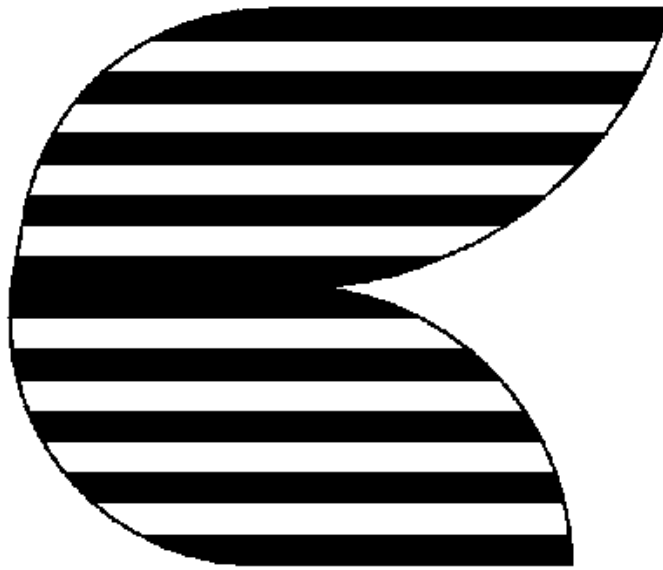


Concord High School



**Marching
Band
Handbook**

2010

“A Tradition of Excellence is never inherited, it is earned”



I. Expectations/Code of Conduct

- **Listen!** (In all definitions of the word)
- **Respect.** Treat the instruments, equipment, materials, and people in the band room with respect.
- No gum, food, or drink in the band room.
- **Participate** in rehearsals in constructive ways.
- Behave in a proper manner and follow the school rules at all times.
- Be on time. Early is on time and 'on time' is late.
- Have all needed materials for every rehearsal (see list under Supplies).
- Follow instructions.
- Learn, improve, and remember what we rehearse.
- Practice outside of rehearsal and learn your part.
- Do not converse during rehearsal.
- No profanity, be it in general or directed toward a person.
- Horseplay will not be tolerated.
- Other sections' equipment is off limits, unless you have Staff permission to touch it.
- No cell phone or electronic device use. Turn them off before we start.
- Set your schedule to avoid conflicts with rehearsals.
- Put it in writing if you want Mr. Morin to remember it.
- Warm-up properly. Even if you are careful, injuries can occur.

"A Tradition of Excellence is never inherited, it is earned." Accomplishments are earned, not given. What you have accomplished in the past should be a stepping stone to accomplishments in the future.

II. Discipline

All school and band rules apply during all rehearsals, performances, away trips, competitions, and parades. The Marching Spider Band is the most visible band at Concord, as well as one of the most visible student groups for the school. Our behavior reflects on our school, our band program, and ourselves, in that order. Therefore, you are to conduct yourself with dignity and respect at all times. You will respect the chain of command, and listen to those who have been placed in a leadership role. Behavior contrary to this will not be tolerated. Being a member is a privilege, not a right.

Recourse for rule breaking: (Repeat or severe cases will skip steps as seen fit by the Director.)

1. General warning to section.
2. Specific warning to offender(s).
3. Physical exertion or a punishment that "fits the crime."
4. Phone call home. Possible assignment of extra work or duties.
5. Removal from the Marching Spider Band.

Profanity is never tolerated. Anyone caught using profanity during official band times will start with 30 push-ups. Repeat offenders will be given harder labors.

"If you break it, you bought it." Students are expected to pay for the repair or replacement of damaged or destroyed materials, including music, even if the damage was accidental.

III. Rehearsals

The Marching Spiders hold after-school rehearsals Monday and Thursday from 5:00-8:30 pm. Rehearsals are never canceled, unless the school system cancels school. Foul weather means rehearsal will be indoors. Always check the forecast so that you are dressed appropriately for each rehearsal. Refer to the Calendar for a full list of rehearsal dates.



