



# **Band Handbook**

## **2019-2020**

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*Faydeen Sateriale, Assistant Marching Band Director*

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## **Mission Statement**

The Burlington High School Marching Red Devils aim to cultivate a strong sense of artistry and camaraderie. The organization strives to create a professional and safe environment, while promoting self confidence, creativity, and leadership.

*“Work hard, play hard.”*

This handbook contains guidelines and regulations to ensure the success of our band. Please read this handbook carefully so that you may understand at the outset what is expected of you and what you should expect as a member of the band. Knowledge of the contents of this handbook will provide each student with an understanding of how he/she may best contribute to the overall success of the program, resulting in positively life-changing experiences.

## **Overview of Expectations**

***Marching Band members, which includes Winds, Percussion, and Visual Ensemble, are expected to demonstrate the following:***

- Attend all rehearsals and performances – the expectation is 100% attendance!
- Be on time for all classes, rehearsals, and performances.
- Be prepared for rehearsals and performances. Have instrument, drill, coordinate sheets, sticks/mallets, music, lyre, pencil, extra reeds, valve oil, mutes, etc.
- Keep all instruments and equipment in performance condition.
- Understand the duties of the leadership to work with them.
- Practice regularly at home and study privately if at all possible. Practice time should be spent on scales, music, and etudes assigned by the directors or private instructors.
- Keep the band facility neat, orderly, and free of clutter. Store instrument and music in assigned places, NOT ON THE FLOOR. Do not leave personal belongings in the band room - use assigned lockers with locks.
- If you use something, PUT IT BACK (i.e. stands, chairs, music folders, etc).

## Basic Rules

The band has three basic rules:

1. **Be at the right place at the right time.**
2. **Give 100% (your best effort and best attitude).**
3. **Treat others as you would like to be treated.**

Every other policy falls under one of these categories:

- Students must abide by both the BHS Student Handbook and Band Handbook.
- Any instrument or equipment not belonging to or specifically assigned to you is strictly off limits. If it is not yours, do not touch it!
- No gum, food or drink is allowed in the band room, except for water.
- No gum is allowed at any rehearsal or performance, or while in uniform.
- During the regular school day, the band room is to be used for regular classes, rehearsals, sectionals, and prearranged help sessions only. The area is off limits during lunch, unless you have received permission to study or practice. ***For security reasons, non-band students are not allowed in the Music Department (Band Room, Percussion Rooms, Practice/Guard Rooms), etc.***

Every student will be issued an appropriate-sized locker for their instrument and school-owned lock. Students will be responsible for 1) being the only person to know their combination and 2) maintaining the security of their locker by keeping it locked at ALL TIMES.

## Attendance

ATTENDANCE AT ALL REHEARSALS, PERFORMANCES, ETC. IS REQUIRED. The expectation is 100% attendance. As a member of the band program, you occupy an important part and space in every band function. The band works as a finely trained team; it is essential that every member be present for ALL functions which include rehearsals, concerts, competitions, football games, parades, and out-of-town trips. Any member who is absent makes the band less effective and decreases the morale of the band.

## Procedure for Absence

Sickness, other hardships, and pre-approved absences make it necessary to miss on occasion. A parent or guardian must notify the directors as far in advance as possible if a student must miss a rehearsal or performance by:

- E-Mailing both Mr. Buchsbaum ([sbuchsbaum@bpsk12.org](mailto:sbuchsbaum@bpsk12.org)) and Faydeen Sateriale ([faydeen83@gmail.com](mailto:faydeen83@gmail.com)) the reason for absence.

After following the procedure above, the absence will fall into one of two categories:

1. EXCUSED (Advance notice given at least 2 weeks prior)  
Reason: BHS Sanctioned Activity, Emergency, Illness, Pre-Approved Absence  
**(Student will not gain or lose credit for the activity/event; complete makeup assignment depending on the discretion of the directors on case by case basis)**
2. UNEXCUSED  
Any absence which is not excused.  
**(Student loses points or privileges - i.e. 3rd quarter off, Beast Squad, etc; no makeup)**

## Procedure for Tardy

Tardiness will not be tolerated. Tardies cause delays in time schedules and are discourteous and irritating to your fellow band members who have to wait for you. All tardies are unexcused unless excused by valid reasons or a written pass. The procedure for tardies is the same as that for absences:

1. Excused **(student does not lose points)**
2. Unexcused **(student loses a minimum 10% off of grade; visual ensemble will be handled by their staff)**

Students do NOT pick and choose the band events in which they wish to participate. If the band performs or rehearses, everyone is expected to be there every time. Conflicts with other activities (i.e. sport practices, etc) are to be resolved as far in advance as possible.

