

David W. Butler High School

# BANDS



STUDENT/PARENT

BAND HANDBOOK

# Preface

Dear Band Parents and Students,

On behalf of the Bands of Butler, we extend a warm welcome to all Band Members! We want parents to be actively involved with The Butler Band and Booster Organization by attending monthly meetings, volunteering, helping with all band fundraising events, and supporting your band student!

We are excited about your participation in the award winning Butler High School Band Program. This document is to provide you the rules, regulations, and policies of the band program. The director reserves the right to edit, enhance, or change items in this handbook as required for the benefit of the entire organization.

Band is offered year-long and is an organization that revolves around recognizing and improving the individual student and the TEAM.

During the year, we rehearse, perform and audition for numerous performances and honor bands. We will also attend concert and marching band festivals. If you are ready to join one of the most exciting and active organizations on the Butler campus we are looking forward to working with you!

## Ladder of Achievement

Probability of success if you start by saying...

I won't -----	0%
I don't have time -----	10%
I can't -----	20%
I don't know how -----	30%
I wish I could -----	40%
I think I might -----	50%
I might -----	60%
I think I can -----	70%
I can -----	80%
I will -----	90%
I did-----	100%

## WELCOME FROM MR.DOWELL

The Butler High School Band and Color Guard family are blessed with an amazing group of students and parents. As we continue to grow the quality of our program, the successes we will achieve over the years are directly attributed to the complete effort by the school administration, students, and parents.

What characterizes us, sets us apart, and provides an environment of growth and development as musicians and individuals? I believe that the success and growth of our program will hinge on three elements: purpose, unity and focus.

Our purpose is to provide students with the most positive and supportive environment for which they can develop their musical skills and to provide many educational opportunities for them to witness and experience. This will provide each student with the tools to be a life-long learners and connoisseur of the musical and visual arts.

I believe that as members of the Bulldog Band and Color Guard, unity will make us stronger and enable us to achieve heights beyond our own expectations. We truly know that T.E.A.M. means Together Everyone Achieves More! As a team, we will learn together, improve together, grow as individuals, and grow as a band program.

Our students will develop the ability to focus on a goal or task so they can complete it with excellence. I believe that our students will develop pride in our program and themselves through the structure of focused attention and the reward of completing a task at the highest level.

With these attributes, I know that our students will be successful in both the marching and concert seasons as well as the numerous other activities in which they will participate. More importantly, the Bulldog Band students will continue their success into the rest of their lives and whatever endeavors they choose to pursue through the life lessons learned in the Bulldog Bands and Color Guard!

Sincerely,

Matthew Dowell,  
Director of Bands



## The Bands of Butler Website/Social Media

For your convenience, The Bands of Butler operate a website. Check it regularly for updates, event dates, photos, news features, and important information. Visit the link below:

**[www.butlerband.com](http://www.butlerband.com)**

Also, be sure to follow our Facebook page:

**Butler Bands**

## Butler Band Contact Information

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## Program Purpose

The purpose of the Butler High School Band is to develop in students the necessary skills to become proficient on a musical instrument, enabling them to demonstrate proper technique such as posture, breathing, tone, intonation, articulation, phrasing, dynamics, and musical expression. Through the process of learning about different aspects of music, this program hopes to instill in each student an appreciation for music that will encourage them to constantly be involved in music throughout their secondary and post-secondary educations and life thereafter.

## Program Description

The Butler High School Band program is for any student who has a strong interest in learning about music and how to play a musical instrument. As a part of the program, students will be involved in a number of musical activities including performing on a daily basis in class and performing at different venues for parents, administrators, and community members. Students will also be given the opportunity to learn about music history and music theory, to listen, analyze, and evaluate different genres of traditional and contemporary music, and to develop their creativity, social, communication, and problem-solving skills. Band courses will be held every other day of the school week during the designated class times, and possibly after school for important rehearsals, which will be announced well in advance.

# Program Goals & Expectations

1. Students will develop the ability to produce a beautiful, full, and vibrant sound on their particular instrument by understanding concepts such as:

- Posture
- Air Production & Air Flow
- Contour of the Oral Cavity
- Embouchure Development
- Tone Production
- Aural Identification
- Intonation
- Resistance and Resonance
- Balance
- Concept of Sound

2. Students will become masters of their instrument by improving and developing confidence, consistency, and proficiency in the following areas:

- Rhythm (timing, subdivision)
- Sound/Tone Production
- Register Connection
- Flexibility
- Range
- Stamina/Endurance
- Finger Dexterity
- Dynamic Control
- Transposition
- Sight Reading
- Aural Facility
- Improvisation/Composition
- Musicianship: phrasing, expressiveness, style, tone color, and dynamic contrast

3. Students will be able to describe, develop, and enhance their concept of the qualities that create a good sound on their instrument, and what one must do to be able to produce that sound, using the criteria from Goal 1 and the following resources:

- Attending optional performances outside of those given by the band program
- Listening to recordings of solo performances
- Listening to recordings of ensemble performances with instrumental solos
- Participating in classroom discussions and master classes

4. Students will communicate, observe, practice, and rehearse with other students in the ensemble, both individually and in small chamber groups, in order to promote the creation of great music, friendships, and the exchange of helpful information.

5. Students will develop the confidence and knowledge to be creative, musical, and accurate when interpreting classical and contemporary music in both practice and performance.

6. Students will become well-rounded musicians by learning about various aspects of music related to music history, music theory, traditional and contemporary music, different musical genres, and by applying music to content areas outside the arts.

