

AHS Band Handbook 2017-2018

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I. Letter from the Directors

24 April 2017

Dear AHS Band Parents and Students:

The time has come to make plans for the 2017-2018 Marching and Concert band seasons. Please take time to review the enclosed summer schedule and all other inserts in this mailing. This schedule is very important. Remember that all doctor appointments, work schedules, senior pictures, drivers ed training, college visits, and other conflicts must be worked out to avoid conflicts with our band schedules. All summer rehearsals will take place at Arlington High School. Staff and chaperones will assist in the operation of our summer activities.

If you need to use a school instrument, you must complete the attached PINK instrument checkout form, which must be signed by a parent/guardian, and submitted with the stated usage fee. This form can also be found as a PDF on our website at www.ahstigerband.com. When the form has been returned to the directors, an instrument(s) will be assigned. All instruments are in working order when assigned to the student for use. Students are responsible for the upkeep of instruments while in their possession. Instruments can be picked up at New Member Camp. Please arrive 30 minutes to one hour early if you will need to rent a school instrument.

It is vital that we have a health form on file for each student. A blank GREEN health form can be found in this packet. Please do not use a health form from previous years as we update our forms yearly. Make certain this form is filled out completely (including all insurance information) and that it is signed by the student's parent/legal guardian AND a notary public (notary services are available free of charge at local banks and many area churches). Please attach a photocopy of any insurance cards to the health form. These health forms are due no later than the first day of Pre-Band Camp (July 17, 2017). Students will not be able to participate without a completed form on file.

Also attached to this letter are the YELLOW contract and student conduct agreement, which must be filled out and signed by the parent/guardian and student, then returned, along with your initial fee payment, by Monday, **May 15, 2017** for returning students, and Tuesday, **June 6, 2017** for new students. You may also turn in your GREEN health form with your contract. Remember, the health form for all students is due no later than Monday, **July 17, 2017**, signed by a parent/guardian and a notary. These forms must be turned in on time in order to participate in the AHS Band. *According to ACS policy, any fees paid between April 15 and June 30 must be made in the form of a money order or cashiers check to Arlington High School.* Please make out your initial deposit in this fashion. Place all payments in an envelope, marked with student's name and purpose of payment. This envelope should be deposited in the locked white box located in the AHS Band Room. Please do not send/leave checks at the AHS Main Office.

Pre-Band Camp is scheduled for Monday, July 17 - Friday, July 21. Band Camp is scheduled for Monday, July 24 - Friday, July 28 at Arlington High School. The cost of band camp is covered in the AHS Band Requested Operating Fees. However, each student will be responsible for either bringing lunch to school or going out for their meal. *All students must leave campus for dinner.* Parents should make arrangements for students to carpool with others if they cannot provide a ride. If a student is planning to

leave campus for meals, a note must be received from a parent/guardian giving permission for the student to leave campus. If a note is not present, the student will not leave campus.

All students are required to have tennis shoes (worn with socks) for rehearsals (low-top recommended for easier flexing of the foot). We recommend students not wear brand new shoes as the grass may be wet in the morning. No sandals, crocs, or flip-flops will be allowed. Outside rehearsals will get hot! Students are urged to bring their own filled water jug (marked with name) for extra fluids. We will provide water and Gatorade during outside rehearsals, but it is still recommended that students bring filled water bottles/coolers. Students should start hydrating and eating healthy meals before band camp to prepare your body for the heat and exercise. All students should take steps to protect themselves from the sun – use a high SPF sunscreen that is water/sweatproof.

Each section may require additional items:

- **Percussion** – brimmed hat (to shade the face/ears/neck, required sticks/mallets, music, pencil, instrument (provided by school)
- **Woodwinds** – brimmed hat, at least four playable reeds, music, flip folder, pencil, lyre, instrument, instrument care supplies (cork grease, swab, etc.), and pouch (given by squad leader)
- **Brass** – hat, valve oil, music, flip folder, pencil, lyre, instrument care supplies, instrument, and pouch (given by squad leader).
- **Guard** – hat/head covering, pencil, pad, pouch (given by leaders)

All new and returning students should be aware of our pick-up and drop-off procedures for all rehearsals, performances, and activities at Arlington High School. All students must be picked up and dropped off in the student parking lot. Students may not be picked up or dropped off in the parking lot immediately adjacent to the band room/fine arts wing (faculty parking lot). Students may not be picked up or dropped off along any part of the street on school property. Please understand that this is a school policy implemented to keep our students safe. If this policy is ignored by whoever is picking up or dropping off your child, we will be forced to remove your child from participating in upcoming performances. Please work with us to keep our students safe during pickup and drop off times, including meal breaks.

During the last full day of camp (Friday, July 28, 2017 at 7:00 pm), the band will present a performance of our show. We encourage all parents (and other friends, family members, and community supporters) to attend. Please dress comfortably and bring your own lawn chairs. Parents, part of our performance may possibly involve you on the field (be prepared!!).

If you should need to contact us, we can be reached via email at timothy.simpson@acsk-12.org or zachary.corpus@acsk-12.org. We are looking forward to a great year and many successes for the AHS Band!

Sincerely,
Timothy Simpson
Zachary Corpus

II. Band Program Requirements

To be a member of the AHS Band, the student must be enrolled in the proper band period during the fall and spring semester, turn in a contract/conduct agreement (signed by the student and parent/guardian), and must meet all financial obligations. This contract is a binding agreement between both parties and will be honored by both parties for the entire year. All band students must participate in both marching and concert band in accordance with Arlington Community Schools Band Curriculum. Each student must comply with all rules and regulations for the band program. The student agrees to attend all rehearsals (including band camp and section rehearsals) and all performances including competitions, parades, football games, concerts, festivals, and requested performances (i.e. graduation). Exceptions are through the directors' approval only. The summer camp, after school rehearsal, and performance schedules can be found in this handbook. They can also be found on the band website (www.ahstigerband.com) and on the band room wall. A hard copy will also be handed out in class before the end of the school year and at the beginning of each year. Once a student turns in the signed contract, they are making a commitment to the AHS Band, and will not be allowed to quit.

III. Marching Band

The Arlington High Marching Band performs at all home football games, the Arlington Christmas parade, and various performance opportunities in the area. To be a member of the Arlington High Marching Band, the student must be enrolled in a band class during the fall and spring semester. He/she must have passed at least six (6) courses the previous semester, or must have made up courses through summer school or with Directors' approval. Each student must comply with all rules and regulations of the Arlington High School Band program.

This year's show is titled, ?????

Students that turn in their contract and first payment by the designated deadline will be guaranteed a spot on in the marching drill up through the first football game performance. After the first football game performance, the alternates will be allowed to challenge any student of their same instrument for their spot in the show. By signing a contract the student agrees to attend all summer camps and fall rehearsals and performances including: competitions, parades, football games (exceptions through directors approval), and is required to attend Band Camp. Conflicts must be cleared with the directors with at least two weeks notice. Each member must meet all financial obligations and must attend all performances. This contract is a binding agreement between both parties and will be honored by both parties for the entire year.

IV. Alternate Status

It may be necessary for an alternate system to be employed in the Marching Band with every student getting the opportunity to perform during the year. Due to sickness, moving, and other occurrences, it is necessary to write the field show for fewer students than are on the roster. Alternates march on an as-needed basis — alternates can be utilized in the event someone cannot perform due to illness, excessive absences, or has ceased to exhibit the necessary enthusiasm, attitude, and dedication needed to be a member of a top-notch organization.

Alternates must be present for all rehearsals and performances and must meet their budgetary obligations. They are considered full members of the organization and will have duties related to the preparation of the band for performances, when not on marching status.