If an outside event appears to be “rained-out,” always report to the band room for indoor activity. Rarely is an event completely cancelled due to rain. Performance takes precedence over practice concerning other school activities. Only reasons of EMERGENCY should be used for missing a performance.

**Remember, excuses, even good ones, will not produce a superior band.**

## **Rehearsal Procedures**

Rehearsal time is short and every moment must be used for actual rehearsal purposes. If you delay the rehearsal for even one minute, you have wasted a great deal of time because every other member of the ensemble has been forced to waste one minute. The following guidelines are used in successful performance organizations and are the foundation of our rehearsals.

### Marching Rehearsals

- During Marching season, full marching band rehearsals are scheduled for Mondays in the evenings and Thursdays after school. Refer to the calendar for further details.
  - **For Monday Rehearsals, students should be assembled in the band room in attendance formation with all required items by 5:30 PM.**
  - **For Thursday Rehearsals, students should be assembled on practice field in the attendance block with all required items by 3:30 PM.**
  - **Failure to report in attendance block/formation will result in unexcused tardy.**
- 1/2 gallon cooler filled with water is required.
- “Dressing out” or wearing appropriate clothing (i.e. athletic shorts, t-shirt, footwear etc.) is required. Sneakers must be worn at all times. No sandals, flats, heels, boots, etc. are allowed.
- Drum majors and captains have authority until staff/directors reach the field.
- There will be no playing in transit to and from practice fields.
- Marching rehearsals will be most efficient if all members are diligent in correcting mistakes quickly and thinking ahead to the next set. Above all, take pride in every minute of rehearsal so that we can all take pride in our final product – the performance!

**SUPERIOR bands are the result of SUPERIOR rehearsals!**

## Medical Information

On arrival to all non-school hour Band sponsored events (eg. band camp, rehearsals & performances), students must report to Faydeen Sateriale (Assistant Director) to turn in or show evidence of all required doctor prescribed medications. It is the parents' responsibility to complete the Burlington Band Handbook Contract and Information Database with accurate medical information concerning their child. Any medical changes that occur during the band season needs to be reported to the Director and/or Assistant Director.

### **Epipen, Inhaler, and Prescription Medication Requirements:**

All medications must be in its original medication container with the prescription label indicating the child's name, prescription number, date filled, physician's name, medication name, and directions for use. All Medications must be up-to-date (Not Expired). Additionally, all Epipens must have both Epipens that were dispensed in the prescription box. These are BPS district policies and state regulatory requirements to keep your children safe while under our care.

### **Self Carrying of Medication:**

For students to carry and be authorized to self-administer their own epinephrine during school hours and school-sponsored events, they must have attended and passed the School Nurse sponsored "Annual Student Training on Anaphylaxis and Epipen Administration Program." For students to carry and be authorized to self-administer any other medication, it must be approved by the school nurse following state regulatory requirements.

Any student not approved by the school nurse to self carry and/or self administer their own prescribed medications will have a designated staff member that is trained on administration and will carry those students medications.

### **Non-Prescription Medication:**

Non-prescription medications can **NOT** be administered by any teacher, staff member, and/or chaperone. This is due to state regulations.

## Performances/Public Procedures

- Rules of conduct regarding rehearsals are in effect during public performances/appearances. Let your conduct both before and after the performance be professional. **Your conduct reflects not just on you, but on our band, our school, and our community. Proper language is to be used at all times.**
- Appearance must be neat at all times when in uniform or while under observation as representatives of the band program and school. (“Always look good.”)
- A performance or appearance is not completed until students are officially dismissed from the activity. No band member is permitted to leave the organization in advance of group dismissal at any time unless excused by the directors prior to the performance.
- Be sure that you have properly taken care of instruments, uniforms, music, etc.

