

NORTHGATE HIGH SCHOOL

BAND ***HANDBOOK***

Welcome to the 2011-2012 Northgate Band program. You are an important member of a first class organization that has excelled in superior performances.

As an important band member, you are challenged to carry on this tradition of excellence. Excellence includes teamwork, responsibility, good citizenship and dedication.

Use this handbook to understand policies, procedures, and expectations. It outlines responsibilities and boundaries that make Northgate High School Band (NHB) a successful, award winning team.

www.northgateflamesband.org



Dear Parents,

Thank you for taking an interest in your son/daughter's participation in the Northgate High School Band. I expect a lot from my band members, because it is vital to meet our goal of excellence. I never ask more of them than I know they can give.

Please take time to review this handbook with you son/daughter. It was developed for parents and students to provide guidelines, answer questions, and gain your support. We believe the handbook is an important tool to enlarge communication and improve the quality of the band program.

It is no secret that the success of our band program is due in part to the tremendous support of the parents. The band can reach its potential only if we have your active support. You can:

- attend performances and booster meetings
- encourage home practice, and
- provide private lessons
- help your child meet responsibilities (i.e., attendance/punctuality)
- assist with fund raisers
- volunteer for activities (i.e., concession stand at football games)

I ask that you sign the Parent / Student Agreement Form to indicate that you are thoroughly familiar with the contents of this handbook. Please contact me if you have concerns or questions.

We hope that you will enjoy being part of our organization!

Sincerely,

A handwritten signature in black ink, appearing to read "J. Dillio", written in a cursive style.

Mr. Jason Dillio
Northgate High School Band Director

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ATTENDANCE POLICY

We have a lot to accomplish during our limited practice time; therefore, it is imperative that we make the most of each rehearsal. As a member of the NHS band you have an obligation to your fellow band members to:

- attend all rehearsals, sectionals and performances
- be on time
- be prepared
- have all necessary equipment
- abide by the Northgate High School attendance policies

Excused Absences / Tardiness:

- medical emergency or serious personal injury
- death in the family
- Band Director approval seven (7) days in advance

Parent Responsibility:

Parents - please write a note explaining all absences and tardiness. In case of illness or family emergency, call the director at 412-732-3300 ext 1054 to explain the absence. Call before the rehearsal/performance, if possible. Please leave a message if there is no answer.

Unexcused Absences / Tardiness:

- work (excused if there was less than one-week notice on a "called" rehearsal not on the official Band Calendar)
- oversleeping
- transportation not arranged
- anything deemed unexcused by school regulations
- other as determined unreasonable by the director

Consequences of Absence / Tardiness:

- grade deduction
- demerit
- loss of performance status
- other disciplinary action recommended by directors or assistant principals

Block Band

- every band function will begin and end with block band.
- be in your assigned position with appropriate equipment on time
- roll will be called in block band to determine tardiness / attendance

STUDENT CONDUCT

Students are expected to have the proper frame of mind prior to and during rehearsals and performances. Incorrect warm-ups or boisterous behavior is inappropriate and may result in disciplinary action. All members of Band and Band Front are encouraged to cultivate a positive attitude and discipline.

Disruptive behaviors show a lack of respect for the band and will not be tolerated. It is required that all members conduct themselves as ladies and gentlemen at all times. Polite and courteous behavior is a credit to our organization, school, parents and band members.

General Rules of Conduct

- **POSITIVE BEHAVIOR - expected**
 - respect all fellow band members, staff and chaperones
 - appropriate action and speech
 - be polite and courteous
 - display cheerful, relaxed and attentive demeanor
 - warm-up correctly
 - be quiet and attentive whenever director is speaking - especially on the podium
 - listen to the drum majors, section leaders and captains
 - obey and listen to chaperones
 - remain quiet during rehearsals and performances
 - obey all rules
 - walk, don't run, in the school building
- **UNACCEPTABLE BEHAVIOR - will not be tolerated**
 - talking, disturbances and inattention
 - eating food or candy, drinking or chewing gum
 - inappropriate actions/language
 - PDA's (Public Displays of Affection) in the band room, on buses or at band functions
 - use of alcohol, tobacco or drugs
 - hazing - no where, no time, no place
- **CONSEQUENCES - enforced for unacceptable behavior**
 - any infraction of conduct, attitude or responsibility will be dealt with in one or more of the following manners:
 - conference with student
 - grade deduction
 - parent notification and/or conference with parent
 - loss of performance status
 - conference / disciplinary action
 - probation from band
 - expulsion from band program

