



## **WBHS Music Department Band Handbook**

### **CHAPTER I**

#### **Philosophy and Objectives**

Music is a universal language, a pure and unique method of communication. Through music a person can achieve an understanding of beauty, expression, and the appreciation of the finer things in life through the actual participation in them.

In addition to the cultural values, there are many nonmusical values taught in band including personal, physiological and vocational reasons.

Music is an important and continuing factor in fulfilling the philosophy and general education.

There are many objectives of the instrumental program. All of these objectives lead to a broadening of musical experiences. Each student is expected to increase appreciation of all types of music, improve musical skills, and develop an understanding of music. The group should offer recreational opportunities, respect, and pride through musical performances. Providing high standard musical performances is to be expected in route to becoming a better citizen and making the community a better place to live.

## **CHAPTER II**

### Qualifications

In order to become a member of the William Byrd High School Band, each student should have some experience on his/her instrument. Typically, students are continuing their musical education from the middle school program and are prepared to enter the high school program. If a student is transferring into WBHS then a recommendation from the previous band director is requested in order to determine the students' level of ability. Students without prior musical experience may only join the WBHS band program through recommendation from the band director.

## **CHAPTER III**

### Organizations

### **Concert Band (1) Credit**

Our Concert band rehearses for 90 minutes within the alternating block schedule. This group is open to all winds and percussion and performs a variety of music ranging within the grade III and IV level.

### **Symphonic Band (1) Credit**

Our Symphonic band rehearses for 90 minutes within the alternating block schedule. This group is open through audition only and performs a variety of music ranging within the grade IV, V, and VI level.

### **Stage Band (1) Credit**

This group is open to audition only or recommendation by the band director.

Our Stage Band performs many styles of music including Jazz, Swing, Latin, R&B, Funk, and Rock.

### **Music Theory (1) Credit**

This class is designed for students who wish to pursue creating and composing music on their own.

### **Marching Band (.5) Credit**

Available for any musician enrolled in any of the major ensembles for an additional ½ credit. This class meets after school 3 times a week. Performances include Friday night football games, various marching band festivals, and parades.

### **Marching Band Colorguard**

This group is the visual appeal of the marching band. The schedule and practices are the same as the marching band. This group is open through audition only.

## **CHAPTER IV**

### **Staff, Officers, and Duties**

Two very important groups in the band are the band staff and officers. These groups are directly responsible for the welfare of the band including administration, policies, and activities.

The band staff, officers, and their duties are:

**Director** - administers all functions of the band.

**Assistant Directors** - administers all functions of the band.

**Corps Commander** – this student is chosen by the student body as the top leader and holds the highest rank within our marching band.

**DUTIES**

1. Will attend every function of the marching band.
2. Will set a positive example at all times and motivate others to work hard.
3. Take needed responsibility when the director is not present.
4. Assist the director in teaching drills.
5. Inspect section leaders.
6. Act as field leaders of the marching band.
7. Assist in monitoring discipline of the marching band.
8. Assist with inspections before marching performances.
9. Works with all section leaders in teaching music and marching fundamentals.

**Drum Major** – a key leader of the Marching Band

1. Conducts the band at all performances of the marching band.
2. The drum major must have been a playing member of the marching band and a concert band a minimum of one year and must remain enrolled in a concert band class upon selection.
3. The drum major(s) will be selected by the Band Director or appointed representatives at an audition held at a time and place designated by the director.

**Generals and Squad Leaders** – Qualified band members in good standing who assist the director in all aspects and coordinates the student staff.

**DUTIES:**

1. Upholds the highest traditions and spirit of the band.
2. Takes attendance at muster formation at all marching band functions.
3. Coordinates all student leaders of the band.
4. Reports to the director any problems or suggestions that may improve the band program.
5. Promotes band activities (i.e. social, educational, etc.).
6. Maintains discipline in the band room each day before and after rehearsals.
7. Will hold periodic meetings to discuss the welfare of the band, plan activities, troubleshoot possible solutions to problems, and evaluate student morale, conduct, and performance.
8. The officers, who are selected by the director, must be members in good standing of both the marching band and / or band class.

**Color guard Captains** - Are in charge of the color guard including the duties of drum majors mentioned previously.

**Section Leaders** - Are selected based on leadership qualities and musicianship. Duties include inspection of ranks for proper uniforms, music preparedness, cleanliness of instruments, proper marching techniques, communication with section members, and loading crew. Leaders are expected to remain at rehearsal until all sectional duties are complete.

