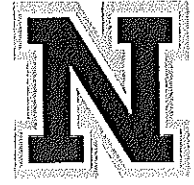




NORTHGATE BAND BOOSTERS



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

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
- 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—nowhere, no time, no place
- CELL PHONES out at any time during a practice or performance

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 on your instrument
- Participation in all Concerts and Performances

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

Cell Phone Policy

Students are permitted to carry their cell phones, but they should NOT have them out at any time unless there is an emergency. Phones are **NOT** to be used during practice (unless on a break) or at a performance. Students are allowed to use their cell phones in an emergency or on a break. Students abusing this policy could have their cell phone taken away until the end of the practice or performance.

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

Jacket	\$255.00
Overlay	\$275.00
Pants	\$190.00
Plume	\$ 30.00
Hat	\$ 85.00
Beret	\$ 25.00
Hat Emblem	\$ 10.00
Hat Box	\$ 10.00
Garment Bag	\$ 25.00
Hanger	\$ 5.00

BANDFRONT UNIFORMS

Uniform	\$250.00
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 right 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 right 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/Hair Color

The NHB takes pride in its professional appearance. This includes a clean, simple "uniform" look. Body piercing (and any other accessories) detract from this look along with bright multi-colorful hair. Therefore, all accessories, including piercing jewelry, must be removed during all band functions (camp, games, parades and special events). Please take into consideration we are performing in front of crowds of people when dying your hair.

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. If the jewelry is not clear you will be required to place a band aid over top of the piercing to cover it up.

The Band Director/Visual Ensemble 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
- Dedication to the band program
- Attendance at all practices and performances

Responsibilities

- Display positive behavior in every aspect of band participation
- Conduct during any and all performances during term of service
- Assist the directors in conducting during games, pep rallies, and rehearsals
- Assist the directors in teaching and cleaning drill if necessary
- Assist the directors in pre-rehearsal setup
- Assist the directors in loading and unloading the instrument/equipment truck
- Attendance at all practices and performances
- Arrive EARLY to all rehearsals
- Show dedication to the band program on and off the field
- Maintain cleanliness in the band room and practice field

- Maintain G.P.A. and superior citizenship

Section Leaders

Responsibilities

- Display positive behavior in every aspect of band participation
- Memorize all shows music early
- Assist in setting drill and any other tasks that are asked of them by the drum major or directors
- Plan ahead, call ahead, and facilitate sectional rehearsals
- 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 room and practice field
- Show dedication to the band program on and off the field
- Assist the directors in the loading and unloading of the instrument/equipment truck

Librarians

Responsibilities

- Show dedication to the band program on and off the field
- Issuing, cataloging and filing music
- Make copies when necessary
- Use the computer to access or input library information
- Keep the library neat and orderly

Band Managers

Responsibilities

- Make copies when necessary
- Assist with uniform check in/out
- Process mail
- Answer phones
- Setup and tear down
- Maintain all necessary equipment
- Roll check
- Help maintain facilities
- Assist the directors in the loading and unloading of the instrument/equipment truck
- Other duties as assigned

Marching Band Auxiliaries

Percussion Section Members

Responsibilities

- Provide the musical heartbeat of the band
- 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 PERCUSSION AREA CLEAN!
- Assist the directors in the loading and unloading of the instrument/equipment truck

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, A-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 begin on or after July 1.

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 audition process by the NHS band 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
- Assist the directors in the loading and unloading of the instrument/equipment truck

Auxiliary Captains

Selection: by non-partisan judges and band front instructor

Responsibilities:

- Lead and coordinate the group
- Assist in setting drill and any other tasks that are asked of them by the drum major or directors
- Serve as liaison between corps members and directors
- Coordinate care, storage, loading and unloading of auxiliary equipment
- Assist the directors in the loading and unloading of the instrument/equipment truck

Game Night Routine

Report

- Arrive 45 minutes before game time and bus departure
- Arrive in required dress specified by directors
- Report to block band for attendance
- 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.
- NO visible jewelry or nail polish is permitted.

Arrival at Game Site

- Uniform: jacket zipped up and hat on
- Every member is to assist in the unloading and reloading of the truck
- Report to block band for attendance

During the Game

- Play your instrument ONLY when the entire band is performing
- Percussion will play with full band and when asked to play a drum features
- Stay seated in sections until asked to stand
- Pay attention and be ready to play AT ALL TIMES!
- HOLD YOUR OWN INSTRUMENT AT ALL TIMES... NEVER SET IT DOWN (exceptions: sousaphones and percussion)
- The drum major or drum captain will coordinate all music performed in the stands 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 any event.
 - If a student is not going to ride a bus to or from an event a note specifying why the student will not be riding. Arrangements must be arranged prior to the event for the students' uniform and instrument. A parent or guardian must drop off or pick up the student from the arranged location, no student is to be permitted to leave the band without supervision.

- Students will 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 buses 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. Chaperones and Directors will enforce this.
- ALL Band Members are responsible for his/her own instrument and equipment. Do not expect your instrument or equipment will be loaded or unloaded.
- ALL Band Front members are expected to load their equipment prior to departure.

Travel

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