attire (suits and dresses).
6. Students dropping from an event must pay for the event once scheduled. When a replacement is found the original member must still pay the fee – the replacement will not be expected to learn and pay for an event at the last minute.

## Section IX **Eligibility**

The state and school has set up guidelines for those participating in extra-curricular activities. Band is co-curricular, meaning that it is considered as a class and as an extra-curricular. Therefore, it is governed by both classifications when eligibility is considered.

AAA requires that 4 classes from the previous semester be passed for eligibility in competitive and/or evaluative AAA activity.

## Section X **General Information**

1. Students receive one fine art credit for each year of band completed. Band is registered for the complete year.
2. Students that drop band during any semester or become a non-participating member will receive the grade of incomplete (I).
3. All forms must be completed and turned in prior to travel, preferred the first week of school
4. Members of the concert/symphonic band are eligible to audition for the jazz and pep bands. Information sheets will be available. It is common for the HHS jazz band to take yearly trips.
5. The HHS band website is [www.harrisonbandboosters.com](http://www.harrisonbandboosters.com) . View it frequently for information and updates; you may see your picture there also.
6. Concerts not performed in uniform will be business attire unless otherwise advised.
7. Drum majors, color guard and percussion line are select groups with auditions held each year. Color guard candidates are not required to be in band, yet must enroll upon selection.
8. Students attending trips must be enrolled in band.
9. Band jackets may be ordered yearly. Forms found in this handbook must be completed and turned in prior to the deadline.

**Section XI**

**Forms**

**Band Patch and Letter**

Name: \_\_\_\_\_

Current Grade: 9 10 11 12

**Freshman recognition, 2 year patch, 1800 points to letter, 1 bar at each 500 increment**

Band member (1 <sup>st</sup> yr 200, 2 <sup>nd</sup> yr 300, 3 <sup>rd</sup> yr 400, 4 <sup>th</sup> yr, 500 – symphonic band add 50)	_____
Color guard (full attendance) – 400	_____
Drum line (full attendance) – 400	_____
Drum major – 400	_____
Private lessons – 200	_____
Pep band (full attendance) – 100	_____
Jazz band (full attendance) – 200	_____
All-Region 1 <sup>st</sup> band and All-state Hon. Mention – 100	_____
All-Region 2 <sup>nd</sup> band – 75	_____
All-Region 3 <sup>rd</sup> Band – 50	_____
All-state band or alternate – 150	_____
Honor bands – 100	_____
Region solo (I or II rating) – 75	_____
Region ensemble (I or II rating) – 50	_____
State solo (I or II rating) – 95	_____
State ensemble (I or II rating) – 70	_____
Honor I rating at invitational/region/state festival (marching, concert or jazz) – 100	_____
Officer, section leader, captain – 150	_____
Attend a university summer music camp – 100	_____
Approved band labor (7 pts per hour), time sheet must be attached – up to 600 per year	_____
<b>TOTAL</b>	_____

**For staff use only**

Unexcused performance absence = -100	_____
8 or more absences per semester = -100	_____
rehearsal expectation or “Code of Conduct” violation = -100 each (itemize each violation)	_____
_____	_____
_____	_____
_____	_____
<b>SUB TOTAL</b>	_____
<b>CURRENT YEAR</b>	_____
<b>PREVIOUS YEAR</b>	_____
<b>GRAND TOTAL</b>	_____

**9<sup>TH</sup> CERT.** \_\_\_\_\_ **10<sup>TH</sup> PATCH** \_\_\_\_\_ **LETTER** \_\_\_\_\_ **BAR** 1 2 3 4 5 6 7 8 9 10



**6MPB  
contract**

Rules and guidelines:

1. Arriving on time at all rehearsals and performances are required (see band schedule). Failure to do so will result in termination and loss of lettering points.
2. Lettering points will only be awarded for full attendance (substitutions are not allowed).
3. We will play for the entire game.
4. Ability to play the music is the responsibility of each player, some musicians may require additional individual practice time.
5. You must fill out the HHS band 6MPB folder checkout and contract. You are responsible for returning the folder.
6. Students will be expected to participate in theme nights. Theme nights will be announced in advance.

I do here by request to represent the HHS bands as a member of the 6MPB. I further realize that because of the proud reputation and high performance expectation of this instrumental department, minimum performance expectations will be required for representation to be granted. It is the sole responsibility of the person listed below to attend rehearsals and performances.

I understand that the instrumental staff will rehearse the band and that parts will be assigned based on ability, seniority and need of covering the parts for a balanced instrumentation. I agree to and will abide by the above guidelines. Poor choices, inappropriate behavior, unacceptable actions etc... will result in membership termination.

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Instrument

\_\_\_\_\_

Folder #

\_\_\_\_\_





\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

### Goblin Pride Band Jackets Order Form

Band jackets will be ordered on Friday, September 6, 2011. On the front, your name and instrument can be embroidered. There are two different types of jackets: (1) quilt lined with no hood, and (2) "hoodie" type with lining.

To purchase a jacket staple a check to this form (made out to HHS Band) and return it to the band office by the date listed above. Parents can also order these. Please use a separate order form for each jacket. Show your pride and spirit, and order a band jacket.

Name \_\_\_\_\_

Type of Jacket:

\_\_\_\_ 1: Quilt lined jacket \$50.00 (2XL \$55.00)

\_\_\_\_ 2: Hooded jacket \$50.00 (2XL \$55.00)

\_\_\_\_\_ Size

Two lines of embroidery are included in cost. Print clearly with one letter on each line. If they can't read your writing they will not be able to get your name right.

Name:

\_\_\_\_ \_

Instrument:

\_\_\_\_ \_

**Harrison High School Band Participation/Insurance Form**

*-The wording of this is an adaptation of the physical form needed for extra-curricular participation-*

**Student Section:**

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Social Security Number

This application to represent my school in band activities is entirely voluntary on my part and is made with the understanding that I have studied, understand and will abide by the eligibility standards that I must meet to represent my school and that I have not violated any of them. I also understand that if I do not meet the citizenship standards set by the school, it could result in me not being allowed to participate in performances or suspension from the band either temporarily or permanently. I realize that some of the band activities may be photographed and posted on the band web site. I have a copy and have read the band manual and I will do my best to follow the guidelines in it and to be an outstanding band member.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent Section:**

I/we have read the band manual and I/we will ensure that my/our child will follow the guidelines in it and be an outstanding band member.

I/we hereby give my/our consent for the above student to represent the school in band activities. I/we also give my/our consent for him/her to accompany the band on trips and will not hold the school responsible in case of accident or injury whether it be en-route to or from another school or during practices, and I/we hereby agree to hold the school district of which this school is a part, its employees, and volunteers harmless from any and all liability, actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise by or in connection with participation by my/our child in any activities related to the band program of Harrison High School due to gross negligence.

If I/we cannot be reached and in the event of an emergency, I/we also give consent for the school to obtain through a physician or hospital of its choice, such medical care as is reasonably necessary for the welfare of the student, if he/she is injured in the course of school band activities.

My son/daughter is covered by basic accident insurance for the current school year with:

\_\_\_\_\_  
Name of insurance company

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Emergency Phone Number

\_\_\_\_\_  
Alternate Phone Number

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date