

Forward

The Santaluces Community High School “Band of Chiefs” is among the most active and visible groups in the school and community. To promote superior standards in musical achievement and high moral character this handbook is set forth as a guide for the student, parent and directors.

This handbook is written to provide each band member with the information necessary to have a successful, enjoyable, and memorable high school band experience. The rules, policies, and procedures in this handbook are designed to protect students, facilitate musical achievement, promote good moral conduct, and create a safe and creative learning environment for every Santaluces Community High School band student.

The policies, guidelines, and procedures detailed in this handbook reflect three underlying principles of the Santaluces Community High School Band Program:

- 1. All members are to conduct themselves like ladies and gentlemen.*
- 2. All members are to perform like outstanding musicians.*
- 3. All members are to behave like exceptional citizens.*

In order to achieve our goals and maintain high standards we must see our obligations clearly. For this reason it is recommended that all band members and parents or guardians read this handbook carefully.

In order to maintain the high standards of excellence established by the “Band of Chiefs,” it is necessary that each student and parent acquaint themselves with the policies, guidelines, and procedures that this handbook covers. If you have a question refer to the handbook first. If you have further questions, seek the guidance of a student or parent leader. If you still have questions, please ask the director(s).

Acknowledgments

A debt of gratitude is paid to superior band directors and their students from which this information has been created and amended to produce this handbook. The Santaluces Community High School Band Program is grateful for the leadership these directors have shown through their outstanding musicianship, moral character, and contributions to their profession.

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I. Program Description

A) Concert Bands:

The Concert Bands are the core of the Santaluces Community High School Band Program. All students participating in band satellite groups, with the exception of Guard, are ex officio Concert Band members. The Concert Bands are open to students in grades 9 - 12. Placement in the Concert Bands is determined by director's recommendation. Students are ability grouped into bands based on this recommendation . **Concert Band students should expect after school laboratory assignments (rehearsals) to prepare for concert festivals and a number of performances locally and throughout the state.**

Students who fail to meet their obligations (playing as well as attendance) in the bands will lose the opportunity to perform with these bands. They will be given individual assignments and instruction to be worked on during the class period and outside of the school day to earn a grade. Their grade will be determined by the performance of their assignments. They will continue to be enrolled in band class, but will not perform or rehearse with the band until preparation for the next concert begins.

B) Marching Band:

The marching band is the most visible and active satellite group in the Santaluces Community High School Band Program. Being a member of The "Marching Chiefs" is a voluntary component of the Concert Bands. The function of the group is to participate in local parades, school pep rallies, football games, and adjudicated marching band festivals and competitions. Membership in the marching band, while voluntary, is based on musicianship, marching ability, and an attitude of cooperation. With the exception of auxiliary members, students must be enrolled a member of the concert band class and enrolled in a curricular band class to be a member of the marching band. **Students in Marching Bands should expect after school rehearsals in the fall and for other performances as scheduled.**

C) Pep Band:

Playing at the Friday Night Football Game and being a part of the community that cheers on the home team is part of the high school band experience. Therefore, all high school band members are members of the Pep Band. The Pep Band will perform with the Marching Band at Pep Rallies and in the stands at HOME football games. See Section VII for Pep Band uniform requirements.

D) Jazz Band:

The Jazz band is opened to students in grades 9 - 12. This satellite group is a performing ensemble that is offered to propagate jazz. Students not only learn and perform various jazz styles (swing, ballads, Latin, and rock), but also investigate the cultural and historical heritage of jazz. The normal instrumentation of a jazz band includes: trumpets, trombones, saxophones, piano, guitar, and bass. Selection of students may be by audition if necessary to insure a balanced band. With the possible exception of the rhythm section, students must be in the concert band to be a member of the Jazz Band. The Jazz Band may as a class and outside of the school day.

E) Color Guard:

The color guard is an auxiliary unit to the marching band. Its primary function is to enhance the visual effect of the marching band. It is recommended, when possible, that Guard members enroll in the Eurhythmics class during the day. Students may participate in the color guard on a volunteer basis, but must meet technical and artistic mastery to perform with the group. Performance requirements will be established based on individual level of participation.

II. Participation Requirements

A) Academic Requirements

All members of the Santaluces Community High School Band Program are expected to maintain or exceed the standards set forth by The School Board of Palm Beach County and the Florida School Music Association. Students who fail to meet the academic eligibility requirements will be allowed a one-half term probationary period before being reassigned to a non-performing class.

B) Laboratory Assignments / Rehearsals

Laboratory Assignments fall into two categories: *Rehearsals and Practicing*.

Practicing is the most significant factor in contributing to a student's success on a musical instrument. Students are assigned work outside of class to practice a concept or skill introduced during class. All students enrolled in the Santaluces Community High School Bands are expected to practice 40 minutes a night 4 days a week *or* until they have mastered the assignment.

Rehearsal time is not practice time. **Rehearsals are called for the improvement of the band or a section to meet specific performance standards.** Rehearsal time is valuable and vital to the success of a band program. Practicing is done at home, rehearsals are done with other band members.

Attendance and participation in rehearsal laboratory assignments is a mandatory part of being a member of the "Band of Chiefs." Failure to meet practicing or rehearsal standards will not only hurt a student's grade, limit participation, but will inhibit the band's ability to be successful as a group.

C) Necessary Equipment

Students should have a private practice area at home that they can call their own. This area must include, at the very least, a suitable chair and a music stand. The use of a chair and a music stand is NECESSARY for successful practicing and improvement.

No one can make music without the proper tools in good working condition. The following information should act as your general guide to the provision of the necessary equipment. Specific requirements and suggestions can be found on the band's web page.