If a student does not turn in their contract by the designated deadline, they will still be able to join the AHS Marching Band, but will be given an alternate status. We will only give the drill writer numbers based on the signed contracts and those numbers cannot be changed without being charged large fees by the drill writer. Alternates are considered full-fledged members of the Marching Band. These students must meet all requirements during the marching band season. The students will rehearse and occasionally perform with the group, possibly earning a permanent spot at any time when deemed so by the directors. Alternates will also perform in all pre-game show activities. This means that the alternates are expected to attend all rehearsals as per the rehearsal policy. Alternates may be rotated in and out on a per performance basis in order to provide the opportunity for more students to perform. Alternates will travel on all trips with the Marching Band. All financial obligations apply.

V. Attendance Policy and Communication of Conflicts/Illnesses

All students are required to attend all rehearsals, performances, and events that the student signs up for. The directors should be notified IN ADVANCE if a student is going to be absent from a rehearsal or performance. Absences from band rehearsals or performances are unexcused unless due to (a) personal illness, (b) death in the family, (c) an emergency, or (d) special permission of the directors obtained in advance by the parent or guardian. Students must exhibit consistent responsibility in these areas. Excessive absences for any reason may result in the student being placed on alternate status. Please compare our schedule with your family schedule to make sure that there are no last minute conflicts. Work schedules, senior pictures, doctor appointments, driver's ed training, dentist appointments, college visits, etc. MUST be worked around these camps, rehearsals, and performances. Those types of absences (unless they are emergency doctor's visits) may result in your being made an alternate in marching band or rearranging parts in concert season bands to accommodate for your absence. Inform Mr. Simpson or Mr. Corpus of your schedule conflicts (in writing) as soon as you know of them. Advanced communication is the key! We may be contacted via email at zachary.corpus@acsk-12.org which is the best way to reach us (email must include all information and a phone number for confirmation).

Any time that you believe that your child needs an exception/exemption please contact Mr. Simpson or Mr. Corpus as soon as possible. We can accommodate for your child's conflict/situation more easily if we have advanced notice (we ask for at least two weeks). The best way to contact Mr. Simpson or Mr. Corpus is by email, but please also feel free to ask for a time to discuss your child's situation in person, as this is the best form of communication.

As we are responsible for all of our students during rehearsals and performances, we ask for communication (in writing or email) from the parent/guardian of any student that will be absent. If the student must miss a rehearsal for an emergency doctor's appointment, illness, or unexpected life event or situation, he/she must bring or email a note from their parent/guardian prior to the absence. If the student sees the doctor for an injury or illness, he/she must bring in a doctor's note with instructions about their ability to participate and the date in which they can go back to normal activity. We want to follow the doctor's orders to ensure the health and well-being of all of our students.

VI. 2017 Summer and Fall Marching Rehearsal and Performance Schedule

The rehearsal schedule is set well in advance and was delivered with the contract packet in April 2016, allowing students to plan other activities and obligations around the established schedule. Punctuality is a trait that will serve you well in any endeavor. Plan to arrive well in advance of the beginning of rehearsal — do not try to sneak in at the last second. It is essential that we make efficient use of the rehearsal time we have. This can only happen when every band member is present and working to improve. The band member that misses rehearsals cannot improve, and the other band members around them have a less effective rehearsal due to the absence.

Leadership Camp: – June 5, at AHS, 9am - 5pm

New Member Camp: June 6 – 8, at AHS, 9:00am - 12:30pm, (All new members and band leaders)

Pre-Band Camp: July 17 – 21, at AHS, 8:00am - 12:30pm (All Band Members)

Band Camp: July 24 – 28, at AHS, 7:45am - 8:30pm (All Band Members)

Post-Band Camp: August 1 and 3, at AHS, Time Determined with inservice (All Band Members)

After School Band Practice: Tuesdays and Thursdays 2:30pm - 5:00pm (August 8-October 26)

After School Marching Fundamentals: (Woodwind and Brass Players Only) Mondays 2:30- 4:00pm (August 7, 14, 21, 28, September 11, 18, 25)

Percussion Sectionals: Saturdays 8am – 3 pm (August 12 – September 16)

Guard Sectionals: Same as Monday band sectionals, may have additional rehearsals in early season.

Sectionals: May be called by the director or student leaders, only if needed, with proper notice (5 school days)

Football Game Schedule: All games begin at 7pm. A detailed schedule will be provided the week of each performance. Students will need to be in the band room at the time indicated by each individual performance schedule.

September 1 – Houston (Away – Pep Band)

September 8 – Southwind (Home)

September 15 – White Station (Home)

September 29 – Bartlett (Homecoming)

October 6 – Evangelical Christian School (Home –Band Senior Night)

October 20 – Cordova (Home – Football Senior Night)

October 27 – Collierville (Away – Pep Band)

November 3 – Playoffs begin, scheduled for every Friday through December 3, 2016. This may involve all marching band members.

Competition Schedule: We will attend four competitions in September and October from the following dates (only four weekends). This does not include the Arlington Open Invitational that we host.

September 23, 2017 – Arlington Open Invitational – Arlington HS, Arlington, TN

September 30, 2017 – Briarcrest Marching Invitational – Briarcrest Christian School, Eads, TN

October 21, 2017 – Bandmasters Championships – Liberty Bowl Memorial Stadium, Memphis, TN

October 28, 2017 – Mid-South Marching Invitational – Austin Peay State University, Clarksville, TN

IMPORTANT NOTES: The Thursday Rehearsal before each Football Game is considered a mandatory dress rehearsal. Any student that is absent from this rehearsal will not be allowed to perform during the Football Game Half-Time Show of the same week and may not be allowed to perform at the Saturday Competition as well. All competition schedules will be different. We will have a rehearsal (usually at AHS) on the Saturday morning/afternoon before all competitions. We ask that you block out the entire day for

all competition dates. The Vanderbilt Competition will be an overnight trip and our rehearsal will probably be at a high school along the way. These Saturday rehearsals are considered mandatory dress rehearsals. Students that are absent from a Saturday Competition Rehearsal will not be allowed to perform in that day's competition. If your child has a conflict, please discuss the situation with Mr. Simpson or Mr. Corpus well in advance. If you wish to bring your child home from any of our competitions we need an email or note signed by the parent/guardian before we leave AHS for our destination.

Remember: Attendance at these rehearsals and performances is EXTREMELY important. Work schedules, senior pictures, doctor appointments, driver's ed training, dentist appointments, college visits, etc. MUST be worked around these camps, rehearsals, and performances. Those types of absences (unless they are emergency doctor's visits) may result in your being made an alternate. Inform Mr. Corpus of your schedule conflicts (in writing) as soon as you know of them. Advanced communication is the key! We may be contacted via email at zachary.corpus@acsk-12.org, which is the best way to reach us (email must include all information and a phone number for confirmation).

Guidelines for Outside Band Practices and Excessive Heat

Rehearsals are never cancelled due to inclement weather. We will not usually rehearse outdoors in the rain, unless it is just drizzle or intermittent light rain. In the event of steady rain, we will rehearse indoors and then go outdoors at the first opportunity. Students should dress for the weather. In the event of extreme temperatures, rehearsal schedules will be adjusted to indoors. Students should wear low-top tennis shoes and socks for rehearsals. This is important in that the style of marching step we use requires that the foot and ankle be permitted to move freely. Hats and sun block are recommended. In the rare event that we must cancel or reschedule a rehearsal or performance, we will give notice as soon as possible. "In the event schools are closed due to inclement weather or other calamity, all extracurricular activities scheduled for those days will be canceled or postponed." (ACS Student Handbook, pg 17) Parents and students, we need your help in following the recommendations listed below.

