

Delaware Hayes High School

Marching Band Handbook

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I. Policies

A. Attendance Policy

1. All Rehearsals and performances are MANDATORY.
2. Attendance will be taken at all rehearsals and performances
3. All anticipated absences must be reported to Mr. Doherty a week in advance at Dohertan@delawarecityschools.net with "Absence" marked in the subject line will email a reply and record your excused or unexcused absence
4. Following an unexpected absence, a parent must email a note of explanation to excuse a student absence due to illness or family emergencies. Students may not resume band activities until an excuse has been presented to Mr. Doherty
5. All working students should provide their employers with the summer and fall marching band schedule in order to eliminate schedule conflicts. **Work is NOT AN EXCUSED ABSENCE.**
6. Conflicts with other school organizations may be taken into consideration providing:
 - a) The student submits an email to Mr. Doherty one week in advance of the conflict
 - b) The student is in good standing according to the rules and regulations and grade requirements of the organization
7. Unexcused absences from rehearsals may result in loss of third quarter privileges, suspension from performances, loss of points in grade, and/or expulsion from the group.
8. The consequence of unexcused absences is at the sole discretion of the band directors

B. Grading Policy

1. Performance Grades
 - a) Students will receive a 100 points for perfect attendance to all rehearsals. Should a student receive an unexcused absence, they will lose 25% of their grade. Each subsequent absence is an additional 25% until the grade reaches 0.
 - b) You are unable to regain credit once you lose these points.
2. Punctuality
 - a) Students should consider being punctual as ready to rehearse at the specified time. **This does NOT include walking into the building, or getting your instrument out at the call time)**
 - b) Students who are not in their spot at the specified time will be considered late and will not receive the punctuality points for that rehearsal or performance, repeat offenders will lose 3rd quarter privileges.
3. Playing Tests
 - a) Playing tests will be assessed using rubrics that will be presented to the students prior to the assignment. The goal with the playing tests are to provide you with helpful feedback to aid your performance.

C. Code of Conduct

1. A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the Music Department. The community, school administrators, and the music staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program in Music Education. The welfare of the student is our major consideration and transcends any other consideration. All band members shall abide by a Code of Conduct, which will earn them the honor and respect that participation in the Co-Curricular Music Program affords. Any conduct that results in dishonor to the musician, the Marching Band or the school will not be tolerated. Acts of unacceptable conduct include but are not limited to theft, vandalism, disrespect, immorality or violations of law. Tarnishing the reputation of those associated with Delaware City Schools and the Music Program will not be tolerated. Students participating in the Marching Band must conduct themselves as mature young men and women. **Participation in co-curricular programs is a privilege and not a right.** Any band member whose conduct could be construed to reflect discredit upon the band and/or the school, will be subject to disciplinary action as determined by the music staff and/or administration. Issues of misconduct, which are not directly stated within this document, will be dealt with on an individual basis.

D. Minimum Behavior Expectations

1. Treat all members, chaperones, staff, and anyone we meet with respect
2. Profanity or insubordination will NOT be tolerated at ANY time, especially in uniform
3. Each member is responsible for having all equipment and other necessary items at all events (instrument in good repair, dot book, music, pencil etc.) Likewise, at the end of any event, each member is responsible for returning equipment to its proper place at leaving the area as clean as it was on arrival
4. BE PUNCTUAL and in your designated area at all times. It is necessary to arrive at school at least 10 minutes prior to the scheduled starting time in order to be ready "on time." In the realm of marching band **to be early is to be on time; to be on time is to be late; to be late is to be left behind.** If you are late to an away event, **YOU WILL BE LEFT AT THE SCHOOL.** (Yes, this HAS happened)
5. No public displays of affection