1) Wind Instruments

The instrument should be the very best that is affordable to your family, as the quality of the instrument most certainly affects success. Instruments must be properly maintained and cleaned on a regular basis. Wind instrument players must have a cleaning kit for their instrument available for daily use. The kit will include: oils, creams, polishing rags and

various tools necessary for the proper care and adjustment of their instrument. In addition, all reed players must have 5 (five) playable reeds with them in rehearsals at all times. **Students are required to have a small chromatic tuner and contact microphone. Links to these items can be found on the band's web page.** (An in-phone application for a tuner will not suffice)

Not all brands of instruments are comparable in quality, even if they are comparable in price. Please check with the director for a professional opinion before making a purchase, especially concerning used instruments.

2) Percussion

All percussion students must have their own equipment, which includes: a practice pad, snare drum sticks, timpani mallets (hard and soft), medium and soft keyboard mallets and a stick bag. As with all instrument purchases, please check with the director for a professional opinion before making a purchase. The school may loan specialty mallets and sticks which the student will have to fill out a loan form. **All percussion students are required to have a metronome for class and practice.** (An in-phone application for a metronome is adequate.)

3) Classroom Equipment

To receive credit for daily preparation, students must have their music, their instrument, a pencil, special equipment as indicated, and all materials needed to play their instruments properly and participate in class. Music is loaned to the students for rehearsal and performance. Music that is lost or in poor condition at the time of collection will have to be replaced by the student.

4) Other Necessary Equipment

To complete their practice and rehearsal lab assignments, students in may be required to purchase equipment that is more advanced, accessories, or apps as needed. This could include such things as mutes, metronomes, tuners, mouthpieces, and additional reeds. Specific accessory requirements for each instrument will be posted in Charms.

5) Equipment Check

There will be an equipment check in the first 9-week grade period to insure that students have all of the necessary and appropriate equipment.

III. Attendance

A) Excused / Unexcused Absences

Many related band and satellite group activities occur after school, evenings, and weekends. Attendance is required at all rehearsals and performances for all bands. Absences from required activities are handled in two ways:

1) Excused Absences

- a. Students and parents should check dates immediately upon notification to determine if there is a conflict with a previously scheduled event. The student should **immediately** provide the director with an Excused Absence Form explaining the conflict and requesting an excused absence. Please note this a REQUEST. The director determines the status of an absence.

b. In case of last minute illness or family emergency, the director should be notified through parental contact (telephone, email, or note) in advance of the activity if possible. In any case, the student should provide the director with an excused absence form and/or documentation from a physician or law enforcement immediately upon his/her return to school.

c. In order for a student's absence to be excused, the director must be apprised of the conflict using an **ABSENCE FORM – NOT EMAIL**. (Absence forms can be found on Charms.) **The director will make the ultimate decision as to whether an absence is excused or unexcused.**

d. The following reasons may constitute an excused absence: Death in the immediate family, extreme personal illness (A doctor's note is to accompany the parent's note.) **When arranged in advance**, students representing Santaluces Community High School Band in an interscholastic, sporting, or other academic competitions/events may request an excused absence. **Note: MPA, Festivals, and Concerts are considered a priority over other school activities.**

e. Although a student's grade will be unaffected by an excused absence, their participation in future performances may be hindered due to lack of preparation.

2) Unexcused Absences

a. If a student fails to attend a required activity without following the above guidelines for an excused absence, the student's absence will be considered unexcused.

b. A student's grade may be affected by an unexcused absence to a degree determined by the particular activity.

c. A student's participation may be affected by unexcused absences.

d. Absence from a rehearsal due to detentions is unexcused and will be treated accordingly.

e. Work, babysitting, homework, doctor's appointments, forgetting things, transportation, and parents out of town are NOT reasons for missing a band function.

IV. REHEARSALS AND PERFORMANCES

**Remember that the band is a team without substitutes:
THE BAND NEEDS ALL OF ITS MEMBERS ALL OF THE TIME.**

A) Scheduling

1) Most major performances are scheduled at the beginning of the school year. A calendar may be found in Charms.

2) Scheduling updates are provided as soon as the information becomes available.
Two weeks notice is considered adequate for mandatory attendance.

- 3) It is understood that families are very busy, but band members and parents are asked to make sacrifices for the good of the band.

B) Rehearsals

- 1) After-school and evening rehearsals for bands are curricular events scheduled as needed to prepare for upcoming performances. (See section XI Marching Band for more rehearsal information.)
- 2) Students are to be punctual and prepared for all rehearsals. “On Time” means band members are in their assigned place in the correct uniform with EVERYTHING needed for the performance or rehearsal.

**TO BE EARLY IS TO BE ON TIME
TO BE ON TIME IS TO BE LATE
TO BE LATE IS UNACCEPTABLE!**

- 3) Students are expected to be at the rehearsal or performance and participate for the duration of the event. Students are also expected to leave at the designated ending/pick-up time of the event. Students who do not leave or are not picked up in a timely fashion will not be allowed continued participation in that activity.

C) Performances

- 1) Any student who misses rehearsals on the day before or day of a performance
 - a. FOR ANY REASON may not be allowed to perform on the program. The director will make this decision on an individual basis.
- 2) Students in the “Band of Chiefs” perform only if they have earned the right to participate. **This includes music mastery, regular attendance at in school rehearsals and after school practices.**
- 3) Students must have the required uniform in performance condition (that is, cleaned and pressed) to perform.
- 4) Students must be seated or in position with the band at the downbeat of the **warm-up / inspection period** in order to perform with the band.

