

SCHS COUGAR BAND HANDBOOK

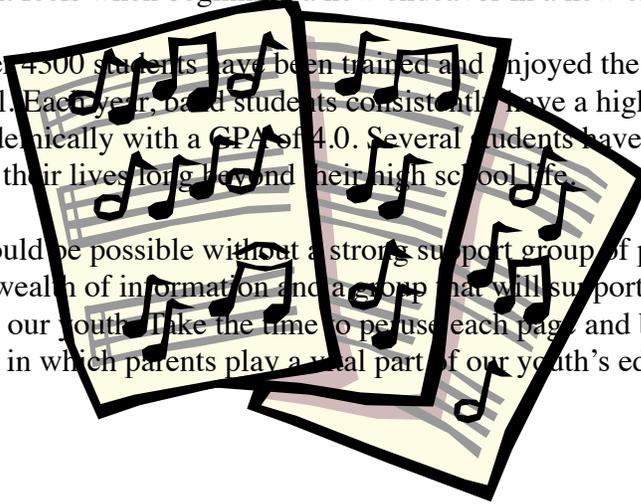


2018-2019

Welcome to one of the most rewarding experiences you and your student have experienced to date. Participation in the band program at Sullivan Central High School will provide your child with an early introduction to the school facility, a multitude of friends, a feeling of belonging and a dedication to excellence in music, in life skills, and in the academic formation of band members. Rookie Camp, pre-band camp and band camp introduces the student to the world of the high school experience and helps bridge the gap a student feels when beginning a new endeavor in a new environment.

Since 1969, over 4500 students have been trained and enjoyed the band program at Sullivan Central. Each year, band students consistently have a high class ranking and are recognized academically with a GPA of 4.0. Several students have made music a career and vocation in their lives long beyond their high school life.

None of this would be possible without a strong support group of parents. In this booklet you will find a wealth of information and a group that will support you as a parent even as you work for our youth. Take the time to peruse each page and become familiar with the varied ways in which parents play a vital part of our youth's education and social maturity.



“Music takes us out of the actual and whispers to us dim secrets that startle our wonder as to who we are, and for what, whence, and whereto.”

Ralph Waldo Emerson

“Where words fail, music speaks.”

Hans Christian Anderson

“Music gives a soul to the universe, wings to the mind, flight to the imagination, and life to everything.”

Plato

“The wrong note played with the right intention is to be preferred to the right note played with no soul.”

Janine Janson

Purpose of the Band Program

The purpose of the band program at SCHS is to serve as a creative outlet for all students with a musical background who might wish to participate, and at the same time serve the music department, the school and its community, and the student body through its public performances.

Objectives of the Band Program

1. To inspire students in the enjoyment and enthusiasm of performance.
2. To perform at the highest possible level at all times.
3. To give students tools so they can live successful lives after high school.
4. To help students become productive members of society.
5. To project a positive image for the school and the music department.
6. To promote a good social climate and working condition within the school music department.
7. To support the school and community through performances at athletic events and other public events such as ballgames, parades, or local community functions.

Performing Ensembles

The Sullivan Central High School band is made up of students grades nine through twelve. Our band program has the following musical organizations:

Cougar Marching Band

The Marching Band is made up of brass, woodwinds, percussion and the color guard. They perform at all football games, pep rallies, and parades as well as various band competitions. This ensemble is open to all students regardless of musical abilities. The marching band

Concert Band

The Concert Band is made up of brass, woodwinds, and percussion students. They perform three major concerts per school year, and participate in local, state and national

The SCHS Jazz Band is a very popular group both on and off campus. A standard big band of approximately 20 musicians, the jazz ensemble plays a variety of jazz styles. Small jazz combos can be formed from members of the larger ensemble. The jazz ensemble performs on campus concerts and at off-campus events.