- Students should begin hydrating (drinking) when you wake up in the morning. You should have consumed 24 to 36 ounces of fluids prior to practice.
- Students should avoid beverages with caffeine and carbonation. (Can cause excessive urination and thus deplete Fluids.)
- Must have a good breakfast before arriving in the morning. Eat a good solid lunch. Avoid heavy foods, greasy foods, heavy sugared items, excessive dairy products, and foods with a heavy citrus acid.
- Water containers must be brought to all outside rehearsals, preferably containers that are insulated. We will provide Gatorade, in addition to water, for all our outside rehearsals. We encourage each student to have a chilly pad or small towel to use around the neck area to help cool down.
- If you start to feel bad, you must let us know immediately and move to our tent area. Review the following symptoms: unusually excessive sweating, not sweating at all, vomiting, diarrhea, dizziness, and confusion.
- Make sure health forms are kept up to date, especially in regards to medication changes.

Directors and Staff will make sure the following items are observed at all outside rehearsals.

- All directors and staff will monitor water breaks and students hydrating properly.

- When the heat index is between 95-104, we will re-check the temperature and humidity every 30 minutes to monitor for increased heat index.
- All directors and staff will be aware of medical conditions, such as asthma, that could exacerbate heat related problems.
- If the heat index rises above 104 degrees, we will stop our outside rehearsals and move inside. This will most likely occur during the first couple of weeks of school, our practices are from 2:20 - 5 pm which happens to be the hottest portion of the day, we will make use of several inside areas of the school.
- We will keep all students practicing in areas where they can be observed by a director or staff.

If you have any questions or concerns, please direct them to Mr. Simpson and Mr. Corpus and we will be glad to answer them. Email is the best way to contact us (timothy.simpson@acsk-12.org or zachary.corpus@acsk-12.org) or in person. We have a show to produce, but more importantly we have students that we are responsible for.

Concert Season Bands

We have three concert season bands at AHS: Concert Band, Symphonic Band, and Wind Ensemble.

Concert Band is for all freshman students, *Symphonic Band* is for 10-12 grade students, and *Wind Ensemble* is for 10-12 grade students, selected by audition.

All band students will be encouraged to participate in WTSBOA All-West Auditions and Clinics, and Solo and Ensemble Festival (S&E) as part of their individual development.

- *Concert Band* and *Symphonic Band* students are required to perform in an ensemble for WTSBOA S&E Festival in addition to either auditioning for All West OR performing a Solo at S&E (it is encouraged that they do both, but not required).
- *Wind Ensemble* students are required to audition for All West AND perform both a solo and ensemble piece at S&E.

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Concert Ensemble Daily Procedures

- All students are to be inside the band room before the tardy bell sounds. At two minutes after the bell, each student is expected to be in his/her seat, with stand, music, and necessary materials (including a pencil). Students should begin to warm up while roll is being taken. There should be silence in the rehearsal hall when the conductor gets to the podium.
- Warm-up is a very important part of each rehearsal. This is when we focus on the fundamentals of our playing so that we may improve both as a group and as individuals. Always make sure you have all of the required equipment needed to perform on your assigned instrument. Students must provide their own mutes, reeds, and sticks as required by their instrument.
- Brass players should have all necessary mutes.
- Trumpet players should all have straight and cup mutes. These are called for quite often.
- Reed players should have at least two spare reeds at their seat during rehearsal. Ideally, you should have three to four reeds that all play that you rotate using from day to day. Your reeds will last longer and you will get better play from them if you do not use the same reed all the time from the day it is new until it is worn out.
- Percussionists should each have a pair of concert snare drum sticks, general pair of keyboard mallets, and general pair of timpani sticks during Concert Season.

- Cases should be left in the Instrument Storage Room. They are unnecessary obstructions in the rehearsal area. Books and book bags should be stored around the walls in the band room during rehearsal. Books, book bags, personal belongings, and non-band related items should not be stored in the band room or storage rooms. These items should be stored in a school locker.
- At the end of rehearsal, make sure you put all of your equipment away:
- Instruments should be put in the Instrument Storage Room until time to take home for practice.
- Music that is not being taken home should be placed in the student's personal music folder and stored with their instrument or folder slot (percussion). Sight reading music should be placed back in the appropriate folder (in order) and in the designated box (in concert order).
- Percussion equipment is to be put away at the conclusion of rehearsals.
- Timpani, Bass Drum, Chimes and Mallet instruments for which there are covers should be covered.
- Small equipment, including cymbals and concert snare drum, should be put in cases (if available) or returned to the appropriate storage area. This will help keep non-percussionists from "playing around" and will keep the equipment in better working order.
- Problems of an individual nature (music missing, problems with instruments, etc.) should not take class time. These issues should be dealt with before school, after school, or just before class as a last resort. (We are at school by 6:20 a.m. every morning and are always available after school.)
- Talking during rehearsals is prohibited; it takes away from the goals that need to be met. Talking, when necessary, should always be about the music we are studying. Talking should never be a distraction to the conductor or other students.
- DO NOT leave your money, purses, wallets, or other valuables UNATTENDED during rehearsals or during the school day. We cannot be responsible for valuables left in unsecured areas.
- All band students will have several chair placement tests and performances through out the fall/spring semester to help develop excellent understanding of literature and proper performance etiquette. This will also help to prepare students for scholarship auditions and other types of auditions through out this area and region.
- Students will receive all chair placement materials at least two weeks prior to the test date. Playing tests may cover prepared music, scales (Major, minor, chromatic), and sight-reading. Please see the band website (www.ahstigerband.com) for further dates and details on these tests.

2017 Fall – 2018 Spring Concert Season Schedule

Band meets everyday during the designated scheduled period during the regular day. Please visit the band website for updates on what music, standards, and concepts students will be working on each week/day. Student's will work on scales, arpeggios, warm-up techniques, chorale books, sight reading books, etc. to work on tone, technique, rhythm, pitch, balance, blend, intonation, musicality, etc. We will start working on concert music in class, starting in September. Students will need to bring their concert instrument to school on the designated concert rehearsals. These dates will be announced in class and posted to the website.

Concert Band:

Meets every Monday-Friday during 3rd Period – or as designated by the week's schedule changes. Concert music rehearsals and dress rehearsals will be after school on Wednesdays,

(Students who are absent from the dress rehearsals for any reason will not play on the concert. Please speak with Mr. Corpus or Mr. Simpson with advanced notice if there are any questions or conflicts.)

Symphonic Band:

Meets every Monday, Wednesday, and Friday during 4th period – or as designated by the week's schedule changes.

Concert music rehearsals and dress rehearsals will be after school on Thursdays.

(Students who are absent from the dress rehearsals for any reason will not play on the concert. Please speak with Mr. Corpus or Mr. Simpson with advanced notice if there are any questions or conflicts.)

Wind Ensemble:

Meets every Monday, Wednesday, and Friday during 6h period – or as designated by the week's schedule changes.

Concert music rehearsals and dress rehearsals will be after school on Tuesdays,

(Students who are absent from the dress rehearsals for any reason will not play on the concert. Please speak with Mr. Corpus or Mr. Simpson with advanced notice if there are any questions or conflicts.)

*Students must follow all school rules during these after-school rehearsals. See General Rules.

Additional Guard, Percussion, and Wind Opportunities

JAZZ BAND

The Jazz Band is a select group with membership through audition only. The student and parent/guardian will sign a contract agreeing to attend all rehearsals and performances. Exceptions are through Mr. Corpus' or Mr. Simpson's approval only. A schedule will be given out with the contract at the end of October.

All students must be enrolled in an instrumental music class; the directors must approve any exceptions. Jazz Band rehearsals will be on Mondays, from 2:30-4:30 pm, this will begin at the end of First Semester and continue through Second Semester.

INDOOR GUARD (Winter Guard)

The Winter Guard is a select group with membership through audition only. The student and parent/guardian will sign a contract agreeing to attend all rehearsals and performances. Exceptions are through the directors' approval only. A schedule will be given out with the contract in mid October.