V. Code of Conduct

- A. The code of conduct for everyone affiliated with the Santaluces Community High School Band Program is quite simple: **Everyone is to conduct themselves like ladies and gentlemen.**
- B. The Band Program meets or exceeds the discipline code as set forth by Santaluces Community High School and the School Board of Palm Beach County.

- C. Students do not have the right to interfere with teaching or learning at any time. Students who choose to interrupt the educational and music making process will be dealt with swiftly and in an extreme manner, with the strictest of disciplinary action available.
- D. Students are seen as band members in many activities that they attend or participate in at the school or in the community. Band members are to always conduct themselves appropriately. Any band member that casts discredit on the band by their actions at school or in the community may be subject to dismissal from the band program in addition to disciplinary action from the school.
- E. Students who are repeatedly disciplined by the school authorities are subject to dismissal from the band program.

F. Citations / Demerits / Merits

In order to maintain a high standard of discipline throughout the band, promote self-discipline, and focus among students the following system of citations, demerits, and merits is used throughout the school year. Accumulation of citations, demerits, and merits will be taken into account when assessing end of the year awards.

1) Citations – Student leaders, assistants to the director and the director issue citations. Citations are virtually written or verbal warnings. Citations are issued for the following infractions:

- Misconduct – failure to follow directions promptly
- Misuse of equipment or facilities
- Rudeness / Discourtesy
- Gum Chewing
- Public Display of Affection (PDA)
- Defiance of Authority
- Failure to pass inspection
- Horseplay
- Profanity (Verbal or Visual)

2) Demerits –

- a. Only the band director gives demerits. When a student has received three Demerits the student will be put on probation. At this time the director, student and parents will have a conference to discuss the restrictions of the probationary period and the goals set for the student to continue participating in the “Band of Chiefs.”
- b. The Director will issue demerits for an accumulation of citations (usually 3) for the following infractions:

Accumulation of Citations	1
Gross Misconduct	1-3
Damage to facilities	1-3
Damage to uniforms	1-3
Vandalism	1-3
Misconduct while traveling	1-3
Open Defiance of Authority	1-3

c. **Students found in possession of, using, or under the influence of alcohol, any controlled or illegal substances, tobacco products, vapor, or e-cigarettes, firearms or other weapons will immediately be turned over to the appropriate school and/or local, county or state law enforcement officials at the discretion of the director.**

3) Removal of demerits - Students may repay the band for their temporary lapse in judgment by working off demerits in service to the band. The service to the program will be related to the infraction. While students and assistants to the directors may be asked to supervise a student while working off a demerit, only the director may assign appropriate tasks to work off demerits.

4) Merits – Students who are exerting an extra amount of effort in music preparation, student leadership, or service to the band will earn merits. Merits may be used to counteract demerits. Merits will also serve as the basis for end of the year awards. The director has final say over merits, but student leaders, and assistants to the director may recommend student merits.

G) The Band Program promotes student leadership. Student leaders will receive instruction in peer management and leadership skills. It is the responsibility of all those associated with the Santaluces Community High School Band Program to support student leaders in this educational opportunity.

VI. School Equipment and Facilities

A) USE OF SCHOOL EQUIPMENT

1) INSTRUMENTS

a. On a limited bases, the school can provide: oboes, bassoons, alto, and bass clarinets, baritone saxophones, French horns, baritones, tubas, concert percussion equipment, and various marching band equipment and instruments.

b. Students who check out school instruments must sign a loan form and pay the county mandate loan fee as stated on the form. (Parent signature is also required).

c. Students and parents are responsible for the maintenance of the instruments they check out and are **financially liable for all repairs resulting from misuse.**

2) MUSIC

a. Students may be asked to provide themselves with recommended lesson books and solo materials.

b. The school provides all written music, which the students borrow. All music is the property of the school and is collected following its use. Students are charged for all damaged, destroyed, or lost music. The amount will be based on the replacement cost of the music, but no less than \$1.00. Students are responsible for maintaining the condition of all music loaned to them.

B) FACILITIES

1) The Band Room

- a. Many students use the band room on a daily basis. It is each student's responsibility to keep the room clean and attractive.
- b. Students will be acquainted with the areas of the band room that are "off-limits." All students are to honor these areas. Violations will be handled with disciplinary action.
- c. A specific area in the band room is designated for instrument storage where students may leave their personal instruments throughout the day. There is also a designated area for storing large instruments. However, this is provided only as a courtesy. **Neither the directors nor the school is responsible for the security of any personal items that are left in the band room.**
- d. Lockers and locks are provided to band students as available and as a courtesy. Students will be issued school locks for their locks and they must be used. These lockers are for BAND EQUIPMENT and music. Students who cannot keep a clean locker or comply with locker policy will lose the privilege of a band locker.

2) Practice Rooms

- a. Practice rooms may be used for individual or small group practicing.
- b. Students must get permission from the directors to use these rooms.
- c. Students are responsible for the care and the cleanliness of practice rooms when using them.
- d. Practice Rooms are only for practicing - students are not to "hang out" in the practice rooms during or after school hours.

3) Storage and Work Rooms

- a. Areas designated as workrooms and storage rooms are for official use. Students are not to store personal items or "hang out" in these rooms.
- b. Students may only enter these rooms with the directors' permission.

4) Band Office

- a. The band office is for official use only. Students are not to enter without permission.
- b. Band members who have staff responsibilities (i.e.: librarian, uniform managers, and student aides) may use the Band Office for business purposes as needed.

c. The telephone in the Band Office is for the directors' use. Students may use the telephone with the directors' permission. Students are made aware of dismissal times well in advance. Students are not to depend on using the phone to call for rides after practices and trips.

