

EAST PAULDING HIGH SCHOOL



BAND HANDBOOK

Dear Parents and Students,

Welcome to the beginning of a new season at East Paulding High School. I look forward to sharing many successes with you as we learn, entertain, and expand our musicianship and character. It is my opinion that this may be the best course/organization you will ever become involved in. Band is the only course that reaches all aspects of the student's mind including the intellectual, the physical, the psychological, the spiritual, the emotional, and the social. Band has the potential to expose the student to the arts, which are the only lasting aspects of our culture. In band, the student learns an appreciation of music through performance, repertoire, interpretation, and trained listening. Band teaches discipline of the mind and body to a greater degree than any other single activity. Through the band experience, the student learns techniques of artistic expression, judgment, insight, and problem solving. As well as teaching the benefits of hard work, band can also be a form of recreation and a much needed creative outlet.

Participating in a band gives a student a sense of belonging. Band creates an opportunity to be a part of something greater than one's self and better than any of the individual parts. It puts the member in a position of responsibility and gives them an opportunity to achieve. Through band, a student can raise their self-confidence by knowing that they are an important part of the sum total. Through contact with others, a student enriches their own personality and learns to work and live successfully and in cooperation with society. The band offers opportunities to develop leadership skills and is a means to help students become responsible adults. It offers students a sense of purpose, value, and discipline. With these positives in mind, please understand that you will get out of band what you put into it. You reap what you sow and you reap in proportion to what you sow.

The band also serves to represent the school and the community. More people see the band than any other program or school organization. Because of football games, competitions, festivals, parades, concerts, etc., it is constantly before the public. In many ways, the band acts as a showcase for the school's achievements and successes.

The intent of this handbook is to outline what is necessary to achieve the above results. I have attempted to make it as thorough as possible in order to answer any questions you may currently have or that may occur during the year. The handbook is not intended to stifle enthusiasm or hamper enjoyment of the band activity. My goal is to spell everything out ahead of time so that there will be no surprises.

Sincerely,

David Keith
Director of Bands
East Paulding High School

Points to Consider

- 1.** The most important aspect of the school music program is the attitude by which it is surrounded. Attitude is the single largest contributing factor in the success of a band program. It not only involves the students and directors, but the community as well. We must cultivate a balance of enthusiasm, character, and discipline to build a winning attitude.
- 2.** Each member of the band should commit him/herself to doing the very best in every practice and performance. Every member should strive to give their very best during every facet of a band function. Remember that you perform only as well as you practice. By learning your part and performing it to the best of your ability, we can raise the level of comprehensive musicianship throughout the band. Every member has an individual responsibility to do his personal best when working toward a group effort. By achieving this goal, the level of musicianship rises in the band. We as individuals and the band as a whole become better.
- 3.** As representatives of East Paulding High School we must strive to entertain audiences and affect them with our energy, enthusiasm, and intensity. We must always show the audience that we enjoy performing for them and that we are glad to perform to the best of our ability. The band program supports East Paulding High School by its quality of performance, unparalleled standards, and high levels of school spirit.
- 4.** Building a successful band program requires parental involvement and community support. We must also continue to educate the community about the benefits of a successful band program by community service and participation. We must involve every band member's family by supporting the band with their attendance at band performances and fundraising activities.

These are realistic and attainable goals. It will take the efforts of every member and parent, along with dedication, hard work, a love of music, and a high standard of excellence to be successful.

Attitude

Students who have a positive mental attitude, regardless of their musical abilities, have a place in the East Paulding High School Band. Attitude will be the driving force of this program. A positive attitude makes the working environment more productive and pleasurable. Those who have pride in themselves will generally project a positive mental attitude. Characteristics of a positive mental attitude include a generally cheerful outlook toward rehearsals and performances, cooperation in the preparation and maintenance of equipment and facilities, and an eagerness to do what is necessary to be successful. In short, the total band member is someone who is always willing to give their best for the good of the organization. If your attitude is not positive and you are not doing your personal best to make the group successful, you should not be a part of this organization.

