

Pepperell Band Handbook

I. Handbook Purpose

This handbook gives each student an outline of what is expected while being a member of the Pepperell band program. It is not designed to list every detail or rule, but it is an outline for each student to follow. The director and instructors hope that this book will answer many of the questions that a member of the band program may have regarding rules and policies of the band program.

II. Organizations

Marching Band

The marching band begins practice in July prior to the beginning of school and continues through the end of football season. July rehearsals and camp are necessary to prepare for the first ball game. Failure to attend camp and/or rehearsals may result in the student not performing with the marching band. The band attends all football games and three marching contests each year. Parade performances include the Rome Christmas Parade, Cave Spring (every other year), and the spring trip. Rehearsals are held after school at times designated by the director/instructor.

Symphonic Band

The symphonic band begins toward the end of marching season and continues for the remainder of the school year. The symphonic band gives several concerts and usually performs on the spring trip. After school rehearsals will take place through District Festival and prior to other performances.

Jazz Band

Jazz band membership is determined by interest, conduct, character, and audition. Members will register for the zero hour jazz ensemble class. Jazz band members are required to participate in the symphonic band and marching band at the same time they are in jazz band, with the possible exception of rhythm section players who have not been involved in the band program previously. Students may be removed from the jazz band as a disciplinary action if deemed necessary by the director.

Colorguard

The Colorguard is the auxiliary unit of the band. See section IX.

III. Eligibility

1. Members must meet PHS and Floyd County Schools requirements for participation in extracurricular activities

2. Students must be “on track” for graduation to participate
3. Members must be in good standing financially with the band

IV. General Rules of Conduct

All band program members are expected to conduct themselves as ladies and gentlemen at all times, in all activities. Organization members are representatives of the school, band and community; they should dress and behave accordingly. Bandsmen are expected to attend all required band functions such as football games, concerts, etc. Failure to meet this obligation will result in disciplinary action or possible suspension from all band performances and activities. Permission for missing required functions must be obtained from the director prior to the absence from the function.

V. Travel Rules of Conduct

Because overnight trips and after-school activities are designated as extracurricular, it is up to the discretion of the director as to who will be eligible to participate. A student may be prevented from participation in extracurricular activities as a disciplinary action taken by the director.

1. Members must use provided transportation to any required function unless otherwise specified by the director.
2. Students are not allowed to ride in any private vehicles unless approved by the director.
3. Members who wish to return from any event by transportation other than that provided by the band must have a parent or guardian sign them out at the buses following the event.
4. Any student violating Floyd County Schools or Pepperell High School rules on a trip may be sent home on a commercial carrier at the parents’ expense.
5. Hotel rules for overnight stays:
 - a. Do not run, shout, or disturb other hotel guests.
 - b. Follow chaperones’ instructions.
 - c. Students are not allowed to leave the immediate housing area without director permission.
 - d. No boys in girls’ rooms or girls in boys’ rooms. No exceptions will be made.
 - e. All students must be in their room at the designated room check time.
 - f. Do not open doors unless visual identification is made. Opening a door after room check for anyone other than an instructor/chaperone will be considered the same as being out of the room after curfew.
 - g. No one is allowed out of the room after room check.
 - h. Any illness or other problem occurring during the night should be reported by phone to a staff member.
 - i. Keep room noise to a minimum.
6. Do not fraternize with strangers.
7. For personal safety, always travel in groups.
8. Dress code:

Appropriate dress is expected at all times. Any student dressed inappropriately will be instructed to change his/her attire. School and county dress codes will be in effect at all times.

9. In order for a student to participate in any state, district, or county sponsored event, he/she must be an active member of the school band organization and recommended by the director. In order to receive any award or recognition for participation, a student must meet all state, district, or county requirements for completion of the event.

Alcohol, Drugs, Tobacco

1. All Floyd County Schools and Pepperell High School rules are in effect.
2. Involvement with alcohol, unauthorized/illegal drugs, or tobacco products will result in the loss of all extracurricular involvement privileges, or dismissal from the program at the discretion of the director, and school disciplinary action.
3. Any student involved with the use of the above substances will be sent home at the parents' expense.

VI. Performance and Rehearsal Rules of Conduct

1. Members must attend all performances and rehearsals unless excused by the director/instructor.
2. After-school rehearsals are required for performance in the Pepperell Band unless excused by the director/instructor.
3. During the year, after-school rehearsals will be held during times set by the director/instructor.
4. Notification will be given well in advance of any extra rehearsal or performance. If a prior conflict to the newly announced event is made known to the director/instructor within 24 hours, the student will be excused from the event. After the 24-hour period, it is assumed that there is no conflict and the student will be required to attend.
5. Attendance:
 - a. Excused absence will be granted for personal illness, death in the family, or medical/dental appointments. If a student is excused due to a doctor or dentist appointment, submit the excuse upon return. Students may not participate in a practice/performance the day of a full-day absence from school (per school policy).
 - b. A student must be present at school for at least ½ day to practice or perform (in by 11:30, or out after 11:30).
 - c. If a student is present at school, he or she is expected to attend that day's rehearsal or performance.

d. For two or more absences in a week during marching season, participation in the next performance is at the discretion of the band director.

e. Part-time jobs do not count as excused absences

f. Unexcused absence will result in:

1st offense—Suspension from the next performance/event

2nd offense—Suspension from the next two performances/events

3rd offense—Suspension from all extracurricular band activities for one year

6. Tardiness to Rehearsals or Performances (unexcused):

Detentions for other teachers and make-up work are not excused tardies. These can be scheduled before school or when the band does not have a rehearsal.