VII. UNIFORMS AND ATTIRE

The band uniform is a form of standardized and distinctive dress. The purpose of wearing a uniform is for group identification, display of school and group pride, and displaying one's understanding of the importance belonging to and respect for the entire group. Dressing appropriately for the occasion also demonstrates to audience members the level of importance and consideration the ensembles bring to their performance and those in attendance.

A. Performance Dress

1. Members of all of the bands wear uniform dress for all performances. **STUDENTS WHO ARE NOT IN COMPLETE UNIFORM WILL NOT PERFORM.**
2. All parts of the uniform must be cleaned and pressed. Please inform the director immediately of any problems that arise in procuring the proper uniform parts.
3. Please do not take chances on the acceptability of clothing. Feel free to send a garment to school in advance to get the "official" word from the director.
4. Students are to be in complete uniform when in public
5. The band uniform is a representation of the SCHS band and its directors and musicians: students are not to "hang-out" or wear their uniforms in public when not performing with a Santaluces HS Music Group.

B. Responsibility for uniform care

Students and parents are financially liable for any damage or loss of the school owned uniform.

C. Technology

Cell phones and other electronics are not part of the uniform and may not be displayed on any part of the uniform. While students are not forbidden to carry cell phones or electronics on band trips, ringers must be turned off at all times. Students that do not comply with this policy will not be allowed electronic devices on band trips, and may cause the entire group to forfeit this privilege. School technology policies will be enforced during ALL rehearsals.

Students may not use Go Pros to record performances or portions of performances without the director's permission.

D. Hygiene and General Appearance

When representing the "Band of Chiefs" students are expected to present themselves in a clean and tidy manner. This means young men should be shaven and groomed, and young ladies should be appropriately coiffed with make-up appropriate for the occasion. Student must have natural, human hair color for performances. Students may not have designs or logos shaved into their hairstyle for a performance.

E. Jewelry

Students may wear small post earrings with their uniform. Small stud piercings may be worn at the discretion of the director. Please check in advance. Other body piercing may not be visible while a student is in uniform. (See Marching Band guidelines for jewelry specifications for the marching uniform.)

F. The Concert uniforms:

The director has the final say on the appropriateness of concert attire. If you have any questions, please bring the garment in for approval before purchasing or removing tags.

Concert Bands:

- **Men and Women will be dressed in formal attire.**
- Jewelry should be kept to a minimum. Small earrings, small watches, no more than two bracelets are acceptable. For men, necklaces cannot be worn outside of the shirt.
- Black socks or hose and black, ***closed-toe dress shoes are required.*** (Flip-flops, sandals, and athletic shoes are not acceptable.)

Young Men:

- Black tuxedo, issued by the school
- Bow tie and cummerbund, issued by the school
- White pleated tuxedo shirt, student owned
- Black dress socks that rise to the calf, student owned
- Black closed-toe dress shoes (may use marching shoes), student owned

Young Ladies:

- Formal black dress, issued by the school
- Black hose or socks that rise to the calf, student owned
- Black closed-toe **dress shoes**, students may purchase “character shoes” as recommended, student owned. Canvas shoes are not dress shoes. Please see the web page for examples.
- Small functional hair bands may be worn, but must be black, white, silver, or gold.

Beginning Band:

Beginning Band students will dress in all black.

- All Shirts/Blouses are to be long-sleeved and have a collar
- Black Neck Tie: A Print/Pattern- Free black neck is a requirement for young men. Young ladies MAY wear a necktie if they choose to do so.
- Black Dress Pants: Dress pants have a zipper and button or closer. Dress pants are non-denim, non-corduroy, non-cargo, non-spandex, tailored trousers.
- Black Socks or Hose: Dress socks or hose rise to the calf.
- Black Closed- Toe Dress Shoes: Dress shoes are non-athletic, non-rubber, canvas, or plastic shoes. **ALL DRESS SHOES MUST BE CLOSED-TOE.**

G. Marching Band:

1. See Section XIII – Marching Band – for details regarding the uniform.

H. Pep Uniform:

1. ALL Students will be required to have a “Pep Band Uniform,” this uniform is to include well-fitted blue jeans the “Band T-shirt,” a belt, black socks that rise to the calf, and black closed-toe athletic shoes. Shirts will be worn tucked into the trousers. Students may wear black and/or red school-spirit headwear as approved by the director. (Jeggings, Leggings, and/or Skinny Jeans are not acceptable) Shirt purchased at school.
2. This uniform will be worn at Pep Rallies, by the Pep and Marching Bands, at home football games by the Pep Band, and at all band functions where blue jeans are appropriate attire.

I. Casual Uniform:

1. Students will be required to have a “Casual Band Uniform,” this uniform is to include well-fitted BLACK Dockers style pants, the “band polo shirt,” a belt, black socks that rise to the calf, and marching band shoes or other closed-toe shoes as determined. Shirt purchased on “Mybandstuff.com”

J. Student Attire

1. If not in a prescribed uniform, students are to dress in conservative fashion when traveling with the group. The band director has the final word as to the appropriateness of a student’s attire.
2. Students dressed inappropriately or who refuse to comply with attire standards will not be allowed to participate with the group.
3. T-shirts, hats, jackets or any clothing promoting the use of tobacco, alcohol or drugs; defaming the country, religious, or sexual orientation; is not permitted. Clothing promoting racially biased sentiments is not permitted.
4. See Section XIII – Marching Band – for details regarding the Marching Band practice Uniform.

VIII. Student Leadership

The band program promotes student leadership. Student leaders are instructed in peer management and it is the responsibility of all band members and adults associated with the band program to promote and support this learning opportunity.

All Student leaders must participate in marching and concert band ensembles and complete the leadership application process before being considered for the following positions.