Jazz Ensemble

Chamber Ensembles

Smaller ensembles within each related section(s) are also offered {i.e. Percussion Ensemble, Woodwind Ensemble(s), brass quintets, etc...}. These ensembles play on campus concerts and other special events.

Winter Guard

Winter Guard Students must audition for the Cougar Winter Guard. These students perform in local and regional circuit contests and may make tours to the middle schools. The Winter Guard meets during school hours and weekly rehearsals after school.

Prerequisite to be a member of any high school ensemble, one must have taken middle school band (color guard excluded). Exceptions may be made on an individual basis.

Band Office :

Mr. Chris Smithson

11:15 – 12:45

Appointments may be made by contacting
the office at **354-1222**

Fax 354-1206

chris.smithson@sullivank12.net

131 Shipley Ferry Road
Blountville TN 37617

Band Leadership Team: Each year the Band Director selects a slate of student officers.

These leaders are:

Drum Major / Field Conductor

The drum major acts as field leader of the marching band. Instruct basic marching fundamentals; in charge of getting the podium to and from the field for rehearsals and performances; acts as the link between the band director and the band on the field. They will attend regular leadership team meetings.

Caption Leaders

These leaders will be responsible for overseeing the section leaders in each large category of performers. They will insure that the major objectives of the plan are being addressed on executed. They will also lead large group sectionals and marching rehearsals. They will inspect instruments within the caption; make sure all instruments/equipment are properly packed for transportation; make sure all equipment is put in its proper place after performances and rehearsals; work with the drum major(s)/band director in maintaining discipline during rehearsals. They will attend regular leadership team meetings.

Section Leaders

Section leaders are chosen at the discretion of the director with input from other staff members based on their past performance musically, their leadership ability, and their demonstration of loyalty to the band program. will be one section leader per each section: flute, clarinet, saxophone, trumpet, mellophone, low brass, percussion, visual ensemble. Section leaders will oversee the mid-level leaders to insure that the objectives of the plan are being addressed and executed. Section leaders will also lead section rehearsals (music/marching/equipment). They will inspect instruments within the section; make sure all instruments/equipment are properly packed for transportation; make sure all equipment is put in its proper place after performances and rehearsals; work with the caption leaders in maintaining discipline during rehearsals. They will attend regular leadership team meetings.

Mid-Level Leaders

Section leaders are chosen at the discretion of the director with input from other staff members based on their past performance musically, their leadership ability, and their demonstration of loyalty to the band program. There will be multiple mid-level leaders per section, depending on the size of the section. They are responsible for a small group of team members within their respective section.

They will lead small group section rehearsals (music/marching/equipment). They will work with the section leaders in maintaining discipline during rehearsals.

Chain of Command

The purpose of the chain of command is to avoid overloading one or two people with the job of solving all the problems or answering all the questions. Most things can be taken care of within your own section, but in those cases when that is not adequate, the procedure will be as follows:

1. Speak with your mid-level leader first.
2. Speak with the section leader in charge of the area in question. For example, if you need help with music.
3. Speak to your caption leader
4. Speak with a drum major, staff member, or assistant director.
5. If all else fails, speak with the band director.

Philosophy of Practice

Students are expected to practice a **minimum** of ½ hour every night on their music. This means every student must take their instrument home on a regular basis if they do not have another instrument at home. Students who consistently leave their instruments at school overnight may have their grade reduced. Some students will be given special consideration due to bus regulations and as the need arises. These students will need to make arrangements to practice in the band room after school.

Grade Evaluation

1. Daily effort, conduct, & participation grades
2. Attendance grade for rehearsals and performances
3. Musicianship
4. Written evaluations
5. Playing evaluations
6. Care of equipment
7. Performances
8. Practice charts

Attendance Requirements

Each band member needs to understand that band is an academic class including after school hours and therefore will have certain requirements for the class. An attendance requirements list exists to provide ample time for performance preparation. An **unexcused absence** from a performance may result in an **automatic failure**. Since $\frac{1}{3}$ of the band grade is determined by participation in rehearsals and performances, absences will affect their band grade.