1st offense—One band detention, for example remaining in the stands for a the 3rd quarter at a game

2nd offense—One band detention

3rd offense—Suspension from the next performance/activity

4th offense—Suspension from all extracurricular band activities for one semester

7. Proper respect for and recognition of other bands during their performance reflects the maturity and class of the group. Be polite.

8. If assigned to ISS, member may not participate in rehearsals/performances during the day(s) assigned. If subsequent ISS assignments occur, dismissal from after school performances or from the band program may occur at the discretion of the director.

VII. Band Room Rules of Conduct

1. Be early for assigned meeting times; “if you’re on time, you’re late”

2. Be ready to learn – have your materials every day including music, a pencil and equipment

3. Respect other people’s feelings and personal property

4. Give your full attention to the conductor/instructor

5. Cell phones are to remain away at all times

6. Finish all food and drinks before entering the classroom unless given permission

7. No gum chewing in the band room

8. Keep your locker area clean

9. Give 100% of your effort to being the best band member you can be!

VIII. Uniform Rules of Conduct

1. The uniform will be worn in a military fashion at all times. One should be in full uniform unless otherwise instructed by the director/instructor.
2. No smoking, cursing, gum chewing, or fighting while in uniform. Violation will result in suspension of performance and /or extracurricular activities.
3. Uniform dress requirements:
 - a. Marching Band: Coat, band shirt or solid white t-shirt, gold baldric, bib pants, black socks, black shoes, black gloves, helmet and plume. Half uniform is considered to be bib pants worn with the straps up and the band t-shirt plus black band shoes and black socks.
 - b. Symphonic Band: Coat, band shirt or solid white t-shirt, bib pants, black socks, and black shoes.
 - c. Auxiliary Groups: See auxiliary section.
 - d. Jazz Band: PHS Jazz polo shirt, khaki pants, dress shoes.
4. Uniform must be clean and neat in appearance.
5. Hair must not extend below the white collar of the uniform coat when the helmet is worn.
6. Jewelry of any kind should not be visible while wearing the uniform.
7. Loss of performance privileges or other disciplinary action may result from violations of these standards.
8. No PDA's (public displays of affection) while in uniform (holding hands, kissing, etc.)
9. Each member should be ready for a formal inspection any time the uniform is worn. Inspection will include instrument or equipment as well as proper uniform cleanliness and etiquette.
10. Uniforms will be cleaned several times a year. Should your uniform require specific attention in between cleanings, it is your responsibility to have it dry cleaned.

IX. Colorguard

Tryout/membership requirements:

- The Pepperell Colorguard is the auxiliary unit of the band and is composed of 9-12 high school students. Members of the Colorguard abide by all band policies as well as their own guidelines.
- When a student has successfully completed tryouts, that student makes a commitment to the organization for one full year. Each year members will have the choice to recommit and try out again, or to end their participation.
- All equipment and the provided wind suit is to be returned should a member not continue the next year.
- Students must maintain academic and financial eligibility to be a part of the Colorguard.

Attendance:

Colorguard members are expected to attend all functions (activities, rehearsals, performances, etc.) in their entirety. Permission for missing announced functions must be obtained from the instructor prior to the function. Also, a written note from a parent/guardian must be submitted to the instructor prior to resuming activities. Failure to meet these obligations may result in loss of performance privileges. Functions include, but are not limited to, the following:

1. Summer rehearsals
2. Band camp
3. After school rehearsals
4. Performances include, but are not limited to, the following:
 - a. Football performances
 - b. Pep rally performances
 - c. Contests/festivals
 - d. Middle School recruitment program
 - e. Parades
 - f. Other appropriate activities which may be designated by the instructor

Rules/discipline for guard members (in addition to general band policies):

1. Be ready to begin on time; arriving 10 minutes early is suggested

2. No gum chewing during rehearsals, performances, while in uniform, or in the band room. No food or drinks in the rehearsal area or guard room.
3. Always wear appropriate rehearsal clothes, as specified by the instructor.
4. No talking when an instructor or captain is talking. Use common courtesy and respect.
5. Always bring the necessary equipment to practice.
6. Getting your equipment is not an excuse for being tardy.
7. Always be in full uniform when required, unless otherwise instructed.
8. Wear the uniform only for performances or designated functions.
9. Do not allow others to handle your equipment or wear any part of the uniform.
10. Always use discreet and appropriate conduct. No PDA's in uniform (kissing, holding hands, etc.)

Demerits or other disciplinary actions may be assigned for infractions of these rules. Demerits may be given by the captain, director, or instructor. For extreme cases or repetitive situations, the instructor will issue the appropriate disciplinary action, as stated in this handbook.