

Band Handbook



Director: Joshua Sall and Jay Garey

Principal: Mr. James C. Kirk

Preface

This handbook is designed to provide band members and parents with information concerning the various policies and procedures of the band program at Melbourne High School. All band members and parents are urged to read this handbook very carefully in order to understand the structure and expectations of the organization. All Melbourne High School and Brevard Public School's rules and policies are enforced at all times when students are involved in any activity sponsored by or under the name of the Melbourne High School Band program. **The director of bands at Melbourne High School shall have the authority to suspend or amend any band policy at any time deemed necessary in the best interest of the overall band program.**

Welcome!

Congratulations! You are a member of the Melbourne High School band program. The Melbourne High School band has a rich history in the school and community. The program has established itself as a high level music performing group that is dedicated to tradition and maintaining excellence in all aspects of the program. This position of excellence will be maintained only through the commitment of all of the program's members and their respective parents/guardians. As a member, it is **your** responsibility to conduct yourself in such a manner as to enhance the reputation of the band program. **This band belongs to you;** what you do will determine the caliber of the band each and every year, while you are here and even after you have gone.

Band Pride

Pride is define as “an emotion, which refers to a strong sense of self-respect, a refusal to be humiliated as well as joy in the accomplishments of oneself or a person, group, nation or object that one identifies with.” Without a pride in our program, we cannot succeed. As self-respecting band members, we strive for excellence and take pride in what we do. It is very much about what we do, what we work hard for, and the times we spend together doing what we do, that pride will develop. Please take a while to find the PRIDE that is in you. It is PRIDE that will make the difference in the Melbourne High School band.

MELBOURNE HIGH SCHOOL BAND DEPARTMENT OBJECTIVES

1. **Cultural:** to foster the continued development of music appreciation and understanding through the study and performance of a variety of music.
2. **Educational:** to develop interested, discriminating listeners and musicians, provide a well-rounded music education, and prepare students for musical activities beyond high school.
3. **Service:** to be an important part of school and community affairs while promoting and enhancing the dignity and reputation of Melbourne High School at all appearances.
4. **Citizenship:** to develop the ability to function as a responsible member of the group, to enhance the student's ability to interact with others in a positive manner, and to develop the ability to function as a responsible member of the community.
5. **Recreational:** to provide all students with an opportunity for a worthwhile use of their leisure time, as an outlet, and good, safe social experiences.

ACADEMIC EXPECTATIONS

Every music student is expected to be a student musician! Melbourne High School band members are expected to maintain good grades, represent the band well when working with teachers, administrators, and all Brevard County staff members, and succeed in the classroom. Students are expected to take what they learn in the band room and apply it to the other academic subjects and vice-versa. Music is an art that requires a person to be well organized and intelligent. In addition, all band students are expected to maintain a 2.0 GPA for full participation.

GRADING

Your grade is determined by these categories:

1. Performance Based Assessments 50%
 - a. Scales, etudes, exercises, memorization, fluency, literacy, etc.
2. Concert/Performance Attendance 20%
 - a. All after school rehearsal attendance and performance attendance for all performing ensembles.
3. Projects 9%
4. Written Assignments 10%
5. Preparation 11%
 - a. A student's record of practice and ability to perform their instrument in class at an acceptable level.

NOTE:

1. An unexcused PERFORMANCE absence may result in a failing grade for the grading period.
2. Performance and practice grades cannot be made up for full credit. Alternate assignments will be determined by the director. Completion of the alternate assignment will result in a 70% maximum grade, if completed by assigned due date.
3. Students that are removed from the band program for any reason may result in a failing grade for the grading period.

MEMBERSHIP IN THE MEL-HI BAND

The band program is open to all interested students who demonstrate the desire, ability, and proper attitude to be a member of the organization. Students desiring membership must audition* and receive permission from the band director. In addition, students must enroll for the entire school year in co-curricular courses (Band I-IV and the corresponding performance ensemble). Students will be placed in band at the discretion of the band director and the school. It should be understood that everyone has an equal and fair opportunity for band participation. *However, from time to time, it may become necessary to exclude or dismiss those students who fail to meet the band's standards of membership, conduct, and /or academic eligibility.*

MEMBERSHIP IN THE COLOR GUARD

Membership in the color guard program is designed to provide an opportunity to persons that do not necessarily play an instrument but would still like to be a part of the Melbourne High School band program. Membership is determined by audition. The guard director and band director will determine the uniform each year. Members of the guard are required to furnish accessories uniforms (ex. Make-up, tape, gloves, stockings, etc.). Members must attend all special clinics in the summer in addition to band camp. Members of the guard are considered members of the band and are subject to all band policies. Students are required to attend all marching band functions as well as contribute and participate with all band fundraisers.