IV. Attendance

To have a high-quality marching band, attendance from all members is essential. Students who participate in other school activities such as student government, clubs, etc., must plan ahead to avoid conflicts that cannot be resolved.

Marching band also prepares students for life beyond high school. The marching band attendance policy is intended to help them begin to handle the attendance expectations that a future employer may have. Therefore, time lost due to non-attendance must be made-up and accounted for.

Any Time a Band Member will arrive late, leave early, or be absent from a rehearsal or performance the "Absence Request Form" must be submitted PRIOR to the occurrence - Most parents understand the difficulty of keeping up with the activities of a busy teenager. Imagine having to keep track of 80! Giving the director prior knowledge of conflicts is REQUIRED. All absences, tardies, or early departures must be requested in writing PRIOR to the occurrence and must be approved by the Band Director. *The Absence/Tardy Request Form is available on-line, and printed forms are available outside Mr. Morin's office.*

After the conclusion of Band Camps, students have at least two (sometimes three) afternoons a week without marching band obligations. These days should be used for all doctor appointments and routine professional visits as well as getting help from teachers. Everyone knows the band schedule well in advance so such appointments, family activities, work schedules, lack of transportation, etc. **are not** an excuse for tardiness, early departures, or absences.

TARDINESS - Being late is NEVER acceptable. If unforeseen circumstances arise, students have until 30 min. prior to report time to inform the director that they expect to be tardy. Notification does not mean that the tardiness is excused.

EARLY DEPARTURE - Similar to being tardy at the beginning of an activity, "Early Departure" is when students leave early from a rehearsal or performance. Early Departures must be requested by 30 min. prior to the start of rehearsal/performance. Mr. Morin cannot release a student early without prior authorization from the adult responsible for the child.

ABSENCES - When students are unable to attend a rehearsal/performance, they will be considered absent. NOTE: Many marching band students ARE NOT in band class. Therefore, Mr. Morin CANNOT apply school absences to marching band.

If your student is absent from school, the absence must still be reported SEPARATELY to the Band Director, either by calling the band office (704-786-4161 x538) or by completing the online Absence Request Form! If not, the absence will be considered a "no-call, no show" which could jeopardize their participation in marching band.

The student's participation in marching band is at the discretion of the Band Director. The Band Director has the right to alter the attendance policies, procedures, and punishments if deemed appropriate for circumstances.



The following guidelines outline the attendance procedures and policies for marching band rehearsals and performances from the start of the first day of Full Band camp:

Section 1: REHEARSALS

1a. Tardy to Rehearsal

SIGN-IN - Roll check will be promptly at the start of rehearsal. Students not in the assigned location at report time will be marked tardy. ALL students who are tardy must sign-in on the “Tardy” board by notifying the drum major responsible for collecting attendance of their arrival. If they do not sign-in, the student will be counted as absent for the entire rehearsal.

“LOST-TIME” - Students tardy for **any** reason, excused OR unexcused, will be required to complete the director-approved “Lost-Time” activity at the end of rehearsal.

EXTREME TARDINESS – Students tardy after more than 30 minutes will also accrue ½ an absence. Students tardy after more than 2 hours will be considered fully absent.

Tardiness - Tardiness **may** be excused *at the discretion of the director* for unavoidable conflicts, depending on the reason. Students whose tardiness is excused by the director must still complete the “Lost-Time” activity, but their tardiness will not count toward their absence total.

ANY tardy NOT previously approved by the director at least 30 min. prior to rehearsal is “unapproved” and WILL NOT be excused, regardless of the reason. In addition to being required to complete the “Lost-time” activity, an unapproved tardy will count as ½ absence. Two unapproved tardies count as a full absence.

1b. Early Departure From Rehearsals

SIGN OUT - Students leaving early must sign-out on the “Tardy Board” with the Drum Major in charge of collecting attendance. Not signing out will result in the student being counted fully absent from that rehearsal.