There will be a parent meeting in October. **The student must have been a member of the fall Marching Band and must have met his or her financial obligations for the fall.** Each member must be enrolled in the AHS Winterguard Class or one of the three band classes. Each member must meet all financial obligations as set on their Indoor Guard Contract.

INDOOR PERCUSSION (Winter Drumline)

The Winter Drum Line Program is a select group with membership through audition only. The student agrees to attend all rehearsals and performances. Exceptions are through Mr. Simpson's or Mr. Corpus' approval only. A schedule will be given out with the contract in mid October. There will be a parent meeting in October. **The student must have been a member of the fall Marching Band and must**

have met his or her financial obligations for the fall. Exceptions are through the band directors' approval only. Each member must be enrolled in one of the three band classes or orchestra class. Each member must meet all financial obligations as set on the Indoor Percussion Contract.

THE "MUSICAL" ENSEMBLE (Pit Orchestra)

The Spring Musical performance is usually scheduled for mid-late February. More information will be announced at a later date as the show is set by the drama department.

If there are changes, cancellations, or additions to this schedule, we will post them on the band's website. In the rare event that we must change, cancel, or reschedule a rehearsal or performance, we will give notice as soon as possible.

Dropping Class

Any student who drops out of any of these band programs during the season will not be allowed to rejoin at any time and must drop that specific class immediately or as soon as the administration deems possible. Any student who drops out will not be allowed to rejoin unless approved by directors. The directors and the principal must approve any exceptions to the requirements above. Any fees paid will not be refunded.

Grading Procedures

Band is a unique course at Arlington High School. It has curricular requirements, just as any other academic discipline, but it also has out-of-class time requirements. In accordance with the Arlington Community Schools grading policy, band is considered a co-curricular course. A co-curricular course is a course that is based on performance and requires after-school rehearsals and/or performances. The strength of our band program is the consolidation of these requirements into one performance-based, academic course of study. The level of commitment from each individual student is the driving force behind the organization and is reflected in the level of achievement reached by the individual and the program.

Band is a learning activity. Rehearsals, whether during or after school, are the means by which students learn, and by their very nature hard to be reproduced or made-up. Therefore, it is imperative that students be present unless the absence is unavoidable. Excessive rehearsal absences will undoubtedly affect a student's performance, as well as the ensemble's performance. Great bands are not made from excuses but by the dedication shown by its members.

The band as an organization provides a medium through which students progress academically, musically, and socially. Musicianship, attitude, attendance, punctuality, conduct, and a desire for excellence are absolutely expected from each member of the Arlington High Band. Therefore, individual practice and preparation are essential. No other discipline in education requires the high level of achievement from all participants (as a team) as does musical performance. Through the level of commitment required, we hope to better prepare our students for the responsibilities encountered throughout their lives.

Weekly Participation (during the school day)

Having all equipment needed for class rehearsal (example: attendance, instrument, pencil, mutes if needed, proper percussion sticks and mallets, etc.) is a weekly grade of 100 points (20 points per day – If there are less than 5 days in a week, then the 100 points will be divided among those days). Absences from a class must follow the policies and procedures set by Arlington High School and Arlington Community Schools. Since ACS considers band a co-curricular class (a performance-based class), the student must be present in class to earn credit for participation. If a regular class (during the day) is missed, the student will not be able to make up the participation grade, excused or unexcused. The only exceptions are absences due to school field trips, tests (not to be confused with makeup tests for a teacher without prior approval from the directors, which should only occur if the test or quiz was missed due to a band activity), or other school-related activity. If a student misses a large amount of classes, that are approved excused absences, then it will be up to the directors to exempt the student from the participation grade for the appropriate weeks. This will be done on a case-by-case basis.

Homework

Based on practicing at home and showing improvement on music assigned in class. Students should spend thirty minutes a day on music assigned in class. A weekly homework grade of 100 points will be assessed. This will include recording assignments with school-issued technology. Occasionally, written assignments will be made to assess and encourage growth of musical fundamentals.

After School Rehearsals (preparation)

Having all equipment for rehearsals (example: attendance, instrument, music, mutes if needed, dot cards (for the marching season), pencil, percussion sticks and mallets. Attendance is an important part of this area; a student missing hurts the individual as well as the ensemble. The directors, upon student request, will assign make up assignments for only excused/approved absences. Each after school rehearsal is worth 100 points.

Absences from rehearsals are only excused in the event of an extreme emergency: serious illness, injury, or hospitalization of the student, death in the family, religious holiday, or other reasons deemed excusable by the directors. All other types of appointments should be worked around the rehearsal schedule, two weeks notice should be given for consideration. The band directors must approve all absences from rehearsals IN ADVANCE.

Students are required to attend all rehearsals. If a student is absent from any rehearsal, with an excused absence, the student will be required to do make up work for the absence. *It is up to the student to schedule a time with the directors to make up their excused absence from a rehearsal.*

Performances

Based on having all required equipment and being on time. Each performance is worth 200-400 points. Major performances will be weighted heavier (example: contest or festival will be worth 400 points). Performances are viewed as major tests: a performance is a learning experience that cannot be duplicated in a rehearsal hall or practice room; the level of concentration required in a public performance assists each student in developing an insight into his/her own level of performance. A performance is an important evaluative tool, allowing comparison of a student's performance in relation to classroom objectives presented and with past performances.

Absences from performances are only excused in the event of an extreme emergency: serious illness or hospitalization of the student, death in the family, religious holiday, or other reasons deemed excusable by the directors. The band directors must approve all absences from performances or rehearsals IN ADVANCE.

Students are required to attend all performances. If a student is absent from any performance, with an excused absence, the student will be required to do make up work for the absence. It is up to the student to schedule a time with the directors to make up their excused absence from a performance.

Playing Tests

Based on tone quality, pitch, technique, rhythmic accuracy, musical expression, and scales – each assignment is worth 100 points. Music check off may be given with or without notice, they are worth 50 points each.

The Arlington High Band grading is based on participation, performance, and improvement, not on raw ability. Four playing tests will be given throughout the year and the level of proficiency is considered in the assessment. All playing tests will be graded on a curve to account for performance errors. If a student spends at least 30 minutes a day practicing the required material for each playing test, then they should do fine on their test. We can tell the difference between performance errors and lack of practice. If a student has any concerns about their performance on a playing test, they can speak with one of the directors before and after they take their test.

If a student fails to complete the playing test, music check off, etc. they will lose the points for that music evaluation.

Making Up Work for Other Academic Classes Due to an Absence Associated with a Band Event/Performance

If students are absent from their other academic subjects due to a Band Event, they are still responsible for all of the material covered during their absence. They are also responsible for working out when they need to turn in any missed classwork or homework. If a student misses a test/quiz in another academic class because of a band event/performance, then that student may make up the said test/quiz during their scheduled band period. This may also apply to classwork that cannot be made up outside the classroom. The student must schedule their make up test in a timely manner following the event/performance (no more than one to two weeks). The student must bring a note (email is preferred) from the respective teacher and ask permission before leaving the band room to take the test/quiz. This may also be arranged in advance. Students should only make up work that was missed due to the band event/performance. All ACS faculty will be sent an email with this information.

Attitude

Those students who have a positive mental attitude, regardless of their individual skills, will always have a place in the Arlington High School Band. Regardless of your ability, if your attitude is not positive and you are not doing your personal best to make the group successful, you should not be a part of this organization. In fact, students who do not project an attitude that is positive and cooperative will be given the opportunity to change their personal perspective or leave the organization. Those who have self-pride will generally project a positive mental attitude. Characteristics of a positive mental attitude include a generally cheerful outlook toward rehearsals and performances, cooperation in the preparation

and maintenance of equipment and facilities, and an eagerness to do what is necessary to be successful. In short, the total band member is someone who is always willing to give his or her best for the good of the organization.