A. Leadership Hierarchy: The student leadership will include but, at the director’s discretion, not be limited to the following positions.

Executive Officers:	Captain	(President)	Grade 12
	Drum Major	(Field Officer)	Grade 11 or 12

	First Lieutenant	(Vice-President)	Grade 11 or 12
	Second Lieutenant	(Treasurer)	Grade 11 or 12
	Second Lieutenant	(Secretary)	Grade 11 or 12
Officers:	Chief	(Logistics/Inventory)	Grade 11 or 12
	First Sergeant(s)	(Field Equipment)	Grade 10 - 12
	Master Sergeant(s)	(Uniforms)	Grade 10 - 12
	Staff Sergeant	(Librarian)	Grade 10 - 12
	Corporal	(Historian)	Grade 11 or 12
	Drill Sergeant	(Drill Tech)	Grade 10 - 12
Specialists:	Section Leaders	(Instrument Specific)	Grade 9 - 12
	Drill Assistant(s)	(Drill Assistants)	Grade 10 - 12

B. Duties of the Office

Executive Officers:

1. Drum Major

The Drum Major is the highest-ranking musical officer. He/She is the Field Commander during marching band season and will serve as student conductor during concert season. The Drum Major represents the finest in student behavior and musicianship. The Drum Major:

- a. Reports directly to the band director
- b. Must be a junior or a senior in good standing
- c. Must demonstrate musical proficiency
- d. Will be selected by the director through an audition procedure
- e. In charge of the marching band on the marching field and as needed in the absence of the director
- f. Conducts rehearsals as requested by the directors
- g. Has a report time 15 minutes prior to the rest of the band
- h. Keeps all student information confidential

2. Captain

The Band Captain must be seen as a leader. He/She must be able to address a large group of students to boost morale, correct poor behavior, and motivate positive bandsmanship. Above all, the Band Captain is the model of everything a Superior High School Student represents as a band member, student, and citizen. The Band Captain:

- a. Reports directly to the director
- b. Must be a senior in good standing
- c. Will be in charge of and run all meetings of the band staff
- d. Represents the band to other organizations in the school and community
- e. Fills in for any student officer who is unable to perform his/her duty or is absent
- f. Serves as a conduit between the students, the director, and the band parents
- g. Is the student in charge of facilities and behavior
- h. Has a report time of 15 minutes prior to the rest of the band
- i. Keeps all student information confidential

3. First Lieutenant

The First Lieutenant serves the band by following the Drum Major and Band Captains direction without question and assisting with all operational tasks. The First Lieutenant is “the right hand man” to both the Drum Major and the Band Captain. The First Lieutenant:

- a. Reports to the captain
- b. Fills in for Captain in their absence
- c. Must be a junior or senior in good standing
- d. Fills in for any student officer who is unable to perform his/her duty or is absent
- e. Assists the Director, Drum Major, and Band Captain as needed.
- f. Serves as the “time keeper” announcing approaching times (rehearsals, report times, end of breaks, etc.)
- g. Helps identify students who are tardy
- h. Is in charge of keeping accurate student and parent information on CHARMS office assistant
- i. Has a report time of 15 minutes prior to the rest of the band
- j. Keeps all student information confidential

4. Second Lieutenant (Treasurer)

The Second Lieutenant/Treasurer will assist the band director and parent volunteer with all financial recording and paperwork associated with the band program. This Second Lieutenant must be confident in his/her math skills and ability to work with money. The Treasurer will:

- a. Assists the director and parent volunteers with all financial accounting
- b. Disseminates and Collects fundraising materials and information
- c. Assists the director in maintaining county-required financial documents
- d. Assists with the of keeping accurate student financial records on
 1. CHARMS office assistant
- e. Helps organize student participation for fundraising and volunteer
 1. events
- f. Works closely with the Secretary
- g. Has a report time of 10 minutes prior to the rest of the band
- h. Keeps all student information confidential

5. Second Lieutenant (Secretary)

The Second Lieutenant/Secretary will assist the band director and parent volunteer with all manner recording keeping associated with the band program. This Second Lieutenant must be confident in his/her to work in MS Word, MS Excel, CHARMS office assistant, and to keep accurate records.

- a. Creates a band database with names, student number, addresses, etc..
- b. Prepares attendance sheets for all rehearsals and performances
- c. Takes attendance at all rehearsals and performances
- d. Sends out communication as needed to assist the director
- e. Works closely with the Treasurer
- f. Helps organize student participation for fundraising and volunteer events

- g. Works closely with the Treasurer
- h. Has a report time of 10 minutes prior to the rest of the band
- i. Keeps all student information confidential

Officers:

6. Chief Warrant Officer

The “Chief” is the chief logistical officer for the band. He/she shares the responsibility of keeping the band moving. It is not the responsibility of the Chief to do all of the labor associated with moving a band or having necessary equipment, but it is his/her responsibility to make sure that other officers are and students are fulfilling their obligations: The Chief Warrant Officer is:

- a. Responsible for inventory of instruments (catalog, repair and maintenance)
- b. Assists director in assigning and collecting school instrument for student check out
- c. Working with parent volunteers to transport band equipment
- d. Helps the Band Captain monitor the appearance of the band room
- e. Will be selected by the director
- f. Is responsible for lining and maintenance of marching practice field
- g. Has a report time of 10 minutes prior to rest of the band.