“LOST-TIME” - Students leaving early for **any** reason will be required to complete the director-approved “Lost-Time” activity at the end of the next rehearsal they attend.

EXTREME EARLY DEPARTURE – Students departing more than 30 minutes before the end of a rehearsal will also accrue ½ an absence. Students departing more than 2 hours before the end of a rehearsal will also be considered absent for the entire rehearsal.

Excused Early Departure – Students leaving early **may** be excused *at the discretion of the director* for unavoidable conflicts, depending on the reason. Students whose early departure is excused by the director must still complete the “Lost-Time” activity at the end of the next rehearsal they attend, but their early departure will not count toward their absence total.



Any student leaving early without previous approval by the director at least 30 minutes prior to the start of the rehearsal WILL NOT be excused, regardless of the reason. In addition to being required to complete the “Lost-Time” activity, an unapproved departure will count as ½ absence. Two unapproved early departures count as a full absence.

1c. Absence from Rehearsal

Students have until 3 hours prior to report time to inform the director that they expect to be absent. **A “no-call, no-show” for a rehearsal may constitute an immediate, permanent suspension from marching band.**

Just as with most employment or college classes after high school, students are given 3 sessions of rehearsal absence without penalty, provided Mr. Morin is notified in advance. Think of it as “sick time” or “personal leave”. Students are advised to only use these allowed absences when absolutely necessary. Circumstances could occur later in the season (illness, etc.) when the absences are truly needed.

Please note: 1 day of Band Camp = 2 rehearsal sessions!

Students who have exceeded their 3 sessions of rehearsal absence time could be subject to the following*:

4th absence = Loss of 3rd quarter privilege for next football game.

5th absence = Loss of 3rd quarter privilege for all remaining football games.

6th absence = Removal from the marching band

Students who are injured must provide a Doctor’s note releasing them from field participation. However, they are still be required to attend rehearsals & performances to reserve the privilege of performing on the field when healed.

Students who are battling an illness or condition that prevents them from even attending rehearsals & performances will need to provide a doctor's note releasing them from participation in order to insure the well-being of the child and to reduce band director(s) concerns.

Section 2: PERFORMANCES

2a. Tardy to Performances

Tardiness is NEVER acceptable. If unforeseen circumstances arise, students have until 30 min. prior to report time to inform the director that they expect to be tardy. Notification does not mean that the tardiness is excused.

If a student is tardy to a performance call time, the same procedure applies that is in place for rehearsal tardiness, with the following addition: **If a student misses the bus transportation provided by the band due to tardiness, the student must find alternate transportation to the event to avoid a performance absence.**



2b. Early Departure From Performances

For the safety of your children, students are allowed to leave a performance with an approved adult **AFTER** the band has performed, and **ONLY** if the director has PRIOR knowledge. If a student leaves before the band's performance, it will be considered a performance absence.

If approved by the Director, the student may leave after the performance without penalty.

The Absence Request Form (both online and print versions) has a place to indicate the name and relationship of the person who is allowed to take your child.

SIGN-OUT – Students approved to leave early **MUST** sign-out with Mr. Morin on performance days, and the approved adult must be present with ID.

2c. Performance Absences

All performance absences **MUST** be approved by Mr. Morin *at least* two weeks prior to the performance.

Unforeseen circumstances, such as a death in the family or severe student illness, **may** be excused **ONLY** if Mr. Morin is given prior knowledge 3 hours before report time.

Regardless of the reason, the time lost due to a performance absence must be given back to the program by the student's completion of a director-assigned work detail.

A “no-call, no-show” on the day of a performance may constitute an immediate, permanent suspension from marching band.

V. Chain of Command

This is the order of leadership for the Marching Spiders. Students who have problems and issues work up the chain until the issue is resolved.