ELIGIBILITY REQUIREMENTS AND POLICIES (Guard)

All students are expected to maintain a cumulative, unweighted, 2.0 GPA in order to participate in extracurricular band events (this includes FBA-MPA's, competitions, and parades) and must have a passing grade average in their band class(es). The following general policies apply:

1. Academically ineligible students will not perform in any band event where the band is in competition. Events where students are receiving grades for their participation: football games, non-competitive parades, concerts, co-curricular rehearsals, or similar events are allowed at the discretion of the band director.
2. Academically ineligible students will be assigned alternative assignments in lieu of participation in or at any band activity, event, or performance that they are ineligible to participate.
3. Academically ineligible students are not allowed to attend any band activity, event, or performance that requires the student to miss any academic class. This includes all off campus functions that require time away from academic classes.
4. The band director may remove academically ineligible students from the football halftime show, contest show, concert, or any other activity to provide adequate time for the training of a replacement or adjustment to the routine.

THE IMPORTANCE OF DISCIPLINE

Because band members are constantly on display, each member must always be aware of the importance of good behavior. Any misconduct casts a direct reflection on the entire band and school and may well undo the good work of many dedicated students and parents.

Any student who casts discredit on the band by their conduct or actions, either at school, on a trip, or in the community, shall be subject to dismissal from the band in addition to other disciplinary action by the school.

Basic values are a requirement. Students who are repeatedly disciplined by the school authorities for violation of school policies are a liability to the program and will be subject to dismissal.


MERIT/DEMERIT SYSTEM

In order to maintain good discipline and quality work, the following system of merits (positive recognition) and demerit (recognition of misbehavior or lack of preparation) will be used.

The following apply to demerits:

1. Section Leaders, Band President, Band Vice President and Drum Majors are the only students who are able to give demerits to a student for infractions of band policies. The band staff is also able hand out demerits. The following is a list of infractions that will result in demerits:

<u>ITEM</u>	<u># of Demerits issued</u>
Misconduct or continued misconduct	1 or more*
Misuse or damage to instruments/equipment	1-3*
Misuse or damage to facilities	1-3*
Misuse or damage to uniforms	1-3*
Failure to pass inspection	1-3*
Vandalism of student or school property	1-3*
Misconduct on buses	2-3*
Misconduct in stadium or on trips	2-3*
Rudeness/Discourtesy	1-3*
Lack of care in maintaining locker	1-3*
Gum Chewing	1
Public Displays of Affection	1-3*
Defiance of Authority	2
Excessive Horseplay	1-3*
Instrument and equipment out of place	1
Improper uniform dress	1
Failure to wear proper rehearsal apparel	1-3*



*Immediate suspension from band may occur at the discretion of the band director

2. Students will “work” off each demerit weekly. Students may have to arrive early or stay late to work off each demerit.
3. Upon receipt of the third demerit *in one week*, a student will be placed on probationary status and a conference will be set up with the parents to determine the future of the student in the band.
4. Upon receiving the fourth demerit *in one week*, the student may be subject to dismissal from the band.

5. Students that feel that a demerit has been given unfairly may appeal to the band director. The band director has the authority to repeal demerits or work out alternatives.
6. Demerits will not directly affect student's grade unless they have been assigned a demerit based on preparation.
7. Demerits may affect a student's position in a football show, chair placement, or leadership position in the band at the discretion of the band director.
8. Demerits given during the week must be worked off by the end of practice on Thursday. Any demerits not worked off by that point would result in the loss of 3rd quarter break. Demerits will be worked off by doing push-ups, running laps, cleaning the band room/instruments/auditorium/bathrooms, or other various tasks.
9. Any demerits earned on game days will automatically result in losing the 3rd quarter break or cleaning the stadium.
10. Demerits assigned based on a student not being prepared for practice will affect their grade.

MERITS

The following apply to merits:

1. Like demerits, section leaders, band president, vice president, drum majors, staff and director are the only people who can award merits.
2. Anyone in the band can recommend merits to their corresponding section leader.
3. Merits will be tracked by the band secretary. The total tally will be gathered for the end of the year award of "Most Merits," or something of the like.
4. Any positive behavior, achieved goal, outstanding work, or going above and beyond the call of duty can be awarded as a merit.
5. A merit does not cancel out any demerit and vice versa. They are two separate items.
6. If a student receives a merit and a demerit during the same rehearsal, the student still needs to work off their demerit. All demerit rules still apply.
7. Merits can only be assigned during rehearsals or any non-performance gathering.



