

Pine Ridge HS Band Handbook

Name: _____



2019-2020

Greetings band members and parents,

I would like to welcome you to the Pine Ridge High School Band family. I am looking forward to a successful and fun year of music making with all of you.

This is the band handbook for the school year 2019-'20. Inside there is a great deal of information about procedures, expectations, grades, rehearsals, performances, and many other topics. **Both the student and the parent must read through this packet thoroughly and familiarize themselves with all of the policies inside.** Those of you who are veterans to the PRHS band program still need to review it because policies may have changed since last year. After you and your parents have read through the handbook, please sign all of the forms in the forms packet and return them.

Music is a wonderfully expressive and fulfilling art form that enriches all of our lives. Remember that this is **your** band and your efforts and attitudes will determine our level of excellence!



Musically Yours,
Paul Robinson
Director of Bands
Pine Ridge High School
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Websites

Our websites are: <https://www.charmsoffice.com/>
<http://www.pineridgehighschool.com/band>
Facebook: Pine Ridge High School Band Deltona, FL
Youtube Channel: Pine Ridge High School Band
Twitter: @PineRidgeHSBand

Logging into Charms:

Go to: <https://www.charmsoffice.com/>

In the right hand corner click Enter – Parents/Students

Our school code is “pineridgeband” (one word)

Under “Student Area Password”- 1 and then alpha in CAPITAL LETTERS

Example: 1ABCD

You will then have to change your password. Please make a password that you and your parents can share.

There is an APP for Charms! It’s called Charms Blue! Download it, use it, LOVE IT!!

Participation in the PRHS Band Ensembles:

It is a privilege to participate in the PRHS performing ensembles. Every PRHS band student is expected to be an excellent student as well as a musician. In order to represent the school in extracurricular sports/activities, you must have at least a 2.0 G.P.A. Academically ineligible students may be assigned alternate assignments to earn their grade.

The band program at PRHS consists of the following ensembles/classes:
Symphonic Band (Woodwind, Brass, Percussion), Marching Panthers, Jazz Band
Music Theory, Golden Guard

PRHS Band Calendar of Events

The Calendar is now on Charms. Check Charms Calendar for Dates. You can print it out as a list or as a calendar, or just get the App. You can even import the calendar into your smartphone's calendar. (Highly recommended!) Instructions on how to do so is found on charms.

Attendance of Rehearsals and Performances

Rehearsals

After-school rehearsals are the same times every week; please schedule accordingly.

Marching Season: Mondays and Thursdays from 3:45-5:45 PM

Sectionals: 1 hour afterschool usually Tues. or Wed. once a month (more for percussion)

Concert Season: Mondays and Wednesdays 3:45-5:45 PM (2:45-4:45 PM on ER Wed.)

Excuses such as: I had to work, couldn't get a ride, I don't have an instrument/reed/mouthpiece, and misc. appointments will not be accepted. If you miss school due to illness, it is **your** responsibility to find out what you missed. If there are conflicts in practices/performances due to school-related activities (baseball practice, ROTC, etc.) you might be excused but you must talk with Mr. Robinson to work something out **at least a WEEK IN ADVANCE! The more advanced notice Mr. Robinson is given, the more lenient he is.**

Performances

Missing a performance is not an option! (The band is a group that requires everyone present in order to function correctly. If you miss a performance it will negatively affect your grade, and you will probably not be able to make it up! Only severely extenuating circumstances or emergencies (extreme illness, funerals, religious holidays, weddings, other school related activities, etc.) may be excused. The director expects to be notified **in writing** (email, note) as soon as you know of the absence. Check the schedule as soon as possible; that is why you are given it now! If you think you have a schedule conflict, please see Mr. Robinson **ASAP!!!** Remember that attendance of rehearsals and performances are tied in with your grade!

Note to Parents: After school rehearsals and performances are not rewards for band students. They are the process and product of their musical and educational development. **Parents should not keep students from band rehearsals and**

performances as a form of punishment. Any such absences will be considered unexcused.

Private Instructors - For a list of private instructors for your instrument, see Mr. Robinson. All students should try to get lessons from an EXPERT on their instrument as finances allow. The better the individual musicians, the better the band.