NOTE: Extreme illness, sudden emergencies, or deaths in the family will be considered excused absences. Other absences will be dealt with on an individual basis.

Attendance Procedures

First – Attendance is required for each rehearsal and every performance. For necessary absences, excuses will be granted on an individual basis. The procedure for being excused from a rehearsal is as follows:

1. Contact the band office at 354-1222 or email at chris.smithson@sullivank12.net
2. Leave a message with the band staff, voicemail, or email.
3. Message to include a phone number where you can be reached.
4. An absence report must be filled out on the day you return.

Second – The procedure for being excused from a performance is as follows:

1. Submit a request to miss a performance to the director for consideration at least three (3) weeks in advance of the performance. (Approval is rare)
2. In case of illness, follow the same procedure for missing a rehearsal.

Third – Tardiness should be avoided at all cost. Each band member is expected to arrive at every rehearsal with music, instruments or equipment, pencil, note pad, and any other special item that might be called upon for rehearsal or performance. The Attendance Requirements list exists to provide ample time for performance preparation. There will be a penalty for being tardy.

FINALLY- All doctor, dentist, orthodontist, etc. appointments should be scheduled on non-rehearsal days. It is difficult to work on performance and drill problems, when students are absent. **Work schedules should also be set around rehearsals and performances.** These are not excused absences.

Evaluations

Grading in the fall term will be determined by:

1. Effort – always doing your best, being prepared, and rehearsing/performing to the best of your ability.
2. Attendance – being present and on time for all performances and rehearsals is required (1/3 of the band grade is determined by participation)
3. Responsibility – proper maintenance and return of music and equipment.
4. Grade evaluation noted in a previous section.

NOTE: All music and equipment MUST be returned by the end of the semester. Failure to comply will result in placement on school's obligation list. Further band participation will be negated until the obligation is met. Final transcripts will not be released until this obligation is met.

Grading in the spring will be determined by the previous mentioned criteria and including, but not limited to, "in class" playing tests, playing evaluations, chair auditions, attendance for after-school rehearsals, and concert attendance.

Disciplinary actions will be taken by the band director for the following offenses:

- Disruptive talking or behavior prior to or during a rehearsal.
- Horseplay during a rehearsal, in the stands, or on the bus.
- Failure to pass inspection or be in proper uniform in public view.
- Chewing gum in a rehearsal, performance, or in uniform.
- Any interruption or disturbance of rehearsal.
- Individual playing when asked not to.
- Improper care of instrument.
- Poor participation.
- Failure to bring instrument, music, or any other needed materials to class and/or rehearsal.
- Use of profanity.
- Disobeying the director or staff.
- Disrespect shown to director, band officers, section leaders, drum major, band booster, or any other school member.
- Tardy for rehearsal or performance.
- Breaking any rule set up by the Sullivan County Department of Education.

CODE OF CONDUCT

Each band member is here by choice and will be treated as a young adult. In return, each student is expected to act as a young adult at all times and to avoid those situations that would cause one to compromise themselves or the school. It is advisable for all band members to realize that they are members of one of the most visible organizations on campus and serve as ambassadors of SCHS. Any conduct which is not exemplary or which reflects poorly on SCHS will result in a summary dismissal from the organization. If the deviant behavior occurs while on an off campus trip, **the students will be sent home at their own expense.**

MARCHING BAND UNIFORM REQUIREMENTS

Minimal expenditures are expected of the students. Some minor expenses will be required:

1. Students will be responsible for providing their own black leather band shoes, black gloves (winds only), black wrist bands (percussion only), and black socks. Tennis shoes are **not** acceptable for uniform use.
2. Every band member will be given a Cougar Paw Shirt and a Show Shirt. If one or both is lost, the student is responsible to purchase a replacement shirt(s).
3. Guard members are required to obtain a pair of shoes and possibly personal undergarments: i.e. unitards. (check with director/instructor for correct style.)