RESPONSIBILITY

It is essential that all members be at all rehearsals and performances. Advance notice is always given to band members concerning rehearsals and performances and any changes; therefore, it is expected that band members attend all functions. Mark your calendars accordingly and make every attempt not to schedule doctor appointments or family outings during band functions.

All students enrolled in co-curricular classes are required to participate in all aspects of the band program, which include marching band activities such as halftime and pregame shows, parades, concerts, festivals, and any other related rehearsal/performance activities. All out of class time, rehearsals, and performances are considered extensions of the classroom and are considered laboratory and or practical applications of the band curriculum. Students are responsible and accountable for their attendance and quality of participation as related to all laboratory and/or practical applications. If there is a direct conflict with why a student should not be able to participate in all band activities that takes place outside of school (i.e. marching band performances, competitions, etc.) the student and parent must speak with the band director. Alternative assignments may be given at the discretion of the band director.

ATTENDANCE POLICY

Like any other academic area, students are assigned work outside of class to practice a concept or idea that is taught in the classroom. This is the nature of our rehearsals. Rehearsals or *Laboratory Assignments* are necessary and are held to improve the band and to meet performance demands. Rehearsal and performance calendars are given out in advance. Every effort will be made by the band director to eliminate conflicts with other major school activities. The following policies are in effect regarding rehearsals:

1. All rehearsals are mandatory unless excused by the band director.
2. Unexcused rehearsals may result in the loss of available points in the grading category for each rehearsal missed.
3. An unexcused absence may result in suspension from future performances.
4. Excessive absence from rehearsals will not be allowed for obvious reasons. Excessive absence is normally defined as two or more non-made up or unexcused absences.
5. Two unexcused absences constitute a failing grade and possible dismissal from the band.
6. The student must follow proper procedure if an absence is to be excused. Forms must be filled out and approved by the band director two weeks before the absence. Any request for an excused absence within the two weeks may be considered unexcused.
7. Sectional rehearsals are mandatory and considered the same as full band rehearsals if they are scheduled one week in advance. Student must follow item 6 to be excused from a sectional.

Performances, like a test in any other academic subject area, are an evaluation of how much students have learned about certain concepts and ideas. These application tests require the use of the student working and performing with other students, thus students cannot make-up performances.

There are very few excuses for missing a performance. Every student is a vital member of the team effort and absences not only affect the person missing but also those around in the group, causing a drop in performance standards.

1. All performances are **mandatory**. If a student becomes academically ineligible, the student is still required to attend the event; however, the student will not be allowed to perform. If the event causes the student to miss class time, the student will attend class and not the event.
2. An unexcused performance absence may result in a failing grade for the grading period.
3. There is no make-up for a missed performance – It is either excused or unexcused (following policies previously stated).

EXCUSED ABSENCE POLICIES

1. Death in the **immediate** family.
2. Extreme personal illness – the student is generally expected to have a doctor's note stating the student's inability to perform. Note: Feeling a little sick is not excusable.
3. Students who are actively participating and representing MHS in an actual competitive activity may be excused from rehearsal at the director's discretion but not a performance. Students who must miss a rehearsal due to a field trip or other similar activity may be excused at the director's discretion. Students **may not** be excused to attend after school club meetings or other similar events.

NOTICE! STUDENTS ARE NOT ALLOWED TO MISS FESTIVALS OR MAJOR CONCERTS EXCEPT FOR DIRE PERSONAL EMERGENCIES!

UNEXCUSED ABSENCE POLICIES

Be responsible to know about all band performances, rehearsals, and activities. Excuses that will NOT be accepted are:

1. "I had to work." – Make arrangements with your employer early.
2. "I couldn't get a ride." – Be responsible. Arrange this early. Set up a car pool!
3. "I didn't know about it." – Be responsible. Listen and read carefully all information.
4. "I forgot my instrument." – Be responsible. If you forgot it, find a way to get it!
5. "Don't have my reeds/mouthpiece" – Same as above.
6. "My parents are out of town." – Make arrangements early before this conflicts arises.
7. "Parent made me stay home to work or study." – Uphold your commitment to the band.
8. "Teacher made me stay after class." – Arrange to meet your teacher on a non-practice day.
9. "I have an appointment." – Schedule it at a different time.
10. "Family or relatives visiting." – If it is important for them to see you, have them come to band to watch you. Explain them your prior commitments to the band.

NOTICE! None of the above will ever be accepted as an excused absence.

EXCUSED ABSENCE PROCEDURE

Both parent and student must follow this procedure.

1. The band director must be notified in advance, as soon as the conflict is discovered.
2. Fill out an excused absence form and attach you doctor's note/parent note and submit it to the band director.
3. The band director must approve the request.
4. The student or parent will follow up with the band director to see if the absence is excused or not.
5. The mere filling of an absence request is not a license to miss rehearsal. The band director must approve the request first. In the event that the absence is excused, any future absences similar will not be automatically excused.
6. You must submit an absence form one week prior to planned absence.

