

# WEST ASHLEY HIGH SCHOOL BAND HANDBOOK 2003-2004

**J. Edward Shealy-Director**  
**Bradley D. Wingate- Assistant Director**

## **A STATEMENT OF POLICY**

In order to assist the band members and parents in understanding areas of responsibility, a statement of band policy is here in set forth. Becoming familiar with this policy will enable each member to make the most of this great opportunity to become a better person and a better musician.

We firmly believe that the student should improve through regular practice. In The West Ashley Band Program we feel when a student has lost the will to improve himself or make a better contribution to the band, he is wasting the time and efforts of the school, his fellow students, and the community by continuing in the program. The happiest student is the one who is improving themselves through regular habits of practice and daily progress. He must not only know right from wrong, but he must be able to stand for his principles. He must develop a high sense of purpose toward which he is willing to work. RESPONSIBILITY and COMMITMENT are the focus of any level of achievement within this program. We intend to conduct The West Ashley Band Program in a manner that will facilitate ALL students in learning and bettering themselves.

## **FORWARD**

The West Ashley Band Handbook is designed to serve as an operational guide for students, parents and band directors. This handbook will be a systematic approach to the teaching and organization of the High School Instrumental Music Program designed to help avoid costly delays and loss of time due to lack of awareness of policy and procedures.

Whenever any questions arise, check the handbook first. If your question is not answered, please call the band room and speak to Mr. Shealy or Mr. Wingate. It is the job of the band directors to clarify any procedures contained in this handbook.

Keeping this handbook and other handouts together will provide you with a handy reference source throughout the year for all West Ashley events, as well as Booster Club events and meetings.

## **PHONE NUMBERS**

Mr. Shealy 573-1225  
Mr. Wingate 573-1201 ext. 5212

## 2003 2004 WAHS BAND FEE

The band fee for this year will be the same amount as it has been in the past. The fee for the year is \$300.00. If there is more than one child per family, the second child's fee is \$250.00. In order for us to continue the strong Music Education program we have, this fee must be charged. We have one of the lowest band fees for the competitive bands in the lower part of the state. Everything we do must be paid for through the band booster club. We do not receive monies from the CCSO for operating the band program. We do receive monies each year to help with the purchase of new instruments. The money from the fee is used for many things including uniform rental, uniform cleaning, uniform alterations, transportation, registration fees for marching contests, new music, up-keep of school owned equipment, etc.

We will have 2 major fundraisers throughout the year. Some parents prefer the option of paying the profit on these fundraisers in lieu of their child selling. If you choose this option, the profit is due the same day the fundraising forms are due.

A MINIMUM OF \$100 PER STUDENT IS DUE BY July 25 or the student may be ineligible to be in marching band. If there is a financial hardship, please contact Mr. Shealy to make other arrangements.

**A SECOND PAYMENT OF \$50 PER STUDENT IS DUE  
BY AUGUST 29.**

**ALL BAND FEES MUST BE PAID IN  
FULL BY DECEMBER 1, 2003.**

**The following are the applicable fundraisers planned for this year and the profit from each item sold:**

<b>Wrapping Paper</b>	<b>July 31 August 21</b>	<b>\$100 in sales or \$50 profit</b>
<b>Fruit</b>	<b>Sept. 23 Nov. 21</b>	<b>20 boxes sold or \$100 profit</b>

**All fundraising order forms and money must be turned in on the date due. No exceptions will be made.**

## **ATTENDANCE**

Unlike many other classes and activities, this group cannot function properly without every student present. **Please make every effort to be present and on time for each event.**

(Remember, To be early is to be on time; To be on time is to be LATE!)

**1. ATTENDANCE AT ALL PRACTICES AND PERFORMANCES IS MANDATORY UNLESS SPECIFICALLY DEEMED OPTIONAL BY THE DIRECTOR!**

**2. Students should be in their assigned seats or marching spot ready to begin with all necessary music and/or equipment when the official call time begins. Students who are present, but not ready, will be considered late.**

**3. A Doctors excuse is required for a performance due to illness. There can be no make up performance**

**4. Non-emergency Dentist, Doctor and counselor appointment will not be considered an excused absence. Please schedule regular appointments on a non-band day.**

**5. In case of bad weather, report to the band room or call time location and wait for further information. You will be called if the event is canceled. (If it is raining DO NOT call the band room and, ask are we going to have practice?) The answer is YES before you even think about calling.)**

**6. If a student is absent from school due to illness, they will be considered excused from band practice only on that day. If a student is at school, they are expected to attend band practice and will not be excused from any after school rehearsals.**