CONCERT BAND UNIFORM REQUIREMENTS

1. **Gentlemen** are required to wear black dress shoes, black socks, black dress pants, and a black, long-sleeve, button-up shirt.
2. **Ladies** are required to wear either: a solid black dress (preferably mid-calf or longer), or solid black slacks and a solid black blouse and black shoes.

MUSIC

All students are expected to have music in their folders at every rehearsal as well as coordinate sheets for marching band rehearsals. They should also plan to come to each rehearsal, indoor or out, with a pencil.

INSTRUMENTS & EQUIPMENT

Percussion instruments will be provided by the school. Percussionists are required to provide their own mallets and sticks. Guard students will be provided with some of the equipment they will use. Rifles will typically be purchased by the student. Some woodwind and brass instruments will be provided if the student needs them. Woodwind students will need to purchase their own reeds. Brass students should own their own mouthpiece.

SCHOOL OWNED PROPERTIES

School owned properties, instruments, and equipment distributed for use to school band personnel, is a service SCHS is pleased to provide. However, certain obligations must be accepted by the student before a loan will be transacted.

1. The student will follow proper procedures in securing property.
 - a. Obtain an authorization form (instruments only)
 - b. Report to storage area.
 - c. Return property at end of each semester (exceptions only with approval of the director)

2. The student will accept full responsibility for the property while in their possession. This will include:
 - a. Repair of any damage from the result of negligence or misuse.
 - b. Replacement of lost or stolen articles of property or instruments while in the student's possession.
 - c. Compensating the school/boosters for any lost or stolen property at the current new price as established by the director.

MEDICAL INFORMATION

Students are required to have a medical form properly filled out and signed by the parents (guardians) before they will be allowed to participate in band activities. Students also are required to attach proof of hospitalization insurance coverage to the health form. This proof of insurance can be a photocopy of the parent's health insurance card or school insurance card. If the student is not covered under some type of hospitalization insurance policy, the parents will be required to attach a letter stating the school and booster organization will not be held responsible for any charges incurred while securing medical treatment.

ANNOUNCEMENTS

Announcements will be read each day during class, at the end of rehearsals, and at the end of performances. It is the **student's responsibility** to keep up to date on all information. Some announcements are also posted on a dry erase board in the band room. It is the **student's responsibility** to read these on a daily basis. **Band calendars** are also available. These calendars have the dates and times of upcoming band events. Football games, competitions and concerts, practices, meetings, tryouts (all-state, all-state east, etc.), fundraisers, and other items are listed on the calendar. Calendars can be obtained, and most information is also accessible on our band website: www.sullivancentralband.org.

OFF CAMPUS PERFORMANCES

Often, the SCHS bands are required to participate in functions which are off campus. Transportation for these events will be provided by either school buses or charter buses. In no case will a student be allowed to use their own personal vehicle, unless approved. In such cases, itineraries of touring events will be distributed and departure points and times listed. These times are **crucial** and each student is required to adhere to all scheduling. If a student is riding home with a parent. The parent must provide a written note with a phone number and beset by the director with the student before leaving.

OVERNIGHT TRIPS

When distance prohibits one day trips, adequate housing for each band member will be arranged by the band office and provided for by the band booster organization (Through fund raising or payment of individual trip cost by the parent/guardian). Detailed information will be provided when such trips are being planned.