BAND INVOLVEMENT WITH ATHLETICS

Students are encouraged to take part in both band and interscholastic sports programs at Melbourne High School. Communication is the key to being successful in both areas. It is the student's responsibility to make sure that the respective coach and band director are made aware of any scheduling conflicts as soon as they arise. This includes bringing a copy of the schedule from both activities to both teachers prior to the respective season. While many sports work well with the band schedule, there are those that have many conflicting dates. Please be aware that you may not be able to participate in every sport and be a member of the band program. Please check with the band director and the respective coach before committing to more than you can handle.

- Those students who commit to the Wind Ensemble and/or Leadership are expected to make band their top priority with regard to after school rehearsals and events.
- Students who join a sport during the fall season may become alternates if too many rehearsals are missed.

TARDIES

Students are expected to be on time to all activities. “ON TIME” means ready to begin with all necessary items, not rushing to your chair or running to the practice field when roll is being called. “Fifteen minutes early is on time.” – William Revelli, Director of the University of Michigan Band.

BE ON TIME:

IF YOU ARE EARLY - YOU ARE ON TIME, IF YOU ARE ON TIME=YOU ARE LATE.

The following are specific policies that will be in effect in regards to all band activities:

1. Students are allowed two tardies to activities (less than 15 minutes each) for personal emergencies per grading period and two for co-curricular rehearsals.
2. Students will receive demerits for tardies and may be asked to run laps or stay after to clean up the building.
3. For each additional tardy beyond those allowed for emergencies, the student will lose half of the possible credit for that activity. Additional consequences may be applied.
4. Any student who arrives after 15 minutes is considered absent and unless excused by the band director, the student shall lose all credit for the activity.
5. Three unexcused tardies equals to one unexcused absence.
6. Students will adhere to the school’s tardy policy.
7. Excessive tardies to the band class or rehearsal will not be tolerated. Students will be given detentions for excessive excused and/or unexcused tardies.
8. Detentions will not be served during rehearsal times, but at a time to be determined by the band director.

Remember:

Rehearsal and performance calendars are given out in advance. Every effort has been made by the director to eliminate conflicts with other major school activities. Performance and rehearsals are mandatory!

GENERAL EXPECTATIONS

1. Only band students are allowed in the band room, practice rooms, instrument storage rooms, uniform room, band library, small ensemble rooms, or the band office.
2. Leave all opened drinks, food, or candy outside the band room.
3. Walk into the band room quietly.
4. Students are to play and use their own instrument or instruments that are checked out to them.
5. Dispose of your gum before entering the building.
6. Keep the music stands in good condition. Do not lean on, draw on, or write on the stands.
7. Throw all trash in the garbage cans.
8. Keep the band room super clean. We basically live here.
9. Keep the white board clean. Leadership must ask for permission to write announcements.
10. Ask for permission to use the phone.
11. There is a time and a place for everything – public displays of affection and/or profanity will not be tolerated.
12. Never enter the band director's office for any reason unless he is present and invites you to enter after you have knocked on the door. If the director is on the phone, wait until he is off to talk with him. Do not disturb.
13. If you have a question regarding grades, absences, or want to discuss a point, do so after class or after school.
14. If something breaks, tell the band director immediately.
15. Maintain a positive attitude at all times. Your attitude makes a big difference!

MUSIC REHEARSAL PROCEDURES

1. All students must be in the band rehearsal room, seated, with your instrument, and ready to play when class starts. Roll will be taken at the beginning of the rehearsal. At this time, all students must be seated with everything they need for rehearsal. Any student not in their seat, with everything they need, will be marked tardy.
2. There are no instrument cases, books or book bags allowed at the student's seat during rehearsal. The only items that should be at a student's seat are: music, instrument, mutes, tuner, and a pencil. Leave books and book bags in the locker room or in the hall way.
3. There will be no cell phones out during rehearsal. This will result in an automatic detention. Cell phone tuners are not an excuse!
4. Check the board for the order of music and announcements.
5. All talking will cease when the band director steps on to the podium. There is to be no talking from that point on. Even if it deals with the music. Ask permission if you need to say something.
6. Don't leave your chair without asking permission to do so. This includes water, restroom, rinsing out mouthpieces, repairing items, etc. Raise your hand and ask first.
7. Proper posture is necessary for rehearsals. Sit up straight with your feet flat on the floor. Posture is the basic fundamental for great playing.
8. To receive credit for daily class work, all students must have their instrument. If an instrument is in for repairs, you must provide a note proving so to the band director. If

the student does not have a note, the student will not receive credit for rehearsal.