Band Performance Opportunities

The band, as a group, performs several times during the year. These performances include but are not limited to:

- (1) All home and away football games
- (2) Marching Festivals
- (3) Paulding Meadows Craft Show

- (4) Homecoming Parade or pep rally
- (5) Annual Christmas Parade
- (6) Annual Concert Band Festival
- (7) Concerts including: Christmas, Winter and Spring
- (8) Other community and school functions throughout the year

The students will have the opportunity to participate in various events on an individual basis. These include:

- (1) All-District Honor Band and other honor bands (by audition)
- (2) All-State Band (by audition)
- (3) Solo and Ensemble Festival
- (4) Governor's Honors Program (by school selection and then audition)
- (5) Music scholarship auditions
- (6) College Honor Bands

Contests and Festivals

Contests, festivals, and other adjudicated activities are important events of the East Paulding High School Band program. It is through these activities that we obtain valuable feedback about our progress as individuals and as a program. Although we never "live or die" by any one judge's or any panel's opinion of our performance, it is important that we learn the value of giving maximum effort and standing by the results as our best possible effort that day. The EPHS Band will sit or stand with silent pride as scores are announced and graciously accept the results, regardless of outcome. We will come in first when we deserve to based on our performance. Until then, we know "winning" is the state of every individual having endured the hardships, taken the chance of competing, and executed their personal best in the pursuit of excellence. The band's image is based on each individual. Our public reputation will be based upon our appearance, our actions, and our projection of pride in the organization. It is the responsibility of each band member to insure that we present the best possible image at all times.

Individual Opportunities

All-State Band, District Honor Band, Solo and Ensemble Festival, and other Honor Band activities provide students with the opportunity to excel individually on their instrument and to receive recognition for their musical achievements.

Honor Bands

Audition information for all honor bands will be available early in the school year. Private lessons and early practice are the keys to being selected to these bands.

Other "Honor Band" activities may be available to East Paulding Band students during the school year, either based on audition or application. These events include honor clinics throughout Georgia and the southeast. Students will be notified of these events.

Solo and Ensemble

Solo and Ensemble Festival, usually held in April, also gives students an opportunity to excel individually or in small instrumental groups. Students may select their own music (with the Directors approval) or Mr. Keith will be happy to assist in the selection. There is an entry fee for

each participant. This event gives the student a chance to work on different types of music as well as work in smaller groups. The event is very beneficial to the development of our total band program.

Private Lessons

Private lessons are the key to developing an outstanding musical organization. Students who study their instruments privately with a professional show rapid improvement in individual musicianship. As these students improve, their excitement towards practicing increases, they continue to improve, and they become a stronger contributor to the overall success of the band. Private instruction will have a great impact on the individual student and on our band program both this year and in the future. Mr. Keith will assist you, if needed, in selecting a private instructor. The key to satisfactory results from private instruction is to start as soon as possible.

Rules of Conduct

Listed below are rules that we will be observing this year. **These rules are not listed to stifle excitement or enthusiasm. These rules are included to insure a higher level of excellence in the band program and provide everyone the best experience possible.**

1. All school policies of conduct and behavior apply to all band functions. The penalties resulting from the abuse of the regulations will be consistent with school board policies and also be subject to other penalties instituted by the Band Director.
2. Food, drink and **gum** are not allowed in the bandroom or band facilities at any time unless otherwise allowed by the director. The bandroom will be kept clean and free from trash at all times. It is a source of pride to this program and represents us directly.
3. The use of obscene language or gestures will be considered unbecoming of an East Paulding High School band member. This is not an image we wish to project and is considered completely unacceptable. Problems in this area will be addressed immediately.
4. General disrespect to the director, faculty, chaperones, band staff, or substitute teachers will not be tolerated.
5. Students not involved in the band program must be escorted by a band member while in the bandroom. These strict rules of personnel in the bandroom are to protect school and individual property.
6. Students are not allowed to handle an instrument other than that of their own. Many instruments are delicate and can be damaged easily. If it is not yours, do not touch it. Percussion instruments are not tables. Nothing should ever be set on top of a percussion instrument.
7. The band facilities are to be cleaned and straightened after every rehearsal and event. Officers are responsible for seeing that the rooms are kept clean and orderly. Because of the large number of visitors and guests, the general appearance of all band facilities must be kept neat at all times. Instruments are to be properly stored in cases and pushed to the back left corner of the shelf.
8. The telephone in the director's office will be used for school or band business only. There will be no unauthorized use of the telephone. No long distance or directory assistance calls are to be made at any time. The director's office doors are always open and students are welcome to come to the office to discuss music, instruments, class, life, etc. However, the director's office is not a student lounge. **There will be no students in the office while the director is not present.**
9. Only authorized personnel are allowed in the uniform storage room. Do not enter this room without authorization.