PRHS Band Behavior Expectations

1. Be **respectful** to everyone/everything related to the Pine Ridge High School Band Program at all times. (This includes the classroom and instruments as well – No Food or Drinks in the Bandroom – water is ok)
2. Be **present** in class when the bell rings. (classes & rehearsals start when Mr. Robinson steps on the podium. After the bell rings, you will be given about 3 minutes to be seated with everything you need, or you will still be tardy)
3. Be **prepared** with instruments, music, folder, pencil, valve oil, reeds, etc. with you every day and ready to go **before** the rehearsal starts.
4. Be **professional**. (Keep up to date with the latest events in the band, such as performances, after school practices, fundraisers, auditions, assignments, etc.)
5. Be **positive**. Your **attitude** determines your **altitude!**

Consequences if these expectations are broken:

Step 1: Verbal Warning (If the offence is minor in nature)

Step 2: A major offence or repeated minor offence will result in one or more of the following:

- a. Parent Contact
- b. Temporary removal from class
- c. Teacher-Student Conference
- d. Demerits which will result in an extra duty to work them off.
- e. Detention

Step 3: A habitual offender or an extreme infraction will result in one or more of the above plus one or more of these below:

- a. School Referral
- b. Teacher/Parent/Student Conference
- c. Student Behavior Contract
- d. Suspension from certain band events

Step 4:

- a. Dismissal from band

Note: During a quarter, you are allowed 3 curricular (during school) Tardies. Additional tardies will result in detentions. Definition of *Tardy*: not in class when the bell rings **or** not in your seat **ready to play** music when the rehearsal begins (3 minutes after the bell rings).

Drug/Alcohol/Weapons Policy

The PRHS band is composed of the finest students in the school and will represent the band/school appropriately at all times. Remember that school rules still apply for school sponsored off-campus events. The school board prohibits possession/use of any illegal/prescription drug, alcohol, or weapon. Any band student who has possession of/using these types of contraband items on or off campus will be referred to school administration and will be subject to school/police discipline as necessary, and may be immediately and permanently dismissed from the band program.

Student Leadership

Student officers are appointed by the director to help take care of the day to day operations of the band, and to provide discipline in minor matters in order to free the director to concentrate on “big picture” musical and educational concerns. They have earned the greatest levels of honor and respect from the director and deserve the director’s thanks everyday. These students realize the value of hard work and learning how to lead which will affect the rest of their lives in a positive way. These students are expected to maintain the highest standards of musicianship, leadership, and personal behavior. If at any time a student is believed to be neglecting their position and responsibilities as an officer, the director may remove them from their position of authority.

Student Officer Chain of Command:

Drum Major: The highest ranking student officer, Drum Majors are responsible for the band during all marching band activities, as well as some non-marching activities. The Drum Major is responsible for the conducting of the marching show. The Drum Major is also responsible for assisting the other officers in the enforcing all band rules and regulations and acts as a liaison between the other officers and the Band Director. The drum major is expected to act as the greatest role model for officers and band members.

Field Commander: The Field Commander is the second in charge and assists the Drum Major in his/her duties. The Field Commander is accountable for all marching band music as well, because the Field Commander is expected to take control of all duties of the Drum Major in the Drum Major’s Absence. The field commander will also assist the director in maintaining attendance records and disciplinary records for afterschool rehearsals and performances, and post the demerits list on the board before the game.

Captains: Captains are in charge of their respective sections (brass, woodwind, and percussion). They are responsible for issuing demerits to their section by reporting them to the field commander. The report must be detailed and must include the date, number of demerits, and the reason for the demerits along with any other pertinent information. They are also in charge of their respective section while on trips.

Lieutenants: Lieutenants assist the captains in their duties, and are expected to take control of all the captain's duties in their absence. The lieutenants are also in charge of recruiting and leading the field lining crew.

Band Librarian: In charge of keeping the music library organized, making copies, distributing music, etc.

Equipment Manager: The equipment manager is in charge of making sure all necessary equipment is brought to practices and performances. (That doesn't mean necessarily they carry stuff, it means that person is in charge of making sure someone else is bringing it.) The equipment manager is in charge of making sure that water is available for practices and games, assisting the director with equipment or uniform issues. They are also responsible for maintaining uniforms and the uniform room as needed, and to keep a log of all jobs that students do to work off demerits.

Student Discipline

The most important discipline is self-discipline! Students who consistently exercise self-discipline will be less likely to require outside disciplinary measures be imposed on them!

Demerits

A list of infractions that can cause a band member to receive demerits will be given out the first week of school. Demerits will only be issued by the director. However, officers can recommend demerits be issued from the director by notifying the offender clearly as to the offense and number of demerits as soon as possible after the offense, and then notifying Mr. Robinson. The Field Commander will help to keep track of all demerits by recording them in a logbook in Mr. Robinson's office only with his knowledge and approval. Any band member who feels he has received an unjust demerit may appeal to the director. The director will then investigate the problem with the officer who recommended the demerit be given and then decide whether to override the original decision. Students who receive demerits will miss a portion of the 3rd quarter break of the next football game at a rate of 2 clock minutes per demerit (2 demerits = 4 clock minutes). If the amount of time to miss is over the 15:00 in a quarter, any extra time will roll over to the next game. Additionally, any student who unexcusedly misses an after-school practice will miss their entire 3rd quarter break for the next football game. Demerits may be worked off at Mr. Robinson or an officer's permission at a rate of 15 minutes per demerit.