### **Football Game Procedures**

1. Attendance will be taken at call time in the designated area, typically in attendance block or formation. Arrive wearing the under-uniform attire.
2. Once rehearsal has ended, bring large equipment to trailer(s) to be loaded and retrieve uniform to get dressed.
3. Inspection will occur prior to departure. Section leaders will check their sections’ uniforms (BLACK SOCKS!), instruments, and necessary equipment.
4. Board buses in a neat and orderly fashion.
5. Upon arrival at the stadium, everyone is to stay on bus until directors and staff signal it is okay to disembark.
6. Upon disembarking, people with large instruments report to trailer to get instrument, small instruments immediately begin assembling in 2s.
7. Once assembled, we march with a cadence toward seats. File into seats; do not sit until instructed to do so.
8. Rules to be observed in stands:
  - a. The band seating area is off limits to everyone except band members, staff, and chaperones.
  - b. Students will remain in their assigned seats in appropriate row during the entire time we are in the seating area. All playing will be directed; no individual playing is allowed.
  - c. Members are reminded that the band is providing a public performance at each game. We have a job to do, therefore, **WATCH** the drum majors at all times

when they are standing in front of the band. **LISTEN** for directions, get the music out *quickly* and be **ready to play**.

- d. Cell phone usage is only permitted during 3rd Quarter.
9. When the signal is given, the band will stand and file row-by-row out of the seating area and down to warm-up for performance.
  10. At the conclusion of the performance, the band will assemble in our post-performance blob before heading back into the seating area. Remain standing until everyone is at their seat.
  11. Once the band is seated, members will carefully position their instruments so that they are secure, then, the band will be dismissed for third quarter break. This policy will continue only if the privilege is handled with maturity and band members can manage to be back in their assigned seats when the clock hits 0:00 and ready to play on time at the conclusion of the third quarter.
  12. At the conclusion of the game, pass all trash to the end of the row to be collected. We always leave the stands clean and free of trash no matter if home or away! Make sure you have all of your belongings. The band will file out of the stands in an orderly fashion, lineup in parade formation under direction of the drum majors and march back to the buses. Load all equipment onto the trailer and report to your bus. After attendance, the band will depart.
  13. Upon arrival at BHS, everyone will remain on the bus until the directors give final instructions.
  14. Procedure for wrap-up:
    - Pick up instrument and equipment and put it away in its proper location.
    - Hang up your uniform following specified procedure and have section leader inspect. Any uniform or part of it not put away properly will result in a detention.
    - Locate your pre-arranged transportation home.
    - Drum Majors/Uniform Inspectors/Band Room Cleanup Crew may not leave until dismissed by directors.

## **Travel**

- Transportation to events will be provided or approved by the school. All students must ride the buses as assigned. School policy dictates that no student may return by any other mode of transportation other than the band buses, except by the following:

1. When written permission is submitted BEFORE departure from school.
  2. The PARENT takes custody from the director post-performance.
- A staff member will be placed on each bus. They have complete authority. Respect is imperative. They communicate important information to you regarding the appearance ahead. Absolute quiet must be maintained during any communication.
  - Each student is responsible for seeing that his/her instrument and belongings are loaded at the departure point, after the performance, and unloaded upon return. This includes cleaning up trash after any band trip.
    1. When traveling on school buses, each band member is responsible for placing instruments and equipment to be loaded on the equipment vehicle located in the designated loading area. Smaller instruments (flutes, clarinets, alto saxes, trumpets) will be carried on the bus.
    2. When traveling on charter buses, place instrument and equipment on the curb next to your bus or as directed. Loading crew will load the cargo bays. Flutes and Clarinets will be carried on the bus.
  - Standard rules of conduct for school busses are in effect for all trips. Obey the instructions of the bus driver. Putting hands, arms, heads, etc out of a window is strictly prohibited. DO NOT throw anything out of a window for any reason.
  - Upon arrival, EVERYONE will remain seated on the buses until the directors give instructions.
  - Courtesy must be maintained while in public places. Speak quietly and clean up your area when finished.

