



Big Red Band

Parkersburg High School Big Red Band Handbook

Mr. Daniel White, Director

If you have any questions about this handbook, please
call the Band Office.
Communication is the key to success.
(304) 420-9595 ext.181

Mr. White
E-mail: dwhitebigredband@yahoo.com
Cell phone: (304) 916-6075

I am responsible for my behavior and the results of that behavior.
I am responsible for what I become in life.
Life does not accept excuses.
I will not let my need to be accepted by others
keep me from doing what is right.
I am somebody.
Losers let it happen, winners make it happen.
Therefore, when faced with a mountain, I will not quit.
I will keep on striving until I climb over,
find a pass through, tunnel underneath, or
simply stay and turn the mountain into a gold mine...
I will do my best. I know I can. I am a winner.
I am somebody.
I am an integral part of the PHS Big Red Band.

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PREFACE

As a member of the Big Red Band program, you are expected to set high goals for yourself and the program. The success of YOUR band program first requires that YOU be 100% dedicated and committed to doing your part in reaching our goals! The rewards of reaching those goals are immeasurable in the development of our students as well-rounded human beings. In addition, it is our belief that “the process is just as important as the product.” This places the emphasis on the development and growth of each individual student, not just on specific performances. Members of the PHS Big Red Band Band develop musically, emotionally, mentally, socially, and physically during their time in the program. Objectives include character-building, commitment, cooperation, dependability, determination, discipline, leadership, punctuality, respect, responsibility, and self-control.

This handbook contains guidelines, regulations, and information to ensure the success of YOUR band. Please read this handbook carefully so that you may understand at the outset what is expected of you and what you should expect as a member of the band. Knowledge of the contents of this handbook will provide each student with an understanding of how he/she may best contribute to the productivity and overall success of the program, resulting in the optimum individual experience.

SUDA

Spirit - Excitement, Enthusiasm, Desire, Pride, Self-Motivation

Unity – Individual members & sections striving for a common goal.

Discipline - Self-control, Concentration, Dedication, Commitment, Organization

Attitude - Having the desire to excel in performance

- Demonstrating good conduct

- Dedicating time for practice and rehearsal

- Showing responsibility with regard to: attendance, punctuality, care of equipment, use of the band facility, etc.

HOW TO DEMONSTRATE SUDA

- Be the first, never the last, to rehearsals.

- Always have the needed and required rehearsal items.

- Wear appropriate rehearsal attire – proper shoes, shorts, etc.

- Demonstrate desire, spirit and enthusiasm for learning, working, and contributing.

- Be one of those students who is always “there”; a person who can be counted on.

- Prepare and master your part in advance - only your best is good enough.

- Refrain from making comments or carrying on a conversation during a rehearsal.

- Maintain silence and eye contact with Instructor or Section Leader in charge.

- Use “High-Intensity Listening.” (Listen and Silent are spelled with the same letters.)

- Stop and listen immediately when cut-off is given or move is completed.

- Exhibit enthusiasm and patience for practice - understand the need for repetition.

- If you experience failure, analyze it and make a plan to improve and succeed the next time.

- Turn work into fun. Enjoy rehearsing – hot, cold, or rainy.

- Try to learn something new and improve every day.
- Do your best to make those around you look and sound better.
- Be humble in your success. Demonstrate class in all situations.

Remember: "The Band will only be as good as my attitude and my contribution."

OVERVIEW OF EXPECTATIONS

Each band member is expected to do the following:

- Attend all rehearsals and performances - the minimum expectation is 100% attendance.
- Be on time for all classes, rehearsals, and performances.
- Be prepared for rehearsals and performances. Have instrument, music, pencil, extra reeds, valve oil, mutes, etc.
- Keep instrument and equipment in performance condition.
- Understand the duties of the Section Leaders to work with them and not against them.
- Practice regularly at home (30 minutes per day min.) and study privately if at all possible. Practice time should be spent on scales, music, and etudes assigned by the Director or private instructor.
- Keep the band facility neat, orderly, and free of litter. Store instrument and music in assigned places, NOT ON THE FLOOR. Do not leave books or personal belongings in the band room.
- If you use something, PUT IT BACK (i.e. stands, chairs, music folders, etc.)
- Keep up with and be responsible for the music and equipment issued to you.
- Demonstrate "SUDA."

BASIC RULES

The band has only three basic rules:

1. Be at the right place at the right time!
2. Give 100% (your best effort and attitude).
3. Treat others as you would like to be treated.

Every other policy falls under one of these categories.

