

*New Manchester High School
FAME Band Department*



Student Handbook

Mr. Marcus D. Chester

Director of Bands

STUDENT HANDBOOK A STATEMENT OF POLICY

To assist band members and parents in understanding areas of responsibility, a statement of band policy is herein set forth. Becoming familiar with this policy will enable each individual student to make the most of this great opportunity to be a member of the New Manchester High School band program, becoming a better person, and a better musician.

We firmly believe that the student should improve through regular practice. In the NMHS band program, we feel that when the student has lost the will to improve him/herself or make a better contribution to the band, he is wasting the time and efforts of his/her fellow members and the community by continuing in this program. The HAPPIEST student is the one who is improving through regular habits of practice and daily progress. He/she must not only know right from wrong but must be able to stand for principles. He/she must develop a high sense of purpose toward which he /she is willing to work.

RESPONSIBILITY is the focus behind any level of achievement within this program. We intend to conduct ourselves in a manner that will facilitate all students in learning and bettering themselves.

OBJECTIVES

Through instrumental music instruction, students will be able to:

- . Perform with proper fundamental tone and intonation.
- . Demonstrate advanced instrumental techniques.
- . Perform with technical and musical accuracy repertoire of increasing level of difficulty.
- . Define and understand performance implications for all technical and musical vocabulary.
- . Understand the relationship between music, other art forms, and other academic disciplines (ie: history, literature, science).
- . Listen to, analyze, and evaluate musical performances both live and recorded.
- . Demonstrate the skills necessary to approach and solve musical challenges

Moto, Quotes, And Core Values

Student are required to learn and memorize this page

MOTO:

By any means necessary!

Quote:

“Without Struggle, There is no progress.”

- Frederick Douglas

P.R.I.D.E.

Perseverance

Respect and responsibility

Integrity

Dedication and discipline

EXCELLENCE IN ALL WE DO!

A.M.A.

“Ability is what you’re capable of doing. Motivation determines

what you do. Attitude

determines how well you do it.”

- Unknown

Concept:

ONE BAND! ONE SOUND!

ATTENDANCE POLICY

THE ONLY EXCUSABLE ABSENCES ARE PRE-ARRANGED SCHOOL CONFLICTS AND THOSE THAT WOULD BE EXCUSED BY THE SCHOOL FOR REGULAR ATTENDANCE RECORDS, I.E. ILLNESS, DEATH IN FAMILY, RELIGIOUS HOLIDAY, OR COLLEGE VISITATION.

Band practices and performances are mandatory. For ALL absences, the following procedure must be followed by the student and parent:

Director must be notified one week in advance.

1. An absentee request form must be filled out and on file.
2. For illness, a parent note of doctor's excuse must be submitted.
3. Although cleared by the school office, absences from a band activity that same day must be cleared with the director as well – please call the band room.
4. In extreme cases, a phone message may be left on the band answering machine, WITH a follow-up personal call by a PARENT/GUARDIAN.
5. Follow up is the sole responsibility of the student and the parent/guardian!

The mere filing of an absentee request form does not constitute whether an absence is excused. The above policy is cut and dry regarding what is excused. Please do not call or email and say, "Please excuse..." if the excuse does not fall within the policy.

Excusable absences are:

Sick from school

Doctor's appt. (if this is a check-up, try to schedule around rehearsal)

Death in family

Important family engagement –Two week notice & Case-by-case

Religious holiday

Non-Excusable absences are:

Driving test

School Sporting event (practice or game) not approved by band office

Homework (you must manage your time well)

Attending a concert or pro-sporting event

Birthday

Work

Trips that aren't given two weeks' notice

Didn't have a ride (your section leader can help you find a carpool within the band)

RULES AND PROCEDURES

GENERAL RULES

- Shoes and socks must be worn always.
- *Be in your seat, warmed up, and ready to begin on time.*
- **ABSOLUTELY NO CELL PHONES ARE TO BE USED DURING REHEARSAL.**
- Chewing gum, candy, food, or drink is not permitted during a rehearsal or in the band room.
- A band member must respect their uniform and wear it properly at all times.
- Food and drink are not permitted in the band room. **Water is allowed.**
- No sunglasses during indoor rehearsal.
- Respect authority and others, including their personal property.
- A band member will wear no exposed jewelry while in uniform; civilian clothes must be tasteful.
- Do not damage school property and equipment.
- The band room must be cleaned and reset at the end of each rehearsal and performance.

