



Hamilton Aggie Bands

Operations Manual

“Building a Tradition of Excellence”

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Welcome to the Hamilton Aggie Bands!

Hamilton Aggie Bands
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Dear Parents and Students:

I would like to take this opportunity to **thank you** for being a part of the Hamilton Aggie Band Program. If you are new to the program, welcome! If you are not new, I am honored to have you back. The past three years have been a tremendous learning experience for our students as well as me. Through constant review of strengths and weaknesses pertaining to the program and those involved in it, we have been able layer one success after the other. This past year, our High School Band received straight Superior ratings at marching competitions, it was rated I-I-I at District Band Assessment for the second year in a row, and we received a Superior Rating at State Band Assessment **for the first time in over 40 years!** Our 6th and 7th grade bands have consistently performed music that has been reserved for students at higher grade levels, and our Visual Ensemble worked with some of the most qualified and hard to get instructors in the state, earning Superior and Best in Class ratings at competitions.

This past year will serve as a springboard to bigger and better things. As we improve, opportunities through music for your child will continue to grow. Performance quality will continue to improve. College scholarships, competitions, and travel are just some of the opportunities that will be available if your child sticks with it. And most importantly, your child will develop the character and lessons required to succeed in life.

I sincerely hope you and your student will be an asset to our program. What are some ways you can help? The primary way is to get involved with Band Boosters and help lay the foundation of community support and financial stability that will benefit our band and your student for this year and years to come. The Boosters have formed committees with excited and energetic chairmen at the helm, and serving as members of these committees will give you a much clearer idea of what you can do to help.

If you have any questions about any information in this packet, please let me know. **There ARE changes from last year to this year, so please read carefully.** This packet is designed to make your band experience efficient and unsurprising. Please go over it with your child. **You must complete all applicable forms that are included in this packet.**

Congratulations on being a part of one of the finest organizations in our school!

Sincerely,

Nathan Garner
Band Director
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Requirements for Membership

- 1) Academic ability. All students must be eligible according to the State Department of Education's "No Pass, No Play" policy. It is your responsibility to make sure you are eligible.
- 2) Completed forms. Everyone must have a completed field trip form, health form, contact information form, and handbook agreement form. Members of the Visual Ensemble must also have a physical on file.
- 3) Parental support. Please see "Parent Expectations" for more information.
- 4) Commitment. Students may be allowed to join band at any point during the year at the discretion of the Director. *****However, students will not be allowed to drop out of band until the end of the semester unless the Director gives approval, regardless of the reason for wanting to quit.***** If a student decides to quit involvement with any part of the Aggie Bands after the semester is over, he or she may not be allowed to rejoin any part of the Aggie Bands at a later date.
- 5) Transportation. Students must have some form of transportation (whether it be their own car, a parent, a relative, or a family friend) to and from all rehearsals, performances, etc. **Lack of transportation is never an acceptable excuse.**

Mission Statement

In order to be winners, we must think like winners. Attitude is everything. The Aggie Band does not expect perfection, but we do expect for everyone to have a desire for it and to strive for it. This requires commitments of time and money from students, parents, faculty, and members of the community. We cannot build a strong program without dedication.

Our goal is to maintain a standard of excellence in everything we do. We demand that this standard of excellence be displayed through behavior, individual practice sessions, lessons, in-class and after school rehearsals, and performances. Anything less than your best is absolutely unacceptable.

The Aggie Band strives to build hard working men and women of character, integrity, pride, and honor. Independence and teamwork are not mutually exclusive traits, and we will strive to instill both of them into every student involved in the Aggie Band program.

It is our mission to improve the community by serving the individual students that make up the Aggie Band program. We believe that the hard work and leadership skills taught by the Aggie Band will lead to a better community for everyone in the future.

We strive to do everything in our power to help all members take the skills they learn in the Aggie Band program to college, regardless of the major they choose. As an organization, it is our mission to yield a higher return to students than the work they put forth.

Groups that Make Up the Aggie Bands

Beginning Band

This group includes all first year Band members (generally 6th graders, although students in other grades *may* be required complete this course at the discretion of the Director).

Intermediate Band

This group includes Band members who have had 1 year or more of experience in Band (usually 7th graders, although students who are not allowed to join the High School Band may be allowed/required to repeat Intermediate Band).

Marching Band

This group includes selected Band members in grades 8-12. Students in Marching Band must participate in Concert Band except for non-instrumental Visual Ensemble members.

Concert Band

This group is made up of selected Band members in grades 8-12. Students in Concert Band must participate in Marching Band.

Attendance

Every time a band member misses a rehearsal, the effectiveness of our organization is harmed. There is no avoiding this fact. Our attendance policies are formulated to minimize the amount of harm done. Please note the difference between class and rehearsal absences.