**Bus Captains** - Are responsible for taking attendance on all bus trips.

**Loading Crew Captain and Crew**- Is responsible for loading all equipment, hats, uniforms, instruments, and luggage on the busses or trailers properly. Loading crew captain in charge of the loading crew will designate members of the loading crew.

**Uniform Captain and Uniform Assistants** - Are responsible for helping with the initial distribution of all uniforms or sizing and the continued

responsibility of event distribution of all uniforms. It is also important that the uniform captain maintains order and cleanliness in the storage area and report dirty uniforms to the director so that they can be cleaned. The person appointed as uniform captain will oversee all other designated uniform captain assistants.

**Band Secretary** – The person designated as the band secretary will keep a detailed record of attendance of all Marching Band rehearsals and performances. Absences, tardiness, and early dismissals will be recorded along with infractions to the band rules and regulations for future documentation.

The band staff shall help set a good example at all times and is responsible for knowing and enforcing all rules and regulations. Any officer not fulfilling his responsibility is subject to removal from the band staff.

## CHAPTER V

### Color Guard

1. The Color guard shall have no set number of members, and is open to any student who is affiliated with William Byrd High School.
2. All practices, including extra rehearsals must be attended.
3. All make up and dress shall not detract from the group while in uniform. No jewelry is allowed to be worn while in uniform.
4. The band director or appointed people will select the members of the group.
5. Any negative conduct will result in suspension or dismissal from the group.
4. An overall grade average of 2.0 must be maintained for membership.

## CHAPTER VI

## Check Out Procedures

### **School-Owned Instruments**

1. Obtain a Check-Out form from the Band Director.
2. Inspect the instrument for damages or dents.
3. Fill out form with both student and parent signatures.
4. Pay maintenance fee applicable.
5. Students are responsible for any damage.

### **Uniforms**

1. Be fitted by uniform captain(s) and /or band booster parent.
2. Purchase white gloves, black shoes, and black socks.
3. If the uniform is dirty, let the uniform captain(s) know so that he/she can take it to be cleaned immediately.
4. The band T-Shirt is a part of the uniform and must be worn after a competitive performance. Other clothing may be worn underneath the band jackets during football games or other marching band functions. Traditionally, this t-shirt is part of the band camp expense.
5. Gym shorts or the like must be worn underneath the band pants in order not to detract from the overall look of the uniform. There are times when changing of uniform is required outside of the privacy of a restroom or locker room, therefore, shorts and t-shirts are required to be worn under the uniform.

## **CHAPTER VII**

### Grading System (CLASS BANDS)

Syllabus Example (All bands follow this example)

1.0 Credits / 1.5 Credits with Marching Band

## Course Description:

Students will study music and all of its elements through the performance of band literature.

## Course Goals:

Mastery of the following concepts as they pertain to the performance of band literature.

1. Language art of reading and interpreting music notation
2. Individual and ensemble concepts
3. Music theory
4. Critical thinking skills
5. Music in its historical context
6. School and Community involvement

## Course Outline:

The following are broad topics for study in the performance class for the year. Since all of these topics are inherent in the performance of music, they will be covered daily in varying degrees during the class meeting.

1. Develop skills which will enhance the participation in music.
2. Understand music as organized sound containing various characteristic elements:
  - a. rhythm and melody patterns
  - b. harmonic organization
  - c. musical forms
  - d. appropriate tempi and dynamics
  - e. creation of mood
3. Understand the interaction of music and history:
  - a. characteristics of various musical styles
  - b. interaction of historical development and musical styles
4. Appreciate music as a means of self-expression and communication:
  - a. produce musical sounds to communicate feelings and ideas
  - b. interpret emotions and ideas through music
5. Value musical experiences as an integral part of continuing self-development

## Course Requirements / Special Projects:

- A. Individual rehearsal of music
- B. Study of assigned materials on musical skills
- C. Completion of assigned drills and exercises
- D. Participation in all rehearsals and performances, marching and concert
- E. Participation in District Festival

## Materials Needed:

- A. Instrument and support supplies

- B. Method Book (provided)
- C. Percussion should have a mallet bag with sticks and mallets for snare, xylophone, marimba, and timpani

Grading Policy:

Objective – 60%

- 1. Rehearsal participation 20%
- 2. Tests & Quizzes 20%
- 3. Practice sheet (twice a week for 20 min each time) 20%