Students with instruments in the shop must have a loaned instrument to use from the shop until their instrument returns. Students are to inform the band director 24 hours before taking the instrument into the shop so that arrangements can be made.

9. Students need to neatly put all music stands and music away after rehearsal.
10. Instruments that are stored in the band room must be neatly placed against the wall and cases must be closed during rehearsals.
11. All percussionists need to set up equipment early and break equipment down after practices.
12. Students need to tune instruments before rehearsals.

MARCHING BAND RULES AND PROCEDURES

1. Arrive early to the field and begin reviewing 8 to 5 (backwards and forwards).
2. Five minutes before rehearsal begins the drum major will blow a whistle signaling to go to your attendance block positions. Follow all directions from your drum major and leadership until the band director arrives on the field.
3. In the attendance block you will need the following items to receive full credit:
 - a. Your Instrument
 - b. Reeds and mouthpiece
 - c. Lyre and flip folder with all your music and drill.
 - d. Proper practice attire (athletic shorts, t-shirt, sneakers, and socks).
4. All talking will cease when the band director begins the rehearsal. There is to be no talking – even if it deals with the rehearsal. Ask permission if you need to address something.
5. Ask permission to leave your position (even when you need to use the bathroom).
6. Bring a water jug (.5 gallon or bigger), hat, sunglasses, bug spray, and sun block to marching rehearsals.
7. Students will stay on the field during marching rehearsals.
8. Announcements may be made at the end of rehearsals.
9. All students are to participate in the callisthenic and music warm-up before practice.
10. Percussionists are to put away their cases and equipment at the end of every rehearsal.
11. All chairs and stands will be returned to the band room when they are used for sectionals.

PRACTICE ROOM RULES

1. You will need to ask permission to use them before you enter.
2. Maximum of 3 students are allowed to be in a room at one time. Larger ensembles must seek permission from the director.
3. All general band rules apply.
4. Any defacing of the room will result in an automatic referral and loss of privileges.
5. Do not use the pianos without permission from the band director.
6. Do not store music, food, books, clothes, or any other miscellaneous items in the rooms.
7. Do not enter the room unless the door is opened and unlocked for you by the band director.

8. Any chairs or stands taken from any other room must be returned to the room it was taken from.
9. Close all doors and turn off lights when you are done using the room.
10. Report to the band director when you are finished in the practice room.

GUARD/ PERCUSSION/TUBA ROOMS

1. Only members of the tuba, percussion, and guard sections may enter these rooms.
2. Personal items will not be stored in these rooms.
3. All equipment must be properly put away after use.
4. You must have permission from the band director or staff members to check out equipment.
5. These rooms are to be kept clean at all times.

INSTRUMENT STORAGE ROOM AND LOCKER ROOM RULES

1. All students are responsible for keeping each room clean and neat. This includes your locker and empty lockers surrounding it.
2. Only band locks are allowed on band lockers.
3. Do not store food or candy in your band locker.
4. Your water jug or a sealed bottle of water is the only drink allowed in your locker.
5. Clothes for that day's marching rehearsal are allowed to be stored in a locker. They are to be removed after practice has ended.
6. Students are not allowed to decorate their lockers.
7. Lockers are to be locked at all times. If a locker is found unlocked, a student will receive a demerit and all their items will be removed from the locker. If a student repeatedly forgets to lock their locker, they will lose their locker privileges.
8. When getting ready for practices, instrument cases are to be put back in lockers to allow clear and safe passage through the rooms.
9. The instrument storage room is off limits to all students except leadership members in charge of instrument distribution.
10. Any students found pulling on locker doors to gain access without using the lock will automatically lose locker privileges.
11. If you would like to switch your locker, please notify a property manager or band director.
12. Students cannot share lockers.
13. Lockers are for instruments and band supplies only. School books and supplies, along with purses and back packs are not permitted in lockers.

TELEPHONE

The telephone is to be used only with the band director's permission. Do not pick-up the phone without it. The band director may be conducting important business on the other line.

BAND LIBRARY

Only librarians are allowed to retrieve music. Anyone needing assistance must ask the librarians or receive permission from the band director. The band president, vice president, secretary are the only students permitted to be in the room. Other students must seek permission from the librarian or the band director.