GRADING PROCEDURES

Everyone begins the band program with an A grade. You keep that grade by following rules, responsible actions, attending functions and performance

Performance Factors:

- playing and marching tests
- improvement (or the lack of) on your instrument

Individual Responsibility Factors:

Attendance - good attendance is in everyone's best interest to achieve our performance goals. Commit to attend all performances as a priority above conflicts other than those already outlined (see Attendance Policy). If band is on the calendar first, it takes priority.

Attitude, Conduct and Cooperation - a positive attitude is necessary for each band member to perform to his fullest potential. The directors expect that each member is present to proudly represent the Northgate High School Band Programs (see Student Conduct).

Care of Equipment - care for your instrument, equipment, music and uniform to preserve and prevent damage. The director inspects these items regularly to determine their condition.

CARE OF BAND FACILITIES AND EQUIPMENT

Personal Items

- take responsibility for your own belongings
- take all books, clothing and other items when you leave the band room area
- personal items left in assigned slots will be disposed of
- custodians will discard any books, clothes, etc. left on the band room floor as instructed

Instruments

- store instruments in latched cases and music in your assigned slot
- the director will inspect school-owned instruments periodically

Band Rooms and Storage

- keep all areas clean and neat
- use practice rooms only for practicing, recording assignments, playoffs or lessons
- keep band chairs and stands in the room unless requested by the director
- librarians, officers and staff have access to the Band Library
- the Band Library is OFF LIMITS to all other band members
- ask for permission to use the copy machine or audio/visual equipment every time

Financial Responsibility

- students that cause damage to, or lose, any school property will be financially responsible for repair, replacement or reimbursement

Care of the Music

- always use pencil - never ink - when marking music
- erase all markings or corrections before music is turned in
- keep a pencil in your folder at all times
- you will be responsible for lost flip folders

UNIFORM POLICY

Wear your NHS Band Uniform with pride. **Always.** Participation in the program and the use of the uniform is an earned privilege.

Uniforms will be issued in early August. Band members will be issued the items listed below. You will sign an agreement to care for your uniform. You must pay for any lost or damaged part.

BAND UNIFORMS		BANDFRONT UNIFORMS	
Jacket	\$200.00	Uniform	\$250.00
Pants	\$100.00	Garment Bag	\$ 25.00
Hat	\$ 50.00	Hanger	\$ 5.00
Plume	\$ 15.00		
Hat Emblem	\$ 10.00		
Hat Box	\$ 10.00		
Garment Bag	\$ 25.00		
Hanger	\$ 5.00		

***Approximate Replacement Costs*

Wearing the Uniform

- Hat - wear straight on top of the head with the strap pulled snug under the chin. If you hair extends below the jacket collar, pull it up inside the hat. Plumes will be issued immediately before each marching performance and collected afterwards.
- Marching Jacket - keep completely fastened at all times when in public unless otherwise specified by the directors.
- Band Golf Shirt - wear under the marching jacket. This allows the band to have a uniform appearance if the jacket is removed during hot weather. Jackets may only be removed when instructed by a director. If you are not wearing your band shirt, you will have to keep your jacket on.
- Pants - The bottom of the hem should be 1" to 1.5" from ground when wearing band shoes and properly adjusted suspenders.
- Band Front Uniforms - keep uniforms on your shoulders at all times.
- Shoes - keep clean and polished. Only marching shoes and socks are to be worn with the marching uniform.
- Concert Uniform - a white oxford cloth button down shirt worn with concert uniform. Black shoes and socks.