Subjective – 40%

- 1. Evaluation of individual and ensemble skills as related to music performance - 20%
- 2. Public performances – 20%
  - a. Only sickness or family emergencies will be accepted for any absence. WORK is not an acceptable excuse.
  - b. An unexcused absence from a performance will result in the students grade being lowered one letter grade at the end of the 9 weeks period. Furthermore, after missing a performance, the student misses another scheduled rehearsal or performance, he/she will be subject to being dropped from the course with the possibility of receiving an F for the remainder of the year.
  - c. There is no way of making up a missed performance, and since the student is important to the organization, their absence can be detrimental to the performance. Performances are an outgrowth of this type of organization and a natural function of it. Each members contribution is extremely important and the individual should not consider joining such an organization without making this commitment.

Sign, detach and return bottom portion. Retain main body for your records.

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Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

## CHAPTER VIII

### Chair Assignments \* Tryouts \* Challenges

Chair assignments will be based on tryouts. These tryouts will be held approximately once each year and will include scales, prepared selections, and sight readings.

Three Challenge slips will be given to students each nine weeks. Students may challenge on any material that is currently being studied in class. This can include scales, technique studies, or music literature that is being prepared for performance. Each player has the right to challenge players ahead of him/her. Students may challenge only one chair up for each challenge. The Band Director has the option to determine the amount of times a student may challenge during each grading period.

Changes in chair position cannot be made less than two weeks prior to any scheduled performance without specific approval of the director.

Remember that challenges improve everyone. Therefore, there are no losers.

## CHAPTER IX

### Awards and Letters

The William Byrd High School Band presents many awards each year to outstanding individuals in the band program. The following is a list of the awards and the criteria for each:

The band letter is presented to each marching member who completes the necessary lettering requirements listed below:

To receive a William Byrd High School Band Letter, band students must accumulate at least 50 points with in the following areas. It is the students' responsibility to keep a record of the points earned and present it to Mr. Plybon.

9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>

5 pts / year for auditioning for the All-District Band

\_\_\_ \_\_\_ \_\_\_ \_\_\_

10 pts / year for making the All-District Band	___	___	___	___
10 pts / year for auditioning for the All-State Band	___	___	___	___
15 pts / year for making the All-State Band	___	___	___	___
5 pts / year for participating in the All-County Band	___	___	___	___
5 pts / year for participating in two or more band classes	___	___	___	___
5 pts / year for having perfect attendance in a band class	___	___	___	___
2 pts *approved concert attendance outside of school	___	___	___	___
1 pt * earned for any music performance outside of school (church ect...)	___	___	___	___
5 pts * / semester for taking private lessons with an approved instructor	___	___	___	___
1 pt earned for each band booster meeting parents attend	___	___	___	___
2 pts earned for helping with fundraisers (unloading fruit from truck ect...)	___	___	___	___
1 pt earned for each football game	___	___	___	___
2 pts earned for each competition	___	___	___	___
2 pts for each parade	___	___	___	___
2 pts for service to the band at directors discretion	___	___	___	___

\*Appropriate documentation is required. For example, concert programs, signature of private teacher, ect...

Senior members of the marching band will receive a senior plaque upon graduation and the completion of at least four seasons of marching. If a senior misses any additional band trips or functions, the director will determine eligibility for awards.

Individual awards may include:

**Outstanding Freshman, Sophomore, Junior, and Senior awards** are based upon playing ability and attitude.

**Outstanding Musician Awards** are presented to members who best demonstrate musical competence throughout the year in both marching and concert bands.

**Outstanding Color Guard Members** will be recognized as warranted by performance of the group. Deserving students will be selected by the director.

**Outstanding Leadership Awards** will be presented to section leaders, percussionists, drum majors, and other students as selected by the director

based on their contributions and fulfillment of all duties to the band program.

**Louis Armstrong Jazz Award** is presented to the outstanding member of the jazz band. This is selected by the director.

**The Director's Award** will be presented a deserving student selected by the director based upon leadership, attitude, and service to the band.

**The John Phillip Sousa Award** is presented to the student based upon attitude, group support, desire for improvement, sacrifice for the group, and is a member of both the marching band and a band class.

These awards are to be presented at the annual band awards banquet each spring. If no one qualifies for an award it will not be presented.