- Students must abide by the Wood County Schools Code of Student Conduct, Parkersburg High School Student Rules, and the Big Red Band Handbook.
- Any instrument or equipment not belonging to or specifically assigned to you is strictly off limits. If it is not yours, DO NOT touch it.
- No gum, food or drink is allowed in the band room.
- No gum is allowed at any rehearsal or performance, or while in uniform or summer uniform.
- During the regular school day, the band facility is to be used for regular classes, rehearsals, sectionals, and pre-arranged help sessions only. The area is off limits during lunch unless you are notified otherwise. For security reasons, non-band students are not allowed in the band room.

*The principle is competing against yourself.
It's about self-improvement.
About being better than you were the day before.*

ATTENDANCE

ATTENDANCE at all rehearsals, performances, etc. is REQUIRED. The minimum expectation is 100% attendance. As a member of the band program, you occupy an important part and space in each band function. Inasmuch as the band works as a finely trained team, it is essential that every member be present for ALL functions which include rehearsals, concerts, festivals, football games, parades, and out-of-town trips. Any member who is absent makes the band less effective and has an adverse effect on the morale of the band.

Procedure for Absence

Naturally, sickness and other hardships make it necessary to miss on a rare occasion. The PARENT must notify the director as far IN ADVANCE as possible if a student must miss a rehearsal or performance by:

- Calling the band office at 304-420-9595 X 181 (or Mr. White's cell phone at (304) 916-6075),

AND/OR

- Emailing Mr. White with the date and reason for absence (dwhitebigredband@yahoo.com).

After following the procedure above, the absence will fall into one of three categories:

1. PERMITTED (Advance notice given was at least 10 school days)

Reason: PHS-sanctioned activity.

(Student does not lose points for the activity/event)

Note: A permitted absence may not be granted for a day on which the band gives a public performance.

2. EXCUSED Reason: Family emergency or illness.

(Student loses points for the activity/event; make-up is allowed).

3. UNEXCUSED Any absence which is not permitted or excused.

(Student loses points for the activity/event; no make-up)

Consequences for Absences

1. The first unexcused absence to a performance or rehearsal (outside school hours) will result in point reduction (see point system) and possibly being benched for the next upcoming performance.

2. The second unexcused absence will result in point reduction, possible benching, and a conference with the student, parent, Mr. White, and/or an administrator.

3. Missing two band classes (unexcused) may result in being benched for the performance that week.
4. Missing ANY after-school rehearsals (unexcused) may result in being benched for the performance that week.

A benched person must attend all band functions, sit in the stands and play in uniform. Please understand that rehearsals and performances are the same as exams in other classes. Since there is no way to “make up” these events, missing a rehearsal or performance is equivalent to not taking an exam and receiving a zero as a grade. However, ANY outside rehearsal or performance missed for an acceptable reason must be made up by completing an assignment approved by the Director. **FAILURE TO MAKE UP AN ABSENCE WILL RESULT IN LOWERING OF THE BAND GRADE.**

Procedure for Tardy

TARDINESS will not be tolerated. Tardies cause delays in time schedules and are discourteous and irritating to your fellow band members who have to wait for you. All tardies are unexcused unless excused by valid reasons or a written pass. The procedure for tardies is the same as that for absences.

1. EXCUSED (Student does not lose points)
2. UNEXCUSED (Student loses up to 1/3 of points for the activity/event; no make-up)
"FIVE MINUTES EARLY IS TEN MINUTES LATE!"

Unacceptable Excuses

EXCUSE	SOLUTION
1. “Had to work.”	1. Make arrangements with your employer early.
2. “Couldn’t get a ride.”	2. Be responsible. Check with your Section Leader or other member.
3. “Didn’t know about it.”	3. Be responsible. You’ve been given advance notice.
4. “Parents leaving town.”	4. Clear your schedule in advance. Calendars are available in June.
5. “Parents made me stay home to do work or study.”	5. Attendance is required! This is a co-curricular graded class.
6. “Had an appointment.”	6. Do not schedule appointments during a band activity.

Students do NOT pick and choose the band events in which they wish to participate. If the band performs or rehearses, everyone is to be there every time! Conflicts with other activities (i.e. sport practice, etc.) are to be resolved as far IN ADVANCE as possible (not the day of the event!)

Rarely is a rehearsal ever called off because of rain. Performance takes precedence over practice concerning another school activity. Only reasons of GRAVE EMERGENCY should be used for missing a performance or rehearsal. These arrangements must be made in advance.

Remember, excuses, even good ones, will not produce a good band.

COMMITMENT TO BAND PROGRAM

There are only two options regarding commitment.

You're either in or you're out.

There's no such thing as life in-between.

- Pat Riley

A student must be in attendance at school at least a ½ day on the day of, or the last day before a performance (school policy). A student must attend the last rehearsal before a performance in order to be eligible to perform. Ineligible students are to attend band rehearsals and take rehearsal notes or do alternate work, as approved by the Director. They are to attend performances, sit in the stands, and help with equipment. They may not participate in performances. This program runs for the full year. Considering the level of commitment required, participation in other co-curricular or extra-curricular activities might have to be limited.