### **Overnight Trips**

- Room assignments will be made in advance.
- All school and band rules will be in effect:
  - a. No boys in girls' rooms and vice versa. Please contact the directors with any concerns about this policy.
  - b. All students are to be in their rooms at or before the designated curfew hour. They are not to leave their room after curfew for any reason.
  - c. Do not leave the hotel grounds unless told to do so by the directors.
  - d. Students and chaperones are to be courteous to all hotel employees and guests. Their conduct should bring credit to themselves and the organization. Don't slam doors, run, or speak loudly.

- e. NO PDA (Public Display of Affection). This also applies to our day-to-day school activities, but is emphasized when the group is traveling.
- The use or possession of any alcoholic beverage, tobacco, or illegal drugs is absolutely forbidden at all times. Violation will result in dismissal from the performing organization.

## Uniforms

### **Marching Uniform**

The Marching Band Uniform (proper) should provide each member with a spirit of unity and a sense of purpose and pride. You should therefore give the utmost care to the uniform and in no way become careless with it; students will be held responsible for the uniform issued to them. The loss or destruction of a uniform, or any part thereof, will be financially assessed and charged to the student. Replacement of a lost or damaged uniform could cost as much as \$500. Uniforms will be kept at school and cleaned as needed.

Each student is responsible for having/maintaining the following components of the “band proper” uniform:

- Black under-uniform shorts
  - For colder temperatures: black thermal base layer
- Black Marching Shoes - Vipers
- Black Marching Gloves
- Black (tall) dress socks
- Official show theme t-shirt for under uniform
  - For colder temperatures: black long sleeve Under-Armour shirt

For information on Visual Ensemble and Drum Major Uniforms and what will need to be purchased, see Pages 13 and 14.

### **Uniform Regulations:**

- **There is no running in uniform. Ever.**
- Shako must be worn at the correct angle and never backwards. Hair must be up under shako.
- Students with long hair will be given specific instructions on how their hair should look in uniform by staff.
- No visible jewelry except stud earrings.
- All students must uphold basic hygiene and grooming standards (facial hair, etc) while in uniform.

- The uniform is to be worn with pride.
  - Always have it buttoned and zipped up.
  - Shoes clean and polished.

More specific guidelines will be given to ALL members at the beginning of marching season.

## **Consequences for Infractions (Attendance, Behavior, etc.)**

1. The first infraction will result in a verbal warning, whether from student leadership or directly from staff or directors.
2. The second infraction will result in parent/guardian being contacted and a band detention/community service project.
3. The third infraction will result in administrative consequences and/or potential dismissal from the group.

Please understand that rehearsals and performances are the same as exams in other classes. We cannot divert teaching time from those who have been in attendance in order to mainstream a student who has not been in attendance. Since there is no way to “make up” these events, missing a rehearsal or performance is equivalent to not taking an exam and receiving a zero as a grade. However, any outside rehearsal or performance missed for an acceptable reason may be made up by completing an assignment approved by directors.

In the case of extreme misbehavior or disrespect, the student may be removed from the band program. For serious or continual infractions, band members may also be suspended, meaning that they will be expected to attend all rehearsals and performances of the band, but will not be allowed to participate until the problem causing the suspension has been corrected. Failure to comply with the terms of suspension may result in expulsion from the band program.

Infractions of conduct mentioned above or those listed below are grounds for severe disciplinary action including suspension or dismissal:

- Destruction of school property and or equipment.
- Possession or use of alcohol, illegal drugs, tobacco, or vaping on or before a band activity.
- Physical or verbal altercations at school or at band functions.

## Marching Band Point Tally for 2019-2020

Letters are a visible sign that a student has reached a high level of achievement in marching band. It is not possible for a student to earn a letter merely by participating throughout their four years at BHS. They must do something extra. A letter will be awarded at the Spring Music Banquet to students who have earned 12 or more points. Exceptional students will also have the opportunity to earn an honor pin for each 12 points earned beyond the letter. Students can earn points in the following ways\*:

- Complete year of membership in Wind Ensemble = 3
- Complete year of membership in Symphonic Band = 2
- Complete year of membership in Visual Ensemble (Fall) = 1
- Complete year of membership in Winter Guard (Winter/Spring) = 1
- Complete year as a Section Leader = 2
- Complete year as a Captain = 3
- Complete year as a Drum Major = 4
- Coffee House Committee Chair = 2
- Participating member of a Coffee House committee = 1
- Performing member on a Coffee House = 1
- Perform a solo/ensemble at a Major Concert = 1
- All-State Musician = 3
- All-District Musician = 2
- Member of a nominated Honor Band (UMass, UConn, URI) = 1 (each)
- Extra Ensemble (Jazz Band, Community Bands, etc.) = 2
- Various Service Projects to aid the organization = 1

\*At times, Mr. Buchsbaum may award additional points if a student's participation has gone above and beyond the regular expectations of the class.