Instrument Care

School-owned instruments become the responsibility of the student to whom they are issued. (Instrument Check Out Forms are available from the directors). Only Arlington High School band students may be issued instruments owned by the Arlington High School Band. Any damage other than normal wear and tear will be repaired at the student's expense.

Remember that horseplay can cause damage to instruments and equipment. Be careful with your own instrument, place it out of harm's way if it is necessary for you to put it down, and never play around with or play on anyone else's instrument. If you should damage another student's instrument or instrument owned by the school but issued to someone else, you will be liable for the cost of repair. An invoice will be sent to your parent/guardian.

There is a \$50.00 (for one instrument) and \$75.00 (for multiple instruments) rental fee for school-owned equipment. The rental form should be completed and signed by the student, parent/guardian and band directors. Any problems with the instrument (dents, missing part, etc) should be noted on the form.

General Rules

- Couples — remember this is a band function—not a date! NO PDA!
- NO SMOKING!
- No food or drink is allowed in the band room. You must take any food or drink outside or in the hallway.
- If you make a mess, clean it up; do not leave trash outside or in the hallway. Please put your trash in the trashcan. If this is not done, food and drink will no longer be allowed outside or in the hallway. No gum is allowed in the band room or at rehearsals, at any time.
- All parts of the uniform, except for shoes and gloves, are to be turned in after each performance.
- Equipment (instrument, flag, rifle, etc.) should be stored in the proper room or taken home for practice.
- Do not leave equipment out in the band room.
- Make sure your name is on all equipment (shoes, instrument case, bag, etc.).
- Always, bring and/or wear white socks on performance days.
- Section Leaders — Check each person in your section to make sure they have all parts to their equipment, especially on competition days.
- You should remain in full uniform (minus hat) at all times at performances. Instructions will be given as to changing at competitions.
- All band members are to remain until the band is dismissed. We will march out of the stadium as a unit.
- Following any performance, you should hang your uniform on the proper hanger and rack. Hats should be put in the proper slot (by squad). Do not remove your own plume. Uniforms will be issued and returned by squad leaders.
- Leave your valuables at home — jewelry, etc.
- Always, wear your show shirt and lightweight shorts on competition days.

- No T-shirts, hats, or any type clothing with alcoholic beverages, drug, or other vice advertisements are to be worn during any band or school activity.
- Visible, pierced jewelry is not acceptable. This includes ears, nose, lips, eyebrows, tongue, or any other visible part of your anatomy.
- No painted hair will be accepted at any time.
- Purses on trips may be put in the truck. Do not ask a chaperone to carry your purse. You may ask them to keep money for you.
- Flip-folders and music will be taken to all football games.
- Do what the chaperones ask. They are here to help you. They are equipped with band-aids, pins, Tylenol, buttons, etc.
- Keep your language clean! You never know who might be listening.
- NO SCREAMING!
- Each section is responsible for keeping an area (Instrument Storage Room, section rehearsal area, band room) free from clutter. Each section will also have a designated clean-up day for the entire band room. A schedule will be posted at the beginning of the fall.
- Remember to always cheer for the other bands.
- The purchase, use, or possession of narcotics or alcohol in any form is strictly prohibited. The use of alcohol as a medication is not acceptable. If a student is taking a prescription drug, the directors should be notified in advance.
- Remember you are a CLASS act. Do not do anything that would have to be explained. Always conduct yourselves as ladies and gentlemen.

Stands Procedures

- Remember — NO SMOKING.
- No food or drinks in the stands before halftime.
- Do not wear hats in the stands or with your uniform (except regular marching band hat). If it is cold, stocking caps, earmuffs, or something for warmth is permissible.
- There is to be no random playing of instruments at any time. Any section or solo cheers should be cleared with the directors prior to the game.
- At home games, sit in your assigned section (away games and competitions, seating will depend on the type of stands). Sit in your assigned section the entire game — even after third (3rd) quarter break.
- No outsiders allowed in the band sections. This includes alumni.
- Your concession break will be during the third quarter. You must be back in the stands in time to play at the end of the third quarter. Do not be late; watch the clock carefully. You will lose your break the next week if you are late.
- NO SCREAMING AT EACH OTHER!!!! Yell for the team — not at each other.

Bus Rules and Procedures

- DO NOT change buses. You must ride the same bus to which you are assigned.
- Keep noise to a minimum. No loud screaming, radios, etc.
- DO NOT play your instruments on the bus.
- DO NOT throw anything out of the windows. Keep arms, head, etc, inside windows.
- Answer roll call for yourself only. Keep the noise level down. Roll will be called by student leaders and/or chaperones each time we load the bus.

- Couples: Remember this is a band function — not a date! (Couples must sit in the first 5 rows of the bus)
- Put trash in garbage bags. On short trips, take trash off the bus when you leave.
- When we return, be sure to close windows. This will help the drivers.
- At away games and competitions, you must return with the band, unless YOUR parents pick you up in person. YOUR parents must sign you out with the directors at the truck. You must then take the sign out sheet to your chaperone on your bus.
- Home games are over at approximately 9:00 p.m. We will give you a time that we will return to school on away trips. Please have your rides here at school. We want to go home, too!
- Remember—NO SMOKING.
- Be courteous, do what chaperones ask, and thank the drivers and chaperones when we return.
- Do not use the emergency exit doors unless an emergency arises. They are not to be used for loading and unloading the bus.
- Purses may be put in the truck. Do not ask a chaperone to carry your purse. You may ask them to keep money for you. Leave valuables at home.
- Do not take large, portable, stereo radios on any trip. If you want to listen to the radio, you must use headphones. There are many reasons for this — courtesy for others.
- Get your equipment off the truck when we return to the school. YOU must put your instrument and equipment back in the band room. If you ride home with your parents, make sure you have someone take care of your equipment.

Band Camp Dos and Don'ts

- No Smoking.
- Wear proper clothing — shorts, etc. No bathing suits. No tee shirts, hats, or any type of clothing with any type of vice ads on them when you are representing the Arlington High Band.
- Wear good, comfortable, sturdy shoes. No sandals, bare feet, etc. Wear socks.
- Wear a hat.
- Be careful of the sun. Use sunscreen 25 if you have fair skin. You cannot give 100% if you are sunburned.
- We suggest you bring a towel for morning exercises. Then wet it for your neck in the afternoon.
- There will be no initiations of any kind. (No hazing)
- Parents are here to help you. If you get sick, let someone know.
- Parents will serve you Gatorade or water during your marching breaks. Cups belong in the trash. Do not throw water or ice.
- Be courteous to all staff and parents. They are here to help you.
- Conduct yourselves as ladies and gentlemen at all times.
- If you have to miss a practice due to illness or a death in the family during camp or any time during the year, you must let the directors know before rehearsal. You could lose your spot in the show.
- Schedule doctor and dental appointments around band camp or rehearsal times.
- You must have a pencil, reeds, oil, and/or any other equipment needed for your instrument. You will receive a dot-card with your coordinates for the show. Keep up with it.
- Be sure your name is on all your equipment. (Instrument, notepad, notebook) These will be checked periodically.
- Remember Positive attitudes.