GRADING POLICY

The 9-week grade will be determined by the student's point total (normal PHS grading scale). (See Point System next page)

A = 92+ points

B = 85 – 91 points

C = 75 - 84 points

D = 65 – 74 points

F = 64 or less points

Additional playing and/or written tests will be averaged in accordingly.

POINT SYSTEM

Each student will start the grading period with 100 Points.

If a student misses ANY activity for ANY reason, he/she will lose those points. (See Attendance)

Points will be deducted from the band grade for the following infractions:

1. Missing a performance 30-
2. Missing a rehearsal 10-
3. Tardy 3 to 10-
4. Gum, food, or drink in band room 2-
5. Not dressed out (appropriately dressed) for rehearsal 5-
6. No flip folder, lyre (when needed), music, or pencil.....5-
7. Answering or using cell phone during rehearsal or performance (including in the stands at football games).....5 to 10-
8. No instrument/equipment for rehearsal 5-
9. No instrument/equipment for performance 15-
10. No gloves for performance 2-
11. Dirty or stained gloves for performance 2-
12. Improper under-uniform (Band Polo shirt, white shorts) 5-

13. Uniform worn improperly.....	2 to 5-
14. Wrong socks.....	5-
15. Wrong shoes for performance	5-
16. Dirty shoes	2-
17. Missing appropriate band shirt.....	5-
18. Hair not put up under hat.....	2-
19. Fingernail polish (must be removed)	2-
20. Jewelry (must be removed)	2-
21. Use of profanity	varies-
22. Misconduct/Disrupting Rehearsal	2 to 5-
23. Lack of respect for Section Leader, Director, or any adult	varies-
24. Moving at attention	2-
25. Not remaining in position during inspection	2-
26. Not following any stated rule	varies-
27. Handling equipment not belonging to or assigned to you	2-
28. Abusive treatment of uniform or school equipment.....	2 to 5-
29. Leaving folder/instrument/equipment out of place	2-
30. Not following uniform check-in/check-out procedures	2-
31. Leaving a rehearsal early without permission.....	2-

Bonus Points

Students must submit request to Director for Bonus Points.

(Bonus points will not carry over from one nine-week period to the next.)

Bonus Points will be added to the band grade as follows:

1. Attending a summer instrumental camp (other than our band camp).....	10+
2. Private lessons (minimum of 5 per nine weeks, submitted by the 9-weeks end)....	10+
3. Private lessons (submitted by the individual lesson)	2+
4. Audition for All-State Band	5+
5. Making and participating in All-State Band (includes audition points)	15+
6. Regional Solo & Ensemble participation	5+
7. Superior rating (per event) at Regional Solo & Ensemble	5+
8. Attending a musical performance/concert.....	5+
9. Instrumental performance in public10+
10. Outstanding effort noted by Director	varies
11. Outstanding improvement noted by Director	varies
12. Miscellaneous (as approved by Director)varies
-Researching and submitting a written report on a music topic	
-Service to the band	
- Copying music	
- Duplicating demo CD's	
- Filing music	
- Cleaning the band room	
- Performing for public service	
- Volunteering with our middle school band programs (lessons, sectionals, etc.)	

Note: If it is evident that a student has not done adequate preparation for above-mentioned auditions, the student will not be awarded all of the applicable bonus points.

ATTITUDE

“The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company...a church...a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past... We cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude... I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you... We are in charge of our attitudes.”

-Charles Swindoll

PRIVATE LESSONS - HONOR BANDS - SOLOS & ENSEMBLES

-Private lessons are strongly encouraged. The value of one-on-one instruction with a professional on a student's instrument cannot be overstated. Private instruction is key to the advancement of individual skills and integral in achieving students' highest potential. To obtain a private instructor, see the Director or contact your local music store.

-All-State Band – Auditions are held in January. Students who qualify will travel to the West Virginia All-State Conference. They will rehearse with top students from across the state, a nationally known conductor, and present a concert at the end of the clinic. Students are responsible for audition and participation fees, and meals, hotel, and other expenses while at All-State.

-Solo & Ensemble – Held in late Winter early Spring. Students may prepare a music selection (solo and or group) for regional-level evaluation.

BAND ORGANIZATIONS

Marching Band/Concert Band

-Description – Although Marching Band is stressed during the Summer and Fall Marching Band season, a concert band sound is always sought after. Late in Football season we begin to rehearse Concert Band music. We may have both marching and concert music rehearsals in the same week. Students are expected to participate in BOTH concert and marching bands. We are all, always, the Big Red Band.

-Activities

-Freshmen Band – The week after school is out in June.

