

Marching Band Handbook

Introduction

Welcome to the Columbus High School Marching Band! We are excited to begin another season and to continue our tradition of excellence.

The purpose of this handbook is to familiarize all students with the rules and responsibilities that come with being a member of this band. Please read and review the handbook then sign the contract on the last page to confirm that you have read and understood all information presented in this document. Once you have done this, please turn the Expectations Contract (pg. 7) in to Mr. Reeves by the end of the first week of school.

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I. General Rules & Guidelines

Uniforms

- All uniforms and uniform parts are to be clean for performances. (i.e. gloves, spats, and shoes)
- Long, plain black socks and a plain black t-shirt will be worn under the uniform. Exceptions will be made for colder weather.
- Hair is to be pulled back, out of the face. It should not be visible from under the hat.
- Makeup and jewelry are not to be worn when in uniform.
- Boys will be clean shaven for all performances.
- When not in use, uniforms should be neatly hung and stored in a garment bag.
- There are to be no public displays of affection (kissing, inappropriate touching, holding hands, etc.) while in uniform.
- When in public, you should never be in partial uniform. (Unzipped jackets, etc.)

Instruments

- Students with school owned instruments must agree to and sign the rental contract.
- Instruments must be kept in a case labeled with the student's name when not in use.
- If in need of repair, instruments need to be taken in as soon as possible. It is unacceptable to not have a functioning instrument at rehearsal.
- Brass instruments must keep valve oil and/or slide grease in cases.
- Woodwinds must have a functioning reed. Extra reeds may be purchased at school.

Band Room

The band room is our home during school so it is expected that you will treat the band room as you would someone else's home; with respect. To keep the room clean and organized, please follow these rules:

- No food or drinks. (other than bottled water)
- No gum.
- Throw away all trash.
- Stack chairs neatly when finished.
- Place stands in racks when finished.
- Do not use your instrument locker to store other personal items. (i.e. clothes, shoes, books, homework, etc.)

II. Travel

The band will make several trips during the year. Away football games, band festivals, parades, and other performances require the band to travel. At these different events, we represent not only ourselves, but our school and community as well. Because of that it is imperative that we conduct ourselves in a professional manner by adhering to these guidelines:

Busses

- No food or drink. (except bottled water)
- Stay quiet at all railroad crossings.
- Seat partners must be the same gender.
- Stay seated at all times.
- Limit loud noises such as screaming or loud music. Talk quietly and use headphones.
- Wear tasteful clothing while traveling.
- If riding back with your parents, you must fill out the transportation request form. (pg. 9)

Away Football Games

- Sit with your section.
- Be ready to play at all times.
- Be respectful to the other band/school.
- You will be able to go eat during the 3rd quarter. You must be back and ready to play by the beginning of the 4th quarter.
- You may also use this break to quickly visit with family only.
- Only one student from each section may use the restroom at a time.
- Follow trailer loading instructions carefully.

III. Attendance

For the band to function as a whole, the entire ensemble needs to be present. If one person is missing, it can change the entire sound. However, there will be conflicts during the season that are unavoidable, which is understandable. Please follow these procedures in regards to attendance:

Rehearsals

- If unable to attend a rehearsal, an excuse form (pg. 8) must be submitted to Mr. Reeves for approval at least a day before the planned absence.
- If approved, the absence is counted as excused. If not approved, the absence will be marked as unexcused.
- For every two unexcused absences, the student's letter grade will drop one level. (A to A-)
- Students should not exceed four excused absences for rehearsals.
- Each absence there after will drop the student's grade one level.

Performances

- If unable to attend a performance, an excuse form (pg. 8) must be submitted to Mr. Reeves for approval at least a week before the planned absence.
- If approved, the absence is counted as excused. If not approved, the absence will be marked as unexcused.
- For every unexcused performance, the student's grade will drop one letter. (A to B)
- Students should not exceed two excused performances.
- Every absence there after will drop the student's grade one letter.