10. All students must have necessary materials needed to perform correctly including items such as **three quality reeds, reed case, slide/cork grease, valve oil, and a pencil**. Each member is required to keep up with all assigned music. It is the student's responsibility to make sure that the music is not lost or damaged. You must have your music at all times. Copies will be replaced at 25 cents per copy. Lost or damaged originals will be replaced by the student at retail price.
11. Parents are asked to cooperate by picking up their child immediately after rehearsals and performances. The Directors will be consistent with the time rehearsals begin and end.
12. All band members are required to ride buses to and from the band functions. In the event that a band member will not be riding back on the bus, the director must have a completed transportation release form signed by the band parent or guardian. *These forms are located at the end of the band handbook.* A completed form must be turned in prior to the event where the student will be riding home with parents or guardians. **Students may be released only to parents or guardians.** Students will not be released to siblings, friends, other parents etc. unless the Director has been notified in writing in advance. These rules are in place for your child's safety.
13. While on band trips remember who you are and who you represent at all times. Band members are to always respect chaperones and staff as they would the director. All personal items brought on band trips are the sole responsibility of the person in which they belong. The bus drivers, band staff, or chaperones will not be responsible for any lost or stolen items. The band director reserves the right to inspect any baggage at any time.
14. All band members are required to complete required forms. These forms must be signed by a parent or guardian. Students failing to complete the required forms will not be allowed to perform or travel with the band program.
15. At school, once the bell rings, students must be inside the bandroom. Students will have two minutes after the bell rings to take out their instrument, music, and begin warming up. Tardies will be issued to students not complying with this rule. **All talking and playing will cease when a director steps on the podium.**

If an individual's behavior is found to be in conflict with school policies or is seen to be dangerous or injurious to the well-being or progress of the group or other individuals, that student will face disciplinary action and possible dismissal from the performing group. There will be consequences for students who are cited for behavior or discipline problems and who do not follow instructions due to apathy, neglect or inattention.

Attendance

Attendance at all band functions is important for the musical growth of the program. Students absent during rehearsal pose problems for the group during both drill and ensemble rehearsal. Students absent from marching or concert performances hurt the group immensely, as they make large, gaping holes in the drill and the part that they play is musically absent. It is impossible to rehearse properly with missing personnel.

Full attendance at band camp is necessary and mandatory for every student in the marching program. Attendance at guard and percussion camp is mandatory for all guard and percussion members. Any student missing these rehearsals will be placed on alternate status. Schedule all vacations, doctors' appointments, and any other conflicts around rehearsal times.

Attendance at all after school rehearsals and performances of the **marching band or concert bands** is mandatory for all students. If you miss a rehearsal, you may return to find that your position has been filled by another member. An unexcused absence from an after school marching rehearsal may jeopardize the student's status in that week's marching show as well as third quarter privileges. An unexcused absence from a halftime, festival or contest performance will greatly jeopardize the student's membership in the ensemble. It is mandatory that all marching members participate in all parade and local events. **Unexcused absences will result in ineligibility for awards, including letters and service bars.** After school marching and concert rehearsals are co-curricular rather than extra-curricular, points will be deducted from a student's grade for any missed rehearsals. Work is not an excuse for missing rehearsal. Plan ahead with your employer if you have a job. The only excused absences are ones cleared with the director, in writing, ahead of time. Directors reserve the right to deem any "excuse" inexcusable whether issued by a parent or student. Directors also have the right to remove a student from any performance or the program itself based on attendance. It's real simple. Don't miss rehearsals or performances.

Tardies to rehearsal are neither excused nor unexcused. After three tardies you will be placed on probation. If any more tardies occur, your position in the band organization will be in jeopardy. If a student is more than 15 minutes tardy they may be considered absent from that particular rehearsal or performance. Leaving a rehearsal early is also grounds for an absence. Certain exceptions may or may not be allowed.

In the event that a member belongs to another organization that has a scheduled event at the same time as any East Paulding High School Band function, **the school band will always take precedence.** Mr. Keith will review notification (in written form by parent or guardian) of conflicting events two weeks prior to the conflict and will accept or reject the absence request. This is a standard procedure for most bands amateur or professional.

Examples of types of absences:

Excused Absences:

Personal Illness (with note from doctor)

Wedding in the **immediate** family (mother, father, sister, brother)

Death in the extended or immediate family

Unexcused Absences:

Doctor or Dental appointment

Work Scheduling Conflicts

School Club Meetings/Trips

Make-up tests

Any other absence

Practice Schedule

Marching Band

1. Mini-camp in May

2. Band Camp in July (REQUIRED)

3. **During the school term, we will rehearse on Monday, and Thursday afternoons from 4:00p.m. to 6:30p.m. and Thursday evenings 6:30p.m.-9:00p.m.** Students should use the 30 minutes following school for changing clothes, tutoring, club meetings or make-ups. They could also use this time to pass-off their marching music if necessary. A Wednesday practice may be scheduled directly after school due to an extreme urgency. Some evening rehearsals may be scheduled at the band director's discretion especially in the case of extreme heat. Sections of the band will rotate responsibility for management of the practice facilities. A Saturday mini-camp will be planned for a Saturday in September.