RULES AND REGULATIONS ON TRIPS

1. Only personal electronic devices that have headphones may be taken on trips. The band and school are not responsible for stolen or lost items.
2. All talking and noise must cease during roll call. Respectfully answer the chaperone when your name is called.
3. Students will respect all chaperones or staff on buses.
4. Any disrespectful language will result in demerits and the student may lose their part in the performance.
5. All talking will cease at railroad crossings.
6. Keep the bus clean and use the trash can.
7. All students must ride to and from events with the band, unless excused at the band director's discretion.
8. Students may ride home with parents or legal guardians at the conclusion of an activity if a note is presented to the band director prior to the day of the trip. You will not be able to ride with anyone except your parents/guardian even with a note. The parents should personally appear to the band director prior to the student's release.
9. No student will be released to their boy/girlfriend, other student, neighbor, etc. Only the parents of the student can pick up the student.
10. Please make your parents aware of your return time to the school. Students will be supervised up to 45 minutes after the return time of the bus. A student may lose their ability to perform if this is a perpetual issue. After 30 minutes, the police will be called and the child will be reported as abandoned.
11. Stay on the bus until the band director or chaperone dismisses you.
12. Do not throw anything from the windows, yell out the windows, or put any part of your body out of the windows. If a student does, they will not perform with the band.
13. Close the windows when we reach each destination.
14. A violation of band policies or the student code of conduct may be cause for sending a student home at their parent or guardian's expense and could result in dismissal from the band.

Special Trips

In order to attend special trips the following criteria must be met:

1. The student must be an active member of the band for the entire school year.
2. The student's band fees must be current.
3. The student must have a good record of attendance, behavior, and dependability.
4. The student must be academically eligible
5. The must have good behavior on previous trips.
6. As a general rule, students that are injured or who place a liability on the band may not be able to travel. This will be determined on a case-by-case basis by the director.
7. Student that are removed or drop band prior to a trip will not be eligible to attend trips nor will they be reimbursed in any way for monies earned or deposited for the trip.

RULES AND REGULATIONS AT FOOTBALL GAMES

The band will meet in the band room prior to all games or at the practice field. Check the board when you arrive at the band room for instructions.

1. Be completely and properly uniformed at all times.
2. Only uniformed band personnel and chaperones are to sit in the band section during games.
3. Stay in your assigned seat and keep lines and columns straight.
4. Students are responsible for keeping their instruments in good condition during the game. Hold on to your instrument during the entire game. Do not place it in your seat.
5. Students must have all music, lyres, water jug, and their flip folders with them in the stands.
6. When leaving the stands, go quickly and quietly in a uniformed manner, and begin our warm-up procedure.
7. After halftime, we will meet near the 3rd quarter break area to discuss the performance. From here, you will be dismissed to place your jackets and instrument down to enjoy your break.
8. Third quarter break is a privilege, not a right. It may be long or short. It is your responsibility to make sure you are back in your seat when the scoreboard reads 1:00 minute left in the 3rd quarter. If you are late, you will give up your 3rd quarter break at the next performance.
9. Be very careful when eating or drinking on break: do not spill anything on your uniform. In the event you do, please notify a band parent chaperone immediately.
10. While on break, the band is to remain on the home side. Do not go to the opposite side of the field. If you do, your third quarter privileges will be revoked for two games. Stay close so you can be on time.
11. A chaperone must accompany you to the restroom.
12. No food or drink is allowed in the stands. Prepare before coming to the games. Eat a big dinner and drink plenty of water.
13. Respect the chaperones helping out, as well as the visiting band and their chaperones and directors.
14. Do not play your instrument in the stands unless the band is playing as a unit.
15. While our team is on defense, the entire band will remain standing and be ready to play. When we are on offense, you are permitted to sit. Pay attention to the game!
16. At the conclusion of the game, we leave as one unit back to the band room.
17. Everyone must help put up equipment and clean up the band room in uniform before they can remove their uniform and turn it in.
18. All jackets and uniforms are to remain buttoned in the stands. The band director may allow jackets to be opened under certain circumstances.

UNIFORM PROCEDURES

The uniform of the Melbourne High School band is a representation of the school. Band members should be proud to wear them. The marching band uniform will be fitted during preseason training in August and issued before school starts. Band uniforms are to be worn with pride. A uniform cleaning fee must be collected before the uniform is issued and worn by the student. The fee goes towards regular cleanings the uniforms will receive throughout the year.

1. Never appear outside of the band room or dressing area unless you are in complete uniform.
2. Each student who uses a school-owned uniform is responsible for loss, damage, storage, and upkeep of his/her uniform.
3. Lost or damaged items due to student neglect shall be replaced at the student's expense.
4. At the conclusion of performances all uniforms are to be neatly hung on correct hangers and then placed in the proper uniform closet in the band room.
5. Any student that fails to properly care for or properly put away any uniform item may be given up to 3 demerits.
6. Hats are to be returned in their original hatboxes.
7. All plumes are to be returned to band chaperones at the conclusion of a performance.
8. Report any and all damage to uniforms immediately to the uniform parents.
9. All pants must be hemmed neatly and correctly according to the guidelines issued by the uniform chair and the band director.
10. Gloves must be solid white without tears or stains. Unclean gloves will result in an incomplete uniform.
11. Do not kneel on the group or floor when wearing band pants or guard uniform.
12. Uniform shirt must be worn under jacket. Uniform shorts must be worn under pants.
13. Wear your band shirt every Friday during football season to school.
14. Uniform practice apparel is required at all rehearsals.