7. First Sergeant (Rehearsal Set-Up)

- a. In charge of field/rehearsal/concert set-up, including podiums, yard markers, PA system, electronics, etc.
- b. Assigns rotating crew to assist in field/rehearsal/concert set up
- c. Helps assess capital needs of the band
- d. Will be selected by the director
- e. Shares responsibility with Chief for marching practice field maintenance
- f. Has a report time of no later than 15 minutes prior to the rest of the band

8. Master Sergeants (Uniforms)

- a. In charge of all uniform needs.
- b. Master Sergeants will help with uniform fittings
- c. Pass out uniforms before functions
- c. Keeps track of or collects uniforms after functions
- d. Helps keep the uniform room clean (which means cleaning up after sloppy people)
- e. Distributes “rental” gloves, socks and shoes, and collects pieces after use
- f. Checks and enforces uniform dress code
- g. Makes sure band members properly hang up their uniforms
- h. Will be selected by the director
- i. Has a report time at least 30 minutes prior to the rest of the band for performances

9. Staff Sergeants (Librarian(s))

- a. Maintains the music library and computer catalog of all music

- b. Prepares music for distribution
- c. Re-files music after use
- d. Maintains records of all music checked out to students and other schools
- e. Will be selected by the director
- f. May be asked to report before the band as needed

10. Corporal (Historian)

- a. Responsible for documenting the band's activities throughout the school year
- b. Is responsible for preparing the end of year video for the banquet
- c. Organizes and records band milestones from year to year

12. Drill Sergeant (Marching & Maneuvering Section Leader)

- a. Tend to group and individual marching fundamentals and help the director and Drum Major teach drill
- b. Instruct marching acceleration as needed
- c. Are always prepared with everything needed for marching band rehearsal including drill and music marked and learned
- d. Are exemplary marching band students in every regard
- e. Seek out marching technique, maneuvers, and general effect to enhance the overall performance of the group
- f. Drill Masters may have report times earlier than others as need for student instruction.

Specialists:

12. Section Leaders

Section leaders function as student instructional staff and leaders and are the bedrock of student leadership. In most cases, the section leader is the best musician in his/her section, but not always. The most important characteristics a section leader demonstrates are his/her interest in the betterment of the band, an ability and interest in helping others, and demonstration of on going musical improvement and striving for mastery.

Section leaders:

- a. May be in grade 9 - 12
- b. May be hold an officer position as well
- c. Correctly distributed in the section
- d. Schedule and call sectional rehearsals
- e. Help students prepare music
- f. Will be selected by director

13. Drill Assistants

- a. Will assist the Drill Sergeant, Drum Major, and Director as needed.
- b. Instruct marching acceleration as needed
- c. Are always prepared with everything needed for marching band rehearsal including drill and music marked and learned
- d. Are exemplary marching band students in every regard
- e. Drill Masters may have report times earlier than others

IX. AWARDS

Students will be recognized for their successful participation and achievements through an awards presentation at the end of the year banquet.

A. VARSITY BAND LETTER

Students must successfully participate in each large concert of the school year and three adjudicated areas of the Florida Bandmasters Association Music Performance Assessments to earn the Varsity Band Letter. (Marching MPA, S&E MPA, Concert MPA) Students will earn a bar for their letters for each subsequent year they meet the Varsity Letter criterion.

B. PARTICIPATION RECOGNITION

Students who participate in Marching and Concert Bands will be recognized as follows:

- 1st Year Marching and Concert MPA: Brave Pin
- 2nd Year Marching and Concert MPA: Tomahawk Pin
- 3rd Year Marching and Concert MPA: Spear Pin
- 4th Year Marching and Concert MPA: Chief Pin

C. MUSICIANSHIP AWARDS

Students will be recognized as Most Improved, Outstanding, and receiving the Director's Award in performing ensembles. The *Band of Chiefs* also issues the "John Philip Sousa Award" and "The Patrick Gilmore Award."

Other awards may be issued as deemed appropriate by student leadership and the directors.

X. TRAVEL RULES

The following rules will be in effect during the entire duration of all Santaluces Band trips. Failure to comply with any of these policies will result in disciplinary action as determined by the director and/or school officials.

A. GENERAL RULES

1. Be aware of what the day's itinerary is. It is your responsibility to know when and where you are to be and what you are to be doing at all times.
2. Students must never travel on any modes of transportation besides ours. This includes private vehicles and public transportation of any kind. This kind of travel must be set up with the director before the trip.
3. You must remain in the areas outlined in the itinerary. All supervision is limited to these areas and it would be dangerous for you to be in any other location.
4. Always comply with all the requests made by persons in authority the first time

they are made. Questioning will have to wait for a time when the director can be contacted and only after compliance with the request.

5. All school rules are in effect for the entire duration of the trip. This is not limited to school hours.

6. Possession of any illegal substances or objects will result in a student being returned to their city of residence immediately at the parent's expense. School authorities and, if appropriate, legal authorities will be notified.

7. Any student engaging in behavior that jeopardizes his/her own, or another person's safety will be sent home at the parent's expense.

8. Students are always representing themselves, their parents, the band, and Santaluces Community High School Band. Dress requirements for each activity will be announced. However, when traveling, students may NEVER wear tops, shorts or skirts that do not meet SCHS dress code, see through clothing or any clothing promoting drugs, alcohol, violence or racism. The director has the final decision as to the appropriateness of student attire.

B. BUS RULES

1. Bus assignments will be made before the trip. No one will change bus assignments after it has been posted.

2. Follow all Palm Beach County rules for riding school buses at all times.

3. Remain seated any time the bus is in motion.

4. Blankets/Bed Sheets/Sleeping Bags are not allowed on the bus.

5. All electronics must be used with headphones only. Set the volume level so it does not disturb others on the bus.

6. Beverages and snacks are not permitted on the bus. Coolers with food or beverages are not permitted on the bus. The directors may make exceptions when conditions warrant. (When snacks are permitted, they are not to be too messy and all garbage is disposed of properly.)

