

# Clay-Chalkville High School

## Band Handbook

### General Rules

1. All members are required to attend all performances and all rehearsals. Excused absences are defined as:
  - A. Personal illness
  - B. Death in the family
  - C. Court appearancesFailure to attend any band rehearsal or activity without the proper excuse and ***notification*** of the band directors will result in suspension from performances. Continued unexcused absences will result in dismissal from the band program. ***Band meetings and band rehearsals take priority over all other after-school meetings.*** This includes make-up tests, clubs, and any other activity that conflicts with band rehearsals or performances. ***Work is never an excused absence from any band function.*** Performances will include all football games, (with the possibility of five playoff games), Jefferson County Band Jamboree, marching band contests, and various other community functions (parades, pep rallies, etc.).
2. No eating, drinking, or chewing gum is allowed in the band room.
3. No horseplay of any kind in the band hall. There are too many valuable instruments that could be damaged.
4. No student should use any materials in the band hall without the permission of the owner. If it is not yours, leave it alone.
5. All students are expected to store their equipment properly in a locker with a lock.
6. All students are expected to have their instrument and practice materials at all rehearsals and performances.
7. The marching band will practice after school on Monday, Tuesday, and Thursday from 3 to 5:45 p.m.
8. All students are expected to be on time. The directors will make the same effort to end on time.
9. All members are expected to wear the proper clothing for marching rehearsal. Loose pants and tennis shoes are recommended.
10. When school begins, be prepared to change into marching attire. The weather could be wet or hot.
11. Students are expected to be at all performances and practices even if he/she cannot perform. (Example: broken arm).

12. All students will be required to memorize all half-time show music and routines. Failure to do so will result in suspension from performances until material is mastered properly. Suspension will be determined by band director and/or sponsors.
13. All students will conduct themselves in a professional manner at all times.
14. No hugging, kissing, or other inappropriate public display of affection will be acceptable while in uniform and associated with any band activity.
15. All marching band members will need the following items: Black band shoes (no tennis shoes), black socks, music lyre, and flip folder. Auxiliary members will be given a list of items needed at the beginning of the year.
16. All school rules will apply during all band functions.
17. All disciplinary procedures will follow the guidelines of Clay-Chalkville High School and the Jefferson County Code of Conduct.
18. All students are expected to exhibit a positive attitude toward the band activity. Negative behavior will be eliminated! Band is an activity that is to be fun and positive. As the director of the CCHS band program, my goal is to eliminate negative behavior and replace it with positive behavior.

### **Bus Rules**

1. Students will be assigned a bus by grade. If it is not practical to divide students by grades, the director will assign students to a bus.
2. Students can choose where they want to sit on the bus. If any inappropriate behavior occurs, students will be assigned a seat by the director, sponsor, or chaperones.
3. Students will ride the bus to and from all band functions unless approved by the director, sponsor, or principal before leaving Clay-Chalkville High School. Jefferson County Board of Education policy requires that all students return on the bus from all ball games, performances, and field trips.
4. Only the administration, faculty, instructors, students, and chaperones will be allowed to ride the bus.
5. No audio equipment will be allowed except personal players with headphones.
6. Students will follow all rules of Clay-Chalkville High School and the Jefferson County Code of Conduct concerning bus policy and behavior.

7. Chaperones are an extension of the band director. All requests of the chaperones are to be obeyed.
8. Students will be allowed to change out of the uniform into other clothes. Students should be prepared to have proper shorts, T-shirts, etc., under their uniform so as not to expose themselves.
9. Each member is responsible for loading and unloading his/her equipment on and off the equipment truck before and after performances and games.

### **Guidelines for Football Games**

1. All members will sit with their section. Seating arrangements will be made in the interest of the entire band.
2. Only band members are allowed in the band section. Any others should be reported to the director immediately. Parents, relatives, and friends should stay out of the band section during all games and performances.
3. No student will be allowed to leave the stands or the group without permission from the director or sponsors.
4. All members should go to the restroom before the band enters the stadium. Any other restroom request will be approved by the director or sponsor.
5. All students will stay in full uniform at all times.
6. Uniforms will be inspected before each game. Abuse of the uniforms will result in disciplinary action. This includes hem length of pants and unclean band shoes.
7. Students will be given a drink after the half-time performance. At no time during a football game should any person bring any member of the band any food. No band member will be allowed to go the concession stand during the game.

### **Band Letters**

Any student can letter in band by completing any of the following requirements:

- A. Be accepted and participate in any honor band festival.
- B. Be selected for the All-State Band Festival.
- C. Receive a superior rating at solo and ensemble competition.
- D. Remain in the band until graduation. Auxiliary members must be on the squad for two years.