- 1) NEVER take an absence or tardy lightly.
- 2) Absences from **after school rehearsals** for valid reasons should be excused in advance when possible. You must let the Director or Sponsor know why you are absent and when you will be back before the rehearsal begins. Do not make us call you.
- 3) Though certain flexibility can be allowed during the summer months, absences should result only in cases of serious illness of the band member, family emergency or conflict with religious commitment. Absences from rehearsals for any other reason *must* be approved in advance. Doctor's appointments are not considered serious illnesses and should be excused with the sponsor or director at least 1 week in advance.
- 4) **We do rehearse in the rain.** We do not rehearse *outside* when it is lightning.
- 5) There are cases when the Director must use those who are qualified to perform regardless of that person's attendance.
- 6) Excused absences during the school day require makeup work. Failure to complete makeup work will result in a reduction in the class grade. Check with the director regarding appropriate makeup work within three days of returning to school.
- 7) Unexcused absences cannot be made up and will result in a reduction in the class grade.
- 8) There is no justification for an unexcused absence from a performance or Band Camp. Absences from a performance or Band Camp can only be excused in the event of severe medical emergency of the band member or a death in the band member's family. If you are going to miss because of one of these reasons, you must notify the Director or Sponsor immediately. **In the event that you cannot reach the Director/Sponsor, you must leave a message on the Band Hall answering machine AND Director's cell voicemail. Excuses will be dealt with at the Director's/Sponsor's discretion.**
- 9) Band members are not to be tardy to rehearsal under any circumstances. Regardless of the reason, tardiness to rehearsals will require extra rehearsal time or Band Duty. Tardiness for performances will require Band Duty, provided no performance time is missed. Tardiness to class will be dealt with using standard school policy.
- 10) Band members who have an emergency that requires them to miss or be late for part of a performance must follow the procedures listed under #8.
- 11) More than 2 unexcused absences from rehearsals may result in dismissal from Band.
- 12) All performances, regardless of location or travel time, are mandatory.
- 13) **An absence from after school rehearsals on Thursdays during marching season may result in the student being benched for the following performance.**

Parental Expectations

Your involvement in your child's band experience is crucial. Staying involved as parents will show your child that they and their activities are important. It will keep kids interested and encouraged during the difficult times, and it will help your child have the most rewarding band experience available.

1) Parents are expected to support their child's desire to be in Band. This means encouraging the child to practice, no matter how unpleasant the initial sounds coming out of the instrument may be. This also means attending concerts and other performances your child is a part of. If the activity is important to your child, it should be important to you.

2) Parents are expected to be involved with the Band Booster Club. This means agreeing to help work concessions, fundraisers, and other band events when called upon by the various committees. If we spread the load among everyone, the burden of funding this program will be very light. Your child benefits from the Band Booster Club's activities—all materials (music, school owned instruments, stands, chairs, toilet paper, paper towels, soap for the bathrooms, Germ-X, dry-erase markers, copy paper, ink, batteries, garbage bags, etc.) used by the Band Program must be purchased by the Band Boosters.

3) Parents should notify the Director if a situation arises so that payments on their child's instrument become financially difficult. If given enough time, I can arrange various options so that your child can continue to be a part of the band program. Money is never a reason to keep a child from participating in Band.

4) Parents should realize that their child plays a major part of an activity that relies on consistency from every member. Attendance is more important than with any sport and other activities because there are no backups in Band. This also means that every student must strive to be the best he or she can be.

5) Parents should ask for their child's practice logs. Signing those practice logs after practice sessions have been completed each day ensures that your child's grade is not negatively affected, but more importantly it ensures that your child practices and becomes the best he or she can be at the instrument. I *must* have a record of student practice, no matter how accomplished your child may be. This is considered "homework" for band.

6) Keep this handbook; it will answer most questions that may arise.

7) Parents should store my cell phone number in their cell phone or rolodex. My number will come in very handy if you need me, and I keep my cell phone with me and on 24/7.

8) Parents should check the website for upcoming events or contact me if there are any questions regarding those events.

9) Parents should have just as much fun as their child in the Aggie Band Program! Being involved is a great way to meet new friends and be part of a task that is much bigger than yourself. The success the Aggie Band had this year would NOT have been possible were it not for parent volunteers, doing everything from buying snacks for the band to organizing special events for the entire program to planning trips—and you can be a part of this flurry of positive activity surrounding your child. Trust me as a former band student: your child will appreciate your involvement, even if they may not act like it at the present time.

Scheduling/Band Events Calendar

Rehearsal schedules, fundraising events, performance dates, and all other important information will be posted on the Band website. This schedule is subject to change as needed. You will be notified of any changes by the Director, Sponsor, or Section Leader.

- 1) Students and parents are responsible for checking the website **EVERY WEEK**. Important information is posted almost daily, and it is your responsibility to keep up with it.
- 2) All band rehearsals will be held at Hamilton High School unless otherwise stated.
- 3) Additional sectional and squad practices are not necessarily included on the website. While we will try to be as thorough as possible, students are still responsible for attending sectionals and extra practices called by Sponsors and Section Leaders.
- 4) For the first few weeks of marching season, Section Leaders will be instructed to schedule one sectional per week. Sections will pick one day of the week for sectionals as a group; **that day will remain the same throughout the season unless arrangements for changing the day of the week with the Director are made**. Sectionals will not last more than 1 hour each. Attendance is required.
- 5) The Marching Band performs for the entire game of every varsity football game, at least one basketball game, and at the Hamilton Homecoming and Hamilton Christmas parades. Concert bands perform at least one concert per semester. Other performance dates will be announced in a timely manner. All performances are mandatory.
- 6) Your schedule for performance events will vary. Your Director, Sponsor, or Section Leader will provide this information to you for each performance. Itineraries will usually be posted on the Band website.
- 7) Every effort will be made to provide you with information in a timely manner. However, if a performance is approaching and you have not received scheduling information, ASK your Director, Sponsor, or Section Leader.
- 8) The Marching Band practices after school on Mondays, Tuesdays, and Thursdays. The **High School Concert Band** practices after school on Thursdays.
- 9) The 6th and 7th Grade Bands do not generally have after school rehearsals with the possible exception of once or twice before concerts. However, members of these groups are encouraged to come after school and practice on their own or get additional help.
- 10) Events labeled as mandatory are mandatory.
- 11) The Hamilton Band Booster Club will set dates for fundraisers and meetings. Students will be required to participate in fundraising. **Visual Ensemble (Color Guard and Key Dancers) parents must attend one Booster Club meeting per semester.**
- 12) As a community organization, we may be requested to perform at special events on short notice. We will accommodate these requests as much as possible. Students may be excused from short-notice performances if there is a legitimate reason for missing. This is at the discretion of the Director or Sponsor.