7. The bus must come to order while the roll is being checked. Never answer for another student. Be sure the person taking the roll can both hear and see you.

8. The level of noise on the bus must be appropriate to the circumstances. Always follow the request of those in charge of your bus in this regard.

9. Please be considerate of others and their space. When traveling overnight, carry on luggage should not exceed the size of a standard backpack. The director may refuse any carry on items.

10. After dark, young men and young ladies may not share seats.

11. Students riding to an event on a bus **MUST** return on the bus unless a request for exception is made by the student's parents in writing and approved by the directors **before the trip begins**. Students will only be allowed to leave events with a legal guardian or parent or their designee. **The parent or guardian must appear with the student to the directors or the directors' designee to be dismissed.**

C. MOTEL RULES

1. All room assignments will be made before the trip begins. No room assignments will be changed unless the director feels it is necessary for supervisory reasons.
2. Ladies **MAY NOT** visit gentlemen's rooms. Gentlemen **MAY NOT** visit ladies' rooms.
3. Students should not congregate in any motel rooms. There will be locations designated on the motel property for these types of gatherings.
4. Property of the motel may **NOT** be taken as a souvenir. You can purchase such items from the front desk if you desire to have them.
5. Do not move any furniture in the room.
6. Do not use the phone in your room for making either local or long distance calls. Most motels add a surcharge on all such calls. This makes the check out procedure very difficult.
7. Using the phone for room-to-room calls must be done very carefully and only before lights out times. Abuse of the phones will result in the phones being turned off!
8. Do not order any in room movies! Many of these movies will be billed to the room (including the title!) as soon as the movie is ordered.
9. Do not order from room service, pizza delivery, etc..
10. A time will be announced to be in your rooms. No one will be out of his or her room after this time for any reason. (This includes trips to the ice machine, snack machines, etc. In case of an emergency call the front desk and they will notify the director.
11. A time will be announced for lights out. No lights or TV's are to be on after this time.
12. Remember, there are many other guests in the motel besides our group. Be courteous towards other guests and motel staff you might meet on the property. Remember, motel walls are very thin and sound from talking, running; jumping, etc. are carried for long distances from your room to other rooms.

XI. Band Fees/ Fair Share

Each student and parent in the SCHS Band program will be asked to participate in fundraising. This is an unfortunate but necessary burden to insure that the band will have the sufficient funds to operate effectively each year. Less than 5% of our funding comes from the school district. This makes parent volunteerism and participation in fundraising so important. At the beginning of each school year, participating students and parents will be asked to sign a "Fair Share Agreement." Refusing to sign the agreement does not absolve a student or his/her family from contributing their "Fair Share" to the band's expenses. Fundraisers will be organized by parent volunteers and student leaders. A suggested payment schedule will be offered, but there will be payment deadlines in each semester.

XII. Electronic Communication and Social Media

A. Electronic Communication

Students are not allowed to text, make, or receive phone calls during rehearsals or performances. **SCHOOL POLICIES REGARDING ELECTRONIC DEVICES WILL BE ENFORCED DURING ALL REHEARSALS.** In the case of an emergency, please call the front office at (561) 642-6200. Please see Section III Attendance to help decide what denotes an emergency. Please go over the band calendar with your family on a weekly basis, this will help prevent small issues from becoming what appear to be emergencies.

Students in the band program will have their grades and comments regarding classroom participation posted to Edline on a regular basis. An electronic calendar is accessible through, Charms and the band web page.

B. Electronic Video / Web-Sharing

It is in the best interest of every student that electronic recordings of band activities and events **ARE NOT SHARED ON THE INTERNET** without consent of the band director and the participating students. It is understandable that students and parents want to share their musical success and experiences with the world. However, it is important to obey copyrighted material's performance agreements, and protect one's image, especially when dealing with minor children. Please do not post video recordings of Band of Chiefs performances or rehearsals on social networking sites.

Students and parents may share **photos** of themselves, or their children, taken at band events, but they **ARE NOT TO SHARE PHOTOS OR VIDEO OF OTHER STUDENTS** without their permission.

Students may not use Audio/Video recorders, including but not limited to cell phones, video cameras, and Go Pros to record rehearsals or performances or portions of rehearsals or performances without the director's permission. There are occasions where students will be asked to record themselves for study or evaluation purposes, but recording rehearsals or performances is unacceptable without the director's permission.

XIII. Marching Band

The Marching "Band of Chiefs" is among the most active and colorful groups in the school and community. The Marching Chiefs are active through the academic year in a wide range of musical activities. This group probably requires more attention from students than most

groups, but the rewards are rich and last a lifetime. Students associated with the marching band find rewarding experiences in fellowship, the performance of good music before appreciative audiences, and frequent opportunities to serve the school and community.

In spite of the time commitment to the marching band, it has been found that with appropriate planning and communication students can participate in a wide variety of other extra-curricular interests and maintain their academic work with high standards.

In order to maintain the high standards of excellence established by “The Band of Chiefs,” it is necessary that each student and parent acquaint themselves with the policies, guidelines, and procedures that this handbook covers. If you have a question refer to the handbook first. If you have further questions, do not hesitate to ask the directors.

A. Participation Requirements

With the exception of color guard, students must be registered in a curricular band class in order to be members of The Marching Chiefs

B) Attendance

Refer to Section III for definition of excused and unexcused absences.