-Summer band rehearsals – 2 weeks prior to band camp

-Band Camp – One full week of camp at Cedar Lakes

-Football game performances and pep rallies

-Parkersburg Homecoming Parade, Veterans Day Parade, Christmas Parades and others as scheduled

-Ratings Festival

-Selected marching competitions

-Public service performances

- Special events and trips as scheduled
- Sectional rehearsals as scheduled

Rehearsal Schedule includes regular class meetings and after-school rehearsals (see calendar for specifics)

-Exemption Requests for an exemption from Marching Band may be submitted to the Director for the following:

- _ Medical or physical restriction or disability
- _ Other – see Director

Jazz Band

Co-requisite- Marching/Concert Band

Designed for musicians interested in performing music in the jazz idiom. Emphasis is placed on development of swing, latin, rock, and contemporary styles of repertoire and performance. Instrumentalists must be in Marching/Concert Band unless they play a non-concert instrument. We rehearse after school beginning in mid-Fall. Jazz Band is an extra-curricular activity and students must maintain a 2.0 GPA to participate.

Percussion Ensembles

Description- Required for all percussionists in the band program. Emphasis is placed on the development of rudimentary skills, drumline performance, and concert percussion.

Section Leaders 2010-2011

Flutes	Jessica Gaumer
Clarinets	Raina Ruble & Aubrey Hawkins
Saxes	Rebecca Alfred & Rebecca McDougal
Low Reeds	Katelyn Daley
Trumpets	Kyle Kessell & Cinda Newlon
Horns	Danny Miller
Trombones.....	Chris McConaha
Baritones/Tubas	Joshua White
Percussion	Andrew Kirk & Ben Stephan
Drum Majors.....	Eli Copen & Donovan Kelly

SECTION LEADER DUTIES

Section Leaders are selected on the basis of the following criteria: leadership, setting a positive example, dependability, punctuality, musical achievement (All-State, Solo & Ensemble, etc.), conduct record, points record, and SUDA – Spirit, Unity, Discipline, Attitude. The Section leaders assist the Director in the duty areas designated below:

NOTE: Section Leaders must set the example and exemplify the highest standards!

- _ Exhibit SUDA.
- _ Maintain a positive, responsible attitude instilling pride, morale, and a desire to excel in all band members.
- _ Fulfill all stated band member expectations.
- _ Arrive at least 20 minutes early to all performances.
- _ Attend the scheduled Section Leader meetings.
- _ Be dismissed last from activities.

- _ Be consistently punctual.
 - _ Avoid school disciplinary action.
 - _ Study privately, if possible.
- Failure to meet any of the above requirements will result in a reprimand by the Director. A reprimand will be called a "strike." A Section Leader receiving three strikes is subject to removal from office.

Section Leader

- Be the role model in your section (playing, marching, attitude, etc.).
- Assist Director by taking roll at each rehearsal and performance.
- Constantly monitor your section for following the rules of rehearsal (proper warm-up, posture, no talking, knowing music, no gum, etc.)
- Check prepared music assignments/memorization and report to Director.
- Conduct inspection before performance and report infractions to designate Drum Major.
- Arrange and conduct sectionals, both playing and marching, in a mature and responsible manner.
- Get your section to set quickly and be motivated.
- Check instruments and equipment in/out in conjunction with Drum Major/Director.
- Regularly conduct instrument accessory inspection (acceptable mouthpiece, at least 3 working reeds, pencil in folder, proper music, etc.)
- Ensure that uniforms are properly returned after each performance.
- After band functions, check the band room for any left uniform parts, instruments, music, trash etc. Report points on/off to Drum Major before you leave.

Drum Major

Drum Major Try-Outs for the following season are held in June. Any current member of the Big Red Band may try-out. Drum Majors must re-audition each year and are not automatically reappointed. Drum Majors are responsible for obtaining their own mace (baton) in accordance to military guidelines set forth by the Director.

- Considered a top officer
- Supervise and assist Section Leaders.
- Assist Director with rehearsals as needed.
- Conduct rehearsals when needed.
- Conduct all marching performances.
- Ensure that field is correctly marked/dotted.
- Monitor band room & instrument storage.
- Assume all Section Leader duties.
- Attend Drum Major Camp

*Commitment is what transforms a promise into reality.
It is the words that speak boldly of your intentions, and it is
making the time when there is none – coming through time after
time, year after year after year.*

*Commitment is the stuff character is made of, the power to
change the face of things.*

It is the daily triumph of integrity over skepticism.

REHEARSAL PROCEDURES

Rehearsal time is short and every moment must be used for actual rehearsal purposes. If you delay the rehearsal for even one minute, you have wasted a great deal of time because every other member of the band has also been forced to waste one minute. The following guidelines are used in all fine organizations and are the foundation of our rehearsal procedure:

Instrument Storage Room

-If your instrument is not stored in this area, do not enter at all.