Honor Bands include All District Band, College Honor Bands, and All State Band. An audition for these groups is an individual effort. Each student is responsible for preparation of audition materials, entry fees, and transportation. The director and boosters will assist in most of these preparations. All qualified students are encouraged to attend.

## **CHAPTER X**

### **General Band Rules and Regulations**

Because of the nature of the organization, band discipline must be strict. Band students and parents must be willing to accept the ideals, principles, and rules of the group.

A Superior band is built on discipline. Discipline is order, with orderliness comes attainment of goals worthwhile.

1. Band members are expected to adhere to the policies of the school and the band. **Use of alcohol, tobacco, or any other drug is strictly prohibited!** Violations of this rule will result in immediate suspension from the band and full punishment from school officials.

2. Band members will be responsible for instruments, uniforms, equipment, and music belonging to the band.

3. **Attendance:** All performances and rehearsals are **MANDATORY** for all members. This includes after school practices, sectional rehearsals, etc. Too many absences from practice, even excused may result in temporary removal from a performance. If the absence is excused this will not count as a suspension or punishment.

**Attendance for Marching Band:** Students who miss three hours or more of rehearsal per week will not be allowed to participate on Friday night football games and or Saturday competitions. **Any unexcused absence can result in dismissal from the marching band.**

4. Tardiness is a disease. Avoid the problem. It hurts not only the individual but also the entire band family. You will be disciplined for any infractions. This includes all practices and performances. To be on time is to be early!

5. Horseplay will never be tolerated on the band field, in the band room, or in surrounding areas of the campus.

6. Chewing gum is **NOT PERMITTED** during practices or performances.

7. Members must ride to and from all events with the band. Only the band director can make exceptions in advance. Written permission must be provided by the parents. Students may be released to the parents at the end of a performance, but to no one else.

8. **School Buses:** All students will sit in gender appropriate seats after dark, otherwise, students may sit where they wish. Students must ride the same bus to and from an event.

9. A marching band student's third quarter football game privileges may be taken from them if they cannot perform to their expectations. All students are to uphold the highest standards of the band and our school while in uniform. Any infraction will result in punishments and possible suspension from the band program.

10. **PUBLIC DISPLAY OF AFFECTION (PDA)** is not permitted while in uniform or while participating in any school related activity or function. No unreasonable **PDA** at any other time. This includes bus trips and rehearsals.

11. Take suggestions and criticism from fellow band members regardless of their number of years in band. Everyone makes mistakes, even seniors and officers! Suggestions and criticisms should be made in a respectable manner!
12. The band uniform should be worn properly at all times as instructed by the section leader. No jewelry, watches, or excessive make-up is to be worn while in uniform (even earrings on ladies or gentlemen!). The band T-shirt and clean, solid calf -length BLACK socks (No Logos!!) are required. Hair should be groomed neatly and pulled back so that it fits nicely underneath the band hat.
13. Summer uniform is the maroon band t-shirt, khaki shorts, and tennis shoes.
14. Each student should keep their “set” sheets with them at ALL times during and after band camp while the band is on the field. Using a lanyard and wearing your set sheet around your neck is a popular way of keeping track of this.
15. The band room is always locked when no one is present, however, students that leave valuable items such as pocketbooks, cell phones, and other personal belongings in the band room area unattended are taking a risk of losing these items. **William Byrd High School Band will not be responsible for student negligence.**
16. **Changing areas** should be kept clean and free of student clothing or items once left.
17. All band members are expected to treat all other members with respect. If there is a problem, notify an officer or the director.
18. Tennis shoes **MUST BE** worn at all practices to ensure proper marching technique.
19. There will be **NO HAZING** allowed at any time.
20. Keep your language **CLEAN!** You never know who might be listening!
21. You are a **CLASS ACT!** Do not do anything that would have to be explained. Always conduct yourselves as ladies and gentlemen.

## SPECIAL BAND TRIP RULES

**Remember: School rules are in effect at all times! Young adults do not roughhouse or damage property. As WBHS band members you reflect not only the values you learn at WB, but those of your community as well.**

1. Adult chaperones will be on each bus.
2. Put all trash in trash bags. Designated individuals will see that all busses are cleaned when we get home.
3. Adults should be allowed to board and exit the busses first at all stops. The order of boarding for students will be as follows: loading crew, seniors, juniors, sophomores, freshmen. For time purposes, the order of exiting the busses will be from front to back.
5. Tape and CD players should only be played with earphones or permission of all those around.
6. The bus driver has the right to set rules as needed.
7. Each trip will have an itinerary and special instructions. These will be given to students prior to each trip and announced by the bus captain on each trip.
10. Keep a minimum noise level on the bus. All students must remain seated while the bus is in motion.