Fees and Fundraising

- 1) Participation fees are \$15 per semester in accordance with MCBE/school policy. All students involved in the program should pay this fee during the first week of school.
- 2) Uniform fees for Marching Band students are \$25 for the year. This includes all cleanings and regular maintenance. This fee must be turned in or raised before uniforms are issued.
- 3) Band Camp fees are \$25 for all members of the Marching Band. This should be turned in or raised by the first day of Band Camp.
- 4) All students must provide (at a minimum) an instrument in good working order to participate in Band. There are a few instruments owned by the Aggie Bands that will be available for rental, but these are limited. **Students using school owned instruments must make a one year commitment to the Band program.**
- 5) Instrument rental fees for individuals using Band owned instruments will be \$25 per semester. Parents/guardians of students using an instrument owned by the Aggie Bands accept all responsibility for damages to or loss of the instrument.
- 6) Aside from the \$15 fee per semester required by the MCBE, there are no fees that are assessed solely for participation. As a result, **students will be required to participate in fundraisers.** Though there will be no set amount that students must raise (except for Visual Ensemble members), students do not have an option when it comes to participating in fundraising events—it is a requirement to be a member of the Hamilton Aggie Bands.
- 7) Fees (participation fees, uniform rental fees, Band Camp fees, etc.) that cannot be paid because of financial difficulty **may be earned through fundraisers.** However, the Director must be notified before the end of the first grading period that a student wishes to pursue this course in order to pay his or her fees.
- 8) Other items such as reeds, grease, oil, marching shoes, Band t-shirts, books, etc. are required for participation in Band (see **Required Materials**). These items are not included in the \$15 per semester participation fee. However, students may pay for certain items with money deposited in their Band accounts from various fundraisers.
- 9) All unpaid fees will be reported and listed in accordance with MCBE/school policy. Students with unpaid fees must take all exams and cannot graduate until all fees are paid.
- 10) Ending involvement with the Band program at any point for any reason after the first day of the season/semester does not relieve students of the obligation to pay certain fees.
- 11) **Some** fundraisers in which students and/or parents participate will pay a certain percentage on the student's account that can go toward paying for fees, trip costs, etc.
- 12) Students may purchase reeds and other items from the Hamilton Aggie Bands by charging them to their account. These charges will be taken out of any money earned through fundraisers. **All negative balances at the end of the school year will be reported as unpaid fees in accordance with MCBE/school policy.**

Required Materials

1) A quality instrument in good, working order. Do NOT purchase an instrument from Sears, Wal-Mart, e-Bay, or any other store that does not specialize in music retail. When such instruments break (and they will), you will be unable to find anyone willing to work on those instruments because of the liability that they may do even more damage.

A general rule for band instruments is to check where it was manufactured. Almost all instruments made in the U.S.A. and Japan are acceptable. Some brands include Artley, Armstrong, Bach, Benge, Blessing, Boosey & Hawkes, Buffet, Bundy, Conn, Emerson, Gem üeinhardt, Getzen, Jupiter, Holton, King, Leblanc, Ludwig, Olds, Pearl, Remo, Selmer, Vito, Yamaha, Yanagisawa and Zildjian. I will be glad to give you advice on an instrument if you do not wish to use the rental plan provided through Gadsden Music Co.

Remember, you get what you pay for. A brand new instrument that costs less than \$500 is not worth *any* amount of money. A good used instrument is a much better choice.

2) Method book(s) (these will be sold during the first week of class)

3) Music folder. This will be provided during the first week of concert season. ALL sheet music must be kept in this folder at all times.

4) Sheet music. This will be provided throughout concert season. Damaged or lost sheet music must be replaced by the student.

5) 3 sharpened pencils (one for your locker, one for your case, one for you)

6) Lubricants. Brass players need valve oil and slide grease. Woodwind players need cork grease but do NOT need key oil—I will provide this.

7) Instrument maintenance kit. This includes swabs, brushes, snakes, and other tools used to keep your instrument clean and in working condition.

8) Tape recorder, computer microphone, or other audio recorder for use at home.

9) Reeds and reed holders for woodwind players. All woodwind players should purchase a box of ten reeds at the beginning of each semester and replace each used reed as needed. An order form will be provided and a box of reeds can be purchased from our supplier. The Aggie Bands has reeds available in case of emergencies, but they will be more expensive due to our delivery and holding costs.

10) Formal concert attire. Boys will need dress pants (no denim or shorts), a button-down shirt, dress shoes and matching belt, and occasionally a soft-colored tie. Girls will need a pants suit, dress, or a skirt (no denim) and nice blouse, along with dress shoes and stockings/hose (if appropriate). Girls will not be allowed to wear Capri pants.

