



Chartiers-Houston High School

Marching Band Handbook

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High School Band Program

The Chartiers-Houston Band at the high school is comprised of 9th-12th grade students. 7th and 8th grade instrumentalists may be invited to participate in the Marching Band at the discretion of the Band Director. This class meets (1) period 5 times a week for grades 9-12, and is worth 1 credit. Students must schedule band as a class to participate in the Marching Band portion of the program. Beginning in the 2019-2020 school year, band members may schedule Band for the 1st semester only if they are unable to schedule the full year course. The only possible exception is scheduling Jazz Ensemble instead of Band; **participation in this case will be at the discretion of the Band Director, and prior approval is necessary.** Band is taken as a class in the academic curriculum; Marching Band season is but a segment of the class that ends in November after the football season, and resumes for the Memorial Day parade.

The 1st 9 week period is devoted to Marching Band. Time is devoted to football half-time shows, festivals, the Houston Pumpkin festival, and other fall performances. The season ends after football season is over. During this season, there is one **mandatory** after-school practice during the week, as well as a **mandatory** practice on Fridays before home football games. Students participating in sports concurrent with Marching Band must split their time between that sport and band rehearsals. Your attendance WILL affect your grade in band if these are missed. (See attendance policy and demerit system)

The 2nd and 3rd 9 week periods are totally devoted to CONCERT BAND. There are major concerts in December and April. The 4th 9 weeks period is partially CONCERT BAND, and partially MARCHING BAND. The Memorial Day parade is the final Marching Band performance & Graduation is the final Concert Band performance.

Girls Corps

The Charettes and Flags are auxiliary units of the Chartiers-Houston Buccaneer Marching Band. They are under the supervision of the Girls Corps Sponsor. Auditions are held each year for all interested and veteran members- membership is not guaranteed every year. Auditions are open to students entering 9th grade and older, and participants must be passing at least four full credit subjects or the equivalent as per the Policy in the Chartiers-Houston Student Handbook. *

The primary goal of the Girls Corps is to entertain at football games, band festivals, parades and other special events and functions.

Method of Selection: Girls Corps members will be selected by an audition. Candidates will be required to learn a routine. A total of 3 rehearsals will be held by the sponsor to give students ample time to learn the routine. Attendance at these 3 rehearsals is mandatory.

Students who audition will be evaluated on these qualities:

1. Rhythm
2. Coordination and precision
3. Showmanship

* Chartiers-Houston Student Handbook, Part I, General Information, Academic Requirements, Page 8

4. Technique and style
5. Knowledge of routine
6. Self-confidence and facial expression

All auditions and judging will be done by the Band Director(s) and Girls Corps Sponsor(s). Each student's performance will be recorded on the Evaluation Form. Advice by the Sponsor as to the areas of strengths and/or weaknesses will be available should the student request this information after the audition process. No one is permitted at the audition other than the students that are auditioning and the judges.

The scores and decisions of the Band Directors and Sponsor are final.

Responsibilities of a Chartiers-Houston Band Member

A band member is defined as an instrumentalist, girls corps member, manager or announcer. As an instrumentalist in the Chartiers-Houston Band, your primary responsibility is to practice and learn the music given to you, and to perform it to the best of your ability. You are responsible for the care of your own instrument and uniform. As outlined in the following sections, you are responsible for being at rehearsals and performances.

The school district provides some of our larger instruments and equipment, as well as transportation to performances. If you are using a school-owned instrument, you are responsible to maintain and care for that instrument as if it were your own. We also have the obligation to provide the best possible performances for the school, and citizens of our community. This means you will be required to give up some of your time on holidays to perform in parades or other events.

Conduct Rules

These general rules of conduct are for the benefit of the Band. This is not an all-inclusive list; **ultimately the Band Director will determine if a behavior warrants disciplinary action.** More serious infractions will be handled through the School Administration Discipline Policies.

1. Attendance. Attendance at all band rehearsals and performances is mandatory. Being a band member frequently requires the sacrifice of personal time. **It is expected that the Girls Corps and Band Members prioritize the Band as their primary extracurricular commitment.**

- When a student misses a **performance** for any reason other than personal illness or death in the family, it will be considered an unexcused absence, and will result in a grade reduction of up to one half of one letter. **This includes after-school detention and/or school suspension; a suspension results in a missed performance, therefore the student is still subject to disciplinary action.** † Girls' Corps members who miss an event that is unexcused will be subject to exclusion from future performances; repeated violations will result in dismissal from the squad.