Excused Absences

- Illness
- Funerals
- Family or School obligation

Unexcused Absences

- Work
- Drivers education classes
- Doctor or dentist appointments

IV. Fees

Participation in the band program requires financial support to maintain school owned instruments, uniforms, and facilities. If you are in need of financial assistance, please contact Mr. Reeves.

Uniform Parts

- Instrument Rental Fee (school owned instruments) - \$30
- Uniform Fee - \$20
- Gloves - \$5/pair
- Spats - \$5/pair
- Shoes - \$25
- Polo Shirt - \$18
- Shorts - \$12

Please make checks payable to: *Columbus High School Band Boosters*

All band students are required to have a plain black t-shirt and plain black socks (crew length or higher, no ankle length). These items should be purchased separately.

Reeds

Woodwind instruments are required to have a functional reed for all rehearsals and performances. Students should always have a spare reed, but in case of emergencies, reeds may be purchased from Mr. Reeves. Please have exact change.

- Clarinet - \$2
- Alto Saxophone - \$2.50
- Tenor Saxophone - \$3

V. Rehearsals

It is imperative that we follow a structured schedule each day so we can accomplish our goals everyday. Students are responsible for the beginning and end procedures of each class. Be quick when setting up and putting things away so we can begin rehearsal. *Denotes director led steps.

Indoor/Music Rehearsals

- Put your belongings away.
- Get out instrument, music, and pencil.
- Play a few warm up notes.
- *Announcements.
- *Play through scales.
- *Play tone/technique exercises.
- *Rehearse according to rehearsal schedule.
- Put instrument away, in its case.
- Put chair and stand away.

Outdoor/Field Rehearsals

- Change into comfortable clothes.
- Get out instrument, music, and pencil.
- Go outside to practice field.
- Student Leaders lead stretches.
- *Play scales/warmups.
- *Marching fundamentals.
- *Marching rehearsal.
- *Announcements.
- Go inside and put away instrument and music.

Field Rehearsal Rules

- Students should be ready to rehearse at the scheduled time. Arrive early to warm up and stretch.
- Only student leaders are permitted to talk on the field to ensure efficient rehearsal.
- Swearing, spitting, and other disrespectful behaviors towards the field will not be tolerated.

Expectations Contract

There are several expectations that all band students are expected to uphold. These are very basic and should be met at all times. Note distinction between expectations and rules. These are basic behavior guidelines that are required from everyone.

- I will respect my fellow students, all teachers, and myself.
- I will conduct myself in a manner consistent with the School Code of Conduct when on band trips or events.
- I will perform to the best of my ability and understand it is a disservice to both the band and myself if I do not.
- I will leave any venue cleaner than what I had found it.
- I will respect my instrument and uniform and properly care for them.

Failure to meet these expectations will result in the following order of consequences:

- Verbal Warning
- Detention
- Exclusion from Performances
- Parent/Principal Conference
- Dismissal from the Program

By signing below, I confirm I have read this handbook and agree to follow all rules and procedures. By signing this contract I confirm that I will meet the above expectations as well.

Student Name _____ Date _____

As the parent/guardian of the above student, I agree that he/she has read and understood this handbook and its rules and procedures. By signing below, I confirm I understand and agree to the expectations my child is to meet, as well as the consequences if he/she does not meet them.

Parent/Guardian _____ Date _____

Planned Absence Form

Please fill out the following form to document any missed rehearsal or performance.

Name _____ Instrument _____

Date Submitted _____ Date of Absence _____

Event to Miss:

Rehearsal _____ Football Game _____ Parade _____ Festival _____ Other _____

Reason for Absence:

Parent/Guardian Signature

Transportation Request Form

Please complete this form if you wish to ride home with your parent/guardian after an event. You may only leave with your parent/guardian, not a friend's.

Name _____ Date _____

Event _____

By signing below, I confirm that I am the parent/guardian of the above student and am responsible for transporting him/her from the event listed above.

Signed,

_____ Date _____