**7. Absences for the following reasons will be excused provided the director is notified well in advance when possible. Extenuating circumstances will be dealt with on a case by case basis and must be discussed with the director by a parent or guardian.**

- a. Illness (Doctors note needed for missed performances)
- b. Marriage in the immediate family
- c. Death in the immediate family

**8. Students who arrive late to a rehearsal will remain after rehearsal with an officer for at least 15 minutes reviewing marching fundamentals or doing work detail, students who arrive late to a football game will sit in the stands during 3<sup>rd</sup> quarter break, students who arrive late to other performances will clean all busses for marching events and the band room and stage for concert events. It is necessary to be on time ALL the time!**

**9. Most absences can be avoided by scheduling non-excusable events ahead of time around band activities. Remember that your attendance is vital to the success of the band.**

**10. Students with excessive tardies/absences to school and/or rehearsals (excused or not) will be moved to an alternate position. The band director will decide when or if they return to their starting position.**

**If an emergency arises and you must be absent from a rehearsal or a performance you must do the following**

**1. Call the band room and talk to one of the directors. The band room number is listed in the front of the band handbook.**

2. Bring a written note the following day to the director and he will decide if it is excused or unexcused. Please put a specific reason down for the absence.

Failure to follow proper procedure will result in a grade of zero for that rehearsal or performance. Band is consider Co-Curricular and not Extra Curricular.

Please take care of business such as turning in money, forms, discussing absences, etc. AFTER REHEARSAL. Beginning 30 minutes before each practice, the director is very busy setting up and preparing for rehearsal. The director will be more than happy to take care of any personal matter AFTER PRACTICE.

### **DUTIES OF THE BAND MEMBER**

- Be on time to **ALL** practices and performance
- Arrive to all performances and practices with the correct equipment.
- Have a positive attitude
- Make a real effort to learn and improve daily.
- Maintain a strong academic standing in all other course work at school.
- Become responsible for and expect to assume the consequences of your actions.
- Be personally clean, neat, and dress appropriately.
- Have proper respect for those in authority.
- Follow classroom rules, school regulations, and all travel instruction issues for trips.
- Be honest and fair with others concerning equipment, music and school life in general.
- Cooperate with fellow band members and share with them the responsibilities and privileges that are part of the band program.
- Contribute positively to your music education and that of others by the best use of your talents.
- Read and play music with insight and expression.
- Improve your knowledge and understanding of music theory, harmony and history, as well a good listening habits.
- Perform to the best of your ability at all times.

### **BAND TRIPS**

- An adult chaperone will be assigned to each bus and no changes will be made unless approved by Mr. Shealy.
- **BE ON TIME**
- Buses are to be treated with care and all trash be placed in the trash bag. **KEEP THE BUS CLEAN**
- Members must be on their best behavior at all times.
- There will be **NO** smoking or drinking of alcoholic beverages at any band function. Violations will result in disciplinary action according to school policies.
- Private cars will not be used. All members are expected to use the buses provided.
- The trips that the band makes are school sponsored and therefore fall under school policy and rules.
- No one except directors, staff, students and chaperones will be permitted inside the bus.
- **NO** extreme noise will be tolerated on the buses or at any other inappropriate places such as marching contest or hotel rooms on overnight trips.
  
- The band will travel as a unit on all trips. If a member has a good reason to return from the trip by means of other transportation, he/she must submit a written permit to the band director, signed by the parent prior to the trip. The parents must see the director to authenticate the note prior to taking the student from the performance/function. **NO** parent is allowed to come up at the event and request that a student leave with them.
- Students will not be allowed in the room of another student at anytime unless escorted by the band director or chaperone. This will not be tolerated at any time.
- **NO CLAPPING, STOMPING, OR SINGING ALLOWED ON THE BUS.**
- Keep hands, feet and objects to yourself.
- Sit in the assigned seat and stay there.
- Do not use profane or obscene language, gestures, or loud and distracting noises.
- Follow bus driver and chaperone directions.
- Seats are made for your rear ends not your knees.
- No sitting on the arms of the seats
- Do not damage seats. Windows, or bus equipment. All windows are to be closed when we arrive back at the school after a game. If you damage anything, **YOU** are responsible for having it repaired or replaced.
- No CD players unless they have earphones. Anyone breaking this rule will have the item taken away and turned into the building administrator. Neither the band nor the school district will be responsible for these items. **USE AT YOUR OWN RISK.**

- **Band officers are responsible for seeing that the buses are cleaned at the end of every trip. Failure to do this will result in disciplinary action.**