BAND TRIP RULES

1. A complete schedule and rules for the specific trip will be issued to each band member prior to the trip
2. Do not be late!!
3. No one is to leave the group for any reason until properly dismissed by the director.
4. There is only one way to wear the Cougar Band uniform. Black shoes, black gloves, the designated shirt under uniform.
5. Notes must be received and approved before a student can be released to parents or others on all band trips.
6. ALWAYS ACT IN A PROFESSIONAL MANNER.
7. All SCDE rules will be enforced.
8. Special care should be taken to see that all personal and school property is properly taken care of:
 - a. pack and pad instrument
 - b. hang uniform neatly when not in use
 - c. place proper identification on baggage and instrument

BUS RULES

1. There should be at least four (4) chaperones per bus.
2. Only our students, school personnel (including staff), and chaperones are allowed to ride on the bus.
3. Students should return in the same seat that they go in. Adhere to the bus list!
4. Students may return home with a parent **IF** they have arranged to do so. A note from the parent is required and must be approved and initialed by the band director and then given to the student's bus chaperone.

5. Smoking, alcoholic beverages, or drugs are **NOT** allowed on the bus. This is school policy and violators will be turned over to the school administration for suspension.
6. Students must stay in their seats while the bus is in motion. Remain in seats until the bus comes to a complete stop.
7. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
8. No windows or doors will be opened or closed without permission of the driver.
9. Upon arrival at a destination, students are to remain on the bus until given instructions by the director or head chaperone.
10. At the conclusion of the trip each student will clean their area of the bus.
11. All SCDE rules will be enforced.
12. ALWAYS ACT IN A PROFESSIONAL MANNER.

ROOKIE CAMP

First year students will get a head start on marching skills and drills. These days in the early part of summer will give the students a world of knowledge and practice before the full band assembles. Camp schedules change from year-to-year depending on the school calendar. Wear comfortable clothes and tennis shoes as this is a very active camp. Sunscreen and hats are required. Please eat a good breakfast (no milk or syrup).

SUMMER BAND PRACTICES

All students have rehearsals during the summer. The rehearsals in June are on our website calendar. The Fourth of July parade is mandatory for students that are in town. There will be rehearsals the second and fourth weeks of July. Check the band calendar for the exact dates and times. These rehearsals are **EXTREMELY IMPORTANT** for the success of the fall show and parades. If you are in town **YOU ARE EXPECTED** to be at rehearsal. If you are going out of town **YOU MUST CLEAR** those dates with the director or other staff. This does not include band camp, which is mandatory for fall participation.

Be sure to check the band calendar for the exact dates!

BAND CAMP

This is the **BIG ONE!!** This camp occurs at the end of summer, typically 2 weeks before school starts, and will find the entire band in musical sectional rehearsals and learning the marching drill for the fall band show. Remember, this band camp is **MANDATORY** for all students! The location is at Central High School from 8:00 am – 6:30 pm. Lunch will be served to the students on location. Wear comfortable clothes and tennis shoes. Sunscreen and hats are required. Generally, during this major band camp, the first parents' meeting of the year occurs. Upon conclusion of this meeting, the parents are invited to come and quietly watch the conclusion of the evening rehearsal.

REMEMBER THESE CAMPS ARE MANDATORY! CHECK THE BAND CALENDAR FOR THE EXACT DATES AND SCHEDULE YOUR SUMMER AROUND THE CAMPS.

BAND COMPETITIONS

Beginning with the last two weekends of September through the first weekend in November, the marching band participates in various competitions through out the region. Schedules will be determined and listed by the first of the school year. Parents are encouraged to chaperone, help with meals, and travel to competitions to **SUPPORT** our kids! As a bonus, the parents usually have a great time. Parents should also remember that they are also representing SCHS. If we expect the students to act professionally, then the adults should model this behavior.

ALL STATE EAST BAND

This is open for all high school students who are enrolled in a band class during the spring semester. This is an opportunity for adjudication by band/music instructors from other areas. Students prepare audition pieces and all 12 major scales. Placements are determined and the top students are placed within 4 (four) performing bands (blue/red 11-12 and blue/red 9-10). There is a weekend of rehearsals in Gatlinburg with concerts on Saturday afternoon. This offers valuable training in the student's musicianship skills. This takes place in the 2nd semester of the school year.