7. Students will establish the skills and techniques to be successful, both academically and musically, in the band program, school community, and 21<sup>st</sup>-century workforce through the following:

- Time Management
- Organization
- Problem Solving
- Developing Creative and Probable Solutions
- Advanced Preparation
- Professional & Timely Communication
- Increased Motivation, Perseverance, and Self-Initiative
- Global Awareness



# Performance Ensembles

## THE MARCHING BULLDOGS (0.5 credit)

The Marching Bulldogs are a musical organization and ensemble that consists of wind, percussion, and color guard members who rehearse after school of the fall semester. The main purpose of this ensemble is to develop, learn, and provide students with the ability to aesthetically-entertain audiences at the highest level, both visually and aurally, by studying a wide variety of music and applying this to different visual formations. Since an enormous amount of time is spent learning and perfecting shows, hard work, dedication, and a great attitude are characteristics that must be maintained by every member of this ensemble in order for our goals to be achieved and for this ensemble to be successful.

## JAZZ BAND (1 credit)

The Jazz Band is a small select group of musicians that perform music specializing in jazz, jazz-rock, blues, Latin and swing. Members of the band who meet the audition requirements may participate. Membership is limited to proper instrumentation. It is strongly encouraged that jazz band members also participate in one of the other concert band classes (Wind Ensemble, Symphonic Band, or Concert Band).

## CONCERT BAND (1 credit)

The Concert Band is offered all year and is an intermediate ensemble that consists of mostly underclassmen. This class may also be a remediation band class for upperclassmen. The purpose of this ensemble is to introduce students to the pedagogical techniques of the Butler High School Band program, and to enable students who have had minimal experience on an instrument, the opportunity to improve their musicianship skills and to be a part of a performing ensemble. The Concert Band also serves as a medium for current band students to become familiar with a secondary instrument.

## SYMPHONIC BAND (1 credit)

The Symphonic Band is an intermediate, upper-level ensemble consisting of students from grades 10-12, however membership of this ensemble is at the discretion of the director. The purpose of this ensemble is to raise students' musicianship skills and standards to new levels by placing a strong emphasis on practicing proper instrument techniques, and repeating and expanding upon skills learned at the middle school and Concert Band levels. As a member of this ensemble, students are expected to practice and perform at their highest ability.

## WIND ENSEMBLE (1 credit)

The Wind Ensemble, is offered all year and is the most advanced instrumental group of the Butler High School Band program, consisting of motivated and highly-skilled students. Eligibility is determined by audition and/or director's recommendation. The purpose of this ensemble is to expose students to advanced levels of high school band literature that allows students to develop an appreciation for different genres of music, while noticing the benefits of consistent practice and increased musicianship. Students of this ensemble are expected to be serious about improving their musical skills, and are required to dedicate significant time to personal practice. Members of this ensemble are expected to be at all rehearsals and sectionals and will not be excused from rehearsals or performances to participate in sports.



## SMALL ENSEMBLES

On many occasions throughout the year, students will have the opportunity to participate in a small ensemble. The benefits of rehearsing and performing in a small ensemble are overwhelming, and they can greatly improve a student's tone, intonation, balance, listening skills, and confidence. Small ensembles offer students the ability to rehearse and perform on a much smaller scale than a large performance group, and they help teach individual responsibility, due to every student having their own individual part to play. In addition, students gain experience in working collaboratively, solving problems, and utilizing their leadership and social skills. Students who decide to create a small ensemble are strongly encouraged to participate in the North Carolina Bandmasters Association South Central District Solo & Ensemble Music Performance Adjudication in the spring.

## PIT ORCHESTRA

The Pit Orchestra is the primary instrumental ensemble that provides musical accompaniment for the Butler High School spring musical production. The ensemble is chosen by the band director and is intended to be composed of the most accomplished, motivated, and promising instrumental music students in the school.

# Additional Band Opportunities

## PRIVATE LESSONS

One on one, individual instruction with a professional musician is one of the most successful ingredients to individual achievement. Private lessons are also what allow ensembles to be exposed to more challenging band literature. It is because of these reasons that it is highly recommended for students to participate in private lessons. It is a general misconception that private lessons are set up for students who are "falling behind" or for those musicians that are "not as successful" on their instrument. While private lessons can still be highly beneficial in these cases, supplemental private lessons are designed and intended more for students that are advancing and proving success on their instrument. Private lessons may occur before, during, and after-school depending on the teacher's availability. If you are interested in taking private lessons, or would like to learn more about this great opportunity, please speak with Mr. Dowell.

## ALL-DISTRICT, ALL-STATE & HONOR BAND CLINICS

Each year, students will be encouraged to audition for the All-District, All-State and Honor Band Clinics. Auditioning for these bands allow students to gain tremendous experience in learning a piece of music and performing in front of others. Whether a student auditions and makes the band or not, they should be extremely proud of the work and effort they put forth. Opportunities for other honors such as the University of South Carolina Honor Band, University of North Carolina - Greensboro Honor Band, University of North Carolina - Charlotte Honor Band and Virginia Tech Band are just a few other options students have as well.