Uniform inspections will happen before each event.

Uniform Alterations

- the Uniform Committee will fit you as closely as possible
- ask the Uniform Committee to help you with any uniform problem
- memorize and write your uniform numbers in a place you can check later
- ask the Uniform Committee to approve any and all alterations
- never cut/remove fabric from the uniform (even during alterations)

Uniform Decorum

- the uniform will be worn exactly as described unless the directors make specific variations for a performance/event
- hang your uniform up correctly after a performance. Place your hat in the box provided.
- do not wear any item that stands out with bright color or variation from the uniform look:
 - sunglasses
 - colored nail polish
 - other caps or hats
 - Jewelry of any kind (by ladies or gentlemen)
 - necklaces
 - rings
 - earrings
 - body piercing
 - other
 - hair accessories that are highly visible
 - barrettes
 - scrunchies
 - bands

Turning in Your Uniform

- have your uniform dry-cleaned
- leave it in the bag with the cleaning receipt attached
- check to make sure you have each item
- bring the original hanger

Rehearsal Attire

- all members of the band are required to wear tennis shoes and socks at every rehearsal
- sandals and boots are permitted for music rehearsals only (not for marching practice)
- T-shirts and wide strap tank tops are acceptable for all rehearsals
- ribbon strap or spaghetti strap shirts are not proper attire

Body Piercing

The NHB takes pride in its professional appearance.

This includes a clean, simple "uniform" look. Body piercing (and any other accessories) detracts from this look. Therefore, all accessories, including piercing jewelry, must be removed during all band functions (camp, games, parades and special events).

Visual Inspection:

At the beginning of the season, the Band Director and Visual Unit Coordinator will inspect the Band and Band Front Units and document the location of all visible piercings. After this inspection, new piercings that will require jewelry to be in place during the Band Performance Schedule will not be permitted. To clarify: do not get new piercings after the inspection.

The following policy applies only to Band and Band Front members who have body jewelry that was documented in the inspection performed by the Band Director and Visual Unit Coordinator:

Clear body piercing jewelry will be permitted during performances only if the wearer is required to keep jewelry in place due to the time requirements for new piercing.

The Band Director/Visual Unit Coordinator may require a doctor's excuse to validate the time frame. The use of clear jewelry will be permitted until this time is over.

SELECTED STAFF

Positions appointed by Band Director

Drum Majors

Audition Criteria

- submit application
- maintain high grades (at all times during term of service)
- attend pre-audition sessions as well as a summer Drum Major Camp if selected
- work outside of normal band class times

Responsibilities

- conduct during field performances
- assist the directors in conducting during games, pep rallies and on-field rehearsals
- assist the directors in teaching and cleaning drill if necessary
- assist the directors in pre-rehearsal setup

Section Leaders

Responsibilities

- display positive behavior in every aspect of band participation
- memorize all shows music early
- plan ahead, call ahead and facilitate sectional rehearsals
- devote time outside of normal band class
- attend section leader meetings with directors
- maintain G.P.A. and superior citizenship
- arrive early to all rehearsals
- take responsibility for members of your section
- maintain cleanliness in the band hall and practice field

Librarians

Responsibilities

- devote time outside of normal band class
- issuing, cataloging and filing music
- operate copy machines
- use the computer to access or input library information
- keep the library neat and orderly

Band Managers

Responsibilities

- make copies when needed
- assist with uniform check in/out

(continued next page)→

- process mail
- answer phones
- setup and tear down
- maintain all necessary equipment
- roll check
- help maintain facilities
- other duties as assigned

MARCHING BAND AUXILIARIES

Percussion Section Members

Responsibilities

- provide the musical heartbeat of the band
- perform as a unit without the rest of the band during marching
- attend extra rehearsals and summer drum camps as requested
- display exemplary attitudes and behaviors
- store and care for percussion equipment and areas
- store sticks and mallets stick bags or individual areas
- cover instruments at the end of rehearsal
- place music folders and store in the designated areas
- keep everything neat

Band Front Members

Definition: members who work in sections but perform as one ensemble to enhance the musical performance of the band.