C) Tardies

In addition to the policies outlined in Section IV, the following policies apply to The Marching Chiefs:

1) Rehearsals

- a. ON TIME, means **ready to play** at the downbeat of the rehearsal.
- b. The drum major will give a warning signal 5 minutes before the beginning of rehearsal to signal band members to report to their position in the warm-up block for attendance.
- c. Students may have two tardies to marching rehearsals (less than 10 minutes each) without question from the directors.
- d. Three unexcused tardies = 1 unexcused absence
- e. Students arriving more than 10 minutes late for rehearsal will be considered absent.
- f. Students are to bring all necessary equipment with them to the practice field: water, sunscreen, hats, sunglasses, instruments, music, flip folders, and lyres, etc.
- g. Students not picked up from rehearsals in a timely manner will not be allowed to perform with the group.

2) Performances

- a. Band members will be on time for marching band performances or they will be considered absent. This includes, football games, parades, community events, festivals, and competitions.
- b. Students will be given instruction prior to each event regarding the level of dress expected at the inspection / warm-up time. Students must appear dressed and ready to play at inspection / warm-up time in order to participate with the band. Students not participating with the band may not travel with the band. (In the case of injury or illness an exception can be made. This decision will be made solely by the directors on an individual basis.)
- c. Students not picked up from performances in a timely manner will not be allowed to perform with the group.

D) Alternates

- 1) Students who are unable to perform in a marching position (regardless of the reason) will be replaced by an alternate if one is available.
- 2) Students who miss a rehearsal between weekly performances for any reason, will be replaced by an alternate if one is available.
- 3) At the discretion of the director, the alternates **may** remain in this position and the student who was replaced will become an alternate.

E) Stadium Etiquette and Procedures

- 1) Only uniformed band members and chaperones may sit in the band section.
- 2) **The band will play as a group and ONLY when directed. No noodling, ad-libbing or soloing!**
- 3) With the exception of hats and gloves, students will remain in complete uniform at all times. (The director may alter the level of uniform dress as appropriate.)
- 4) The band will sit in a uniform block.
- 5) When cheering or playing the band may stand, but at other times members are to remain seated.
- 6) Students are responsible for all of their music, equipment, and instrument while in the stands. **NEVER LEAVE YOUR INSTRUMENT IN YOUR SEAT!!!** Remember flip folders and lyres for the stands.
- 7) As spectators, the band and chaperones are there to support the Chiefs' football team and to demonstrate good sportsmanship at all times. Everyone sitting in the band area will cheer appropriately for the athletes and behave courteously to others in the stands.

8) **No food or drink is allowed in the stands.** Band parents will provide water for the band as needed in the stands.

9) A chaperone must accompany a student to the restroom. (These trips will be limited.)

10) Third quarter break is a privilege. Students may not wander around the stadium. Students that abuse the third quarter privilege will lose it.

11) **Be careful when eating in your band uniform.** Students are to be in complete uniform while on break. Should you spill anything on your uniform, let a chaperone know IMMEDIATELY!

12) The band will be dismissed as a group after the director, drum major and officers have done a quick inspection of the facilities, instruments, and uniforms. *(Students dismissed from the site MUST have someone be responsible for their instrument AND uniform or they will lose the privilege of early dismissal)*

13) To expedite matters and quell chaos, only the band members, director, chaperones and invited guests will be allowed in the band room before or after games or trips. (Please make arrangements to meet your ride in the parking lot or specified pick-up area.)

14) Students should arrange in advance to be picked up following games, festivals, or other marching band activities. "I'll call you when I'm done" is not arranging in advance. The band room phone is for emergency purposes only.

15) Students are to wait for their ride in the area designated by the director. This is the only area with supervision.

D) Marching Band Uniform

1) The Marching Band Uniform is as follows:

- a. Trousers/Bibbers (School owned)
- b. Coat (School owned)
- c. Hat (School owned)
- d. Plume (School owned) **NEW UNIFORM**
- e. Black Socks that rise at least at the calf (Student owned)
- f. Black marching shoes (Student owned)
- g. White gloves (Student owned)
- h. Black shorts worn under the uniform (Student owned)
- i. Band issued T-shirt worn under the uniform (Student owned)

1.) Students may NOT wear the following with their band uniform

- a. Rings
- b. Dangling Earrings
- c. Nail Polish
- d. Necklaces (That can be seen through the uniform)

- e. Watches or Bracelets that can be seen through the uniform
- f. Heavy Make-Up
- g. Sun Glasses (Unless the entire band is given permission by the director)

E. Rehearsal Uniform / Equipment

The rehearsal uniform is to be worn to every marching band rehearsal, unless otherwise stated. The rehearsal uniform is as follows:

- a. Black gym shorts (Purchased from the school)
- b. Rehearsal T-shirt (Purchased from the school)
- c. Socks
- d. White Athletic Shoes
- e. Hat
- f. Instrument/Flip Folder/Lyre
- g. Cinch Bang
 - 1. Dot Book
 - 2. Dots/Chips
 - 3. Pencil
- h. Water Cooler/Thermos/Bottle
- i. Other props or equipment as needed

F. Uniform Care and Cleaning

1. As uniforms fade slightly every time they are cleaned, every uniform is cleaned at the same time.
2. Students are responsible for the uniform while they are wearing it and while it is in their care.
3. Students will be assessed for damage done to their uniform through carelessness or misuse.
4. After returning to the band room, all uniforms are to be returned to the uniform room.

G. Band Camp

All students are expected to attend the Summer Marching Band Camp. Students not attending camp may have the opportunity to work their way into the show as outlined by the director.

REQUIRED FORMS

All forms can be found on *Charms*

- Handbook Verification Form (Student and Parent Signature)
- Palm Beach County Field Trip Permission Form (Parent Signature)
- Fair Share Agreement (Student and Parent Signature)
- Emergency Medical Consent (Marching Band ONLY)