† Chartiers-Houston Student Handbook, Part I, General Information, Attendance Requirement, Page 8

- If a student misses a scheduled **rehearsal**, they may not be allowed to march at the next performance, and their grade will be lowered. Since Girls Corps members are not graded academically, after 2 missed rehearsals, Girls Corps members will not be permitted to perform at the next event. Repeated violations may ultimately affect their privilege to remain as a member of the Girls Corps.
 - **Work or another school function is NOT a valid excuse for missing a rehearsal. The ONLY excuse for missing a rehearsal is a school sponsored game or field trip. Another school practice is also NOT an excuse, as we only practice 1 or 2 times a week.** Every effort is made to distribute an accurate and complete calendar. The only exception to the above would be if extra practices had to be added for some reason.
 - Tardiness is defined as being late to a rehearsal by 5 minutes or more without notifying the Band Director in advance. 2 occurrences of being tardy will constitute an absence and will be treated as such with respect to performances and grading. **The best way to avoid consequences is to speak directly to the Band Director.**
2. **Pay attention and be quiet in rehearsals.** There is limited time the entire band is together to practice, and therefore it is important that every member is paying attention. The purpose of rehearsal is to improve the playing, marching, and dancing of the band as a unit. You are expected to be quiet and pay attention during rehearsals. **DO NOT PLAY YOUR INSTRUMENT WHEN WE ARE NOT PLAYING AS A GROUP!!** There should be no talking or playing when the director stops a rehearsal.
 3. **Do not eat, drink, or chew gum in rehearsals or during performances.** At home football games, the band parents provide a drink and snack for you after the halftime show; **you are not to buy or accept other food or drinks from anyone.** Do not chew gum while at a rehearsal or performance.
 4. **Band Busses.** Busses are assigned, 7-9th grade on one, 10-12th on one, and Girls Corps on one. Parent chaperones ride with the band. The same bus conduct rules in place during school apply; keep noise and talking to a reasonable level with heads and arms always inside the bus. Do not stand while the bus is in motion. **Only** band members are permitted to ride on the Band Busses. Other students will not be permitted to ride on school busses with the band.[‡] Children of the Chaperones riding on the bus may be permitted only with the prior permission of the Band Director. All band members must go to events and games on the band bus and return on the bus **UNLESS** the student has a note from their parent/guardian. If a student is going home with another student, **BOTH** parents must send in a note giving permission.
 5. **Band Room and Instrument Storage.** The Band room should be treated as any other classroom. You are responsible for keeping your section neat and clean. No food or drinks are permitted in the band room. Your music and instrument should be kept in your assigned storage cubby.

[‡] Chartiers-Houston Student Handbook, Part II, Student Code of Conduct, Section VI, Bus/School Vehicle Behavior, Section D, Page 32-33.

6. Instrument Truck. You are responsible for putting your own instrument or equipment on the instrument truck for events and also for taking your instrument/equipment back to the instrument room afterward. **YOU ARE responsible if your instrument/equipment is not at a performance.**

7. Wear your uniform properly. Your uniform is the property of the school district. You represent YOUR school while wearing your uniform and it should be worn properly- clean, neat, and in good repair.

- You are responsible for keeping track of your uniform when it is assigned to you. Everyone is given a garment bag and complete uniform. Every piece has a number. If you need a different size, the Assistant Band Director will assign a new piece(s) to you.
- Black socks and black marching shoes are the appropriate footwear for the uniform. Shoes are fitted and ordered during Band Camp.
- There will be no swapping or sharing of uniform pieces that are not assigned to you. Likewise, non-band members are not allowed to wear any portion of your uniform.
- Everyone is to wear the band T-shirt under their uniforms. Certain events mandate that the Band T-shirt be worn for that day. You **are not** to remove these T-shirts in favor of your own clothing, regardless of the circumstance.
- Cold weather clothing such as extra shirts, sweatshirts, and pants are to be worn under your uniform so nothing shows beneath the cuffs and hems. Cold weather clothing for the stands will be in school colors.
- Uniforms are machine washable. Each band member is responsible for the appearance of their uniform.
- Raincoats are issued on an as-needed basis.
- Sunglasses or other accessories are not to be worn.
- Hair should be of a natural color.

Girls Corps: You are to wear your uniform as intended, and in a manner that is appropriate. The Girls Corps Sponsor ultimately determines what is appropriate. Jewelry must be removed for performances. Nail polish should not be colored. Hair must be worn in the style designated by the Sponsor, such as pulled back, partially back, all up, etc..

7. Dress Code: Tennis shoes are the preferred marching and dancing shoes. Flip-flops are not permitted. The same dress code that is in effect during school will remain in effect for any and all Band activities including Band Camp.[§]

9. Do not ever leave without permission. You must receive permission from the Band Director to leave rehearsal or a performance. During football games, you must receive permission to use the restroom, **only if absolutely necessary**, and you must go in pairs. If this policy is abused, restroom use will be limited to emergencies only.

