

Hammonton High School Band Handbook



Handbook

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PHILOSOPHY

The art and activity of band is one that combines the act of music making with the acceptance of improvement and discipline. Through consistent and positive instruction, it is the goal of the staff to provide our students and audiences with both a highly entertaining and expressive performance. Students and Staff affiliated with our program strive to not only create art collaboratively but to also improve themselves as a musician and a person. As a community of students, parents, and staff we will always work together towards a common goal and strive for excellence in all aspects of the activity and in life.

GENERAL INFORMATION

GENERAL CONDUCT

Student Expectations: Students have high expectations placed on them and are expected to follow them. The students will be required to follow these listed expectations.

1. BE EARLY to every rehearsal and performance (“To be on time is to be late!”).
2. HAVE ALL MATERIALS at each rehearsal and performance.
3. DO NOT curse or use any foul or offensive language during any event, practice, or travel involving the band.
4. Know your music / color guard routine – PRACTICE EVERY DAY!
5. Rehearsals are conducted with good rehearsal etiquette.
6. Keep hands and feet to yourself – No horseplay or messing around.
7. No eating food (color guard and percussion included) during rehearsals or performances.
8. Respect and obey the Transportation Department rules while riding school buses.
9. Respect others and their equipment – if it does not belong to you, do not touch it.
10. Put equipment and materials in their assigned space after rehearsal or performance – keep the band room and band shed clean – it’s your second home!
11. RESPECT OTHERS, whether that is a peer, staff member or parent/guardian. Disrespect will not be tolerated and will result in severe consequences and possible removal from the group.
12. Being AWARE and mentally present during all rehearsals and performances.
13. All students are encouraged to participate in Fundraising.

14. Phones are not allowed to be out while rehearsing or performing, unless being used as a tuner or for some other purpose related to rehearsal.
15. The use of drugs, alcohol, and tobacco are strictly prohibited.
16. Weapons, explosives, fireworks, etc. are prohibited as well.
17. There will be NO inappropriate posting or messaging on social media sites.
18. COMMUNICATE with your parents. Make sure they know when and where to pick you up after performances, competitions, and practices.

Common Sense: Band members should protect their standing in school and in the band by observing the following. Failure to observe these regulations may result in severe consequences.

1. All rules stated in the Hammonton High School Student Handbook and discipline management plan also apply to all band events, both during and outside of school time.

Failure to follow the rules, depending upon the seriousness of the offense, may result in removal from the marching band program temporarily or permanently.

2. The most important rule of all: **Use common sense**, and always act in a manner reflecting the pride of our community, the school district, and the Hammonton High School Band! Listen to the directors, staff, boosters, and follow directions. THINK before you act!
3. **CONDUCT CLAUSE:** Any member of the HHS band program who displays conduct unbecoming of a band member may be removed from performances or the band program depending on the severity of the offense. This includes unexcused absences, failing grades, suspensions, discipline issues, other attendance issues, improper conduct, or not following the rules and policies set forth in this guide and through the school.

CODE OF CONDUCT

All members of the band are expected to adhere to the code of conduct set forth in the Hammonton High School student handbook. In addition, all members of the band must adhere to the following conduct guidelines:

REHEARSAL CONDUCT

All members of the ensemble will be taught and given specific details as to proper etiquette during rehearsal. The staff member in charge of the specific rehearsal will define the etiquette. There are 3 basic behaviors that are not tolerated in Band that will always be in effect during all activities:

1. SWEARING
2. DISRESPECT
3. EXTREME ROUGH – HOUSING

PERFORMANCE CONDUCT

The following is a list of behaviors that are NOT acceptable while you are in performance attire. The reason for these strict guidelines is simply because we are representing not only ourselves, but also ***Hammonton High School***. Our conduct in the uniform is crucial to developing a strong sense of pride and uniformity in what we do:

1. "Rehearsal Conduct" as listed above
2. SITTING on grass/surfaces that will stain your uniform (without a raincoat or seat protection)
3. UNBECOMING ACTS such as spitting, inappropriate gesturing, and making offensive comments
4. RUNNING, jumping, screaming, or otherwise inappropriate behavior

BUS CONDUCT

Most events will require 2 chaperones per bus. On the bus, the primary job of our staff is to make sure the students' behavior is safe and in compliance with the band/school student handbook and school rules. If we see any safety issues (heads and/or arms reaching out the windows, standing up or moving seats while the bus is in motion, leaning across rows, etc.) the staff will correct it immediately.