# Classroom Norms

1. Students are expected to follow all David W. Butler High School and CMS rules.
2. No food, gum, or drink in the Band Room, except for bottled water. Any student with food or drink out will have it taken from them and thrown away.
3. Students are expected to be in their seats with instruments and music within two minutes after the tardy bell rings. Students who are not in their seat and ready to start class at the designated time will be counted tardy. Students will be held to the tardy policy adopted by Butler High School.
4. Support the opinions and efforts of others.
5. Be creative, use your imagination, set high expectations and constantly surpass them!
6. Please do NOT play other student's instruments, especially the percussion equipment.
7. Please do NOT horseplay or run in the band room.
8. Please do NOT lean on the music stands or walk on the chairs.
9. Take care of any bathroom needs before the tardy bell rings.
10. Follow the instructions on the board, once you enter the room.
11. Students must raise their hand and wait to be called upon, when they have something to say or ask.
12. Mr. Dowell will end class by letting you know verbally. DO NOT pack up unless instructed
13. Percussion students are responsible for the percussion section, putting away the equipment in the proper place. No exceptions to where and how the equipment is stored!

In the event a student decides not to follow one of the classroom norms above, he or she will have to deal with one or more of the following consequences, depending on the severity of his or her actions.

1. Warning (verbal or via clear eye contact while playing)
2. Loss of participation points
3. After School Detention / Parent Contact
4. If student refuses to serve detention, automatic referral to administration
5. Parent Conference
6. Discipline referral

# Classroom Materials

Students are expected to come prepared for class with all of their materials each day. Method books and sheet music are school-owned and should be taken care of. Method books and music are issued as a textbook; if the method book or music is lost or damaged it must be replaced at the cost of the student. Other supplies that should accompany students to class include:

- Instrument & Supplies (3 working reeds\*, reed bottle, neck strap, mouthpiece (includes school-owned instruments), valve oil, slide grease, drum sticks/mallets, mute etc.)
- Pencil
- Metronome, Tuner

\*For woodwind instruments, it is important to have three good quality reeds. Rico reeds should not be purchased. They do not produce a quality sound and will not last long. I suggest all clarinets and saxophones purchase Vandoren reeds.

## INSTRUMENT CARE/MAINTENANCE

Instruments must be taken home everyday for practice and security reason. Band students will be expected to keep their instruments in good, clean working condition. **Every instrument case must have a nametag, soft cleaning cloth (part of an old cotton t-shirt), sharpened pencil and be clean and free from clutter.**

If a student has a problem with their instrument, they should bring this to the attention of Mr. Dowell as soon as possible. If Mr. Dowell cannot fix the problem, you will need to take your instrument to a repairman immediately. Many students have maintenance agreements through their local music store from where they purchased the instrument. If a student's instrument is at a music store for repair, a parent should provide the director with a note so the student will not be penalized for not having their instrument in class. **Please only allow professional instrument repair technicians to fix your student's instrument. Do not take it upon yourself to fix the instrument, as you may cause more damage and costly repairs.**

## INSTRUMENT-SPECIFIC MATERIALS

	<b>REQUIRED</b>	<b>RECOMMENDED</b>
<b>FLUTE</b>	Soft Cloth, Cleaning Rod, Metronome, Tuner	Cleaning Kit, Practice Stand (at home), Flute Stand, Piccolo
<b>OBOE/BASSOON</b>	Reeds (Emerald Brand, Medium), Reed Case (Fox Brand), Metronome, Tuner	Cleaning Kit, Practice Stand (at home), Instrument Stand
<b>CLARINET</b>	Soft Cloth, Cork Grease, Swab, Reed Case, Reeds (Vandoren) Medicine bottle for reed water, Metronome, Tuner	Cleaning Kit, Rovner Leather Ligature, Practice Stand (at home), Clarinet Stand
<b>SAXOPHONE</b>	Soft Cloth, Cork Grease, Swab, Neck Strap, Reed Case, Reeds (Vandoren), Metronome, Tuner	Cleaning Kit, Rovner Leather Ligature, Practice Stand (at home), Saxophone Stand
<b>TRUMPET</b>	Soft Cloth, Valve Oil, Slide Grease, Straight Mute, Metronome, Tuner	Cleaning Kit, Mouthpiece Brush Cleaning Snake, Practice Stand (at home), Bach 3C Mouthpiece, Trumpet Stand, Cup Mute
<b>FRENCH HORN</b>	Soft Cloth, Rotor Oil, Slide Grease, Straight Mute, Metronome, Tuner	Cleaning Kit, Mouthpiece Brush, Cleaning Snake, Practice Stand (at home), Holton Farkas Mouthpiece
<b>TROMBONE</b>	Soft Cloth, Slide-O-Mix Trombone Slide Lubricant, Slide Grease, Travel-Size Spray Bottle, Straight Mute, Metronome, Tuner	Cleaning Kit, Mouthpiece Brush, Cleaning Snake, Practice Stand (at home), Trombone Stand,
<b>BARITONES/TUBA</b>	Soft Cloth, Valve Oil, Slide Grease, Metronome, Tuner	Cleaning Kit Mouthpiece Brush Cleaning Snake Practice Stand (at home)
<b>PERCUSSION</b>	Mallets, Sticks, Meternome	Mallet/Stick Bag



## Concert Performances

Performances are one of the main reasons musicians are in existence today. A successful concert shows off the talents of the students and provides opportunities for confidence building. Each year, students will be involved in a number of school and community performances, depending on the ensemble/class they are enrolled.