REQUIRED DAILY MATERIALS (All Ensembles)

- Instrument in working order
- Instrument accessories: tuner, valve oil, slide grease, cork grease, proper mallets & sticks, spare reeds, etc.
- Music AND pencil
- Band portfolio
 - **Black 2" three ring binder and sheet protectors**
- Smartmusic student subscription

REHEARSAL PROCEDURES

- Make sure you have extra reeds (3), and that your instrument is in working order. Begin warming up and tuning on your own prior to the start of rehearsal. Percussionists should set up all equipment and music during the warm-up. **Warm up period should start 15 minutes prior to the start of rehearsal.** Any announcements will be made at the beginning of rehearsal.
- Students are considered on time for rehearsal if they are 10 to 15 minutes early. Showing up on time for rehearsal is considered late.
- Talking will not be tolerated during rehearsal.
- The purpose of rehearsal is for you to learn the parts of others and how they relate to yours, not to learn your individual music! Practice your parts at home.
- If you must leave your seat for any reason, please ask. Restroom breaks should be taken **before rehearsal and during rehearsal breaks.**
- In your individual warm-up, it is important to do each of the following on a daily basis:
 - a. Long Tones
 - b. Lip Slurs
 - c. Scales
 - d. Technique Books
 - e. Articulation Drills

Rehearsals and Performances

- All dates and times will be posted on the NMHS Charms and Bans App calendar. Please plan your schedules accordingly as the calendar is made a minimum of 6 to 8 months in advance.
 - www.charmsoffice.com - School Code: nmhsband
 - <https://band.us/home> - Join code will be given at a later date

Smartmusic

Smartmusic is an online program that will be used to track students' practice and music performance assignments throughout the year. The solo and ensemble jury assignments will be directly linked to Smartmusic. There are various applications to this program that will be used every year here at NMHS. This does require a computer or larger tablet with a microphone. The subscription for Smartmusic is \$29.99 a year and is to be paid by the parent/student directly. All students should have joined the band Smartmusic classroom and have their account fully activated by May 30th.

MARCHING BAND

Band Camp

Band Camp is held in the summer usually during the month of July. A schedule for camp will be released in April of each school year. Camp is taught by the NMHS directors, camp staff, and student leadership. Camp is *required* of all students in the band. There is no fee for summer camp. Band dues for the year are due at the start of summer camp.

Smartmusic

Smartmusic is online software that will allow students to practice music with direct feedback. Marching band music will be pushed out during the summer prior to band camp for students to practice along with the track. Students will be expected to be familiar with the music prior to arriving at camp.

Rehearsals and Performances

All rehearsals and performances are scheduled months ahead of time, and can be found on our digital communication platform(s). Students are expected to attend all rehearsals and performances. If there is a situation that will prevent this, an excuse form must be requested and filled out **BEFOREHAND**. If a student is absent from school on the day of an after-school rehearsal, this does not automatically excuse the student for that afternoon.

The student and/or parent must contact Mr. Chester at the band office, 770-651-2765. This does not automatically excuse the student for that afternoon. Do not send messages through another student.

During marching season the weekly schedule will be:

- **Mondays: 4:00-7:00 pm / Full Band**
- **Tuesday: 4:00-7:00 pm / Full Band**
- **Wednesdays: NO REHEARSAL**
- **Thursdays: 4:00-7:00 pm / Full Band**
 - Failure to attend this rehearsal will result in not marching at the next football game and/or performance
- **Fridays: No rehearsals.... usually a football game**
 - Special rehearsals will be scheduled ahead of time
 - (report times will be posted early in the week)
- **Saturday: Special rehearsals on these days will be scheduled two weeks ahead of time. Competitions will be scheduled by August of each school year.**

Attendance

During marching season, students will not march at the event(s) for the week for the following reasons:

- Failure to Pass-off music by allotted deadline
- More than one unexcused rehearsal for the week
- Any band infractions that requires temporary suspension
- Missing the “day before” rehearsal without a valid excuse. *See attendance policy.*

The schedule for the year is planned out months ahead of time to accommodate students, parents, directors, and band staff. Please stay abreast of the band schedule on our media platform(s). If a student misses 2 practices in a week they WILL NOT march in the next game or parade. **Missing a scheduled event without a proper excuse will result in dismissal from the program.** Students who are enrolled in a band class will not be able to pass the course if dismissed.