3rd Quarter Break

During football games, the band takes the 3rd quarter off as a reward for their hard work during halftime. Students may use the restroom, go to the concession stands, or do whatever they wish **as long as they are representing the school and band appropriately**. However, do not leave the stadium area without the approval of the director and only with a chaperone's supervision. **Remember that the 3rd quarter break is a privilege, not a right!** After the halftime show, band members will then file back in to their original place in the stands. Before the game, the field commander will post on the board any students who have missed some/all of the 3rd quarter break. At the command of the drum major, band members may remove their jacket and fold it neatly on a clean section of the stands placing their hat on top. Students are only allowed to leave after the director gives the ok. Be sure to secure your instrument in a place where it will not be knocked over into the dirt. Every student needs to make sure to keep track of the game clock. Any student who is not in their seat by the time the clock says 0:00 at the end of the 3rd quarter will forfeit their next 3rd quarter break. The drum major/field commander will have those students who are missing 3rd quarter to line up and stand at attention. These students will only be dismissed by the drum major.

Grading Policy

Marching Season (1st & 2nd 9weeks)

Extra Evidence **40%** (Formative)

The remaining **60%** (Summative) will be calculated by weekly grades as follows:

One missed after-school practice: 75/100 (student also misses his 3rd quarter break at halftime)

Two missed after-school practices: 50/100 (you will not perform at the game but will still be expected be in the stands)

Missed Marching Performance: 0/100

Concert Season (3rd & 4th 9weeks)

Performances, Assignments, playing tests, afterschool rehearsals, etc. **60%** (Summative)

Extra Evidence **40%** (Formative)

Important

An unexcused absence for a concert in either season will automatically lower your overall quarterly grade by 25%. An unexcused absence for a second concert will automatically lower your overall quarterly grade by 40%.

School Instrument Use

See Mr. Robinson to check out an instrument.

In order to help pay for the upkeep of these instruments there is an instrument fee of \$30 per season (Marching is August-December, Concert is January –May). If you pay it at the beginning of the season, it is \$25 per season. (If Mr. Robinson deems you need multiple instruments, you do NOT have to pay this fee multiple times for multiple instruments, you are vested in)

Percussion

Percussionists are responsible for purchasing the Vic Firth Ep2 Intermediate Education Pack and **practice pad**. **Any broken, damaged, or lost *sticks/mallets/drumheads/misc. equipment* needs to be replaced immediately. These items should only be replaced with the brand and type that the band director instructs.** The PRHS band will provide the marching percussion at no cost with a new drumhead once during the marching season, (unless the damage is deemed to be caused by negligence on the student's part.) The drumheads will last the whole season if the student takes special care not to hit them too hard or abuse them in any other way. **Any additional broken drumheads are the financial responsibility of the student and their parents.**

The percussion area and drum room must be kept clean/organized at all times, and non percussion students should not be allowed to play on the instruments without the permission and supervision of the percussion officers, or Mr. Robinson.

Copy Machine

The copy machine exists for the convenience of the Band teacher. Students may not use it without Mr. Robinson's permission and for band purposes only.

Uniform Room

No student should ever be in the uniform room except for officers to help distribute and collect uniforms for marching events.

Performance Dress Code

Marching Band

Shoes: Black “Dinkles” marching shoe. These will be available for purchase during band camp.

Socks: Black (not ankle socks, must be visible over the tops of the shoe)

Gloves: Pair of black cotton gloves that are clean and without tears. Woodwinds should cut off the tips of the gloves. These will be ordered at band camp. (\$2.00)

Band Shirt: Each student gets one. These are to be worn on Fridays of a game and under the jacket during the game. Extras for the student or for family members are available but must be ordered at the beginning of the season (see forms packet)

Uniform Pants and Jacket: Issued to band members at the beginning of the year.

Hat: Issued to band members at the beginning of the year (with hatbox). Be sure to keep track of your hat and corresponding box.

Cords: Officers must have their cords attached to their shoulder.