-If your instrument is stored in this area, use the following procedure:

1. Enter
2. Pick up your instrument in the case.
3. Exit
4. Enter the band room before you remove the instrument from its case.
5. Store the empty case (during rehearsal) under your seat or as directed.
6. At the conclusion of rehearsal, return instrument to its case before you leave the band room.
7. Return to the instrument storage room and enter.
8. Place your case in its proper location.
9. Exit immediately.

Rehearsals in the Band Room

-Required Items – instrument in good working order, music in order, pencil, no less than 3 working reeds, necessary mutes, valve oil, etc.

-Before rehearsal begins, you may warm up individually (long tones on low notes and scales) until the Director steps onto the podium. At that moment, all playing and talking will stop. Your full attention must be given to that person and nothing should be allowed to distract you.

-Correct posture is essential to proper breathing and concentration. Sit on the edge of your chair with shoulders relaxed and head held high. Percussionists must stand.

-If you need to ask a question during rehearsal, raise your hand and wait to be recognized. Otherwise, there will be no talking during rehearsal, even if it deals with the music.

-Do not leave your seat unless given permission to do so.

Marching Rehearsals

- During football season, full marching rehearsals are scheduled for Tuesday, Wednesday, and Thursday after school
- “Dressing out” (wearing appropriate clothing and sneakers) is required. Marching band shoes or sneakers must be worn at all times. No sandals, flats, pumps, boots, etc. are allowed.
- The Drum Majors and Section Leaders have authority until the Director reaches the field.
- One long whistle is a warning signal. This signifies that you have 60 seconds to get into warm-up position. When the 2nd whistle is blown, you must be in position. Those not in position at this time will be reported by their Section Leaders as tardy. Section Leaders not in position will be reported by Drum Majors. (See Attendance)
- There will be no playing to and from the practice field except for percussion under supervision of their Section Leader.
- Alertness is required - one should react immediately to all commands and instructions.
- Marching rehearsals will be most efficient if all members are diligent in correcting mistakes quickly and thinking ahead to the next move. Above all, take pride in every minute of rehearsal so that we can all take pride in our final product – the performance.
- Remember, people are ALWAYS watching.

REHEARSAL IS SERIOUS BUSINESS

SUPERIOR bands are the result of SUPERIOR rehearsals.

“The will to win is important, but the will to prepare is vital.”

_ Joe Paterno

PERFORMANCES/PUBLIC APPEARANCES

- All members are expected to attend every engagement in which the band participates. If you are unable to attend a performance, you must inform the Director in advance. Severe illness or death in the family are usually the only legitimate excuses for missing a performance.
- Notices of all performances/appearances will be posted on a special calendar in the band room. It is the responsibility of each student to check the calendar, dry-erase board, and web site regularly for all pertinent information.
- Rules of conduct/order regarding rehearsals are in effect during public performances/appearances. Let your conduct both before and after the performance be above reproach. Your conduct reflects on your band, your school, and your community. Proper language is to be used AT ALL TIMES.
- Appearance must be neat at all times when in uniform or while under observation as representatives of the band program and school.
- A performance or appearance is not completed until students are officially dismissed from pertaining activities. No band member is permitted to leave the organization in advance of group dismissal at any time unless excused by the Director prior to the performance.

-Be sure that you have properly taken care of instruments, uniforms, music, etc. before leaving.

FOOTBALL GAME PROCEDURES

Home Games

1. Attendance will be taken at Report Time in the designated area. Check in with your Section Leader. Arrive wearing your under-uniform which includes the official band Polo shirt (tucked in), solid white shorts, white shoes and tall white socks.

3. Check out uniform and get dressed. Take hat in box.

4. Inspection takes place before departure. Section Leaders are to check their section's uniforms, instruments, and equipment. Drum Majors will document infractions.

5. Board the buses for roll call. When roll call is complete, the Director will give the signal to depart.

6. Arrive at the stadium and wait for the signal to get off the buses.

7. Put on hats, assemble instruments, line up, conduct inspection, and march into the stands. Remain standing as you line up.

10. Rules to be observed in the stands:

-The band area is off limits to everyone except band members and chaperones.

-There will be no food or drink brought into the seating area except water or ice.

Chewing gum is NEVER permitted.

-Students will remain in their assigned seats in during the entire time the band is in the seating area. All playing will be directed; no individual playing allowed.

-Members are reminded that the band is providing a public performance at each game. We have a job to do, therefore, WATCH the Drum Major at all times when he/she is standing in front of the band. LISTEN for directions, be ready to play.

11. When the signal is given, the band will stand and file row-by-row out of the seating area and down to the staging area to prepare for the performance.

12. At the conclusion of the performance, the band will file back into the seating area. Remain standing until everyone is at his or her seat.