11) Marching Band students must have white marching shoes, white tube socks, white gloves, and a Band t-shirt.

12) Band managers must have a Band t-shirt and Stone colored khaki pants.

13) Visual Ensemble members need additional materials as listed under **Visual Ensemble**.

Classroom Procedures

- 1) Enter the classroom quietly and quickly.
- 2) Place all backpacks, books, etc. on the tables adjacent to the Director's office.
- 3) Do not place ANYTHING on any other table unless specifically asked to do so.
- 4) Go to the bathroom, get water, and purchase reeds or other materials within the first 4 minutes after the first bell rings. Notification will be given when it is time to begin rehearsal, and all business must be taken care of by this time.
- 5) Turn in all items within the first 4 minutes after the first bell rings OR after class is over.
- 6) Place your chair and stand in the correct set *before* getting other equipment.
- 7) Check the board for assignments before getting equipment. Check the table by the door for any handouts, sheet music, or other materials that need to be distributed or collected.
- 8) **After** you have taken care of all business, placed your chair and stand in the correct set, and checked the board for assignments, get your materials for class (instrument, music, pencil, other supplies) and follow the instructions on the board.
- 9) Failure to be prepared for class by the time the notification is given will result in a loss of attendance/participation points and, if a pattern exists, other disciplinary action.
- 10) When class ends, all instruments and other belongings must be properly stored. Anything improperly stored will be placed in the Monday Box. Items cannot be retrieved from the Monday Box until Monday at break, regardless of their importance or value, unless the owner of such items completes 30 minutes of Band Duty.
- 11) Lights in practice rooms must be turned off when you have finished with the room.
- 12) Practice room windows are to be left uncovered at all times.
- 13) Practice rooms must be kept clean. All trash should be thrown in a trash can.
- 14) There is absolutely NO gum allowed anywhere near the Band Program, except on trips.
- 15) Food and drinks are allowed in the Band Room provided they do not become a problem. If this privilege is taken away one time, it will be gone for the year.
 - All food wrappers, bottles, and cans must be thrown away.
 - Drinks should be emptied in the bathroom sink, water fountain, or outside the Band Room BEFORE they are placed in trash cans.
 - NEVER place trash in a trash can that is missing a liner/trash bag.
 - Garbage cans must be emptied once they have been filled to the level indicated.
 - Spills must be cleaned up immediately and thoroughly. Food and drink spills left for the Band Director to clean up will lead to the permanent suspension of food and drink privileges for the year.
 - **NEVER** store food in lockers. This will lead to pest problems.

Rehearsal and Performance Expectations

I will not waste your time or my time during any rehearsal. Rehearsals will begin and end when scheduled, regardless of our progress. In order for us to have successful rehearsals, the following procedures must be followed at all times.

- 1) Stay quiet and keep your eyes forward when the Director, Drum Major, Sponsor, or Section Leader is on the podium or addressing the group.
- 2) Performances require focus. Students must display proper concert etiquette when other groups are performing. Failure to do so will result in disciplinary action.
- 3) Always bring your instrument, music, book, and pencil to rehearsals.
- 4) Tennis shoes or marching shoes ONLY may be worn for all marching events.
- 5) Each selection or maneuver should be performed with full effort and energy unless specifically asked to do otherwise.
- 6) If the Director asks you to circle or make a note on a particular selection, **do it immediately and as quickly as possible.**
- 7) Saying "I can't" is not acceptable.
- 8) If you have a question or comment, raise your hand and wait to be acknowledged. Do not call out during rehearsal unless you are specifically asked to do so.
- 9) Students will not be asked to finger, air play, mark, or work on a part silently while the Director is working with other sections—they are expected to do this on their own.
- 10) Talking during transitions from one activity to the other is not acceptable. A siren will sound when it is time to transition to the next activity.
- 11) Marching Band students should stay in position (attention, ready, parade rest, etc.) until told otherwise, regardless of the insects, sweat, etc. that may be annoying you.
- 12) Cell phones are not allowed. **This includes during breaks.** Cell phone communication must be done before or after rehearsals or performances unless prior approval is given.
- 13) Students may be asked to play selections or perform maneuvers by themselves in order to demonstrate their strengths and weaknesses. This is NOT done to embarrass students; rather, it is done to help improve areas of weakness.
- 14) Friends are not allowed to attend any rehearsals without prior approval of the Director or Sponsor. Parents of Visual Ensemble members are not allowed to attend Visual Ensemble rehearsals, though they may attend Full Band rehearsals. Parents of Instrumental Ensemble members are encouraged to drop by during any and all rehearsals, with the exception of sectionals held by Section Leaders.
- 15) **Students should arrive 10 minutes before the required time for rehearsals and performances.** All students use the Band transportation (bus) to performance events.

Practice Expectations

Practice and rehearsal are two different things. Practice is NOT led by the Director, whereas rehearsal is. Practice is done at home or in the practice room, alone or with your section.