[§] Chartiers-Houston Student Handbook, Part II, Student Code of Conduct, Section VI, Appearance, Page 26-29

10. Behavior in the Stands. Only band members are permitted to sit with the Band. **Friends are not permitted to sit with the band, nor should they be standing amongst the band.** At games, while in the stands, you are expected to behave appropriately.

11. Cell Phones. The use of cell phones or **any other electronic devices** are **never** to be used during practices or during an event. **They WILL be confiscated.** Phones and electronic devices may be used on busses to and from games, and during breaks at practice.

12. Public Displays of Affection. Visible and open displays of affection involving students will not be permitted. After one warning, couples will either be separated and/or moved to a different bus. This behavior is not to be tolerated on Band trips.**

13. Substance Use: Alcohol, tobacco, vaping devices or any other substance use is prohibited and will immediately result in disciplinary action.†† ‡‡

14. Drum Major. The Drum Major **will have the full attention and cooperation of the band at all times.** He/she has direct communication with the Band Director, and deserves your respect and full attention at rehearsals and games. During games, the Drum Major calls off the stand songs; therefore, you need to pay attention and be ready to play.

15. Section Leaders: A Section Leader is one student from each section of the band that is selected by the Band Director. Their selection as a Section Leader is based on merit, **and not necessarily seniority in the band.** Section Leaders have the authority in their section, and are responsible for their sections. Section Leaders offer their help in their section in learning drills, dances, and music. **The Section Leaders are expected to set an example with regards to behavior, responsibility, and dedication to the Band.** They are authorized to issue disciplinary referrals to the Band Director.

If necessary, the Band Director reserves the right to reassign this position at any time.

16. Auxiliary Unit Captains. Captains may or may not be deemed necessary based on the circumstances from year to year. In any event, the Band Director and Sponsor will determine the best method for selection of captain(s). The decision of the Band Director and Sponsor is final.

If necessary, the Band Director or Sponsor reserves the right to reassign this position at any time.

17. Physicals. All students must have a physical completed prior to the start of Band Camp. This is the same physical that is used for participation in school athletic programs.

Band Managers

** Chartiers-Houston Student Handbook, Part II, Student Code of Conduct, Section VI, Affection, Page 26

†† Chartiers-Houston Student Handbook, Part II, Student Code of Conduct, Section VI, Smoking, Page 41

‡‡ Chartiers-Houston Student Handbook, Part II, Student Code of Conduct, Section VI, Drugs/Alcohol, Page 34

Band Managers are students who assist with the instruments and equipment that the band and Girls Corps uses. This includes the podium, flags, and the banner. There may be as many as 4 Band Managers, and at least 2 of them are required to be at events. Eligibility for being a Band Manager is open to 9th Grade and older, and is held to the same academic standards as other extracurricular activities. Band managers are selected by the Band Director. §§

Each Band and Girls Corps member is responsible for placing their own equipment on the Instrument Truck as outlined above. Once at an event, the Band Managers facilitate getting the instruments off the truck to the Band, and then returning empty instrument cases to the truck to be secured prior to leaving the area. **Band Managers are required to sit with the band at all times, at all functions, and are likewise are subject to all the conduct standards and policies outlined herein.**

Band Managers are responsible for getting the podium for the Drum Major onto the truck, and unloaded at the event. This includes setting the podium up on the sidelines at the designated time for football games and festivals. Afterwards, they are likewise responsible for the podium being returned to the truck. They also may be asked to assist the Girls Corps with instruments or props needed for the show.

Band managers are also expected to help with lunch during band camp.

Band Announcer

The Announcer is a student who announces our band at all functions. A script is provided by the Band Director. While attendance at all rehearsals is not mandatory, they are held to the same academic standards as other extracurricular activities. The Band Announcer is selected by the Band Director. ***

Marching Band Grading Policy

Band members receive a grade at the end of each 9 week period. Grades earned during the **marching** season are based on these criteria:

- --- Ability to acceptably play assigned part
- --- Knowledge and performance of marching formations & routines
- --- Attendance, attention and attitude at rehearsals & performances
- --- Any infraction of rules that results in disciplinary action

Members who have four or more years of marching band service may opt to not march and be allowed to remain in Concert Band.

Band Service Awards Program

The awards program was designed to recognize students for their dedication and commitment to the Chartiers-Houston Band. It is hoped that this program will remain a tradition at Chartiers-Houston, and continue to instill pride in the achievements of students in the Instrumental Program.

Awards

1. FIRST YEAR
Students are awarded a specially designed Band Patch which is sewn on the right lapel of the band jacket (orders placed in the Fall.)
2. SECOND YEAR
Students are awarded a sweatshirt with “Buc” logo and C-H Band on the back. Students’ name and graduating year are embroidered on the front.
3. THIRD YEAR
Students are awarded a chenille C-H Letter.
4. SENIOR BAND SERVICE AWARD
Senior band members are given a photo plaque commemorating their band career and accomplishments.