Uniforms

The marching band uniforms will be issued during band camp. The auxiliary coach will handle dance/color guard/banner uniforms and shoes. Uniform fitting will take place during band camp beginning with seniors and returning marchers. Marching shoes will be ordered at Band Camp for all new marchers. A uniform rental contract will need to be signed by both student and parent assuming responsibility for the uniform. **Marching uniforms will not go home and will housed in the band room after each performance.**

- **Any damage to the school marching uniform due to negligence will result in the student being charged the cost of a replacement.**

Uniform Inspection

Prior to performances of the NMHS Mighty Marching Jaguars, all band members will stand inspection. Any member that does not pass the inspection will not participate in the given performance. Both formal and informal uniforms will be inspected. Band members will be checked for the following:

- Cleaned, pressed uniforms/Correct uniform for performance

- Long black socks
- Correct hems on trousers
- Hair correctly worn, all hair will be up off the collar at all performances Jewelry: no rings, bracelets, arm bands, or necklaces
- Males: No earrings. Females: Studs only. Everyone: No facial piercings allowed.
- Clean, lubricated instruments (to be done every Thursday)
- Proper footwear. ***NO SNEAKERS IN UNIFORM!***

**** Young men need to avoid getting ears pierced during marching season! ****

Football Games

- Report time for all games will be posted ahead of time, and announced on Thursday prior to the game.
- Students should wear the full uniform. It is ALL or NOTHING.
- For home games, students will be dismissed after the game following the announcements in the band room. ***No student is to leave until dismissed.***
- **Only band students, working chaperones, and band staff are allowed in the band room after the games.**
- When marching to and from the stadium, the band will remain at ATTENTION. When you have class IT SHOWS when you don't, IT SHOUTS!
- Only uniformed band members are allowed in the band section.
- While seated in the stands, the band will always sit in sections.
- We will play only as a group while in the stands. Solo performance is strictly forbidden. However, sections are encouraged to work up brief musical selections to aid in the support of group spirit. These "cheers" must be approved and rehearsed prior to the start of the game.
- There will be no eating or drinking in the stands outside of third quarter break. Third quarter break is a privilege, not a right. These breaks will be few and must be earned.
- There will be no bathroom breaks unless it is an ***EXTREME*** emergency.
- All members should be alert as to what is going on down front. Be ready to react immediately to instructions given by the drum major or director. Refrain from talking to non-band members.
- No band member is permitted to leave the organization in advance of group dismissal at any time, unless excused by the director. (A note from parents is needed) The band room at NMHS will not be opened once the band leaves for the football performance.
- Weekly detail will be assigned on a rotating basis to help load for away games and help clean the band room after games.
- If a student must leave the band section, a booster parent or staff member must accompany them. The student must have direct permission from the director to leave the stands.

Competitions

Competitions are special events where we get to perform for a sophisticated audience and very competent judges. WE ARE THERE TO DO OUR BEST – NOT TO WIN!! If we do our best, then everything will take care of itself. Specific information is given prior to competitions as to

directions, departure and anticipated return time. All parents are encouraged to attend competitions and support the band.

Band Traveling

- If a conversation can be heard in the front of the bus, it is TOO LOUD!
- Ear phones or ear buds. No music is to be played out loud from personal devices.
- There will be no hanging out of or talking out of bus windows.
- Please lower the volume level considerably when crossing tracks, entering towns, or stadiums. This is for your safety, is courteous to the bus driver, and an act of class!
- Please keep the bus clean; pick-up after yourselves and always thank the chaperones and driver!
- Each student is responsible for loading their own equipment on the bus and/or trailer.

Student Pick up

We ask that all parents plan accordingly to be prepared to pick students up from NMHS in a timely fashion. Students may use their cell phone and the band phone to call following a trip or performance. Parents, **PLEASE COME IMMEDIATELY** when called. Students who develop a habit of being picked up an hour or more after dismissal may be subject to dismissal from the ensemble.