Concert and Symphonic Bands

1. Sectional rehearsals or full band rehearsals leading up to each performance (Holiday Concert, Winter and Spring Concert).
2. Rehearsals in late January and February leading into the Festival Performance. *We will most likely decide on a day of the week to regularly rehearse with the percussion section after school during this time. For example, the Concert band may rehearse on Tuesdays after school and the Symphonic band may rehearse Thursdays after school.*
3. A weekend mini-camp before festival (Large Group Performance Evaluation).

Grading Procedures

Band is a unique course at East Paulding High School. It has curricular requirements, similar to other academic discipline, but it also has out-of-class time requirements. The strength of our band program depends on the consolidation of these requirements into one performance based, academic course of study. The level of commitment from each individual student is a driving force behind the organization and is reflected in the level of achievement reached by the individual and the program. Rehearsals, whether during or after school, are the means by which students learn, and by their very nature cannot be reproduced or made-up. Therefore it is imperative that students be present unless the absence is absolutely unavoidable. Excessive rehearsal absences will undoubtedly affect a student's performance. Although band directors frequently function as conductors, we are primarily teachers responsible for the musical and aesthetic education of each student in the band program. This is the reason I will be absolutely insistent upon each student's daily participation. Rehearsals are not optional, and are reflected in the student's daily grade.

Performances are viewed as major tests. A performance is a learning experience that cannot be duplicated in a rehearsal hall or practice room. The level of concentration required in a public performance assists each student in developing an insight into his/her own level of execution. A performance is an important evaluative tool, allowing comparison of a student's performance in relation to classroom objectives presented and with past performances. Absences from performances are only excused in the event of an extreme emergency: serious illness or hospitalization of the student, death in the family, religious holiday, or other reasons deemed excusable by the director. All absences from performances or rehearsals must be approved by Mr. Keith **in advance**. Unexcused absences may result in the student being placed on "alternate status", or losing a part in concert settings. Absences from a class must follow the policies and procedures set by East Paulding High School.

Band provides a medium through which students progress academically, musically, and socially. Musicianship, positive attitude, attendance, punctuality, conduct, and a desire for excellence are absolutely expected from each member of the East Paulding High School Band. Therefore, individual practice and preparation are essential. No other discipline in education requires the high level of achievement from all participants as does musical performance. Your math class will not be affected if you fail an exam. The band, however, will suffer if you don't contribute to the best of your ability. Through the level of commitment required, we hope to better prepare ourselves for the responsibilities encountered throughout their lives.

Class grades are determined using the school's grading policy and includes:

- A. Attendance
- B. Participation (Class, rehearsals and performances)
- C. Quiz Results
- D. Proper Classroom Supplies.

Instrument Care

School-owned instruments become the responsibility of the student to whom they are issued. Any damage other than normal wear and tear will be repaired at the student's expense. Individual instruments must always be maintained in top playing condition.

Always show the director your instrument before taking it in for repairs. The director may be able to repair you instrument thus saving you money. Remember that horseplay can cause damage to instruments and equipment. Be careful with your instrument. Place it out of harm's way if it is necessary for you to put it down. Never touch or play on anyone else's instrument. The director reserves the right at any time to inspect or demonstrate any instrument whether it is owned by the school or individual.

Bus Rules and Procedures

1. Changing buses is not allowed
2. On school buses, keep noise to a minimum. No Screaming/Yelling/Hollering. No unnecessary moving around on the bus. No standing in seats, sitting on backs or arms of seats on the bus. Always do as the bus driver asks when on the bus. Each will have a first aid kit on board. Ask chaperones for assistance if needed.
3. DO NOT play your instrument on the bus.
4. DO NOT throw anything out of the windows. Keep arms, head, body, etc. inside windows.
5. Answer roll call for yourself only. No talking whatsoever during roll call. Roll will be called by chaperones or a designated student each time we load the bus.
6. Use restrooms on buses as little as possible. We will make regular stops, and you do not want the restrooms to smell.
7. Put all trash in garbage bags. Officers/section leaders should sweep the bus and remove trash before leaving.
8. Upon return, be sure to close the windows. Pick up any trash and belongings before exiting the bus. This will help the drivers.
9. At away games and contests, you must return with the band unless YOUR parents/legal guardians pick you up in person. A travel release form, found at the back of the handbook, must be completed in advance of the trip and turned in to Mr. Keith. PARENTS MUST ALSO SIGN THEIR CHILD OUT WITH MR. KEITH PRIOR TO DEPARTURE.