- 1) ALL students are expected to practice at least 15 minutes each day, 50 separate sessions per grading period. This is considered "homework" for Band.
- 2) Practice logs for students in the Instrumental Ensemble must be filled out and signed by a parent each week. Blank log sheets are available on the front table if you run out.
- 3) All practice logs should be placed in the appropriate slot every Tuesday before 5:00 p.m. for the week during which practice sessions occurred. In other words, do not wait until grades are due to turn in your logs. Logs that are turned in late will be accepted at the Director's discretion.
- 4) Students who take private lessons on their instrument can count 4 practice sessions for each week in which a lesson occurs. Students who stay after school at least 30 minutes to practice on their own can count 3 practice sessions for each day they stay after. These do not "rollover" from week to week. For example, Band Student stays after on Monday and has a lesson on Tuesday. Band Student's weekly practice sessions are complete!

Grading Policy

Grades for instrumentalists are earned based on these criteria:

Performance

Pass-offs and chair tryouts:	40 points
Performances, concerts, etc.:	<u>35 points</u>
Performance total:	75 points

Practice and Participation

Practice logs:	15 points
Attendance:	10 points - The percentage of days missed without completed makeup work and the percentage of days on which proper materials are not brought by the student will be deducted from final grade.

Attendance points are earned during the school day. If a student is present with all materials, no deductions from the final grade are made. If a student has an excused absence but completes makeup work within 3 days, no deductions from the final grade are made. If a student has an excused absence and does not complete makeup work, or if the student does not bring proper materials, the percentage of days on which these events occur will be deducted as a percentage of the 10 attendance points for the final grade.

Students will be allowed to make up participation points following the procedure listed under **Attendance**. Students are allowed 2 "free" excused absences from class without having to complete makeup work. Any absence over 2 excused absences from class that is not made up following the procedure listed under **Attendance** will result in a loss of participation points for the day the absence occurred.

Pass-offs, Chair Tryouts, & Performance Tests

- 1) The term "pass-off" indicates an event (either in class or during rehearsal). It means that music or maneuvers are successfully "passed" by the student from memory.
- 2) All students in every Band are required to pass off certain material. Instrumental ensemble members are required to pass off scales, marching music, etc. for the Director or their Section Leader. Visual Ensemble members are required to pass off routines for the Captains and Sponsors. Section Leaders must pass off material for the Drum Major.
- 3) Any disputes as to whether music or routines have been sufficiently passed will be resolved by the Director or Sponsors.
- 4) Section leaders may pass other students for Pass-offs in Marching Band. If student leaders do not believe the material is suitable to be passed, students will be asked to perform the material for the Director. Only the Director may fail a student for Pass-offs.
- 5) Students are NOT allowed to simply "take an F" for Pass-offs. Students must complete Pass-off material in order to perform it with the Band. It is best to do this the first time.
- 6) All students in any Instrumental Ensemble must participate in Chair Tryouts. The Chair Tryout process requires students to submit recordings of selected material. Material will be provided one week before recordings are due.
- 7) Chair Tryout recordings may be on any removable format (cassette, CD, memory card, jump drive, etc.) OR they may be uploaded to the AggieBands.com Chair Tryout Recordings forum. Recordings do not have to be high quality, but they must be audible.
- 8) Students without audio recording equipment may stay after school and use the Band's equipment to record their Chair Tryout.
- 9) Chair Tryouts will be scored using a detailed rubric in order to prevent subjectivity. All results are final. Remember, the goal of the Director is to produce the best Band possible; favorites have no part in Chair Tryouts or any other audition processes.
- 10) Other performance tests may be used throughout the year. These tests are designed to improve the quality of the individual musician as well as the quality of the Band.
- 11) All performance-based tests are factored into the grade.
- 12) Late performance-based tests (recordings, pass-offs, etc.) due to student negligence or unexcused absence will be accepted with a 5 point per day deduction. All performance-based tests must be completed. Students are not allowed to "take an F."
- 13) If a student is absent on the day an assignment is made, the student will be responsible for completing the assignment within the same amount of time given to everyone else. EXAMPLE: If a 5-day notice for a performance-based test is given, the absent student will receive 5 days from the time he or she returns.
- 14) Certain performance-based requirements for promotion into a higher level Band will be set forth. Students must complete these requirements in order to move ahead.

Behavior and Consequences

Aggie Band Students are expected to display good character at all times. However, we are all human and we all make mistakes. Consequences for mistakes are designed with correction of unacceptable behaviors being the highest priority. We operate on a merit/demerit system. Demerits may be canceled by earning merits.

1) Causing any form of distraction in class will result in the following:

- 1st Offense – Verbal Warning
- 2nd Offense – above + Loss of 1 participation point
- 3rd Offense – above + Band Duty
- 4th Offense – above + Parental conference
- Continued misbehavior – Dismissal from Band

2) Disrespect shown toward the Director or a Sponsor will result in the following:

- 1st Offense – Band Duty + discretionary demerits
- 2nd Offense – above + Parental conference
- Continued disrespect – Dismissal from Band