BAND TRIPS

The Marching Band takes a trip at least every 2 years, sometimes annually. These trips are taken in the Spring of the school year; usually in April or May. The trip destinations usually are decided by Band Camp, in August. Some of the places the Band have gone include Toronto, Chicago, Virginia, and Florida.

The decision to go or not go on a trip is solely made by the Band Director. The Band Director is responsible for the trip selection, itinerary arrangements, travel agent selection and other organizational decisions. The Band Parents organize many different fundraisers so students can earn money to finance the trip.

Although it is not a guarantee, we try to plan a trip to Disney in Florida every 4 years. It seems to be the most popular trip, and each student gets the opportunity to go at least once and sometimes twice during their band career. Trips are an outgrowth of all the hard work and effort the band expends; it is a quality experience!

Band Parents Information

Every parent is considered a “Band Parent”. In order to best serve the band, there are certain duties and responsibilities everyone shares. This includes the parents of Charettes, Flags, the announcer and managers as well.

1. **Officers:** Each year a President, Vice President, Secretary and Treasurer are voted on by the band parents. We also have a Concession Stand Chairperson and a Fundraising Chairperson.
2. **By-Laws:** These are the formal rules and regulations legally established and voted on for our particular organization.
3. **Fees:** Annual activity fee of \$40.00 per band member, \$10.00 for Senior band members, no voting privileges without paid dues.
4. **Communication:** Information is generally related to the students themselves during band, and emailed to families by the Secretary of the Band Parents. This includes fundraisers, performance information, as well as special band parent meetings for trips, etc.
5. **Meetings:** The CH Band Parents (CHBP) meets once a month. All parents of band members, Girls Corps, the announcer and band managers are welcomed and encouraged to attend and participate in all band parent activities.
6. **Calendar:** A Calendar of Band events and practices is distributed in the summer during Band Camp by Mr. Smokovich.

7. **Fund Raising:**
 - All fundraising is handled through the Band Parents Organization.
 - There is one fundraiser in which participation is mandatory for all band members, including Charettes, Flags, announcer, and band managers. The band members themselves are responsible for many fundraising opportunities each year.
 - All monies raised by Band and Girls Corps members, will be split between the General Fund Account and the individual student account. On all personal fundraisers, 10% of the profit is put into the General Fund and 90% is put into the student's personal account. If need be, the ratio will be adjusted by the executive board, depending on the solvency of the organization at the time. This policy insures that the costs of awards, band camp instructors, and other expenses that are not covered by the district will be provided for.
 - The Band Parents run the concession stand at the home Varsity football games. This task for the 5 or 6 home games is divided among all the parents with students in the Marching Band. It is expected that everyone will work one game. If scheduled to work in the concession stands on a particular date and you cannot attend, and no parent switch is made, then \$50.00 will be deducted from the student's individual account.

8. **Student/ Family Account:** Every Band and Girls Corp. member has an individual account that carries a balance of profits earned from fundraising by that student as explained above. The Treasurer keeps this record and can answer any pertinent questions. Any money remaining in accounts can be willed in writing to any underclassman band or girls corps. member. This must be signed off by the parent, and done by the last day of school of the student's last year in the program. **If this is not done, the money will be transferred to the General Fund to be used for all students.**

Band Handbook Acknowledgement Form

Band members agree to the following basic rules of membership as outlined in the Band handbook:

1. I will treat all adults and fellow Band and Girl's Corps members with courtesy and respect.
2. I will take proper care of my instrument and uniform: my instrument will be returned to its proper place in the instrument room and I will follow all of the uniform care guidelines.
3. I will behave in a professional manner while in uniform at all times. This includes remaining in my seat at games, never wearing any extraneous apparel with my uniform, nor sharing pieces of my uniform with any other individual.
4. I will obey all Chartiers-Houston School District bus rules.
5. I will adhere to the attendance policy of the Buccaneer Band. I understand that attendance at all rehearsals and performances is mandatory, and am aware of the disciplinary action I shall incur should rehearsals and/or performances be missed. I understand that this is a major time commitment, and being a member of the Band and Girls' Corp may conflict with fall sports. **I agree to place this activity first before any other extracurricular activities that are not academically related.**
6. I will take pride in the Band, striving to perform at the highest level at all times, and striving to improve my abilities throughout the year. I will never display a negative attitude.
7. I will arrive on time and work hard at all rehearsals.

Band members agree to this code of conduct, as well as the Chartiers-Houston discipline policy, at all times. Failure to do so will result in disciplinary action. **I acknowledge that I have read, understand, and will abide by all the rules and regulations of this organization, as outlined in this handbook.**

Band Member _____ Date _____

Parent's signature _____ Date _____

Please sign and return this form as soon as possible to Mr. Smokovich. Thank you.