### **FOOTBALL GAMES**

- **Only band members allowed in the band section unless approved by Mr. Shealy.**
- **Band members will be given 3<sup>rd</sup> quarter off to use the restroom and go to the concession stands. You must be back to the band section at the designated time given.**
- **The band will march as a unit to and from the band room for all home football games.**
- **You are expected to stay for the entire game unless prior approval has been given by Mr. Shealy.**
- **No food or drinks in the stands during the game.**
- **All band members must have a Purple seat cushion with them at all football games. You can purchase these from the band boosters.**
- **Do not play instruments when the band is not playing together.**
- **If a student must leave the band section for an emergency, please notify the director to get permission. The student must be accompanied by a chaperone.**

### **BAND OFFICERS**

As the directors of a large operation, we can not accomplish every task everyday. As with any company, a chain of command is essential. You are part of that chain.

We must depend on you and expect you to carry out your duties thoroughly and consistently. You have accepted extra responsibilities and must fulfill them. NO leadership position in the organization is of a figurehead status.

In addition to your logistical duties already mentioned, you must present a positive attitude toward yourself, the directors, and most importantly the band. You must set the example for younger inexperienced members. Anyone who does not own up to his responsibilities should and will be replaced.

The leadership will be responsible for weekly inspections of the uniforms and instruments. The officers of that section will do this in sections. All reports will be filed in each student file. No one will be allowed to perform if not in proper uniform.

The leaders of the band will be responsible for setting the example in insuring behavior and conduct of the band during all public performances. The band serves as a good will ambassador of the school, and an excellent reputation must be preserved and promoted in the future.

## **CAPTAINS**

The Band Captain is the highest office in the band. The band captain must be a senior in good standing. The band captain will represent the band at award ceremonies and in media events. He/she is responsible for overseeing other officers and their duties. The band captain will report directly to the director any infraction or problems. The band captain is subject to dismissal by the director for not carrying out his/her duties or for any act, which degrades the band as judged by the directors. He/she must maintain a 3.0 grade average.

## **OTHER OFFICERS**

These officers will take over in the absence of the Band Captain. Band officers are expected to set examples for all members of the band. The following rules are in effect for all officers. All band officers will be assigned specific duties and must maintain a 2.5 GPA. Report cards will be checked at the end of each grading period.

The officer staff will be split into different groups at Marching contest for awards ceremony. Any officer not on the field must take charge and see that the remainder of the band is on their very best behavior in the stands!

**REMEMBER: OFFICERS SET EXAMPLES FOR ALL OTHERS TO FOLLOW!!!**

## **OBJECTIVES OF THE BAND PROGRAM**

- **To teach music by its actual performance.**
- **To develop Performance skills on the various wind and percussion instruments.**
- **To provide the musical needs of both school and community.**
- **To develop discrimination with regards to selection of music**
- **To acquaint students with different periods and styles of music and how they relate to their time.**
- **To provide for group experiences leading to the development of Esprit de Corps and self discipline.**

## **BAND LETTER**

Each year we plan to award a block WA letter (purple with black and white trim) to all band students who qualify by meeting the following requirements. There are 2 types of letters. The *regular* band letter and the *honor* band letter.

### **REGULAR BAND LETTER REQUIREMENTS**

- Have an 85 or higher average in band at the end of the 3<sup>rd</sup> 9 weeks.
- Have no more than 3 excused absences and NO unexcused absences from rehearsals.. This does not refer to prolonged illness under a doctors supervision.
- Have attended ALL performances of the band
- Have no financial obligations to the band after the posted deadlines.
- Must have no school suspensions taken against you during the school year.
- Must have completed all the letter requirements on time.
- Have earned one hundred twenty-five (125) merits during the school year.
- Must be enrolled in the band class the entire year.
- Must have merit forms turn in on time. Date will be posted.

### **HONOR BAND LETTER REOURMENTS**

Requirements for the Honor letter are the same as the regular letter with the following differences:

- Have a 93 or higher average in band at the end of the 3<sup>rd</sup> 9 weeks
- Have earned two hundred (200) merits during the school year.



## **THE MERIT SYSTEM**

The merit system is designed to assigns points to activities of the band members, which may increase their value to the band.