13. Once the band is seated, members will carefully position their instruments so that they are secure.

14. If you need to use the restroom, you must ask and receive permission from the Director. Go directly there, and directly back.

15. At the conclusion of the game, check to see if you have all of your belongings: music, lyres, gloves, hats, etc. Instruments will be packed up and loaded. The buses will be boarded, roll will be checked and the band will depart the stadium.

16. Upon arrival at PHS, everyone will remain on the buses until the Director gives final instructions.

17. Procedure for wrap-up:

-Pick up instrument and equipment and put it away in its proper location.

-Turn in your uniform following specified procedure.

-Locate your pre-arranged transportation home.

-Section Leaders may not leave until they are dismissed by the Band Director.

-

Out-of-town Away Games

This procedure will be the same as local games except for the following:

-Uniforms in garment bags, as well as hats in boxes, will be taken on the buses. Do not put hat boxes inside garment bags.

TRAVEL

-Transportation will be provided or approved by the school. All students must ride the buses as assigned in advance. The school has a policy that no student may return by any other mode of transportation other than the band bus, except by the following:

_ When written permission is submitted BEFORE departure from school.

_ The PARENT takes custody from the director after the performance.

(Students will not be released to anyone but the parents of the student.)

-While out of town, students will not ride in any private automobile without permission from the Director.

-A band staff member and at least one adult chaperone will be placed on each bus. They are in COMPLETE charge. Respect is imperative. They will take roll and communicate important information to you regarding the appearance ahead. Absolute quiet must be maintained during roll call.

-Each student is responsible for seeing that his/her instrument and belongings are loaded at the departure point, after the performance, and unloaded upon the return. This includes cleaning up trash after any band trip!

- When traveling on school buses, each band member is responsible for placing instruments and equipment to be loaded on the equipment vehicle in the designated loading area.

- When traveling on charter buses, place instrument and equipment on the curb next to your bus, or as directed. Loading crew will load the cargo bays.

-Standard rules of conduct for school buses are in effect for all trips. Obey the instructions of the bus driver. Putting hands, arms, heads, etc. out of a window is strictly prohibited. DO NOT ever throw anything out of a window for any reason.

-Upon arrival, everyone (including chaperones) will remain seated at attention on the buses until the Director gives instructions.

-Courtesy must be maintained while in restaurants/malls. Speak quietly and clean up your area when finished.

OVERNIGHT TRIPS

-Room assignments will be made in advance.

-All school and band rules will be in effect:

-No boys in girls' rooms, and vice versa.

-All students are to be in their rooms at or before the designated curfew hour. They are not to leave their room after curfew for any reason.

-Do not leave the hotel grounds unless directed to do so by the Director.

-Students and chaperones are to be courteous to all hotel employees and guests. Their conduct should bring credit to themselves and the organization. Don't slam doors, run, or speak loudly!

-NO P.D.A. - Public Display of Affection other than holding hands.

-The use or possession of any alcoholic beverage, tobacco, or drugs which could modify behavior is absolutely forbidden at all times. Violation will result in dismissal from the performing organization.

-Any serious infraction of the rules will result in the offending student(s) being sent home. Other disciplinary action will follow.

SCHOOL BOARD RULES ARE IN EFFECT FOR THE DURATION OF ANY TRIP.

(All rules apply just as if you were on the school campus.)

ENFORCEMENT OF REGULATIONS

The most simple method of enforcing regulations is to withhold the privilege of participation in our band for a specified period of time. Only the Director may take this action. Withholding may be done in several ways:

In the case of extreme misbehavior or disrespect, for the good of the band, the student may be expelled from the band program.

-A penalty will be administered for all tardies, misbehavior, disrespect, disruption, defiance, disobedience, off-task activity, inattentiveness, destructiveness, or any acts that cast discredit and/or embarrassment upon the band or the school, no matter the reason. The student will have to do push-ups, laps, or some other form of punishment in addition to the loss of a pre-determined number of points for the infraction. (See Grading/Points Policy)

-For serious or continual infractions, band members may also be suspended, meaning that they will be expected to attend all rehearsals and performances of the band, but will not be allowed to participate until the problem causing the suspension has been rectified. Failure to comply with the terms of suspension may result in expulsion from the band. Infractions of conduct mentioned above or those listed below are grounds for severe disciplinary action including suspension or dismissal from Parkersburg High School and/or the band program:

-Destruction or theft of school property and equipment.

-Possession or use of alcohol, drugs, tobacco, or any mind altering substance on or before a band activity.

-Any actions which are illegal or prohibited by Wood County Schools.

Helen Keller, deaf and blind from birth, was asked what could be worse than being born without any sight. She responded, "The most pathetic person in the world is someone who has sight but has no vision." If we don't know where we are headed, we will live reactive lives based on what happens to us, rather than pro-active lives based on our values. We need to live life "on purpose" rather than "by accident".