Travel Tips

- Follow instructions of directors or chaperones at all times. If you do not understand, ask.
- No boys in girls' rooms, no girls in boys' rooms — EVER!
- No unnecessary moving around on the bus. No standing in seats or sitting on backs or arms of seats on the bus. Do as the bus driver asks when on the bus.
- Each bus will have a first-aid kit. Ask chaperones for help.
- Be quiet and cooperative during roll call on buses.
- Use rest rooms on buses (chartered) as little as possible. We will make regular stops, and we do not want the rest rooms to smell.
- You are responsible for any damage to your room.
- Know who the chaperone is for your group and know his or her room number.
- Make no charges to your room (movies, phones, etc.). Use your cell phone or pay phones.
- Take no souvenirs from your room, restaurants, or any other place of business. Remember: Shoplifting and stealing are crimes.
- Make no calls between rooms after lights out, unless you are calling a chaperone to report a problem.
- Don't leave your room unlocked.
- No alcoholic beverages, non-prescription drugs, or any controlled substances (which includes tobacco and alcohol) are to be taken, bought, or consumed during the trip. The directors and chaperones must be notified in writing if you are taking any prescription drugs.
- No changing buses or rooms without directors' permission.
- Leave non-essential valuables at home.
- Watch your belongings. If you put something down unattended, there is an excellent chance it will not be there when you return.
- Profanity is not a part of this band. Make sure your language is never offensive.
- Curfews will be announced and strictly enforced. You are to be in your room at the announced time. How long you stay up is up to you but you will be expected to be at the designated place at a designated time.
- Personal radios and CD players/iPods with headphones only are allowed on the bus. The volume should not be loud enough to be heard outside your head.
- Behavior of students will be exemplary at all times. There is no excuse for rude, obnoxious acts.
- All school rules are in effect throughout the duration of any trip.
- Kindness and courtesy work miracles in almost every situation. Remember that PLEASE and THANK YOU cost you nothing and yet is highly valued, especially when received from a teenager.
- There shall be no action for which an explanation is necessary. If you think someone might ask you "Why did you do that?" then do not do it.
- Violations of these rules will result in disciplinary action that could include removal from the organization, confinement to your room for the duration of the trip, or being sent home, at you or your parents' expense. Detailed information sheets, showing departing and estimated arrival times, will be distributed prior to any trip.

Competitions and Festivals

Competitions, festivals, and other adjudicated activities are important features of the Arlington High School Band program. It is through these activities that we obtain valuable feedback about our progress as individuals and as a program. Although we never "live or die" by any one judge's or any panel's

opinion of our performance, it is important that we learn the value of giving maximum effort and standing by the results as our best possible effort that day.

Competitive performances are packed with emotion. Because of the amount of time, work, and discipline required to produce award-winning performances, we develop great camaraderie within the organization. We share hardship, discomfort, fatigue, oppressive heat, chilling cold, long bus rides, disappointment, tears, success, and joy. Along with these emotions goes a high level of tension, which often causes students to react immaturely. We learn to avoid these normal pitfalls and to channel our energies and attention toward the goal of performance excellence and the ultimate success that will follow. Our band is successful when we continue to achieve better scores (which are subjective, but we hope to gain superior ratings) and perform at our best as a unified team. Our biggest competition is always ourselves and we will strive to make each performance better than the last.

The Arlington High School Band stands with silent pride as scores are announced and graciously accepts the results, regardless of outcome. We show our appreciation and respect for those who have earned the right to score ahead of us and gracefully accept our own successes. Many of our competitors will not understand that we are able to congratulate those who are ahead of us and appreciate their performance. Those are the people that will not ever know the true reason for participating in competition, but will mistakenly equate winning with coming in first. We will come in first when we deserve to, based on our performance. We know "winning" is the state of every individual having endured the hardships, taken the chance of competing, and done their personal best in the pursuit of excellence.

The band's image is based on each individual. Our public reputation is based upon our appearance, our actions, and our projection of pride and organization. It is the responsibility of each band member to insure that we present the best possible image at all times.

Individual Opportunities

All-West Band, All-West Orchestra, All-West Jazz Band and other Honor Band activities provide students with the opportunity to excel individually on their instrument and to receive recognition for their musical achievements.

HONOR BANDS

Students may choose to participate in various honor bands throughout the area, but it will be up to the student to find, sign up, and obtain the proper approval from the administration to participate in these events. These events are often used as recruiting tools for the colleges that host them, and are a great way to help students make decisions about where they want to go to school if they are interested in participating in the college music program. Due to the increased number of periods in a day, decreased time spent in each class each day, and the number of days that our students will already be missing due to All West, All State, Concert Festival, and Jazz Festival, we will not be organizing any trips for honor bands.

All-West Auditions

All-West Orchestra – Date TBA/Briarcrest Christian School

All-West Jazz Band – Date/Location TBA Jackson, TN

All-West Junior & Senior Bands – Date/Location TBA Jackson, TN

If you sign up to audition for the All-West Band, you are required to attend the audition or receive a zero (unless you have an approved excuse from the directors).

If you audition for the All-West Band and make it, you are required to attend the All-West clinic and performance.

Students will receive the All-West Audition Music in mid-August perform, which will be available in the band office, along with scales, and sight-reading. The audition process ranks the students from West Tennessee on their specific instruments. You can only tryout on one instrument per event. Your band fees cover entry fees and participation fees for this event, but hotel and travel are not covered.

There are always outstanding musicians in the Arlington High School Band, and we strongly encourage widespread participation in these activities. Often, colleges and universities use membership in these organizations as partial criteria for music scholarship consideration. It also gives our young musicians a chance to develop their audition skills needed to obtain scholarships.

All-State

Students in grades 9-12 are eligible for Senior All-State Orchestra/Band/Jazz Band. Students are selected through the All-West auditions in January. More information will be forthcoming after the WTSBOA meeting in August. Your band fees cover entry fees and participation fees for this event, but hotel and travel are not covered.

If you make the All-State Band, you are required to attend the event, unless you obtain an approved excuse from the directors.

SOLO AND ENSEMBLE

Solo and Ensemble Festival gives students an opportunity to excel individually or in small instrumental groups. Students may select their own music (with the directors' approval) or the directors will assist in the selection. Your band fees cover entry fees for this event. A student may participate in a maximum of three (3) events.

If you sign up for the event, you must attend, unless you obtain an approved excuse from the band directors.

Student Leaders

The Band Council is a group of student leaders who work with the directors in an advisory capacity. The Band Council is made up of Captain, Assistant Captain, Secretary, Librarian, Field Commanders and one (1) representative from each class. Band Council elections will be held during band camp (mini band camp held in the spring or summer band camp, as determined by the directors). To be eligible for an office, candidates must be full participants in the band program, exemplary in attitude, loyalty,

dedication, and willing to give of their personal time for the betterment of the Arlington High School Band. One of the primary assignments of all officers will be the band's morale.

Band Officers

Band Captain – A Senior or Junior Band Member

Represent the band in the absence of the directors. Assist the directors however needed. Provide leadership by example, meeting all expectations for proper behavior. Be aware of all band policies and procedures, follow them, and assist in making all band members aware of them and the importance of following them. Help in the collection of items, when needed (ex. taking attendance from each section, lists from section leaders, donations for special events, etc.). Assist in organizing band activities (car washes, social get together, etc.)

Assistant Band Captain - A Senior or Junior Band Member

Assist the band captain as needed. In the absence of the band captain, assume the duties of band captain until the band captain is able to resume activities. Assist the directors however needed. Provide leadership by example, meeting all expectations for proper behavior. Be aware of all band policies and procedures, follow them, and assist in making all band members aware of them and the importance of following them. Throughout the entire school year, maintain a historical record of the band's accomplishments for inclusion in the band scrapbook, for placement on the band web site, and for use in publicity efforts.

Secretary – A Sophomore Band Member

Assist the directors however needed. Assist the band captain and assistant band captain when needed. Provide leadership by example, meeting all expectations for proper behavior. Be aware of all band policies and procedures, follow them, and assist in making all band members aware of them and the importance of following them. Help the directors in writing the script for the field show each week during marching season. Write up announcements for the AHS-TV morning news (getting them approved by the directors before turning them in) and assist the band booster publicity officer in developing press releases (when needed).

Freshman Representative

Assist the directors however needed. Assist the other officers when needed. Provide leadership by example, meeting all expectations for proper behavior. Be aware of all band policies and procedures, follow them, and assist in making all band members aware of them and the importance of following them. Be aware of the opinions and thoughts of fellow classmates, especially those in the marching band. Voice those opinions to the directors.