1. The Director – In charge of and responsible for all activities of the Marching Spiders, and makes all final decisions for the good of the band. The Director hands out all discipline.
2. Instructors and Staff – Adults hired to teach students.
3. Drum Majors – These students have many jobs during the marching season, including helping the Director and Instructors teach marching style, directing, and overseeing activities of the band as set by the Director. All Drum Majors are equal. Auditions will be held at the end of the year and will include interviews, marching knowledge demonstrations, and teacher recommendations.
4. Captains (Student Leaders) – Flute, Reeds, High Brass, Low Brass, Drumline, Frontline, and Guard – These are upperclassmen who have demonstrated leadership qualities and dedication to making the band succeed. These people are selected by the Director. They will help teach drill, marching style, and music to the members of their section.

Occasionally a Leader from another section will ask you to do or not do something. You will listen and abide by what they ask.



VI. Uniforms

The Marching Spiders has both a formal and informal uniform. The informal uniform is the band show shirt, khaki color pants, and tennis shoes. The full formal uniform is the uniform is the Black and White one owned by the band.

The formal uniform will be issued at the beginning of the season. The pants, coat, hat, and plume will be checked out the day of each performance and turned in when the performance ends. The shoes, gloves, socks, and band T-shirts are each student's responsibility to bring to every performance. Replacements will be available at cost to those who forget. Those without a complete uniform will not be allowed to perform. Students are responsible for the care and cleanliness of their uniforms, so be careful with everything, including how you set the uniform down. Stains, marks, and tears are to be reported when the uniform is turned in at the end of each performance. Uniforms that are missing or intentionally damaged will be charged to the responsible party(s).

Guard members are responsible for bringing all parts of their uniform to each performance, and maintaining the appearance of the uniform. Please do not put anything in a washing machine without being instructed.

VII. Fair Share

Fair Share is **\$425 per participant**. This amount includes all camps, instructors, shirt, music, uniform, dinner at Band Camp, transportation, and other expenses incurred by the band. The first payment for Marching Band is due by **June 15, 2010: \$100.00**.

The Fair Share is divided into payments, which are listed on the calendar. This will allow the Boosters to cover expenses as they occur, and allow you time to participate in fundraisers. Early payment is accepted. Monies in excess of this year's Fair Share will remain available for the student to use next year. Money still owed to the Band at the end of the year becomes a school fee.

Items not included in Fair Share are gloves, socks, shoes, and guard make-up. Returning members may wear shoes and gloves from the pervious year, provided they are in good condition.

Fund-raising opportunities include Arena workdays, drink sales, Fruit Sales and other opportunities.

VIII. Game Days

Our primary job on Friday nights is to provide support to the Spider Football Team and appropriately entertain the crowd at the game. We cheer for our football team and support any other bands in attendance. We do not cheer against anyone, including the other team. Pre-game and Halftime are our times to shine.

Home game report time is typically 5:45 pm. Everyone must be in uniform, out the door, and ready for warm-ups by 6:00 pm. We will stretch, warm up, and run through the program before marching down to the field. We perform Pre-game, the first half in the stands, Halftime on the field, and the fourth quarter in the stands. During the game, we sit as a band by sections. No electronic devices are allowed; leave all headphones, CD players, cell phones, and other devices in the band room. If found, the Director will confiscate these items. Play whenever the band plays, but do not play other than when instructed. Horn moves are encouraged, so long as the entire section is participating and the moves are appropriate. Everyone is to sit with their section.



The third quarter is your time to relax, eat, and use the bathroom. Please remember that even though you are on break, you still represent us, so behave appropriately. You may not leave the stadium. We will send a delegation to greet visiting bands. Only band members may sit with us. Boyfriends, girlfriends, fiancées, husbands, wives, pets, graduates, and other relations may not sit among us. Usually, these people will sit around the outside or behind the band.

For away games – you must show all of your uniform parts before you can board the bus. If a seat is taken, then just find another. Don't fight over seats. Leave room for chaperones at the back of the bus. If this becomes a problem, the Director will assign seats for everyone. We will perform during halftime when possible. Again, the third quarter is break time. Please stay in groups, and do not wander over to the home side. The seniors and Leaders will meet any delegation that comes over to greet us. Students may ride home with their own parents only. Written notice that a child is leaving with a parent must be given to the Director before the student departs from the game. The Director must also see the parent before the student can leave.