Concerts are the results of many weeks of hard preparation by the students. Every member plays an intricate role in the overall balance and performance success of our band. **Therefore, attendance at concerts is MANDATORY and is recorded as a major grade.** The students will be graded 50% for performing and 50% for watching the rest of the performance using appropriate audience behavior. In the event a student gets sick on the day of the concert or has a family emergency and cannot attend the concert, the student's parents should contact the director immediately. Failure to attend the concert without contact from a parent will result in a grade of "0" for the student. It is courteous to be respectful of every student's performance, therefore all band students are required to attend the ENTIRE concert. The concert has been planned to run efficiently. If there is an important reason for a student to leave the concert early, parents must contact Mr. Dowell prior to the day of the concert. Otherwise, the student will only receive 50% of the concert grade for performing.

### CONCERT DAY REMINDERS:

1. On the day of the concert, students must attend at least half of the school day in order to perform.
2. Students should arrive at the concert venue...
  - a. Dressed in the appropriate concert attire.
  - b. With all necessary materials for the concert (instruments, music, reeds, etc.)
3. All audience members are asked to be very respectful to the performers on stage.
4. Students should be in attendance for the full duration of the concert performance.

# Concert Etiquette

It is important to remember that concerts are cultural events, not sporting events. For this, concert-goers should act accordingly. It is proper to arrive before the concert is scheduled to begin, in order to take your seat. It is also proper to enter and exit the auditorium only between selections. Conversations should only be held between selections and during intermissions. Applause is a polite gesture showing the audiences appreciation for the effort put forth by the performers. If the performance was particularly moving, it is okay for the audience to show their appreciation by great applause and by standing. When a concert includes multi-movement works, it is proper to hold applause until the end of the entire selection. These tips are for all concert-goers. Students, please take the opportunity to review these tips before each concert and share them with your personal audience members.

## Concert Attire

Please make sure to purchase all concert attire, well in advance of your first performance. Hairstyles should be clean and neat, avoiding extreme styles or colors. No bright fingernail polish and no hats should be worn. Attire for any performance, unless otherwise specified by the director, is as follows:

### CONCERT BAND, SYMPHONIC BAND & WIND ENSEMBLE

OPTION 1 - Black-Full Length Concert Dress. For purchase from Band Boosters at a cost of approximately \$65.00. This dress can be used all 4 years of participation in the program.

OPTION 2 - Black trousers (prefer black tuxedo slacks), black dress shoes, black socks, white tux shirt, and bow tie. The shirt and tie combination may be purchased at Michaels craft store at a very reasonable charge. *Wind Ensemble students are expected to wear a black tuxedo with matching coat and pants.*





## Policies and Procedures

### ENROLLMENT

Every student who enrolls in band will be expected to fulfill his/her obligations to the group. If a person is unable to uphold these obligations, the director reserves the right to remove him/her from the band program, or change their ensemble placement.

### ATTENDANCE

ALL rehearsals and performances are required. If you must miss a rehearsal for any given reason an "Absence Form" must be filled out and given to the director ASAP. All indoor and outdoor rehearsals will begin exactly at the scheduled time. This is why it is so important for you to arrive early enough to get settled and have your instrument ready to go. Attendance will be taken at the beginning of rehearsal.

*"To be early is to be on time, to be on time is to be late."*

### REHEARSALS

The success of the band depends on how we rehearse. As you come into the band room, check the board for daily instructions and get out the proper equipment and materials. Warm up before rehearsal begins by playing long tones and scales. Rehearsal begins when the conductor steps on the podium. There should be no talking when the conductor is on the podium. Rehearsal time is for making music. Pencils should be on your music stand at every rehearsal. While playing, maintain correct posture with your feet flat on the floor and your back slightly away from the back of the chair. Be actively and intently involved in the rehearsal, your only focus should be the objectives the ensemble is trying to achieve during the rehearsal. Chairs, stands, and instruments should be returned to the proper storage areas once you are released from rehearsal. Extra rehearsals may be scheduled to prepare for concerts, festivals, etc. These rehearsals will likely be before or after school and will be announced in advance.

## ABSENCES

Participation is a key part of rehearsal. A completed "Absence Form" signed by your parent/guardian is required at least 24 hours in advance or after the absence if you wish to have your absence excused. "Absence Forms" are only for activities outside of the regular school hours. The director shall reserve the right to dismiss any band members who demonstrate excessive unexcused absences or tardiness.

## FUNDRAISING

Students and their families are expected to participate in fundraising projects. Some fund-raisers will consist of selling products and others will be activity based. Your participation should either be selling of products or lending of your time. An alternative can be donations. Fundraising supports travel, instruments, music, scholarships, equipment, awards, and much more.

## INSTRUMENT STORAGE

The instrument storage room is available for you to store your instrument in during the school day. You are not allowed to store personal items in the instrument storage room. Personal belongings should be placed neatly around the perimeter of the band room. Please do not bring backpacks, purses, books, etc. into the rehearsal area or to the field.

## INSTRUMENTS

1. Instruments are needed for every scheduled rehearsal day and performance. Not having your instrument is unacceptable. Period. Be responsible.
2. All instruments are expected to be clean and in excellent repair with extra accessories (oil, mouthpiece, swab, reed, etc.) at all times.
3. If you are physically unable to perform, please bring a note from your doctor, or school nurse. If you are at school, you can plan to sit with your instrument and finger your part. Without a note, you will be expected to participate fully in rehearsal.
4. Label your instrument case with name, address and phone number. Parents should write down the brand name and serial number in case the instrument is misplaced or stolen. Instruments left in the band room during the summer will become the property of David W. Butler High School.
5. There will be ABSOLUTELY NO gum, food, or beverage (only water) in the band room during rehearsal. Damage can be done by spilling things on instruments and by eating/drinking before or during rehearsals. There may be exceptions to this policy only with director permission. If you have had something to eat or drink prior to rehearsal or a performance, rinse your mouth out thoroughly with water before playing. Failure to do so will result in the build-up of grime inside wind instruments.
6. Percussion equipment is to be played ONLY by percussionists. It is the percussion section's responsibility to carefully store equipment after each rehearsal/performance. Occasionally, the percussion section or director may request additional help with set-up/tear down.
7. Rental Instruments - If an instrument is needed on a rental basis, see the director.