## **Drum Major Selection**

The drum major will be selected by the band director. The director will take into consideration the following skills/activities: leadership ability, musicianship skills, and active participation in all band activities. The students that participate in the most extra-band activities will also have the best chance at being selected for drum major. Some examples of desirable activities include the following: being selected for all-state band, participating in solo and ensemble, participating in honor bands, participating in jazz band, taking private lessons, and going the “extra mile” for the Cougar Band.

## **Section Leaders and Captains**

All section leaders will be selected by the band directors and sponsors. Consideration will be given to playing ability, age, and leadership skills in selecting the student leaders for the section.

## **Basketball Pep Band**

All students will be required to participate in the Basketball Pep Band. Each member will be assigned to a pep band.(A, B, or C). Each band will take turns performing at selected games. All students will perform at a 2 or 3 games per year. This will average into his/her performance grade for the nine weeks. Any student who cannot attend his/her turn at a game will be responsible for finding another band student of the same instrument to take their place.

## **Chair Auditions and Tests**

Every student will play for chair auditions and grades. Chair auditions will be held at the beginning of each semester. There will be at least one playing test each nine week grading period. These auditions and tests will be given before, during, and after school. Every student is expected to play. If a student does not play a test, he or she will receive a zero (0) for the test grade and fall to last chair.

## **Chair Challenge**

It should be noted that challenging is not a malicious act, but a means by which band members can help themselves and the band through their own personal improvement.

1. Challenging begins one week after the chair tryout.
2. A person can challenge only the person sitting one chair above his or her own.
3. All challenges will be played at least three days after the date of agreement.
4. The tryout material will consist of any music in the folder, all twelve major scales and arpeggios, the chromatic scale, and sight reading.
5. The director will choose the music, scales, and sight reading to be played.
6. A losing participant must wait at least two weeks before challenging again.
7. All challenges are to stop two weeks before any performances.
8. If a person fails to show up for a challenge without an excuse, he/she automatically forfeits the chair.

## **Grading System**

Students in the Clay-Chalkville High School Band will be graded in four parts:

**Rehearsal (25%)** Students are given points on a daily basis for participation in classroom rehearsals. This includes having all materials in class such as instrument (in proper playing condition), method books, music, and reeds if required.

**Performance (25%)** Students will be required to perform at selected concerts and contests throughout the school year. These performances will count as major test grades. Learning performance skills are necessary for all instrumentalists. Any **excused absence** of a performance by the director will be allowed to be made up with a written assignment no later than one week after the performance. Any **unexcused absence** from a performance will count as a zero (0) for that performance.

**Playing Tests (25%)** Students will be given playing tests for each grading period. These tests will consist of fundamental exercises necessary for the student to master their instrument. Each student should drill these exercises on a daily basis outside of the school day. Individual practice habits are vital for success.

**Written Tests (25%)** Students will be given written tests on the fundamentals of music. These tests will consist of rhythmic studies and music theory. Each student will be successful if they pay attention to all materials covered in class and complete the worksheets given in class.

## **Financial Requirement**

The following fees include the anticipated costs for the coming summer and academic year.

### **Instrumentalist**

Band fees	\$50.00 (\$25.00 per semester)
Uniform rental	\$100.00 (\$35.00 for auxiliary members)
Summer Band	\$30.00
Transportation	\$50.00
Shirt	\$25.00 (required)
Instrument Rental (Horns, Baritones, Tubas)	\$70.00 (\$35.00 per semester)
Percussion Rental	\$100.00 (\$50.00 per semester)
Cleaning Fee	\$60.00

### **Auxiliary Members**

Transportation	\$50.00
Uniform	TBA
Props	TBA
Camp	TBA

## **Parent Booster Association**

The Clay-Chalkville Band Boosters, Inc. is the official parent organization for grades 6-12. The band boosters will meet on the second Monday night of each month. All parents of band members are encouraged to join. The booster membership fee is \$25.00 per family.

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J. Randell Wallace  
Band Director

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Mr. Steve Laney  
Principal

## Clay-Chalkville Cougar Band Medical Information

### Student Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

### Parent/Guardian Information

Mother _____	Father _____
Address _____	Address _____
Home Phone _____	Home Phone _____
Work Phone _____	Work Phone _____
Cell Phone _____	Cell Phone _____
E-Mail _____	E-Mail _____

### Emergency Contact Other than Parent(s) (*state relationship*):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### Family Doctor

\_\_\_\_\_ Phone: \_\_\_\_\_

### Insurance Company

\_\_\_\_\_

### Allergies or Medical Conditions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We the undersigned member and parent or legal guardian thereof, acknowledge that we have received, read, and understood all the documents in the Clay-Chalkville High School Band Handbook. We further agree to accept and follow all rules set forth in this document.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_