ALL STATE BAND

Top chairs from each musical section of the top Band of All State East are selected to participate in Memphis for 4 days of rehearsals and a performance with the All State Band. These bands are made up of students who have achieved the top chairs from the Eastern, Middle, and Western parts of our state. This takes place in the 2nd semester of the school year.

ETSU HONORS BAND

Our local university's music department offers the opportunity of working with top notch clinicians in their annual Honor's Band program. Interested students submit requested criteria to be reviewed. Those who qualify will spend a weekend in rehearsal and performances at ETSU. This takes place in the 2nd semester of the school year.

SOLO AND ENSEMBLE

Each year all the high school band students in our area have an opportunity to spend a Saturday at one of the local schools to be adjudicated either performing a solo piece or performing with an ensemble group. Each participating student will receive a sheet for comments from their clinician; a certificate; and medals. Students must be enrolled in a band class during the spring semester to participate.

Band Booster Program

Who are the band boosters? Members of the boosters are the parents or guardians of the band students. What do the boosters do?

Our objectives are:

1. To support and inspire our students in the band program.
2. To support the band staff by serving in our designated areas.
3. To coordinate the band parents volunteered time and talents.
4. To establish responsibilities and guidelines for our parents.
5. To promote characteristics to assist the band program.
6. To project a positive image and a good social climate for our school, music department, and our students.

How do we obtain these objectives? By participating and volunteering in booster activities.

The activities include the administration of the organization. This is accomplished by volunteering your time in the various committees we use to meet the needs of the organization, and more importantly our students. Chaperones, phone tree, uniforms, band camp, are just a few of the committees where there are opportunities for volunteer service.

Next is participation in fundraisers. We have numerous fundraisers each year. Fundraisers accomplish both individual and organization goals. By participating in some fundraisers, you can raise money for your student. This money can be used to offset the cost of band membership. You can use the money to pay for fees, accessories, trips, etc. The fundraisers also generate the money required to operate the band as a whole. Chartering buses for travel, music purchases, new instruments, are just a few of the areas that we need to raise money.

The parents who are involved in our booster organization are great people. They work hard for all the students, not just their own. They also have a great time and make many good and lasting friends.

If everyone is a volunteer for at least one job, then no one will be overburdened.

“My grandfather once told me that there are two kinds of people: those who work and those who take the credit. He told me to try to be in the first group, there was less competition there.” Indira Gandhi.

SHOW ME THE MONEY!

Let’s consider three common questions. How much does it cost? How can I pay for it? Where does all the money go?

Here is a sample of some of the expenses budgeted 2014-2015 school year.

Office supplies, bonding, taxes	\$1,700
Professional Instruction / Instructor Fees	\$31,850
Capital outlay / Equip Purchases	\$11,200
Uniforms/shirts	\$9,500
Maintenance	\$4,500
Music	\$2,500
Registration Fees for band & guard	\$1,800
Band Camp	\$4,250
Guard	\$4,650
Buses (Ballgames/Parades/Competitions)	\$8,600
Workshops (all-state east, all-state)	\$4,000
Festival/Contest	\$7,450
Band awards/entertainment	\$2,950
Scholarships	\$500
Executive	\$2,250
Total	\$97,700

This list should give you an idea of where the money goes. Remember, this is only a partial list. It is not unusual for our annual budget to be over \$100,000.

Without fundraising, 90 students would have to pay \$1,085.50 a person in fees to cover what we do in a typical year.

The Sullivan County School Board provides us the salary for the Director of Bands, and on occasion, \$3,800 for instruments and music. NO OTHER FUNDS ARE PROVIDED.

Now that you know where the money goes, how much does cost? Let's start with a quick example. If we have a budget of \$97,700 and we have 90 students in the program, then the cost would be over \$1,000 per student! Is that the actual cost!? Fortunately, your out of pocket cost is lower. These are the current band fees and due dates.