Flip Folder w/music & Lyre (Clip that attaches the flip folder to your instrument)

Instruments/Inspections

Instrument/uniform inspections will occur before marching performances. The drum major will inspect the officers, and the officers will inspect their section. In addition to the above requirements, the following will also be checked:

Uniforms must not have any food/drink stains.

No earrings.

Hair tucked completely in hat.

Instrument must be clean inside and outside, **including mouthpieces.**

Brass: Polished instruments, oiled valves and slides, spit corks need to be in good condition.

Woodwinds: All black neck straps (if applicable), must have an extra reed in a protective case, clean instrument holes (Use a Q-tip.)

Percussion All equipment must be clean and taped.

Any band member not passing inspection is subject to demerits which will affect their 3rd quarter break of that game.

Concert Band

The uniforms are black pants, white shirt black vest and black bow tie. The cost is approx. \$75.00. You get to keep/use this uniform for all four years. If you lose pieces of the uniform you will need to go to the same vendor and purchase them.

Band Costs

The band fees help to pay for sheet music, transportation/buses, uniform cleaning, marching drills, band camp, props, T-Shirts, FBA fees, banquet, clinicians, techs, and much more. **The band fee for the year is \$300, plus a \$10 camp fee. This is one of the lowest fees in the county!** It takes a lot of money to keep a high school band running smoothly. However, the PRHS band does not want to exclude anyone who may not be able to afford the fee. However, **in the case of extreme financial hardship, the musician's parent/guardian should meet with the band director to explain the situation and options may be made available** including a student need grant. The band fee does NOT cover gloves, socks, shoes, Marching Uniforms, instrument rentals, and Concert Band attire. Anyone with an outstanding balance from last year may not participate until their account is cleared. Be aware that once you graduate any excess money attributed to you is used for scholarships and need grants for the next year and will not be refunded.

This is the payment schedule for the 2019-2020 School Year

<i>Option A</i>	<i>Option B</i>	<i>Option C</i>
<u>1</u> payment	<u>3</u> payments	<u>6</u> payments
August 16, \$300	August 16, \$100	August 16, \$50
	October 11, \$100	September 13, \$50
	December 13, \$100	October 11, \$50
		November 15, \$50
		December 13, \$50
		January 17, \$50

Ways to help keep your out of pocket costs low:

Fundraisers

To help raise money, the PRHS band boosters will put on various fundraisers throughout the year. **This is a team effort and students are expected to participate in every fundraiser!** The band needs every parent to encourage their child's fundraising efforts. Also please keep in mind that participation in the fundraisers have a direct impact on trips and future band fees! Parents: if you have any good ideas for fundraising, please contact our fundraising chairperson.

Student Need Grant

If you would like to apply for assistance with your band fees, please download and complete the Student Need Grant application from Charms. All information will be kept strictly confidential. There are special requirements for the student and the parent that are listed. Keep in mind that many of the qualifications would have to be completed during the marching band season. In the event of an unexpected financial hardship

exceptions can be made if the requirements are not met if the booster board and director agree to award the grant.

Sponsors

Download the sponsorship form and get as many as you can! This is the easiest way to pay off your band fees. Please note that there is a deadline for sponsors to get on the band T-shirt.

Chaperone at least two or more events and get a 5% discount on your band fees!

Band Physical Activities

In order to march and play an instrument it is important for a student to be in shape. It is common for bands to do some form of physical activity (stretching, running/walking, pushups, sit-ups, etc.). In fact, marching band is so physical an activity that students earn PE credits for participating (form is provided in 1st forms packet). Of course, any student with a physical condition should never endanger themselves by going beyond their limitations. It is important to let Mr. Robinson know any of these limitations. Students should also use utmost care and caution when performing any physical activity. **If at any time they feel uncomfortable they should stop and notify Mr. Robinson immediately!** At the end of the forms packet there is a section involving physical activities that needs to be completed by the parent.

Band Boosters

Once a month our PRHS Band Booster parents will have a meeting in order to discuss the future of the band and its activities. **Booster Meetings are usually the 3rd Thursday of every month, as listed in the Charms calendar.** These meetings are mostly for the parents, but students are welcome. Parents: The success of our program (and ultimately what your child will get out of it) depends on your help and support! We always need extra help with volunteering and chaperoning, and we ask that each parent volunteer **at least once** during the year (so that we don't overload a few really nice people). Please contact the boosters to let them know you can help. RSVP for events through charms by clicking on the little hand icon in the calendar section (there are a limited number of spots and it is first come, first served). If you are going to volunteer, please be sure you are cleared to volunteer through the front office. It can take weeks to get the clearance so plan accordingly.

Keep this handbook.

Don't forget to turn in
the completed forms
packet!