E. Discipline Procedure

1. **Records will be kept concerning all violations of the rules in this handbook.** Should it be necessary to reprimand any student for violation of these rules, we will follow these guidelines:
 - a) The first violation of any rule will result in a verbal warning
 - b) The Second violation of any rule will result in a verbal warning and extra duty assignment handed out by the directors
 - c) The third violation of any rule will result in a verbal warning and an extra duty assignment handed out by the directors, and the loss of third quarter

privilege (*During third quarter of football games, band members are permitted to get refreshments and meet with friends. If a student loses third quarter privileges, he/she must sit in the bleachers for the duration of third quarter at the next football game.*)

2. Students parents will be contacted after the second violation and each subsequent violation. We believe open communication with parents is an essential part of the success of the student in our organization.
3. In order to establish an organization with pride, unity, and self-discipline, we must enforce the rules set forth by the directors and members of this organization. Every effort will be made to be fair and just with all members. Should any student or parent have a question concerning any disciplinary action, contact the director(s) immediately.

F. Fall Sport Policy

1. We understand that the fall can be a busy time for many students and families. One of the conflicts that could arise are between music and sports. To accommodate those students in the soccer, and football teams, we have instituted a Fall Sports Policy where students who are involved in fall sports may opt out of marching band.
2. If you a participating in a fall sport, please contact Mr. Doherty at Dohertan@delawarecityschools.net and explain the sport conflict. At this point, the directors will bring the names of these students to guidance and make the necessary adjustments to the students schedules
 - a) If you are unable to participate in marching band due to a fall sport, **your grade will NOT suffer!**
3. Many sports, such as swimming and cross country, are able to double in the marching band with almost no schedule conflicts at all! If you are in swimming or cross country and are wishing to opt out of marching band, you **must** contact Mr. Doherty **before** meeting with guidance so that everyone is on the same page!

G. Modes of Communication

1. The new band website! www.hayesband.com This will be THE source for all up to date information about the band program.
2. Charms
 - a) Charms is the new administrative assistance program that the band will be using to contact all families regarding band activities. Charms includes the band calendar, the volunteer area, and will also send out emails, phone calls, and texts to remind families of events. You may access Charms through the band website.
 - b) Please be sure that CharmsEmailSender@charmsmusic.com is not listed as spam in your email account!**
3. Booster Meetings
 - a) Held on the 1st Tuesday of each month in the band room at 7
 - b) Any changes to the schedule will be sent from Charms and posted on the website

- c) All parents are boosters! Please attend and participate!
- 4. Students
 - a) Students will be handed Tuesday Sheets every Tuesday with updates to the schedule for the weekend activities. They will also be posted on the website and sent out over Charms.
 - b) Students will receive information in written and verbal form. Please ask your child for any information received at rehearsal

H. Attire

- 1. Practice Clothing
 - a) Wear close-toed athletic shoes a all time! NO SANDALS
 - b) Clothing must be suitable for athletic movement!
 - c) Wear cushioned socks to avoid foot injury such as blisters
 - d) Bring a water jug to **every rehearsal!**
- 2. Show Shirts
 - a) Each student will be provided with a show shirt early in the season. Each year a new show shirt is designed to promote the seasons show. Students are expected to wear their show shirts when traveling. The shirt helps chaperones identify Hayes band students. More importantly, it demonstrates school spirit and pride in the band. Parents and family members will have the opportunity to purchase show shirts as well
- 3. Summer Marching Band Uniforms
 - a) Short sleeve orange polo (purchased from the band)
 - b) Black athletic shorts (purchased from the band)
 - c) Black short socks**
 - d) Marching shoes (purchased from the band)
 - e) It is the students responsibility to purchase the uniform pieces BEFORE the first summer performance
- 4. Competitive Marching Band Uniforms
 - a) This is the first year for the new uniforms! Treat the uniforms with RESPECT.
 - b) The following parts of the uniform will be provided by the band before every show
 - (1) Pants
 - (2) Jacket
 - (3) Gauntlets
 - (4) Shako
 - (5) Plume
 - c) The student will provide the following
 - (1) Black marching shoes
 - (2) Black knee-length socks
 - d) Required **under** the uniform
 - (1) Show shirt
 - (2) Shorts