<b><u>Merits may be earned for the following:</u></b>	<b><u># of merits</u></b>
• Out of School Performance (instrumental)	3
• Performance with the band	2
• Honor Roll (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> nine weeks)	5
• Principals List(1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> nine weeks)	9
• Band fees paid by due date	5
• Auditioning for County or Region Band	5
• County Band	10
• Region Band	15
• All State Band	25
• Superior rating at a Contest	10
• Excellent Rating at a Contest	7
• 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> at a Contest	5
• Private Lessons	1 per lesson
• Parent at Booster Club meeting	2
• Student at Booster Club Meeting	2
• Superior Rating at solo and Ensemble	5
• Excellent Rating at solo and ensemble	3
• Out of School Concert Attendance	2
• Working band sponsored activities	3 per hour
Example: region, county, concert festival, garage sale,etc.	
• Supervised work for Mr. Shealy	3 per hour
( must sign the log book when completing the work)	
• Marching music played off from memory	
by the designated time	5

## **UNIFORMS**

Each members of the band will be issued a uniform at the beginning of the school year. It is your responsibility to take care of this uniform. The uniforms are very expensive. You will be issued 2 uniforms. A formal one and a summer one. These are property of Charleston County Schools. All uniforms are to be returned in excellent condition or you will be required to purchase them. The formal uniform will be keep at school in the uniform room the entire year. We will dress at school for most of the performances. All band members are asked to wear a pair of black shorts under their uniform along with the official WAHS band tee shirt. The reason for this is as follows: if it is extremely hot we can take off the uniform and still look nice and presentable and if you get overheated or sick the first thing to come off will be your uniform. The uniforms will be dry cleaned by the band booster club. IF you spill something on

your uniform it is **YOUR** responsibility to check out your uniform from the uniform officer and have it dry cleaned.

Below is a price list for replacement parts to the uniform:

Band uniform:	Band Jacket	\$140.00
	Black Pants	\$ 85.00
	Silver Slash	\$ 40.00
	Hat	\$ 40.00
	Plume	\$ 20.00
	Uniform Bag	\$ 12.00
	Citation Cords	\$ 8.00
	Buttons	\$ 2.00

Flag Line Uniform:	Purple Dress	\$110.00
	Red Jumpsuit	\$ 95.00
	Sequin Gloves	\$ 25.00
	Lycra Gloves	\$ 10.00
	Uniform Bag	\$ 14.00

Warm Up Suits	\$ 45.00
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As you can see the uniforms are very expensive and you must take care of them or pay the replacement cost.

### **SHOES**

All members are responsible for purchasing the required band shoes.

Everyone except the guard will wear black patent leather shoes and can be purchased from Kathys Enterprises. She will be here July 30<sup>th</sup> during band camp to take orders. No other shoe is accepted.

Guard members will be told at camp what shoes to order. The style has not been determined as of the printing of the handbook.

### **JEWELRY**

**NO** earrings of any sort are allowed while wearing either uniform. **No exceptions!!!!!!** **NO** visible jewelry is allowed when wearing the uniforms. If we can see it, it needs to come off. **NO exceptions!!!!**

### **HAIR**

If your hair touches the collar of your uniform then it must be worn up under the hat. If you have weaves, hairpieces, or extensions they must fit up under the hat. Hats only come in s, m, l and xl. Girls in the flag line will wear their hair in buns for the entire marching season. This includes ALL performances. **NO** braids are allowed. Make sure you have everything required to get your hair in a bun.

## **ATTENTION SAT TEST DATES!!!**

**DO NOT SIGN UP TO TAKE THE SAT ON SATURDAY- NOVEMBER 1, 2003!**

**This is the date of 5-A state finals in Rock Hill, SC. The contest will begin at 1:00pm. It is a two and a half to three hour drive.**

**Students taking the SAT will need to sign up for the October or December dates.**

### **BOOSTER CLUB MEETINGS**

***Band Booster meetings are very important, and a way to stay informed about band activities. Meetings are held the third Tuesday of each month at 7pm in the band room.***

### **BAND BOOSTER MEETING 2003-2004 DATES**

<b>July</b>	<b>29</b>	<b><u>One parent /guardian MUST attend this meeting</u></b>
<b>August</b>	<b>19</b>	
<b>September</b>	<b>16</b>	
<b>October</b>	<b>21</b>	
<b>November</b>	<b>18</b>	
<b>February</b>	<b>17</b>	
<b>March</b>	<b>16</b>	
<b>April</b>	<b>20</b>	

***Students with course/experience in music performance scored 52 points higher on the verbal portion of the SAT and 37 points higher on the math portion than students with no coursework or experience in the arts for a combined total score of 89 points higher.***

***-Profiles and Achievement Test Takers, The College Board, 1997***

***The U.S. Department of Labor issued a report in 1991 urging schools to teach for the future workplace. The skills they recommended (working in teams, communications, self-esteem, creative thinking, imagination and invention) are exactly those learned in school music and arts education programs.***

***-1991 SCANS Report, U.S. Department of Commerce***