\$200 Marching fee

This fee includes marching camp fee, band camp meals, marching music, instructors, show shirt, cougar paw shirt, cleaning of band uniform, away football games, band competition, parades.

The following payment plan maybe used to meet this obligation.

\$50 due July 1

\$50 due August 1

\$50 due September 1

\$50 due October 1

Marching band fees SHOULD be paid in full by the end of the 1st semester of school.

\$10 per month fair share (\$8 per month/student for families with more that one child in the program)

This fee is paid by each band family to offset our expenses ranging from postage, to music, or instructors' salaries. Since we receive no money from the county, this fee is a necessity. Your participation in fundraisers can help you raise the money to pay for these fees. **This fee is due by the 15th of the month.**

\$20 per semester instrument rental

This is paid by students that use a school owned equipment or instruments. This fee is charged per semester for maintenance purposes. This does not include concert percussion equipment.

\$150 Winter Guard Fee

This fee includes equipment (flags, poles, uniforms, etc.), away competitions, and instruction.

NOTE. The \$200 marching band fee **MUST** be paid in full by the end of the 1st semester before you can participate in Winter Guard competitions or travel with the Winter Guard.

\$25 due December 1 (This reserves a spot in the winter Guard program.)

\$25 due 1st day of the 2nd semester

\$50 due February 1

\$50 due March 1

In addition to band fees there are extra expenses. What are those you ask!? Some things are mandatory such as marching shoes or gloves, while others are optional such as the spring band trip. These items are the student's responsibility. All items must be paid for **BEFORE** the student can receive them.

Now we know where the money goes, and how much it is going to cost. You may still want to know how to pay for everything, plus, if you added up the fees, the band would not have enough money to cover the \$1000 per student in our previous example.

The answer to both questions is **FUNDRAISING**. Each year we have a number of fundraisers. This gives you more than an opportunity, through some fundraisers, to raise the funds required to participate in the band. Usually, money made through these fundraisers is split between **Student Accounts** and the **General Account**. Fundraisers that require specified hours to be worked: i.e. Fun Fest, race parking, etc., must have all profits go into a designated account such as the general fund or instrument fund, for example. This is so that we are in compliance with the federal I.R.S laws.

The **General Account** is the operating account for the band. All of our expenses are paid from that account. Each student has a personal **Student Account**. Let's use an example. A fundraiser takes place and your student generates a \$100 profit. The **Executive Board** votes that a 50-50 split will be made with the profits. The General Fund would receive \$50 and the student's account would receive \$50. This is how you can pay your fees and how the band raises the additional funds required to operate. You can read about the Executive Board, who they are and what they do, in our constitution.

Please note that each fundraiser has guidelines and deadlines. These are provided to each student prior to the fundraiser. Addition information and reminders may

be provided during class, and / or in the newsletter. It is the responsibility of the student and the booster member to be aware of this information.

Since these fees are the foundation of our funding, all student accounts must be paid in full by March 15 of the current school year. A negative balance may result in the student not being able to participate in next year's marching show or travel with the band to any ballgame, competition, or any other trip.

What if I'm having trouble paying the band fees and all the "extras". If there is a problem, please contact the band office. We have a committee set up to review special cases. All cases are held in strict confidence.

CHAPERONES

The chaperone should:

1. be a person that is placed in a position of trust to help safeguard students at an organized event.
2. be a positive role model for the students.
3. not use alcohol or illegal drugs while acting as a chaperone.
4. be friendly with students, yet, maintain the role of authority
5. keep generational boundaries intact
6. treat all students equally, be consistent in enforcing rules, and show tact and respect to all individuals.
7. support and uphold each other when implementing guidelines and supervising youth.

Guidelines for Band Chaperones

1. Must attend chaperone meeting.
2. Check the roll each time the bus is loaded.
3. Sit with or near the band at all times so they can assist the students and band staff.
4. Students riding the bus to an event must ride the bus from the event. A written permission slip is required if the student is riding home in a different vehicle. Permission is given by the band director.
5. All rules of the Sullivan County Department of Education will be enforced.
6. At least one chaperone is stay with their assigned youth until the whole group has moved to their appointed place.