Band Front Sections: - Majorettes, Color Guard, Dance Team, Rifle Line/Sabre Line

Selection of Band Front:

- individuals receive 2 days of instruction and practice
- applicants try-out in front of a panel of judges
- try-outs include: marching, dancing, flag and baton routines
- judging includes attendance, behavior, grades and demonstrated skills
- contestants state their first section choice
- if not selected, contestants may make a second section choice

Summer Practice:

- Practices are set by Ashley Trimble, band front sponsor

Discipline: Individuals will demonstrate poise, courtesy, presence and maturity in and out of uniform. All school and band member guidelines apply to band front members.

Consequences: Read this whole handbook. If you break any behavior guidelines, you can be suspended from one performance or permanently from the Band Front

Responsibilities:

- be a band member and participate in all band activities.
- complete the screening process by the NHB faculty
- demonstrate physical coordination and good rhythmic ability
- attend pre-audition training sessions
- attend summer practices and camps
- attend extra rehearsals if deemed necessary by the guard instructor

- purchase special shoes, shorts, shirts and other accessories if needed
- load, unload and care for equipment (rifles, silks, etc.)
- pay for, or replace, any lost or damaged equipment or uniform

Auxiliary Captains (as needed by band front sponsor)

Selection: by non-partisan judges and band front instructor

Responsibilities:

- lead and coordinate the group
- assist in teaching and rehearsing drill and/or music
- serve as liaison between corps members and directors
- coordinate care, storage, loading and unloading of auxiliary equipment

GAME NIGHT ROUTINE

Report

- arrive 45 minutes before game time and bus departure
- arrive in full uniform
- when instructed, quickly "fall-in" the inspection block with music and equipment
- follow other instructions given by the director or drum major

Inspection

- Uniform: proper wear, fit and condition (see Uniform Policy)
- Equipment
 - Brass: polished, valves and slides working freely, mouthpiece clean, lyre attached
 - Woodwinds: reeds clean and in good shape, instrument clean with good pads, springs and corks, lyre attached (except flutes and piccolos)
 - Percussion: drum heads clean, drum shells polished, carriers in working order, cymbals polished, sticks and mallets taped in good condition.
- Flip folder: in good condition, properly labeled and contains necessary music. Held by a lyre attached as stated above
- Inspection decorum
 - sharp "attention" and "parade rest"
 - no movement or sound, eyes straight ahead.

Arrival at Game Site

- Uniform: jacket and overlay buttoned up and hat on
- unload and quickly "fall-in" block formation
- maintain "attention", "parade rest" or "at ease" as instructed

During the Game

- play your instrument only when the entire band is performing
- percussion will play with full band or during drum features
- stay seated in sections until asked to stand
- pay attention and be ready to play within 4 seconds after a significant play by our team!
- HOLD YOUR INSTRUMENT AT ALL TIMES... NEVER SET IT DOWN (exceptions: sousaphones and percussion)
- the drum major or drum captain will coordinate all drum line playing with the directors

Half-time

- file orderly and silently from the stands to the assembly point before the warm-up
- when waiting to take the field, maintain "attention" or "parade rest" as instructed
- after half-time at away games the band will fall into company front ranks and respectfully watch the other band perform, while standing at parade rest.
- absolute silence is required

Bus Procedures

- all band members will ride the bus going to and coming from the event. Exceptions to this rule require written personal requests by the parents prior to the event. Even then, the final decision is left to the director. Should a request be granted, the student must report to the director accompanied by the parent before traveling.
- students may be assigned to a specific bus prior to departure. Riding on a bus other than the one to which you are assigned is not permitted. Students are required to obey the driver and chaperones.
- NHS rules prohibits loud talking, foul or abusive language, standing in aisles, or sitting on the back of the seats while on the bus. Nothing is to hang out or be thrown from the windows.
- food or drinks are allowed on the busses as long as the trash is cleaned up. Failure to clean up will result in loss of this privilege.
- PDA's are not permitted on the bus. This will be enforced by chaperones.
- all Band Members are responsible for his/her own instrument and equipment. Do not expect your instrument or equipment to be loaded or unloaded.
- all Band Front members are expected to load their equipment prior to departure.

