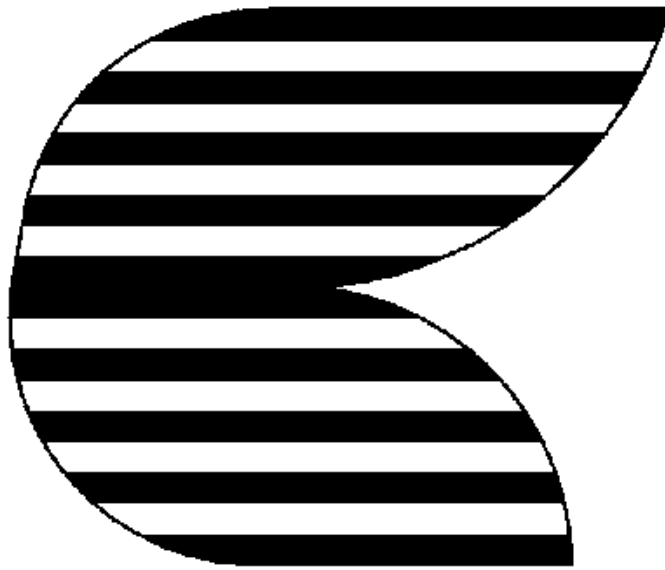


Concord High School



**Marching
Band
Handbook**

2011

“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.
- Write things down so you can remember what we rehearse.
- Practice outside of rehearsal.
- Learn your part.
- Do not converse during rehearsal.
- No profanity.
- 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.
- Everyone helps clean up and put equipment away after of rehearsals and performances.
- Put it in writing if you want Mr. Morin to remember it.
- Warm-up your body and your instrument 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.

"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. Refer to the Calendar for a full list of rehearsal dates. 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. Students are expected to complete assigned duties after rehearsal before they go home.



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.

Infraction	Amount of Notice Required (minimum)	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.

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



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 70! 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.

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.

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 Major(s) – Help the Director and Instructors, teach marching style, directing, and overseeing activities of the band as set by the Director. In the case of multiple Drum Majors, no top or superior drum major exists.
4. Captains (Student Leaders) – These are students 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.
5. Section Leaders – Students selected to lead a specific section or group of instruments.

Note - Occasionally a Student Leader will ask a person outside their section to do or not do something. Students will listen and abide by what they ask.



VI. Uniforms

The Marching Spiders has both a formal and informal uniform.

The **informal uniform** (or Summer Uniform) is the band show shirt (current year), khaki color pants, and tennis shoes. Guard members wear the show shirt (current year), black shorts, and tennis shoes. Variations on this will be made for cold weather.

The **formal uniform** will be issued at the beginning of the season. The pants, coat, shako, gauntlets, and plume will be checked out before 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.

The pants, coat, shako, gauntlets, and plume may not be taken home, unless specific permission is given.

VII. Fair Share

Fair Share is **\$500 per participant**. This amount includes all camps, instructors, music, the band shirt, uniform use and cleaning, dinner at Band Camp, transportation, and other expenses incurred by the band.

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. **The first payment for Marching Band is due by June 14, 2011: \$125.00.** 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 season will show up on school records.

Items not included in Fair Share are gloves, socks, shoes, and guard make-up. Returning members may wear shoes and gloves from the previous 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 night 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 take center stage.

Home games - Report time is typically 5:45 pm, though times may vary as necessary throughout the season. Everyone must be in uniform, out the door, and ready for warm-ups by call time. 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. Students 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.

Away games – Students must show all uniform parts before boarding the bus. Don't fight over seats. If a seat is taken, find another. Leave room for chaperones throughout 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 not riding home with the band should follow the Attendance Policy (IV, 2b).

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. The Director and Staff will only be disappointed if students 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; 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. Rehearsal Supplies

This is a list of supplies that every student should have. All students need to have a **pencil, coordinate sheets, and music**. It is highly recommended that each student bring their own water bottle.

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



XI. Instruments

It is the student's responsibility to keep their instrument in good working order, regardless of if it's a personal or school owned instrument. A clean instrument functions better than a dirty instrument. "I can't play on my instrument" means that you hurt the entire band, not just your own performance.

School owned instruments will be signed out to students at the start of the season. While no additional charge is made for use of a school instrument, students and their families do take responsibility for the condition of the instrument.

Always be cautious when setting an instrument down, or walking near instruments. Mr. Morin can do some repair, but not dent repair or major overhauls. Show Mr. Morin when something doesn't work before or after practice, or during a break.

XII. Parents

Parents play a huge role in the success of the band. Parents are welcome to attend all events, especially performances. Veteran 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.

Some of our re-occurring needs include:

- Chaperones help monitor students and their safety at all performances.
- The Pit Crew helps move equipment and props before and after performances.
- Servers and helpers for Band Camp dinners.

Booster meetings will give more information about ways you can be directly involved. They are the 2nd Tuesday of each month.

Please be willing to help provide rides to other children who live near you to avoid tardies, absences, or wait 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. You can update your personal information on Charms anytime you need.

Charms is an online tool for the band program. It includes a calendar, financial and payment information, current news, and lets the Staff and Boosters communicate easily.

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 director@concordhsband.com

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Earn Yours.