*Please refer to the Parent/Student Handbook under the Transportation section. *All school rules will still apply while on school buses.*

**Please keep in mind that there are cameras on all school buses.

Disciplinary action will be taken swiftly if the above conduct rules are not followed - including the possibility of dismissal from the Band program.

ATTENDANCE

Attendance at all rehearsals, band camp, and performances is very important for every member. By joining the band, you are agreeing to meet these commitments. You are responsible for bringing any scheduling conflicts to the attention of the Band Director. The director must approve all absences/conflicts before they are considered to be excused. Please understand that any absence from the activity has a direct effect on the entire program. While we can never plan for illnesses, family emergencies, etc., we must plan appointments, jobs, and other personal business around the agreed-upon schedule. The following are explanations of the various types of absences:

1. Excused Absences: These include, major family events (i.e. weddings), religious education classes and/or holidays, standardized tests (i.e. SATs), college visitations/placement exams and previously scheduled family business/vacation that cannot be changed. These absences should be confirmed via the ensemble's absence form. Please include the specific reason as to why the student will be absent. Also, please be aware that submitting an absence request does not guarantee approval.
2. Emergency Excused Absences: These will be granted on a case-by-case basis. Such excuses include but are not limited to: illness or a death in the family. These absences should be confirmed via the absence form & a Parent/Guardian must email Mr. Martinez.
3. Illness: If a student is absent from school due to illness, he/she will not be expected to attend rehearsal. **HOWEVER**, these absences should be confirmed via the absence form & a Parent/Guardian must email Mr. Martinez. If students are in school on the day of a rehearsal but become ill prior to the rehearsal, a **doctor's note** or **parent verification** will be needed to verify the absence upon return to the next rehearsal. Doctor's notes and parent verifications are also expected for all illnesses that will prevent the student from participating fully in the activity such as physical injury.
4. Unexcused Absences – Rehearsals: Unexcused absences may result in a suspension from the next performance. Students are still required to attend that performance in full performance attire. **Three unexcused absences will result in removal from the marching band program.**
5. Unexcused Absences – Performances: An unexcused performance may result in the removal from the marching and jazz band programs. An unexcused absence from any Concert Band performance can be made up with a writing prompt. Students who are absent for an unexcused reason can earn up to 70% of credit.

6. **Lateness:** Students are expected to be “ready to rehearse” at the assigned rehearsal time. Students who arrive late will be noted and excessive tardiness could affect your participation in future performances. Excused lateness will be granted if a note with proper reasons is provided by the next rehearsal. In addition, students who are late may also be asked to make up time missed as determined by the director. For example, students will be asked to stay after rehearsal to help put things away or clean up the band room.

ADDITIONAL ATTENDANCE POLICIES

1. **Marching Band:** Students are encouraged to attend all summer rehearsals (July). In addition, all students **must be in attendance** for Band Camp and any summer rehearsal that follows. We begin rehearsals in July to teach and review basic elements of marching and playing. Therefore, the policy of summer attendance (July Rehearsals) are as follows: if you are in town, you are expected to be at rehearsal; if you are on vacation or have another conflict, you should confirm via the absence form & a Parent/Guardian must email Mr. Martinez. You must be accounted for in order to receive a drill spot in the show. Please realize that excessive summer absences and/or absence from band camp could jeopardize your membership in the band. Such excessive absences can have an adverse effect on the rest of the team.
2. **All Ensembles:** A student who misses a rehearsal during the week of a performance, whether excused or for illness, **may or may not be allowed to perform on that upcoming week’s performances.** In Regards to Marching Band, this rule is strictly to ensure the safety of your student and the safety of other students on the field. The band director will make a decision on the day of the performance in these situations. **The student will still be required to attend performance in full uniform if these situations occur. If a student no shows to any event, they will be removed from the ensemble for the remainder of the season. In addition, they will be ineligible to participate in that ensemble for the following year.**
3. Students who work are encouraged to provide their employer with a copy of the band schedule in order to avoid conflicts. Additional copies of the schedule will be provided by request and will be on the website. Students will not be excused from any performance due to work. In an emergency, students may be excused from only ONE rehearsal to accommodate the conflict. In this circumstance, the director must be notified in advance as soon as possible. **“I HAVE WORK” IS NOT AN EXCUSED ABSENCE.**
4. Students who participate in winter sports or activities are expected to attend band performances at football playoff games should they coincide with a winter sport/activity. Coaches and advisors should make allowances for all students so that they may complete their commitment to the “fall” season of marching band.