- (3) This attire is necessary as there is no privacy when changing into uniforms. At competitions, we may dress in the parking lot or on the bus. At football games, students will get changed in the band room
5. Uniform Inspection
 - a) Prior to each performance, members must pass an inspection of their uniform and equipment. This ensures that the band will have a cohesive consistent appearance. In addition, we hope to foster good personal habits and pride in the band. The following criteria have been established for achieving a clean and uniform look in our band:
 - (1) No Jewelry is to be worn while in uniform
 - (a) You may cover piercings with a band aid if they are hard to remove.
 - (b) Any gauges must be clear
 - (2) No nail polish is to be worn in uniform
 - (3) A short or long sleeve black shirt is to be worn under the uniform
 - (4) Black knee-length socks
 - (5) Hair must but pulled back and up into the shako
 - (6) No hair may touch the collar of the uniform
 - (7) Uniform pants **must be worn as instructed**
 - (8) When not performing, but still in uniform, all members may remove only shakos and gloves. They are to be stacked together as instructed by the director

II. Financial Information

A. Financial Responsibility

1. Marching band fees are paid to Delaware City Schools unless otherwise instructed
2. Payment to DCS can be cash or check
 - a) To ensure credit for the payment, please place cash or check in an envelope with the students first and last name on the outside
 - b) If paying by check, please put band fees in the memo line
3. If the financial plan will be a problem, please don't hesitate to contact Mr. Doherty at your earliest convenience. All conversations will be kept confidential. We are more than happy to work with your family to ensure that every student has an equal chance to participate in the group

B. Fees

1. The band fees only cover a portion of the budget for the marching band season. The fees go to pay for the design team (Drill writer, music arranger, colorguard design etc.) and supplemental music staff. Paying your fees on time is CRUCIAL to the not only the success, but the operation of the ensemble as well.
2. The total band fees for the season are \$175
3. **A deposit of \$100 is due by the 4th of July to**

- (1) This fee is to ensure participation in the ensemble, and to begin payment to the music arranger, drill writer, and supplemental staff
3. **The second payment is \$50**
4. **The final payment is \$25**

C. Personal Items and Additional Cost

1. Each band member will be **required** to purchase the summer band uniform (shirt and shorts) and the marching shoes. If maintained properly, these items should last four years of marching band.
 - a) Costs of **required** personal items *price subsequent to change*
 - (1) Band Shoes \$33 *checks made to Cadence Club*
 - (2) Summer Band Shirt \$27 *Checks made to Cadence Club*
 - (3) Band Shorts \$22 *Checks made to Cadence Club*
 - (4) Total Cost \$82
2. Many fundraising events are planned to offset the expenses incurred by the band program and to keep students fees as low as possible
 - a) All band families are expected to participate in fundraising activities
 - b) The funds raised benefit ALL band students
 - c) Student AND parent participation are crucial
 - d) **Mandatory fees may be charged if funds are not raised to cover band expenses**
 - e) Expenditures of booster funds are approved by the band directors, board members, and boosters. *Please attend booster meetings for a monthly budget update and opportunity to propose solutions to fundraising and fee concerns*

III. Schedule Information

Refer to the calendar posted on the website for the most up-to-date and accurate information. This portion of the handbook gives an overview of typical scheduling concerns.