10. Do not use the emergency exit doors unless an emergency arises. They are not for loading and unloading.

- Home games are over at approximately 10:30 p.m. You will be given an approximate return time on all away trips. Please have your rides here at school when we arrive. Calling Mom to come get you when you arrive is too late! The EPHS band program is not a daycare center. Be responsible and considerate of others.

Travel Guidelines

1. Follow instructions of directors or chaperones at all times. If you do not understand, ask politely.
2. No boys in girls rooms, no girls in boys rooms. Not to borrow a brush, not to say hi, not with the door open...
3. Couples, remember this is a band function not a date.
4. **ALWAYS BE AWARE OF YOUR SURROUNDINGS!!!** Don't become a victim of circumstance.
5. You are responsible for any damage to your room.
6. Know who the chaperone for your group is, and their room number.
7. Make no charges to your room. (movies, phone calls, etc.) Use pay phones to call home.
8. Take no souvenirs from your room, restaurants, or any other place of business.
9. Make no calls between rooms after lights out unless you are calling a chaperone to report a problem.
10. NEVER leave your room unlocked.
11. Mr. Keith should be notified in writing if you are taking any prescription drugs.
12. No changing of buses or rooms without the director's permission.
13. Leave all non-essential valuables at home.
14. Watch your belongings. If you put something down and leave it unattended, there is an excellent chance it will not be there when you return.
15. Curfews will be announced and strictly enforced.
16. Behavior of students will be exemplary at all times. There is no excuse for rude, obnoxious acts. The EPHS band will be the epitome of class at all times. All school rules are in effect throughout the duration of any trip.
17. There should be no action for which an explanation is necessary. If you think someone might ask you "Why did you do that?" then don't do it.
18. Everyone is responsible for their instrument as well as other designated equipment upon returning to the school. Band members are not to leave until dismissed by the director.

Staff and Chaperones

Anyone on the staff of the EPHS Band has been selected due to the skills and qualities they possess and for the benefit they can bring the band program. They are to be considered an extension of the director. They are to be treated with the highest level of courtesy and respect.

Chaperones are also extensions of the authority of the director. Without the dedication of our chaperones and other adults that assist the band, we could not travel or perform. These people work hard and the only reward they receive is your appreciation. Be respectful, polite, cooperative, and remember that the words such as "Please" and "Thank You" cost you nothing

yet are highly valued by the recipient. If you disagree with something a chaperone asks you to do, you are not to argue with the chaperone. You are to do as you are asked and then inform the director. This policy will be strictly enforced. In an extremely unlikely event that a chaperone's instruction would cause you to violate civil law or moral standards, the student should ask to be taken by that chaperone to the director immediately.

These are just a few of the guidelines necessary to govern and maintain integrity and excellence in our program. Other rules may be implemented at any time. We must always strive to be the best ambassadors of music, our community, the school, our families, and ourselves that we can be.

 **East Paulding High School Raider Brigade** 
Performance Policies and Procedures

Physical Fitness

Students must realize that practice sessions are quite strenuous and much of the early practices will be in the sun and heat. Students who have chronic physical problems that may affect attendance should make this known ahead of time. Poor attendance for any reason will be grounds for dismissal from the band or for a student being selected as an alternate.

BE PREPARED FOR THE HEAT!! Proper attire is required for all marching rehearsals. No sandals, flip-flops, high heels, or boots will be allowed. You should wear shorts, light colored cotton tops and always wear socks and athletic shoes. This is for your health and for proper marching technique. It is recommended that students have a personal water jug with either cool (not ice cold) water or a sports drink. A good hat, sunglasses and sunscreen would be in your best interest.

Game, Competition, and Performance Procedures

Playing will be done only as instructed by the Director. This also includes percussion playing with cheers. Football rules are very strict therefore we do not want to cause a penalty. No one will go anywhere during the game, except third quarter. If you have an emergency an adult must go with you. Students are to stay with the group at all times. Please be careful where you place your hat while in the stands. Memorize your hat number so that you do not pick up someone else's hat. You are responsible for your instrument. If you leave it out on the stands you will be responsible for any damages. You should have it in your hands at all times with the exception of third quarter privileges. Only band members will be allowed to sit in the band section. No public display of affection while in uniform. **THIS INCLUDES HOLDING HANDS.**

Halftime Performance

Approximately 6 minutes before the end of the second quarter we will depart the stands to warm-up and prepare for the performance. Listen carefully to instructions. When waiting on the sidelines to perform you should stay behind the sideline and not interfere with any of the players. Pay attention so that you do not become hit by a ball or get knocked down. There will be no playing of instruments. Remember that people are watching you! When the horn sounds ending

the first half, move quickly to position. We perform first at away games second at home games. After performing, get out of the way of the other band. There should be no talking while the other band performs. Be polite and always clap for the other band. Following the completion of halftime performances, proceed to the stands or previously designated area. Listen for further instructions. Third quarter will usually be given off. This is a privilege and not a right. You should get refreshments and visit the restroom at this time. **DO NOT GO ANYWHERE ALONE!** You must be back in the stands **ONE MINUTE** before the end of the third quarter... watch the clock. All food, gum, and drinks must be discarded at this time.