## THE BAND ROOM

This room, and any practice areas we use MUST be kept clean and organized at all times. The rule: "Leave it better than you found it." No open food or drink in the band room other than water.

## SCHOOL OWNED/ISSUED INSTRUMENTS

1. Students and parents must sign a "School Owned Instrument Loan Agreement" form before the instrument can be used by the student.
2. Each instrument will be issued in good playing condition. Each issued instrument will be checked and cleaned prior to issue. Students are expected to maintain their issued instruments accordingly.
3. The band member's family is financially responsible for all equipment and/or materials checked out to them.
4. All equipment and materials must be returned in the condition they were checked out in, or the student/parent will be responsible to pay the replacement/damage fees.
5. Vandalism or abuse to any school owned equipment will result in disciplinary action.

## DISCIPLINE

Unfortunately, this subject must be discussed. With activities as large as band, it is extremely important that everyone follow the rules. When instructions are given, students must listen attentively.

Rules to follow:

1. Please do not talk while the director, a staff member or drum major is on the podium or giving instructions. When you talk at the same time as someone else, you are being disrespectful and hurting other people's opportunity to learn.
2. No food or drinks in the band room.
3. No eating, drinking, or chewing gum during rehearsals.
4. No running, shoving, or yelling allowed.
5. No inappropriate language.
6. No homework, or other work should be done during band class.
7. Respect each other, our equipment, and the room.
8. Scheduled rehearsal times serve as a guideline for when the session will be over, but the rehearsal or performance ONLY ends when the director dismisses the group.
9. Students are not allowed in the director's office without permission.
10. Students are not to leave the band room during rehearsal without permission. Please use the restroom before rehearsal and during breaks.
11. Cell phones, iPods, and other gadgets must be turned off and put away during rehearsal.

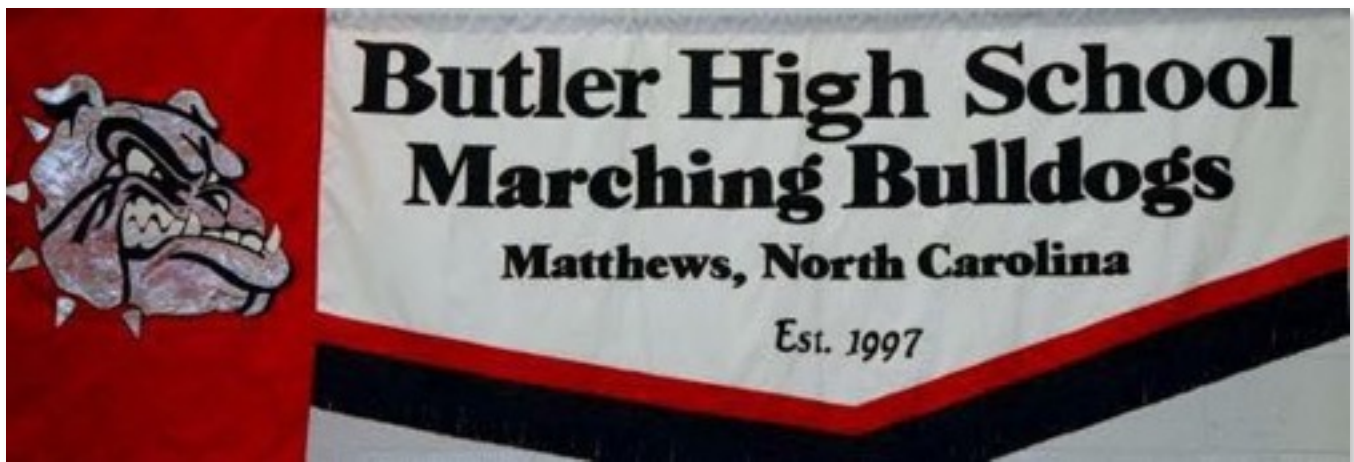
One verbal warning will be given to students who cannot follow classroom rules. If the problem continues, you will be asked to remain after rehearsal to discuss the problem in private. After having the discussion, if there is still a problem, a phone call home will be made. If after the phone call there is still a problem, the teacher will assign detentions or discipline referrals will be sent to the office. Participate and contribute in class with a positive attitude or leave. The choice is yours, please choose wisely.

*It is impossible to list all the rules people need to follow. If you use common sense before making a decision, act responsibly and show respect toward each other, you will be fine.*

## FOLDERS AND MUSIC

1. Your name should be written on your flip folder, marching folder, and concert folder.
2. Keep a pencil with an eraser in your folder at all times. Never use a pen on your music.
3. Music for field performances will be memorized & music will be used in the stands during games.
4. Loss of music will result in a minimum charge of \$.25 per printed page. It is extremely expensive and time consuming to replace music, so please be careful. Do not lose music.
5. Concert music must be kept in your concert folder.