Pass Off/Music Assessment

Students will be required to pass off/be assessed on music prior to a performance. This assessment format can be one-on-one or in front of the ensemble. The format selected is at the director's discretion. Students who do not pass off will not perform some or all of the upcoming performance. FAME and/or Band policy may also come into play pending results of pass off.

SYMPHONIC BAND

Uniforms

The symphonic band has a set uniform for both male and female students. **The concert attire fee is separate from the band fees. Male students will need to visit the approved vendor to acquire their concert tuxedo.** Female students will be measured in September to have their custom dress ordered through the band office. The NMHS band program has a limited amount of uniforms available for students to use. Students who *cannot* be sized will have to order the uniform by the end of **October 1st**. Students will be able to keep all ordered symphonic band uniforms. See Mr. Chester for cost of uniform.

Rehearsals and Performances

All rehearsals and performances are scheduled months ahead of time, and can be found on our digital communication platform(s). Students are expected to attend all rehearsals and performances. If there is a situation that will prevent this, an excuse form must be requested and

filled out **BEFOREHAND**. If a student is absent from school on the day of an after-school rehearsal, this does not automatically excuse the student for that afternoon.

The student and/or parent must contact Mr. Chester at the band office, 770-651-2765. This does not automatically excuse the student for that afternoon. Do not send messages through another student.

Smartmusic

Smartmusic is an online program that will be used to track students' practice and music performance assignments throughout the year. The solo and ensemble jury assignments will be directly linked to Smartmusic. Some, if not all, of the music played for concert season may also be found on Smartmusic. Method books and various other supplemental assignments will be issued to students. Students are expected to practice within the program as the time spent on Smartmusic can be tracked and will be used toward practice logs.

Uniform Inspection

Symphonic band members will stand inspection. Any member that does not pass the inspection will not participate in the given performance. Band members will be checked for the following:

- Cleaned, pressed uniforms
- Correct hems on trousers
- Black socks
- Approved Jewelry and uniform parts
- Proper footwear. *NO SNEAKERS OR MARCHING BAND SHOES IN UNIFORM!*

Concerts/Pit Orchestra

- Performers are expected to arrive by the assigned call time in concert attire.
- Cell phones are not allowed during warm-ups, or on stage during the performance.
- Students are to insure that they are ready for the performance by making sure their music, instrument(s), and performance station is ready.
- At no time will students be able to leave the warm-up/performance area without express permission from the director.

Band Traveling

- If a conversation can be heard in the front of the bus, it is **TOO LOUD!**
- Ear phones or ear buds. No music is to be played out loud from personal devices.
- There will be no hanging out of or talking out of bus windows.
- Please lower the volume level considerably when crossing tracks, entering towns, or stadiums. This is for your safety, is courteous to the bus driver, and an act of class!
- Please keep the bus clean; pick-up after yourselves and always thank the chaperones and driver!

Large Group Performance Evaluation (LGPE)

LGPE is an on stage performance evaluation where we get to perform for a sophisticated audience and very competent judges. **WE ARE THERE TO DO OUR BEST!!** If we do our best,

then everything will take care of itself. Specific information is given prior to LGPE as to directions, departure and anticipated return time. All parents are encouraged to attend and support the band.

Student Pick up

We ask that all parents plan accordingly to be prepared to pick students up from NMHS in a timely fashion. Students may use their cell phone and the band phone to call following a trip or performance. Parents, PLEASE COME IMMEDIATELY when called. Students who develop a habit of being picked up an hour or more after dismissal may be subject to dismissal from the ensemble.

USE OF THE BAND FACILITY

Band Room

- The use of band facilities before, after, and during school is a privilege. Students who abuse the facility will be disciplined accordingly. Any abuse or damage will be considered vandalism.
- The band room is not a hangout location. It is to be used for personal practice and sectionals.
- **NO OUTSIDE STUDENTS ARE PERMITTED IN THE BANDROOM** except for business with the director (*THIS INCLUDES ALUMNI*).
- There will be no horseplay, i.e. throwing of things, in or around the band room. All percussion and guard equipment is off limits to anyone not specifically designated to use them.
- The band room must be cleaned after rehearsals and performances.
- No storing of personal or non-band related items- ***THE BANDROOM IS NOT A LOCKER ROOM!***

Band office, Library, Phone, and Uniform Room

The **library** is private and is to be used only by library staff. Materials may be checked out through the librarian; this includes Solos, Ensembles, and Etude Books, which will be copied for educational purposes.