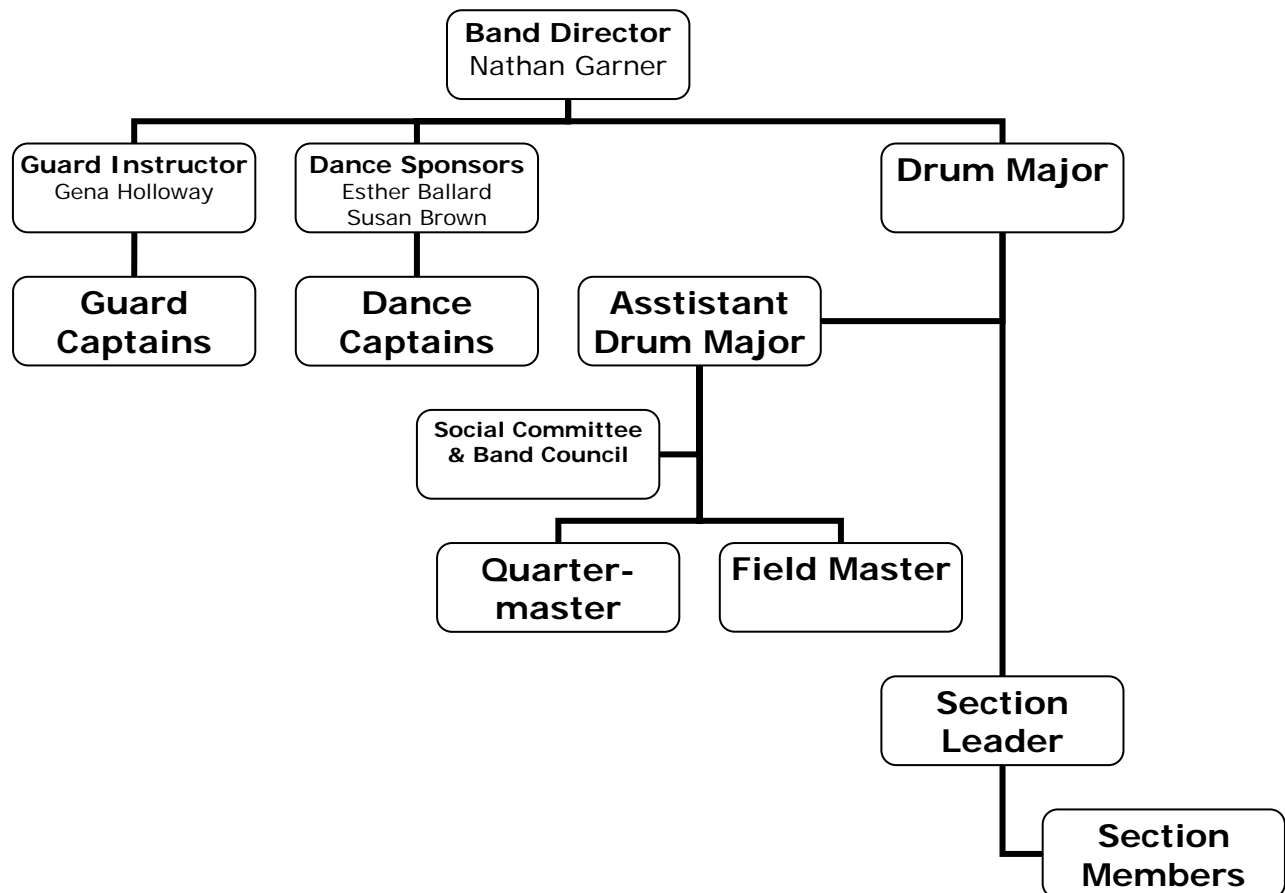
3) All other behaviors and consequences may be found in the following chart:

<u>#</u>	<u>Offense</u>	<u># of Demerits given</u>
1	Rehearsal distraction, chewing gum, etc.	1
2	Chewing Gum in Uniform	3
3	Late to rehearsal...	2
4	...30 minutes or more	Unexcused Absence (4)
5	Late to performance...	4
6	...30 minutes or more	7
7	Improper uniform	2
8	Forgetting part of uniform/props	4
9	Losing part of uniform/props	5
10	Not dressing out	3
11	Failure to sign demerit book	1
12	Inappropriate student behavior	2
13	Unexcused rehearsal absence	4
14	Excused rehearsal absence	2
15	Pre-excused performance absence	6
16	Phone excused performance absence	8
17	Major violation of school rules	8
18	Minor violation of school rules	3
19	Drug, alcohol, tobacco use	Dismissal
20	Fighting/Hazing	Dismissal
21	Disrespect to Sponsor or Director	# at discretion OR Dismissal
22	Late payment of expenses	3
23	Not participating in fundraisers	4
24	Cell phone use during rehearsal	2
25	Cell phone use during performance	4

4) Merits are earned by completing Band Duty or other tasks after school as assigned by the Director or Sponsor. Students must complete 30 minutes of Band Duty in order to earn 1 merit. **Students will be benched after 5 demerits and dismissed once they receive 10 demerits** (or if they have failed to comply with the policies listed under **Attendance**).

Marching Band Student Leaders – Expectations

- 1) Student positions will be created by the Director and Sponsors as needed.
- 2) Student leaders will be chosen by the Director and Sponsors based on an interview process. No student will be chosen without parental consent. All decisions are final.
- 3) Vacancy of a student position does not guarantee that the position will be filled.
- 4) Student leaders are held to a higher standard than other Band Members.
- 5) Student leaders are tasked with the prevention of hazing. Failure to do so will result in the loss of the leadership role. **Participation** in hazing will result in immediate dismissal from the Band and school disciplinary action.
- 6) Being a student leader is a huge responsibility. Failure to fulfill leadership requirements will result in a loss of the leadership role, or possibly dismissal from the Band.
- 7) All students are expected to follow and adhere to the chain of command below.
- 8) Student leaders will not be responsible for assigning grades or discipline.
- 9) Section leaders may pass other students on music but they may not fail them.