3rd Quarter Policy

Students are not to leave the stadium (home or away) during the 3rd quarter. Exceptions may be made with the director's approval only. Students may lose third quarter privileges due to tardies, absences, or other disciplinary infractions.

After the Game, Competition, or Performance

No one will be permitted to leave early from any game except for an emergency or unusual circumstance that has been cleared prior to the game or performance by the Directors. Following the game, the band may play a few selections before marching to the buses or back to the bandroom. After some games the band may perform a repeat performance of the show. Following home and away games, upon arrival back at the bandroom **EVERYONE** is required to wait to be dismissed by the director before leaving. You will be dismissed as soon as the bandroom is returned to its proper order and any announcements are made. It is everyone's responsibility to put away instruments and return the bandroom to proper order.

Transportation

All students must travel on the bus to the game or performance to perform with band. Students will sit quietly and listen for roll call each time it is given and answer only for themselves. Students will remember to treat all bus drivers and chaperones with respect and respond immediately to any request made. All board and school policies apply to all band functions. No walkmans, radios, or electronic devices including but not limited to cell phones are allowed on any band trip unless permission is given by the Director. These items will be taken up and returned at the director's discretion. Valuables are to be left at home. Buses do not lock and the band will not be responsible for any items stolen. Do not throw or hang anything out bus windows including yourself.

Alternates

This year we will utilize an alternate system. Alternates will be selected at the beginning of the year based on grades, previous attendance, musical proficiency, and marching proficiency displayed at band camp. Alternates are considered legitimate members of the East Paulding Band and are entitled to be eligible for letters and awards. Alternates will attend all practices and performances. They will perform in place of a regular marching member when there is a need and at the discretion of the director.

Band Leadership

The duties of the band officers will be to promote and maintain spirit, order and discipline in the band. The officers and section leaders will always demonstrate a positive attitude toward activities in band. The officers will set good examples of what a good band member should be. The officers will be the enforcers of the band policies with director's approval. Section leaders are not to be considered officers, but do have authority over their individual sections only. Officers and section leaders who abuse the authority designated to them by the directors may be subject to disciplinary action by the directors or removal from office.

Section leaders have the authority to call sectionals. Sectionals must be called at least seven days in advance. The officers and section leaders should stay within their own instrument group except for rare occasions. The order of rank is as follows Drum Major/Band Captain, Assistant Drum Major, Lieutenants and Section Leaders.

The individual officers' duties will be as listed below:

Drum Major - The drum major's duties include those listed in the above article plus maintaining discipline during practices and performances. This duty is also for all the other officers. The drum major along with the band directors are the authority on the performance field.

Band Captain - The Band Captain's duties include those listed in the above article plus calling and presiding over officer meetings and calling meetings between the band and the band officers. The captain will be expected to help with sections and drill training. The captain can call sectionals if he/she feels they are needed. The Band Captain is the official representative of the marching and concert bands.

Lieutenants - Duties of the lieutenants are those listed in the above article plus the rehearsal of individual groups on their music and marching. They may also be called upon the help with drill sections.

Assistant Drum Major - The assistant drum major's duties are those of the drum major when the drum major is absent, and any other duties assigned at the discretion of the director. Results of tryouts will have bearing on selection.

The other officers will have the same duties. Each will have the authority over their individual groups or responsibility and will represent their group at officer's meetings. Officers will be selected at the discretion of the directors.

Other Student Leaders That Support Band Officers

Section Leaders - Appointed by the director based on musicianship, experience, dependability, and leadership training.

Auxiliary Captain(s) - Appointed at the discretion of the director, but usually includes Color Guard Captain and assistant.

Student leaders have been chosen to instruct you. They are here to aid in proper marching and execution of material. The officers have experience and knowledge to make you a better marcher and player. Listen and follow their instruction.

Color Guard:

Membership into this group is attained by audition in the spring of each school year. Tryout requirements generally consist of fundamental work and the performance of a routine(s) to music. Other factors include a completed application, parental permission prior to the designated deadline, teacher recommendations, attendance and full participation in audition rehearsals. A panel of qualified judges will be utilized in making the selection process for each group. The decision of the judges is final. Posting of the scores will be done in a timely manner. Previous members must re-audition each year for a position in the respective auxiliary. Each auxiliary group will have its own additional rules to follow.