UNIFORMS

Marching Uniform

The BHS Band uniform should provide each member with a spirit of unity and a sense of purpose and pride. You should therefore give the utmost care to the uniform and in no way become careless with it. A uniform will be issued to each student upon receipt of the annual Band Fee. Students will be held responsible for the uniform issued to them. The loss or destruction of a uniform, or any part thereof, will be financially assessed and charged to the student. Replacement of a lost or damaged uniform could cost as much as \$400.00. Uniforms will be kept at school and cleaned as needed.

Each student is responsible for purchasing/providing the following accessories:

-Solid white tall socks

- Solid white under-uniform shorts
- White band shoes
- Official Band Polo shirt

Note: These items are all considered part of the uniform.

Uniform Regulations:

- Hats must be worn at the correct angle and never backwards. Hair must be up under hat.
- No visible jewelry allowed.
- No hair ornaments visible, hair must up under hat.
- No colored nail polish allowed.
- When in public, the uniform is to be worn with PRIDE, correctly and in its entirety:
 - _ Always have it buttoned up and zipped up
 - _ Gloves clean and shoes polished
 - _ Polo Shirt, white shorts and white socks must be worn
- NO UNIFORM IS A UNIFORM UNLESS IT IS WORN CORRECTLY. Wear it correctly or not at all!
- In situations where the band is traveling and the uniform is not being worn, you are to properly hang and cover the uniform in your PHS garment bag.

MUSIC

Replacement of lost music is expensive and time-consuming. Each band member is responsible for the music issued to him/her. The following guidelines will be observed:

Marching Music

- No sharing - each student will have his/her own folder.
- Each student is to put his/her name on the top right corner of each piece of music (print neatly). Flip folders must also be labeled.
- When not in use, the folder - with all music in it - will be kept in the case with the instrument or in the Instrument Storage Area, never left out in the Band Room.
- Replacement of music will cost 25 cents/ page. Give request and money to Section Leader

Concert Music

- Many folders will be shared for performance and rehearsal. Each student will have his/her own copy of the music for practice. Names will be neatly printed in the upper right corner of each piece of music. Make appropriate marks neatly and in pencil.
- When not in use, the concert folders will be stored in the assigned music cabinet slot only. No other location is acceptable.
- Folders will be collected during rehearsal by the Section Leaders to be transported to concert or festival locations.
- Replacement of music will cost 25 cents/ page. Give request and money to Section Leader

Jazz Music

- Everyone will have his/her own music. There is only one of each part.
- Replacement cost of lost jazz music varies (\$2.50 - \$5.00 per piece).

We are what we repeatedly do. Excellence then is not an act, but a habit—Aristotle

SCHOOL INSTRUMENTS

All school-owned instruments must be checked out through the Director by filling out an Instrument Rental/Liability Form. Once issued, the instrument becomes the responsibility of the student for proper care, maintenance, and protection from damage or theft. The student will be responsible for and charged for any damages or loss incurred to the instrument during the rental period. This includes drum heads, rims, etc.

INSTRUMENT MAINTENANCE

All instruments must receive regular maintenance. The basics are provided below. For more detailed information, please consult your private instructor or the Band Director.

Woodwinds

General

- Swab the bore after each playing session.
- Periodically oil the keys.
- Wipe the keys and body clean with a soft cotton cloth after playing.

Flute

- Periodically check the position of the tuning cork.

Clarinet and Saxes

- Rinse the mouthpiece with warm water and avoid mouthpiece brushes.
- Always have spare reeds. Rotate them so that you have at least three broken in at a time.
- Buy a reed guard and use it. It will pay for itself within a few weeks.

Double Reeds

- Soak reeds before playing on them to avoid cracks.
- Learn to make your own reeds or at least to adjust the ones you buy commercially.

Percussion

- Avoid damage to heads by using the proper sticks or beaters for each instrument.
- Become familiar with proper techniques of changing heads, tuning, and routine maintenance.
- Keep instrument clean and dry.

Brass Instruments

General

- Run lukewarm water through the instrument at least once a week and give it a bath at least once a month. Never use hot water.
- Wear cotton gloves while playing and wipe off all fingerprints after each use.
- Never use brass or other metal polish on brass lacquer finish (shiny gold) instruments. Use a clean cotton cloth and water to wipe instruments clean. On silver-plated instruments, use a non-abrasive silver polish such as International, Twinkle, or Wright's.
- Use tuning slide grease on all tuning slides.
- Periodically check corks on water keys to make sure that they are sealing properly.
- Occasionally vacuum your case to keep sand and dirt from scratching the instrument finish

Piston-Valve Instruments

- Use fresh valve oil as needed.
- Be sure fingers remain curved while playing so that the valve action is straight up and down. This will avoid uneven wear on the pistons.
- Check felts to make sure that they are not worn or compacted. Replace as needed.