# The Marching Bulldogs Policies and Procedures

## SUMMER CAMP

Prior to the beginning of the school year, a summer camp will be held for all marching band members. Summer camp attendance is extremely important. One day of summer camp is equal five rehearsals during the regular school year. Missing any part of it effects not only the student, but also all other students in the program. Every person has a part in the show. If there is a reason that a student cannot make a day of camp, the director must have an "Absence Form" in advance. Many students are involved in marching band, and written documentation will be needed in order to keep track of everyone's attendance.

## ENSEMBLE POLICIES

1. The Marching Bulldogs is an extra curricular activity with performance obligations after school and on weekends throughout the fall semester.
2. Students are expected to attend all practices, sectionals, and performances.
3. Students are expected to be on time to rehearsals. (*"To be early is to be on time, to be on time is to be late."*) Excessive tardies will not be tolerated and may result in students being removed from the show.
4. Students need to wear the appropriate clothes for practice. (Same as dress out attire for P.E.) Tennis shoes and socks must be worn at all times. Extra socks are recommended in case of inclement weather. Sandals are **NOT** allowed.
5. Each person has a special spot in the show, and when that spot is open, it greatly effects the other members of the band.
6. Students who miss the last rehearsal before a performance may not be allowed to perform in the show that weekend. However, they are required to still attend all events. This policy is due to changes that happen in each rehearsal and keeping all students safe on the field.
7. There is to be **NO EATING** or **DRINKING** in the band area. Only water is allowed.



## ATTENDANCE

For ALL absences, the following procedure must be followed by the student and the parent.

- Director must be notified in advance (at least 24 hours, except for extreme emergencies).
- Absence Form must be filled out and on file. This can be found on the website.
- For illness, a parent note or doctor's excuse must be submitted with the Absence Form.

THE ONLY EXCUSABLE ABSENCES ARE THOSE THAT WOULD BE EXCUSED BY THE SCHOOL FOR REGULAR ATTENDANCE RECORDS (i.e. ILLNESS, DEATH IN THE FAMILY, RELIGIOUS HOLIDAY, OR COLLEGE VISITATION).

If a student misses more than 2 rehearsals or 6 hours of an event, the student will be required to make up the time missed in order to receive the credit for marching band. This guideline follows the CMS attendance policy.

## DRESS OUT ATTIRE

Students involved in classes that require physical activity must dress out. We require our band students to follow similar guidelines set for Physical Education.

1. T-shirts should be light in color (nothing low-cut)
2. Socks must be worn with tennis shoes at all times
3. No flip flops, sandals, toms or dressy shoes
4. Follow the Butler High School and CMS dress code policy

Because of the time of day we rehearse we strongly suggest that students wear protective gear like sunglasses (UVA/UVB protection), hats that shield sunlight, and sun block with an appropriate SPF. We also suggest they have bug repellent. This is not new information for the students, but with everything else they have to remember for other classes, reminders can be helpful. Please help us keep your children safe.

## TRAVEL INFORMATION

The operation of the band requires travel many times during the year. All members are required to travel with the band. "Medical Information" must be on file with the director before any student is allowed to travel with the band. Exceptions to travel are very rare, and permission to travel separately can only be given after an "Alternative Travel" form is completed and approved by the band director.

Any trip with the band is considered an academic commitment. As with any school activity, all school rules are in effect. Any student found in violation will be dealt with according to school policy. In severe cases, students will be referred to law enforcement agencies or the school administration, and will be dealt with according to school board policy.

Chaperones and bus drivers are to be treated with the utmost respect. Remember, we cannot travel without them. Please show your appreciation for the service they are providing. We want to be viewed as a classy group of young adults. Every action you make represents the face of the whole band. Think before acting. Kindness and courtesy work miracles in almost every situation, remember that "Please" and "Thank You" cost you nothing, and yet are highly valued, especially when received from a teenager.

1. Whenever we travel, whether to a football game, a competition, or an overnight trip, band members are to be at the right place, at the right time, with the right equipment.
2. Boys and Girls will ride separate buses.
3. Be quiet and cooperative during roll call on buses. No yelling on the bus.
4. Remain seated while the bus is in motion. 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.
5. Food and drinks are permissible on the bus as long as all trash is disposed of by band members. Students are expected and required to clean the bus before dismissal. The director reserves the right to cancel this privilege if rules are broken.
6. Band members and/or their parents will be held financially responsible for any vandalism or destruction of property during travel. Vandalism may also result in possible expulsion from the band program.
7. Watch your belongings. If you put something down unattended, there is an excellent chance it won't be there when you return.
8. Cell phones and iPods are allowed on the bus, but for your own hearing. The volume level should not be loud enough to be heard outside your head. Headphones only, no speakers.
9. Band members are required to follow all requests of chaperones without question (including when the chaperone is your own parent).
10. If travel includes stopping for meals, band members are required to eat at designated restaurants.
11. Failure to follow any of the above guidelines may result in suspension of travel privileges with the band.

## EXPECTATIONS FOR FOOTBALL GAMES

The primary function of the Marching Bulldogs during football season, aside from performing at pre-game, halftime, and competitions is to provide support for the football team from the stands in conjunction with the cheerleaders.