Uniforms

Uniforms are to be treated with the utmost importance and respect. They are a source of pride and the first image the public has of us. All parts of the uniform must be worn properly at all times (zipped, buttoned, sleeves down, et cetera). Each student will be responsible for taking care of his/her uniform while it is being worn. Uniforms are extremely expensive. Never put a uniform away wet or dirty. If any problem arises with your uniform notify the director or a person in charge of uniforms. If any portion of the uniform is damaged or misplaced, it is the students' responsibility to replace it at their own expense. Each band member is required to pay a uniform rental fee. All marching members are required to purchase the appropriate marching shoe worn by the marching band. Marching members are also required to wear black socks, proper gloves, appropriate shorts, and the official band T-shirt. All Marching Band members' uniforms will be selected by the directors. This includes all auxiliary units. Band uniforms are the property of EPHS and will be stored in the band room and cleaned by the Band Booster Organization. The Uniform Committee will issue uniforms before each performance and take them up after each performance. No jewelry will be worn including watches. No medals, scarves, make-up (unreasonable) are to be worn. The hair should be worn braided or French braided and be done before the designated meeting time. Nail polish should be subdued and not "glossy". There is to be no bright or distracting fingernail polish or make-up while in uniform. Both males and females should wear their hair in a manageable style. Officers will hold pre-game and pre-contest inspections each week. Head gear should always be included in the "full uniform" unless otherwise stated. Students who are not participating in a performance must be present in uniform unless excused by the director.

Band Letter Points/Marching Band Credit

If a student wishes to letter or receive other awards in band, he/she must be a member in good standing with the band. To "letter," a student must be in the activity a full year, not one semester only. Any absences or tardies must be made up in a manner agreeable with the band director. Students who have deficiencies cited in other areas must correct them in order to be considered a member in good standing and to letter. Students who will not take care of financial obligations due to neglect will not be eligible to letter or to receive other awards. A student must participate in fundraising activities to "letter" in band. If a student misses band activities such as games, parades, festival or concerts, they forfeit the opportunity to "letter" unless excused by the directors.

Parental Assistance

Parents are an important part of the band, and have a vital role to play. Without the assistance and cooperation of band parents, there would be no chance for the level of success we want the band to reach. There are many things parents can do.

1. Attend Booster Meetings
2. Volunteer for parent committees. There are many different tasks with which we need your assistance, and everyone can find the niche that suits them best: Chaperone, uniforms, transportation, equipment handling (pit crew), sewing, meals, and publicity are just a few of the areas we need filled.
3. Be supportive of the band program and your child's participation by:
 - a. Assisting your child to be prepared and punctual for every rehearsal and performance.
 - b. Notifying directors if your child is to be absent or late for performance or rehearsal. This should be done in advance unless in absolute emergency.
 - c. Encouraging your child to practice at home and help them find a quiet place to do so.
 - d. Showing your interest and support in your child's music study by enthusiastically attending every performance possible.
 - e. Discussing with directors and staff anything that will help them understand and better serve your child.
 - f. Arranging for private lessons for your child, if at all possible.
 - g. Maintain a positive attitude towards the band program in the presence of your child.
4. We welcome visitors to rehearsals but request they remain quiet so as not to disturb the focus of the students or staff. Cheering at appropriate times is welcome!
5. Parents/guardians are responsible for paying for any unsold fund-raising goods not turned in by the deadline.
6. Any check that is returned will have a charge assessed by the Band Booster Treasurer.

Help us give your child the best experience possible. GET INVOLVED!

Parental involvement is critical for the success of the band program. All parents are urged to become active members of the band booster organization and assist in the organization's efforts.

The main goals of the band boosters are:

- 1: Raise funds to support the band program and actively participate in all programs and events.
- 2: Encourage the students and their program in a positive, supportive way.
- 3: Provide support and assistance as requested by the band director. All rehearsals of the band are open to observers. Parents are invited and encouraged to attend rehearsals. A typical evening rehearsal often concludes with a "run-through". The run-through is a non-stop performance of the show. This is an excellent time for parents to view students working as well as learn more about how a marching band works.

Parents are strongly encouraged to attend all performances and competitions in which the band participates. Competitions are a special part of the marching band. At competitions, the band performs with other area (and sometimes national) bands in a field show format. A panel of judges critiques each performance, which gives us a better understanding of our show and the ability to grow musically. The bands are then ranked by score in their respective size classification. At many competitions, parents have the option of sending "air grams" (messages read aloud before and after each performance) to the band or individual members of the band. Please feel free to support your band members. Cheer hard and loud for the Raider Brigade and positively support other bands as well!