### **Examples of Service Crews for Marching Season (to be updated as needed)**

Field Lining = 3	Cleanup Crews = 1
Uniform Check = 2	Percussion Wheels = 1
Trailer Loading Crew = 4	Tech Coordinator = 2
Podium Crew = 4	Music Stand Captain = 1
Librarians = 2	Mega Vox/Dr. Beat = 3
Good Noodle Board = 1	Prop Crew = 3
Beautification Committee = 1	Front Ensemble Helpers = 2
	Serving as Crew Captain = 1 additional point

# Marching Band Accessories

Throughout the Marching Band season, there are several consumable items that students will use for various activities. Here is an overview of these items:

## Provided for Students

- Marching Band “Proper” Uniforms
- Official Show Themed T-Shirt (by BHS Music Boosters)

The Music Boosters purchase items to 1) make sure they are uniform amongst members, 2) provide a consistent payment process amongst families, 3) occasionally receive bulk discounts on products that are bought in group quantities, and 4) provide financial assistance in the event of hardship. Several of these items are reusable from year to year - we require that students provide evidence of each item in order to be exempt from reordering from year to year.

## Ordered by Boosters

*Payments will be due at Band Camp once individual costs are determined.*

- Marching Shoes
- Performance Gloves (not for Percussion)
- Uniform Ponchos
- Locker Boxes
- Ultimate Drill Book Application (all except Front Ensemble)
- SmartMusic Yearly Subscription (all except Visual Ensemble)
- Marching Band Jacket (not required, but used as a secondary uniform for Pep Band)
- Red Winter Hats (used as a secondary uniform for Pep Band)

## Student/Family must buy individually

Winds and Percussion:

- Black under-uniform shorts
  - For colder temperatures: black thermal (Under-Armour style) base layer
- Black (tall) dress socks
- For colder temperatures: black long sleeve thermal (Under-Armour style) shirt

Visual Ensemble:

- Dance Shoes, Performance Gloves, Under Uniform Layer
- Makeup/hair accessories

### For Visual Ensemble and Drum Majors:

- Each costume is designed for a specific show theme and custom fit to that performer. Due to the logistics required in providing timely delivery of costuming, Visual Ensemble members and Drum Majors will be responsible for approximately 50% of the cost.
- If an individual quits or is removed from the program after costuming has been ordered on June 25th, they will be responsible for providing 100% of the ordered costuming, made payable to the BHS Music Boosters.
- The program is committed to providing a responsible and sustainable solution for quality costuming for both Fall and Winter Guard and will work with both the School Department and the Music Boosters to help offset the remaining approximately 50% of the needed costuming. The Music Boosters have offered to provide support in the form of payment installments as needed.
- At the conclusion of the Fall season, Visual Ensemble members and Drum Majors will be able to keep their individual custom costuming. A similar process will be established for the Winter Guard as well.

More specific financial information will be emailed out to families before the end of June, after the submission of all contracts and a finalized roster is created for the 2019 Marching Season.

## Handbook Contract and Information Database

Once you have read through the entire Handbook, every band student and parent(s) must verify their understanding of its contents by signing a Digital Contract. In order to streamline communication, we have also included all of the necessary Band Contact Information onto the document, which can be found here:

<https://forms.gle/PFBE6GdMQXVqHG9v5>

**Submission of this form is due by Friday, June 21st, 2019.**

Additional supplemental documents, materials, calendars, resource links, etc. will always be available on [burlingtonband.weebly.com](http://burlingtonband.weebly.com). In addition, you can follow along with up-to-the-minute updates regarding rehearsals and performances on our Twitter and Instagram accounts (@BurlingtonBand). Please direct any further questions to the directors – we are looking forward to a great year!