1. Once you have been assigned a seat in the stands, you must stay there unless moved by the director or a staff member. All lines are to be kept straight.
2. Students will stand at attention during the National Anthem (away games).
3. Unless specifically stated by the director, nothing is to be brought into the bleachers except music and your instrument. This includes food, radios, noisemakers, blankets, coolers, etc.
4. Decoration of instruments is prohibited unless approved by the director.
5. The band section is off limits to non-band members.
6. Students will refrain from playing their instruments on an individual basis. The band will perform as a group or with approved small ensembles.
7. Do not watch the game while the band is playing. Concentrate on the task at hand.
8. Sit up straight and place your feet flat on the space provided for that purpose when seated.
9. Take pride in the sound, appearance, and discipline of your band.
10. At the appropriate time, the band will be dismissed from the stands for the halftime performance. At this time, the band must move quickly, quietly, and efficiently to the appropriate area.
11. At the conclusion of the game, remain in the stands until instructed to move. We will exit together.
12. All trips are considered academic commitments. Therefore, all school rules are in effect for the entire performance. Any student suspected to be under the influence, or in possession of alcohol or any controlled substance will be dealt with strictly in accordance with school board policy.

## MEDICAL INFORMATION

All students are required to have Medical Information on file with the band. Students are also required to provide insurance coverage on the health form. If the student is not covered under some type of hospitalization insurance policy, the parents need to attach a letter stating that neither the school, nor band director will be held responsible for charges incurred due to medical emergency. It should also state that the parent will be legally responsible for all charges incurred while securing medical treatment.

Every time the band travels, health forms are taken in the event of a medical emergency. Chaperones will also assist students with personal medical and hygiene problems, i.e. band-aids. Administration of prescribed medication from the student's doctor is the responsibility of each student or discussed with a chaperone on each trip.

*Parents planning to travel with the band as pit-crew are encouraged to complete a health form for themselves.*

## COMPETITIONS

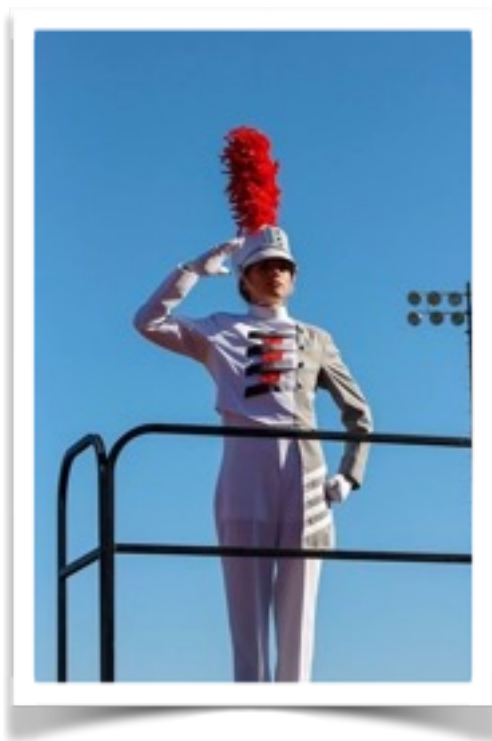
Contests, festivals, and other adjudicated activities are important features of the Butler High School Band program. Through these activities we obtain valuable feedback about our progress as individuals and as a program. Although we never "live or die" by any one judge's opinion of our performance, 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 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 go high levels of tension, which often causes students to react immaturely. We learn to avoid these normal pitfalls and channel our energy and attention toward the goal of performance excellence and the ultimate success that will follow.

All members of the Butler High School Band shall stand with silent pride as scores are announced and graciously accept 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. The band's image is based on each individual. Our public reputation is based on our appearance, our actions, and our projection of pride and organization. It is the responsibility of each member to ensure that we present the best possible image at all times.

## PARTICIPATION IN OTHER EXTRA-CURRICULAR ACTIVITIES

Students who participate in the Marching Band should be aware of the time commitment involved with such an ensemble. Conflicts arise when students attempt to take on multiple extra-curricular activities during one semester. It is best to limit the number of extra-curricular activities in which you participate in order to do them well.





## UNIFORM PROCEDURE/PROTOCOL

A uniform will be assigned to you during summer band camp or within the first few weeks of school. It is your job to take care of it. Please follow the guidelines below for proper uniform care:

### **Instrumentalist**

1. Do not take your uniform home.
2. Check the uniform upon receiving it to make sure all the pieces are there, that it is clean, and all repairs have been made. You should be issued the following: bibs, coat, garment bag and hat with hat box.
3. When returning your uniform, make sure all pieces are there and note any damages to the uniform managers.
4. You are responsible for the loss of your uniform or any damage, other than normal wear and tear. They are very expensive and extremely difficult to replace so treat them with the utmost care.
5. You are required to have a show shirt, a pair of black marching shoes, and black gloves, which will be purchased before the first performance. Black shoes and socks will be worn with our uniform at all times– KEEP THEM CLEAN. Ankle socks, stripes, and other colors are NOT acceptable. If you lose any of your accessories or need to order different sizes, you must let the uniform managers know ASAP. Without the correct equipment you will be considered “out of uniform” and will not be allowed to perform.
6. Please be careful if you consume food or drink while in uniform. NO food or drink should be consumed with the jacket on.

### **Color Guard**

1. Your uniform is property of Butler High School. It is your responsibility to take care of your uniform and to replace it if it is lost or damaged.
2. You MUST have your uniform for all performances.
3. Color Guard uniforms are to be worn in the prescribed manner.
4. Members of the Color Guard are also required to have the appropriate footwear.
5. Make-up, jewelry, and hairstyle are as much a part of the uniform as the uniform itself. Guidelines for these will be established and members will be expected to conform.
6. Please be careful if you consume food or drink while in uniform.



These guidelines are in effect for any type of performance and should be followed completely. If in doubt, stay on the conservative side of the rules. The intent is to be seen as a class act at all times – on and off the field.