Marching Band Student Leaders – Responsibilities

All student leaders must be at practices and performances 20 minutes before everyone else.

Drum Major – All students report to the Drum Major, and the Drum Major reports to the Band Director. The Drum Major (and Sponsor, if applicable) leads all pass-offs for Student Leaders, including Captains for the Visual Ensemble. The Drum Major also delegates responsibilities to other Student Leaders. The Drum Major conducts during all performances and rehearsals for the Marching Band, and he or she must be able to fill in for the Director in his absence or at his request—this includes instruction. The Drum Major is the student representative of ALL Aggie Band programs.

Assistant Drum Major – The Quartermaster and Field Master report to the Assistant Drum Major, and the Assistant Drum Major reports to the Drum Major. The Assistant Drum Major is the morale officer and operations officer for the Marching Band. The Assistant Drum Major must also ensure that everything is in place for rehearsal each day, and he or she must be able to fill in for the Drum Major when the Drum Major visits with other officers at games.

Quartermaster – Band Managers report to the Quartermaster, and the Quartermaster reports to the Section Leader and Assistant Drum Major. The Quartermaster is responsible for all show equipment. This includes loading and unloading the truck before and after rehearsals and performances. Any responsibility for equipment required by the Visual Ensemble will be handled by Captains and Sponsors, but all names of persons responsible from week to week should be submitted to the Quartermaster on Monday of each week. The Quartermaster is responsible for checking with those responsible that all equipment is accounted for beforehand. The Quartermaster places items in the Monday box as needed, and is responsible for ensuring that all show equipment makes it to every event.

Field Master – Band Managers report to the Field Master, and the Field Master reports to the Section Leader and Assistant Drum Major. The Field Master is responsible for all operations equipment. This includes the water cooler(s), loudspeaker and headset, metronome, paint, poker chips, cones, drill clipboards, etc. Equipment that requires preparation must be set up during the 15 minutes before rehearsal. The Field Master should also assist the Quartermaster with show equipment, including loading and unloading the truck before and after rehearsals and performances. The Field Master must create a list of people responsible for picking up trash after rehearsal each week. The list must use an equal distribution of Band Members, but it can follow any system the Field Master wishes to use.

Visual Ensemble Captains – Visual Ensemble Members report to the Captains, and Captains report to the Sponsors and Drum Major. Captains must be able to lead, teach, clean, and create routines when needed. Captains are in charge of all operations that pertain to the Visual Ensemble as delegated by the Sponsor. This includes management of equipment, props, extra practices, etc. **Visual Ensemble captains from the current year are required to assist daily with Visual Ensemble tryouts for the following year.**

Section Leaders – Section members (including FM and QM) report to their Section Leader, and Section Leaders report to the Drum Major. Section Leaders are responsible for pass-offs and sectionals (one per week to last no more than 1 hour) each week for the first few weeks of the marching season. Section Leaders should help keep all Band Members on-task during rehearsals and performances. Most importantly, Section Leaders must fulfill instructional roles at different times; therefore, Section Leaders must be musically strong.

Visual Ensemble – General Policies

All policies listed *throughout* this handbook apply to Visual Ensemble members.

- 1) The Visual Ensemble is made up of the Key Dancers, Color Guard, and any subgroups (e.g. Weapons Team). All members of the Visual Ensemble are members of the Aggie Band.
- 2) Girls grades 8-11 with good character and in good academic standing may audition for the Visual Ensemble each year. Clinic fees and other audition requirements will be set forth at that time. Audition scores and ranking will not be released under any circumstances.
- 3) Members of the Visual Ensemble will be required to have school or family insurance.
- 4) If a member misses a practice or rehearsal unexcused, the member may not be allowed to perform that week in addition to all previously listed policies under Attendance.
- 5) An emergency bag with the following items must be kept: tampons/pads, tights, lipstick, blush, rainwear, and any other items necessary for emergencies at rehearsals and performances. The Sponsor or Director may require additional items.
- 6) Group activities will be for members only unless otherwise stated by the Sponsor.
- 7) Students in the Visual Ensemble will be required to take the Visual Ensemble class at Hamilton High School. Any exceptions will be made by the Director only.
- 8) Visual Ensemble **parents** are expected to work the concession stands at the HHS Football games twice (two parents one time or one parent two times) and, along with the member, the concession stands at the University of Alabama once. If parents are unable to work, they are responsible for finding an **adult** replacement to work on their behalf. The first games of the season will be assigned to Visual Ensemble members/parents; members **will** be benched if this requirement is not completed until it is satisfied.
- 9) Members will hem or alter any uniform as requested by the Sponsor or Director in order to create a consistent appearance. Any expenses incurred are the member's responsibility.
- 10) Visual Ensemble members are expected to follow the Chain of Command. This requires that all problems be taken to the Captains and escalated up the chain as needed. Visual Ensemble members are not to discuss problems with individuals outside of the Chain of Command—this especially includes other band members.
- 11) **Parents are not to discuss problems with other parents or the administration without first contacting the Sponsor and Director.**
- 12) Visual Ensemble members may be dismissed for causing continued conflict within the group or Band program in general.
- 13) Visual Ensemble members may also be dismissed if their parents cause continued conflict and difficulty for the Sponsor or Director. Aside from genuine accusations of illegal activity or bodily harm, complaints must first be brought to the Sponsor and Director for resolution. Contacting the Administration before contacting the Sponsor and Director for issues that can be dealt with by the Sponsor and Director is absolutely unacceptable.