The **band office** is private and is not to be entered by any student without the permission from the director. All students should keep in mind that this is a place of business. Knock before entering if the door is open or closed.

The **Telephone** use should be kept to a minimum and is not for personal use. **Ask permission before using.**

Pass Off/Music Assessment

Students will be required to pass off/be assessed on music prior to a performance. This assessment format can be one-on-one or in front of the ensemble. The format selected is at the

director's discretion. Students who do not pass off will not perform some or all of the upcoming performance. FAME and/or Band policy may also come into play pending results of pass off.

THE IMPORTANCE OF DISCIPLINE

Because of the nature of the organization, band discipline must be strict. Band students and parents must believe in the ideals, principles, and philosophy of the organization. Each member must always be aware of good behavior and think for himself/herself, for any misconduct casts a bad light on the school, community, and band program. Any member who casts discredit to the organization by his/her conduct or actions in band, in another class, or on a trip, may be subject to band disciplinary procedures.

A disciplinary letter will be issued to a student to document any rule violations. The progression of discipline is as follows:

1. Issue discipline letter
 - a. Warning pending violation
2. Parent conference requested & documented
3. Band/FAME probation for conduct
4. Dismissal from band
 - a. Dismissal from an ensemble qualifies as FAME dismissal

STUDENT VOLUNTARY AND INVOLUNTARY PROGRAM DISMISSAL POLICY

Students will have the right to voluntarily dismiss themselves from the marching band program. Upon confirmation the student will forfeit all funds paid if the voluntary dismissal accrues after the start of the season. The start of the season for the Mighty Marching Jaguars is the first day of band camp. Students who are dismissed due to unapproved performance absence will be classified as voluntary dismissal. The student will need to return all program issued materials within two school days to avoid any further student account charges. Any purchased uniform items not distributed will be withheld as the student is no longer a member of the program.

Students who are involuntarily dismissed from the program will have documentation of due process in regards to any infractions that have taken place. Due process for the program is described as:

- **1st infraction** – Written letter or reprimand
- **2nd infraction** – Written letter of reprimand with parental notification and conference o
Via telephone or in person
- **3rd infraction** – Written letter of dismissal from the program

Students dismissed via due process will forfeit all funds paid if the involuntary dismissal accrues after the start of the season. The start of the season for the Marching Red Coats is the first day of band camp. The student will need to return all program issued materials within two school

days to avoid any further student account charges. Any purchased uniform items not distributed will be withheld as the student is no longer a member of the program.

LEADERSHIP REQUIREMENTS

Mighty Marching Jaguars

To hold a leadership position in the NMHS Mighty Marching Jaguars, the student must be in band for at least one year. The student must first submit a leadership application. In addition, the student must obtain three teacher recommendations and go through an interview with the band director. The applicant must be in good financial standing with the band as well. More candidate requirements can be found on the leadership application. Applications and position description are posted on Charms.

The band director then bases his decision on the interview, teacher recommendations, academic standing, and student observation throughout their term of participation prior to the submission of the leadership application. The band director has the final say in the appointment of band leaders. One can be dismissed from a leadership position if:

- they are consistently late or absent
- disrespectful towards students, staff, chaperones, and band directors
- poor grades
- negligent in leadership duties
- NMHS discipline referral

Symphonic & Jazz Bands

Section leaders will be comprised of students who earn first chair or principle position within their section. Student will audition with the director on a specific criteria. Scores will determine the student's placement within the section. No position is finite within these ensembles. Students who become complacent, and do not exhibit musical excellence will be replaced, without hesitation, by a student who does.

INSTRUMENTAL JURY & PRIVATE INSTRUCTION

FAME students will have to participate in musical evaluation each semester to assess the student's forward progress. Each student will be required to participate in a fall and spring jury assessment. Each jury will be a major test grade, serve as a portion of their final for the semester, and determine the students continued participation in FAME.