IX. Competitions

Competitions are performances where we are rated by judges. The categories can have different names, but ultimately a great performance is rated highly, regardless of the scoring system. Control what we can control, which means our performance. Awards, plaques, and trophies are wonderful, but should not be the only judge of our success. I will only be disappointed in you if you do not put forth effort. The judges' comments tell us "What went well" and "What needs improved." We will listen and learn from the tapes.

In general, competitions take all day, because we stay until the awards are handed out. Times and complete schedules are typically handed out one or two weeks before the competition, depending on when information is sent by the host school.

X. Supplies

This is a list of supplies that every student should have. All students need to have a **pencil, coordinate sheets, and music.**

Flute – cleaning rod and cloth or swab

Clarinet – 3 extra working reeds, cleaning swab, cork grease

Alto, Tenor, and Baritone Saxophone – 3 extra working reeds, cleaning swab, cork grease, neck strap

Trumpet – Valve oil, cleaning cloth, tuning slide grease

Mellophone (Horn) – Valve oil, cleaning cloth, tuning slide grease

Trombone – Slide grease or oil, cleaning cloth, tuning slide grease

Euphonium – Valve oil, cleaning cloth, tuning slide grease

Contra (Tuba) – Valve oil, cleaning cloth, tuning slide grease

Percussion – Sticks and/or Mallets appropriate for your instrument

Guard – Flags and equipment

Mr. Morin can do some repair, but not dent repair or major overhauls. Taking care of the instrument and cleaning it regularly are the best way to avoid costly repairs and the statement "I can't play on my instrument."

XI. Parents

Parents are welcome to attend all events, performances, and rehearsals. On top of this, we need volunteers to run smoothly. Other parents will tell you, this is a great opportunity to be part of your children's life, and meet other great people in the process.



Parents – please be willing to help provide rides to other children who live near you to avoid tardies, absences, or waiting times at the end of rehearsals and performances.

Please make sure you fill out the information page attached to this handbook to continue to receive updated information.

At any time, please feel welcome to contact the Director, Doug Morin, with questions or concerns at (704) 786-4161 x 538, or email him at “douglas.morin@cabarrus.k12.nc.us”.

“A Tradition of Excellence is never inherited, it is earned.”

Earn Yours.

A Quick Guide to the Spider Marching Band Attendance Policies & Procedures

1. ALL Tardies, Early Dismissals, and Absences MUST be requested in advance using the “Absence Request Form”.
2. School Absences DO NOT carry over to marching band and must be requested separately using the Absence Request Form or contacting the Band Director.
3. Time lost due to missing required rehearsals or performances must always be made-up.
4. The Band Director has the right to alter the attendance policies, procedures, and punishments as deemed appropriate for circumstances.

Infraction	Amount of Notice Required (<i>minimum</i>)	Consequence
Rehearsal - Tardy	30 min. before report time	30 minutes or less “Lost-Time” activity at end of rehearsal
		30-120 minutes “Lost-Time” + ½ absence
		120 minutes or more “Lost-Time” + 1 full absence
Rehearsal - Early Departure	30 min. before report time	30 minutes or less “Lost-Time” at end of next rehearsal attended
		30-120 minutes “Lost-Time” + ½ absence
		120 minutes or more “Lost-Time” + 1 full absence
Rehearsal – Absence	3 hours before report time	Penalties begin after 3 rd absence- <i>see section 1c</i>
Performance – Tardy	30 min. before report time	“Lost-Time” activity at next rehearsal attended
Performance - Early Departure	30 min. before report time	Only allowed after band performs. No Penalty.
Performance - Absence	2 weeks for planned/ 3 hours for unplanned	Director-assigned work-detail to benefit band program.