News and important information will be posted to the official East Paulding High School Band Website www.raiderbrigade.com. This will serve as an official means of communication with parents and should be checked regularly. Students will be notified when new information has been posted. Parents and student are responsible for any and all information posted on this site.

Parents with specific talents or contacts that may enhance the band program are encouraged to discuss them with the Director. Parents are often needed for uniform duties, chaperones, social activities, transportation, etc. Those seeking extra involvement are encouraged to run for office in the organization or attend committee meetings. Our program will not be successful without dedicated parents.

Sometimes there may be a small group of parents who maintain a negative attitude towards the band director, band staff or certain aspects of the band program. These parents are often seen at football games, concerts, and even the grocery store projecting their negative attitude and views on others. These parents hinder the productivity of the band and its growth. Please do not participate in the gossip of this group. Any parent who projects a negative attitude toward the band program has no place in or around it.

Band Boosters

The band booster organization sponsors fundraisers throughout the year that often require full participation from students and parents. Most of us dislike paying for anything “out of pocket”, so please help the boosters! Again, assistance from all families is a necessity for the success of the band program. This organization funds the vast majority of the expenses i.e. providing the equipment, uniforms, music, etc., as well as tending to the needs of the band while at performances and on trips. Parents of every band student are members and are needed and expected to help. Participation can be in any of the services and projects listed below. (If you have special expertise or experience in a particular area please let one of the officers know). At a very minimal level, every member is expected to work in the concession stand at least two times. Please notify any of the club’s officers of your choice(s). The club meets one evening each month in the EPHS Band room. These meetings offer parents information and an opportunity to have input into the various activities, the way the club makes money and the way the money is spent. This is one way of showing support for your child’s activities.

Committees and Volunteer Positions

Chaperone Committee

16-20 volunteers needed to ride buses and supervise students at each away event.

Trailer/Equipment Crew

10 volunteers needed to load and unload equipment and move it to and from field, stands and trailer. Coordinates all aspects of EPHS Raider trailer including maintenance and operation. Volunteers are needed to pull the trailer for away games and other events throughout the school year.

Communication Committee

Committee will consist of a chairperson and at least four members who will be responsible for a timely production of a newsletter, EPHS band handbook, updating the web page, e-mail blasts,

and telephone messages, advertising, photography, and community and school publicity. This includes but is not limited to local newspaper announcements, newsletters, web page, e-mails, and other means as deemed appropriate by the Executive Board to further bring positive community awareness to the instrumental program of the EPHS Raider Brigade.

Uniform Committee

3-6 volunteers needed at each uniformed band event.

Committee oversees distribution, collection, repair, and cleaning of Marching Band Uniforms for games and contests. Also handles tuxedos and gowns for concert season.

Guard Committee

Committee will consist of a chairperson and other color guard parents to communicate the concerns of the guard through the executive board.

Ways & Means Committee Members

Treasurer and 3 volunteers.

Committee oversees Fund Raising and Distribution of funds. Makes recommendations for fund raising projects based on needs of band.

Individual Fundraisers

Committee will consist of a chairperson and any person heading up an individual fundraiser. Individual fundraisers are those fundraisers that contribute toward the student account credits.

Major/Event Fundraisers

Committee will consist of a chairperson and all major/event fundraising coordinators. This can include but not be limited to Concessions, Paulding Meadows, Miss Raider, Little Miss Raider, Concert Dinners, Taste of Jazz, Concert in the Park, and others as determined by the Executive Board.

Community Sponsorship

Committee will consist of a chairperson and at least two other individuals to contact local businesses to solicit money and donations for the booster club's Partners in Marching Success program.

Hospitality Committee

6-12 volunteers needed for various areas.

Coordinates all aspects of entertainment provided by the Booster Club. Chairperson coordinates the band camp meals/snacks, end of camp party, monthly meeting refreshments/door prizes, Senior Night recognitions, fall practice breaks/refreshments, away game meals, and end of season banquet.

Security and Safety

Works with directors, staff, chaperones, and law enforcement to insure that students are continuously safe and out of harm's way at all times.

I _____ (parent name – please print)

am requesting that _____ (students name)

be released from the care of the East Paulding High School Band

on ____/____/____ at approximately ____:____ am/pm.

_____ (parent signature)

Students will be released to parents only. Relatives and friends are not allowed to pick up a student unless previously cleared (in writing) with Mr. Keith.

I _____ (parent name – please print)

am requesting that _____ (students name)

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on ____/____/____ at approximately ____:____ am/pm.

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