UNIFORM ESSENTIALS

1. Solid white DINKLE brand marching shoes. Available through the uniform chair.
2. One Melbourne High School uniform band t-shirt.
3. Two pairs of white marching gloves.
4. Long white socks.
5. Uniform white Melbourne High School band athletic shorts.

CONCERT UNIFORMS

Ladies are required to wear a concert dress (solid black, below the knees), low (2" or lower) black heels, hair pulled back and minimal jewelry. Gentlemen must wear black dress slacks, long black socks, long sleeve collared button up dress shirt, and black dress shoes. Gentlemen must be well groomed, that means clean-shaven, and no jewelry.

MUSIC SLOTS (FOLIOS)

All music must be kept in the assigned music slot. Do not keep music in your locker!

MARCHING BAND INSPECTIONS

It is required of all band members to keep their uniforms and equipment in top shape at all times. All members of the band will stand inspection before each performance. The executive officers of leadership staff will be inspected by the band director and in turn, will inspect their sections. If an inspection infraction cannot be fixed by retrieving the item in the band room, the student will lose their 3rd quarter break. The following is a list of what is expected at each inspection:

Personal Appearance

1. No hair should touch the collar. Those members with long hair must put it in a ponytail and put it up inside the shako.
2. Girls are not to have on excessive make-up (natural colors only), excluding guard members.
3. Girls may wear clear nail polish or light flesh tones.
4. There should be no jewelry worn. Simple, small stud earrings will be permitted.

Uniform

1. Should be worn in the proper manner.
2. Pant length should touch the top of the shoe without folding as defined by the uniform chair.
3. With the shako on, no hair should touch the forehead (bangs must go inside the hat).
4. Shoes must be cleaned before each performance (shoe laces included) with your name printed inside each shoe.
5. White socks must be clean with no designs on them.
6. Gloves should be clean white. Stained gloves will not be accepted.
7. Current band shirt and shorts must be worn under uniform.

Instruments

1. Cleaned on the inside and outside. Brass instrument and percussion must be polished before each performance.
2. Mouthpieces must be cleaned.
3. Reed players should have a working reed and an extra working reed in a protector.
4. Brass slides must move easily.
5. Saxophone players need to have solid black neckstraps.
6. Brass section leaders must have valve oil.
7. Percussion sticks must be cleanly taped and not have any cracks.
8. All flag equipment should be clean and properly taped. Guard members should have all accessory items with them.

Music

1. All members must have a flip folder with all the current show and stands tunes in them.
2. All members must have a working lyre, specific for their instrument.
3. Flip folders must be clearly labeled with the student's name on it.

INSTRUMENTATION ADJUSTMENTS

Some students may be moved to different instruments to balance the instrumentation of the band. This is a great service to your fellow band members and allows you to learn or master a second instrument.

An attempt will be made to keep these changes within the same instrument family: trumpet to euphonium or french horn, clarinet to saxophone or bass clarinet, saxophone to clarinet are just a few changes that could happen. Changes are never permanent. The school, at the band director's discretion, will supply instruments and mouthpieces.

REHEARSAL SCHEDULE

Marching Band Rehearsals are held on Tuesdays and Thursdays. Tuesday rehearsals will be held on the football field starting at 6:00pm, ending at 9:00pm and Thursday rehearsals will be on the practice lot starting at 3:45 and ending at 6:00pm. Parent pick up is 15 minutes after dismissal.

Concert Band Rehearsals will take place directly after school. They may require up to two days per week. Standard rehearsal will be once a week. Days and times will be announced.

Note: There may be extra rehearsals called that would be in addition to the regularly scheduled rehearsals. The students will be given at least one full week's notice of the change.

BAND AUDITIONS

1. Auditions will be held at the end of the spring semester for the following year.
2. Audition material will be posted several weeks in advance and include all major scales.
3. Results will be posted after a one week grace period.
4. Students will be auditioning for part and seat placement. Students will be placed on parts not based on chairs, but on needs basis determined by the band director. Students and parents are reminded that chairs are not fixed positions and that students may challenge to receive a higher chair.
5. Band placement is at the director's professional discretion.