Visual Ensemble – Appearance and Character

Appearance

- 1) During performance events, members must be aware of their appearance at all times:
 - a) Clean uniforms/equipment
 - b) Clean hair
 - c) No jewelry (unless part of a uniform)
 - d) No colored nail polish (unless part of a uniform)
 - e) No runs in stockings (an extra pair must be carried to each event)
 - f) Performance make-up
 - g) Stay in assigned formations (stay seated as much as possible in the stands)
- 2) The Sponsor and Director must approve all apparel.
- 3) Uniforms will only be worn for school functions. Failure to abide by this policy could result in dismissal from the group.
- 4) While in uniform, members should be aware that they are representing the School, the Band, the Sponsor, and the Director. Behavior must be consistent with that of the Marion County School Board code of conduct as well as policies of the Hamilton Aggie Bands.
- 5) Underarms and legs must be shaved.
- 6) Members are required to look uniform at all times (including hair, make-up, etc.).
- 7) NEVER wear only part of your uniform in public.

Character and Away from School Behavior

- 1) Members of the Visual Ensemble are expected to be role models for younger girls as well as upstanding members of the community in general. Any behavior that is deemed unbecoming of a member of the Hamilton Aggie Visual Ensemble may result in dismissal or suspension from the group at the sole discretion of the Sponsor and Director.
- 2) Members of the Visual Ensemble may not perform if they become pregnant. Uniform restrictions, high levels of physical activity, and other associated risks are not a liability that will be assumed by the Aggie Bands, Sponsors, or Director.
- 3) Behavior outside of the scope of the Aggie Bands may be taken into account by the Sponsor or Director when determining leadership roles, performance time, etc.
- 4) Socializing with members of other Visual Ensemble groups as well as with members of the Instrumental Ensemble is not only encouraged, it is expected.
- 5) Serious misbehavior in other classes **will** result in punishment as a member of the Visual Ensemble. Punishments will "fit the crime" at the discretion of the Sponsor or Director.
- 6) Character counts!

Visual Ensemble – Fees and Payment Schedule

While being a member of the Visual Ensemble is expensive, it is an incredibly rewarding experience that is an investment into your child's future. Some fundraisers will be provided by the Sponsors and Director in order to make payment of these fees easier.

- 1) Students wishing to raise money with their own fundraisers are welcome to do so, but they must first check with the Sponsor and Director. This simply allows us to confirm to the community that the fundraiser is actually for the Band. We have had individuals call and ask about certain fundraisers in the past and we have been unable to confirm that they are for a legitimate purpose because we did not know anything about them; this makes the Aggie Bands look unorganized, and it makes you look untrustworthy.
- 2) All fees must be paid by the time they are due. Late payments will result in demerits as listed under **Behavior/Consequences**, and possibly time out from performing. Arrangements for late payment of fees must be made with the Sponsor or Director only.
- 3) Fees should be paid to the Sponsor or Director. They should not be paid directly to the office because we need to keep up with them in our system before turning them over. **These fees are in addition to all other fees required by the Hamilton Aggie Bands.**
- 4) Fees have been broken down into payments in order to make paying them easier.
- 5) Fees will go to cover all instructor fees, apparel items, bags, and related equipment. There may be additional incidental charges that occur throughout the season, but we will attempt to let each girl know in advance.
- 6) Failure to participate in fundraisers does not relieve anyone of their obligation to pay fees required for participation in the Visual Ensemble.

The Payment Schedule is as follows:

Key Dancers

Each fundraiser due date will require a certain amount to either be raised via the fundraiser or paid with cash or check. Check with the sponsor to find out when fundraisers are due and how much money is expected at that time.

Total Due by August 27th, 2009: \$1,500.00

Color Guard

Each fundraiser due date will require a certain amount to either be raised via the fundraiser or paid with cash or check. Check with the sponsor to find out when fundraisers are due and how much money is expected at that time.

Total Due by August 27th, 2009: \$700.00

*****All fees must be paid by the first performance. Students will not be allowed to perform if fees are unpaid unless prior arrangements are made*****

Forms

Handbook and Policy Agreement Form

Student

I have reviewed this packet with my parents carefully. I have asked the Director for clarification on any policies that are not clearly understood. I have read and agree to abide by all policies set forth by the Operations Manual. I understand that I am responsible for participating in fundraisers. I agree to follow the Chain of Command to resolve conflicts, and I promise to discuss any disputes regarding operational decisions about the Aggie Bands with the Sponsor and/or Band Director before discussing it with others.

Student Signature

Date

Parent

I give my child permission to be a part of the Hamilton Aggie Bands.

I have reviewed this packet with my child carefully. I have asked the Director for clarification on any policies that are not clearly understood. I have read and agree to abide by all policies set forth by the Operations Manual. I understand that my child is obligated to participate in certain fundraisers, although there is no target amount of money that must be raised except for members of the Visual Ensemble (Dance Team and Color Guard).

I understand that it is the policy of the Marion County Board of Education, Hamilton High School, and the Hamilton Aggie Bands for conflicts other than genuine accusations of illegal activity or bodily harm to be first discussed with the teacher before others (including the Administration) are contacted.

Parent Signature

Date