5. **Attendance records will be reviewed when students are being considered for awards, leadership positions within the band, recommendations, and scholarships.**

6. Students are at NO TIME permitted to leave the school grounds/performance location once a rehearsal has started or report time has passed without the permission of the band director. This includes days when there is a rehearsal followed by a lunch or dinner break before departure for a performance. Students must bring everything they need for the day at the start of rehearsal and stay with the band until dismissal.

REHEARSAL EXPECTATIONS

MARCHING BAND REHEARSALS

All students are required to wear sneakers to each rehearsal and to dress appropriately for the weather. We will experience a wide variety of weather conditions throughout the season, so it is your responsibility to be prepared for all weather forecasts. Marching Band is an **outdoor activity** and requires us to be outside during uncomfortable conditions at times (i.e. heat and humidity, cold weather, rain, etc.)

Additionally, students should come prepared to all rehearsals with **WATER**. Ample breaks for water will be given throughout each rehearsal and it is the student's responsibility to have this available to themselves during rehearsals.

It is important to note that marching band, by its nature, is a **physical activity**. There is a great demand placed on each student to be able to march and play a complete show. Proper conditioning must be present on behalf of the student in order to facilitate a strong personal performance and to prevent injury. **Calisthenics, stretching and running** will be utilized during rehearsals. Students are always encouraged to stretch and warm-up their instrument as well as their bodies before rehearsing and performing.

As with any physical activity, injuries and illness may affect a student's ability to rehearse and perform. **A doctor's note should always be obtained in the case of a physical injury.** Proper attendance policies must always be followed to notify the director of an absence.

If a student falls ill or suffers a minor injury during a regular rehearsal, the student will be permitted to sit out for a portion or remainder of the rehearsal. If the student is seriously ill, he or she may be permitted to go home by the director. As injuries can vary, each situation will be handled on a case-by-case basis between the student, director and parent.

REHEARSAL EXPECTATIONS

As we get into the rehearsals for the year, etiquette for various types of rehearsals will be clearly defined by the staff. It is expected that all members will adhere to the defined procedures. Should a student demonstrate on a regular basis that they cannot act with proper conduct at a rehearsal, the band director reserves the right to evaluate the student's performance, and to make a decision pertaining to the student's participation in upcoming shows.

It is the goal of the staff to provide a teaching atmosphere that is both positive and effective. As a student, please take the time to understand the rehearsal etiquette and speak to the individual instructors and/or director about such issues on a personal basis.

MARCHING BAND MUSICIAN'S BINDER/DOT BOOKS

All students are required to obtain a 3-ring binder (at least 2") with plastic sheet protectors. This binder will keep each musician organized and will act as their reference for music, drill, and handbook procedures. The musician's binder is required at **EVERY** rehearsal as part of preparation. Plastic sheet protectors are necessary in case of rain or humidity during a rehearsal to protect the contents of the binder throughout the season. Each musician's binder should contain the following:

- Handbook
- Fundamental Exercises
- Show Music
- Drill (unless not required due to the student's section or duties)

Students that will be following drill must also obtain a small notebook (usually index card sized) to use as a drill reference book. This book is called a "Dot Book", and is usually worn around the body during rehearsals by attaching a small cord such as a shoelace or paracord. Students will receive further instruction on how to complete their dot books, and they will become a requirement at **EVERY** rehearsal once we begin learning drill.