Field Commanders

Assist the directors however needed. Provide leadership by example, meeting all expectations for proper behavior. Be aware of all band policies and procedures, follow them, and assist in making all band members aware of them and the importance of following them. Lead the band during rehearsals and performances during the marching season. Assist in maintaining order during rehearsals. Have a thorough understanding of the show music (and stand music). Meters (for conducting patterns), entrances (for cues), dynamics (for size of conducting pattern), and style (for variation of pattern style). Have the ability/skill to rehearse the band, when needed, to clean the musical performance (full band or sectionals). Maintain a high level of morale among band members. Motivate students to meet high but

reasonable expectations for performance. Assist students who do not seem to be fitting in. During the spring semester - assist by filling in for the directors as needed.

Section Leaders:

(Fall - chosen by audition / interview; Spring - chosen by chair placement when auditioning for concert band). Work with the field commanders, and squad leaders of your section - overseeing your squad leaders and assisting them when needed. Organize special section activities (social activities, birthday celebrations, etc.). Responsible for the musical performance of each member in the section and of the section as a whole. Hold playing rehearsals as needed (full section or smaller groups - even individual tutoring). Section heads must be strong musicians and be able to play all parts in the section if needed. Should be patient, able to give clear instructions, and make musical sections to the directors. Assist the band captain in collecting special items (lists, donations for special events, etc.).

Squad Leaders:

(chosen by audition/interview):

The number of assistant section leaders will vary. They will be assigned to lead a squad that is compiled of marchers grouped together during the field show. They are responsible for the marching and music performance of each member of his or her section. Make sure all members of their section execute marching fundamentals accurately (help those who need extra help), have drill charts, pencil, music marked to represent their marching assignment, and dot cards marked as needed with position highlighted and all special instruction written down. Know how to read their drill charts, learn the marching, assignments correctly and the first time. Help in the teaching of drill, especially during band camp. Hold section practices throughout the season in order to clean drill execution and fundamentals, as needed. These practices may be held with other squads as needed - this should be arranged with other leaders and section leader.

Assistant Section Leaders must be patient, able to give clear instructions, able to read drill charts quickly and accurately, able to learn the marching assignments for all members of their section, be strong fundamental marchers and players, and be able to give strong, clear verbal commands. Marching Assistant Section Leaders will be responsible for uniforms for each member of their squad.

Equipment Workers

(chosen by interview):

Chief of Equipment

Assist the directors as needed. Supervise a crew of equipment workers. Give them assignments for moving equipment (in preparation for rehearsals, performances, and other band events - AND - in loading the equipment for travel). Assist them in moving equipment. Know the placement of all equipment on the band field of performance and instruct all equipment workers and special helpers (band members with band field duty) in that information. Supervise a crew of equipment workers for small trailer loading. Give them assignments for loading equipment (in preparation for travel). Assign workers from each section in the band (that have equipment on the trailer) for crews to each marching band event. Maintain trailer, make sure they are clean and ready for use. Working with pit percussion on the trailer for maintaining of the trailer. Assist the directors in maintaining an inventory of all band equipment. Responsible for obtaining check out forms from each band member with a school owned instrument.

Equipment Crew

Assist the Chiefs of Equipment as instructed, especially preparing the band field for practice and in loading equipment for travel. Know the placement of all equipment on the band field of performance and have all equipment in place at the appropriate time.

Uniform Crew

(chosen by interview):

Chief of Uniforms

Assist the directors as needed. Supervise a crew of uniform workers. Give them assignments for uniforms (in preparation for performances, and other band events). Assist them in checking in/out uniforms to squad leaders. Know the placement of all uniforms in the band uniform room and instruct all squad leaders and special helpers in that information. Supervise a crew of uniform workers for handling uniform needs and checkout and check-in. Give them assignments for checking out uniforms (in preparation for travel) and checking in uniforms after events. Maintain uniform room, make sure the room is clean and ready for use. Working with uniform parents when sizing of uniforms. Assist them in maintaining the uniform room. Assist the directors in maintaining an inventory of all uniform equipment.

Uniform Crew

Assist the Chiefs of Uniforms as instructed, especially preparing the band for performances. Know the placement of all uniforms in the uniform room and have all uniforms returned by squad leaders and in place at the appropriate time.

Library Crew

(chosen by interview):

Band Uniform Guidelines

- White Shoes: Shoes will be ordered the first week of school. Cost will be announced
- White Gloves: Gloves will be ordered the first week of school. Cost will be announced per pair. Each band member except percussion and guard is required to have at least one pair of gloves.
- White socks: Students are required to wear white socks with their uniforms. These need to be long to hide skin that may show between the shoe and hem of the bibbers.
- Marching Show Band Shirt: Each student receives one (1) show shirt during Summer Marching Band Camp. Additional shirts can be purchased for \$15.00 each, except for sizes XXL and XXXL, which will be \$17.00. We also encourage parents and other family members to purchase these shirts to show support of the band at competitions. The shirts are available for purchase during booster meetings or on designated days.
- Squad leaders will check with each person in their section to make sure each has his or her instrument and all parts of his/her uniform, especially on competition days.
- Make sure your shoes, instrument case, and all belongings have your name on them.
- You should remain in full uniform (minus hat) at all times at performances, unless otherwise directed.
- After you are dismissed following any performance, you are to take off your uniform and hang it up properly on your numbered hanger, place your hat in the box, and place gloves and gauntlets in their designated areas. All uniforms will be given to your squad leader and checked

prior to placing in uniform room. Each student is responsible for keeping up with all parts of his or her uniform (We do not have extras!). Students will take home shoes and socks after each performance.

- Leave all valuables at home. Remove all earrings, facial piercings, and rings (anything showing). Do not wear any nail polish!
- Always, wear your show shirt under your uniform.
- No T-shirts, hats, or any type of clothing with alcoholic beverages, drug, or other vice advertising are to be worn during any band activity.
- On days of performances, all band students should wear gym shorts to make it easier when changing clothes.
- NOTE: All prices are approximate and are subject to change with different shipments.

Awards Band Awards

Each student that participates in the band program at Arlington High School, including the Marching and Concert activities, will receive a Band Certificate of Merit at the annual Band Banquet. After the first year of participation, students will receive a Band Letter. Each subsequent year they will receive an appropriate award signifying another year's service. Seniors will receive a beautiful wooden plaque with their name and instrument(s) listed on it. In addition, students may be eligible for several special awards, selected by the directors, staff, or by vote of the band.

Lessons

Private lessons are the key to developing an outstanding musical organization. Students who study their instruments privately with a professional show rapid improvement in individual musicianship. As these students improve, their excitement towards practicing increases, they continue to improve, and they become a stronger contributor to the overall success of the band. Private instruction has a great impact on the individual student and on our band program both this year and in the future. The directors will assist you, if needed, in selecting a private instructor. The key to satisfactory results from private instruction is to start as soon as possible....SO START NOW!

Staff/Chaperones

Anyone on the staff of the Arlington High School Band has been selected due to the skills and qualities they possess and for the benefit they can bring the band program and should be considered an extension of the directors. They are to be treated with the highest level of courtesy and respect. Chaperones are also extensions of the authority of the directors. Without the dedication of our chaperones and other adults who assist the band, we could not travel or perform in the way we do. These people work hard, and the only payment they receive is our appreciation. Be respectful, polite, cooperative, and remember that the words "Please" and "Thank You" cost you nothing, but are highly valued by the recipient.

If you disagree with something a chaperone asks you to do, you are not to argue with the chaperone. You are to do as you are asked and then inform the directors as soon as possible. This policy will be strictly enforced. (In the extreme unlikely event that a chaperone's instruction would cause you to violate civil law or moral standards, the student should ask to be taken by that chaperone to the directors immediately). If a chaperone has to report a student for being uncooperative or for any other reason, that student is subject to removal from the group.