1. When you are in uniform, you are no longer just an individual, but a representative of our band, school and community.
2. The marching uniform consists of: bibs, jacket, marching band T-shirt, shako, plume, black gloves, black socks, and black shoes. People with long hair will need to put it up neatly under your hat.
3. The uniform should be worn as a complete unit at all times when in public (always zipped and buttoned). The only exception to this will be when a director instructs you that you may remove your coat. The band t-shirt must be worn under your uniform. Shakos should be carried the proper way - they are not buckets!
4. Jewelry, watches, baseball caps, nail polish etc. are not allowed while in uniform. Hairstyles should be clean and neat, avoiding extreme styles or un-natural colors. Gentlemen are to be clean-shaven.
5. No public displays of affection while in uniform – this includes holding hands, kissing, etc. A “greeting hug” is appropriate if it is coming from someone NOT in uniform. You may walk with your “significant other” etc. but basically, don’t touch.
6. Abuse or destruction of the band uniform in any manner will result in disciplinary action by the director and possible expulsion from the band program. The student will be responsible to pay for any damage.
7. Do not run in uniform!
8. Use appropriate language in uniform. Inappropriate language or foul language is never acceptable, but especially while in uniform!
9. If you are not sure if you should do (insert action here) in uniform – you probably should not.

The way you wear your uniform reflects the pride you have in your band. Our uniform, when worn properly, projects an image of pride and dignity. It is everyone's responsibility to see that all members respect and care for the uniform and that the uniform is worn properly at all times.



# Student Leadership Program

*The Marching Bulldogs utilizes a leadership program designed to help us achieve our goals faster. In order for us to complete tasks in a fast, orderly manner, it is necessary that students listen to their leaders. Students who are interested in a leadership position for the following fall season will apply during the spring of the preceding school year.*

## DRUM MAJOR

This student is the field director of the band. This person is to assist the director in any aspects of maintaining The Marching Bulldogs, which will be discussed with the director. Students need to respect the wishes of the Drum Major as if they were given by the director. Any student not obeying the drum major will be considered for disciplinary action.

## CAPTAIN

Oversees large divisions of the band and runs large sectional music and drill rehearsals. Captains should set and enforce high standards for themselves and the band. Captains should have the ability to warm up and rehearse their section. Any student not obeying the captain will be considered for disciplinary action.

## SECTION LEADER

Oversees small divisions of the band and runs sectionals. Section Leaders should set and enforce high standards for themselves and the band. Section Leaders should have the ability to warm up and rehearse their section. Any student not obeying the section leader will be considered for disciplinary action.

*Leadership positions not specific to Marching Band.*

## MUSIC LIBRARIAN

The person(s) holding this position will be responsible for maintaining the band library, including but not limited to: filing, copying, passing out, and repairing music; compiling and updating an electronic catalog of library holdings; and keeping the library neat and uncluttered.

## REMOVAL FROM LEADERSHIP POSITION CLAUSE

The band director reserves the right to remove any student from a position of leadership, as he deems necessary.



# David W. Butler Band Boosters

Parental involvement has been cited as the number one factor for success in a child's musical endeavors in a number of studies. Also, parents who are actively involved in their children's music education have a chance to experience and enjoy first-hand the many important moments of musical and personal growth and achievement as they happen.

Remember that your band student is not just learning how to play a horn or beat a drum during his or her band class, performances, and activities. Your child is learning and applying life lessons such as personal accomplishment, appreciation for self and others, joy of discipline, group effort and individual contribution to it, maturing social skills, and personal character development. These various lessons are not taught in lieu of actual musical training, but they have long been recognized as inherent benefits of training in the performing arts, particularly music.

**CONGRATULATIONS!** When you have a child in the band you become a Band Booster. The Butler High School Band Boosters organization is a group of parents and other interested parties, dedicated to provide financial support and help promote band spirit. Committees are formed to provide necessary services to the band. Among these services are providing chaperones for trips, helping with fund-raising projects, aiding with public relations, serving on telephone committees, and much more. Membership is open to anyone. All parents are encouraged to get involved through membership in the Band Boosters organization. The only way you can make a difference is to be there and to be active.

Other ways you can be supportive of the band program and your student's participation is by:

1. Assisting your child to be prepared and punctual for every rehearsal and performance.
2. Notifying the director if your child is to be absent or late for a performance or rehearsal. This should be done in advance unless in absolute emergency situations.
3. Encouraging your child to practice at home and help them find a quiet place to do so.
4. Showing your interest and support in your child's music study by enthusiastically attending every performance possible.
6. Arranging for private lessons for your child, if at all possible.

I am very excited about your family being a part of the Butler Bands. It is truly up to you to decide how valuable the experience will be. Have a great year and I look forward to meeting with you often.

# Letter of Mutual Consent

This manual has been designed to provide you with the rules and requirements for participation in the David W. Butler High School Band. Its purpose is to give parents and students a clear and concise understanding of the workings of our band department and to provide a guide, which covers most aspects of the function and requirements of participation.

I, the undersigned student, accept membership in the Butler High School Band and understand that I am responsible for all the policies as set forth in the David W. Butler High School Band Handbook. I fully agree to carry out my responsibilities to the very best of my ability.

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Student Name (Please Print)

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Student Signature

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Date

I, the undersigned parent (or guardian), have read and understand the policies as set forth in the David W. Butler High School Band Handbook. I also grant full permission for my child to be an active member of the Butler High School Bands. In addition, my child has full permission to attend all band functions.

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Parent/Guardian Signature

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Date