CHALLENGES

A challenge system is available for those students who would like to progress to a higher chair than where they are currently. A student may challenge only the person directly ahead of their chair. They must fill out a challenge form and turn it into the band director's stand before the beginning of rehearsal. In turn, the band director will select the music and scales and post the challenge to the students. The challenges will usually occur within seven days. If you are challenging to a higher part, you will have to prepare to the skill level of the higher part. If the challenge has an unexcused absence or does not accept the challenge, the challenger automatically wins the challenge. If the challenger loses, then they must wait two days before challenging again. Challenges will be accepted or denied at the discretion of the band director. The band director may at any time call a challenge on the spot. This challenge will happen immediately and reseating of the students will happen immediately.

ALTERNATE POLICY

In order to have a spot in the marching show, a person must attend and complete band camp, follow the attendance policy, and be in good standing with the band. Other requirements are given as needed by the band director. Students will compete for positions in the halftime show during band camp. Assignment of alternate status is at the full discretion of the band director. At the discretion of the band director, a student may be placed on alternate status if any of the following take place:

1. The student is not in attendance at practices.
2. Is excessively late.
3. Demonstrates conduct that does not represent the band in good form.
4. Continues to show up to rehearsals unprepared.
5. Receives three or more zeros in rehearsal grading.
6. Receives three or more demerits.
7. Does not know music or marching moves.
8. The band director feels the student is not ready for his or her own spot based on performance in band camp.

Excessive excused absences will constitute the loss of position and other consequences listed in this handbook. When you are removed from a show you become an alternate. When an opening comes available, an alternate may receive his or her own spot in the show. Alternates are still required to attend every performance and rehearsal. During marching practice, alternates will closely follow a spot during the rehearsal. Alternates are allowed to play with the band in the stands at games and in parades. Alternates may earn a spot in the show if the show good attitude, ability, and a willingness and ability to learn quickly.

SCHOOL OWNED INSTRUMENTS AND EQUIPMENT

Each student who uses a school owned instrument is completely responsible for the care of that instrument or piece of equipment. Lost or damaged items shall be replaced at the student's expense. Students must return any item checked out at the band director's request. Students must sign an instrument check out agreement/contract form and pay the Brevard County School Music Program Rental Fee per semester. This cost is to pay for general "wear and tear" repairs that will happen throughout the year.

SUMMER BAND AND BAND CAMPS

All students who expect to be in the band are expected to attend the annual marching band camp held every year in July August. The cost of this camp will be the responsibility of the student. The cost will vary with location and the number of students involved. Deposits or payments made to the Melbourne High School Band Boosters will not be refunded if a student drops out of band for any reason. You must attend the entire band camp.

Band is a year round activity. All prospective members are expected to participate in section rehearsals and full band rehearsal during the summer.

AWARDS AND HONORS

Every year, in the spring, the Melbourne High School Band Boosters host the annual award ceremony. The presentation of the new leadership staff and memorable band awards are given at the discretion of the director. Sole control of the awards program rests with the band director.

To be eligible to receive an award, the following criteria must be met:

1. A student must be active in both the marching and concert phases (fall and winter for guard) of the band for the entire year and must be a current member in good standing at the time of the presentation.
2. A student must have at least a “C” average in band. Students who do not meet this requirement may receive only the year participation award and any medals for FBA participation.
3. Any student that is removed or has dropped band for any reason will not be eligible for any band award and will not be allowed to attend the awards ceremony.
4. Any student that has damaged any equipment or instrument or has not paid their fees in full may not be allowed to participate in the event or receive an award.

AWARDS PRESENTED

Special Individual superlatives – These awards are given to students for showing outstanding individual skill in special categories. The categories will be decided by the band as well as those awarded.

John Phillip Sousa Award – Presented by the band director to the senior who has accomplished outstanding abilities throughout their entire band career. This is the highest award given to a student in the band.

Louis Armstrong Award – Presented to the upperclassmen that has shown outstanding jazz skills.

Patrick Gilmore Award – Awarded to the most outstanding male or female musician that has demonstrated outstanding playing skills and has made positive musical contributions to the MHS band.

Outstanding Guard member – Presented to the member that has contributed their outstanding skills throughout their entire guard career.

Section of the Year – The instrument section that has made an extensive effort to master the music performed and has represented the band in a good light in all that they do as a unit.

Most Improved Member – Presented to the student who has shown the most improvement throughout the year. This member has shown determined efforts to improving overall morale, playing abilities, and character year-round.

Rookie of the Year – Presented to the student who, as a new member of the band, has shown high levels in performance, preparation, and character.

Pass Off Activity Achievement Awards – Presented to students according to points accumulated by participating in certain band activities during the course of the school year as well as accumulated pass off achievements that are required weekly by the students.

Merit Award – Presented to the student who possess the most ‘Merits’ from the year.