Because band members are constantly on display, each must always be aware of the importance of good behavior. The student should remember that he/she represents his/her band, school, and community whenever he/she performs or appears in public. Any misconduct casts a direct reflection on our school and community and may well undo the good work of hundreds of loyal students. **Any hint of misconduct or activities that are not acceptable or defined in this book will result in possible expulsion from our program.**

### **PUNISHMENTS**

Infractions in the above listed rules can result in the following punishments (in any order) by officers or the director:

1. **CONFERENCE WITH THE DIRECTOR.** As a first means of discipline, a student may be asked to have a conference with the director.
2. **LOSS OF THIRD QUARTER PRIVILEGES.** As a form of punishment a member may not be allowed to leave the stands during the third quarter of football games. A bathroom break may be taken accompanied by a chaperone. This punishment can only be assigned by the director as a last result.
4. **OTHER PUNISHMENTS.** Units will be given by the director when needed. A unit can be one of three different options.
  1. One unit equals one push-up.
  2. One unit equals writing the following sentence: "This sentence equals one unit."
5. **SUSPENSION FROM A PERFORMANCE.** When a member is suspended from a performance he/she will not be allowed to perform or travel with the band. This will be considered an unexcused absence and will result in possible loss of band letter or awards.

Failure to adhere to given punishments will result in a conference with the band director and the director shall make further decisions. Discipline and respect are mandatory and attitudes will not be tolerated.

## **CHAPTER XI**

### **Care of Equipment**

The purchase of a musical instrument represents the investment of a large amount of money, whether it is owned personally or by the school. It is good common sense to take good care of it so that it will remain in good working order and last as long as it should.

Keep it dry and clean.

Avoid sudden temperature changes.

Know special cleaning instructions for each instrument.

## **Care of the Uniform**

1. Always hang up the uniform neatly after each performance.
2. Cover hats and plumes in the rain.
3. Use proper uniform bags, rain gear, and storage facilities at all times.
4. Never wear coats, jeans, or outer garments under the uniform.
5. Do not cut any material from the uniform. Alter by hemming only!
6. A uniform inspection will be held before each performance. All equipment will be subject to inspection at any time.
7. Always wear clean, calf length, solid black socks!
8. Band shoes must be clean at all times.
9. Report all spots and stains on the uniform to the uniform captains so that they can be cleaned immediately.

## **CHAPTER XII**

### **Social Media Policy**

Cell phones, social media, and technology are great tools, but with those capabilities come risks. We must take care to maintain a positive reputation throughout social media. It is just as important to represent yourselves well in the social media community as in real life. With that in mind, color guard members must adhere to the following policies regarding cell phone use and social media:

- Phones are to be silenced or turned off during rehearsals at all times. If a cell phone is causing a distraction during rehearsal, the phone will be kept in custody of a staff member until rehearsal has ended.
- Never post anything on any form of social media that could compromise the reputation of the William Byrd High School Instrumental Music Program.
- Inappropriate comments on social media regarding the program, other members, staff, or other organizations will not be tolerated.

## CHAPTER XIII

### **Attendance Policy**

Members are required to attend **ALL** rehearsals and performances. We understand that life sometimes gets in the way and conflicts do arise, but the key to minimizing any confusion or frustration about attendance is clear communication! Band members are responsible for notifying the Band Director of missing any rehearsals or performances well ahead of the event.

**Marching Band Students that miss three or more hours of weekly instructional time will not be allowed to attend the following football game and or competition.**

**The few exceptions will be if a doctor's note is provided by the student or a note from home regarding a family emergency.**

If at any time tardiness or absences are viewed as a problem by the director, the student may not be allowed to perform.

**Band Rule: All members of the Marching Terrier's are expected to work for the band, be proud of the band, and love the band SIR!**

## **Handbook Acknowledgement**

By signing this form, we acknowledge that:

1. We have read ALL pages of the WBHS Band Handbook.
2. We have had the opportunity to clarify any questions or concerns regarding the handbook.
3. We agree to abide by the policies contained in the handbook.
4. We understand and accept consequences that may arise from failure to adhere to these policies.

Student Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this signed sheet to your instructor or band director no later than Friday, July 23, 2021