Travel

- our band takes trips biannually that may last three or more days. At the beginning of the year, information regarding the costs, methods of payment, fund raising, etc. is made available to the parents
- just prior to the trip, parents and students are given copies of the itinerary, special guidelines, medical releases, etc., which must be signed and returned.

DEMERIT SYSTEM

After each rehearsal, the drum majors will monitor and facilitate a "March Off" period. Band members receiving demerits must report to the drum majors immediately after the current rehearsal to march off their demerits. During this time, drum majors will lead the students through a review of the basic marching fundamentals (i.e., Mark Time, Forward March, Slides, Horns Up, Horns Down, conditioning, etc.)

Each demerit will result in 10 minutes with the drum majors during this time. No member will serve any more than 30 minutes during a March Off. If a student has obtained more than 3 demerits in one day, he/she will serve the remaining time at the very next march off. Tardiness or Absence from a march off will result in an additional demerit.

ACCUMULATION

Demerits will be recorded and any further disciplinary action will follow in this order

Total Demerits	Action Taken by Directors
5	Conference with student
10	Grade deduction
15	Parent Notification and/or Conference
20	Loss of performance privileges
25	Conference / Discipline with Vice-Principal
30	Probation from Band
over 30	Expulsion from Band Program

Any student removed from the performing group 3 times for disciplinary matters may forfeit their marching position and/or not be permitted to participate in performances.

DISCIPLINE NOTIFICATION LETTER

sample

In the event of Parent notification of improper behavior, the Northgate Band Director will either make a phone call to the parents, send an e-mail or send a letter home with the student. The following is a sample letter that may be sent home for reprimand of inappropriate behavior.

To the Parent/Guardian of _____:

I wanted to inform you that on _____, your (son/daughter) was removed from band rehearsal because of the following behavior:

- Improper playing technique
- Insufficient materials or equipment for rehearsals
- Excessive tardiness / absences
- Talking / Disruption
- Profanity / Offensive Language Gestures
- Dress Code / Proper rehearsal attire
- Insubordination
- Other

(His/Her) behavior causes more harm than good for fellow classmates when valuable teaching time is spent behavior that is unacceptable.

Policies in class are as follows:

Be on time to all class rehearsals, after school rehearsals and performances. Have all equipment and proper attire and uniform for rehearsals and performances. If the Director is speaking, teaching or on the podium, there is no talking. Be respectful at all times. Execute proper rehearsal etiquette. Pay close attention to directors and demonstrate your very best performing skills. Practice your part on a regular basis outside of rehearsal and show steady improvement. Maintain proper behavior at all times as expected in the band handbook.

These expectations are imperative for maintaining a solid learning atmosphere. I would like to thank you for your support in this matter. Please sign this letter and have your son/daughter return it to me.

Thank You,

Jason Dilliot
Band Director

Parent/Guardian Signature

BOOSTERS INFORMATION

We rely on the support of a very active, energetic, and creative parent organization, called the Northgate Band Boosters. It consists of parents/guardians of our band students and it is designed to enrich our program by providing financial, physical, and moral support to our band.

Although we consider every parent a part of this group, we invite you to become an active member of the Northgate Band Boosters! Here are a few ways you can be involved:

- attend monthly meeting and participate on committees.
- voice your opinion and suggestions for activities, fund raisers, trips, etc.
- help to raise money in the concession stand at home football games.
- chaperone games, festivals, parades and band trips.
 - **all chaperones must have an Act 33 & Act 34 Clearances for Northgate High School. Forms are available from the Administration office, or www.northgateflamesband.org.**
- attend concerts and functions to support students.
- help with refreshments after concerts.