Students are required to log, and document, a minimum of **eight** consecutive months of private lessons for the year. That is a minimum of two hour worth of lessons a month for eight months. The private instructor will help the student's technical development, assist with any solo

literature for the spring jury performance, and help build any missing musical skills. It is the sole responsibility of the student/parent to insure the juries are prepared for. The director of bands will help you find an instructor, but will not assist the student in jury preparations.

PARENTS' RESPONSIBILITY TO THE BAND

It is the responsibility of every parent and guardian to see that the policies outlined in the **HANDBOOK** are followed, and that the form in the back is signed and returned. This states that you **UNDERSTAND** the policies that are set within, and that any questions are to be directed to the band director by making an appointment. Each parent **IS** responsible for the attendance of their child at all band functions. It is the responsibility of each parent to see that their child practices his/her instrument daily. The hands of the directors are tied without the help of parents.

HOW PARENTS CAN HELP

When a “band question” arises, it is important that you get factual information before discussing it with others. We do more harm to ourselves, the band family, when we talk about things that contain one or more “falsehoods,” but consider them facts.

If questions arise, it is important to remember this axiom: If it is a performance issue or anything dealing with the band proper, contact Mr. Chester. If it is a fundraising question or anything dealing with parent issues, talk with the appropriate booster club representative.

MORE HELPFUL SUGGESTIONS

- Show an interest in the music study of your child.
- Arrange a regular time for your child to practice.
- Find a quiet place where your child can practice without interruption.
- Listen to performances of practice material, when asked to do so.
- Help the student keep a **DAILY RECORD** of practicing.
- Come up with a reward system for daily practice.
- Check the Charms calendar, and sign up for all communication methods.
- Keep the instrument in good repair and keep at least three reeds in the case; get a metronome.
- Be extra careful with school-owned instruments. Repair costs are high!
- Teach your child to be prepared and on time to each rehearsal or lesson.
- Provide private instruction!
- Make faithful attendance at all band activities important.
- Buy your child a personal planner for them to put dates in.
- Keep the Handbook in a safe place and refer to it often.
- Notify the teacher if the student is to be absent for rehearsals or lesson.
- Participate in the **FAIR SHARE** initiative.
- Attend booster meetings, concerts, games, and contests.
- Stay connected to all methods of digital contact.

IMPORTANCE OF BAND DUES AND FAIR SHARE

The NMHS band program does require an out of pocket cost to all participating students. This cost helps go toward materials and operational needs of the program that is not funded by the school board. The annual band dues can change from year to year pending the overall need of the band, and student/parent participation in “fair share,” and volunteering for events.

A band dues breakdown can be acquired from the director of bands. Band dues have been set at the bare minimum in hopes to encourage band parents and students to fully participate in fundraisers and volunteer to work events. By doing so, you will be participating in the “fair share” initiative.

Fair Share is what will help keep the band dues low, and allow the band to operate at higher levels. Fair Share for each student in the band is a minimum of \$300 for the entire year. This money is raised through fundraisers that are held throughout the school year. Each student is required to **actively participate** each fundraiser that is available. Students/families will have the option to submit \$50 to opt out of a fundraiser.

To be clear, fundraisers are not optional and must be actively engaged to assist in the aims of the program. Not participating in fundraisers will result in \$50 being added to the student account to go towards their “fair share.”

Meeting Fair Share goals and submitting dues on time will help to maintain low out of pocket expenses for the program in the future. The dedicated participation of the students and parents will allow the band program to have the funds needed to provide great performance and educational experiences for our students.

Letter of Mutual Consent

****DETACH AND RETURN TO DIRECTOR****

I, the undersigned student, accept membership in the NMHS Band Program and understand that I am responsible for all the policies as set forth in the Band Handbook. I fully agree to carry out my responsibilities to the very best of my ability.

Student Name Print

Grade Level

Student Signature

____ / ____ / **21**
Date

I, the undersigned parent or guardian, have read and understand the policies as set forth in the Band Handbook. I also grant full permission for my child to be an active member of the NMHS Band Program. In addition, my child has full permission to attend all band functions. Furthermore, I understand that I must meet all financial obligations.

Parent Name Print

Parent Signature

____ / ____ / **21**
Date

Parent e-mail address: _____

Parent Phone: _____

**Complete the following if you have a personal instrument that will be housed on campus.
(Purchased or Rented)**

Type of Instrument: _____

Manufacturer: _____

Serial Number: _____