Trombones

- Use trombone slide cream such as Super-Slick or Trombontine and a spray bottle of water on slide. Do not use oil.
- If trombone has a rotary trigger, use rotary valve oil.

Rotary Valve Instruments

- Use rotary valve oil

AUDITIONS AND CHALLENGES

Auditions are held prior to or at the beginning of concert season. Students will be placed according to these auditions, but changes may be made at any time after the original assignments have been made. Music challenges are open to any band member who wishes to improve his/her chair position. The guidelines and procedures are as follows:

- Challenges may only be made to the next highest person.
- Challenges will consist of music in the challengee's folder, scales, and/or sightreading.
- A challenger should submit a Challenge Request Form to the Director at least 5 school days in advance of the challenge. Both parties must agree on the date and time.
- Challenges will be heard by the Director behind a "screen". Order of performance is to be decided privately by the performers.

- If a challengee loses, he/she will move down one chair and the challenger will take over the position.
 - In the case of a tie, the upper chair retains the seat.
 - If a person refuses a challenge, the seat is automatically forfeited.
 - Any extenuating circumstances (health, injury, etc.) prohibiting a challenge must be determined by the Director. Otherwise, the challenge must be held the day a student returns after an absence.
 - Challenges are for seating positions. Solos will be decided by the Director.
- NOTE: There will be no challenges across parts within a section during the two week period preceding a major performance.

BAND BOOSTERS (PARENTS)

By definition, the role of the booster organization is to “boost” the band program in a positive manner. The purpose of the Big Red Band Boosters is to advance the best interests of the Parkersburg High School bands by providing support, as requested by the Band Director. All parents or guardians of students enrolled in the band program are members of the Band Boosters organization. Maintaining a thriving band program requires support and funding beyond that provided by the school system. The Band Boosters organization, a non-profit corporation, was formed to provide this support.

Specific objectives include:

- Purchase and maintenance of uniforms
- Provision of funds for purchase/repair of instruments, equipment, music, etc. requested by Director
- Furnishing chaperones/volunteers for band events
- Organization and implementation of fundraising activities
- Maintenance of web site
- Encouragement of new parent involvement
- Stimulate and maintain an enthusiastic interest and support for all phases of the band program
- Support and advocate for music programs in the public schools

CHAPERONE GUIDELINES

The support and assistance of parent chaperones is necessary to the success of band activities. A parent’s involvement demonstrates a caring and willingness to actively support their child in his/her musical endeavors. They should receive utmost RESPECT and COURTESY at all times. Chaperones are expected to support the philosophy of the program as stated by the Director. Chaperones will ride on the buses and stay with the band during the entire activity. Anyone who volunteers to be a chaperone accepts certain responsibilities as “away-from-home parents” and will be expected to carry out assigned duties. Punctuality is necessary. Chaperones are prohibited from consuming alcoholic beverages immediately before or during band activities or trips. Smoking is not allowed. All rules and guidelines are made with the safety and welfare of the band members in mind.

Duties and Responsibilities

- Report on time and pick up your chaperone badge from the Chaperone Chairperson. Bus and duty assignments will be made at this time. Turn in chaperone badge at event’s end.
- There will normally be two to four chaperones on each bus.

- Stop all conversation during roll call. A student officer will take roll and report to the Director on Bus 1.
- See that all BHS Band rules are followed. Basic rules appear in this handbook. The Chaperone Chairperson will provide more specific rules, as needed.
- While the band is out of the stands (performing or during third-quarter break) some chaperones will stay to watch the seating area, while most will help with equipment.
- There will be no food, drink, or gum in the band seating area except coolers of ice water.
- Individual permission for a student to leave the seating area may only be granted by the Director.
- The band will not leave the seating area until instructed to do so by the Director.
- After the band has left the seating area at the end of the game, check to be sure that all trash is picked up and put in garbage bags, and that no items have been left behind.
- For safety reasons, when leaving a football game, close all bus windows and keep them closed until the bus is several blocks away from the stadium.
- When the students have left the buses at the conclusion of a trip, check to be sure that the bus is neat and clean, that all windows are up, and that no belongings have been left behind.
- If you have a problem with any student failing to follow directions or showing disrespect, see the Director immediately. The role of a chaperone is to guide and assist. The Band Director will handle all discipline problems.
- If a student becomes ill enough (in the opinion of a chaperone) to warrant calling his/her parents, the Band Director will be informed of the situation and will be responsible for contacting and discussing the problem with the parents. If there is such a problem, see the Director!
- If you have any questions concerning chaperoning, or to volunteer to chaperone, please contact the Director or and Booster's Board Member.