LEADERSHIP

Our Band program offers leadership opportunities in all of our ensembles. Students will have the opportunity to lead their peers during rehearsals & performances. All leadership opportunities are earned and are awarded to students via audition, merit, and or performance. Below is a list of Leadership opportunities the Hammonton High School Band Program offers students:

- Marching Band - Section Leader, Manager Positions
- Concert Band - Principal Chairs, Soloists
- Jazz Band - Principal Chairs, Soloists

Leadership is a privilege and is not mandatory. Students awarded leadership positions will be asked to go above and beyond their peers. Ultimately, a student leader's job is to facilitate program culture and become role models for the peers not only just in the band program but also throughout the community of Hammonton.

PARENT SUPPORT and RESPONSIBILITIES

The participation of your student in this program will hopefully prove to be not only rewarding for your student, but for you, the parents and guardians, as well. Please help us in establishing the proper attitude toward music rehearsal at home. Also, we encourage you to support your child by attending band performances and becoming a part of our band program.

Participation in the Hammonton Band Boosters is a great way to get involved with your child's activity. The purpose of this group is to bolster the overall band program through fund-raising and various means of support and preparation so that our students can have the best experience possible in this activity. Please see a member of the Band Booster Executive Board for more information about meetings and membership.

If, at any point, you have a concern about any aspect of the program, please communicate those concerns with the director. Our staff has been selected based on their qualifications to do the job asked of them and share many years of "field" experience. Immediate communication with the director is KEY in solving any issues regarding students or staff that may occur during the season.

ATTIRE FOR PERFORMANCES

Marching Band

- All Winds/Percussionists should own their own pair of Drill Masters (Black)
 - <https://www.bandshoppe.com/product/drillmasters-marching-band-shoe/>
- Competitions & Home Football Games
 - Attire assigned for the **Seasons Show**. Uniforms may be the school owned marching band uniforms, attire specifically purchased for the season's show, or items that students may bring from home.
 - **After performances**, all students should have Hammonton Band Attire (Show Shirt, Band Shirt, Band Hoodie, Etc.). This is to make every student identifiable at a show.
- Away Football Games
 - Hammonton Band attire, clothing should be Hammonton Blue
- Parades
 - Depending on the parade, attire may vary:
 - Memorial Day, July 4th & Mt. Carmel - Band Polo and Khaki Shorts
 - Halloween Parade - School Appropriate Halloween Costumes
 - Holiday Parades - Festive Attire

Concert Band & Jazz Band

- Attire is Concert Black. Concert Dress is available on Google Classroom. Black Dress Pants, Black Dress Shirt, Black Dress Shoes, or Black Dress. Failure to follow concert dress guidelines will result in points deducted from performance grade.

EQUIPMENT

Students will be allowed to borrow equipment needed to perform in activities for all ensembles. This includes but is not limited to the following:

- Instruments
- Music
- Method Books
- Folders
- Guard Equipment
- Uniforms

Students are responsible for returning equipment in the same condition that it was borrowed in. Students responsible for any misuse or loss of equipment.

SOCIAL MEDIA

The Hammonton Band Band uses social media as a recruitment tool during the school year. With the utilization of our newsletter & social media platforms we have the ability to reach prospective students in a modern way.

This is also an opportunity for our community and Band family to see the activities we accomplish in the classroom & afterschool.

If a parent/guardian would prefer that their student not appear on the Hammonton High School Band's social media accounts, please notify Mr. Martinez

DIRECTOR INFO

Please feel free to contact me at any point during the season to discuss any concerns or questions you may have. I personally believe that communication between parents, students and the staff is crucial to the success of the program.

Band Director – Mr. Manny Martinez
E-mail: mmartinez@hammontonps.org

In addition, this handbook along with most of our other information will be posted on our website (www.bluedevilsband.com) and Google Classroom. Please continue to check it frequently for updates about the schedule and the program.