A. PSAT, SAT, and ACT Test Dates

1. Please try to schedule the test dates around the marching band event dates. While an absence from practice may be necessary, absences for these tests will not *necessarily* be excused. Any student not prepared for, or in attendance at a competition has a significant overall effect on the performance. Please refer to the band calendar posted online and the official test registration websites when considering testing dates:
 - a) <http://sat.collegeboard.org/register/sat-dates>
 - b) <http://www.actstudent.org/regist/dates.html>

B. Practice/Performance Schedule Changes

1. A lot of time is spent putting a band schedule together and deciding all dates and times as far in advance as possible so students and parents can plan

accordingly. We endeavor to change the schedule as seldom as possible. A few reasons for the schedule changes are:

- a) The students have not been working as diligently in practice as expected and additional practices need to be scheduled or practice time will be extended, or an additional rehearsal will be added.
- b) A competition or game has been canceled or rescheduled which is out of the director's control
- c) New opportunities to showcase the students' talents become available after the schedule is published
- d) Changes to the schedule will be announced to the students and posted on the website as soon as the change is confirmed. As needed, parents will be emailed.
- e) ***For some events, particularly competitions, the band directors are NOT informed of the performance time until about a week before the performance. Therefore, the schedule will indicate to keep the day open. The specific day will be announced to the students and parents as soon as the director has confirmation. This can be frustrating for overall scheduling for families, but it is out of the director's control.***

(1) Rule of Thumb: if the day is scheduled for a band competition or practice with no time, keep the entire day open until the report times become available.

C. Marching Band Camp

1. Band Camp is a time for the students to get to know one another as well as learn their marching fundamentals, music, and drill (the designed show.) The Band starts to put together the best performance that they can **as a single unified team.**
2. If a student misses any of band camp, they can have a difficult time catching up and fee like like a part of the group. Therefore, **all students are asked to set aside those 2 weeks of their summer and devote it completely to pre band- camp, and band camp.** Please, do not schedule any work or vacations during these two weeks.
3. Band camp is also a time for parents to volunteer and meet other band parents. Early in the summer, parents can expect to attend a mandatory evening event , at which time parents will learn more about their role as booster members and the various ways in which they can support the band. Parents provide invaluable services during band camp and the academic year to support the Hayes Band Program. among other things, parents may help during band camp by overseeing first aid, supplying water and snacks, moving equipment, watching over the building during free time, being surrogate moms and dads, providing a friendly face for a stressed out marcher, and being a support to the directors.

D. General Scheduling Notes

1. While all of the details are in the air at this point due to a changing high school schedule, a typical fall rehearsal plan will look like the following...
 - a) Two afternoons a week of sectional rehearsal
 - b) One evening of Ensemble Rehearsal
 - c) One afternoon of Stadium Rehearsal
2. Throughout the course of our season, we hope to **reduce** our practice schedule provided that the total band has reached satisfactory levels of performance and the individual members have passed the expectations set by the directors, rehearsals towards the end of the season may have their hours reduced. In the event that the members have not made the most of the scheduled rehearsals, **additional** rehearsals may be added to the schedule

E. Football Games

1. The Marching Band performs at every home football game and away games. They perform portions of, or the entire marching band show at halftime. Each performance is an opportunity to work on perfecting the show and learning to perform to an audience. **Every student is required to attend these games, and any absence needs to be approved with the director PRIOR to the game in question.**
2. During the game the band sits together, plays pep tunes, and generally has a lot of fun! After performing during halftime, students are allowed to leave the stands during third quarter to get refreshments, visit friends, and relax.
3. All students remain in their uniforms during the entire game unless otherwise instructed by the band staff.
4. Parent volunteers are needed at every performance! Among other things, volunteers help in the band room to get students into uniforms, chaperone during the game, and sell Krispy Kreme donuts during portions of the game

F. Band Competitions and Performances

1. Parents and families are always invited to all performances. We try to make it a practice to sit as a group at contest or performance to support our band. Students love nothing more than a standing ovation from the parents and fans, acknowledging all their hard work. Not only do the parents support the students by coming, but there are always volunteer opportunities to help get the students into uniforms, help distribute lunch, help load/unload etc. Each volunteer position is a rewarding way to be part of our band family!
2. Maps or directions to competitions are usually available several days prior to the even. These will be emailed out and posted on the website for printing at home