Band Booster Association

Parents are an important part of the Arlington High School Band. Without the assistance and cooperation of the band parents, there would be no chance for the level of success we want to the band to reach. There are many things parents can do.

- Attend Band Booster Meetings. Meetings are held according to a schedule set forth by the board. Meetings are held at 7:00 pm in the band room unless otherwise stated.
- Volunteer for parent committees. There are many different tasks with which we need your assistance. Everyone can find a niche that suits them best. Communications, uniforms, equipment, transportation, sewing, concessions and publicity are just a few of the areas that are available.
- Be supportive of the band program and your child's participation by:
 - a. Assisting you child to be prepared and punctual for every rehearsal and performance.
 - b. Notifying the directors if you child is to be absent or late for a rehearsal or performance. This should be done in advance unless in an absolute emergency.
 - c. Encouraging you child to practice at home and helping them find a quiet place to do so.
 - d. Showing your interest and support in your child's music study by enthusiastically attending every performance possible. The students love a cheering section!
 - e. Discussing with the directors and staff anything that will help them understand and better serve your child.
 - f. Arranging private lessons for your child if at all possible.
- Check the website regularly for updates. Every attempt is made to keep the website updated with the most current information.
- Visitors are welcome at rehearsals but request they remain quiet so as not to disturb the focus of the students or staff.
- Reimbursement for any out-of-pocket expenses a parent may incur while serving on a committee or purchasing an item requested by the directors, must be requested within 45 days of expenditure. Prior approval from the Executive Board is necessary.
- At least one parent/guardian must work in some capacity at the Arlington Open Invitational. Although we have more than one general fundraiser that benefits each child, AOI is the only one we require participation from at least one parent/guardian.
- Parents/guardians are responsible for paying for any unsold fundraising merchandise not turned in by the deadline.
- A charge will be assessed by the band booster treasurer for any returned checks.
- No credit will be given on fundraisers until all money is turned in by the student and/or parent or paid by the vendor to the Band Boosters. No credit will be given for fundraisers if money and/or unsold goods are not turned in within 2 weeks of the deadline. Returned checks do not count as payment. Expected, projected or hoped-for credits do not count whatsoever and are not an excuse or justification for delinquency.
- Band officers may be contacted by going to the website. Emails are available for you to contact any officer with questions or concerns.

Band Booster Officers for 2017-2018

(email addresses located at www.ahstigerband.com)

President: Jodi Milligan

1st Vice President: Kristi Olsen

2nd Vice President
Treasurer
Lisa Barron, Secretary
Communications
Concessions:
AOI: Jodi Milligan
Tigers' Roar:
Pit:
Chaperones:

Spring Banquet

Each year the booster President and Treasurer spend an inordinate amount of time trying to collect past due fees. Each child should pay their fair share so that the other students do not subsidize one student's participation. It is hoped that this fee policy will eliminate some of the effort and the inequity by outlining a clear-cut policy on fee payments and consequences for non-payment of fees.

Budget

Each year the band booster board works together, under the direction and guidance of the Band Directors, creating a budget for the upcoming school year. It is then voted on and approved by the general membership. At that time the number of students who will be participating in the program are estimated, and a fair share fee amount is calculated and published on the web site.

Fee Schedules

Prior to each school year, marked as beginning with band camp, the executive board in conjunction with the directors will establish a fee payment schedule for the payment of the fee established during the budgeting process. Everyone is expected to pay on this schedule, but there are exceptions. We will work with you, but you must communicate with the Band Directors, the President or the Treasurer of the Boosters to make them aware of your situation. Any information that you provide to these individuals will be kept in strictest confidence.

Alternative Schedules

Should you find that the published schedule cannot be met on your part then you may submit to the treasurer an alternative schedule for approval of the Treasurer, President, and Directors of the Band.

Payments In Full

The full balance of the band fees due may be paid at any time.

Delinquencies

If your band fees are not paid within two weeks of the due date from either the set schedule or the alternate schedule, then you will be considered delinquent, and a conference with the Band Directors will be required to determine your child's continued participation in the program. If your fees are still delinquent four-weeks after the agreed upon scheduled due date then you will be asked to meet with the Principal and Band Directors to discuss the options for your child's continued participation in the program.

"Debts/Property - Local education agencies are authorized to withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has taken property which belongs to a local education agency, or has incurred a debt to a school, until such student makes restitution in full." (ACS Student Handbook pg.23)

Previous Delinquencies:

If you have been delinquent in paying fees in the past, (i. e. You have had report cards or registrations held) then we reserve the right to remove the two week grace period and you will be considered delinquent if your payment is not received by the agreed upon scheduled due date. You will be notified of such a decision on the part of the Board in writing.

Returned Checks

Occasionally, we receive a check which either for reasons of insufficient funds, closed account, or other reason cannot be deposited. You will be notified if this occurs. You will be responsible for paying any fees incurred by the Boosters due to the returned check. Your fees will be considered unpaid at that point until the amount is presented either in a cashier's check, a verified personal check, or cash. We will not run the check back through for you. Please, do not ask. Should this happen two or more occurrences within the school year then you will be required to pay by cash or cashier's check for the remainder of the year.

Purpose

The Booster Association's Executive Board, which includes the directors and association officers, develops and submits a comprehensive budget of expenses for the upcoming school year. This budget is amended, if necessary, and approved by the Arlington High Band Booster Association at the May meeting. All parents/guardians of students enrolled in a band class and in good standing with the Association, are voting members of the Band Booster Association, with each family having one vote. The amount of the annual budget is divided equally among the number of students for expenses applying to all members. Specific band groups' (Winter Guard, Winter Drum Line, Jazz Band) expenses will be divided equally among each participant. This amount is called the Student's Fair Share. The Student's Fair Share for the year will be that amount set and approved by the Booster Association at the May meeting. The payment may be paid in one payment or over monthly installments as set by the board. Other arrangements may be made and will be set forth in the Financial Contract to be signed by the parent/guardian.

The band fees (Student's Fair Share) set for 2016-2017 are \$400.00. Requests for refunds, if a student decides not to be a part of the band program will be addressed case-by-case and no refund will be made for those expenses that have already been incurred or if deposits have been made.

All payments and fees must be paid according to the outlined schedule of payments. Please note the fee policy at the end of this handbook to understand the importance of working together for our students at Arlington Band. An important and beneficial part of the total band experience is the opportunity to work together and earn the funds needed to support the band program. From this, the student learns the necessity of making the money to support his/her activities, budget for the required payments, as well as to work together with other band members and parents. The team building that goes on during these work experiences supports the close working group that the band must be in order to perform up to the

Arlington Band standards. These work experiences along with the other fund raising opportunities provide more than enough opportunity for every student to keep out-of-pocket expenses to a minimum. Please note that any fund-raising money intended to pay all or part of a payment must be turned in by the last of the month prior to the payment date. All money for fund-raising items and/or all unsold products must be turned in within one week of the deadline for credit to be received.

Monthly statements of your account will be available at booster meetings or you may provide a self-addressed stamped envelope if you wish to receive via mail. They should be scrutinized closely and any questions or errors brought to the attention of the Treasurer in writing within 45 days. After that period, statements will be deemed correct no matter what.

Budget overpayment may be refunded upon request if the request is made in writing prior to April 1, 2018. (This applies only to payments made out-of-pocket. IRS regulations prohibit cash refunds of fund-raising credits.) If you have paid your all your fees for the year and any other additional band fees (trip fees), and there remains a credit balance in your account, you have these options:

- 1) Request that your credit balance be transferred to your next year's account (written request by April 1, 2018), or
- 2) Donate the credit to: the general band budget, or The Band Scholarship Fund, or To another band student

If you have not expressed a written preference by the April 1 deadline, the allocation of any excess funds as well as funds raised after April 1, 2018 will be determined by the Band Booster Executive Board.