7. Remain at the school following any trip to make sure that all students have a ride home.
8. YOU are the chaperone and responsible for the students' well being. Do not hesitate to correct a student when necessary. Don't over react. If you have a problem with a student, let the band director know of the problem as soon as possible. Remember that the Director of Bands is the only authority that can stipulate the result of misbehavior.

Overnight / extended trips

1. All of the above guidelines apply.
2. Monitor students from departure area until return to school grounds.
3. Check room upon arrival and list any damage present before students deposit belongings.
4. Check room before departure for damage and for belongings.
5. Make sure students are awake, ready and arrive at assigned times.
6. Male and female students may visit in rooms **but** doors and curtains must remain open.

Eligibility requirements for students to travel with the band.

Spring trip

- a. The student's account must have a positive balance before they can be placed on the **Trip Eligibility List**. This shall also apply to any Organization member.
- b. All individuals must place the required deposit.
- c. The total trip cost must be paid in full **THREE (3) weeks** prior to the departure date.
- d. Any student or Organization member failing to make full payment will not be allowed to participate in the trip. All funds paid will be forfeited to prevent any cost to the Organization.
- e. Refunds are available **only** if the agent contracting the trip provides one.
- f. Reservations for the trip may be transferred from one individual to another individual. The new individual shall be bound by the same requirements previously listed.

The information in this handbook is not exhaustive. It is presented as a guideline to help students and parents understand the basic workings of our band program.

Constructive Criticism Procedure

At times, students and/or band parents may have suggestions that they would like to be considered. Rather than voice these suggestions or problems immediately, please follow this procedure to assure that your voice has been heard and the suggestion or problem has been addressed. As adults, we realize that not all suggestions or problems may be handled to an individual's satisfaction, but be assured that the suggestion or problem has been addressed and a decision made based upon the betterment of the total band program. These forms are to be used by band parents whenever the Sullivan Central High School and/or Sullivan County Board of Education handbooks do not address the issue at hand.

There are situations that are under the total jurisdiction of the band staff. These situations are nonnegotiable. Examples include: music selection, rehearsal schedules, band discipline, and all band trip regulations. This list is not exhaustive but provided as an example.

Also note that the band is an instrument being built to produce the beautiful gift of music. All band members should be treated alike barring medical or physical challenges. Please do not provide meals, drinks, or interfere during rehearsals. The band staff needs the time to concentrate on building an instrument with which band members, the school and the community may take pride. Please do not ask to discuss situations with the band staff on the day of a band competition and especially before the band leaves on a trip or an hour before a performance. The band staff needs that time to prepare themselves and the band.

The following procedure will help in addressing the above discussion and assuring that everyone's voice is heard for the betterment of the Sullivan Central Cougar Band.

Step 1: If you have a suggestion, constructive criticism or problem with a band staff member or a band policy please state the problem clearly and concisely on the **Suggestion/Constructive Criticism Form found in the band room**. Please do not verbally address the band staff immediately.

Step 2: Please read your suggestion, constructive criticism or problem over and avoid personalizing the situation. Make certain that facts are being stated and not personal prejudices, perceptions or attempts to know what someone else is thinking. Please always address the situation rather than attacking individuals. Treat others in the same

fashion that you wish to be treated.

Step 3: Turn in the completed form to the Director of Bands or to the Band Booster president. NOTE: No forms will be considered without being signed and a method in which the individual completing the form can be contacted is on the form.

Step 4: Please do not discuss your suggestion, constructive criticism or problem with others until the band staff and band boosters have addressed the situation. Please remember that the Director of Bands has the final say-so over any and all situations.

Sullivan Central Cougar Band

**I have read this handbook in its entirety and understand
the contents therein:**

Parent Signature

Student Signature